



# City of Garden Ridge

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

## MINUTES OF CITY COUNCIL REGULAR MEETING, FEBRUARY 6, 2013

### **Members Present:**

Mayor Feibelman  
Councilmember Britan  
Councilmember Roberts  
Councilmember McCaw  
Councilmember Dalton  
Councilmember Young

### **Member Absent:**

### **City Staff Present:**

Nancy Cain, City Administrator  
Royce Goddard, Public Works Director  
Donna O'Conner, Chief of Police  
Shelley Goodwin, City Secretary

### **1. Call to Order**

With a quorum of the City Council Members present, Mayor Feibelman called the regular meeting of the Garden Ridge City Council to order at 6:00 p.m. on Wednesday, January 9, 2013, in the City Council Chambers of the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas 78266.

### **2. Pledge of Allegiance**

Mayor Feibelman lead the Pledge of Allegiance.

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

No one wished to speak.

### **4. Minutes**

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

#### **January 9, 2013 Regular City Council Meeting Minutes**

**Motion:** Upon a motion made by Councilmember Roberts and a second by Councilmember Young, to approve the January 9, 2013, Regular City Council Meeting with Staff recommended changes, the City Council voted five (5 ) for, none (0) opposed. The motion carried unanimously.

## **5. Business Items**

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

### **a) City of Garden Ridge annual Audit Report for the period ending September 30, 2012**

Nancy Cain, City Administrator, introduced Debbie Fraser with Armstong, Vaughan & Association, P.C. Ms. Fraser reviewed and explained the Annual Financial Report Fiscal Year ended September 30, 2012. She provided some Financial Highlights:

- The City's total combined net assets were \$18,842,056 at September 30, 2012.
- The general fund reported a fund balance for the year of \$521,108 of which \$463,298 is unassigned.
- The City issued no debt during the fiscal year ending September 30, 2012, but paid for a lot of projects out of General Fund.

She responded to several questions from the council members and also reviewed the Financial Trends, Revenue Capacity, Debit Capacity, and Demographic and Economic Information. She stated the City of Garden Ridge is in good shape and currently has five months of reserves; GFOT recommend 2 to 3 months and she recommends 4 to 6 months.

### **b) Update and possible action on public safety concerns in the Wild Wind Unit 3 Subdivision of Garden Ridge, Texas and to include City of Garden Ridge v. Vordenbaum, Inc. D/B/A Bracken Rifle and Pistol Range, (Cause No. C2011-1647A, in the 22<sup>nd</sup> Judicial District Court)**

Donna O'Conner, Police Chief, reported the City of Garden Ridge Police Department has not received any new reports of bullets since the last City Council meeting held on January 6, 2012.

George Hyde, City Attorney, reported he had received an update from Ken Richardson, Assistant Attorney General of the White Collar Crime Division, regarding the voluntary inspection of the Range. He reported the inspection should take place either on March 6 or March 13, 2013. He informed the City Council that he will provide an update once he receives the information from the Attorney General's Office. He also reported in the lawsuit that the Wilson family has filed against the Range that several City Employees have been served with subpoenas for depositions and a trial has been set for June 13, 2013.

### **c) Resolution 281-022013 complying with annual review and adoption of the Public Funds Investment Policy for the City of Garden Ridge, Texas as required by the provisions of Chapter 2256, The Public Funds Investment Act, as amended, The Texas Government Code**

Nancy Cain, City Administration, reported this is a policy that needs to be adopted annually and recommended no changes be made to the policy.

**Motion:** Upon a motion made by Councilmember Young and a second by Councilmember Dalton to approve Resolution 281-022013 complying with annual review and adoption of the Public Funds Investment Policy for the City of Garden Ridge, Texas as required by the provisions

of Chapter 2256, The Public Funds Investment Act, as amended, The Texas Government Code, the City Council voted five (5) for, none (0) opposed. The motion carried unanimously.

**d) Submission of and possible action on the Garden Ridge Police Department Racial Policy 507 and the 2012 Racial Profiling Report**

Donna O'Conner, Police Chief, reported for the City of Garden Ridge to remain in compliance with HB 3389 the 2012 Racial Profiling Policy 507 must be provided to City Council by March 1, 2013. She reported in motor vehicle stops 1724 citations only, 162 arrest only and 1 was for both citation and arrest, which totaled the 1887. She then broke down the 1887 motor vehicle stops by race or ethnicity, race or ethnicity known prior to stop, search conducted and consent of searches.

**e) Update on Park Committee study of parks within the City of Garden Ridge and possible authorization to proceed with the development of specifications, contract documents and the bidding process for new restroom facilities at Paul Davis Park**

John McCaw, reported the main focus of the Park Committee was for restroom replacement or addition. He updated the City Council on the quotes Committee they had received on the restrooms.

The City Council discussed the need for going out for bids and for the City Engineers to come up with a plan on needs and placement. They also discussed the sidewalk and the septic tank for the facility.

**Motion:** Upon a motion made by Councilmember McCaw and a second by Councilmember Britan, to approve getting an Engineer Design and Specification for the restrooms, the City Council voted five (5) for, none (0) opposed. The motion carried unanimously.

**f) Update and possible authorization on design considerations and schedule for 2013 CIP Projects for streets, drainage and water line replacement**

Garry Montgomery, River City Engineering, provided the City Council with a powerpoint regarding 2013 CIP Projects for streets, drainage and water line replacement. He also provided the City Council options for Schoenthal Road repairs.

The City Council discussed the Elevated Tank Maintenance, Waterline, Streets and Drainage, and Schoenthal Road and Gardenia Bend Road Projects. The City Council expressed concerns regarding the water tank repairs during the drought season and adding a 75 day addendum to the bid. The City Council held a discussion regarding the different options in the Schoenthal Road repairs, widening the road, and changing the water flow.

The City Council agreed by consensus to go with Option #4 regarding Schoenthal Road- Chip Seal with 4" Expansion from Bat Cave Road to FM 3009.

**g) Agreement to conduct joint elections between Comal Independent School District and the City of Garden Ridge for May 11, 2013 Election**

Nancy Cain, City Administrator, reported this agreement is between the City of Garden Ridge and Comal Independent School District for a joint election on May 11, 2013.

**Motion:** Upon a motion made by Councilmember Roberts and a second by Councilmember Britan to approve Agreement to conduct joint elections between Comal Independent School District and the City of Garden Ridge for May 11, 2013 Election, the City Council voted five (5) for, none (0) opposed. The motion carried unanimously.

- h) Ordinance 172-022013 to call a General Election on May 11, 2013 for the City of Garden Ridge for the purpose of electing the Mayor and Aldermen to City Council Places Two and Three; such election shall be a joint election between the City of Garden Ridge and the Comal Independent School District; making provisions for the conduct of such election and resolving other matters related to the conduct of such election**

Shelley Goodwin, City Secretary, reported Ordinance 172-022013 is to order a General Election on May 11, 2013 for the purpose of electing Mayor, Aldermen Place Two and Place Three, each are two year terms. She reported qualified candidates can file for election from January 30<sup>th</sup> till March 1st between 8am and 5pm. Early voting will be held on weekdays from 8am to 5pm from April 29 through May 7<sup>th</sup> and the two required 12 hour voting days will be conducted on April 29<sup>th</sup> and May 6<sup>th</sup> from 7am to 7pm.

**Motion:** Upon a motion made by Councilmember Young and a second by Councilmember Britan to approve Ordinance 172-022013 to call a General Election on May 11, 2013 for the City of Garden Ridge for the purpose of electing the Mayor and Aldermen to City Council Places Two and Three; such election shall be a joint election between the City of Garden Ridge and the Comal Independent School District; making provisions for the conduct of such election and resolving other matters related to the conduct of such election, the City Council voted five (5) for, none (0) opposed. The motion carried unanimously.

## **6. State of the City**

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

- a) Financial Statement and Investment Report**  
**a) December 31, 2012**

Nancy Cain, City Administrator, reported City Funds total \$7,088,031.19 at .27222% interest and the Water Funds total \$4,344,103.92 at .29151% interest with the total of both Funds being \$11,432,135.11 at .28186% interest. She also reported the total General Fund reserves for City is \$712,854.36 and total water company reserves is \$3,295,070.01.

**Motion:** Upon a motion made by Councilmember Roberts and a second by Councilmember McCaw, the City Council voted five (5) for and none (0) opposed, to approve the Financial Statement and Investment Report for December 31, 2012. The motion carried unanimously.

