



## City of Garden Ridge

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

### AGENDA

#### REGULAR CITY COUNCIL MEETING, NOVEMBER 5, 2014 AT 6:00 P.M.

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The Garden Ridge City Council will meet in a regular session on Wednesday, November 5, 2014 at 6:00 p.m. in the City Council Chambers, 9400 Municipal Parkway, Garden Ridge, Texas. This is an open meeting, open to the public, subject to the Open Meetings Law of the State of Texas, and as required by law, notice is hereby posted on October 31, 2014 before 5:00 p.m., providing time, place, date and agenda thereof. The meeting facility is wheelchair accessible and accessible parking spaces are provided. Requests for accommodations or interpretative services must be made 48 hours prior to this meeting.

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

#### **Rules for Citizen's Participation:**

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

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

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

5. Consent Agenda

**THE FOLLOWING ITEMS MAY BE ACTED UPON IN A SINGLE MOTION. NO SEPARATE DISCUSSION OR ACTION ON ANY OF THESE ITEMS WILL BE HELD UNLESS REQUESTED BY A MEMBER OF CITY COUNCIL. PUBLIC COMMENT ON CONSENT AGENDA ITEMS MAY BE HEARD DURING CITIZEN'S PARTICIPATION, BUT COMMENTS HEARD DURING CITIZEN'S PARTICIPATION DOES NOT MEAN THAT THE ITEM WILL BE CONSIDERED OUTSIDE THE CONSENT AGENDA.**

- a) Approval of October 1, 2014 Regular City Council Meeting Minutes
- b) Certification of the Tax Levy for the 2014 Tax Year for the City of Garden Ridge
- c) Resignation of Kevin Kelley from the Garden Ridge Police Department effective October 14, 2014
- d) Approval of new employee selection with 6 month probationary period at a salary set at 5% less than salary set for position in the 2015 Budget applicable to said position:
  - i. Faaron Saunders as Police Officer effective November 3, 2014
- e) Promotion of Garden Ridge Police Department Interim Lieuetent Dan Bellinger to Lieutenant effective immediately
- f) Financial Statement and Investment Report – September 30, 2014

**ACTION ON THE CONSENT AGENDA**

6. Business Items

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

- a) Approval/disapproval of City of Garden Ridge participation in the Alamo Regional Transit-Alamo Area Council of Governments demand-response public transportation service within Garden Ridge at a fee of \$4,147.00 for the period of October 1, 2014-September 30, 2015 and to authorize the City Administrator to execute the Interlocal Agreement for participation
- b) Update on deer management program in the City of Garden Ridge
- c) City Engineer Projects Update:
  - i. CIP Project:
    - a. Status report
    - b. Bluebell/Sorrell Lane drainage
- d) Planning and Zoning Commission Recommendations and Possible Action to City Council:

- i. Request from Seven 13 Signs & Graphics, Kailey Aldrich, to be allowed to place a direction sign for Forest Waters Club at the corner of Schoenthal Road and F.M. 3009
  - ii. Petition by Taylor Rodgers for approval of the design and materials for a structure with a floor area greater than 300 square feet in accordance with Garden Ridge Ordinance 13, Section 5, Residential, paragraph 5.1.2.5.6 on property located at 19421 Bat Cave Road
- e) Proposed legislation concerning the creation of the Comal Trinity Groundwater Conservation District
- f) Water Commission Recommendations and Possible Action:  
No business to report or consider
- g) Quarry Commission Recommendations and Possible Action:  
No business to report or consider
- h) Ordinance 178-112014 reducing speed limit on F.M. 2252 from 55 mile per hour to 50 miles per hour as the maximum, reasonable and prudent speed limit from approximately 180' west of Arrowood Place westwardly to the western Garden Ridge city limit as recommended by the Texas Department of Transportation
- i) Update on reopening of Trinity well #2 and authorization for City Administrator to proceed with further well development
- j) Guidance to City staff on development of policy on allowable and non-allowable inclusions in the city's monthly Grapevine and utility billing inserts
- k) Any item removed from the consent agenda will be recalled for discussion and possible action at this time

