



City of Garden Ridge

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

AGENDA CITY COUNCIL REGULAR MEETING WEDNESDAY, JULY 7, 2021, 6:00 P.M.

The Garden Ridge City Council will meet in a regular session on Wednesday, July 7, 2021, 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. Posting of Colors by Davenport JROTC/Pledge of Allegiance

4. Davenport High School Presentation

5. City/Employee Recognitions/Employee Introductions

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

6. 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. 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.

7. 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 June 2, 2021, City Council Regular Meeting.
- b) Financial Statement, Summary Report, and Management's Discussion and Analysis of Results of Operations – May 31, 2021.
- c) Destruction of City records in accordance with the City of Garden Ridge Records Retention Plan.
- d) Designate Comal County Tax Assessor-Collector to calculate 2021 Tax Rate for the City of Garden Ridge.
- e) Municipal Advisor Agreement between RBC Capital Markets, LLC, and the City of Garden Ridge.

- f) Bexar Metro 9-1-1 Network's Proposed Fiscal Year 2022 Budget.
- g) 2022 Comal Appraisal District Budget.
- h) Approval of employee benefits for fiscal year 2022 and authorization for City Administrator to negotiate contracts with Texas Municipal League IEBP.
- i) Request from Garden Ridge Elementary School for an exception to Ordinance No. 22, Section 6. Pedestrian Traffic. to allow pedestrian traffic to cross Municipal Parkway between the hours of 7:00am and 8:00am on Tuesday, August 24, 2021-Friday, August 27, 2021, and on Thursday, November 11, 2021.

8. Staff Reports

- 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) Finance/HR Monthly Activity Report.
 - Financial reporting, audits, employee benefits, communication efforts, upcoming events, personnel updates, and continuity of operations.
- c) City Secretary Monthly Activity Report.
 - Administrative operations and projects, records management, communication efforts, citizen concern/input, upcoming events, personnel updates, and continuity of operations.
- d) Police Department Monthly Activity Report.
 - Traffic/code compliance enforcement, criminal activity, upcoming events, and continuity of operations.
- e) 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.
- f) 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.
- g) Library Monthly Activity Report.
 - Upcoming events and continuity of operations.

9. City Engineer Projects Status Reports

- a) FM 2252 TxDOT Project.
- b) FM 2252 Wastewater Project.

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

- a) Planning and Zoning Commission:
 - 1. Receive recommendation to appoint Jesse Deaver to the Planning and Zoning Commission Place 5 vacancy with term expiring September 30, 2021.
 - 1.1. Take action on recommendation.
 - 2. Receive recommendation to waive the automatic termination in Ordinance No. 210-022018, Section V. to allow for a fifth (5th) total absence in a twelve (12) month period for Commissioner Dauer.
 - 2.1. Take action on recommendation.
 - 3. Receive monthly activity update as applicable.

- b) Quarry Commission:
 - 1. Receive monthly activity update as applicable.
- c) Water Commission:
 - 1. Receive recommendation to accept the resignation of Commissioner Beard.
 - 1.1. Take action on recommendation.
 - 2. 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.

11. Approvals and Authorizations

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

- a) Application for Water and Wastewater Utility Service.
- b) Amendments to City of Garden Ridge Personnel Policy Manual.
- c) City Council consensus on August 5, 2020, to waive the provision in Ordinance No. 210-022018 that requires all Commissioners to attend two (2) City Council regular meetings each calendar year.
- d) Appeal of water leak adjustment granted through Resolution No. 471 and Water Manager's subsequent denial for additional credit pursuant to Ordinance No. 54 for 8802 Wild Wind Park for the billing period of January 22, 2021 – February 22, 2021.

12. Updates

- a) City Council Projects.
 - 1. Comal ISD Events (Swint and Arvidson).

13. Discussion of Future Agenda Items

14. Citizen Comment Period – limited to 20 minutes total

See "Rules for Citizens' Participation" under Item 6.

15. 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)
- Families of Garden Ridge
- Garden Ridge Lions Club and Garden Ridge Women's Club
- Garden Ridge Citizen Police Academy Alumni Association/Citizen Patrol
- Greater Bexar County Council of Cities
- Northeast Partnership

16. 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 and 551.072 – Deliberations About Real Property.
 1. To deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person and legal advice on same: wastewater utility easement acquisition and property acquisition for city building project and related matters.
 2. 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 regarding possible computer/data breach (Mayor's Access & PC) and related investigation.

17. 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.

18. Adjournment

AGENDA NOTICES:

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

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

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

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

This is to certify that I, Marisa Spencer, posted this Agenda at 12:00 p.m. on July 1, 2021, on the bulletin board located at the entrance to Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas.



Marisa Spencer
City Secretary



City of Garden Ridge

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

MINUTES CITY COUNCIL REGULAR MEETING WEDNESDAY, JUNE 2, 2021, 6:00 P.M.

Councilmembers Present:

Mayor Robb Erickson
Mayor Pro-Tem John McCaw
Councilmember Lisa Swint
Councilmember Jesse Valdez
Councilmember Todd Arvidson
Councilmember Kay Bower

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
Steven Steinmetz, Interim Utility Manager
Eric Lowman, Deputy Public Works Director
Linda Crosland, Librarian
Cynthia Trevino, City Attorney

City Commissioners Present:

Dr. Jim Miller, Chair, Planning and Zoning Commission
Karen Diaz, Vice-Chair, Planning and Zoning Commission
Todd Hill, Planning and Zoning Commissioner
James Mueller, Chair, Water Commission
Don Stone, Water Commissioner
Dr. Denise Miner-Williams, Wildlife Management Advisory Commissioner

1. Call to Order

With a quorum of the City Councilmembers present, Mayor Erickson called the regular meeting of the Garden Ridge City Council to order at 6:00 p.m. on Wednesday, June 2, 2021, 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 Erickson led the Pledge of Allegiance and the Texas Pledge.

4. City/Employee Recognitions/Employee Introductions

a) Thank you note from Marilyn Winters to the City of Garden Ridge and City Staff.

City Administrator Nancy Cain stated a thank you note was received from Marilyn Winters to the City of Garden Ridge and City Staff for assisting with election preparations.

b) Thank you note from Kitty Owen to Mayor Thompson and City Council.

City Administrator Nancy Cain stated a thank you note was received from Kitty Owen to Mayor Thompson and City Council for recognizing her volunteer service years.

c) Thank you note from Hanson Aggregates-Servtex Quarry to the City of Garden Ridge.

City Administrator Nancy Cain stated a thank you note was received from Hanson Aggregates-Servtex Quarry to the City of Garden Ridge for assisting in the annual food drive for RACAP.

d) Texas Municipal Clerk's Office Achievement of Excellence Award.

Mayor Erickson spoke regarding the Texas Municipal Clerk's Office Achievement of Excellence Award and City Administrator Nancy Cain thanked the City Secretary's Office for all they do. The Texas Municipal Clerk's Office Achievement of Excellence Award was presented to City Secretary Marisa Spencer, Assistant City Secretary Kat Balbi, Court Clerk Shannon Del Toro, and Utility Clerk Michelle Hinojosa.

5. Citizen Comment Period

Tony Frasco, 8802 Wild Wind Park, spoke regarding his water bill.

6. Consent Agenda

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- a) Approval of Minutes for the April 26, 2021, City Council Special Meeting.**
- b) Approval of Minutes for the May 5, 2021, City Council Regular Meeting.**
- c) Approval of Minutes for the May 10, 2021, City Council Special Meeting.**
- d) Financial Statement, Summary Report, and Management's Discussion and Analysis of Results of Operations – April 30, 2021.**
- e) Garden Ridge Assembly Lease Agreement to continue leasing property located at 9375 Schoenthal Rd. for a period of two (2) years at the previously set rate of \$1,265 per month.**
- f) Memorandum of Understanding for Disclosure of Information between the Comal County Criminal District Attorney's Office and the Garden Ridge Police Department.**

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

7. Staff Reports

a) City Administrator Monthly Activity Report.

City Administrator Nancy Cain provided City Council with an update on the City Shred Event and spoke regarding Governor Abbott's Executive Order relating to masks, the COVID-19 vaccination clinic scheduled for June 8th at the Community and Event Center, and the First Friday Event scheduled for June 4th at Paul Davis Park.

b) Finance/HR Monthly Activity Report.

Finance/HR Director Karen Ford provided City Council with updates relating to City Staff and spoke regarding the American Rescue Plan.

c) City Secretary Monthly Activity Report.

City Secretary Marisa Spencer reviewed the monthly activity report and spoke regarding continuity of operations related to the Administrative Department.

d) Police Department Monthly Activity Report.

Chief Eberhardt reviewed the monthly activity report and spoke regarding continuity of operations related to the Police Department.

e) Public Works Monthly Activity Report.

Deputy Public Works Director Eric Lowman reviewed the monthly activity report and spoke regarding continuity of operations related to the Public Works Department.

f) Water Department Monthly Activity Report.

Interim Utility Manager Steven Steinmetz reviewed the monthly activity report and spoke regarding continuity of operations related to the Water Department.

g) Library Monthly Activity Report.

Librarian Linda Crosland reviewed the monthly activity report and spoke regarding continuity of operations related to the Library.

8. City Engineer Projects Status Reports

City Engineer Sam Johnson reviewed the Trihydro Engineering Report. He spoke regarding the FM 2252 TxDOT Project and FM 2252 Wastewater Project and addressed questions from Councilmembers.

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

a) Planning and Zoning Commission:

1. Planning and Zoning Commission Place 4 Vacancy.

1.1. Receive recommendation to appoint Todd Hill to the Planning and Zoning Commission Place 4 vacancy with term expiring September 30, 2021.

Chair Dr. Miller stated the Commission recommends the appointment of Todd Hill to the Planning and Zoning Commission Place 4 vacancy. Todd Hill introduced himself and Mayor Erickson thanked him for volunteering.

1.2. Take action on recommendation.

Motion: A motion was made by Councilmember Bower, seconded by Councilmember Valdez, to approve the Planning and Zoning Commission's recommendation and appoint Todd Hill to the Planning and Zoning Commission Place 4 vacancy with term expiring September 30, 2021. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

2. Receive monthly activity update as applicable.

Chair Dr. Miller provided City Council with an update on the topics discussed at the Commission's May meeting.

b) Quarry Commission:

1. Take action on designating Ex-officio of Quarry Commission.

Mayor Pro-Tem McCaw volunteered to serve as Ex-Officio of the Quarry Commission.

Motion: A motion was made by Councilmember Bower, seconded by Councilmember Swint, to designate Mayor Pro-Tem McCaw as Ex-officio of the Quarry Commission. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

2. Receive monthly activity update as applicable.

Mayor Erickson stated the Commission did not meet in May and does not have anything to report at this time.

c) Water Commission:

1. Request for water leak adjustment for 19204 FM 2252 for the billing period of February 22, 2021 – March 23, 2021.

1.1. Receive recommendation from the Water Commission.

Chair Mueller 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 \$994.00 for approval by City Council, adding the amount is based on calculating the cost of water lost at the second-tier rate.

1.2. Take action on recommendation.

Motion: A motion was made by Councilmember Swint, seconded by Councilmember Arvidson, to approve the Water Commission's recommendation for request for water leak adjustment for 19204 FM 2252 for the billing period of February 22, 2021 – March 23, 2021, and credit the account in the amount of \$994.00. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

2. Receive monthly activity update as applicable.

Chair Mueller provided City Council with an update on the topics discussed at the Commission's May meeting.

d) Wildlife Management Advisory Commission:

Mayor Erickson stated the Commission did not meet in May and does not have anything to report at this time.

e) Parks Committee:

City Administrator Nancy Cain provided City Council with an update regarding the 4th of July Event.

f) *Volunteer Garden Ridge!*

City Administrator Nancy Cain stated *Volunteer Garden Ridge!* reported 391 hours for the month of May.

10. Approvals and Authorizations

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

a) Election of Mayor Pro-Tem for a one-year period.

Motion: A motion was made by Councilmember Bower, seconded by Mayor Pro-Tem McCaw, to elect Councilmember Swint as Mayor Pro-Tem for a one-year period. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

City Council thanked Councilmember McCaw for his service as Mayor Pro-Tem.

b) Designation of authorized signers on bank accounts held by the City of Garden Ridge with First United Bank and TexPool.

Motion: A motion was made by Councilmember Arvidson, seconded by Councilmember Bower, to designate Mayor Erickson, Mayor Pro-Tem Swint, City Administrator Nancy Cain, and City Secretary Marisa Spencer as the authorized signers on bank accounts held by the City of Garden Ridge with First United Bank and TexPool. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

c) Application for Water and Wastewater Utility Service.

City Administrator Nancy Cain requested this item be tabled until July to allow adequate time to finalize the document with the City Engineer and the City Attorney.

d) Resolution No. 473-062021 A Resolution of the City Council of the City of Garden Ridge, Texas, authorizing the filing of an application for financial assistance from the State Infrastructure Bank and authorizing the City Administrator to act on behalf of the City of Garden Ridge, Texas, in all matters relating to the application.

City Administrator Nancy Cain spoke regarding the water conflicts along FM 2252 and filing an application for financial assistance from the State Infrastructure Bank.

Motion: A motion was made by Councilmember Valdez, seconded by Councilmember McCaw, to approve Resolution No. 473-062021 A Resolution of the City Council of the City of Garden Ridge, Texas, authorizing the filing of an application for financial assistance from the State Infrastructure Bank and authorizing the City Administrator to act on behalf of the City of Garden Ridge, Texas, in all matters relating to the application. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

e) Mayor and City Council Stipend.

Mayor Erickson spoke regarding the Mayor and City Council Stipend and City Council agreed by consensus to direct staff to not move forward with drafting the document that would be needed to implement the stipends.

f) Salary Uniformity and Step Pay Plan.

City Administrator Nancy Cain spoke regarding the Salary Uniformity and Step Pay Plan approved by City Council on April 26, 2021. She stated to maintain uniformity and equality among Department Heads, an overall salary increase of 8% is recommended for the positions of Librarian, Public Works Director, and Utility Manager.

Motion: A motion was made by Mayor Pro-Tem Swint, seconded by Councilmember Bower, to approve the Salary Uniformity and Step Pay Plan recommendation as presented for the Librarian, Public Works Director, and Utility Manager positions. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

g) Resolution No. 474-062021 A Resolution of the City Council of the City of Garden Ridge, Texas, approving Fiscal Year 2021 General Fund Budget Amendment #1 for the period of October 1, 2020, through September 30, 2021.

Finance/HR Director Karen Ford presented the Fiscal Year 2021 General Fund Budget Amendment #1 for the period of October 1, 2020, through September 30, 2021, and addressed questions from Councilmembers.

Motion: A motion was made by Councilmember Bower, seconded by Councilmember Valdez, to approve Resolution No. 474-062021 A Resolution of the City Council of the City of Garden Ridge, Texas, approving Fiscal Year 2021 General Fund Budget Amendment #1 for the period of October 1, 2020, through September 30, 2021, with the exception of the line item for the Mayor and City Council Stipend. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

h) Resolution No. 475-062021 A Resolution of the City Council of the City of Garden Ridge, Texas, approving Fiscal Year 2021 Water Company Operation and Maintenance Fund Budget Amendment #1 for the period of October 1, 2020, through September 30, 2021.

Finance/HR Director Karen Ford presented the Fiscal Year 2021 Water Company Operation and Maintenance Fund Budget Amendment #1 for the period of October 1, 2020, through September 30, 2021, and addressed questions from Councilmembers.

Motion: A motion was made by Councilmember Valdez, seconded by Councilmember McCaw, to approve Resolution No. 475-062021 A Resolution of the City Council of the City of Garden Ridge, Texas, approving Fiscal Year 2021 Water Company Operation and Maintenance Fund Budget Amendment #1 for the period of October 1, 2020, through September 30, 2021, with the exception of the line item for the Mayor and City Council Stipend. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

11. Updates

a) City Council Projects.

1. Animal Foster Program (Swint and Bower).

Councilmember Swint and Councilmember Bower spoke regarding the Animal Foster Program Project and indicated this item could be removed from the agenda until they have additional information.

2. Comal ISD Events (Swint and Arvidson).

Councilmember Swint and Councilmember Arvidson spoke regarding upcoming events and Mayor Erickson spoke regarding Davenport High School presenting their fall schedule to City Council in July.

12. Discussion of Future Agenda Items

None at this time.

13. Citizen Comment Period

Dr. Denise Miner-Williams, 9063 Schoenthal Road, spoke regarding the Mayor/City Council Stipend.

Dr. Jim Miller, 9910 Marie Meadow, spoke regarding the vaccine clinic and the Mayor/City Council stipend.

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), Families of Garden Ridge, 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.

Councilmember Valdez spoke regarding the Garden Ridge Citizens Police Academy Alumni Association's Annual Car Show. Councilmember Bower spoke regarding the Garden Ridge Lion's Club. Mayor Erickson spoke regarding the Families of Garden Ridge Adopt-A-Highway Program and 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) and 551.071(2) – Consultation with Attorney and 551.072 – Deliberations About Real Property.

- 1. To deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person and legal advice on same: wastewater utility easement acquisition and property acquisition for city building project and related matters.**
- 2. 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 regarding possible computer/data breach (Mayor's Access & PC) and related investigation.**

Mayor Erickson announced the City Council will recess at 7:53 p.m. and reconvene into Executive Session at 8:03 p.m., in accordance with Texas Government Code Section 551.071(1) and 551.071(2) – Consultation with Attorney and 551.072 – Deliberations About Real Property to discuss and seek legal advice on the items stated above.

Mayor Erickson adjourned the Executive Session and reconvened back into Regular Session at 9:25 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.

No action taken.

17. Adjournment

Motion: A motion was made by Councilmember Valdez, seconded by Councilmember Bower, to adjourn. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously. There being no further business, the Wednesday, June 2, 2021, City Council regular meeting was adjourned at 9:26 p.m. by Mayor Erickson.

ATTEST

Robb Erickson
Mayor

Marisa Spencer
City Secretary

CITY OF GARDEN RIDGE

MONTHLY ACCOUNT BALANCES & INTEREST RATES

PERIOD ENDED AS OF 05/31/2021

CITY FUNDS	BALANCE	CURRENT INTEREST RATE
GF OPERATING ACCOUNT	\$ 145,964.93	0.00%
GF MONEY MARKET	3,566,971.92	0.55%
PEG CAPITAL FEES	41,644.71	0.50%
TEXPOOL INVESTMENTS	6,602.50	0.01%
2017 I&S	2,148.16	0.45%
2012 I&S	40,610.84	0.50%
2012 REFI	20,106.96	0.50%
2015 I&S	57,876.19	0.55%
CONSTRUCTION BOND	139,884.29	0.55%
TEXPOOL WATER IMPACT FEES	170,572.28	0.01%
TEXPOOL STREET IMPACT FEES	59,031.89	0.01%
ASSET/FORFEITURE - STATE	98.15	0.00%
ASSET/FORFEITURE - FED	186,757.84	0.55%
TOTAL CITY FUNDS	\$ 4,438,270.66	

WATER FUNDS	BALANCE	CURRENT INTEREST RATE
OPERATING ACCOUNT	1,225,459.94	0.55%
WATER SURCHARGE	148,538.53	0.55%
TEXPOOL WATER INVEST	\$ 2,236.48	0.01%
TOTAL WATER FUNDS	\$ 1,376,234.95	

TOTAL ALL ACCOUNTS	\$ 5,814,505.61	
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CITY OF GARDEN RIDGE
CASH & INVESTMENTS STATEMENT
CURRENT AND YEAR TO DATE AS OF 05/31/2021

GENERAL FUND	BALANCE
GF Operational Checking	\$ 145,964.93
GF Money Market	3,566,971.92
TexPool Investments	6,602.50
Restricted Amounts	(319,319.48)
TOTAL AVAILABLE FUNDS	\$ 3,400,219.87

WATER FUND	BALANCE
Operational Checking	\$ 1,225,459.94
TexPool Water Invest	2,236.48
Water Surcharge	148,538.53
Restricted Amounts	(591,834.85)
TOTAL AVAILABLE FUNDS	\$ 784,400.10

CITY OF GARDEN RIDGE
STATEMENT OF ACTIVITIES
CURRENT AND YEAR TO DATE AS OF 05/31/2021

GENERAL FUND	May-21	YTD	FY 2021 BUDGET	% OF BUDGET	BUDGET BALANCE
REVENUES	\$ 214,883.36	\$ 2,684,116.15	\$ 3,049,015.00	88.0%	\$ 364,898.85
EXPENDITURES					
ADMINISTRATION	55,546.26	420,713.34	853,496.00	49.3%	432,782.66
COURT	7,845.11	59,945.60	91,105.00	65.8%	31,159.40
POLICE	102,251.14	793,039.63	1,324,881.00	59.9%	531,841.37
PUBLIC FACILITIES	46,611.31	358,593.89	608,670.00	58.9%	250,076.11
COMMUNITY CENTER	3,757.26	24,716.09	65,998.00	37.4%	41,281.91
LIBRARY	8,133.61	60,623.90	99,855.00	60.7%	39,231.10
FARMERS MARKET	-	-	-	-	-
FUND CHANGES/XFER	-	-	-	0.0%	-
TOTAL EXPENDITURES	224,144.69	1,717,632.45	3,044,005.00	56.4%	1,326,372.55
NET POSITION	\$ (9,261.33)	\$ 966,483.70	\$ 5,010.00		\$ (961,473.70)

WATER FUND	May-21	YTD	FY 2021 BUDGET	% OF BUDGET	BUDGET BALANCE
REVENUES	\$ 104,290.68	\$ 1,075,755.98	\$ 1,789,687.00	60.1%	\$ 713,931.02
EXPENDITURES	53,826.39	836,192.65	1,330,798.00	62.8%	494,605.35
AMI SYSTEM <i>(Funded by Reserves)</i>	3,122.50	633,662.17	-		(633,662.17)
REVENUE +/- EXPENDITURES	47,341.79	(394,098.84)	458,889.00		852,987.84

OTHER CASH OUTFLOWS	May-21	YTD	FY 2021 BUDGET	% OF BUDGET	BUDGET BALANCE
BOND PRINCIPLE PAYMENTS	450,500.00	450,500.00	451,900.00	99.7%	1,400.00
XEROX LEASE PRINCIPLE PMTS	472.42	2,636.62	5,284.00	49.9%	2,647.38
TOTAL OTHER CASH OUTFLOWS	\$ 450,972.42	\$ 453,136.62	\$ 457,184.00		\$ 4,047.38

CITY OF GARDEN RIDGE

STATEMENT OF ACTIVITIES - COMMUNITY CENTER

PERIOD ENDED AS OF 05/31/2021

REVENUES	YTD	Budget
RENTALS	\$ 15,455.00	30,000.00
DEPOSITS	6,780.00	18,000.00
CLEAN-UP FEES	850.00	2,250.00
DEPOSITS REFUNDED	(5,425.00)	(16,500.00)
DONATIONS	-	-
TOTAL REVENUES	17,660.00	33,750.00
EXPENDITURES		
PAYROLL/TAXES/RETIREMENT	483.11	2,286.00
MANAGER FEES	7,643.00	17,500.00
COMPUTER/INTERNET	1,101.56	1,817.00
TELEPHONE	376.00	564.00
UTILITIES	4,977.69	10,301.00
MAINTENANCE	2,507.55	9,000.00
SUPPLIES	312.18	1,200.00
CLEANING	1,890.00	5,230.00
EQUIPMENT	-	600.00
MARKETING	-	-
DONATION EXPENDITURES	-	-
FACILITY ENHANCEMENTS	-	-
TOTAL EXPENDITURES	19,291.09	48,498.00
NET POSITION	\$ (1,631.09)	\$ (14,748.00)

Management's Discussion and Analysis of Results of Operations – May 2021

GENERAL FUND

Cash

Total available funds as of May 31, 2021 are \$3,400.2k.