- b) City Administrator Monthly Activity**

**Sign approvals since prior Council meeting**  
**Community Center usage and financial report**  
**Building Permits issued to date for residential, commercial and minor building projects**  
**Update on new city website**

Nancy Cain, City Administrator, reported:

Sign approvals since the last Council meetings-

- Garden Ridge Women Club for their Garage Sale
- Triumphant Lutheran Church for their Western Week and Cowboy Service
- Northeast Bible Church for their Easter Services

Community Center usage and financial report-

- Total revenue is \$8,725.00 and the total expenditures is \$6,418.00.

Building Permits-

- 4 Major Permits and 12 Minor Permits for the month of January.

Website- Continues to be updated

**c) Public Works/Water Department Monthly Activity**

**Water pumping/usage from city wells**

**Water system infrastructure maintenance, repairs and/or projects**

**Public Works projects**

**Animal Control apprehensions, nuisance/complaints, animal bites**

Royce Goddard, Public Works/Water Director, reported:

January— 52.49 total acre feet from the Trinity Well was pumped and 0.59 pumped from Edwards Wells.

Water system infrastructure maintenance, repairs and/projects- 1 new meter was installed, 21 meters replaced, 6 new service line installations and 2 leak adjustments.

Animal Control apprehensions, nuisance/complaints, animal bites- apprehended 9 dogs and 6 cats for the month.

Mayor Feibelman stated the newspaper predicted the summer of 2013 to be the drought of 1950. The City Council discussed the maximum pumping rate and formula used for restrictions.

Shelby Trial, Forest Waters Subdivision, thanked the City and the Public Works Department for all their hard work during the City Beautification Project.

**d) Police Department Monthly Activity**

**Citations issued**

**Warnings issued**

**Criminal activity within city**

**Code Compliance:**

**Citations issued**

**Warnings issued**

**Compliance achieved**

Donna O'Conner, Police Chief, reported in January the Police Department received 161 total calls for service, which 5 were code compliance violations. She reported there were 8 crashes in the City and 18 arrests. She also reported the Police Department is investigating a burglary of habitation and they also arrested 2 males who walked into EZ Mart with a handgun visible in a back pocket. She also reported since the Wrecker Contract is up, the City is going out for bids so a new contract will need to be awarded at the next Regular City Council Meeting scheduled for March 6, 2013.

**e) Recognition of employees and/or city events**

Nancy Cain, City Administrator, reported thank yous were received for:

- Triumphant Lutheran Church parent thanked the Police Department for being more visible in front of the school.
- Cub Scout Troop #828 thanked the Police Department for their tour of the Police Department
- Mrs. Yohey thanked the Police Department for their service

Nancy Cain, City Administrator, reported the Household Hazardous Waste Event will be held on April 28<sup>th</sup> on Municipal Parkway for 8am to 2pm. She also stated there will be no brush or yard trimmings allow at this event, those will be allowed at separate events.

**f) Observations and activities of wildlife within the city**

Royce Goddard, Public Works Director, urged residents to be careful because the wildlife is moving.

**g) Water and/or Drought Management**

Mayor Feibelman reported the City of Garden Ridge remains in Stage 2.

**h) Update on FM 3009 Construction Project**

Royce Goddard, Public Works Director, reported the City of Schertz will begin next week with the moving of the waterlines at the intersection of FM 3009 and FM 2252, so barricades will be going up.

**9. Citizen's Participation – 3 minute limit per citizen**

See "Rules for Citizen's Participation" under Item 4.

**10. Reports and Comments from Mayor and City Councilmembers**

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

- Northeast Partnership**
- City Water Commission**
- City Quarry Commission**
- Garden Ridge Police Academy Alumni Association**
- Cellular on Patrol**
- Garden Ridge Lion's Club**

Councilmember Britan announced the Wild Game Dinner will be held at the Community Center on Saturday, February 9<sup>th</sup> from 5pm to 8pm

**11. Executive Session**

The City Council may recess its meeting and reconvene in Executive Session on the following items:

- a) Pursuant to Texas Government Code § 552.071, to consult with and seek legal advice from its legal counsel regarding:
  - 1) Employment matters related to proposed personnel action related to city employee Tera Charlton;
  - 2) EEOC Charge #'s 31C-2013-00110 & 31C-2013-00111 filed by Tera Charlton and Gary Johnson; and,
  - 3) City of Garden Ridge v. Vordenbaum, Inc. D/B/A Bracken Rifle and Pistol Range, (Cause No. C2011-1647A, in the 22<sup>nd</sup> Judicial District Court)
- b) Pursuant to Texas Government Code § 551.074, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, or to hear complaints or charges against Ms. Tera Charlton, an employee of the City, unless the employee timely requests a public hearing.

Mayor Feibelman, asked City Administrator Cain if she had received any notification from Tera Charlton regarding a public discussion about her employment, evaluation, reassignment, duties, discipline or dismissal or to hear complaints or charges against her. Nancy Cain, City Administrator, reported as of 6pm she had not been notified by Ms. Charlton.

Mayor Feibelman announced with no other business the City Council will recess into Executive Session a 7:24p.m., in accordance with Section Code 552.071, a) to consult with and seek legal advice from its legal counsel regarding to consult with and seek legal advice regarding 1) Employment matters related to proposed personnel action related to city employee Tera Charlton and b) Pursuant to Texas Government Code § 551.074, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, or to hear complaints or charges against Ms. Tera Charlton, an employee of the City, unless the employee timely requests a public hearing.

*For Item 11 a) 1) and b) see Item 12.*

Mayor Feibelman adjourned the Executive Session at 7:54p.m. and the City Council reconvened back into the regular session.

Mayor Feibelman announced with no other business the City Council will recess into Executive Session a 7:58p.m., in accordance with Section Code 552.071, a) to consult with and seek legal advice from its legal counsel regarding to consult with and seek legal advice regarding 2) EEOC Charge #'s 31C-2013-00110 & 31C-2013-00111 filed by Tera Charlton and Gary Johnson; and, 3) City of Garden Ridge v. Vordenbaum, Inc. D/B/A Bracken Rifle and Pistol Range, (Cause No. C2011-1647A, in the 22<sup>nd</sup> Judicial District Court)

Mayor Feibelman adjourned the Executive Session at 8:39p.m. and the City Council reconvened back into the regular session.

## **12. Business Items (continued)**

- a) 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.

*11 b) Motion:* Upon a motion made by Councilmember Dalton and a second by Councilmember Britan, to terminate the employment of Tera Charlton based on the extensive documentation regarding her performance that was provided to the City Council and discussed in Executive Session, the City Council voted five (5) for and none (0) opposed to terminate the employment of Tera Charlton for the reasons discussed in Executive Session. Council further noted that Tera Charlton declined to attend this meeting or discuss this issue with Council tonight, although she was given the opportunity to do so.

*11 a) 2) and 3)* The Mayor stated the City Council received an update regarding personnel matters and legal advice regarding the Range during the Executive Session and there is no action to be taken.

## **12 Adjournment**

**Motion:** Upon a motion made by Councilmember Britan and a second by Councilmember McCaw, the City Council voted five (5) for and none (0) opposed, to adjourn the Wednesday, January 9, 2013, Garden Ridge City Council regular meeting was at 8:42pm. The motion carried unanimously.

\_\_\_\_\_  
Jay Feibelman  
Mayor

ATTEST

\_\_\_\_\_  
Shelley Goodwin, TRMC  
City Secretary

**SIGN IN TO SPEAK AT THE FEBRUARY 6, 2013  
CITY COUNCIL REGULAR MEETING**

**Rules for Citizen's Participation:**

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

- a. Direct your comments to the entire Council, not to an individual member nor to the audience.
- b. Show the City Council the same respect and courtesy that you expect to be shown to you.
- c. Limit remarks to three (3) minutes.

**Disclaimer:**

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

NAME

1. SHELBY TRIAL

ADDRESS

21657 FOREST WATERS CIR.

SUBJECT

PUBLIC WORKS  
AT THE END OF MTG.

- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_

February 23, 2012

**From:** Garden Ridge Planning and Zoning Commission

**To:** Garden Ridge City Council

**Subject:** Request from KFW Engineers to formally change the name of Forest of Garden Ridge IV subdivision to The Woodlands of Garden Ridge with such name change to be acknowledged by the developer and City that all documents approved by the City of Garden Ridge prior to this request be known as The Woodlands of Garden Ridge formerly Forest of Garden Ridge IV (revised Master Development Plan, Drainage Easement Agreement, Easement Agreement, Groundwater Transfer Agreement and Construction Plans, Unit 1) and The Woodlands of Garden Ridge be reflected as the subdivision name on the Final Plat for Unit 1 and future Units and Subdivision Deeds, Covenants and Restrictions with reference that said subdivision is formerly known as Forest of Garden Ridge IV subdivision

The Commission received a request from KFW Engineers to formally change the name of the Forest of Garden Ridge subdivision to the Woodlands of Garden Ridge (Attachment 1). The developer desired to make this change in order to better market the subdivision.