## 7. State of the City

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

- a) City Administrator Monthly Activity Report
  - Sign approvals since prior Council meeting
  - Community Center usage and financial report
  - Building Permits issued to date for residential, commercial and minor
  - Construction projects
  - Recognition of employees and/or city events
- b) Water Manager Monthly Activity Report
  - Water pumping/usage from city wells
  - Water system infrastructure maintenance, repairs and/or projects
  - Water and/or Drought Management
- c) Public Works Monthly Activity Report

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

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

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

9. Reports and Comments from Mayor and City Councilmembers

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

Northeast Partnership  
 Schertz-Seguin Local Government Corporation ("SSLGC")  
 Cibolo Valley Local Government Corporation ("CVLGC")  
 City Water Commission  
 City Quarry Commission  
 City Planning & Zoning Commission  
 Garden Ridge Police Academy Alumni Association  
 Citizen on Patrol  
 Garden Ridge Lion's Club  
 Comal County  
 Comal ISD  
 Guadalupe County  
 Bexar County  
 San Antonio – Bexar County Metropolitan Planning Organization ("MPO")  
 TXDOT  
 Crescent Hills Subdivision Proposal (on FM 3009)  
 Joint Base Land Use Study-Randolph

10. Executive Session

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

Pursuant to Texas Government Code 552.071 and 552.074, for personnel matters to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of Chief of Police and to seek legal advice from the City Attorney regarding state law on the selection and appointment process for Chief of Police.

11. Business Items (continued)

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

12. Adjournment

**AGENDA NOTICES:**

**Decorum Required:**

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

**Action by Council Authorized:**

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

**Executive Sessions Authorized:**

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

**Attendance By Other Elected or Appointed Officials:**

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

  
Shelley Goodwin, TRMC  
City Secretary

This is to certify that I, Shelley Goodwin, posted this Agenda at 12:30 p.m. on October 31, 2014 on the bulletin board located at the entrance to the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas.

A handwritten signature in cursive script that reads "Shelley Goodwin". The signature is written in black ink and is positioned above the printed name and title.

Shelley Goodwin, TRMC  
City Secretary



## 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, OCTOBER 1, 2014

#### **Members Present:**

Mayor Pro-Tem Nadine Knaus  
Councilmember Todd Arvidson  
Councilmember Bryan Lantzy  
Councilmember John McCaw  
Councilmember Bobby Roberts

#### **Member Absent:**

Mayor Andrew Dalton (excused absence due to health reasons)

#### **City Staff Present:**

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

#### **Commission Chairs Present:**

Jim Bower, Water Commission  
Kay Bower, Planning & Zoning Commission Member  
Larry Blades, Quarry Commission

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

With a quorum of the City Council Members present, Mayor Pro-Tem Knaus called the regular meeting of the Garden Ridge City Council to order at 6:00 p.m. on Wednesday, October 1, 2014, in the City Council Chambers of the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas 78266.

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

Nancy Cain, City Administrator, read the rules for citizen participation.

Violet Margly, 9375 Cinchona Trail spoke regarding the drainage project. She stated she has a concern with the pavement being removed so early in the project.

Jim Moeller, 9331 Cinchona Trail spoke regarding the drainage project. He stated he has lived in Garden Ridge since 1974 and has never experienced a drainage problem and was concern why the City was doing this project.

### **3. Special Presentation**

#### **Domestic Violence Awareness Month Proclamation**

Mayor Pro Tem Knaus and Interim Police Chief Ron Eberhardt, provided Jo Marie Montequé with the Comal County Women Center a Proclamation proclaiming October as Domestic Violence Awareness Month.

### **4. Consent Agenda**

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- a) **Approval of September 3, 2014 Regular City Council Meeting Minutes**
- b) **Approval of September 11, 2014 Special City Council Meeting Minutes**
- c) **Approve uncontested recommendation of separation of Felipe Lopez from the Garden Ridge Police Department effective September 16, 2014**
- d) **Resolution 347-102014 designating the official newspaper for the City of Garden Ridge**
- e) **Financial Statement and Investment Report – August 31, 2014**

**Motion:** A motion was made by Councilmember Roberts, seconded by Councilmember Lantzy, to approve the Consent Agenda. The City Council voted five (5) for and 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) **Presentation by CPS Energy:**
  - i. **Reliability**
  - ii. **Upgrades and future projects**
  - iii. **F.M. 2252/F.M. 3009 intersection**

John Leal, CPS Energy introduced Jose Casares and Ben Jordan both of CPS Energy. Ben Jordan, Manager of Distribution and Planning provided the PowerPoint presentation (see

attached). The Powerpoint provided information on the circuit updates, circuit links, and new lines.