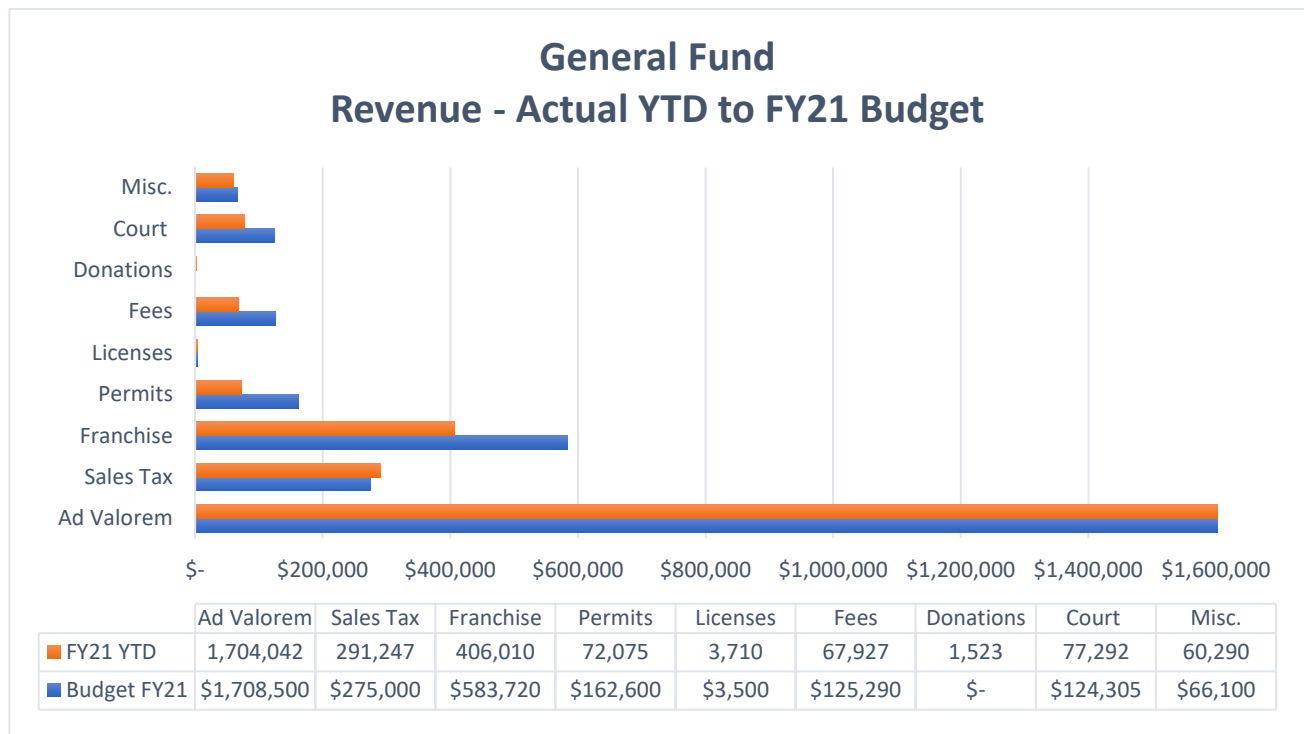
Revenue

Ad Valorem Tax collections for May total \$12.4k. YTD collections total \$1,699.0k or 100% of the FY21 budget of \$1,699.5k.

Sale Tax Revenue YTD totals \$291.2k or 105.9% of the \$275k FY21 budget.

Building Permits revenue YTD totals \$69.8k or 43.7% of the \$160k budgeted for FY21.

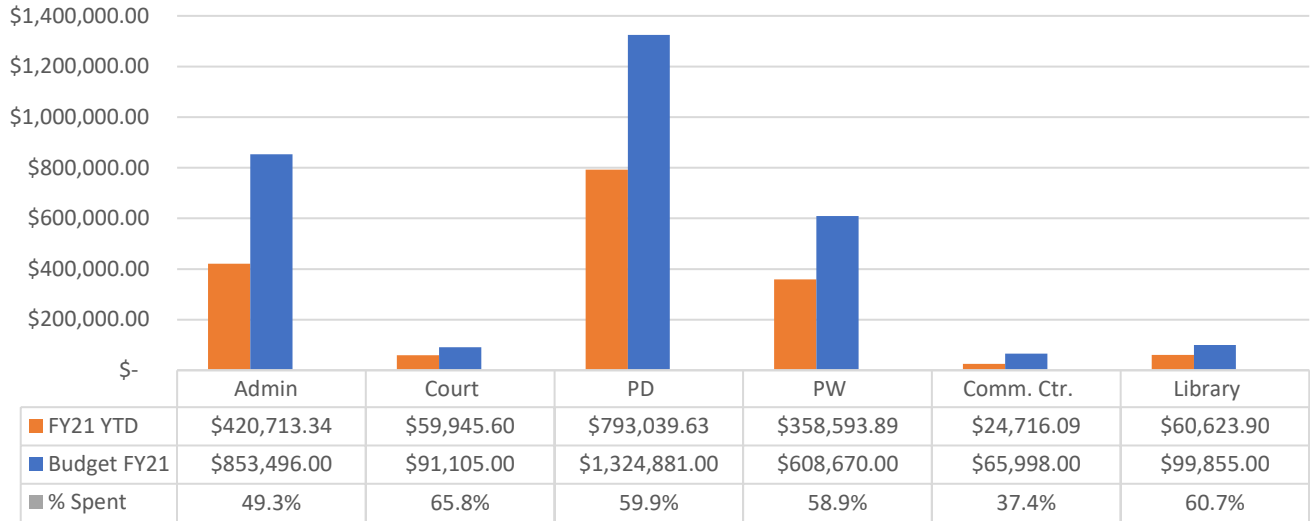
Trash Collections YTD total \$55.1k vs \$53.4k for the previous year. Current collections total 68.9% of the \$80k budgeted for FY21.



Expenditures

All departments are operating within the FY20 budget.

General Fund Expenditures - Actual YTD to FY21 Budget



WATER FUND

Meters

Current meters for May 2021 total 1674 vs 1658 for May 2020.

Cash

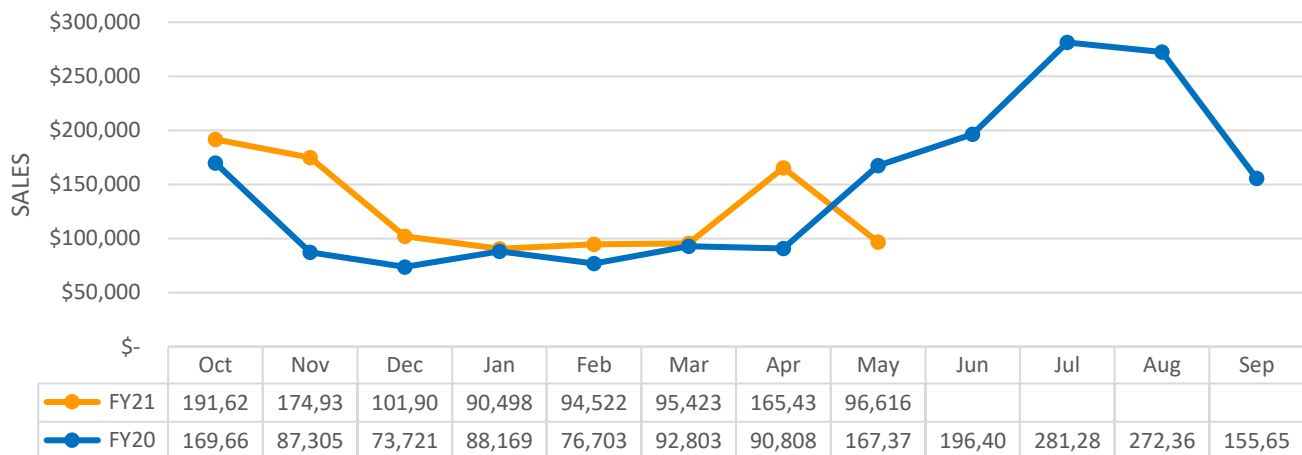
Total available funds as of May 31, 2021 are \$784.4k.

Revenue

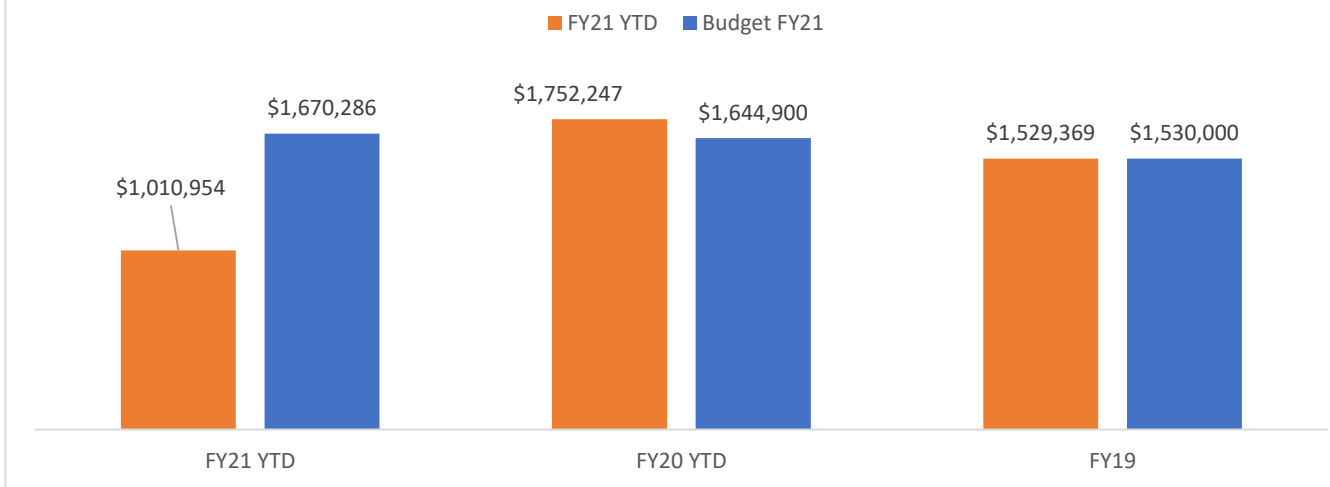
Revenue YTD totals \$1075.7k or 60.1% of the \$1,789.7k budget for FY21. Total YTD revenue for the same period last year was \$946.8k

YTD water sales total \$101.9k or 60.5% of the \$1,670.3 budgeted for FY21.

WATER SALES - FY21 VS FY20 VARIANCE \$



Water Sales Actual vs Budget



Meter installation revenue totals \$4.8k or 21.0% of the \$23k budgeted for the year.

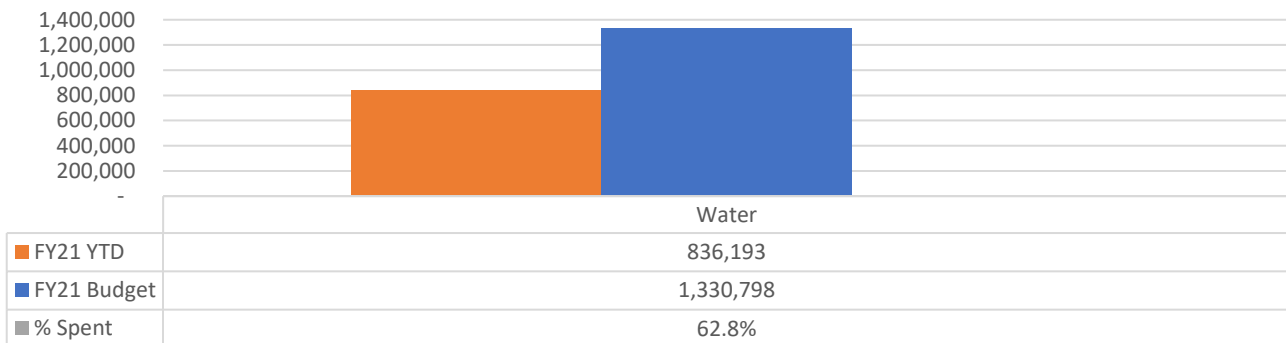
Expenditures

The next bond payments are due in August.

During the FY21 budget process Council approved the use of the Water Fund's reserves to pay for a new AMI system. The contracted project totals \$622.2k. To date \$622.2k has been expensed; of which \$560k has been paid and \$62.2k was recorded as a retainage payable to be paid at the completion of the project. Software programming cost and engineering fees have added an addition of \$11.5k to the overall project. Total project cost stand at \$633.7k.

The Water department is operating within the FY21 budget.

Water Expenditures- Actual YTD vs FY21 Budget



Interest & Sinking Fund

Revenue

Ad Valorem Tax collections YTD total \$709.0k of the \$721.8k budget for FY21.

Expenditures

Next bond payments are due in August 2021.

Capital Improvements Fund**Cash Balance**

Water Impact Fee Balance is \$170.6K.

Street Impact Balance is \$59k.

Revenue

No revenue to report for May.

Asset Seizure Fund**Cash Balance**

The Restricted Fund Balance is \$186.8k.

Revenue

May revenue received totals \$1.3k.

Expenditures

Funds were used to purchase a 2021 Chevrolet Tahoe for the Police Department. The Police Department will be evaluating this vehicle for potential future purchases to replace the existing fleet of Ford SUVs as replacements become necessary.

Summary

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

REQUEST FOR AUTHORITY TO DESTROY AND CERTIFICATION OF DESTRUCTION

DATE: 7/1/2021

REQUESTED BY: Admin & Water Department

DEPARTMENT NAME

SIGNATURE OF DEPARTMENT HEAD

HEREBY REQUEST DESTRUCTION OF THE RECORDS CORRECTLY LISTED BELOW. THE RECORDS WERE REVIEWED FOR HISTORICAL SIGNIFICANCE AND ANY FOUND HAVE BEEN TURNED OVER THE TO THERECORDS MANAGEMENT OFFICE.

☒ THE RECORDS HAVE EXCEEDED THE REQUIRED RETENTION PERIOD STIPULATED BY THE DEPARTMENT'S RECORDS RETENTION SCHEDULE AND DO NOT NEED ADDITIONAL RETENTION.

☒ THE RECORDS HAVE BEEN PRESERVED IN ACCORDANCE WITH LOCAL GOVERNMENT CODE, CHAPTER 204, AND THE RULES ADOPTED UNDER IT.

<u>TRACKING #</u>	<u>RECORD SERIES #</u>	<u>RETENTION PERIOD</u>	<u>DESCRIPTION</u>	<u>DESTRUCTION DATE</u>
Misc.	UT5025-05	12 years	2003-2005 Water Analysis Reports	7/8/2021
Misc.	UT5000-19	2 years	2018 Work Orders	7/8/2021
			1989-2009 Microbiological Analysis	
Misc.	UT5025-01	5 years	Reports	7/8/2021
			2008-2009 Employee Applications (Not	
Misc.	GR1050-14a	2 years	Hired)	7/8/2021
			2005 Unsuccessful Bids for Water	
Misc.	GR10075-01b	2 years	Vehicle	7/8/2021
Misc.	GR1000-36	2 years	2013 Oak Tree Trimming Permit	7/8/2021

APPROVAL OF THE RECORDS MANAGEMENT COMMITTEE, FOR THE DESTRUCTION OF THESE RECORDS HAS BEEN RECEIVED THIS DATE **7/1/2021** AND EVIDENCED BY THEIR SIGNATURES BELOW:

CITY ADMINISTRATOR

CHIEF OF POLICE

CITY SECRETARY

MAYOR

DATE APPROVED BY CITY COUNCIL



MUNICIPAL ADVISOR AGREEMENT

June __, 2021

Honorable Mayor and City Council Members
City of Fairfield, Texas
9400 Municipal Parkway
Garden Ridge, TX 78266

Re: Municipal Advisory Agreement

Ladies and Gentlemen:

1. **Retention of RBC Capital Markets, LLC.** RBC Capital Markets, LLC (“RBC CM”) appreciates the opportunity to serve as municipal advisor to the City of Garden Ridge, Texas (the “Client” or “you”) in association with the issuance of obligations in the form of municipal securities or loan(s). Upon your acceptance, this engagement letter (the “Agreement”) will serve as our mutual agreement with respect to the terms and conditions of our engagement as your municipal advisor, effective on the date this Agreement is executed by the Client (the “Effective Date”).
2. **Scope of Services for Municipal Securities.** RBC CM is engaged by the Client as its municipal advisor to provide the services set forth below (the “Scope of Services”) regarding the Obligations:
 - (a) Analyze the financing and structuring alternatives available to the Client if and as requested by the Client, taking into account its borrowing capacity, future financing needs, policy considerations, and such other factors as we deem appropriate to consider.
 - (b) Recommend a plan for the issuance of the Obligations, consistent with the goals and needs of the Client, that may include: (1) the type of Obligations (e.g. current interest, capital appreciation, deferred income, etc.); (2) the date of issue; (3) principal amount; (4) interest structure (e.g., fixed rate, variable rate, etc.); (5) interest payment dates; (6) a schedule of maturities; (7) early redemption options; (8) security provisions; (9) method of sale (e.g., public sale, direct purchase by a bank or other investor, etc.); (10) as applicable, the investment of proceeds of the Obligations via state and local government obligations (SLGS), competitively bid open market securities or guaranteed investment contracts; and (10) other matters that we consider appropriate to best serve the Client’s interests.
 - (c) Advise you of current conditions in the relevant debt market, market supply and demand issues, and other general market information and economic data which might reasonably be expected to influence interest rates, sale or bidding conditions or timing of issuance.
 - (d) Organize and coordinate the financing team selected by you. If requested, we will recommend qualified paying agents, escrow agents and verification agents, as the particular transaction may require, each of whom will be retained and compensated by you. In a negotiated offering, we will assist in the preparation of soliciting underwriter proposals upon request and provide assistance to you for the hiring of the underwriter(s).
 - (e) Work with counsel on the transaction, including bond counsel whom you retain, who will be recognized municipal bond attorneys, whose fees will be paid by you, and who will prepare the proceedings,

provide legal advice concerning the steps necessary to be taken to issue the Obligations, and issue an unqualified opinion (in a form standard for the particular type of financing) approving the legality of the Obligations and (as applicable) tax exemption of the interest paid thereon. In addition, bond counsel, disclosure counsel or underwriter's counsel (as applicable) will issue an opinion to the effect that the disclosure document does not contain an untrue statement of a material fact or omit to state a material fact necessary in order to make the statements contained therein, in light of the circumstances under which they were made, not misleading. Generally, working with counsel will mean coordinating with the attorneys and reviewing as municipal advisor such counsel's preparation of appropriate legal proceedings and documents, including documents concerning any required election.

- (f) As applicable, assist in the Client's preparation of the preliminary official statement and the official statement or equivalent document as the particular transaction may require (such as a private placement memorandum).
- (g) Make recommendations as to the need for credit rating(s) for the proposed Obligations and, should the Client seek a rating, coordinate the process of working with the rating agency or agencies and assist in the preparation of presentations as necessary.
- (h) Analyze the value and costs of obtaining municipal bond insurance, a liquidity facility or other credit enhancement for the Obligations and, should the Client seek any such credit enhancement, coordinate the process and assist in the preparation of presentations as necessary.
- (i) Attend meetings of governing bodies of the Client, its staff, representatives or committees as requested.
- (j) Coordinate with all parties to consummate the sale and delivery of the Obligations in a timely manner.
- (k) After closing, deliver to the Client and the paying agent(s) definitive debt records, including a schedule of annual debt service requirements on the Obligations.
- (l) You acknowledge that advice and recommendations involve professional judgment on our part and that the results cannot be, and are not, guaranteed. Further:
 - i. Unless otherwise provided in the Scope of Services described herein, RBC CM is not responsible for the information included in any preliminary or final official statement, or for certifying as to the accuracy or completeness of any preliminary or final official statement, other than with respect to any information about RBC CM provided by RBC CM for inclusion in such documents.
 - ii. The Scope of Services does not include tax, legal, accounting or engineering advice with respect to any issue or in connection with any opinion or certificate rendered by counsel or any other person at closing, and does not include review or advice on any feasibility study.
 - iii. The Scope of Services does not include providing advice or services with respect to investment advisory services, brokerage services or derivative products.
 - iv. If the Client designates RBC CM as its independent registered municipal advisor ("IRMA") pursuant to the Municipal Advisor Rule (the "MA Rule") of the Securities and Exchange Commission (the "SEC") with respect to the activities and aspects described in the Scope of Services, the Client agrees to disclose to RBC CM the existence of any such IRMA designations. Any reference to RBC CM, its personnel and its role as IRMA in the written representation of the Client contemplated under the MA Rule is subject to prior approval by RBC CM. RBC CM is not responsible for verifying that it is independent (within the meaning of the MA Rule as interpreted by the SEC) from any party.

3. Scope of Services for Loans with Bank or Governmental Agency/Authority.

- (a) As requested, analyze the risks and benefits of a loan with a bank or governmental agency/authority loan versus the issuance of municipal securities via the public debt markets.
- (b) Recommend a plan for the structure of the loan, including: (1) the debt repayment structure (e.g., current interest, capital appreciation, etc.). and maturity dates; (2) loan amount; (3) interest structure (e.g., fixed or variable rate, etc.); (4), payment dates and early redemption dates, if applicable; (5) security provisions; and (6) as applicable, the investment of loan proceeds via state and local government obligations (SLGs), competitively bid open market securities or guaranteed investment contracts; and (7) other matters that we consider appropriate to best serve the Client's needs.
- (c) Recommend: (1) lenders who are or may be active in the market for tax exempt municipal loans; (2) participate in the drafting for your review and approval appropriate request for bids or qualification for lenders to submit bids to provide a loan; and (3) facilitate the distribution of requests for bids or qualifications.
- (d) Analyze and negotiate the term sheets obtained and advise you and recommend the terms that meet your financial objectives.

4. Amendment to Scope of Services.

The Scope of Services may be changed only by written amendment or supplement to the Scope of Services described herein. The parties agree to amend or supplement the Scope of Services described herein promptly to reflect any material changes or additions to the Scope of Services.

5. RBC CM's Regulatory Duties When Servicing the Client under MSRB Rule G-42.

RBC CM must make a reasonable inquiry as to the facts that are relevant to the Client's determination whether to proceed with a course of action, or that form the basis for any advice provided by RBC CM to the Client. Municipal Securities Rulemaking Board ("MSRB") Rule G-42 also requires that RBC CM undertake a reasonable investigation to determine that it is not basing any recommendation on materially inaccurate or incomplete information. RBC CM is also required to use reasonable diligence to know the essential facts concerning the Client and concerning the authority of each person acting on the Client's behalf. If the review of a recommendation of another party is requested by the Client and is within the Scope of Services of the Agreement, RBC CM must determine based on information obtained through reasonable diligence, whether the proposed securities transaction or financial product is or is not suitable for the Client. To the extent our services involve advising you with respect to a bank loan or a loan with a governmental agency or authority, certain rules and regulations of the Securities and Exchange Commission and MSRB may not apply to the activities of RBC CM.

The Client agrees to assist RBC CM in carrying out these regulatory duties, including providing to RBC CM accurate and complete information and reasonable access to relevant documents, other information and personnel needed to fulfill such duties. In addition, the Client agrees to notify RBC CM if the Client requests that RBC CM review any recommendation of a third party.

6. Term of this Engagement.

The Term of this Agreement begins on the Effective Date and may be terminated as provided for below. This Agreement may be terminated with or without cause by either party upon the giving of at least thirty (30) days' prior written notice to the other party of its intention to terminate, specifying in such notice the effective date of such termination.

7. Compensation.

The fees due to RBC CM hereunder shall be as set forth in Appendix A hereto. In addition, RBC CM shall be entitled to reimbursement of expenses incurred in connection with any services provided hereunder as set forth in Appendix A.

8. Limitation of Liability.

- (a) In the absence of willful misconduct, bad faith, gross negligence or reckless disregard of obligations or duties hereunder on the part of RBC CM or any of its associated persons, RBC CM and its associated persons shall have no liability to the Client for any act or omission in the course of, or connected with, rendering services hereunder, or for any error of judgment or mistake of law, or for any loss arising out of any issuance of any Obligations, or investments of bond proceeds, or for any financial or other damages resulting from the Client's election to act or not to act, as the case may be, contrary to any advice or recommendation provided by RBC CM to the Client. No recourse shall be had against RBC CM for loss, damage, liability, cost or expense (whether direct, indirect or consequential) of the Client arising out of or in defending, prosecuting, negotiating or responding to any inquiry, questionnaire, audit, suit, action, or other proceeding brought or received from the Internal Revenue Service in connection with any issue or otherwise relating to the tax treatment of any issue, or in connection with any opinion or certificate rendered by counsel or any other party. Client agrees to the terms of this section with the express understanding and agreement that any limitation of liability, assumption of liability or waiver of damages is only to the extent allowable by law.
- (b) Official Statement and Waiver of Sovereign Immunity. Client acknowledges that it is responsible for the contents of the preliminary official statement, official statement or any other document related to the issuance of the Obligations as contemplated herein ("Offering Documents"). Client will take all reasonable steps to ensure that the governing body has reviewed and approved the contents of the Offering Documents. In addition, Client agrees and understands that this Agreement is a contract for services and to the extent permitted under the applicable state law, waives any claims or defenses you may have that you are immune from suit for any matter arising from or relating to this Agreement.

9. Required Disclosures.

MSRB Rules G-10 and G-42 require that RBC CM provide you with disclosures of pertinent regulatory information, potential and actual conflicts of interest, and information regarding certain legal events and disciplinary history. Such disclosures are provided in RBC CM's Disclosure Statement delivered to the Client together with this Agreement.

10. Know Your Client, Anti-Money Laundering, and Terrorist Financing Rules and Regulations.

The Client agrees to provide information to satisfy "Know Your Client," "Anti-Money Laundering" and "Terrorist Financing" rules and regulations, in each case, in accordance with RBC CM's requirements.

11. Waiver of Jury Trial.

THE PARTIES AGREE TO ATTEMPT MEDIATION OR OTHER ALTERNATIVE DISPUTE RESOLUTIONS BEFORE FILING SUIT IN A COURT OF COMPETENT JURISDICTION.

12. Choice of Law.

This Agreement shall be construed and given effect in accordance with the laws of the State of Texas.

13. Binding Effect; Assignment.

This Agreement shall be binding upon and inure to the benefit of the Client and RBC CM, their respective successors and permitted assigns; provided however, neither party may assign or transfer any of its rights or obligations hereunder without the prior written consent of the other party.

14. Entire Agreement.

This instrument, including all appendices hereto, contains the entire agreement between the parties relating to the rights herein granted and obligations herein assumed. This Agreement may not be amended, supplemented or modified except by means of a written instrument executed by both parties.