After review and consideration, the Commission voted unanimously to recommend Council approval of the name change with the requirement that all future documents reference that the Woodlands of Garden Ridge was formerly known as the Forest of Garden Ridge IV.



Nadine L. Knaus  
Chair  
Planning and Zoning Commission

Attachment



February 4, 2013

City of Garden Ridge  
Attn: Planning & Zoning Commission  
9400 Municipal Pkwy  
Garden Ridge, TX 78266

Re: The Forest of Garden Ridge IV Development -  
Name Change

Dear Planning & Zoning Commission Members,

This letter shall serve as our client's formal request to change the name of all subdivision documents pertaining to The Forest of Garden Ridge IV development to The Woodlands of Garden Ridge. The documents affected by the name change shall include the MDP, Final Plat of Forest of Garden Ridge IV, Unit 1, Construction plans and Subdivision Deeds, Covenants and Restrictions.

In addition, at the request of the City of Garden Ridge, we will place a note on the final plat of Unit 1 to state:

"A name change for the subdivision was approved by the City of Garden Ridge from Forest of Garden Ridge IV to The Woodlands of Garden Ridge on (date)"

Once approval of the name change is granted we will submit copies of all applicable documents to the City of Garden Ridge with the new name of the subdivision.

Please review this request to change the name of the subdivision and approve if found acceptable. We appreciate your time and consideration in this matter. Should additional information be required, please contact us.

Sincerely,  
KFW Engineers,

Burt Wellmann, P.E.  
Project Manager

February 27, 2013

To: Mayor Feibelman and City Council

From: City Administrator Cain

On February 26, 2013 the City Water Commission met in regular session and considered a request from Robert Smiley, 8128 Garden North Dr., for an additional leak adjustment due to a water leak that occurred during the period of December 2012 through January 2013.

Mr. Smiley discovered and repaired a water leak that spanned from December 2012 through January 2013. Water Manager Goddard had provided Mr. Smiley a 50% water leak adjustment to his December 2012 water bill and Mr. Smiley appealed to the Water Commission for an additional adjustment to his January 2013 water bill due to the water leak spanning over a two month period.

By unanimous vote the City Water Commission recommends City Council approval of the request from Robert Smiley, 8128 Garden North Dr., for an additional leak adjustment to his December 2012 and January 2013 water bills as recommended by Water Manager Royce Goddard to adjust both water bills to the highest usage over the last 12 months of 18,000 or \$81.31 per month.



# City of Garden Ridge

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

February 19, 2013

To: Water Commissioners  
Subj.: Robert Smiley, 8128 Garden North Dr... Leak Adjustment

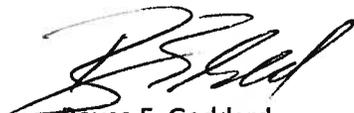
Mr. Smiley had a leak that started in the middle of December 2012 and was not found until after the 3<sup>rd</sup> of January 2013. This problem covered is noted in both the December and January water reads. Mr. Smiley corrected the problem as soon as it was discovered.

Mr. Smiley's average usage for the time frame of December 2011 thru November 2012 was 12,000 gals per month. The usage for December 2012 was 63,000 gals. and for January 2013 76,000 gals.

I have already given Mr. Smiley a 50% reduction on the water portion of his December 2012 water bill, of which he has paid \$ 217.97.

I feel that there was extenuating circumstances in this case as Mr. Smiley was out of town when this happened and that it covered two (2) billing cycles and that he found and repaired the problem as soon as he noted it. I feel that both water bills should be adjusted to the highest usage over the last 12 months which was 18,000 gals. or a fee of \$ 81.31 per month.

Thank you for your consideration on this matter

  
Royce E. Goddard  
Water Manager



COPY

City of Garden Ridge

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

CITY OF GARDEN RIDGE WATER DEPARTMENT

NAME Robert Smiley  
SERVICE ADDRESS 8128 Garden North  
ACCOUNT # 21-4505-00 PHONE # \_\_\_\_\_

I am requesting an adjustment on my Jan 2013 water bill due to a leak.

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

Amount of Total Bill 435.93  
-Non-Water Items 2.67  
-Base Water Rate 33.50  
Amount to be Adjusted 399.76 x 50%  
Adjustment Given \$ 199.88  
+Non-Water Items 2.67  
+ Base Water Rate \$ 33.50  
New Total Amt. Due \$ 236.05

Customer Signature [Signature] Date 1/9/13  
Water Mgr. Approval [Signature] Date 1/10/13

- = minus + = plus



# City of Garden Ridge Water Department

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



CRRT R020

ROBERT SMILEY  
8128 GARDEN NORTH DR  
SAN ANTONIO TX 78266-2715

**\*Important Information on\***  
**Reverse Side**

ACCOUNT NUMBER	DATE BILL MAILED	SERVICE FROM	SERVICE TO	DAYS USED	DUE DATE
21-4505-00	12/28/2012	11/20/12	12/19/12	29	01/15/2013
PREVIOUS READING	PRESENT READING	GALLONS USED	DESCRIPTION		AMOUNT DUE
734000	797000	63000	RO WATER EAA EAA FEE		433.26 2.67
CITY HALL & THE LIBRARY WILL BE CLOSED DEC 31-JAN 1 FOR NEW YEARS. CITY HALL WILL BE CLOSED JAN 21 FOR MARTIN LUTHER KING, JR DAY. NO TRASH SERVICE JAN 1. DUMPSTERS WILL BE AT MUNICIPAL COMPLEX JAN 5-6, 12-13, 19-20 26-27. REGISTER YOUR PET FOR 2013.			<b>COPY</b>		
					AFTER DUE DATE
SERVICE ADDRESS ▶ 8128 GARDEN NORTH DRIVE			<b>AMOUNT DUE</b>		\$479.53
					\$435.93

KEEP THIS PORTION FOR YOUR RECORDS

PLEASE RETURN THIS PORTION  
WITH YOUR PAYMENT TO:



City of Garden Ridge Water Department

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



DUE DATE	ACCOUNT NUMBER
01/15/13	21-4505-00
AFTER DUE DATE	BY DUE DATE
\$479.53	\$435.93

**AMOUNT DUE**



CRRT R020

ROBERT SMILEY  
8128 GARDEN NORTH DR  
SAN ANTONIO TX 78266-2715

SERVICE ADDRESS ▶ 8128 GARDEN NORTH DRIV



Account Number    
 Zone

Address     
 Name

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

Services

Period  Thru

Grid  Graph



Year

Month	Date	Read		Total Consumption	Demand		Flag	Reading		Occupant
		Previous	Current		Read	Consumption		Source		
Year: 2012 Total 12										
Dec	12/19/2012	734	797	63			Regular	Hand Held	00	
Nov	11/20/2012	716	734	18			Regular	Hand Held	00	
Oct	10/23/2012	702	716	14			Regular	Hand Held	00	
Sep	09/21/2012	693	702	9			Regular	Hand Held	00	
Aug	08/23/2012	680	693	13			Regular	Hand Held	00	
Jul	07/23/2012	667	680	13			Regular	Hand Held	00	
Jun	06/22/2012	655	667	12			Regular	Hand Held	00	
May	05/23/2012	645	655	10			Regular	Hand Held	00	
Apr	04/23/2012	632	645	13			Regular	Hand Held	00	
Mar	03/24/2012	620	632	12			Regular	Hand Held	00	
				Avg 12						

**Robert R. & Mary L. Smiley**

8128 Garden North Dr.

San Antonio, TX 78266

(210) 651-5232 (Home)

Robert@2udirect.com

COPY

January 8<sup>th</sup>, 2013

TO: Garden Ridge City Water Commission  
Garden Ridge City Council

Dear Commission and Council Members

After arriving home at 8128 Garden North Dr on the evening of the 3rd of Jan from Seattle, WA, my wife Mary opened our water bill to discover that it was \$479.53. It has been running around \$80+. On Friday I called, Jan at the Water Dept and she suggested that she send someone over from the dept to check out the meter and the flow problem. After the check by the water dept, it was determined that there was a 'major leak' somewhere between the outside 'house' cutoff valve and the house. It had been raining most of the day and there seemed to be little or no evidence of 'excessive' water around the house and everything in the house was shut off. Our Home Warrantee Co did not cover the incident as it was 'not an inside the house plumbing problem'. It was late afternoon on Friday so my son Steven discovered what appeared to be a little excessive water at the front of the house, above and beyond the normal rainfall, and he discovered where the leak was coming from. As you can see by the pictures the break was where the PVC hooked onto the Brass water line leading to the house. We repaired the leak by about 8pm Friday evening.