The City Council discussed the poles, lines and additional cost of buried lines for the upgrades on FM3009.

**b) Presentation by Alamo Regional Transit-Alamo Area Council of Governments concerning ridership within Garden Ridge with request for matching funds and Interlocal Agreement between the City of Garden Ridge and Alamo Area Council of Governments for participation in the ridership program**

Bill Moseley, Alamo Regional Transit-Alamo Area Council of Governments provided a PowerPoint presentation (see attached). The presentation reflected the 2014 ridership in Garden Ridge, funding, and service area and requested the City consider matching funds to continue the program to Garden Ridge citizens.

The City Council discussed the ridership for Garden Ridge, funding and the proposed contract.

The City Council agreed by consensus to bring back the proposed contract for discussion and a vote at the Regular City Council Meeting scheduled for November 5, 2014.

**c) Update on deer management program in the City of Garden Ridge**

Todd Arvidson, Councilmember reported the committee members have begun to work with Elizabeth Bates, Wildlife Biologist for Texas Parks and Wildlife for urban deer management options. He also reported the citizens in the committee will divide up and go out to survey the population in Garden Ridge.

**d) City Engineer Projects Update:**

**i. CIP Project:**

**a. Status report**

Garry Montgomery, River City Engineering, provided a PowerPoint regarding the CIP Project (see attached PowerPoint).

The City Council discussed street closures, dust and communication with the neighborhoods.

**ii. Update on proposed sewer system within Garden Ridge city limits along F.M. 2252**

Garry Montgomery, River City Engineering, provided an update regarding funding options for the proposed sewer system.

The City Council discussed the history of the proposed project, funding options, and the needs.

The City Council agreed by consensus to wait until after the Land Use Master Plan and bring in the professional at that time to discuss all the concerns and options.

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

**i. Preliminary Plat for Nacogdoches Loop Subdivision (Winco)**

Kay Bower, Planning and Zoning Commissioner reported the Planning and Zoning Commission reviewed the Preliminary Plat for Nacogdoches Loop Subdivision and unanimously recommended City Council approves the Preliminary Plat.

**Motion:** A motion was made by Councilmember Roberts, seconded by Councilmember McCaw, to approve the Preliminary Plat for Nacogdoches Loop Subdivision (Winco). The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

**f) Water Commission Recommendations and Possible Action:**

**i. Petition by Mr. and Mrs. James E. Young, 21329 Forest Waters Circle for a waiver of three fourths of their August 2014 water bill due to a malfunctioning toilet**

Jim Bower, Water Commission Chair, reported the Water Commission received a variance request to waive three fourths of Mr. and Mrs. James Young water bill for August 2014. He stated the Water Commission recommended to City Council the approval of 50% of the total water bill, which passed unanimously.

**Motion:** A motion was made by Councilmember Lantzy, seconded by Councilmember McCaw, to approve the recommendation of the Water Commission that Mr. and Mrs. Young, 21329 Forest Waters Circle, pay 50% of the total water bill for August. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

**ii. Petition by the City of Garden Ridge for a variance to be allowed to water a city drainage easement through property owned by Carmen Morales located at 20325 Grass Creek to reestablish lawn/landscape disturbed by the CIP Project and variance being requested for a period of 60 days**

Jim Bower, Water Commission Chair, reported the Water Commission received a variance request from the City regarding watering newly laid sod and plants. He stated the City was granted a drainage easement from Carmen Morales and as part of the negotiations the City must reestablish the lawn in Ms. Morales' yard. He stated the Water Commission recommended to City Council the approval of the watering variance.

The City Council discussed the lawn and easement agreement.