15. Severability.

If any provision of this Agreement is, or is held or deemed to be, invalid, inoperative or unenforceable as applied in any particular case in any jurisdiction or jurisdictions because it conflicts with any provisions of any constitution, statute, rule or public policy, or for any other reason, such circumstances shall not make the

provision in question invalid, inoperative or unenforceable in any other case or circumstance, or make any other provision or provisions of this Agreement invalid, inoperative or unenforceable to any extent whatever.

16. No Third Party Beneficiary.

This Agreement is made solely for the benefit of the parties and their respective successors and permitted assigns. Nothing in this Agreement, express or implied, is intended to confer on any person, other than the parties and their respective successors and permitted assigns, any rights, remedies, obligations or liabilities under or by reason of this Agreement.

17. Authority.

The undersigned representative of the Client represents and warrants that (s)he has full legal authority to execute this Agreement on behalf of the Client. The following individuals have the authority to direct RBC CM's performance of its activities under this Agreement on behalf of the Client:

Nancy Cain, City Administrator

18. Counterparts.

This Agreement may be executed in counterparts, each of which shall be an original, but which taken together, shall constitute one and the same instrument.

RBC CAPITAL MARKETS, LLC

By _____

Name _____

Title Managing Director

Date _____

ACCEPTANCE

ACCEPTED this [_____] day of [_____] , 2021

By _____

Name _____

Title _____

APPENDIX A

FEE SCHEDULE

In consideration for the services rendered by RBC Capital Markets, the Issuer agrees that our fee for each issue of Obligations will be as follows:

Base Fee - Any Issue:			\$3,750	
Plus				
\$12.50 per	\$1,000 next	\$250,000 or	\$6,875 for	\$250,000 Bonds
Plus				
\$11.50 per	\$1,000 next	\$250,000 or	\$9,750 for	\$500,000 Bonds
Plus				
\$ 7.00 per	\$1,000 next	\$500,000 or	\$13,250 for	\$1,000,000 Bonds
Plus				
\$ 4.75 per	\$1,000 next	\$1,500,000 or	\$20,375 for	\$2,500,000 Bonds
Plus				
\$ 2.75 per	\$1,000 next	\$2,500,000 or	\$27,250 for	\$5,000,000 Bonds
Plus				
\$ 1.50 per	\$1,000 next	\$5,000,000 or	\$34,750 for	\$10,000,000 Bonds
Plus				
\$ 1.00 per	\$1,000 over	\$10,000,000 Bonds		

For any issue of refunding Obligations and/or other Obligations involving escrow Agreements, Revenue Bonds or Bonds issued to State or Federal Agencies, our fees will be the as computed in fee schedule set out above plus 25% (or 125% of the scheduled amount). It is also understood and agreed that we will charge a document preparation fee to be negotiated on a case-by-case basis, not to exceed \$7,500.

It is also understood and agreed that when appropriate under the circumstances (depending on time and resources expended in the transaction), we will charge an additional fee to be negotiated on a case-by-case basis. In no event shall this fee exceed 25% of the scheduled Financial Advisory fee set out above.

RBC Capital Markets will bill the Issuer at Closing for each issue of Obligations a net amount which will include a fee calculated on the above schedule as well as any “out-of-pocket” expenses incurred on behalf of the Issuer.

BEXAR METRO

9-1-1 Network

MEMORANDUM

TO: Bexar Metro 9-1-1 Network Participating Jurisdictions

FROM: Brett M. Schneider, Executive Director

SUBJECT: *Proposed* Fiscal Year 2022 Financial Plan and Budget

DATE: May 24, 2021

Enclosed for your review and comment is the Bexar Metro 9-1-1 Network's *Proposed* Fiscal Year 2022 Financial Plan and Budget. The Bexar Metro Board approved this *proposed* budget at their regularly scheduled and properly noticed meeting held on May 18, 2021.

Please address your written comments to the Chairman of the Board at the address on the bottom of this memorandum. The Bexar Metro Board will review your comments, make changes as necessary, and adopt the Fiscal Year 2022 Budget during the August Board Meeting. Please forward your comments to ensure arrival at the Bexar Metro office not later than 4:00 p.m. on July 31, 2021.

Enclosed is a post card to facilitate your response. The contents of this post card are consistent with the provisions of the Texas Health & Safety Code, Chapter 772.309, which enables each participating jurisdiction to either approve or disapprove the Bexar Metro Fiscal Year 2022 Financial Plan and Budget. Should a jurisdiction choose to take no action, budget approval is by operation of law on the sixty-first day following the jurisdiction's receipt of the proposed budget.

Copies of our Fiscal Year 2020 Independent Auditor's Report and 2020 Annual Report are also enclosed for your information.

The Bexar Metro 9-1-1 Network is committed to providing the citizens of Bexar, Comal, and Guadalupe Counties with access to quality 9-1-1 services via one of the most technological advanced and robust 9-1-1 systems available. Your continued support of our mission is greatly appreciated. Please do not hesitate to contact me at 210-408-3911 or by email at brett@bexarmetro.org if you have questions on the enclosed documentation or need additional information on our programs.

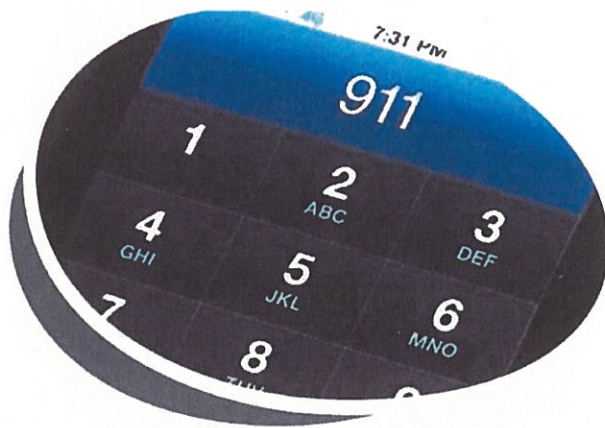
Respectfully,



Brett M. Schneider
Executive Director



BEXAR METRO 9-1-1 NETWORK



PROPOSED

FISCAL YEAR 2022 FINANCIAL PLAN AND BUDGET

MAY 18, 2021





MISSION STATEMENT

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

PURPOSE

The purpose of the Fiscal Year 2022 Budget and Financial Plan is to obtain consensus approval of Bexar Metro 9-1-1 Network's (Bexar Metro or District) Fiscal Year 2022 (FY2022) operational and financial plans by the District's board of managers and the governing bodies of its forty (40) participating jurisdictions; and provide the continuing operational and fiscal authority necessary for the staff to aggressively establish and maintain all elements necessary to provide quality emergency call delivery via a highly survivable and resilient 9-1-1 system.

AUTHORITY

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

MANAGEMENT

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

<u>Member</u>	<u>Authority</u>
James C. Hasslocher (Chair)	Bexar County
Stephen R. Schneider	Bexar County
Judge Sherman Krause	Comal County
Dudley Wait	Guadalupe County
Heberto Gutierrez	City of San Antonio
Chief Bill McManus	City of San Antonio
Mayor Rusty Brockman	City of New Braunfels
Mayor Suzanne de Leon	Member at Large
Principal Service Provider (Non-Voting)	Vacant

Brett M. Schneider, Executive Director

Eddie L. Taylor, Deputy Executive Director

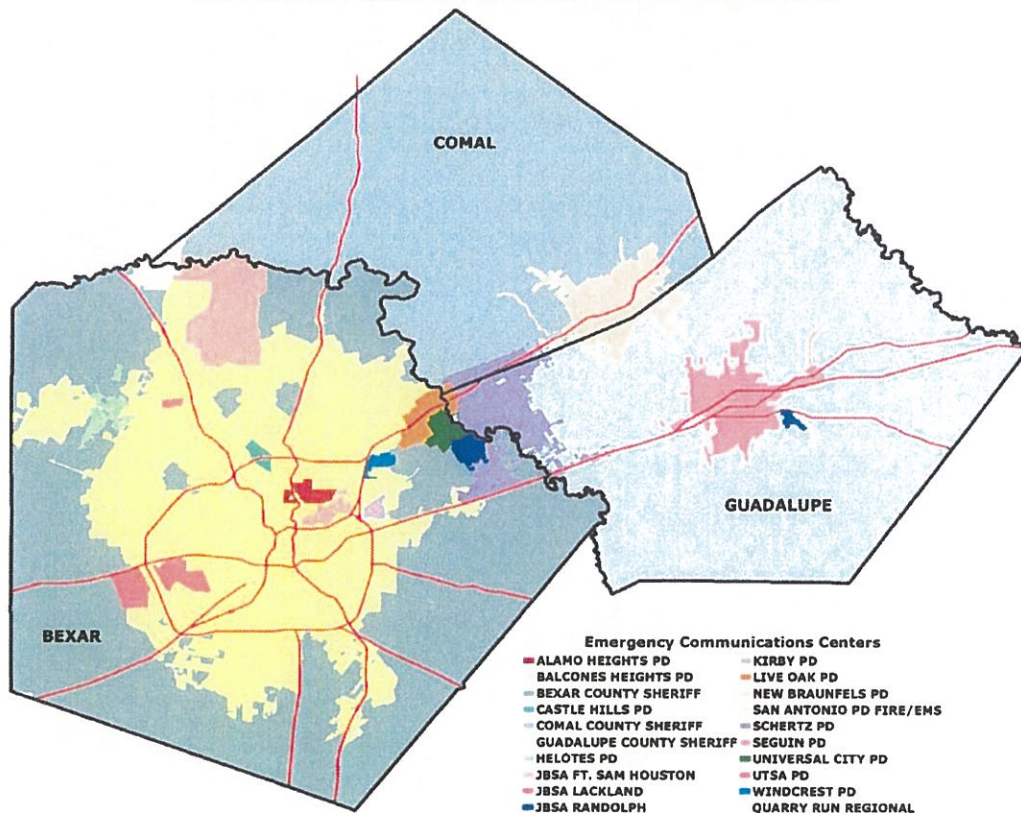
RESPONSIBILITY

To successfully accomplish the mission, Bexar Metro must deploy and manage a technology neutral network that routes all 9-1-1 requests to the appropriate answering and responding jurisdiction; create and maintain a time-sensitive, highly accurate database that displays the location, callback number, and owner's name of the specific instrument used to call 9-1-1; procure, install, and maintain the specialized 9-1-1 equipment utilized by each authorized answering and responding jurisdiction; coordinate with municipal and jurisdictional addressing authorities to ensure the database contains accurate, standardized, and logical location information to ensure each citizen is easily and quickly locatable during times of critical emergencies; and construct, deploy, and maintain a spatially accurate geographic digital map to support location determination technologies and enhance computer aided dispatch systems. Bexar Metro is also responsible for providing effective network and facility backup solutions for nineteen (19) primary and two (2) secondary Emergency Communications Centers (ECCs) that may be required to evacuate their local facility in the event of a natural or manmade disaster.

PARTICIPATING JURISDICTIONS

<i>Alamo Heights</i>	<i>Converse</i>	<i>Hollywood Park</i>	<i>Olmos Park</i>	<i>Somerset</i>
<i>Balcones Heights</i>	<i>Elmendorf</i>	<i>Kingsbury</i>	<i>San Antonio</i>	<i>Spring Branch</i>
<i>Bexar County</i>	<i>Fair Oaks Ranch</i>	<i>Kirby</i>	<i>Sandy Oaks</i>	<i>St Hedwig</i>
<i>Bulverde</i>	<i>Garden Ridge</i>	<i>Leon Valley</i>	<i>Santa Clara</i>	<i>Staples</i>
<i>Castle Hills</i>	<i>Grey Forest</i>	<i>Live Oak</i>	<i>Schertz</i>	<i>Terrell Hills</i>
<i>China Grove</i>	<i>Guadalupe County</i>	<i>Marion</i>	<i>Seguin</i>	<i>Universal City</i>
<i>Cibola</i>	<i>Helotes</i>	<i>New Braunfels</i>	<i>Selma</i>	<i>Von Ormy</i>
<i>Comal County</i>	<i>Hill County Village</i>	<i>New Berlin</i>	<i>Shavano Park</i>	<i>Windcrest</i>

EMERGENCY COMMUNICATIONS CENTERS



REVENUE

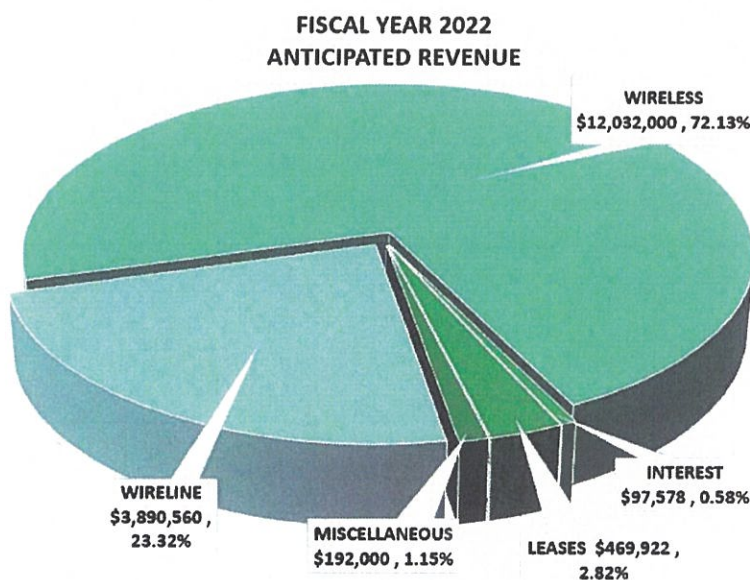
The District's source of revenue is the 9-1-1 emergency service fee applied to specified telephone access lines located in Bexar, Comal, and Guadalupe Counties. The Texas Health and Safety Code, Chapter 772, Section 772.314, authorizes the board to impose a 9-1-1 emergency service fee not exceeding six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

The board of managers initially established the emergency service fee on March 6, 1987, and it remained unchanged until 2018. On July 25, 2018, the board of managers approved the following service fee schedule imposed on each local access line, or equivalent, effective October 1, 2018:

Residential Lines: \$ 0.50

Business Lines: \$ 1.00

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



Wireless service fee revenue accounts for approximately 72.13% of total income. Wireline service fee revenue, comprised of traditional incumbent wireline and Voice over Internet Protocol (VOIP) services, accounts for 23.32% of total revenue. Additional revenue, totaling 4.55%, is generated on income from lease agreements, interest, and miscellaneous sources, such as special jurisdiction fees and grant disbursements.

Total revenues for fiscal year 2022 are projected to increase by \$598,739 to \$16,682,060. This reflects a 3.59% increase over the previous fiscal year.

The following assumptions were used to forecast anticipated revenues for fiscal year 2022:

Service Fee Revenue

Wireless - Wireless service fee revenue will increase by \$688,515 (5.72%) to \$12,032,000.

Wireline - Revenue from wireline and VoIP sources is anticipated to improve by \$174,062 (4.47%) to \$3,890,560.

The better than anticipated growth rates in the wireless and wireline service fee revenue for this budget year is an anomaly, driven by slight increases in the number of wireless subscribers and, more importantly, a product of prior year budget projections. The mystery surrounding COVID-19, length of the pandemic, and unknown impact on the telecommunications sector guided staff to apply extremely conservative revenue estimates and limit expenditures while preparing the prior year fiscal year 2021 budget.

Historically, wireless subscriber base and corresponding revenue, increase, on average, 1.8% - 2.5% year to year. This trend is expected to continue for the foreseeable future. Wireline subscriber base is expected to continue its decade-long decline at an accelerated rate of 11% - 16% through fiscal year 2025. Sporadic increases in the number of wireline and VOIP business subscribers at the \$1.00 business rate will continue to help defray some of the decline in wireline revenue and limit annual losses to 5% on average.

Non-Service Fee Revenue

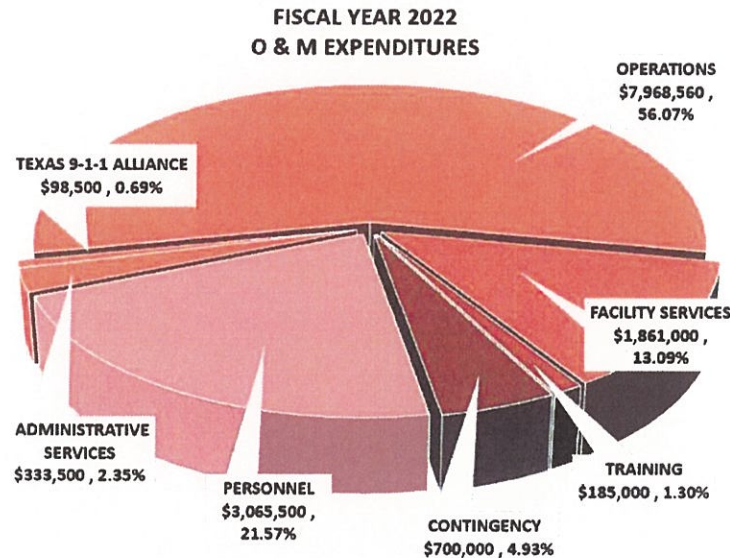
- Interest: Interest income on deposit and investment accounts is projected to decrease to \$97,578 for this budget year due to anticipated lower rates of return resulting from the change in market conditions. This reflects a 133.79% decrease when compared to the projected fiscal year 2021 investment income.
- Intergovernmental Revenue (Lease Agreements): Projected revenue from Data Center and Tenant Lease Agreements at Quarry Run is anticipated to increase to \$469,922 due to a new data center lease agreement with the Alamo Area Council of Governments (AACOG) to house equipment supporting their 9-1-1 Program.
- Miscellaneous: Anticipated Federal 9-1-1 Grant distribution of \$123,000, sixty percent of Phase III and Phase IV grant component costs, for a multiyear Cyber Security audit and "red team" assessment on the 9-1-1 network and Next Generation Core Services (NGCS) infrastructure. \$170,730 in Phase I and II grant component costs were approved for distribution and received by the district in April.
- Transfer from Reserves: No reserve transfers are required for this budget.

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EXPENSES

OPERATIONS AND MAINTENANCE

The Operations and Maintenance (O&M) budget includes expenses for Personnel, Administrative Services, Operations/Technology and Facility Services. Total O&M expenditures proposed for fiscal year 2022 are \$14,212,060, an increase of 2.38%, or \$338,606, over fiscal year 2021.



Personnel

The District's strategy is to attract and retain qualified individuals with the skill sets required to design, manage, and maintain Bexar Metro's specialized public safety critical networks and equipment. Personnel expenditures, accounting for 21.57% of the O&M budget and 18.38% of the total district budget, includes direct compensation, Social Security and Medicare matching contributions, health care, and contributions to employee retirement accounts. Total personnel expenditures for fiscal year 2022 will increase by \$25,500 to \$3,065,500 when compared to the adopted fiscal year 2021 budget. An anticipated increase in health and dental premiums, plus the addition of a Vision plan to the employee benefits package led to the slight increase. Reclassification of a staff position resulted in a decrease of \$8,358 in the direct compensation line item. This change provided funds to cover the \$5,140 annual cost of the Vision benefit and defray some of the anticipated increase in health and dental costs. Furthermore, employee participation in a provider sponsored wellness program is expected to save the District an additional \$11,500 in annual premiums. While a cost-of-living adjustment (COLA) is not planned for the new fiscal year, funds are allocated to compensate staff for the completion of skills-based certifications and one-time merit incentives based on performance.

Administrative Services

Administrative Services include the following expenses supporting personnel, business and financial operations:

- Finance / Human Resources (HR)
- Professional development and memberships
- Office equipment and supplies
- Insurance (general liability, workers compensation, auto)

Overall, the cost of this business operations is projected to increase by 4.00% to \$333,500 in this budget.

Texas 9-1-1 Alliance

The Texas 9-1-1 Alliance is an entity organized under the Texas Interlocal Cooperation Act composed of the twenty-seven (27) Emergency Communication Districts (ECD) created pursuant to the Texas Health and Safety Code Chapter 772. Participation allows the District to maintain continuous interaction with ECD counterparts throughout the state on technical, legislative, and regulatory matters affecting 9-1-1 service on a national, state, and regional level. Expenses are cost-shared across the membership using population to determine agency cost allocations. District membership remains relatively unchanged at \$98,500 for the budget year.

Operations and Technology

Expenditures for Operations and Technology (Operations) are associated with ongoing operations and maintenance of the 9-1-1 and other mission critical systems, to include engineering services, contingency operations, cybersecurity, and the management of geospatial and tabular 9-1-1 routing databases. Operations expenses, which account for 56.07% of the O&M budget, are projected to increase slightly from \$7,964,333 to \$7,968,560. Operations and Technology initiatives for this budget year include:

- *Next Generation 9-1-1 (NG9-1-1):* The ECC rehome from the current legacy digital 9-1-1 infrastructure to a feature-rich, IP-based NG9-1-1 environment will be completed by end of year 2021. Staff is currently working with the ECCs to confirm site configurations, establish routing policies, and finalize network transition plans. Cutover and testing on an ECC-by-ECC basis is projected to begin in November 2021. The next phase of the project, transitioning the 169 Operating Service Providers (OSPs) from the current AT&T legacy selective router to the new NGCS platform will commence in mid-2022. The ECC rehome and subsequent OSP transition will require new 9-1-1 network and interconnection circuits between the NGCS points of interconnect, OSP networks and Bexar Metro Vesta 9-1-1 Host systems. Ultimately, this new “network of networks” will replace the current single 9-1-1 selective router with a high availability, redundant, multi-node selective routing network, thus removing a potential single point of failure in the current call routing architecture.
- *Cybersecurity:* The security and protection of the 9-1-1 infrastructure and public safety systems supporting Quarry Run operations are paramount. In addition to our annual cybersecurity assessment conducted in conjunction with the University of Texas – San Antonio Center for Infrastructure Assurance and Security (CIAS), the proposed budget includes funds to conduct a full-scale cybersecurity review and “red-team” analysis on the core Vesta 9-1-1 system, ESINet, and ECC premise equipment. Continued engagement with the United States Department of Homeland Security, Cybersecurity and Infrastructure Security Agency (CISA), to safeguard the District’s critical 9-1-1 and facilities infrastructure through focused assessments, vulnerability scans, cyber exercises, and network penetration testing.
- *Network Diversity and Resiliency:* Additional diversification and resiliency studies, to include applications under review by the United States Department of Homeland Security to participate in a critical infrastructure assessment under the Regional Resiliency Assessment Program (RRAP), are planned to augment the annual network configuration and management audits performed by staff.
- *Data Integrity/Geospatial Operations:* Data Integrity/Geospatial Operations is tasked with ensuring the accuracy, reliability, and consistency of the tabular Master Street Address Guide (MSAG) and Geographic Information Systems (GIS) data. This includes the maintenance and technology-driven enhancements to our spatially accurate, digital base map used by public safety to quickly help identify a caller’s location and, in the NG9-11 environment, route 9-1-1 calls to the appropriate ECC. Several agencies recognize the District’s commitment to accuracy

and integrity in digital data and have opted to use our base map to fulfill their Computer Aided Dispatch (CAD) geospatial requirements. The ongoing transition from legacy tabular to geo-based routing requires additional feature sets and changes in processes to ensure data integrity is maintained throughout the transition life cycle. Moreover, continued evolution in technology and wireless accuracy mandates, such as recent changes in wireless vertical (z-axis) requirements mandated by the Federal Communications Commission (FCC), require a continued focus on wireless location determination resources and processes.

- Information Technology: Expenditures for administrative computer equipment, licensing, and support will decrease by \$77,000, to \$208,500. The decrease is directly attributed to expanded staff management and oversight of administrative and public safety networks at both Bexar Metro facilities, thus alleviating the requirement to continue managed service agreements with third party service vendors.
- Regional Emergency Alert Network (REAN): Continue to provide management, training, and operational oversight of the Regional Emergency Alert Network to ensure our public safety partners, in cooperation with the ECCs, have access to an emergency notification resource to immediately alert their constituents via phone call, text, and email of an emergent incident, severe weather event, or security threat.
- Network and Security Operations: Monitoring and immediate alarm notification on ECC end-point equipment and 9-1-1 network core infrastructure to ensure optimum operational performance, timely identification of potential cybersecurity concerns, and proactive response to technical issues before they impact critical services.

Education and Training

The 9-1-1 telecommunicator is the first person on the scene of an emergency. Our goal is to ensure these first responders have the skills and tools required to expedite a quality response. On average, forty (40) plus classroom-based or online training opportunities are offered annually at no cost to ECC personnel. Educational content includes instruction in Homeland Security, Emergency Medical Dispatch (EMD), Law Enforcement Communications, Fire Communications, School Violence, Family Violence, and Suicide Intervention. Instruction on Vesta 9-1-1 equipment and Regional Emergency Alert Network (REAN) operations are also offered. Scholarships are extended to those telecommunicators unable to attend District sponsored classes due to scheduling constraints or to meet certification requirements for subject matter not offered in our curriculum. An increase to \$185,000 (8.00%) is proposed for this budget year. This \$14,000 increase in the program budget will allow the District to offer additional training hours to help jurisdictions compensate for training hours lost in the previous two fiscal years due to the pandemic and its unfavorable impact on our ability to conduct in-person training. Further, a percentage of these funds will be allocated to expand our public engagement and 9-1-1 awareness initiatives through distribution of additional educational materials to schools, public safety agencies, and civic organizations.