Obviously there was no evidence of water in the house. It was outside and the leak was covered by cloth, decorative rock and plant life. In fact we could not hear the leak even when standing right near it. So unless we could see the water 'oozing' up next the foundation, there was no visible way to detect the leak.

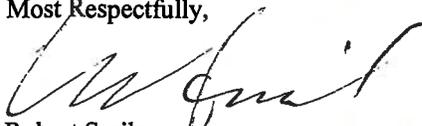
Our lawn sprinkler system is NOT hooked up to our home water supply. All outside faucets have been covered and insulate against the cold weather. So all of the excessive water usage was due to the water leak.

We did not ignore the problem, we got on it as soon as we became aware of it. The problem was not due to lack of home owner diligence and was absolutely undetectable until we received our Dec water bill which was opened on Jan 4th after arriving home on Jan 3rd. I am aware of the Water Dept's policy about reducing the bill by 50%. I am enclosing pictures of the incident and repair work. I'm also leaving with Jan, a copy of this request and associated pictures along with a check for \$217.97. I talked to Royce about all of this and these were his recommendations. That both Dec 2012 and Jan 2013 waters bills would be adjusted. Royce advised that if you were to be 'favorable' to this request, that any amounts paid over our 'normal' bill for Dec 2012 and Jan 2013 could be credited toward future bills.

Please, I'm not challenging your Dept policy, judgment, decision or integrity, and I would hope this doesn't sound absurd, but, to require me to pay for water I did not use and the flow that was caused by 'parts failure, underground' just doesn't make any sense. If I had used it, or it had been caused by neglect by someone in the house, or dripping faucets, running toilets, etc... I would expect to be responsible and accountable for the usage.

We are asking for your kind consideration in the evaluation of this situation, that our water bill be reduced to the amount we normally pay for this service.

Most Respectfully,

  
Robert Smiley

Incl: 10 Pictures



# City of Garden Ridge

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

## CITY OF GARDEN RIDGE WATER DEPARTMENT

NAME Robert Smiley

SERVICE ADDRESS 8128 Garden North

ACCOUNT # 21-4505-00 PHONE # \_\_\_\_\_

I am requesting an adjustment on my Feb 2013 water bill due to a leak.

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

Amount of Total Bill \$613.82

-Non-Water Items - 2.67

-Base Water Rate - 33.50 + (-18.08 arrears)

Amount to be Adjusted 559.57 x 50%

Adjustment Given \$279.79

+Non-Water Items + 2.67

+ Base Water Rate + 33.50 + (+18.08)

New Total Amt. Due \$334.04

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Water Mgr. Approval \_\_\_\_\_ Date \_\_\_\_\_

- = minus + = plus



CRRT R020

ROBERT SMILEY  
8128 GARDEN NORTH DR  
SAN ANTONIO TX 78266-2715

21-4505-00      01/31/2013      12/19/12      01/23/13      35      02/15/2013

797000	873000	76000	RO WATER	593.07
			EAA EAA FEE	2.67
			PAST DUE AMOUNT	18.08

CITY OFFICES WILL BE CLOSED FEB 18TH  
FOR PRESIDENTS' DAY. DON'T FORGET TO  
REGISTER YOUR PET FOR 2013.

NON EMERGENCY & AFTER HOURS 651-6831

8128 GARDEN NORTH DRIVE

\$675.21      \$613.82



02/15/13 21-4505-00

\$675.21      \$613.82



CRRT R020

ROBERT SMILEY  
8128 GARDEN NORTH DR  
SAN ANTONIO TX 78266-2715

8128 GARDEN NORTH DRIV

Account Number - 21-4505-00 SMILEY, ROBERT Service Address: 8128 GARDEN NORTH DRIVE

Service: 010 RO WATER - RES OUT Meter: 66904875

Month	Date	Read		Total	Demand		Reading		Occupant
		Previous	Current	Consumption	Read	Consumption	Flag	Source	
Year : 2013 Total 1									
Jan	01/23/2013	797	873	76			Regular	Hand Held	00
Year : 2012 Total 12									
Dec	12/19/2012	734	797	63			Regular	Hand Held	00
Nov	11/20/2012	716	734	18			Regular	Hand Held	00
Oct	10/23/2012	702	716	14			Regular	Hand Held	00
Sep	09/21/2012	693	702	9			Regular	Hand Held	00
Aug	08/23/2012	680	693	13			Regular	Hand Held	00
Jul	07/23/2012	667	680	13			Regular	Hand Held	00
Jun	06/22/2012	655	667	12			Regular	Hand Held	00
May	05/23/2012	645	655	10			Regular	Hand Held	00
Apr	04/23/2012	632	645	13			Regular	Hand Held	00
Mar	03/24/2012	620	632	12			Regular	Hand Held	00
Feb	02/22/2012	608	620	12			Regular	Hand Held	00
Jan	01/23/2012	595	608	13			Regular	Hand Held	00
Year : 2011 Total 11									
Dec	12/20/2011	582	595	13			Regular	Hand Held	00
Nov	11/21/2011	571	582	11			Regular	Hand Held	00
Oct	10/24/2011	553	571	18			Regular	Hand Held	00
Sep	09/23/2011	543	553	10			Regular	Hand Held	00
Aug	08/21/2011	532	543	11			Regular	Hand Held	00
Jul	07/22/2011	527	532	5			Regular	Hand Held	00
Jun	06/23/2011	525	527	2			Regular	Hand Held	00
May	05/23/2011	521	525	4			Regular	Hand Held	00
Apr	04/22/2011	516	521	5			Regular	Manual Read	00
Mar	03/23/2011	512	516	4			Regular	Hand Held	00
Feb	02/23/2011	485	512	27			Regular	Hand Held	00
				Avg 16					











February 26, 2013

To: Mayor Feibelman and City Council

From: City Administrator Cain

The City Quarry Commission met in regular session on February 11, 2013 and by unanimous vote recommends City Council appointment of Mike Shands as Quarry Commissioner. The appointment fills the vacancy created by the resignation of Bob Gunnarson with term of office expiring September 30, 2013. A copy of the Mr. Shands resume is attached.

1 February 2013

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

Thank you for taking my call today. Please accept this as expressing my interest in the opening on the Quarry Commission. It is purposefully brief and relevant to the position but I would be happy to provide additional information or answer any questions of the Administration or Commission.

*Quarry Commission Biography*

I am a retired area City Manager (New Braunfels and Castle Hills), have degrees from UTSA (Master of Public Administration), and UT Austin (BA and MA). I do not serve on any organization at present but have served on several national, state, and local committees and boards including *International City/County Management Association, Texas City Management Association, American Planning Association, Southern Building Code Congress, International Code Congress, SA Metropolitan Planning Organization, Eden Hill Communities, Wurstfest Association, and Upstarts*. Most of my volunteer experience is with non-profits.

To be more specific to issues related to Quarry Commission membership, I do have limited knowledge of the logistics and operations of quarries in the area. While in New Braunfels I was a member of a city, county, and Chamber of Commerce task force that would visit and discuss issues with several quarries. My lengthiest and most extensive communications were with Cemex Cement (formerly LaFarge) about eight miles northeast of the Hanson/Servtex quarry. To be brief, the major issues were air and water quality, blasting, environment, and public safety. We were to the point that we were considering annexation to solve the problems and the quarry had turned the matter over to their attorneys. After several months of meetings, both sides came to appreciate the concerns of the other and we ultimately entered into a renewable non-annexation agreement that included an annual payment-in-lieu-of-taxes. That agreement remains in effect today and the city and the quarry continue to work together to address any concerns that arise.

Thank you for your time and consideration.



Mike Shands  
8827 Tuscan Hills Drive  
Garden Ridge, TX 78266  
210-257-0868  
[ms1213satx.rr.com](mailto:ms1213satx.rr.com)

February 26, 2013

To: Mayor Feibelman and City Council

From: City Administrator Cain

The City of Garden Ridge solicited bids for Wrecker Service and Vehicle Storage due to the expiration of the current three year contract with Roadrunner Towing. 911 Towing, Tires and More was the only bid received. Chief O'Conner and Corporal Spiller have carefully reviewed the bid submitted in comparison with the information requested by the city and recommend awarding the Wrecker Service and Vehicle Storage bid to 911 Towing, Tire and More for a period of one year. In addition Chief O'Conner recommends that the insurance and bond as required by the service specifications be put into place prior to execution of a contract.