**Motion:** A motion was made by Councilmember Roberts, seconded by Councilmember Arvidson, to approve the recommendation of the Water Commission for petition by the City of Garden Ridge for a variance to be allowed to water a city drainage easement through property

owned by Carmen Morales located at 20325 Grass Creek to reestablish lawn/landscape disturbed by the CIP Project and variance being requested for a period of 60 days. The City Council voted four (4) for and one (1) opposed (Lantzy). The motion carried.

**a) Quarry Commission Recommendations and Possible Action:**

**i. Reappointment of Johnell Holly and Jim Morgan as Quarry Commissioners for two year terms expiring September 30, 2016**

Larry Blades, Quarry Commission Chair, reported the Quarry Commission voted unanimously to recommend to the City Council the reappointment to the Quarry Commission of Johnell Holly and Jim Morgan for two year terms expiring September 30, 2016.

**Motion:** A motion was made by Councilmember Lantzy, seconded by Councilmember Roberts, to approve reappointment of Johnell Holly and Jim Morgan as Quarry Commissioners for two year terms expiring September 30, 2016. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

**ii. Re-establishment of dust monitor to be placed at the Cain residence, 9967 Trophy Oaks Dr., with review of results and need for continuance of dust monitor every three (3) months**

Larry Blades, Quarry Commission Chair, reported the Quarry Commission discussed the dust monitor after several complaints from citizens. He stated the original dust monitor was located at the Warden resident, but after collecting dust readings that did not exceed standards, the Quarry Commission voted to remove the monitor. He stated that Mrs. Cain from Trophy Oaks provided pictures of dust clouds she stated come from the Quarry. She also volunteered to allow the monitor to be placed at her residence. He stated the Quarry Commission voted unanimously to recommend approval to the City Council for the re-establishment of a dust monitor to be placed at the Cain residence, 9967 Trophy Oaks Dr., with review of results and need for continuance of dust monitor occurring every three (3) months.

The City Council discussed the re-establishment of the dust monitor, the placement of the dust monitor, and whether the monitor can be tampered with to provide false readings.

**Motion:** A motion was made by Councilmember Roberts, seconded by Councilmember Lantzy, to approve the recommendation of the Quarry Commission to re-establish of a dust monitor to be placed at the Cain residence, 9967 Trophy Oaks Dr., with review of results and need for continuance of dust monitor every three (3) months. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

**h) Update on pumping and static levels of the Trinity well #1**

Royce Goddard, Water Manager reported the Trinity well #1 has pumped 27.33 acre feet this month which is a total of 417.07 for the year to date. He stated Edwards Aquifer Authority is currently in Stage 4 and San Antonio Water is currently in Stage 2.

**i) Update on reopening of Trinity well #2**

Nancy Cain, City Administrator, reported a contract was negotiated with Bill Stein and Kyle Courtney to perform perforating of the Trinity well #2 in the amount not to exceed \$50,000.00. She stated they will begin perforating on Monday, October 6, 2014.

**j) Report on proposed legislation on formation of a Ground Water Conservation District in Comal County to include possible recommendations on proposed legislation**

Jim Bower, Water Commission Chair reported he was the representative for Garden Ridge on the Ground Water Conservation District in Comal County. He stated proposed legislation was drafted and the bill will then be submitted to Senator Donna Campbell and Representative Doug Miller. He stated the proposed bill took 2 ½ years to create and is not perfect but is better than letting TCEQ make water decisions for Comal County.

**k) Guidance to City staff on development of policy on allowable and non-allowable inclusions in the city's monthly Grapevine and utility billing inserts**

Nancy Cain, City Administrator, reported with the popularity of the monthly Grapevine and utility billing inserts City Staff is looking for guidance on a policy. She stated the Grapevine is now printed and folded in house which has hard deadlines that need to be met so the mailing of the utility bills are not slowed down. She stated that we need a policy concerning whether profit and nonprofit business should be allowed in the Grapevine and as an insert in the utility bills.

The City Council discussed the development of a policy for guidance and suggested a policy be created and brought back to them for review.

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

No items were pulled from the Consent Agenda.