Facility Services

The Facilities budget includes expenditures associated with the maintenance of the District's facilities, to include utilities, grounds maintenance, and most importantly, critical infrastructure supporting public safety and data center operations at Quarry Run. The Facility Services budget is projected to increase by 4.42%, to \$1,861,000 in this year's budget. Attributes leading to this change include an anticipated 3.00% average increase in vendor service contracts set to expire during the year and the expansion of a third-party facilities service agreement executed last year. The revised agreement will provide an additional eight (8) hours of onsite technical assistance to further support staff in their efforts to maintain building management systems and facility operations at Quarry Run.

Contingency

Historically, the District maintains a contingency budget line item to cover unforeseen costs and expedite procurement of 9-1-1, facility, or network equipment in the event the equipment is damaged due to mechanical failure or a natural disaster. An increase from \$500,000 to \$700,000 is proposed for this budget year to guarantee adequate funds are available to facilitate the emergency repair or replacement of critical equipment.

CAPITAL EXPENDITURES

Capital Improvements

This year's budget allocates \$820,000 to fund capital improvement projects supporting the enhancement or replacement of mission critical / 9-1-1 system equipment, network infrastructure, and maintenance of district facilities. Improvements for fiscal year 2022 include:

Mission Critical Systems:

- **New Braunfels Police Department:** Buildout of 9-1-1 network, demarcation, and dedicated 9-1-1 system power infrastructure at the new City of New Braunfels Police Headquarters. Procurement of an additional Vesta 9-1-1 console is included in the project scope.
- **Infrastructure Resiliency and Protection:** Continued efforts to further explore network diversify and protect interconnection of 9-1-1 infrastructure through deployment of alternative transport technologies, to include over-the-air and carrier diverse solutions, with a focus on diverse connectivity between key NGCS points of interconnection and District 9-1-1 service nodes.
- **Quarry Run Operations:** Design and implementation of an Azure cloud-based network architecture at Quarry Run to better accommodate ECC remote access to Computer Aided Dispatch (CAD) and other agency resources during ECC contingent events.

Facility Services:

- **Quarry Run**
 - Replace Uninterruptible Power Supply (UPS) Battery Bank on B-Side Utility
 - HVAC Expansion and Duct Realignment in Administrative Area
 - Operations Floor Video Wall Power and Processor Upgrade
 - Repair and Reseal Utility Wall Exterior
 - Enhance Security and Gate Entry Control Protective Measures
- **Saddletree**
 - Exterior Security Camera Expansion
 - Miscellaneous Interior Wall Covering Repair and Paint

- **Vehicles:** Purchase of one (1) sport utility vehicle (SUV) to replace 2014 GMC Acadia

Capital Reserves

The fiscal year 2022 budget includes a transfer of \$1,650,000, 67% of the capital budget, to dedicated reserve accounts earmarked to fund future 9-1-1 network upgrades and facilities projects without incurring debt. The transfer of funds to reserve accounts in this year's budget reflects an increase of \$400,000 when compared to the prior year budget. Due to the rapid evolution in public safety technologies and projected five (5) year life cycle of critical equipment, a major 9-1-1 equipment and ECC power systems refresh, programmed for fiscal year 2024, followed by a Cisco network core upgrade at Quarry Run three years later, will require projected expenditures of \$15,500,000 and \$3,500,000, respectively.

BUDGET SUMMARY

The Fiscal Year 2022 Financial Plan and Budget, totaling \$16,682,060 is sufficient to fund all projected program expenditures for the fiscal year. The plan includes \$14,212,060 for Operations & Maintenance and \$2,470,000 for Capital Improvements. The figures presented reflect a net increase of \$596,740, or 3.58%, when compared to the Fiscal Year 2021 Adopted Budget.

This budget matches projected revenue and expense as required by Texas law. To ensure responsiveness and operational flexibility, the Executive Director may authorize the transfer of funds among budget line items if the overall annual budget amount remains unchanged.

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**Bexar Metro 9-1-1 Network
Proposed Fiscal Year 2022 Budget**

Anticipated Fiscal Year 2022 Revenue

Wireline Service Fees	\$3,890,560
Wireless Service Fees	\$12,032,000
Interest Earned	\$97,578
Lease Agreements	\$469,922
Miscellaneous Revenue	\$192,000
Transfer from Reserves	\$0

Total Available Funds \$16,682,060

Proposed Fiscal Year 2022 Operations & Maintenance Expense

Personnel	\$3,065,500
Operations & Technology	\$7,968,560
Facility Services	\$1,861,000
Administrative Services	\$333,500
Texas 9-1-1 Alliance	\$98,500
Education & Training	\$185,000
Contingencies	\$700,000

Total O & M Expense \$14,212,060

Proposed Fiscal Year 2022 Capital Improvement Expense

ECC Upgrades	\$100,000
Saddletree Facility	\$40,000
Vehicles	\$45,000
Mission Critical Equipment	\$355,000
Information Technology	\$40,000
Quarry Run Facility	\$240,000
Transfer to Capital Reserves	\$1,650,000

Total Capital Expense \$2,470,000

Total Fiscal Year 2022 Budget \$16,682,060

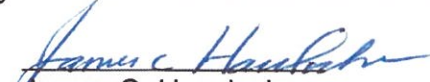
BEXAR METRO 9-1-1 NETWORK

Approved by the Bexar Metro Board of Managers this Eighteenth Day of May 2021.

By:

Name:

Title:


James C. Hasslocher
Chairman

COMAL APPRAISAL DISTRICT

900 S. SEGUIN AVENUE
NEW BRAUNFELS, TEXAS 78130

RUFINO H. LOZANO, RPA-RTA-CCA
CHIEF APPRAISER

June 16, 2021

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

RE: 2022 Approved Comal Appraisal District Budget

Please find enclosed the 2022 Comal Appraisal District budget that was presented at the Board of Directors' Formal Budget Hearing and approved at the Board of Directors' Regular Meeting on June 15, 2021.

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

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

Sincerely,



Nancy Pappas
Secretary, Board of Directors

Enclosure
CC: Mr. Larry Thompson

COMAL APPRAISAL DISTRICT

2021 ADOPTED BUDGET

Acct #

2022 APPROVED BUDGET

Employee Expenses	2,817,007.47	7099	Employee Expenses	3,258,319.72
Office Lease	26,000.00	7200	Office Mortgage	26,000.00
Telephone & Utilities	19,000.00	7300	Telephone & Utilities	19,000.00
Education	27,000.00	7400	Education	34,000.00
Directors Expense	3,000.00	7450	Directors Expense	3,000.00
Dues & Subscriptions	10,100.00	7500	Dues & Subscriptions	10,100.00
Advertisements	7,000.00	7600	Advertisements	8,000.00
Deeds & Mapping	1,200.00	7700	Deeds & Mapping	1,200.00
Capital Expenses	80,000.00	7800	Capital Expenses	90,000.00
Maintenance	13,000.00	7900	Maintenance	14,000.00
Office Supplies/Forms	17,500.00	8000	Office Supplies/Forms	22,500.00
Postage	100,400.00	8200	Postage	132,200.00
Copier/Printing Paper	8,000.00	8300	Copier/Printing Paper	8,000.00
Vehicle Mileage	15,500.00	8400	Vehicle Mileage	15,500.00
Data Processing	2,500.00	8500	Data Processing	3,400.00
Contract Services	816,756.00	8600	Contract Services	840,600.00
Insurance & Bonding	28,025.00	8700	Insurance & Bonding	30,500.00
Appraisal Review Board	102,320.00	8900	Appraisal Review Board	124,960.00
Contingency	10,000.00	9001	Contingency	10,000.00
TOTAL	\$4,104,308.47		TOTAL	\$ 4,651,279.72

2021 ADOPTED BUDGET \$4,104,308.47 2022 APPROVED BUDGET \$ 4,651,279.72

TAXING UNIT	2021 Budget Contribution	2020 Tax Levy	% of Budget	2022 BUDGET CONTRIBUTION
Comal ISD	2,029,934.81	\$209,597,647.24	0.4945863	2,300,459.31
Comal Co	740,152.87	76,423,291.90	0.1803356	838,791.25
New Braunfels ISD	599,232.24	61,872,759.34	0.1460008	679,090.47
City of New Braunfels	373,778.07	38,593,851.81	0.0910697	423,590.56
Emergency Serv Dist #1	39,888.85	4,118,658.83	0.0097188	45,204.74
Emergency Serv Dist #3	38,720.25	3,997,997.31	0.0094341	43,880.41
City of Schertz	49,681.79	5,129,812.97	0.0121048	56,302.76
City of Garden Ridge	24,655.59	2,545,772.88	0.0060072	27,941.38
Emergency Serv Dist #7	16,374.78	1,690,751.86	0.0039897	18,557.01
Emergency Serv Dist #2	39,368.08	4,064,887.87	0.0095919	44,614.57
Emergency Serv Dist #5	20,488.56	2,115,513.35	0.0049920	23,219.02
Emergency Serv Dist #4	18,131.31	1,872,119.49	0.0044176	20,547.63
Emergency Serv Dist #6	18,155.85	1,874,652.55	0.0044236	20,575.43
Boerne ISD	17,089.89	1,764,589.04	0.0041639	19,367.42
City of Bulverde	16,546.21	1,708,451.85	0.0040314	18,751.28
City of Fair Oaks Ranch	8,400.06	867,334.56	0.0020466	9,519.51
Johnson Ranch MUD	16,293.70	1,682,379.47	0.0039699	18,465.12
CCWID #6	23,824.75	2,459,986.63	0.0058048	26,999.82
York Creek Imp Dist	380.81	39,319.96	0.0000928	431.56
Wimberly ISD	205.72	21,241.49	0.0000501	233.14
City of Selma	3,620.34	373,811.92	0.0008821	4,102.81
City of Spring Branch	599.35	61,885.00	0.0001460	679.22
CCWID No 1A	2,922.55	301,763.61	0.0007121	3,312.04
Meyer Ranch MUD of CC	3,730.94	385,232.07	0.0009090	4,228.15
Lake Duniap WID	2,131.10	220,043.14	0.0005192	2,415.10

\$ 4,104,308.47

\$423,783,756.14 1.0000000 \$ 4,651,279.72

*Will be replaced by 2021 levy

**Contributions will change when 2021 levy is calculated

Approved by BOD on 6/15/21

Adopted by BOD

**COMAL APPRAISAL DISTRICT
2022 APPROVED BUDGET**

7099

EMPLOYEE EXPENSES

\$3,258,319.72

Administrative Salaries

822,502.59

201701	1) Chief Appraiser	110,011.20
	Medical Insurance Premium	9,072.91
	Dental Insurance Premium	319.50
	Life Insurance Premium	41.70
	FICA Contribution	8,415.86
	Retirement Contribution	16,512.68
	Uniforms	200.00
	TOTAL EXPENSE	144,573.85
200701	2) Director of Operations	96,865.60
	Medical Insurance Premium	9,072.91
	Dental Insurance Premium	319.50
	Life Insurance Premium	41.70
	FICA Contribution	7,410.22
	Retirement Contribution	14,539.53
	Uniforms	200.00
	TOTAL EXPENSE	128,449.45
201001	3) Team Leader	76,232.00
	Medical Insurance Premium	9,072.91
	Dental Insurance Premium	319.50
	Life Insurance Premium	41.70
	FICA Contribution	5,831.75
	Retirement Contribution	11,442.42
	Uniforms	200.00
	TOTAL EXPENSE	103,140.28
202002	4) Team Leader	73,736.00
	Medical Insurance Premium	9,072.91
	Dental Insurance Premium	319.50
	Life Insurance Premium	41.70
	FICA Contribution	5,640.80
	Retirement Contribution	11,067.77
	Uniforms	200.00
	TOTAL EXPENSE	100,078.69
201902	5) Team Leader	72,425.60
	Medical Insurance Premium	9,072.91
	Dental Insurance Premium	319.50
	Life Insurance Premium	41.70
	FICA Contribution	5,540.56
	Retirement Contribution	10,871.08
	Uniforms	200.00
	TOTAL EXPENSE	98,471.35
201704	6) Team Leader	62,483.20
	Medical Insurance Premium	9,072.91
	Dental Insurance Premium	319.50
	Life Insurance Premium	41.70
	FICA Contribution	4,779.96
	Retirement Contribution	9,378.73
	Uniforms	200.00
	TOTAL EXPENSE	86,276.00
201501	7) Team Leader	60,632.00
	Medical Insurance Premium	9,072.91
	Dental Insurance Premium	319.50

		Life Insurance Premium	41.70	
		FICA Contribution	4,638.35	
		Retirement Contribution	9,100.86	
		Uniforms	-	
		TOTAL EXPENSE	83,805.32	
201301	8) Exec Administrative Assistant		55,660.80	
		Medical Insurance Premium	9,072.91	
		Dental Insurance Premium	319.50	
		Life Insurance Premium	41.70	
		FICA Contribution	4,258.05	
		Retirement Contribution	8,354.69	
		Uniforms	-	
		TOTAL EXPENSE	77,707.65	
	<u>Appraisal Salaries</u>			1,703,895.60
201002	9) Appraiser IV		66,144.00	
		Medical Insurance Premium	9,072.91	
		Dental Insurance Premium	319.50	
		Life Insurance Premium	41.70	
		FICA Contribution	5,060.02	
		Retirement Contribution	9,928.21	
		Uniforms	200.00	
		TOTAL EXPENSE	90,766.34	
201502	10) Appraiser IV		65,728.00	
		Medical Insurance Premium	9,072.91	
		Dental Insurance Premium	319.50	
		Life Insurance Premium	41.70	
		FICA Contribution	5,028.19	
		Retirement Contribution	9,865.77	
		Uniforms	200.00	
		TOTAL EXPENSE	90,256.07	
201404	11) Appraiser IV		65,187.20	
		Medical Insurance Premium	9,072.91	
		Dental Insurance Premium	319.50	
		Life Insurance Premium	41.70	
		FICA Contribution	4,986.82	
		Retirement Contribution	9,784.60	
		Uniforms	200.00	
		TOTAL EXPENSE	89,592.73	
201403	12) Appraiser IV		63,835.20	
		Medical Insurance Premium	9,072.91	
		Dental Insurance Premium	319.50	
		Life Insurance Premium	41.70	
		FICA Contribution	4,883.39	
		Retirement Contribution	9,581.66	
		Uniforms	200.00	
		TOTAL EXPENSE	87,934.37	
201505	13) Appraiser IV		61,859.20	
		Medical Insurance Premium	9,072.91	
		Dental Insurance Premium	319.50	
		Life Insurance Premium	41.70	
		FICA Contribution	4,732.23	
		Retirement Contribution	9,285.07	
		Uniforms	200.00	
		TOTAL EXPENSE	85,510.60	
202101	14) Appraiser IV		58,801.60	
		Medical Insurance Premium	9,072.91	
		Dental Insurance Premium	319.50	
		Life Insurance Premium	41.70	
		FICA Contribution	4,498.32	
		Retirement Contribution	8,826.12	

		Uniforms	200.00
		TOTAL EXPENSE	81,760.15
201906	15) Appraiser IV		55,640.00
	Medical Insurance Premium		9,072.91
	Dental Insurance Premium		319.50
	Life Insurance Premium		41.70
	FICA Contribution		4,256.46
	Retirement Contribution		8,351.56
	Uniforms		200.00
	TOTAL EXPENSE		77,882.13
202102	16) Appraiser IV		55,016.00
	Medical Insurance Premium		9,072.91
	Dental Insurance Premium		319.50
	Life Insurance Premium		41.70
	FICA Contribution		4,208.72
	Retirement Contribution		8,257.90
	Uniforms		200.00
	TOTAL EXPENSE		77,116.74
201504	17) Appraiser IV		54,267.20
	Medical Insurance Premium		9,072.91
	Dental Insurance Premium		319.50
	Life Insurance Premium		41.70
	FICA Contribution		4,151.44
	Retirement Contribution		8,145.51
	Uniforms		200.00
	TOTAL EXPENSE		76,198.26
202005	18) Appraiser IV		53,497.60
	Medical Insurance Premium		9,072.91
	Dental Insurance Premium		319.50
	Life Insurance Premium		41.70
	FICA Contribution		4,092.57
	Retirement Contribution		8,029.99
	Uniforms		200.00
	TOTAL EXPENSE		75,254.27
201603	19) Appraiser IV		52,728.00
	Medical Insurance Premium		9,072.91
	Dental Insurance Premium		319.50
	Life Insurance Premium		41.70
	FICA Contribution		4,033.69
	Retirement Contribution		7,914.47
	Uniforms		200.00
	TOTAL EXPENSE		74,310.27
200101	20) Appraiser III		48,193.60
	Medical Insurance Premium		9,072.91
	Dental Insurance Premium		319.50
	Life Insurance Premium		41.70
	FICA Contribution		3,686.81
	Retirement Contribution		7,233.86
	Uniforms		200.00
	TOTAL EXPENSE		68,748.38
201801	21) Appraiser III		44,553.60
	Medical Insurance Premium		9,072.91
	Dental Insurance Premium		319.50
	Life Insurance Premium		41.70
	FICA Contribution		3,408.35
	Retirement Contribution		6,687.50
	Uniforms		200.00

	TOTAL EXPENSE	64,283.56
202004	22) Appraiser II	43,763.20
	Medical Insurance Premium	9,072.91
	Dental Insurance Premium	319.50
	Life Insurance Premium	41.70
	FICA Contribution	3,347.88
	Retirement Contribution	6,568.86
	Uniforms	200.00
	TOTAL EXPENSE	63,314.05
2021**	23) Appraiser I	40,518.40
	Medical Insurance Premium	9,072.91
	Dental Insurance Premium	319.50
	Life Insurance Premium	41.70
	FICA Contribution	3,099.66
	Retirement Contribution	6,081.81
	Uniforms	200.00
	TOTAL EXPENSE	59,333.98
2021**	24) Appraiser I	40,518.40
	Medical Insurance Premium	9,072.91
	Dental Insurance Premium	319.50
	Life Insurance Premium	41.70
	FICA Contribution	3,099.66
	Retirement Contribution	6,081.81
	Uniforms	200.00
	TOTAL EXPENSE	59,333.98
2022**	25) Appraiser I	40,518.40
	Medical Insurance Premium	9,072.91
	Dental Insurance Premium	319.50
	Life Insurance Premium	41.70
	FICA Contribution	3,099.66
	Retirement Contribution	6,081.81
	Uniforms	200.00
	TOTAL EXPENSE	59,333.98
201903	26) Appraiser II	40,456.00
	Medical Insurance Premium	9,072.91
	Dental Insurance Premium	319.50
	Life Insurance Premium	41.70
	FICA Contribution	3,094.88
	Retirement Contribution	6,072.45
	Uniforms	200.00
	TOTAL EXPENSE	59,257.44
2021**	27) Appraiser I	38,417.60
	Medical Insurance Premium	9,072.91
	Dental Insurance Premium	319.50
	Life Insurance Premium	41.70
	FICA Contribution	2,938.95
	Retirement Contribution	5,766.48
	Uniforms	200.00
	TOTAL EXPENSE	56,757.14
202103	28) Appraiser I	38,417.60
	Medical Insurance Premium	9,072.91
	Dental Insurance Premium	319.50
	Life Insurance Premium	41.70
	FICA Contribution	2,938.95
	Retirement Contribution	5,766.48
	Uniforms	200.00
	TOTAL EXPENSE	56,757.14
2022**	29) Appraiser I	38,417.60
	Medical Insurance Premium	9,072.91
	Dental Insurance Premium	319.50
	Life Insurance Premium	41.70
	FICA Contribution	2,938.95
	Retirement Contribution	5,766.48
	Uniforms	200.00

	TOTAL EXPENSE	56,757.14	
2022**	30) Appraiser I	38,417.60	
	Medical Insurance Premium	9,072.91	
	Dental Insurance Premium	319.50	
	Life Insurance Premium	41.70	
	FICA Contribution	2,938.95	
	Retirement Contribution	5,766.48	
	Uniforms	-	
	TOTAL EXPENSE	56,557.14	
2022**	31) Appraiser I	38,417.60	
	Medical Insurance Premium	9,072.91	
	Dental Insurance Premium	319.50	
	Life Insurance Premium	41.70	
	FICA Contribution	2,938.95	
	Retirement Contribution	5,766.48	
	Uniforms	-	
	TOTAL EXPENSE	56,557.14	
2022**	32) Appraiser I	38,417.60	
	Medical Insurance Premium	9,072.91	
	Dental Insurance Premium	319.50	
	Life Insurance Premium	41.70	
	FICA Contribution	2,938.95	
	Retirement Contribution	5,766.48	
	Uniforms	-	
	TOTAL EXPENSE	56,557.14	
2022**	33) Appraiser I	16,007.33	
	Medical Insurance Premium	3,780.38	
	Dental Insurance Premium	133.13	
	Life Insurance Premium	17.38	
	FICA Contribution	1,224.56	
	Retirement Contribution	2,402.70	
	Uniforms	200.00	
	TOTAL EXPENSE	23,765.47	
	<u>Operational Support Salaries</u>		187,703.50
201401	34) Customer Service Specialist	34,153.60	
	Medical Insurance Premium	9,072.91	
	Dental Insurance Premium	319.50	
	Life Insurance Premium	41.70	
	FICA Contribution	2,612.75	
	Retirement Contribution	5,126.46	
	Uniforms	-	
	TOTAL EXPENSE	51,326.92	
201703	35) Customer Service Specialist	31,824.00	
	Medical Insurance Premium	9,072.91	
	Dental Insurance Premium	319.50	
	Life Insurance Premium	41.70	
	FICA Contribution	2,434.54	
	Retirement Contribution	4,776.78	
	Uniforms	-	
	TOTAL EXPENSE	48,469.43	
201905	36) Customer Service Specialist	30,160.00	
	Medical Insurance Premium	9,072.91	
	Dental Insurance Premium	319.50	
	Life Insurance Premium	41.70	
	FICA Contribution	2,307.24	
	Retirement Contribution	4,527.02	
	Uniforms	-	
	TOTAL EXPENSE	46,428.37	
2022**	37) Customer Service Specialist	26,124.80	
	Medical Insurance Premium	9,072.91	
	Dental Insurance Premium	319.50	
	Life Insurance Premium	41.70	

	FICA Contribution	1,998.55	
	Retirement Contribution	3,921.33	
	Uniforms	-	
	TOTAL EXPENSE	41,478.79	
	<u>Seasonal Part-Time</u>		16,256.01
201904	38) Customer Service Specialist	15,100.80	
	FICA Contribution	1,155.21	
	TOTAL EXPENSE	16,256.01	
	<u>Temporary Employees</u>	12,000.00	
	TOTAL EXPENSE	12,000.00	
	Salary Reserve	249,564.00	249,564.00
	Chief Appraiser Salary Reserve	10,000.00	10,000.00
	FICA for Salary Reserves	19,091.65	19,091.65
	Retirement for Salary Reserves	49,912.80	49,912.80
	Retirement Elected Rate Difference	96,209.56	96,209.56
	Texas Employment Commission	10,260.00	10,260.00
	PTO Reserve	78,824.00	78,824.00
	Drug Testing	2,100.00	2,100.00
	Salary Total		3,258,319.72
7200	MORTGAGE		26,000.00
	Building Mortgage	26,000.00	
7300	TELEPHONE & UTILITIES		19,000.00
	Electric	10,000.00	
	Gas	800.00	
	Water	500.00	
	Garbage	2,000.00	
	Sewer	1,200.00	
	Telephone Service	4,500.00	
7400	EDUCATION		34,000.00
	Schools	28,000.00	
	Travel	6,000.00	
7450	DIRECTORS EXPENSES		3,000.00
	Directors Expenses	2,500.00	
	Employee Recognition	500.00	
7500	DUES & SUBSCRIPTIONS		10,100.00
	Dues	6,000.00	
	Subscriptions	4,100.00	
7600	ADVERTISEMENTS		8,000.00
	Public Postings	8,000.00	
7700	DEEDS & MAPPING		1,200.00
	Supplies	400.00	
	Equipment Repair	800.00	
7800	CAPITAL EXPENSES		90,000.00
	Furniture	10,000.00	
	Building Equipment Replacement	10,000.00	
	Vehicles	25,000.00	
	Computers	45,000.00	
7900	MAINTENANCE		14,000.00
	Repairs & Maintenance	10,000.00	
	Janitorial Supplies	4,000.00	

8000	OFFICE SUPPLIES		22,500.00
	Operating Supplies	22,500.00	
8200	POSTAGE		132,200.00
	Postage Fees-General	125,000.00	
	Meter Rental	5,000.00	
	Annual Permit	400.00	
	Supplies	800.00	
	Maintenance	1,000.00	
8300	COPIER/PRINTING PAPER		8,000.00
	Maintenance Usage Charge	2,000.00	
	Lease	6,000.00	
8400	VEHICLE EXPENSE		15,500.00
	Vehicle Maintenance	15,000.00	
	Vehicle Outfitting	500.00	
8500	DATA PROCESSING		3,400.00
	Software Maintenance	3,400.00	
8600	CONTRACT SERVICES		840,600.00
	Legal	275,000.00	
	Audit	15,000.00	
	Appraisal Service	88,500.00	
	Bank Analysis Charges	500.00	
	Cable Connection	15,000.00	
	CAMA Systems	195,000.00	
	Janitorial Service	15,180.00	
	Lawn Care	1,320.00	
	HVAC Scheduled Maintenance	2,000.00	
	Laser Processing	60,000.00	
	Wireless Communications	22,000.00	
	Aerials	150,000.00	
	Pest Control	600.00	
	Security	500.00	
8700	INSURANCE/BONDING/WORKERS COMPENSATION		30,500.00
	Operational Insurance	8,000.00	
	Vehicle Insurance	6,000.00	
	Workers Compensation	16,000.00	
	Bonding	500.00	
8900	APPRAISAL REVIEW BOARD		124,960.00
	Per Diem	90,000.00	
	Miscellaneous Expenses	8,000.00	
	Legal	9,500.00	
	Education	3,900.00	
	Security Officer	2,160.00	
	Tax Liason Officer	11,400.00	
9001	CONTINGENCY	10,000.00	10,000.00
	TOTAL EXPENSES		\$4,651,279.72
	PROJECTED INCOME		0.00
	Interest Income		
	Copies & Other Income		
	Reserved-Capital Imps & Replacements	300.00	
		12,000.00	
		(12,300.00)	
	2022 APPROVED BUDGET		\$4,651,279.72



City of Garden Ridge

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

To: City of Garden Ridge Council Members
From: Karen Ford – Finance-HR Director
Date: July 1, 2021
RE: TML recommendation changed from Option 3 to Option 4

The City has received the Annual TML Medical Cost Projections for the upcoming fiscal year. Although Council has not approved a budget for FY 2022 the new contract must be signed and returned to TML by July 8, 2021. TML has eliminated the City's current plan; however, multiple renewal options have been offered ranging from increases of 5.71% to a decrease of 1.49%. The attached spreadsheet details how each of the options affect the City as well as the employees who cover dependents.