After review of the recommendations and the bid submitted it is further recommended that the Wrecker Service and Vehicle Storage bid be awarded to 911 Towing, Tires and More and to authorize the City Administrator to negotiate a one year contract for Wrecker Service and Vehicle Storage with two one year contract renewals providing the ability of either party to terminate the contract for no cause with thirty days written notice and that all insurance and bond requirements of the bid specifications be in place prior to execution of the contract.

A copy of the bid request, bid specifications and bid received from 911 Towing, Tires and More is enclosed for your review.

# Memo

**To:** Nancy Cain, City Administrator  
**From:** Donna O'Conner, Chief of Police  
**Date:** February 20, 2013  
**Re:** Wrecker Contract

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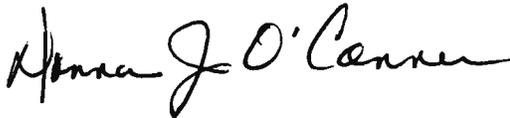
On 2/19/13, the City of Garden Ridge received one bid for the wrecker service contract. The single bid was from 911 Towing, Tires and More. Investigator Spiller conducted an investigation of the required documents. A site visit was made to the facility. The facility and vehicles were found to be in compliance with all requirements. All signs and storage facility security requirements are in place. Additionally, 911 Towing, Tires and More is currently in good standing with Texas Department of Licensing and Regulations.

911 Towing, Tires and More currently provides services to the City of Marion. Chief Crane provided a reference stating that he had received no complaints regarding their services.

Two of the operators are prior law enforcement and understand law enforcement needs when towing is required. An evaluation of the tow slips and records system meet the requirements of the City of Garden Ridge.

Based on the investigation, Investigator Spiller recommends a one year contract be granted providing the insurance and bond, as required, are in place.

I concur with this recommendation.



**Review of Bid Proposal for  
911 Towing Tires and More  
216 Sagebrush Parkway  
Marion, Texas 78124**

On the proposal summated on February 29, 2013 by 911 Towing Tires and More all of the information that was requested was furnished. However, I did list below some concerns and recommendations.

- A) (14) To provide proof of insurance in coverage limits of no less than \$1,000,000.00 / \$1,000,000.00 bodily injury and \$1,000,000.00 for property damage. 911 Towing does not have this at this time. However, they did provide a letter from their insurance company stating that they can provide the required coverage. **RECOMMENDATION:** Have the contract go into effect only after proof of financial responsibility is received by the City of Garden Ridge.
- B) (15) To provide proof that the company is capable of obtaining a performance bond in the amount of \$20,000.00 that shall continue in effect throughout the contract. 911 provided a letter from their insurance company stating that they could provide the necessary bond. **RECOMMENDATION:** Have the contract go into effect only after the proof of the bond is secured by 911 Towing.
- C) (16) To provide proof that 911 Towing has paid all taxes, license fees or other debts owed. No proof was provided. **RECOMMENDATION:** Have 911 Towing accounting firm provide a letter stating that all debts owed to any and all governmental units are in good standing.

My recommendation is that a contract be negotiated with 911 Towing Tires and More if the recommendations of A, & B and C are met. Further I recommend that the contract not to exceed one year because the business has only been in operation since September 18, 2009 and does not have a track history (good or bad).

Respectfully,

  
Inv. W. C. Spiller #111

Garden Ridge Police Department

911 Towing Tires and More  
216 Sagebrush Parkway  
Marion TX, 78124

210-831-5712 Office  
210-347-8934 V.R. Matta cell  
830-420-2365 Fax  
[vmatta911towing@yahoo.com](mailto:vmatta911towing@yahoo.com)  
[911towingtx.com](http://911towingtx.com)

---

February 8, 2013

911 Towing Tires and More is owned by V.R. Matta Sr. I am a retired Chief of Police with over 22 years of law-enforcement service and served in the United States Navy for four years.

What makes us different:

I bring to my employees the same level of professionalism I maintained at the police department. I demand that my employees treat every customer with respect and present themselves as professionals at all times. Customer service is what we are all about.

Staff:

Susan Matta is the office manager. Susan is responsible for all customer invoicing, accounts receivable, payables and community relations.

Alex Guenther is my towing facility manager. Alex is disabled through the Veteran's Administration and served with the United States Marine Corp during the Vietnam Conflict. Alex graciously volunteers his time and knowledge to help grow this business. Alex has over 35 years of towing experience and is well known in the towing and Law Enforcement community. Alex has handled just about every type of towing and recovery call you can imagine and retains a current IM/VSF State License.

Victor Matta Jr. responds to calls for recovery or towing. Vic Jr. has been with the company for over two years. Vic Jr. is also assigned to vehicle maintenance. His duties are to make sure that all company vehicles are up to date with State safety and registration requirements. And to ensure that all vehicles meet the ever changing TDLR requirements. Vic Jr. is a state licensed tow operator who is well on his way to being one of the best.

Jim Huffman is my in house mechanic. Jim brings over 20 years of automotive shop experience including managing three Midas Automotive repair centers in San Antonio. Jim stays on top of the newer vehicle repair procedures and is constantly invests in new tools and test equipment.

Helen (Judy) Guenther is our dispatcher. Judy insures that we remain compliant with TDLR record keeping requirements. Helen has 16 years of towing industry knowledge. Helen also dispatches our fleet as needed.

We have one vacancy for a shop assistant. This position we like to keep open for youth summer employment. We afford an opportunity for high school boy or girl who have an interest in the automotive service trade to work along side a technician.

911 Towing Tires and More employes adults to do a very dangerous job. Tow truck / recovery truck operators like law enforcement officers have continuing in-service training that is mandated by the State. The governing State agency for the towing industry is the Texas Department of Licensing and Regulation (TDLR). This agency insures that the towing companies comply with State mandated regulations. TDLR also acts as an investigative branch when complainants have been made by the public regarding a towing company tow bill or reporting that a vehicle has been damaged while in the possession of the towing company. All employees are background checked and must pass a drug test as per TDLR administrative rules.

When 911 Towing arrives on scene the truck and the operator will look professional. The job will be accomplished safely and quickly. Working closely with law enforcement is what we do. The benefits of me being a former law enforcement official can only make working with law enforcement officers a win win situation. I know first hand what officers expect and what officers want to happen when we respond.

911 Towing also offers a complete paint and body shop. We can handle the job from start to finish. I would be happy to work a discounted shop rate to help with any city owned vehicles requiring paint and body work. Keeping the price down helps keep the budget in check. Discounted pricing will also be afforded to all city employees.

With budgets becoming tighter and tighter, all municipalities are looking for ways to save money without cutting service to the tax payer. As with most cities, the towing industry is working with city government to do our part. Most cities have fees in place for vehicles that have been impounded by law enforcement officers. The fees can help generate additional funds. At the end of the month, we will total up all impounded vehicles and will mail a check to the city for the "City Fee" associated with each vehicle. The city is also able to receive additional monies from the auction sale of abandoned vehicles. We will again, work with the Police Department and will mail a check to the city for each vehicle auctioned. ( Fees will have to be established prior to any auction according to state laws).

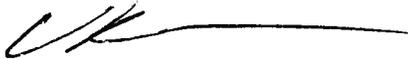
What we will provide to the City of Garden Ridge:

1. Free towing to all city owned vehicles located within the city limits.
2. 24 hr service.
3. Discounted paint and body work to city owned vehicles.
4. Discounted tow rates to all city employees.
5. Discounted paint and body work to all city employees.
6. Will provide junk vehicles to assist in training for police and fire fighters.
7. Will provide my facility for in-service training building searches. (Weekends only)
8. Free lockout service for city vehicles \*\* Some vehicles require specialty tools and a release of liability form signed by the service requester. (Not all vehicles can be unlocked by use of long reach tools.)

911 Towing is a family owned business. We are in not affiliated with the City of Garden Ridge in any way.

Our top priority is our customers. Please let us know how we can best serve your needs by contacting us with your questions, concerns or comments. We look forward to working with you!

Regards,



V.R. Matta  
911 Towing Tires and More  
216 Sage Parkway  
Marion Texas, 78124

Requirements:

1. 911 Towing is a State licensed tow company and carries an IM license with TDLR.
2. 911 Towing provides wrecker service for the City of Marion Texas.
  - I. City of Marion Mayor: Glenn Hild  
P.O. Box 158  
Marion Texas, 78125  
830-914-2391
  - II. Length of time services provided – two years
  - III. Respond to Police requested impounds, high water recovery and winch outs.  
Respond to private calls.  
911 Towing utilizes the county towing rates. (see attached rate sheet)
  - IV. Rates are the same for City of Marion and the county of Guadalupe.