**6. State of the City**

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

- a) City Administrator Monthly Activity Report**
- Sign approvals since prior Council meeting
  - Community Center usage and financial report
  - Building Permits issued to date for residential, commercial and minor
  - Construction projects
  - Recognition of employees and/or city events

Nancy Cain, City Administrator reported:

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

Ron Eberhardt, Interim Police Chief, reported in September the Police Department received 136 total calls, which 29 were code compliance violations and one officer received training this month. He announced National Night Out will be held October 7<sup>th</sup> from 7pm to 9pm at the Jay F. Feibelman Garden Ridge Community Center.

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

Kay Bower spoke regarding issues with the lip in the road that has been created by the construction and needs to be corrected. She also stated the construction companies are not cleaning up after themselves or communicating with the neighbors in the areas they are working on.

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

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

- Northeast Partnership**
- Schertz-Seguin Local Government Corporation (“SSLGC”)**
- Cibolo Valley Local Government Corporation (“CVLGC”)**
- City Water Commission**
- City Quarry Commission**
- City Planning & Zoning Commission**
- Garden Ridge Police Academy Alumni Association**
- Citizen on Patrol**
- Garden Ridge Lion’s Club**
- Comal County**
- Comal ISD**
- Guadalupe County**
- Bexar County**
- San Antonio – Bexar County Metropolitan Planning Organization (“MPO”)**
- TXDOT**
- Crescent Hills Subdivision Proposal (on FM 3009)**
- Joint Base Land Use Study-Randolph**

Councilmember Roberts thanked the Police Department for their ratio between warnings and citations. He also asked the Police Department to watch the traffic in the construction area for and to watch the traffic around the Pumpkin Patch.

Sign approvals since the last Council meetings-

- Garden Ridge Women Club for Holiday Marketplace advertisement
- Bracken United Methodist Church for rummage sale advertisement
- Triumphant Lutheran Church for Oktoberfest advertisement

Community Center usage and financial report-

- Booked 7 new events

Building Permits-

- Major Permits and Minor Permits which total revenue for the month is \$2,100.00 and \$133,068.06 for the year.

Recognition of employees and/or events.

- Thank you from Kim Ryan, Community Center Manager, to the Water and Public Works Departments for painting the Community Center
- Thank you from Mr. & Mrs. Walker for the Police Department's assistance
- Reminded citizens of the National Night Out on October 7, 2014 from 7:00pm to 9:00pm.

**c) Water Manager Monthly Activity Report**

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

Royce Goddard, Water Manager, reported:

- September– 27.33 total acre feet from the Trinity Well was pumped and 59.59 pumped from Edwards Wells. For the year 357.74 total acre feet from the Edwards Well have been used and 417.07 total acre feet from the Trinity Well have been used.
- Water system infrastructure maintenance, repairs and/projects- 1 new meter was installed, 15 meters replaced, 3 new service line installations and 1 leaks adjustment.

**d) Public Works Monthly Activity Report**

- **Street and Right-Of-Way Maintenance**
- **Drainage Facility and Easement Maintenance**
- **Park and City Facility/Property Maintenance**
- **Animal Control (domestic and wild)**
- **Public Works Projects**

Steven Steinmetz, Public Works Director, reported:

Street and Right-Of-Way Maintenance – repaired edge of road on Doerr Lane and installed 2 signs for the library

Drainage Facility and Easement Maintenance –maintenance on City Hall AC, cleaned and inspected chiller tower, and trimmed trees at the park

Animal Control apprehensions, nuisance/complaints, animal bites - apprehended 1 dog and 11 cats for the month, which totals 63 dogs and 77 cats for the year

Mayor Pro Tem Knaus stated she provided a written summary of all the meetings she attended during September (see attached report).

9. Executive Session

The City Council will recess its open meeting and reconvene in Executive Session Pursuant to Texas Government Code 552.074, for personnel matters to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of: Chief of Police

Mayor Pro Tem Knaus announced the City Council will recess into Executive Session at 8:30pm, in accordance with Section Code 552.074, for personnel matters.

Mayor Pro Tem Knaus adjourned the Executive Session at 9:45pm and the City Council reconvened back into the regular session.