Services offered under each of the options are the same; the differences are limited to monthly premium, deductibles, and potential out-of-pocket expenses. **After further evaluation Staff would like to amend the previous recommendation presented in my memo dated June 24, 2021. Staff is making the recommendation to Council to select Option 4. A decrease of 1.49% would be both beneficial to the City and Staff.** If selected other potential increases to employees would be, the in-network deductible will increase from \$750.00 to \$1,000.00, the out-of-network deductible will increase from \$1,000.00 to \$2,000.00. These increases are the same for both Option 3 and Option 4. The annual maximum out-of-pocket will increase from \$3,250.00 to \$5,000.00. This is higher than Option 3 by \$1,000.00. Option 4 has lower monthly rates to employees who are paying for dependents. And while the maximal out-of-pocket is higher, employees will not reach this level unless they have a major event. However, the lower monthly rates are a given, saving the employee immediate cash.

Annual increases for the past several years have ranged between 9% to 13%. The overall savings to the City under Option 4 is \$3,334.00 based on 30 employees or \$111.00 per employee. The annual savings will be allocated \$2,834.00 to the General Fund and \$500.00 to the Water Fund.

The TML Dental coverage will not have an increase for FY 2022. It will remain at an annual cost of \$341.28 per employee.

Avesis (Vision Plan) and MetLife (Life, AD&D, Long- & Short-Term Disability) are both 2-year contracts that will renew for FY 2022; however, as of the date of this memo the City has not receive notification of the rate change for either company.

City of Garden Ridge

TML Benefit Options FY2022

This schedule shows the variance for both the City and Employees compared to the current plan

		NEW PLAN OPTIONS							
		5.71% Increase		2.85% Increase		.67% Increase		1.49% Decrease	
	Current Plan	Option 1	Annual Increase	Option 2	Annual Increase	Option 3	Annual Increase	Option 4	Annual Increase
Employee - <i>Cost to City</i>	620	656	12,758	638	6,372	624	1,490	611	(3,334)
EE + Spouse - <i>Cost to EE</i>	1,259	1,331	863	1,295	431	1,268	101	1,240	(226)
EE + Child(ren) - <i>Cost to EE</i>	1,092	1,154	748	1,123	374	1,099	88	1,076	(196)
EE + Family - <i>Cost to EE</i>	1,830	1,935	1,254	1,882	627	1,842	147	1,803	(328)
Plan Details	PPO	PPO	Variance to Current	PPO	Variance to Current	PPO	Variance to Current	PPO	Variance to Current
Network (IN) Deductible	750	750	-	750	-	1,000	250	1,000	250
Network (OUT) Deductible	1,000	1,500	500	1,500	500	2,000	1,000	2,000	1,000
Max Out of Pocket	3,250	3,000	(250)	4,000	750	4,000	750	5,000	1,750
Tele Dr Health Copay	30	-	(30)	-	(30)	-	(30)	-	(30)
ER Copay	100	500	400	500	400	500	400	500	400

Since the Current Plan is being eliminated this schedule show the variance for both the City and Employees compared to Option 1

		NEW PLAN OPTIONS							
		5.71% Increase		2.85% Increase		.67% Increase		1.49% Decrease	
	Current Plan	Option 1	Annual Increase	Option 2	Annual Increase	Option 3	Annual Increase	Option 4	Annual Increase
Employee - <i>Cost to City</i>	620	656	12,758	638	(6,386)	624	(11,268)	611	(16,092)
EE + Spouse - <i>Cost to EE</i>	1,259	1,331	863	1,295	(432)	1,268	(762)	1,240	(1,089)
EE + Child(ren) - <i>Cost to EE</i>	1,092	1,154	748	1,123	(374)	1,099	(661)	1,076	(944)
EE + Family - <i>Cost to EE</i>	1,830	1,935	1,254	1,882	(628)	1,842	(1,108)	1,803	(1,582)
Plan Details	PPO	PPO	Variance to Current	PPO	Variance to Current	PPO	Variance to Current	PPO	Variance to Current
Network (IN) Deductible	750	750	-	750	-	1,000	250	1,000	250
Network (OUT) Deductible	1,000	1,500	500	1,500	-	2,000	500	2,000	500
Max Out of Pocket	3,250	3,000	(250)	4,000	1,000	4,000	1,000	5,000	2,000
Tele Dr Health Copay	30	-	(30)	-	-	-	-	-	-
ER Copay	100	500	400	500	-	500	-	500	-

City Secretary

From: City Administrator
Sent: Wednesday, June 16, 2021 1:06 PM
To: City Secretary
Subject: FW: Parking for GRES Events

Marisa,

The school will need variances for the crossing of Municipal Parkway on certain days from 7 a.m. – 8a.m. (August 24-27 and November 11) We can send that to Council in July. There should not be a problem with parking in our parking lot during the days indicated except on August 19th incase we end up doing a public hearing for budget and/or tax rate.

Thanks,
Nancy Cain
City Administrator

From: Jennifer Schultz (GRES) <jennifer.schultz@comalisd.org>
Sent: Monday, June 14, 2021 7:26 PM
To: City Administrator <administrator@ci.garden-ridge.tx.us>
Cc: Kimberly Flanigan <kimberly.flanigan@comalisd.org>; Ruby Moseley <ruby.moseley@comalisd.org>
Subject: [EXTERNAL] Parking for GRES Events

Good Evening,
I hope all is well and everyone at the city office is doing well and staying cool. Summertime is here for sure.

I would like to request the use of additional parking for the following dates:

Thursday, August 19th - Meet the Teacher Night, 3:30-7:00pm
Tuesday, August 24th - First day of school, 7:00-8:30am and afternoon 2:30-3:45pm
Tuesday, August 24-27th - first week of school, am & pm
Thursday, November 11th - Veterans Day Ceremony, 7:30-9:30am

Please let me know if you see an issue with any of these dates and times requested.

I look forward to partnering with the City once again this year and excited to have events at our campus. It has been way to long.

Have a great evening,

Jennifer Schultz
Principal
Garden Ridge Elementary
830-837-7006

Garden Ridge Community and Event Center
Monthly Report
June 1st thru June 30th 2021

Utilization (by Days)

FY 20-21 (Current Month)	FY 19-20 (Current Month)	FY 20-21 (Year to Date)	FY 19-20 (Year to Date)
21	9	158	176

Wildflower (Booked Current Month)

9

Bluebonnet (Booked Current Month)

12

Category Count (by Events)

(Current Month)

(Year to Date)

1. Resident / Non-Resident	3	15
2. City Chartered Non-Profit Organizations	4	22
3. Non-Residents Service Organizations	4	38
4. Non-Profit Associations	3	21
5. City Use	7	62

CITY OF GARDEN RIDGE BUILDING REPORT

June-21

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>
2079	-21 22186 Via Posida Dr.	JD Hunt Construction	Retaining Wall	\$ 125.00
2080	-21 9420 Garden Ridge Dr.	Robert Montez	Outbuilding	\$ 100.00
1433	-21 9816 Bode Circle	All Service & Heating	Minor HVAC	\$ 100.00
1434	-21 9611 Azalea Circle	Will Fix It	Water Heater	\$ -
1436	-21 9425 Sumac Lane	1st Call Plumbing	Water Heater	\$ -
2081	-21 9102 Portofino Place	NB Fence & Landscape	Fence	\$ 125.00
2082	-21 21302 Maricopa Path	Bautrsta Concrete Work	Driveway	\$ 125.00
2083	-21 22034 Cristobal Dr.	Sprit of TX Landscaping	Pergola	\$ 200.00
2084	-21 8238 Shining Elk	Gary Pools	Pool, Deck	\$ 491.48
2085	-21 8937 Garden Ridge Dr.	Anita Smith	Fence	\$ 125.00
2086	-21 19534 Creekview Oaks	Bode Pools	Pool, Spa, Deck	\$ 691.32
2087	-21 9310 Sumac Lane	Yuker Electric	Minor Electric	\$ 125.00
2088	-21 19818 Wild Hollow	Harold McVicker	Pergola	\$ 100.00
2089	-21 9030 Sumac Cove	KM Builders	Remodel	\$ 225.00
2090	-21 9310 Sumac Lane	Michael Rogney	Outbuilding	\$ 100.00
2091	-21 21439 Water Wood Dr.	Bennie Martin	OD Kitchen,Deck,Fence Fireplace	\$ 677.40
2092	-21 9202 Cipriani Way	Cole Gauger	Outbuilding	\$ 347.88
2093	-21 20011 Hickory Bend	Edgar Vazquez	Minor Plumbing	\$ 100.00
2094	-21 21926 Pesa Cove	Leon Richardson	Parking Pad	\$ 125.00
2095	-21 9297 Cinchona Trail	Bluebonnet Plumbing	Minor Plumbing	\$ 100.00
1446	-21 21559 Forest Waters Cir	Will's All Pro	Minor HVAC	\$ 100.00
2096	-21 19185 FM 2252	IES Commercial INC	Minor Electric (work with)	\$ 125.00
2097	-21 21306 Maricopa Path	Floyd McKenney	Patio	\$ 100.00
				\$ 4,308.08

Total Major Fees for the month	\$ -
Total Minor Fees for the month	\$ 4,308.08
TOTAL	\$ 4,308.08

Fiscal Year 2021

Total major projects value	\$ 2,368,990.00
Total major projects sq. ft.	18,223
Total major permit fees	\$ 13,558.80
Total minor permit fees	\$ 49,935.86
Total permit fees	\$ 63,494.66



City of Garden Ridge

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

City Secretary Monthly Activity Report Reporting Period: June 2021

Administrative Operations and Upcoming Events

City Hall Office Hours:

- Monday/Wednesday/Thursday: 8am-5pm, Tuesday: 8am-6pm, and Friday: 8am-4pm.
- Upcoming Holiday (City Hall closed): Monday, July 5th.
- After hours emergency phone number: 210-651-6831.

Bulk Dumpsters:

- Bulk Dumpsters will be available starting July 10, 2021, at 8am. They will be available July 10-11, 17-18, 24-25, and July 31 - August 1 from 8am to 5pm with assistance from Garden Ridge Employees! This schedule change is due to the federal holiday. Don't forget to bring your ID or utility bill for proof of Garden Ridge residency.

First Friday:

- Join the Mayor and City Council at Paul Davis Park on Friday, August 6th from 4pm to 6pm for fun and conversation. See the City's website or the City's social media pages for details.

Communication Efforts

- **High Resolution Pictures of Garden Ridge.** The City is seeking high resolution pictures that represent our beautiful City in order to improve and update the City's website. If you have any high resolution pictures that you would like to be considered, please submit them to Assistant City Secretary Kat Balbi via email at asstcitysecretary@ci.garden-ridge.tx.us.
- **"MyCivic Utilities".** Want to view and pay your utility bill on your phone? Garden Ridge has an app for that! Download "MyCivic Utilities" and see the March Grapevine or give us a call for details.
- **Other Information/Announcements included in Grapevine/Website/Social Media.** 4th of July Celebration, Civilian Response to Active Shooter Events Seminar, Fireworks Ordinance Reminder, 2020 Consumer Confidence (Drinking Water Quality) Report, Water Conservation Tips, Energy Conservation Tips, Commission Vacancies, and City Council Actions.
- **Streaming of Meetings.** City Council - 130 views / Commissions - 56 views.

Public Information Act (PIA) Summary

Year	Number of Requests
2021	90
2020	207
2019	276
2018	225



POLICE DEPARTMENT MONTHLY BREAKDOWN

June 1 to June 30, 2021

Calls for Service

Dispatched: 125 City Ordinance: 17 Total: 142 False Alarms: 12

Arrests

- *1 – Theft <\$100 w/ Previous Convictions-shoplifting / Resisting Arrest
- *1 – Possession of Controlled Substance PG 1 >=1G<4G
- *1 – Public Intoxication
- *1 – Warrant Arrest

Traffic Enforcement

Crashes: 4 Citations: 59 Warnings: 50 Total: 109

Training / Certifications

- * Lieutenant Bellinger completed State and Federal Law Update
- * Officer McMahan completed CCLP - Arrests and Terry Stops & Warrantless Searches (Exceptions)

Outreach Efforts

- * Coffee with the Cops continues 2nd Wednesday of each month
- * Citizens Police Academy had 28 graduates. Students had great reviews of course
- * The 3rd Annual Pancake Breakfast generated \$2,209 for the Children's Advocacy Center
- * We had 30 citizens attend our CRASE Course with great enthusiasm

Administrative Comments

- * Municipal Court returning to normal operations
- * Ofc Jefferson released from probation period
- * Employee evaluations underway



City of Garden Ridge

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

MONTHLY PUBLIC WORKS REPORT

June 2021

Activities for the month

Steven Steinmetz
Public Works
Director

Eric Lowman
Deputy Public
Works Director

Stanley Georg
Manuel Troncoso
Ryan Furgason
Jack Drawdy

Storm water Drainage Facility and Easement Maintenance

- Inspected 11 outfalls.
- Inspected 18 detention ponds.
- Stormwater public outreach: 2 message displayed on FM 2252 sign.
- Trash removed from Right of ways by volumeters: 30 pounds.
- Rainfall amount for the month: "

Parks Maintenance

- Paul Davis Park: Ongoing sanitizing of facilities.
Repaired speaker lines.
Replaced 2 speakers.
Added storage box in the dugout.
Dragged the ball field 2 times.
Removed cut brush.
Spread 10 yards of ballfield dressing
Pressure wash sidewalks.
Mowed 2 times.
- Pocket Parks: Mowed 1 time

City Facility/Property Maintenance

- City Hall: Daily cleaning
Painted 1 office.
Shampooed carpets
- Community Center: Mowed 2 times

Ongoing Responsibilities

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

Upcoming Events

July 10th & 11th
Trash Dumpsters.

July, 17th & 18th
Trash Dumpsters.

July, 24th & 25th
Trash Dumpsters.

July, 31st
August, 1st
Trash Dumpsters.

Oak Wilt

No new reported cases.

Reports Submitted

Wildlife Management Advisory Commission Report.

Events/Conducted Education to residents

- None.

Future Projects or Needs

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

Animal Services Monthly Activities

- 7 deer carcasses were disposed of, which makes for the year 26.
- 0 wild hog was donated this month to Hunters for the Hungry, the year-to-date combined totals for wild hogs and deer donated are .
- 0 live traps loaned out this month, traps loaned out year-to-date .
- 233 registered/reregistered animals for the year.
- 0 nuisance complaints received.
- 0 animal reported bites.

Adoptions

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

Returned to owners

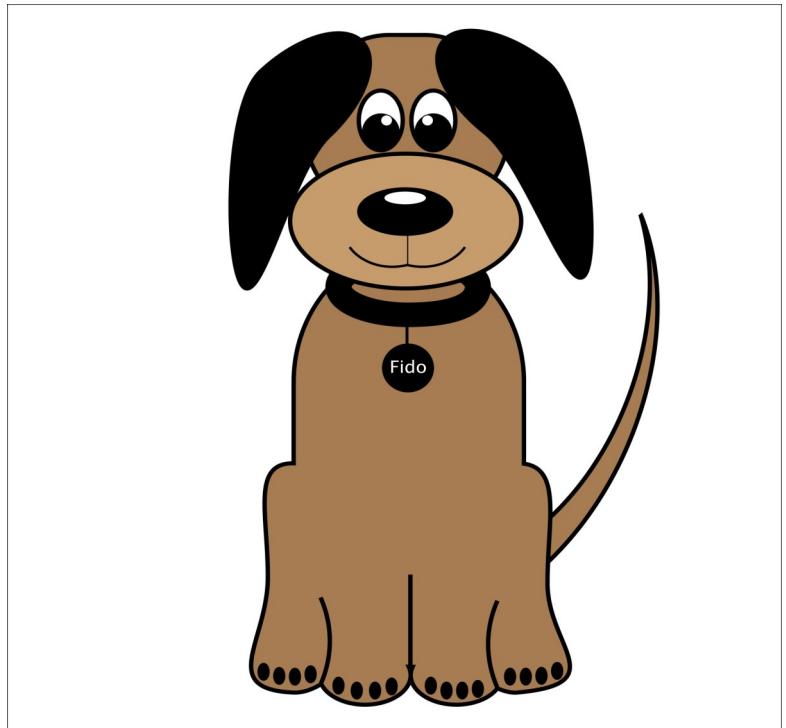
- 2 dogs; 14 year-to-date.
- 0 cats; 0 year-to-date.

Transferred to other agencies

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

Currently in City care

- 0 dogs; 12 cat:

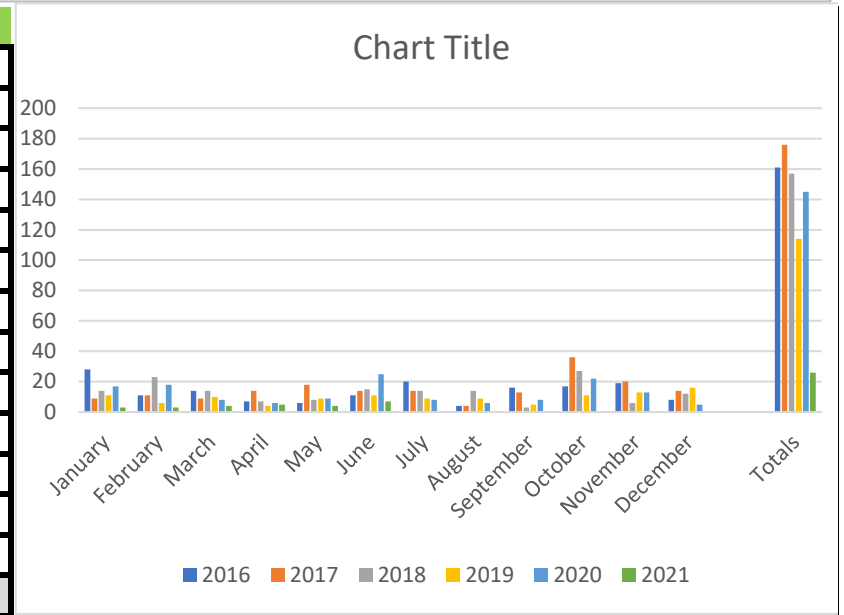


Year to Date Wildlife Report

	Jan	Feb.	Mar	Apr.	May	Jun	Jul	Aug.	Sep.	Oct	Nov	Dec.	Total
Deer	3	3	4	5	4	7	0	0	0	0	0	0	26
Raccoons	3	0	5	5	4	3	0	0	0	0	0	0	20
Opossums	3	1	5	5	4	3	0	0	0	0	0	0	21
Skunks	5	6	0	1	1	1	0	0	0	0	0	0	14
Wild hogs	0	0	0	1	0	0	0	0	0	0	0	0	1
Turtles	0	0	0	0	2	0	0	0	0	0	0	0	2
Squirrels	1	1	1	2	5	2	0	0	0	0	0	0	12
Foxes	0	0	0	0	0	1	0	0	0	0	0	0	1
Armadillos	0	0	0	0	0	1	0	0	0	0	0	0	1
Hawks	0	0	0	0	0	0	0	0	0	0	0	0	0
Bats	0	0	0	0	0	0	0	0	0	0	0	0	0
Coyotes	0	0	0	0	0	0	0	0	0	0	0	0	0
Buzzards	1	1	0	0	0	0	0	0	0	0	0	0	2
Ringtails	0	0	0	0	0	0	0	0	0	0	0	0	0
Snakes	0	0	0	1	0	1	0	0	0	0	0	0	2
Bobcat	0	0	0	0	0	0	0	0	0	0	0	0	0
Porcupine	0	0	0	0	0	1	0	0	0	0	0	0	1
Chicken	1	0	0	0	0	0	0	0	0	0	0	0	1
Total	17	12	15	20	20	20							104

Deer Carcass Removal Totals for 2016 - 2021

	2016	2017	2018	2019	2020	2021
January	28	9	14	11	17	3
February	11	11	23	6	18	3
March	14	9	14	10	8	4
April	7	14	7	4	6	5
May	6	18	8	9	9	4
June	11	14	15	11	25	7
July	20	14	14	9	8	
August	4	4	14	9	6	
September	16	13	3	5	8	
October	17	36	27	11	22	
November	19	20	6	13	13	
December	8	14	12	16	5	
Totals	161	176	157	114	145	26