3. Employees:

V.R. Matta Sr.	owner
Susan Matta	non paid
Victor Matta Jr.	employee (contract)
Alex Guenther	non paid (volunteers)
Helen (Judy) Guenther	employee (part-time)

3A. Arrest history:

V.R. Matta Sr.	None
Susan Matta	None
Victor Matta Jr.	None
Alex Guenther	(See attached Item 1 Public Data resource)
Judy Helen Guenther	None

4. Storage requirements:

911 Towing has a State issued VSF(vehicle storage facility) license #  
0643981VSF

5. Response time:

We will provide a 25 minute response however, weather, traffic conditions and road construction will greatly affect response times. As for being delayed responding to a call for service, and what I will do for the city, I have no answer for that question. If we are delayed, we will strive to do better.

6. Fees and Services

Towing fees can be set by any government body. The Towing fees that we acknowledge are set by the Guadalupe County Sheriff's Office. The City of Marion Police Department follows the established county towing rates.

Rates are as follows:

Tow Rate-----	\$ 150.00
Mileage rate-----	\$ 4.00
Fuel adjustment-----	\$ 25.00

Storage fee-----\$ 20.00 per day + tax  
City fee-----\$ 10.00  
Skates/dollies-----\$ 50.00  
Notification fee-----\$50.00  
Impound fee-----\$20.00  
Inside storage-----\$25.00 per day + tax

**The below listed fees involve time that is calculated in ½ hr increments**

Winch out off road-----\$ 120.00 starting rate  
Waiting time-----\$ 120.00 per hour  
Labor time----- \$ 120.00 per hour  
Clean up----- \$120.00 per hour  
Additional trucks/ man power/labor--\$120.00 per hour

City Owned Vehicle Tow Schedule:

Cars and light trucks-----Free  
1 ton and larger vehicles----- Flat rate \$150.00  
Tractors-----Flat rate \$150.00

7. Hours of Operation:  
911 Towing is a full service 24hr towing and recovery business. We meet the State mandated 1hour VSF release time. I reside 1.5 miles from my business. Vic Jr. resides 2 blocks from the business, Alex Guenther resides 1 block from the business.
8. Emergency Service Provision:  
911 Towing has the ability to tow three vehicles at one time. The flatbed has the ability to tow two vehicles at once. The winch conventional truck hauls one vehicle at a time. Large tow truck availability and crane service will be provided by:
  1. Mott's Towing located in Guadalupe County
  2. Douglass Brothers Towing located in San Antonio Texas
  3. Alamo Crane Service located in Selma Texas (See attached Item 2)
9. Safety Record:  
No reported claims with the Insurance Carrier. (See attached Item 3)
10. Copy of Complaints for the past three years:  
None on file
11. Back-up Towing Companies
  1. Blue Collar Towing
  2. Barry's Towing
  3. Mott's Wrecker Service
  4. Douglass TowingAll back up towing companies are TDLR licensed and approved.

12. Sight Security:
  1. 8' tall chain link fencing with 2' razor wire on top.
  2. Security cameras positioned in the secure storage lot.
  3. Building digital alarm system w/ battery back up.
  4. The VSF lot meets the TDLR requirements, not the Texas Department of Transportation requirements.
13. Response time for releasing vehicles and responding to alarm calls.
  1. Alarm response under 5 minutes.
  2. Releasing impounded vehicles under 1 hr as allowed by TDLR.
14. Insurance Requirements:

Insurance requirements set by the City will be met if contract is awarded.  
Letter of eligibility from my insurance carrier. (See attached Item 3)
15. Performance Bond:

See attached letter of eligibility from insurance carrier. (See attached Item 3)
16. Taxes and License Fees:

All county, state yearly and quarterly taxes are paid. Taxes include all TDLR continuing fees that are paid in full, and are on line for public viewing. State sales tax, county inventory tax, and all federal employee taxes are paid for the last business year.
17. Scope of work to be performed at an accident scene:

Wrecker drivers will only begin to clear an accident scene only at the direction of law-enforcement officers. Extreme attention will be given not damage the the roadway surface or landscape when loading or recovering vehicles. Once all vehicles have been removed, and the roadway is clear. Drivers will begin cleaning the roadway and and loading any debris. Absorbent will be applied as needed or at the direction of Hazmat or fire officials.
18. Provide Detailed Receipts for vehicles towed with quarterly report:

911 Towing will provide all the towing receipts and inventory reports as the city requires.
19. Collection and payment of impound fee to the City:

911 Towing will collect all fees owed to the City as set forth by City ordinance. We will calculate and make all payments owed to the City as set forth by City ordinance.
20. Bookkeeping Responsibility:

911 Towing utilizes Quick-Books accounting software. In addition we have off site bookkeeping service. Receipts are kept on site and are managed here as required by TDLR for State inspection.

21. **Compliance Reports:**  
Compliance reports are generated on site. TDLR requires that all towing companies doing (IM) "Incident management" towing maintain all towing receipts ready for inspection. Tow receipts are filed by City and by agency. ( impounded vehicles require a more detailed tow slip.) This slip has room additional information needed and allows for larger print for tow officials to make sure all written information is legible.
  
22. **Quarterly Inventory:**  
All vehicle impounded by GRPD will be inventoried and a quarterly report stating the time, date and impound fee will be forwarded to the City.
  
23. **Texas Department of Transportation Standards:**  
911 Towing is in complete compliance with Texas Department of Licensing and Regulation.



## SAN ANTONIO AND AUSTIN

San Antonio (210) 344-7370

Austin (512) 282-6866

Fax (210) 651-3051

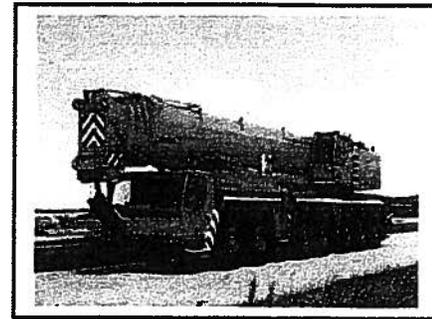
(800) 880-0134

P.O. BOX 47077

San Antonio Texas 78265-7077

[www.alamocrane.com](http://www.alamocrane.com)

[marvin.alamocrane.com](mailto:marvin.alamocrane.com)



2/15/13

To whom it may concern,

This is to verify that Alamo Crane Service, Inc. will supply 911 Towing Tires and More any crane service needed.

Marvin Oblenbusch  
Secretary/ Treasurer  
Alamo Crane Service, Inc.

# ALEXANDER INSURANCE AGENCY, INC.

---

909 N.E. LOOP 410, #902 ! SAN ANTONIO, TX 78209 ! 210-366-1455 ! 800-950-7911 ! Fax: 210-366-0374

February 15, 2013

To Whom It May Concern:

I, the undersigned Agent, have reviewed the insurance requirements contained in the bid document for the City of Garden Ridge. To the best of my knowledge this insured is in good standing with Alexander Insurance Agency Inc. and has filed no claims against their insurance policies from September 18<sup>th</sup> 2009 to date. If the bidder shown below is awarded the contract with the City of Garden Ridge, I will be able to provide the insured with a \$1,000,000 CSL Auto Liability Limit completely satisfying all requirements specified in number 14. I will also be able to secure a \$20,000 performance bond for said insured.

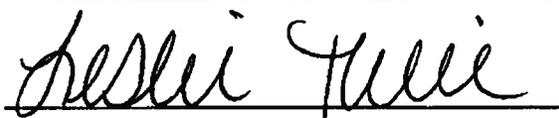
Bidder's Name and Company: V.R. Matta Sr. DBA: 911 Towing

Bidder's Current Policy #: CA/CP0585883

Agent's Name: Leslie Thiele

Telephone Number: 800-950-7911

Agent Signature:





February 28, 2013

Nancy Cain  
City of Garden Ridge  
9400 Municipal Parkway  
Garden Ridge, Texas 78266

**RE: Bid Recommendation  
City of Garden Ridge  
2013 Elevated Tank Maintenance**

Dear Ms. Cain:

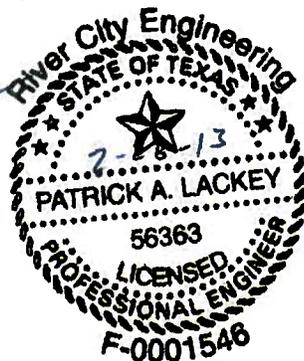
On Wednesday, February 20, 2013 five (5) sealed bids were received for the above listed project. Each contractor's bid was in accordance with the contract documents prepared by our firm. **A&M Construction and Utilities, Inc** submitted the lowest cost, most responsive bid of One Hundred Thirty-Eight Thousand Five Hundred Dollars (\$138,500) for the base bid. We have enclosed the bid tabulations results for your review and consideration. We have checked the qualifications and references of the low bidder and find them to be in order. For the referenced project we also included an alternate bid for complete reconstruction on the interior of the tank, A&M Construction and Utility, Inc's bid for this alternate was \$167,500. We therefore recommend the City Council award the project to the lowest cost, most responsible proposer, **A&M Construction and Utilities, Inc., in the amount of \$167,500**. The total cost of this alternate bid remains within the budgeted amount for the tank rehabilitation and offers extended maintenance free use of the tank. City Staff and Council may also consider the proposed cost of an additional \$10,000 to reduce the contract time to 70 days from the 100 calendar days proposed in the base bid.

The five (5) proposals ranged from \$138,500 to \$285,500 for the base bid. The budgeted amount for the completed project is \$250,000; therefore the bids were very competitive and favorable for the City.

If you have any questions please feel free to contact our office.

Sincerely,

Patrick A. Lackey, P.E.  
Attachment: Bid Tabulation



2013 Elevated Tank Maintenance  
 BID TABULATION  
 February 20, 2013 - 2:00 PM

Item No.	Item	Quantity	Unit	A&M Construction		Gulf States Coatings		N.G. Painting		Classic Coatings		Phoenix Fabricators	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
<b>Base Bid (Spot Repair Interior of Tank)</b>													
1	Bonding, Mobilization and Insurance	1	LS		\$5,000.00		\$9,250.00		\$1,000.00		\$15,000.00		\$5,000.00
2	Site Prep and Spot Repair Interior of Tank	1	LS		\$10,000.00		\$15,000.00		\$15,000.00		\$55,538.00		\$41,600.00
3	Shrouding and Exterior Coating of Tank	1	LS		\$99,000.00		\$126,800.00		\$220,000.00		\$166,612.00		\$199,000.00
4	Removal of Existing Lighting and Repairs	1	LS		\$10,000.00		\$6,750.00		\$5,000.00		\$25,000.00		\$28,300.00
5	Seal Interior and Repairs	80	MH		\$150.00	\$12,000.00	\$8,000.00	\$50.00	\$4,000.00	\$125.00	\$10,000.00	\$2,500.00	\$9,000.00
6	Tank Flushing and Disinfection	1	LS		\$2,500.00		\$1,500.00		\$1,500.00		\$2,500.00		\$2,600.00
<b>GRAND TOTAL (ITEMS 1 - 6)</b>					<b>\$138,500.00</b>		<b>\$187,300.00</b>		<b>\$246,500.00</b>		<b>\$274,650.00</b>		<b>\$285,500.00</b>
<b>Alternate Base Bid (Full Rehab of Interior of Tank)</b>													
1	Bonding, Mobilization and Insurance	1	LS		\$5,000.00		\$9,250.00		\$1,000.00		\$15,000.00		\$5,000.00
2	Site Prep and Full Repair of Interior of Tank	1	LS		\$39,000.00		\$52,500.00		\$48,000.00		\$26,550.00		\$87,310.00
3	Shrouding and Exterior Coating of Tank	1	LS		\$99,000.00		\$126,800.00		\$220,000.00		\$166,612.00		\$199,000.00
4	Removal of Existing Lighting and Repairs	1	LS		\$10,000.00		\$6,750.00		\$5,000.00		\$25,000.00		\$28,300.00
5	Seal Interior and Repairs	80	MH		\$150.00	\$12,000.00	\$8,000.00	\$50.00	\$4,000.00	\$10,000.00	\$2,500.00	\$9,000.00	\$9,000.00
6	Tank Flushing and Disinfection	1	LS		\$2,500.00		\$1,500.00		\$1,500.00		\$2,500.00		\$2,600.00
					<b>\$187,500.00</b>		<b>\$204,800.00</b>		<b>\$279,500.00</b>		<b>\$245,662.00</b>		<b>\$331,210.00</b>
<b>Cost Increase for reducing contract time to 70 days</b>					<b>\$10,000.00</b>		<b>\$7,500.00</b>		<b>\$20,000.00</b>		<b>\$1.00</b>		<b>\$22,000.00</b>

# City of Garden Ridge

2013 CIP Projects

River City Engineering, Ltd.

March 6, 2013

Patrick Lackey, P.E.

Garry Montgomery, E.I.T





# 2013 Projects:

- **Elevated Tank Maintenance** –
  - Five sealed proposals were open and read aloud on February 20, 2013. The base bid consists of complete shrouding and painting of the exterior of the tank and spot repairs for the interior of the tank as identified in the Inspection Report completed in December, 2012.
    - Low Bid – A&M Construction and Utilities, Inc. \$138,500
    - Second Low – Gulf States Protective Coatings \$167,300
    - Third Low – N.G. Painting \$246,500
    - Fourth Low – Classic Coatings \$274,650
    - Fifth Low – Phoenix Fabricators \$285,500
  - An alternate bid was included in the bid proposals to evaluate the complete rehabilitation of the interior of the tank. The proposals were as follows:
    - Low Bid – A&M Construction and Utilities, Inc. **\$167,500**
    - Second Low – Gulf States Protective Coatings \$204,800
    - Third Low – Classic Coatings \$245,662
    - Fourth Low – N.G. Painting \$279,500
    - Fifth Low – Phoenix Fabricators \$331,210
- There was also an additive alternate to reduce the construction calendar days from 100 days to 70 days. The totals are as follows:
  - A&M Construction and Utilities, Inc. \$10,000
  - Gulf States Protective Coatings \$7,500
  - Classic Coatings \$1,000
  - N.G. Painting \$20,000
  - Phoenix Fabricators \$22,000
- RCE's recommendation is to award to A&M Construction and Utilities, Inc. in the sum of \$167,500 for complete rehabilitation of the 200,000 gallon legged elevated storage tank. Council and Staff may consider the additional \$10,000 to reduce the contract time to 70 calendar days.



# 2013 Projects:

- Waterline, Streets and Drainage – Garden Ridge Dr., Cinchona Tr., Blazing Star Tr., Bluebell, Timber Rose, Grass Creek waterline, drainage and street repairs. We have completed the survey and the drainage model for existing conditions. We are working with the model to evaluate options to increase flow capacities in the most economical way possible. In this process we are evaluating the need for additional easements in certain areas to increase flow capacities to accept the 25-year storm flow rates. Where easements are warranted, we would like to complete the documentation and begin acquiring the needed easements as soon as possible as to not delay the construction project. We are also working on waterline routing and phasing for Garden Ridge Drive, Cinchona Trail and Timber Rose at this time.
- Schoenthal Road and Gardenia Bend Road – RCE is 90% complete with construction plans, specifications and bid documents for the Schoenthal Road Project. We anticipate advertising the project and opening bids prior to the April Council meeting. We will make a recommendation for award at that time. We would like to bid the Gardenia Bend Road Improvements as an additive alternate to the Schoenthal Road Project. This will give us an opportunity to evaluate the cost and the project could be added to the construction contract if the option is found to be favorable to the City.
  - The base bid will include tree removal, regrading and compaction of a 4' extension to the current Schoenthal Road pavement cross-section. Once the extension is completed the entire roadway from 3009 to Bat Cave would be Chip Seal Coated with a single coarse. The culverts near Bat Cave Road will be replaced as identified in the SWMP.
  - In bidding this project we are also including an alternate bid to evaluate the cost of milling the existing pavement from 3009 to Bat Cave Road and laying 2" of Hot Mix Asphalt to provide a completely new driving surface. This would be the best improvement to the roadway if the proposals remain within the approved budget.
  - We would also like to evaluate the option of including a left turn lane to the construction plans as an alternate at the intersection of Schoenthal Road and Bat Cave Rd. It would be of great benefit to be able to stage 3-4 cars in a turn lane and leave the right turn lane open to Bat Cave Rd. If this alternate is found to be favorable for the associated cost, we would recommend adding the option to the contract.