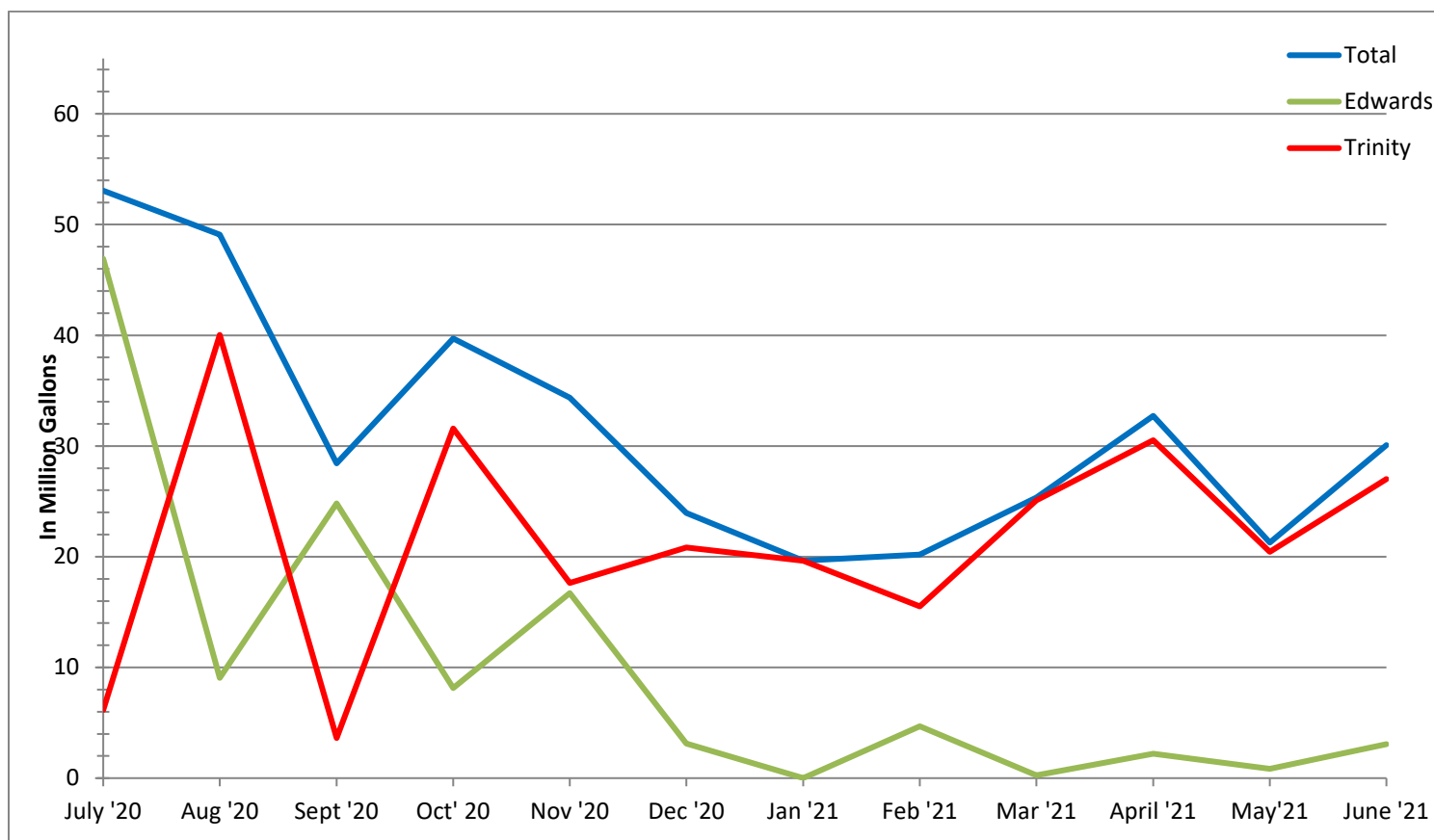




Water Department Report

As of June 30, 2021

City of Garden Ridge Aquifer Usage

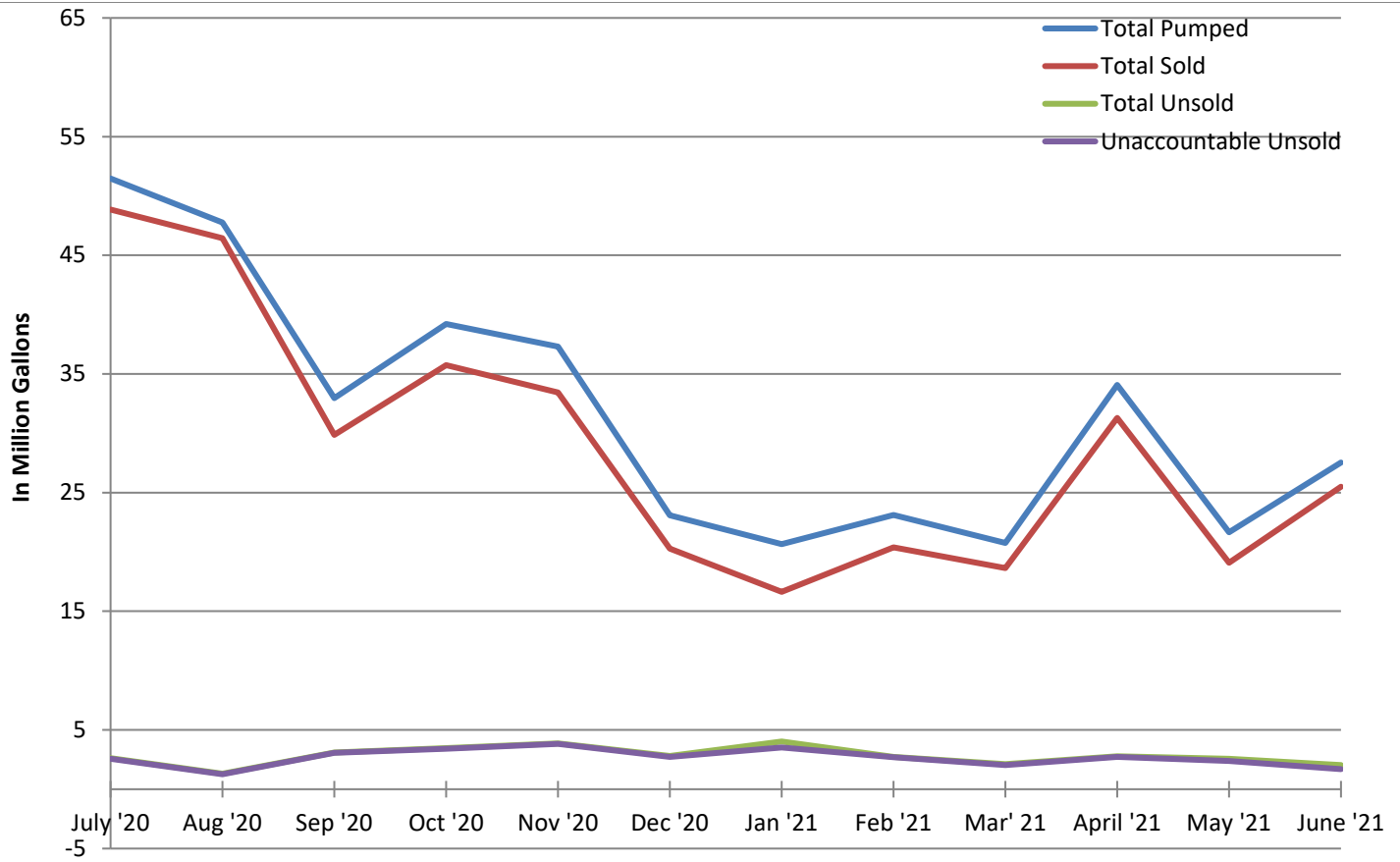


	Month:	Year:	Available:	Stage:
Edwards Well Usage AC/FT:	9.4	33.81	608.32	0
Trinity Well Usage AC/FT:	82.9	316.34	N/A	0

Water Quality

Due :	Missed :	Passed :	Failed :	
6	0	6	0	
2	0	2	0	
30	0	30	0	

**2019 – 2020
Pumping Report**



	Total Pumped (Thousands)	Total Sold (Thousands)	Total Unsold (Thousands)	Unaccountable Unsold (Thousands)	Unaccountable Unsold %
June '20	38,442	37,110	1,332	1,286	3.3%
July '20	51,469	48,851	2,618	2,574	5.0%
Aug '20	48,799	46,446	2,333	2,286	4.7%
Sept '20	32,959	29,855	3,104	3,057	9.3%
Oct '20	39,216	35,752	3,464	3,418	8.7%
Nov '20	37,299	33,440	3,860	3,821	10.2%
Dec '20	23,077	20,270	2,807	2,736	11.9%
Jan '21	20,655	Insufficient	Data	-	
Feb '21	23,123	20,390	2,733	2,696	11.7%
Mar '21	20,744	18,627	2,117	2,030	9.8%
April '21	34,076	31,287	2,789	2,728	8.0%
May '21	21,642	19,080	2,562	2,391	11.0%
June '21	27,531	25,505	2,026	1,684	6.1%
Yearly Average	32,233	30,551	2,645	2,559	8.3%

Water Department Monthly Activities:

New Installed Meters	1	Work Orders	195
Meter Replacements	0	Locates	42
City Owned Leaks	3	Irrigations Permits Issued	0
Meters Read	1681	Total Rebates	0
Meter Tests	0	Active Customer Leaks	136

Leak Adjustments

New Requests	1	Waiting for Customer		Approved	0	Amount Approved	\$0	Denied	0	Sent to Water Commission	
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Projects & Announcements:

- Whispering Oaks Project is Ongoing
 - Reviewing Project As-Builts and is 99% complete
- Workflow Management System Implementation
 - Ongoing.
- AMI Project is Ongoing
 - 99% complete
- 2252 Wastewater Project Ongoing
 - Contractor has installed 85% of the Wastewater Main
- 2252 TXDOT Water Line Ongoing
 - Working on funding

COVID-19 Pandemic

The Water Department is continuing to be vigilant to keep our staff and infrastructure safe from the spread of the Coronavirus. We are still cleaning facilities, vehicles, and equipment daily to ensure our staff and water system stay safe. Our team members have a positive outlook. We are keeping a close eye on the situation and can increase or decrease our continuity of operations if and when necessary.



Garden Ridge Library

Volume IV, Issue 9

July 7, 2021

Monthly Library Update

By Linda Crosland, Library Director

For leisure, for learning, for life!

Upcoming Activities for July

Children's Activities

Tuesdays, Lego Robotics free time, come-n-go all day

Wednesdays, Regular Legos Building free time, come-n-go all day

Thursdays, Smart Cookie Day—Smart Readers bring us your reading log, do crafts and of course, munch a cookie

Fridays, Preschool Storytime, 10:30 am with **Stay & Play** immediately following

July 21, Mommy & Me Tea Party, 1-3 pm, in City Council room

Adults' Activities

1st Mondays, Adult Game Night, 6:00 pm

Tuesdays, Northside Knitters, 10:00 am

Wednesdays & Fridays, Virtual Matter of Balance Class, 2:00-3:30 pm

Thursdays, Adult Coloring, 1:00 pm

2nd Tuesdays, Card-making for our troops, 12:00 pm

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

Department Statistics for June

Visits to the Library	1,213
Items Checked Out	2,501
New Patrons Added	21
New Items Added to the Collection	51
Volunteer Hours	125

Activity Statistics

Children's Preschool Storytime	200
Children's Lego Robotics, Coding, & Regular Legos	141
Summer Reading Kickoff	45
Donuts with Dad	24
Adult Classes, including virtual exercises	77

Linda participated in 1 webinar: "Simple Ways to Beef up your Library Marketing."

"I find television very educating. Every time somebody turns on the set, I go into the other room and read a book." - Groucho Marx



memorandum

To: Garden Ridge City Council
From: Trihydro Corporation
cc: Ms. Nancy Cain, City Administrator, City of Garden Ridge
Date: June 23, 2021
Re: Engineering Report for July 2021 Council Meeting

1. FM 2252 TxDOT Project

- Trihydro prepared documents required for a funding application for the TxDOT FM 2252 Water Line Relocation Project. Funding will be provided by the State Infrastructure Bank (SIB). The requested interest rate is 1% for 15 years. The loan amount is \$620,000.
- Once the loan is approved, Trihydro will prepare design/bid documents for proposed water line relocation, finalize project budget, solicit construction bids, and finalize TxDOT approval. We are on hold awaiting authorization.

2. FM 2252 Wastewater Project

- Quo Mex is approximately 75% complete with force main installation. We are finalizing application with CPS Energy for power to waste holding tank site. We are also working with AT&T to provide a service line to the tank site.
- Trihydro is in the process of preparing the City's Sewer Ordinance.

City Commission Volunteer Interest Form - Submission #2817

Date Submitted: 6/2/2021



City of Garden Ridge

“A way of life, not just a place to live”

City Commission
Volunteer Interest Form

First Name*

Jesse

Last Name

Deaver

Address*

21430 Forest Waters Circle

Phone Number

916-212-1631

Email Address

[Redacted]

Date of Birth*

[Redacted]

Voter Unique Identifier (VUID)

Qualifications from Ordinance No. 210*

Please check all the boxes that apply to you.

- ☒ A registered voter in Garden Ridge, TX
- ☒ Has resided in the City for at least six (6) months
- ☒ Has not been convicted of a felony
- ☒ Has not been found mentally incompetent by a final judgment of a court

Occupation

Director of National Accounts, Pharmaceuticals

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

- | | |
|--|--|
| ☒ Planning and Zoning Commission | ☐ Wildlife Management Advisory Commission |
| ☐ Quarry Commission | ☐ Any City Commission |
| ☐ Water Commission | |

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

I care a great deal about the community in which I live. I love the area and the people, and I want to be of service to my community and the town of Garden Ridge. I care about the issues of today and tomorrow facing our community. I am trustworthy, loyal, and strive to live an honest and good life.

List any Boards, Commissions or Committees you have previously served on in Garden Ridge or other entities.

Site Councils for Elementary School and Middle School in the Rocklin Unified School District. Also served on the hiring committee for the Elementary School Principal in the Rocklin, CA Unified School District.

Please attach your resume or a bio.*

J Deaver_Resume.docx

Date

6/2/2021



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

JESSE J. DEAVER, SR.

21430 FOREST WATERS CIRCLE, GARDEN RIDGE, TX 78266

M: (916) 212-1631 | [REDACTED]

SUMMARY

Accomplished Bio-Pharmaceutical Market Access National Account Director with demonstrated track-record of success for 20 years in strategic contract development, planning and execution, relationship initiation and development built on trust in a wide range of National PBM's, National Payers, and Kaiser.

CORE COMPETENCIES

Leadership – Directing and executing the work of strategic contract planning, relationship development, and monthly invoice processing and approvals. Field sales leadership collaboration for pull-through and push-through initiatives to maximize contracts and minimize losses.

Business Development/Strategic Thinking – Disease state planning and execution utilizing market and product resources to develop and facilitate clinical education to appropriately position contract negotiations. Effective contract management from initiation of contract through setting invoice review and payment.

Networking – Effectively engage key customers to develop trust and collaboration leading to effective business relationships and stakeholder development. Key Customer: Cigna ESI, CVS, Humana, Prime Therapeutics, Kaiser

Negotiation – Develop and execute contracts based on sound financial practices aligned with brand guidelines and terms for both new and existing products.

Access & Account Penetration – Utilize approved resources with appropriate creativity and innovation to deliver value messaging that is relevant to treatment therapies, leading to meetings beyond pharmacy.

Results Oriented – Accountability for sales goals regardless of business challenges to drive new and existing products. Effective Field Sales to collaboration and message development to drive agreed upon strategies and tactics.

PROFESSIONAL EXPERIENCE

Nestle Health Sciences/Aimmune Therapeutics, San Antonio, TX

1 June 2020-Present

Director, Strategic Accounts

- Directing Corporate relationships including full contracting responsibilities for the following Accounts:
 - Cigna Express Scripts, Prime Therapeutics, Humana, Kaiser Permanente, and State Medicaid Plans
- Negotiated new agreements on Nestle Contracts maintaining financial goals and objectives
- Developed & executed Field Sales pull-through and push-through strategies and tactics
- Developed Market Access strategy
- Initiated & Managed Invoice set-up and processing of National PBM
- Mentoring
- Long-Term Incentive Plan recipient 2021

SCILEX PHARMACEUTICALS, Sacramento, CA

29 July 2018-30 May 2019

Corporate Account Director

- 2019 Market Access Champions Club Winner
- Interim Head of Market Access
- Primary responsibility for select National Accounts
 - Cigna ESI, CVS, Kaiser, California State Medicaid (Medi-Cal)

- Launched new product in the area of Pain Management
- Negotiated the first 2 signed SCILEX contracts less than 6 months from launch
- Executed ESI contract for the National Preferred Formulary, 26 million lives, 30 days after launch
- Executed Cigna contract for 8.6 million lives, within 5 months of launch
- Negotiated and executed Medi-Cal Fee-For-Service “Preferred, CDL” position for 2 million lives within 11 months of launch
- Work closely with field sales to lead “pull-through” and “push-through” activities to drive utilization

SC PHARMACEUTICALS, Sacramento, CA

5 February- 8 June, 2018

Director, National Accounts

- Responsible for select National Accounts, PBMs, and IDNs
- Developed and delivered value message to key customers

SANOFI US, Sacramento, CA

2001 – 2017

National Account Director, Express Scripts Account (2016 – 2017)

- Directed and led Express Scripts National Account team, including two account executives.
- Developed/executed product contracts across Sanofi product portfolio totaling \$1B in sales
- Directed the work of Account Executive Core Client team
- Received National Account Director of the Year, Top 1% of Sales (2016).

National Account Director, Kaiser Permanente Account (2007 – 2016)

- Led Contracting, marketing, and sales of the Kaiser Account Team
- Responsible for \$500 million Sanofi product portfolio including Generic product sales
- Received recognition for National Account Team of the Year, Top 2% of Sales (2012).

Regional Account Manager, Northern CA and Reno, NV (2001 – 2007)

- Awarded National Account Team of the Year.

BIOGEN, Northern CA and Reno, NV

1999 – 2001

Area Business Manager

- Territory Management targeting neurologists specializing in multiple sclerosis.

HOECHST MARION ROUSSEL, Sacramento, CA

1997 – 2000

District Sales Manager

- Awarded District Sales Manager of the Year, Top 1% of Sales (1998).

West Region Sales Operations, Home Office

1994-1997

- Provided sales data support and analytics to west region leadership team.

MERRELL DOW PHARMACEUTICAL SALES, Bakersfield, CA

1988 – 1994

Field Sales Representative

- Pace Setter Award

EDUCATION

- **Bachelor of Arts**, Communications, BRIGHAM YOUNG UNIVERSITY, Provo, UT

1988

Planning and Zoning Commission

Rolling Attendance

	6/9/20 Regular Meeting	8/11/20 Regular Meeting	9/8/20 Regular Meeting	10/13/20 Regular Meeting	11/10/20 Regular Meeting	12/8/20 Regular Meeting	1/12/21 Regular Meeting	2/9/21 Regular Meeting	3/9/21 Regular Meeting	4/13/21 Regular Meeting	5/11/21 Regular Meeting	6/8/21 Regular Meeting
Miller	P	P	P	P	E	E	P	P	P	P	P	P
Diaz	P	P	P	P	P	P	P	P	P	P	P	P
Jacaman	P	P	P	P	P	VAA	P	P	P	P	P	P
Hill												P
Place 5												
Dauer	P	P	E	P	P	P	E	VAA	P	P	P	E
Porter					P	P	P	P	P	P	P	P

P: Present

E: Excused per Ordinance 210

VAA: Voluntary Announced Absence

UA: Unannounced Absence

Gray: Not member yet

ORDINANCE NO. 210-022018

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GARDEN RIDGE ADOPTING BOARD AND COMMISSION POLICY AND PROCEDURES; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS City Council and each Commission, and therein Council members and Commissioners, represent the City of Garden Ridge and all its citizens, and should strive to present transparent, professional, efficient, and consistent meetings, not only to represent the citizens who have elected and appointed Council and Commission members;

WHEREAS there are numerous City Commissions created to assist in the governance of the City of Garden Ridge, each independent of one another, created at different times with different procedures of operation;

WHEREAS, the City Council has determined that a policy is needed to establish uniform standards for citizens seeking appointment to boards and commissions and to ensure uniform operating procedures for all boards and commissions.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF GARDEN RIDGE:

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

Section 2. Adoption of Policy. The City of Garden Ridge City Council adopts the following as its policy for the operating procedures and the appointment of citizens to City boards and commissions:

I. Commissions and Relevant Ordinances.

A. Planning and Zoning Commission

1. Ordinances 7-112017; 13-06217; 55-122017

B. Quarry Commission

1. Ordinance 34-082012

C. Water Commission

1. 54-042017; 61-112017; 159-052015

D. Wildlife Management Advisory Commission

1. 186-122015; 196-022017

II. Qualifications for Office.

Every candidate seeking appointment to a City board or commission will meet these qualifications:

- A. Be a registered voter in Garden Ridge, Comal County, Texas;
- B. Have resided in the City for at least six (6) months as of the deadline for filing for the position;
- C. Not have been convicted of a felony for which he or she has not been pardoned or acquitted; and
- D. Not have been found mentally incompetent by a final judgment of a court.

III. Terms of Office.

- A. Commissioners will be appointed for two- (2) year terms.
- B. Commissioners' terms of office will overlap one another to create staggered terms of office:
 - 1. The staggered terms in effect at the time of the adoption of this policy will remain in effect.
 - 2. When a new board or commission is created, each place will be assigned a number. The odd numbered positions will begin in one year and the even numbered positions will begin the following year.
- C. Commissioners may not serve more than four (4) consecutive terms on any one Commission without at least one (1) year off the Commission. The one (1) year off period shall begin on the date of expiration of the fourth consecutive term.
- D. For purposes of determining consecutive terms, a person will be deemed to have served on a Commission if the person has served as a member for at least one-half (1/2) of a two- (2) year term.
- E. This section will not apply to service on a different City Commission or where good cause exists to appoint a person for a fourth or longer consecutive term. For this purpose, good cause will be determined by the City Council, and includes but is not limited to, circumstances in which:

1. More than one-half (1/2) of the members of a City Commission are inexperienced with the work of the Commission, in which case the incumbent member(s), determined by Council to meet the good cause exception, may be reappointed for only one (1) additional term; or
 2. There are not sufficient qualified citizens interested in serving on said City Commission.
- F. A person who is not eligible for reappointment to a Commission under this section will remain ineligible for reappointment to said Commission for a period of one (1) year from the date the person's term will expire.
- G. A person who is not eligible for reappointment to a City Commission under this section is eligible for appointment to a different City Commission.
- H. Commissioners currently serving on a City Commission who exceed these rules of consecutive terms may complete their current term of office.
- I. Chairs will be appointed for a maximum of two (2) consecutive terms of office as Chair. The Chair may remain on the Commission as a regular member after completing his or her term as Chair.
1. A Chair may be reappointed as Chair after remaining out of the position for one (1) year.
- J. Vice Chairs will be appointed for a maximum of two (2) consecutive terms of office as Vice Chair. The Vice Chair may remain on the Commission as a regular member, or as Chair, after completing his or her term as Vice Chair.
1. A Vice Chair may be reappointed as Vice Chair after remaining out of the position for one (1) year.

IV. Attendance.

The City Secretary will distribute a meeting attendance inquiry to each Commissioner prior to each meeting. No later than one (1) business day prior to a meeting, each Commissioner will:

- A. Respond to the Secretary's inquiry; and
- B. Notify the Commission Chair if he or she will be absent.
 1. If the Chair will be absent the Chair will notify the Vice Chair.
 - a. Absences Defined.

i. Excused Absence.

- a) An absence that results from a medical reason of the member or a relative of the member;
- b) Child care for a newly born child during the first eight (8) weeks of the child's life (or) the first eight (8) weeks of an adopted child's life in the home;
- c) Military deployment;
- d) Family emergency; or
- e) Jury duty.

ii. Voluntary and Announced Absence.

- a) An absence other than an Excused Absence.
- b) Commissioner has notified both the City Secretary and the Commission Chair or Vice Chair no later than one (1) business day prior to the meeting.

iii. Unannounced Absence.

- a) Failure to inform the City Secretary and the Commission Chair no later than one (1) business day prior to the meeting.

V. Termination.

A. Three (3) consecutive absences or four (4) total absences in a twelve (12) month period will result in automatic termination with the following exceptions:

- 1. If all absences are Excused Absences, the Commission can recommend termination be waived by a majority vote of the Commission, with such recommendation forwarded to Council for a final determination;
- 2. If all absences are Voluntary and Announced Absences, the Commission can recommend termination be waived by a majority vote of the Commission to allow a fourth (4th) consecutive absence or a (5th) total absence, with such recommendation forwarded to Council for a final determination.

- B. City Council can, by majority vote, waive any of the above conditions.
- C. If a Commissioner becomes ineligible as stipulated in Section II, Qualifications for Office, membership on the Commission will terminate immediately.
- D. The Commission may make a recommendation to have a Commissioner terminated for cause, by majority of the full Commission, with such recommendation forwarded to Council for a final determination.

VI. Vacancies.

It is the intent of the City Council that collectively, members to each Commission shall, by diversity of their individual occupations and experience, be broadly representative of the City. The Council may establish specific qualifications and amend such qualifications as needed to meet the objective of each board or commission.

- A. When a vacancy occurs, the City will seek qualified candidates via all reasonable means from the public, after such vacancy has been advertised for at least one (1) month prior to any appointment.
- B. All applicants will be reviewed by City Staff to validate qualifications and eligibility, after which all qualified applicants will be interviewed during a regular Commission meeting on which there is the vacancy.
 - 1. Previous applicants for Commission positions will be considered equally with new applicants.
- C. After all qualified applicants have been interviewed by the Commission at a regular Commission meeting; the Commission's recommendation for appointment will be forwarded to City Council for an additional interview or final determination on the recommendation.
 - 1. The Commission recommendation will be based on the majority vote of the Commission, with such recommendation being forwarded to Council for their consideration.

VII. Preparation.

All Commissioners will be prepared for each meeting; all Commissioners will be able to spontaneously run any meeting should the need arise in the absence of the Chair and the Vice Chair.

- A. Thoroughly review the agenda packet, including agenda reports, onsite inspections when appropriate, and any other pertinent material before the meeting.
- B. Know the responsibilities of the Commission as well as the limitations of his/her individual authority. A Commissioner is a member of an advisory body which requires that his/her provide informed recommendations to City Council.
- C. Be familiar with the Texas Open Meetings Act [TOMA], and be cautious with electronic communication regarding any issue, notably the risk of “walking quorums” that can occur unintentionally.
- D. Maintain familiarity with the following:
 - 1. “Findings Necessary to Grant a Variance” document as provided by the City Attorney;
 - 2. Robert’s Rules of Order;
 - 3. Commission’s annual calendar reflecting the regular meeting dates of City Council and each Commission; and
 - 4. The current Handbook for Mayors and Councilmembers as published by the Texas Municipal League.

VIII. Procedures and Decorum.

City Council is dependent on each Commission to make recommendations to the City Council. It is through not only the City’s Council meetings but through input from Commission meetings that Council can receive citizen input.

Robert’s Rules of Order will be followed in all cases where applicable to ensure the Chair as leader can conduct an efficient procedural meeting. However, strict adherence to the rules is not necessary for the orderly conduct of meetings.

When a joint City Council/City Commission meeting is held, the Mayor will chair the meeting.

A. Agendas.

- 1. Items will be placed on the agenda by the Chair and the City Administrator adhering to established deadlines.
 - a. The deadline for submission of an agenda item is fourteen (14) days prior to the Commission meeting.

3. Items may be placed on the agenda in any of the following ways:
 - a. Unanimous consent or majority vote during a Commission meeting;
 - b. Outside of a public meeting, paying particular attention to adhering to Texas Open Meetings Acts Procedures, by:
 - i. The Chair;
 - ii. The Chair and a Commissioner. The Chair may consider nominations to the agenda from an individual Commissioner; or
 - iii. Two (2) Commissioners. If two (2) Commissioners wish to nominate an item for an agenda, they must both contact the City Administrator prior to the established deadline. The Chair may not remove an item placed on an agenda by prior direction of the Commission.
 - c. In accordance with the Texas Open Meetings Act [TOMA], items not on the agenda may not be discussed at that meeting.
4. Commission packets will be sent electronically to Commissioners seven (7) days prior to the meeting.
 - a. Review the agenda and attached minutes from prior meeting(s) for corrections/amendments. Notify the City Secretary of any corrections or amendments two (2) business days prior to the public posting date.
5. Each Commission will create a Rolling Agenda to reflect items the Commission would like to consider in the future. The Rolling Agenda will reflect the Commissioner who initiated the request as well as the ongoing status of the item.