# 2013 Paul Davis Park Improvements

- Construction Plans and Specifications are complete and ready for advertisement.
- A design letter was submitted for review with the plans, this included clarifications for a couple of alternatives on the restroom facility. Items for consideration included:
  - The existing plans show the Finished floor of the building to be below natural ground in the rear of the building. This option requires construction of a earthen swale to divert storm runoff around the structure. This option also eliminates the need for ADA ramp accesses and handrails.
  - The second option for the Finished Floor Elevation would be to raise the concrete floor 6" above natural ground, this would require ADA ramps and handrails but would eliminate the issues with the storm runoff.
  - An additive alternate will be included in the bid proposal to evaluate the cost of using split faced block instead of the typical CMU block walls and paint.
  - An additive alternate will be included in the bid proposal to evaluate the cost of installing a ceiling in the building to provide a more complete construction.



# MONTHLY REPORT

## CITY OF GARDEN RIDGE BALANCE OF ALL FUNDS AS OF 1/31/13

<u>ACCOUNT</u>	<u>BALANCE</u>	<u>CURRENT RATE</u>
<b>CITY FUNDS</b>		
OPERATING ACCOUNT	\$ 693,510.54	0%
MONEY MARKET	\$ 824,992.81	.35%
MUNICIPAL COMPLEX PROJECT FUND	\$ 15,554.82	.20%
ASSET FORFEITURE/SEIZURE (STATE)	\$ 1,474.81	.10%
ASSET FORFEITURE/SEIZURE (FED)	\$ 68,234.01	.30%
2002 WATER IMPROVEMENT		
INTEREST & SINKING	\$ 11,167.11	.20%
2005 MUNICIPAL COMPLEX I&S	\$ 125,955.84	.35%
2005 I&S – TAX NOTE	\$ 82,708.52	.30%
2009 REFINANCE 98 I&S	\$ 121,441.67	.35%
2009 INTEREST & SINKING	\$ 48,272.66	.25%
2012 REFINANCE I&S	\$ 27,468.38	.25%
2012 INTEREST & SINKING	\$ 202,305.76	.35%
2012 CIP PROJECT	\$ 5,742,478.82	.35%
STREET IMPACT FEE	\$ 169,682.41	.35%
TEXPOOL STREET IMPACT FEE	\$ 408.94	0%
TEXPOOL INVESTMENT	\$ 399.67	0%
PEG FEES	\$ 14,207.22	0%
SUBTOTAL OF CITY FUNDS	\$ 8,150,263.99	
AVERAGE CITY INTEREST RATE		.28461%
<b>WATER FUNDS</b>		
2009 WATER IMPROVEMENTS	\$ 54,107.80	.30%
IMPACT FEES	\$ 899,745.70	.35%
TEXPOOL WATER RIGHTS/INFRAS	\$ 4,900.96	.0986%
TEXPOOL WATER INVESTMENT	\$ 604.91	0%
TEXPOOL IMPACT FEE	\$ 411.31	0%
WATER SURCHARGE	\$ 90,172.70	.30%
WATER COMPANY OPERATING	\$ 3,217,024.69	.35%
SUBTOTAL WATER FUNDS	\$ 4,266,968.07	
AVERAGE WATER INTEREST RATE		.27972%
<b>TOTAL ALL FUNDS</b>	<b>\$12,417,232.06</b>	
<b>TOTAL AVERAGE INTEREST RATE</b>		<b>.28216%</b>

CITY OF GARDEN RIDGE

GENERAL FUND

CASH & INVESTMENTS AS OF 1/31/13

OPERATING CHECKING	\$ 693,510.54
MONEY MARKET	<u>\$ 824,992.81</u>
TOTAL GENERAL FUND	\$ 1,518,503.35
TEXPOOL INVESTMENT	<u>\$ 399.67</u>
TOTAL INVESTMENT	\$ 399.67
TOTAL RESERVES FOR CITY	\$ 1,518,903.02

WATER FUND

INVESTMENTS AS OF 1/31/13

WATER COMPANY OPERATING	\$ 3,217,024.69
TEXPOOL WATER INVESTMENT FUND	<u>\$ 604.91</u>
TOTAL WATER COMPANY RESERVES	\$ 3,217,629.60

EXPENDITURE & REVENUES

PERIOD OF 1/31/13

33.33% OF FISCAL YEAR

REVENUE YEAR TO DATE

GENERAL FUND	\$ 1,081,984	45.70% of Budget
WATER FUND	\$ 298,326	20.62% of Budget

EXPENDITURES YEAR TO DATE

GENERAL FUND	\$ 627,274	30.98% of Budget
WATER FUND	\$ 280,448	19.93% of Budget

EXCESS REVENUE OVER/(UNDER) EXPENDITURES YEAR TO DATE

GENERAL FUND	\$ 454,710	
WATER FUND	\$ 17,877	

REVENUE FOR MONTH ENDING 1/31/13

GENERAL FUND	\$ 602,725	
WATER FUND	\$ 73,176	

EXPENDITURES FOR MONTH ENDING 1/31/13

GENERAL FUND	\$ 202,528	
WATER FUND	\$ 76,569	

EXCESS REVENUE OVER/(UNDER) EXPENDITURES FOR MONTH ENDING 1/31/13

GENERAL FUND	\$ 400,197	
WATER FUND	\$ (3,393)	

Garden Ridge Community Center

1/31/13

**Revenues**

Rentals	\$ 10,500
Deposits	\$ 3,850*
Donations	\$ 0

Total Deposits Received:	\$ 9,900
Deposits refunded to date:	<u>\$ 6,050</u>
Revenue from deposits to date:	\$ 3,850*

Total Revenue: \$ 14,350

**Expenditures**

Telephone	\$ 188
Supplies	\$ 129
Utilities	\$ 1,116
Maintenance	\$ 1,717
Equipment	\$ 0
Facility Enhancements	\$ 0
Manager	\$ 4,980
Marketing	\$ 0
Donation Expenditures	<u>\$ 0</u>

Total Expenditures: \$ 8,130

Revenue Over/ (Under) Expenditures: \$ 6,220

2/1/2013 THRU 2/28/13

MAJOR PERMITS

Permit #	Address	Builder	Sq Ft.	Value \$	Permit Fees
0407 13	21306 Hampton Park	White Stone Custom Homes	3,751.00	\$ 487,630.00	\$ 3,200.10
0414 13	213602 Forest Waters Cir	Richard Heller Homes	3,991.00	\$ 518,830.00	\$ 3,944.60
<b>TOTAL</b>			<b>7,742.00</b>	<b>\$ 1,006,460.00</b>	<b>\$ 7,144.70</b>

MINOR PERMITS

Permit #	Address	Builder	Project	Permit Fees
0405 13	21195 Bat Cave	Owner	Patio, Driveway	\$ 436.04
0406 13	19450 Arrowood Place	Paradise Lawn	Fence	\$ 125.00
0408 13	9276 Cinchona Trail	Owner	Garage	\$ 258.76
0409 13	19810 Brandywine Cove	Concept Pools	Pool	\$ 839.68
0410 13	21630 Forest Waters Cir.	Rheinlaeander Homes	Fence	\$ 125.00
0411 13	9106 Portofino Place	Cody Pools	Pool	\$ 487.00
0412 13	8926 Garden Ridge Dr.	Wane Huntsinger	Outbuilding	\$ 200.00
0413 13	9215 Gloxinia Dr.	Black Diamond Welding	Fence	\$ 125.00
0415 13	9419 Garden Ridge Dr.	City Fence of S. A.	Patio Cover	\$ 100.00
0416 13	21340 Gunther Grove	Concept Homes	Addition	\$ 1,227.52
0417 13	19418 Arrowood Pl	S.A. Quality Fence	Fence	\$ 125.00
0418 13	19402 Arrowood Pl	Woodside Homes	Driveway	\$ 125.00
<b>TOTAL</b>				<b>\$ 4,174.00</b>

<b>TOTAL MAJOR FEES FOR THE MONTH</b>	<b>\$ 7,144.70</b>
<b>TOTAL MINOR FEES FOR THE MONTH</b>	<b>\$ 4,174.00</b>
<b>TOTAL ALL PERMIT FEES FOR THE MONTH</b>	<b>\$ 11,318.70</b>

<b>TOTAL MAJOR PROJECTS VALUE FOR THE YEAR</b>	<b>\$ 4,473,820.00</b>
<b>TOTAL MAJOR PROJECTS SQ FT. FOR THE YEAR</b>	<b>34,414</b>

<b>TOTAL MAJOR PERMIT FEES FOR THE YEAR</b>	<b>\$ 26,829.10</b>
<b>TOTAL MINOR PERMIT FEES FOR THE YEAR</b>	<b>\$ 7,060.40</b>
<b>TOTAL ALL PERMIT FEES FOR THE YEAR</b>	<b>\$ 33,889.50</b>