B. The Chair will:

1. Begin meetings on time. He or she will keep the agenda in mind to give each item the appropriate consideration;
2. Be responsible for maintaining procedure and decorum at each meeting;
3. Ensure that all comments are electronically recorded for the record by having all participants speak into a microphone;

4. Ensure that the use of other electronic devices is limited to pertinent, urgent, or emergency use only;
5. Ensure that fair, impartial review and respect for all members of the Commission, Staff, and audience will be maintained;
6. Remain a non-voting member; he or she will vote only in the case of a tie; and
7. Report, in person, during City Council meetings, any and all pertinent Commission recommendations. If the Chair is unavailable, he or she will ensure the Vice Chair or an available representative from the Commission appears before City Council. Absent an available representative, the Chair will deliver a written summary of the Commission's recommendation to the City Administrator prior to the City Council Meeting.

C. The Vice Chair will:

1. Assume the duties of the Chair when the Chair is absent; in the absence of both the Chair and the Vice Chair and assuming there remains a quorum, a temporary Chair will be selected from the remaining Commission members for that meeting.

D. Ex Officio.

A City Council member will serve as an Ex Officio member of each Commission except Planning and Zoning.

1. The Ex Officio member will be a non-voting advisory position only.

F. Dress Code.

The dress code for all scheduled Commission meetings will be "business casual", except when an offsite meeting necessitates other appropriate attire as directed by the Chair.

G. Social Media.

Commissioners should be judicious in their use of social media. Commissioners, in their official capacity representing the Commission or the City, will not respond, comment, or post opinion, views, or information on social media that relates to any matter the Commission is considering, discussing, or recommending to City Council.

IX. Training and Education.

- A. Within two (2) months of appointment, a Commissioner will complete training for new Commissioners including Open Meetings Act Training and The Public Information Act Training as provided by The Office of the Attorney General of Texas.
- B. The City Administrator, with input from the Commission Chairs, will advise Commissioners of the dates and locations of approved seminars, and will facilitate the Commissioners' registration and attendance. The Commissioners will be entitled to reimbursement for reasonable costs of attendance.
- C. Each Commissioner will attend at least two (2) regular City Council meetings during each calendar year.
- D. Each Commissioner will attend an annual training session pertinent to that Commission's responsibilities as determined by the Chair.
- E. Each Chair will establish an Ordinance review tutorial as an agenda item a maximum of every two (2) years. The City Attorney will attend.
- F. Each Commission will be aware of the State Legislature's session that occurs every two (2) years. When relevant, new laws and procedures will be reviewed by each Commission during a Commission Meeting.
- G. Due to specific legal requirements associated with participation on the Planning and Zoning Commission, Commissioners will attend training related to Planning and Zoning as deemed appropriate by the City Administrator. Attendance at an approved seminar on land use, environmental or planning issues within three (3) years prior to appointment is acceptable, otherwise a new Commissioner must complete the requirement within one (1) year of appointment. Reappointed Commissioners must attend such training at least every four (4) years.
- H. Wildlife Management Advisory Commission members will attend training by Texas Parks and Wildlife or other approved sources every two (2) years.

Section 3. Interpretation of rules.

In the event of any dispute related to the interpretation or application of the policy established herein, the City Council will hear and make such determinations as needed.

Section 4. Cumulative and savings.

This Ordinance shall be cumulative of all provisions of ordinances of the City of Garden Ridge, Texas, except where the provisions of the ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are

hereby repealed. Any and all previous versions of this Ordinance to the extent that they are in conflict herewith are repealed.

Section 5. Severability.

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

Section 6. Effective date.

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

PASSED AND APPROVED ON this 7th day of February, 2018.



Larry Thompson, Mayor

ATTEST:


Shelley Goodwin, City Secretary

From: [REDACTED]
To: [Water](#)
Subject: [EXTERNAL] Angus Beard resigning from Water Commission
Date: Tuesday, June 15, 2021 5:34:52 PM

Effective immediately, I resign from the Garden Ridge Water Commission. Thank you.

Angus Greg Beard

Sent from my iPhone



APPLICATION FOR WATER AND WASTEWATER UTILITY SERVICE

_____ ("Applicant") requests [water and/or wastewater] utility service from City of Garden Ridge ("Utility") to property located inside/outside the Utility's designated wastewater service area. Applicant understands and agrees that retail water and/or wastewater utility service will only be available under the terms and conditions of the City's utility service regulations, Texas Commission on Environmental Quality ("TCEQ") regulations, Texas Water Code, and Texas Health & Safety Code.

A living unit equivalent (LUE) is defined as the typical water demand required by a single family residence. For water requirements, this demand includes consumptive uses, such as lawn watering. The wastewater system does not receive all of these water flows, so the estimated LUEs differ between water and wastewater for residences. For all commercial development the typical amount of water used is determined based on the number of equivalent LUEs.

The proposed development is designed for [single-family residential, commercial, industrial] use. The property is _____ -acres and located at _____ [project location]. The proposed development will consist of _____ LUEs for water service and _____ LUEs for wastewater service.

By signing and submitting this application for new water and/or wastewater utility service, Applicant declares that he/she is the Landowner of the property in question with legal contractual rights to develop the property. If the Applicant is not the Landowner, he/she must have written legal authority to make this application and to bind the Landowner to the terms of any resulting service contract. {Attach copy of sworn power of attorney.}

The information solicited below shall be the minimum information the Applicant shall be required to initiate a water and wastewater service (if available) to the property in question. Applicant shall also be required to timely provide any additional information required by Utility or its representatives to evaluate the service request, its effects on Utility's existing water and/or wastewater system and customers, and any additional service capacities that might need to be developed to fulfill this request.

Utility is not obligated to provide service until the application has been evaluated and a service agreement has been executed by all necessary parties.

APPLICATION FOR WATER AND WASTEWATER UTILITY SERVICE

Applicant (Landowner)

Legal Name: _____

Designated Contact: _____

Physical Address: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Email: _____

Landowner (if different)

Legal Name: _____

Designated Contact: _____

Physical Address: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Email: _____

1. Property

Location: _____ (Attach county or key map showing location of property)

Lot Size/Number of acres: _____

Building Size (square footage): _____

Type of Development: _____

Irrigation Meter: Yes _____ No _____

Water Demand (gpm): _____

Fire Flow Requirement (gpm): _____

Water LUE(s): _____

Wastewater Demand (gpd): _____

Wastewater LUE(s): _____

APPLICATION FOR WATER AND WASTEWATER UTILITY SERVICE

2. Water Requirements

Applicant must submit a detailed plan of entire property showing all buildings. If present, clearly delineated driveways, sidewalks, fences, main electrical panel, septic tank, drain field, gravity drain from house, gray water lines, grease traps, gas meter, irrigation system, and water meter.

Land Use assumptions for the Service Area were prepared to determine the number of LUEs. A particular number of LUEs are assigned based on the type of development for each lot. An average water demand per LUE of 565 gallons per day was used to size the water system and plan for proposed improvements to maintain the adopted level of service.

Water LUEs can be calculated based on the following meter sizes:

Water Meter Size	Water LUEs
5/8"	1 (D)
3/4"	1.5 (D)
1"	2.5 (D)
1-1/2"	5 (D)
2"	8 (D)
3"	15 (D) or 18 (T)
4"	25 (D) or 30 (T)
6"	50 (D) or 60 (T)
8"	90 (T)

(D) Displacement Meter (T) Turbine Meter

This property will connect to the existing water main along _____
_____ [connect point]. The Landowner will construct approximately _____-linear feet
(LF) of _____-inch [diameter] main, from the property and connect to the existing _____
-inch [diameter] main at _____ [pipe location]. The
Landowner may connect a maximum of _____ LUEs to the system for water service.

3. Wastewater Requirements

Applicant must submit a detailed plan of entire property showing all buildings. If present, clearly delineated driveways, sidewalks, fences, main electrical panel, septic tank, drain field, gravity drain from building, gray water lines, grease traps, gas meter, irrigation system, and water meter.

Land Use assumptions for the Service Area were prepared to determine the number of LUEs. A particular number of LUEs are assigned based on the type of development for each lot. An average wastewater flow per LUE of 245 gallons per day was used to size the wastewater system and plan for proposed improvements to maintain the adopted level of service.

APPLICATION FOR WATER AND WASTEWATER UTILITY SERVICE

Wastewater LUEs can be calculated based on the following parameters:

Development	Wastewater LUE
5/8" Water Meter	1
3/4" Water Meter	1
Duplex with single 5/8" meter per side	1
Office	1 per 3000 sq-ft
Office Warehouse	1 per 4000 sq-ft
Retail; Shopping Center	1 per 1660 sq-ft
Restaurant	1 per 200 sq-ft
Church	1 per 70-Seats
High/Middle School	1 per 13 Students
Elementary	1 per 15 Students

This property will connect to the existing wastewater force main along _____ [connect point]. The Landowner will construct approximately _____ -LF of _____ -inch [diameter] force main, from the property and connect to the existing _____ -inch [diameter] force main at _____ [pipe location]. The Landowner may connect a maximum of _____ LUEs to the system for wastewater service.

The City will furnish and install a grinder pump system in order to connect each residence/building to the wastewater system. The Landowner is responsible for all costs associated with the grinder pump installation. This agreement will set the design requirements and specify the type and size of the grinder pump system required to serve the property.

Grinder Pump Requirements:

The Landowner is responsible for furnishing all relevant requested information to establish operational requirements of the system for the property. Below are estimated installation costs for various configurations of recommended grinder pumps. Additional non-standard installation fees may be determined by the City following a site visit and evaluation.

GRINDER PUMP INSTALLATION FEE	COST PER GRINDER PUMP
Simplex (One Pump)	\$9,000
Duplex (Two Pumps)	\$17,000
Quadplex (Four pumps)	\$29,000
Standard plumbing, force main and electrical fee	\$1,000
Additional non-standard installation fees	Vary

A representative of the City of Garden Ridge will specify the type and size of grinder pump system required. The design requirements shall be determined by the City and shall be in accordance with the rules of the TCEQ (30 Texas Administrative Code 317.2) for sewage collection systems, as those rules are amended from time to time.

APPLICATION FOR WATER AND WASTEWATER UTILITY SERVICE

4. Impact Fees

The Landowner shall pay any applicable impact fees associated with the proposed development. The City of Garden Ridge Impact Fees are as follows:

City of Garden Ridge Impact Fees	
	Impact Fee Per LUE
Water	\$4,581
City Wastewater	\$5,689
CCMA Wastewater	\$1,800

5. Landowner's Financial Responsibility

The Landowner shall be responsible for any cost associated with connecting to the City of Garden Ridge water and wastewater system. See the Application for Water and Wastewater Utility Service Worksheet for a calculation of fees. Below is the estimated cost for connecting to the water and wastewater system:

Landowner's Financial Responsibility	
Description	Summary of Fees
Account Setup Fee (Deposit)	\$100
Water Capital Recovery Fees	
Water Impact Fees (Deposit)	
Wastewater Capital Recovery Fees	
Total Grinder Pump Fees	
Wastewater Impact Fees (Deposit)	
Subtotal of Fees	
Less Prepaid/Deposit Fees	
Total Due 30 Days Prior To Installation	

The Landowner must pay any costs associated with connecting to the system prior to securing water and wastewater services from the City of Garden Ridge.

APPLICATION FOR WATER AND WASTEWATER UTILITY SERVICE

6. Timetable

Applicant must provide a statement of current needs and a project (including dates) of future needs.

Commencement of construction on the property: _____

Date water/wastewater service is requested: _____

Type and Quantity of this initial service: _____

Date domestic water/wastewater service requested to begin: _____

The undersigned hereby agrees to abide by all the provisions of the City's Ordinances governing water and/or wastewater services. I understand that the estimated amounts contained herein are subject to change based on any changes in the development plan.

Applicant: _____ **Date of Submission to Utility:** _____

Application Received by Utility: _____ **Date of Receipt:** _____

Application Fees: _____ **Date of Submission to Utility:** _____

CITY OF GARDEN RIDGE
APPLICATION FOR WATER AND WASTEWATER UTILITY SERVICE WORKSHEET

Application Date:				
SERVICE ADDRESS:				
ACCOUNT SETUP FEES (DEPOSIT)	COST			
APPLICATION FEE	\$100			
WATER SERVICE FEES				
Water LUE (average)	565		gallons per day	
ITEM	COST PER UNIT			
City of Garden Ridge Impact Fees vary based on meter size.	Meter Size	LUE Ratio	Number of Meters	Charge per Meter
Meter Size	5/8"	1		
Meter Size	3/4"	1.5		
Meter Size	1"	2.5		
Meter Size	1.5"	5		
Meter Size (Capacity 80 GPM)	2"	8		
Meter Size	3"	15(D)/18(T)		
Meter Size	4"	25(D)/30(T)		
Meter Size	6"	50(D)/60(T)		
Meter Size	8"	90(T)		
WATER CAPITAL RECOVERY FEES				
Note: (D) - Displacement Meter and (T) - Turbine Meter				
WATER IMPACT FEES	COST PER LUE	NUMBER OF LUEs	FEES	
City of Garden Ridge (Per LUE)	\$4,581			
WATER IMPACT FEES (DEPOSIT)				

CITY OF GARDEN RIDGE
APPLICATION FOR WATER AND WASTEWATER UTILITY SERVICE WORKSHEET

WASTEWATER SERVICE FEES			
Wastewater LUE (average)	245		gallons per day
ITEM	COST PER UNIT		
City of Garden Ridge Impact Fees vary based on meter size and size of facility.	LUE Ratio	Number of Meters/Facility	Charge per Meter
5/8" Water Meter	1		
3/4" Water Meter	1		
Duplex with single 5/8" meter per side	1		
Office	1 per 3000 sq-ft		
Office Warehouse	1 per 4000 sq-ft		
Retail; Shopping Center	1 per 1660 sq-ft		
Restaurant	1 per 200 sq-ft		
Church	1 per 70-Seats		
High/Middle School	1 per 13 Students		
Elementary	1 per 15 Students		
WASTEWATER CAPITAL RECOVERY FEES			
GRINDER PUMP INSTALLATION FEE			
	COST	NUMBER OF GRINDER PUMPS	FEES
Wastewater Plan Review Fee	NA		\$300
Simplex (One Pump)	\$9,000		
Duplex (Two Pumps)	\$17,000		
Quadplex (Four pumps)	\$29,000		
Standard plumbing, force main and electrical fee	\$1,000		
Additional non-standard installastion fees Description:	Varies		
TOTAL GRINDER PUMP FEES			
WASTEWATER IMPACT FEES			
	COST PER LUE	NUMBER OF LUEs	FEES
City of Garden Ridge (Per LUE)	\$5,689		
CCMA (Per LUE)	\$1,800		
WASTEWATER IMPACT FEES (DEPOSIT)			
LANDOWNER FINANCIAL RESPONSIBILITY FEE SUMMARY			FEES
TOTAL CAPITAL RECOVERY FEES			
TOTAL ACCOUNT SETUP FEES (DEPOSIT)			
TOTAL GRINDER PUMP FEES			
TOTAL LANDOWNER FEES			
SUBTOTAL OF FEES			
LESS PREPAID/DEPOSIT FEES			
TOTAL DUE 30 DAYS PRIOR TO INSTALLATION			



City of Garden Ridge

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

To: City of Garden Ridge Council Members
From: Karen Ford – Finance-HR Director
Date: June 25, 2021

On March 6, 2019, the City adopted a new personnel policy manual. Since the implementation staff has become aware of several issues with the policy as written. There are some areas where the wording does not convey the message like we believe it should, and new items that need to be addressed. Therefore, the City's Department Heads are suggesting the changes, highlighted in yellow, on the attached pages of the Personnel Policy Manual.

The changes are self-explanatory except for page 48, section 7.4.3 PTO Accrual. To put it simply, HR would like to work with rates that configure easier with time calculations. Staff suggest that we grandfather each employee at the level they are currently at and implement the new rates as they step from one level to the next.

If you have any questions or need further clarification, please contact me.

- 4.5.2. **Extension of Probation.** Employees remain probationary until they have performed their regular job duties for at least 180 days. The probationary period may be extended for up to 90 days if approved by the City Administrator. Reasons for granting an extension might include: marginal performance due to extenuating circumstances, added training is needed, or an extended absence (e.g., Military Leave or Workers' Compensation) did not allow for adequate assessment. The decision to extend or not extend probation is not appealable. If an extension is granted, the Probationary Employee will be advised in writing of the extension date.

An Employee who was transferred or was promoted to a new position and whose work has not been satisfactory during the probationary period may revert to their former job position if approved by the City Administrator and a vacancy exists for the position.

- 4.5.3. **Review of Work.** The Probationary Employee's Department Head is responsible for reviewing the quality and efficiency of the Employee's work in accordance with *Section 10 – Performance Reviews*.
- 4.5.4. **Right of Appeal.** An initial hire Employee who has been dismissed from City service for failure to successfully complete probation shall not have the right to appeal, except as provided under the unlawful discrimination complaint procedures. An Employees who was promoted, transferred, or demoted into a new position, and who has been dismissed from City service for failure to successfully complete the probationary period shall have the right to appeal.
- 4.5.5. **Effect of Probationary Period.** The successful completion of the probationary period and the existence of and access to the appeal procedure shall not constitute any limitation on the rights of the City to manage its affairs. All Employees hold their positions at the will and pleasure of the City and may be terminated with or without cause when, in the opinion of the Department Head or City Administrator, such action is in the best interest of the City.

4.6. EMPLOYEE SEPARATIONS

- 4.6.1. **Resignation.** Employees who intend to resign are requested to notify their Department Head, in writing, at least 14 days prior to the last day of work. Department Heads are requested to notify the City Administrator, in writing, at least 30 days prior to their resignation. A resignation, whether verbal or written, is deemed to be accepted at the time it is communicated to the Employee's Department Head. Employees who wish to discuss the possibility of resigning are encouraged to do so before resigning. All resignations shall be confirmed in writing to the Employee's Department Head. Employees who verbally resign will receive a confirmation of their resignation.

PTO may not be used during the last two (2) weeks of employment.

- 4.6.2. **Pay in Lieu of Notice.** The City reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant. Employees who are paid in lieu of notice will continue to receive benefits until the end of their notice period.
- 4.6.3. **Terminations.** The City may terminate an Employee's employment because of unsatisfactory performance or conduct and/or violation of City policies or procedures, including a New-Hire who fails probation. City Employees are employed at-will, meaning they can be terminated for any reason at any time.

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

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

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

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

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

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

Examples include, but are not limited to:

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

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

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

5.2.6. Tattoos. No Employee of the City shall reveal professionally inappropriate tattoos during business hours or when representing the City. Professionally inappropriate is defined as obscene, indecent, sexually explicit, advocates or symbolizes sexual acts or conduct, associates with an extremist group, gang membership or gang activity, or advocates or symbolizes prejudice or discrimination based on race, color, national origin, ethnicity, religion, gender, sexual orientation, or age. The City Administrator has final authority whether a tattoo is considered professionally inappropriate.

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

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

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

5.3. ALCOHOL AND DRUG-FREE WORKPLACE

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

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

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

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

vehicles for their use must use such vehicles only for City-related business. This provision does not apply to authorized take-home vehicles.

- G. Take-home vehicles are assigned by the Department Head and/or the City Administrator. Employees assigned a take-home vehicle, either temporarily or permanently, are not allowed to exceed a daily commute of 30 miles each direction without prior approval from the City Administrator. Employees may make stops of a personal nature only while in direct route to and from work.
- H. Employee use of cell phones is limited to hand-free mode only. Texting, the use of tablets or any similar device is strictly prohibited while driving. This does not apply to Police officers using required equipment while performing duties.
- I. No earphones or ear plugs are permitted while operating a City vehicle or equipment. Exceptions apply when ear protection is necessary or while using a single ear device.

5.14. TRAVEL AND EXPENSE POLICY

5.14.1. Travel Expenses and Reimbursement. City Employees who are asked or required to travel in connection with the performance of their job-related duties or on behalf of the City may request reimbursement for expenditures associated with such travel. ~~Non-exempt Employees will be paid for travel time as required by State and Federal law.~~ According to State and Federal law the City pays travel time for non-exempt Employees as straight pay. Travel time is not counted as time worked for the purposes of overtime pay computations under FLSA.

- A. Department Heads must have written approval to travel from the City Administrator prior to any arrangements being made. Department Heads are responsible for approval of work-related travel in their respective departments.
- B. Written travel requests must include the event name, dates and location, total travel cost to include registration, hotel, airfare, mileage, meals, parking, and all other miscellaneous travel expenses. Unbudgeted travel requests for any Employee must be approved by the City Administrator prior to any arrangements being made.
- C. Travelers are expected to use City-owned vehicles when performing official or work-related travel. There is no mileage reimbursement for City vehicles. Gas is reimbursable when traveling in a City-owned vehicle if the Employee does not use a City credit card for the purchase. When a City-owned vehicle is not available, or its use is impractical, with advanced permission from the City Administrator the traveler may use a privately-owned vehicle. Mileage reimbursement when applicable will be reimbursed at the current annual IRS standard rate. Damage to a privately-owned vehicle used for City business is covered by the Employee's private insurance. The City does not assume any responsibility for deductibles or other uninsured loss to the vehicle.
- D. Tolls and reasonable parking fees will be reimbursed. Parking fines or other traffic-related fines are not reimbursable.
- E. Mileage reimbursement is not provided for any Employee attending a single day event provided the location is 30 miles or less from the City of Garden Ridge City Hall, or if the mileage is less than the Employee's normal commute. Rather, the location will be considered their place of business for the day. ~~Non-exempt Employees will not be paid for travel time outside of normally scheduled operating hours provided the location is 30 miles~~

or less from City Hall, or the mileage is less than the Employee's normal commute. Meals for single day events are not reimbursable.

- F. Employees are expected to travel using the most economical method. If a personal vehicle is used for approved City travel, the reimbursement will not exceed the lesser of the per-mile reimbursement or the least expensive round-trip airfare (submitted 30 days prior to travel) between the origination and destination cities, plus other associated cost (i.e., airport parking, and transportation between airport and hotel). Documentation of the airfare costs versus mileage cost must be submitted with travel approval request. If no quotes for airfare are submitted, the City Finance Department will provide a comparable estimate for the use of the reimbursement.
- G. Travelers are expected to book commercial airline tickets 30 days, or as soon as travel becomes necessary, in advance of travel to take advantage of Internet specials and other reduced fares. All air travel must be coach class; upgrades are not reimbursable by the City. Employees are expected to use long-term parking lots. Short-term parking fees will not be reimbursed. Employees are encouraged to use hotel shuttles when available, and request receipts from taxis or commercial ride share transportation when used.
- H. Vehicles will not be rented prior to receiving approval from the City Administrator.
- I. Travelers who are issued City credit cards are expected to use the card whenever possible to pay for meals, lodging, transportation, and reimbursable expenses. Alcoholic beverages will not be charged against the City credit card and will not be reimbursed.
- J. Travelers may request an advance of funds based upon estimated expenses by contacting the City Finance Department ten (10) days prior to travel. Advanced funds are subtracted from the net payable upon completion of travel. Any amount due must be repaid via check when filing the travel expense detail. Reimbursement more than the advanced funds will be paid to the traveler via check.
- K. Travel-related expenditures shall be supported by proper receipts and invoices and are due to the City Finance Department within seven (7) business days of travel. Supporting documents must be itemized receipts and invoices. If a receipt is not available, a memo explaining the expense must be attached to the expense reimbursement report. Mileage is only reimbursed from the Employee's point of origin to the hotel. With the exception of an offsite sponsored training event, no local city mileage is reimbursable. Mileage reimbursement requests must include a Google Maps route plan showing most direct route taken, and total mileage driven. Odometer readings will not be accepted for mileage support.
- L. The website www.gsa.gov or app GSA Per Diem for Continental Travel shall be used as a guideline for maximal meal reimbursement. Taxes and tips are included in the GSA Per Diem amounts. Breakfast and dinner reimbursement are only allowed on overnight travel. All requests for reimbursement of meals must include an itemized receipt. Employees will only be reimbursed up to the suggested GSA Per Diem per meal including tax and tip.
- M. If any meal is provided to the traveler, the City will not provide a GSA Per Diem. The City Administrator must approve any exception.

SECTION 7. EMPLOYEE BENEFITS

7.1. GENERAL

Human Resources will review the City's Employee benefits program on an annual basis. Recommended changes to the benefits program will be submitted to the City Council as part of the annual budget process or as necessary throughout the year. Recommended changes to the benefits program will become effective when approved and funded by the City Council.

7.2. BEREAVEMENT LEAVE

- 7.2.1. **General.** Department Heads may authorize up to three (3) regularly scheduled shifts of paid bereavement to Regular Full-time Employees due to the death(s) of an immediate family member. An Employee, who is in a probationary period, shall be granted leave without pay.
- 7.2.2. **Immediate Family.** For authorizing paid bereavement "immediate family" is defined as the Employee's spouse, domestic partner, children, stepchildren, parent, stepparents, grandparents, grandchildren, brothers, sisters, and mother and fathers-in-law.
- 7.2.3. **Bereavement Leave.** For purposes of this benefit, bereavement shall include travel time to, from, and attendance of funeral services, funeral rites, and any religious services or rites or gatherings associated with the death of an immediate family member.

Bereavement shall not extend to the care of a sick or disabled family member, nor shall it apply to generalized grief over the death of a family member.

If additional time off is required because of the death of an immediate family member, the Employee may be allowed to apply PTO. If PTO or compensatory time is not available, the additional time may be approved without pay.

7.3. HOLIDAYS

- 7.3.1. **Eligibility.** Paid holidays are extended to all Regular and Probationary Full-time Employees. There is no waiting period for Employees to receive holiday pay. Part-time, Temporary, and Seasonal Employees are not eligible for paid holidays. Holiday pay is subject to funding in the annual budget.

Official City Holidays observed are as follows:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Columbus Day
Presidents Day	Veterans Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth National Independence Day	Christmas Eve
Independence Day (<i>see section 7.3.2.</i>)	Christmas Day
	Floating Holiday

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

- 7.3.2. **Independence Day.** ~~Non-uniformed~~ City Employees may be required to work on Independence Day. Staffing requirements on Independence Day change from year to year. Employees are advised to check with their Supervisor prior to making any arrangements.
- 7.3.3. **Floating Holiday.** With prior supervisory approval, a Floating holiday can be used to replace the Employee's regularly scheduled shift at the Employee's discretion. Regularly scheduled shifts are 12.25 hours for patrol personnel and eight (8) hours for all other personnel.
- A. Floating holiday will be used in full shift increments and are paid at an Employee's regular rate of pay.
 - B. No Floating holiday will be granted to any Employees during December.
 - C. Floating holidays expire at the end of November each calendar year and shall not be carried forward.
 - D. Unused Floating holidays are not paid upon termination from the City and shall not be used during a notice of termination of employment period.
- 7.3.4. **Holidays on Weekends.** When a holiday falls on a Saturday, the City will observe the holiday the Friday prior to the holiday. When a holiday falls on a Sunday, the City will observe the holiday on the Monday following the holiday.
- 7.3.5. **Holiday Pay.** Observed holiday pay, consisting of one eight (8) hour shift per holiday, shall be paid at the qualifying Employee's regular rate of pay in the payroll period following the holiday, regardless of whether the Employee in fact works on the recognized holiday. Note that holiday pay hours do not count as "time worked" for purposes of calculation of the City's FLSA overtime obligations, if any.

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

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

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

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

Employees may request an approved absence to celebrate a religious holiday that is not a scheduled City holiday. If approved, the Employee must use PTO, Compensatory Time, or if approved, an excused absence without pay.

Employees on Workers' Compensation or Disability are not eligible for holiday pay since salary continuation is paid by the City's insurance provider, not the City.

Employees on any type of unpaid leave are not eligible for holiday pay.

No holiday occurring on the date of separation of employment will be included in the final paycheck.

7.4. PAID TIME OFF

- 7.4.1. **General.** Paid Time Off (PTO) provides an Employee the flexibility to use time off to meet personal needs, while recognizing an individual responsibility to manage their PTO. Employees are accountable and responsible for managing their own PTO to allow for adequate reserves for both scheduled and unscheduled absences. An Employee may request PTO to take time off for vacation, illness, dependent care, or personal time.

The City is concerned with the health and welfare of all Employees and encourages the use of PTO throughout the year. The City's PTO policy allows an Employee to be away from work for many reasons including illness. Sick Employees will not report to work when they pose a health threat to other City Employees. Employees sent home will be charged PTO. Reporting to work sick is a violation of this policy and may be subject to corrective action. Refer to *Section 9, Policy 9.1.3. – Types of Corrective Action.*

- 7.4.2. **Eligibility.** The PTO accrual begins with the first full pay period for all Full-time Employees. PTO is available to new Employees after the successful completion of the 180-day probationary period. Part-time, Temporary and Seasonal Employees are not eligible for PTO. To remain competitive in the job market, City Council may grant an increase in the PTO accrual rate or grant an allotted number of PTO hours to a new Employee of exempt pay status at the beginning of employment.

- 7.4.3. **PTO Accrual.** Accrual rates are based on length of continuous service with the City. Employees accumulate a specified amount of PTO each pay period **worked in its entirety** and the Employee determines how it shall be used (e.g., vacation, illness, caring for dependents, school activities, medical/dental appointments, personal business, or emergencies). No PTO accrues during an unpaid leave of absence, military leave, or while on long- or short-term disability. PTO accruals resume when an employee returns to work. PTO will not be advanced. Employees will move to the next accrual bracket in the first full pay period after satisfying the required months of service. PTO must be used in **30 15**-minute increments. PTO balances are shown on the Employee's pay stub.

Employees accrue PTO at the rates below:

Months of Service	Per Period Accrual Rate	Annual Accrual
0 – 24	4.62 4.50 Hours	120 117.0 Hours
25 – 60	5.54 5.50 Hours	144 143.0 Hours
61 – 120	6.15 6.25 Hours	160 162.5 Hours
121 – 180	7.69 7.75 Hours	200 201.5 Hours
181+	9.23 9.25 Hours	240 240.5 Hours

TMRS offers Employees several options for retirement providing he or she meets the following requirements:

- A. Employees must be at least 60 years of age and have at least five (5) years of service credit with the system.
- B. Employees may be any age and have 20 years of service credit with the TMRS system.

Should the Employee have five (5) or more years of TMRS service credit and die before retirement, the Employee's beneficiary will be provided information regarding options for retirement benefits.

There are several retirement plan options available to retiring Employees that are explained in detail in the TMRS Manual available at www.tmrs.com.

7.16. SOCIAL SECURITY / FICA

The City participates in the Federal Social Security program and therefore, social security taxes will be deducted from the Employee's paycheck.

7.17. DISABILITY INSURANCE

The City provides Short-term and Long-term disability insurance to Regular Full-time Employees. These policies provide partial income protection in the event of a disability when the injury or illness is not work related. Short- and Long-term Disability is not considered an unpaid leave of absence (LOA). Employees hired to fill Regular and Probationary Full-time positions may be eligible for this disability benefit. Employees are subject to the applicable waiting period as required by the insurance provider.

While on disability an Employee will not accrue PTO or receive any other type of pay such as longevity, certificate, or holiday. The use of PTO to supplement disability income is not allowed. ~~Employees are encouraged to purchase their own personal disability policy to supplement the income received while on disability.~~

Employees are not allowed to work for any other employer while on Short- or Long-term Disability. To do so would be considered a violation of City policy resulting in immediate corrective action and could be prosecuted for fraud by the insurance provider. Refer to *Section 9, Policy 9.1.3. – Types of Corrective Action*.

7.17.1. Short-Term Disability. Short-term Disability allows continuation of partial salary when an eligible Employee cannot perform their work duties due to a serious, incapacitating health condition as defined by the insurance provider. Employees may use PTO if available, during any provider defined waiting period.

7.17.2. Long-Term Disability. Long-term Disability provides financial protection for Eligible Employees by paying a portion of their income while they are disabled. Employees may roll from Short- to Long-term Disability with no added waiting period; however, some disabilities may not be covered or may have limited coverage.

The final determination of what is covered is made by the insurance provider. More information on these policies can be obtained from the insurance provider or Human Resources.

10.2.2. Difference from Performance Review. The PIP differs from an annual performance review in the quantity of detail and specificity regarding expectations for work performance. All PIPs will be reviewed by the City Administrator and Human Resources prior to discussing with the Employee to ensure consistent and fair treatment of Employees.

10.2.3. Corrective Action. Failure to successfully perform to the expected standards within the time frame specified may result in further corrective action. Refer to *Section 9, Policy 9.1.3. – Types of Corrective Action.*

10.3. PAY-FOR-PERFORMANCE PROCESS

During the annual budget process, the City Council determines what amount, if any, will be set aside in the budget for performance-based incentives for Employees. Performance incentives will vary depending on the amount set aside by the City Council and the Employee's rating on the most recent performance evaluation.

Performance-based incentives will be paid to active Employees as a lump sum on the first full pay period in January of each year. Such incentives are not used to recognize increased duties and responsibilities (a promotion) and are granted without regard to cost-of-living factors. Performance-based incentives recognize high quality performance and thus, are granted with careful consideration given to the results of the Employee's performance evaluation. To be eligible for a performance-based incentive, an Employee must be rated at least at the "Meets Expectations" or "Exceeds Expectations" level, **employed with the City for the entire evaluation period**, and be actively employed with the City at the time of payment.

Performance-based incentives may only be granted if the City Council has approved funds in the budget for such incentives and funds are available.

RESOLUTION NO. 471-032021

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDEN RIDGE, TEXAS, RESERVING THE AUTHORITY AND POWER CONFERRED BY ORDINANCE NO. 54, SECTION 8.01 TO RESPOND AS NECESSARY TO THE 2021 WINTER WEATHER EMERGENCY AND ESTABLISH SPECIAL SERVICE RATES WHERE EXTENUATING CIRCUMSTANCES EXIST.

WHEREAS, in February 2021 severe winter weather impacted the State of Texas causing prolonged freezing temperatures, snow, sleet, and icy conditions; and

WHEREAS, the weather conditions created an unprecedented demand for electrical services causing the Electric Reliability Council of Texas (ERCOT) to implement controlled power outages throughout the State; and

WHEREAS, the power outages created emergency conditions affecting the health, safety, and welfare of the residents of the City of Garden Ridge and the Garden Ridge Water Company customers; and

WHEREAS, on February 12, 2021, Governor Greg Abbott declared a State of Disaster for all 254 Counties in the State of Texas due to imminent threat of loss of life and widespread property damage; and

WHEREAS, on February 14, 2021, County Judge Krause declared a State of Emergency and Declaration of Disaster for the residents of Comal County due to the impact of the severe weather; and

WHEREAS, in City of Garden Ridge Ordinance No. 54-122020, Section 8.01 states, "The City Council of Garden Ridge, Texas, is empowered to establish water rates, water charges, and special service rates where extenuating circumstances exist."; and

WHEREAS, the City Council desires to take action pursuant to the reserved authority and power conferred by Ordinance No. 54-122020, Section 8.01 and provide water bill relief for the billing period of January 22, 2021, through February 22, 2021, due to the many home water leaks, pipe breaks, and other difficulties experienced during the winter weather emergency.

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

SECTION 1. FINDINGS.

The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes and findings of fact.

SECTION 2. WATER BILL RELIEF.

Due to extenuating circumstances, customers will be charged for water usage during the billing period of January 22, 2021, through February 22, 2021, based on a revised rate chart that applies the current second-tier rate to all subsequent tiers established in the current water rate structure. The base rates, first tier rates, and second tier rates are not affected, therefore, this special service rate is applied to usage over 15,000 gallons. A revised rate chart for this one-time water bill relief provided to all City of Garden Ridge Water Company customers is attached hereto as **Exhibit A**. The City Administrator is authorized to give such direction as necessary to city staff to implement the intent of this resolution.

SECTION 3. CUMULATIVE AND SAVINGS.

All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

SECTION 4. EFFECTIVE DATE.

This resolution shall be in force and effect upon its passage, and it is so resolved.

PASSED AND APPROVED ON this 3rd day of March, 2021.



Larry Thompson
Mayor

ATTEST:



Marisa Spencer
City Secretary

Exhibit A

Base Rates <i>(minimum monthly charge and includes 5,000 gallons)</i>		
Meter Size	Meters Inside City Limits	Meters Outside City Limits
¾" Meter	\$27.50	\$43.75
1" Meter	\$30.25	\$46.50
1 ½" Meter	\$48.13	\$64.38
2" Meter	\$55.00	\$71.25

Tier Rates <i>(charged per 1,000 gallons used within the applicable tier rate range)</i>		
Number of Gallons	Meters Inside City Limits	Meters Outside City Limits
5,001 – 15,000	\$2.82	\$4.55
15,001 – 25,000	\$4.75	\$6.89
25,001 – 35,000	—\$6.71 \$4.75	—\$9.27 \$6.89
35,001 – 45,000	—\$8.72 \$4.75	—\$12.07 \$6.89
45,001 – 55,000	—\$10.76 \$4.75	—\$14.82 \$6.89
55,001 – 65,000	—\$12.85 \$4.75	—\$17.54 \$6.89
65,001 – 75,000	—\$14.97 \$4.75	—\$19.37 \$6.89
75,001 – 85,000	—\$17.14 \$4.75	—\$21.92 \$6.89
85,001 – 95,000	—\$19.35 \$4.75	—\$24.61 \$6.89
Over 95,000	—\$21.61 \$4.75	—\$27.34 \$6.89

Rates on **left side** in each column are from Ordinance No. 54-122020, page 38.

Rates on **right side** in each column are per Resolution No. 471-032021.

16.06 -- METER TEST ON REQUEST OF THE CUSTOMER.

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

16.07 -- ADJUSTMENT TO BILL

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

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

16.08 -- RE-READING OF METERS.

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

SECTION 17. CROSS CONNECTION CONTROL.

17.01 -- GENERAL POLICY.

a) PURPOSE

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

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



City of Garden Ridge

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

For Office Use Only

APPENDIX "F"

_____ - _____ W

Appeal

WATER LEAK ADJUSTMENT REQUEST

To Be Completed By Customer

2

Name: Anthony T. Frasco

Phone: 210 651 5276

Address: 8802 Wild Wind Park

Billing Period: 2/28/ - 3/23/

Bill Amount: 350.^{NO}

Email: _____

Account # [REDACTED]

Please explain circumstances of the higher bill: My wife passed away 8° Temp
4" snow - NO ELECTRIC LEAK WERE OUT IN FAR REAR
DEATH WAS 3/11/

(Bill with term)

Do you suspect criminal activity?

Circle:

YES

NO

act of God

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

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

HAD ALL LEAKS REPAIRED - SETE

What are you specifically requesting of the Water Department? STATE OF EMERGENCY plus

CREDIT my account

Thank you!

Signature

Date

Please attach supporting documentation to this page.



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



Account Number	Amount Due
[REDACTED]	\$ 396.91
Due Date	After Due Date Pay
03/22/2021	\$ 436.23
Service Address	
8802 WILD WIND PARK	

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.

**AUTO SORT CRRT R164
ANTHONY FRASCO
8802 WILD WIND PARK
GARDEN RIDGE TX 78266-2164



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

Pay online at www.municipalonlinepayments.com/gardenridgetx/utilities
Pay by phone at 866-285-1323

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

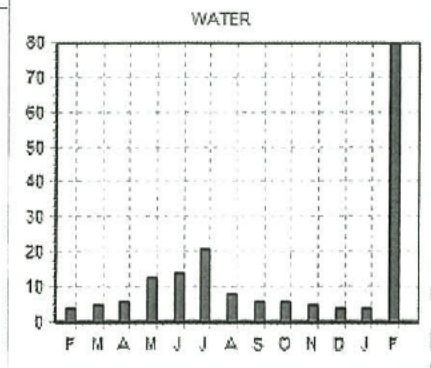
Name		Service Address			Account Number	
ANTHONY FRASCO		8802 WILD WIND PARK			[REDACTED]	
Status	Service Dates		Number of Days	Bill Date	Penalty Date	Due Date
	From	To				
ACTIVE	01/22/2021	02/22/2021	31	02/28/2021	03/23/2021	03/22/2021

PREVIOUS BALANCE 59.96
PAYMENTS 59.96

CURRENT READING	PREVIOUS READING	USAGE	CURRENT BALANCE
83	3	80000	\$ 0.00

WATER	364.45
EAA FEE	2.73
CTG FEE	0.60
GARBAGE	26.00
HAZ WASTE	0.98
SALES TAX	2.15
CURRENT BILL	\$396.91

AMOUNT DUE \$396.91
AMOUNT DUE AFTER 03/22/2021 \$436.23



CITY HALL CLOSED APRIL 2. LIBRARY CLOSED
APRIL 2 & 3. EARLY VOTING APRIL 19 - 27
SEE CALENDAR INSERT FOR EARLY VOTING
HOURS AND UPCOMING EVENTS.
AFTER HOURS CONTACT 210-651-6831
FOR WATER AND LOST/FOUND PETS.



City of Garden Ridge

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

To Be Completed By Water Department

Bill Amount: \$364.45 Average Bill Amount: \$60.35

Date Received: 03/26/21 Received By: Michelle H.

Historic Usage and Analysis: Please see attached.

Customer History of Requests: None.

Water Manager Review and Comments: Water leak adjustment has already been granted by the City Council. No further credit will be granted.

Additional information requested: No

Date Requested: _____

Additional Information submitted: _____

Date Received: _____

Amount Approved: \$0.00

Disapproved: _____

Referred to Water Commission: _____

Jacob Parsons
Water Manager or Designee Signature

4-01-2021
Date



Account Number	Amount Due
[REDACTED]	\$761.46
Due Date	After Due Date Pay
03/15/2021	\$837.23
Service Address	
8802 WILD WIND PARK	

**AUTO SORT CRRT R164
 ANTHONY FRASCO
 8802 WILD WIND PARK
 GARDEN RIDGE TX 78266-2164
 |||



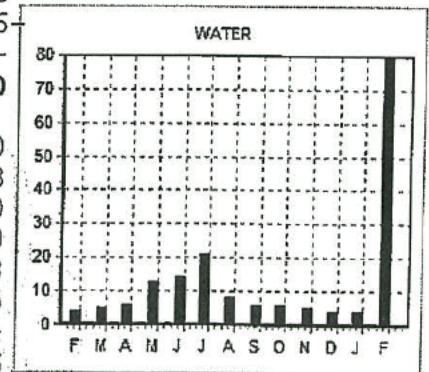
Please return this portion with your payment. When paying in person please bring both portions of this bill.

Name			Service Address		Account Number	
ANTHONY FRASCO			8802 WILD WIND PARK			
Status	Service Dates		Number of Days	Bill Date	Penalty Date	Due Date
	From	To				
ACTIVE	01/22/2021	02/22/2021	31	02/28/2021	03/16/2021	03/15/2021

PREVIOUS BALANCE	59.96
PAYMENTS	59.96

CURRENT BALANCE	\$0.00
WATER	729.00
EAA FEE	2.73
CTG FEE	0.60
GARBAGE	26.00
HAZ WASTE	0.98
SALES TAX	2.15

AMOUNT DUE	\$761.46
AMOUNT DUE AFTER 03/15/2021	\$837.23



Unadjusted Bill

Inside City Limit Rates - 3/4"		
Water Bill	80,000	\$729.00
Leak -	55,000	\$261.25
Customer consumption	25,000	\$103.20
Customer Pays		\$364.45
Credit		\$364.55



RECEIVED
MAR 26 2021

City of Garden Ridge

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

BY: Michelle H.

APPENDIX "F"

For Office Use Only

2021.07_w

WATER LEAK ADJUSTMENT REQUEST

To Be Completed By Customer

Please Call me at

Name: ANTHONY FRASCO

Phone: ~~2021~~ 210 651 5276

Address: 8802 Wildwood Park

Billing Period: _____

Bill Amount: 396.⁹¹

Email: out

Please explain circumstances of the higher bill:

account # [REDACTED]

bill was 59.⁹⁶ State of emergency 8° + snow
my wife passed away and was taking care of funeral
did not know rear yard lines froze and cracked
did not walk in rear yard because of funeral & 8° snow.
Declare a spitence and take funeral out of other accounts of from state

Do you suspect criminal activity?

Circle:

YES

(NO) short - 5 normal ?
80 leaks ?

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

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

Note water dept told me they were doing
me a favor by charging me \$340 more What?

What are you specifically requesting of the Water Department?

Signature

Date

Please attach supporting documentation to this page.

Account Number: [REDACTED] FRASCO, ANTHONY

		Service		# of		Demand				Fuel	Demand	
Bill Date	Tno	From	To	Days	Consumption	Consu...	Total Bill	Bill Amount	Tax	Adjust...	Amount	Tax
02/28/2021	692	01/22/2021	02/22/2021	31	80	0.0000	364.45	364.45	0.00	0.00	0.00	0.00
01/31/2021	694	12/22/2020	01/22/2021	31	4	0.0000	27.50	27.50	0.00	0.00	0.00	0.00
12/31/2020	696	11/23/2020	12/22/2020	29	4	0.0000	25.00	25.00	0.00	0.00	0.00	0.00
11/30/2020	698	10/23/2020	11/23/2020	31	5	0.0000	25.00	25.00	0.00	0.00	0.00	0.00
10/31/2020	700	09/23/2020	10/23/2020	30	6	0.0000	27.74	27.74	0.00	0.00	0.00	0.00
09/30/2020	702	08/24/2020	09/23/2020	30	6	0.0000	27.74	27.74	0.00	0.00	0.00	0.00
08/31/2020	704	07/23/2020	08/24/2020	32	8	0.0000	33.22	33.22	0.00	0.00	0.00	0.00
07/31/2020	706	06/22/2020	07/23/2020	31	21	0.0000	79.58	79.58	0.00	0.00	0.00	0.00
06/30/2020	708	05/21/2020	06/22/2020	32	14	0.0000	49.66	49.66	0.00	0.00	0.00	0.00
05/31/2020	710	04/23/2020	05/21/2020	28	13	0.0000	46.92	46.92	0.00	0.00	0.00	0.00
05/01/2020	712	03/23/2020	04/23/2020	31	6	0.0000	27.74	27.74	0.00	0.00	0.00	0.00
03/31/2020	714	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	716	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	718	12/20/2019	01/21/2020	32	5	0.0000	25.00	25.00	0.00	0.00	0.00	0.00
12/31/2019	720	11/21/2019	12/20/2019	29	4	0.0000	25.00	25.00	0.00	0.00	0.00	0.00
11/30/2019	722	10/23/2019	11/21/2019	29	7	0.0000	29.80	29.80	0.00	0.00	0.00	0.00
10/31/2019	724	09/23/2019	10/23/2019	30	19	0.0000	64.88	64.88	0.00	0.00	0.00	0.00
09/25/2019	726	08/22/2019	09/23/2019	32	21	0.0000	72.82	72.82	0.00	0.00	0.00	0.00
08/30/2019	727	07/22/2019	08/22/2019	31	32	0.0000	128.53	128.53	0.00	0.00	0.00	0.00
07/31/2019	732	06/24/2019	07/22/2019	28	28	0.0000	103.77	103.77	0.00	0.00	0.00	0.00
06/30/2019	734	05/23/2019	06/24/2019	32	24	0.0000	82.73	82.73	0.00	0.00	0.00	0.00
05/31/2019	736	04/22/2019	05/23/2019	31	15	0.0000	47.00	47.00	0.00	0.00	0.00	0.00
04/30/2019	741	03/21/2019	04/22/2019	32	18	0.0000	58.91	58.91	0.00	0.00	0.00	0.00
03/31/2019	743	02/21/2019	03/21/2019	28	6	0.0000	25.40	25.40	0.00	0.00	0.00	0.00
					Avg 15	Avg 0.00	Avg 60.35	Avg 60.35	Avg 0.00	Avg 0.00	Avg 0.00	Avg 0.00

From: [Water Manager](#)
To: [REDACTED]
Subject: 8802 Wild Wind
Date: Thursday, April 1, 2021 5:00:00 PM

Mr. Frasco,

I appreciate speaking with you today and as I explained the city council has already granted a water leak adjustment to all water customers over this billing period. I am unable to grant any further credit. We are approving your request for a credit of \$0.00 and will be closing your case. Please let me know if you have any questions.

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

Future Agenda Items

City Council

July 28, 2021, Special Meeting (Budget Worksession)

14 days before Meeting	(07/14/2021)	City Council and Staff items are due.
9 days before Meeting	(07/19/2021)	City Administrator and Mayor review agenda. Mayor sets the agenda. City Attorney is sent agenda.
6 days before Meeting	(07/22/2021)	Post agenda on bulletin board. City Council receives packet (allowing a day for corrections/ request additional information be added)
5 days before Meeting	(07/23/2021)	Post agenda packet to City Website.
Meeting Day	(07/28/2021)	Mayor and City Administrator meet with Department Heads Wednesday @ 10 a.m.

City Council = Red
 Planning & Zoning = Green
 Water Commission = Blue
 Quarry Commission = Purple
 City Holiday = Orange
 Municipal Court = Gray
 Events = Yellow (4th of July Event)

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

August 4, 2021, Regular Meeting

14 days before Meeting	(07/21/2021)	City Council and Staff items are due.
9 days before Meeting	(07/26/2021)	City Administrator and Mayor review agenda. Mayor sets the agenda. City Attorney is sent agenda.
6 days before Meeting	(07/29/2021)	Post agenda on bulletin board. City Council receives packet (allowing a day for corrections/ request additional information be added)
5 days before Meeting	(07/30/2021)	Post agenda packet to City Website.
Meeting Day	(08/04/2021)	Mayor and City Administrator meet with Department Heads Wednesday @ 10 a.m.

City Council = Red
 Planning & Zoning = Green
 Water Commission = Blue
 Wildlife Management Advisory Commission = Brown
 Municipal Court = Gray
 Events = Yellow (First Friday Event)

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				

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