10. Business Items (continued)

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. **Adjournment**

There being no further business, the Wednesday, October 1, 2014 Garden Ridge City Council regular meeting was adjourned at 9:46 pm by Mayor Pro Tem Knaus.

\_\_\_\_\_  
Nadine L. Knaus  
Mayor Pro Tem

ATTEST

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



# Garden Ridge FY 2014 Ridership



Sept 13-Aug 14

**Total Trips**

|              |     |
|--------------|-----|
| <b>Trips</b> |     |
| Garden Ridge | 236 |

**Garden Ridge**

**236**

**Medical:**

**220**

|                                   |    |
|-----------------------------------|----|
| Baptist Healthlink (Schertz)      | 96 |
| Hanger Prosthetics                | 6  |
| JcPenney Optical (San Antonio)    | 10 |
| New Braunfels Regional Rehab      | 26 |
| Spine & Pain Center (San Antonio) | 8  |
| Vision Works (San Antonio)        | 7  |
| Misc Pharmacy & Doctor Offices    | 82 |

**Shopping:**

**16**

|                      |   |
|----------------------|---|
| H-E-B (Schertz)      | 2 |
| Target (Forum-Selma) | 8 |
| Wal-Mart (Schertz)   | 6 |

**Trip Purpose**

|          | Trips | Percentage |
|----------|-------|------------|
| Medical  | 220   | 93%        |
| Shopping | 16    | 7%         |
|          | 236   | 100%       |

**Age Category**

|          | Trips | Percentage |
|----------|-------|------------|
| Over 60  | 3     | 1%         |
| Under 60 | 233   | 99%        |
|          | 236   | 100%       |

20523 Deer Garden Cove  
Garden Ridge 78266

20514 Cedar Cavern  
Garden Ridge 78266

9616 Aster Circle  
Garden Ridge 78266

✓ 20901 FM 2252 Unit 1  
Garden Ridge 78266

**Soldaris Elder Living**  
**19095 FM 2252 RM 10**  
**Garden Ridge 78266**

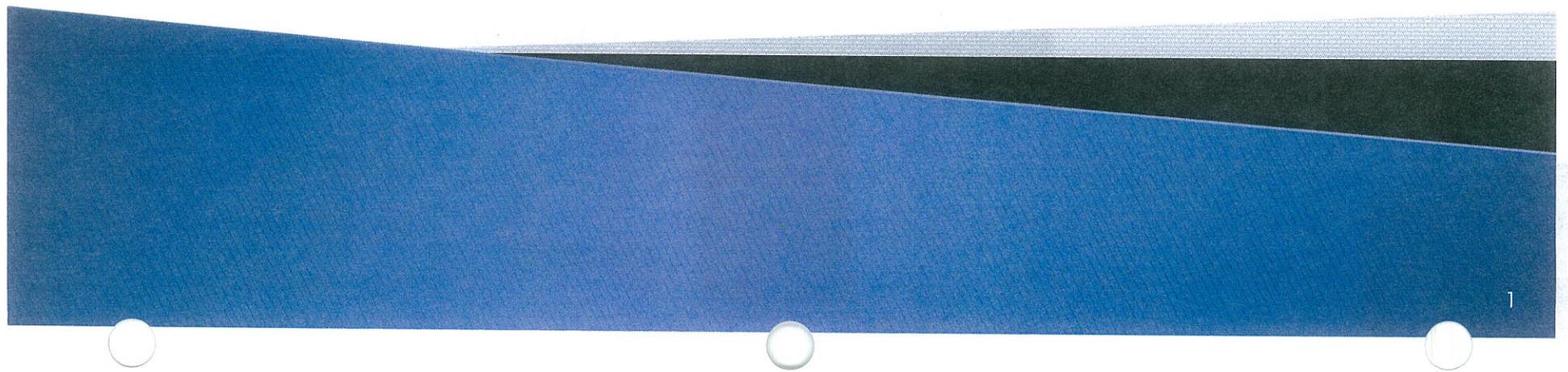
19535 FM 2252  
Garden Ridge 78266

19535 FM 2252  
Garden Ridge 78266

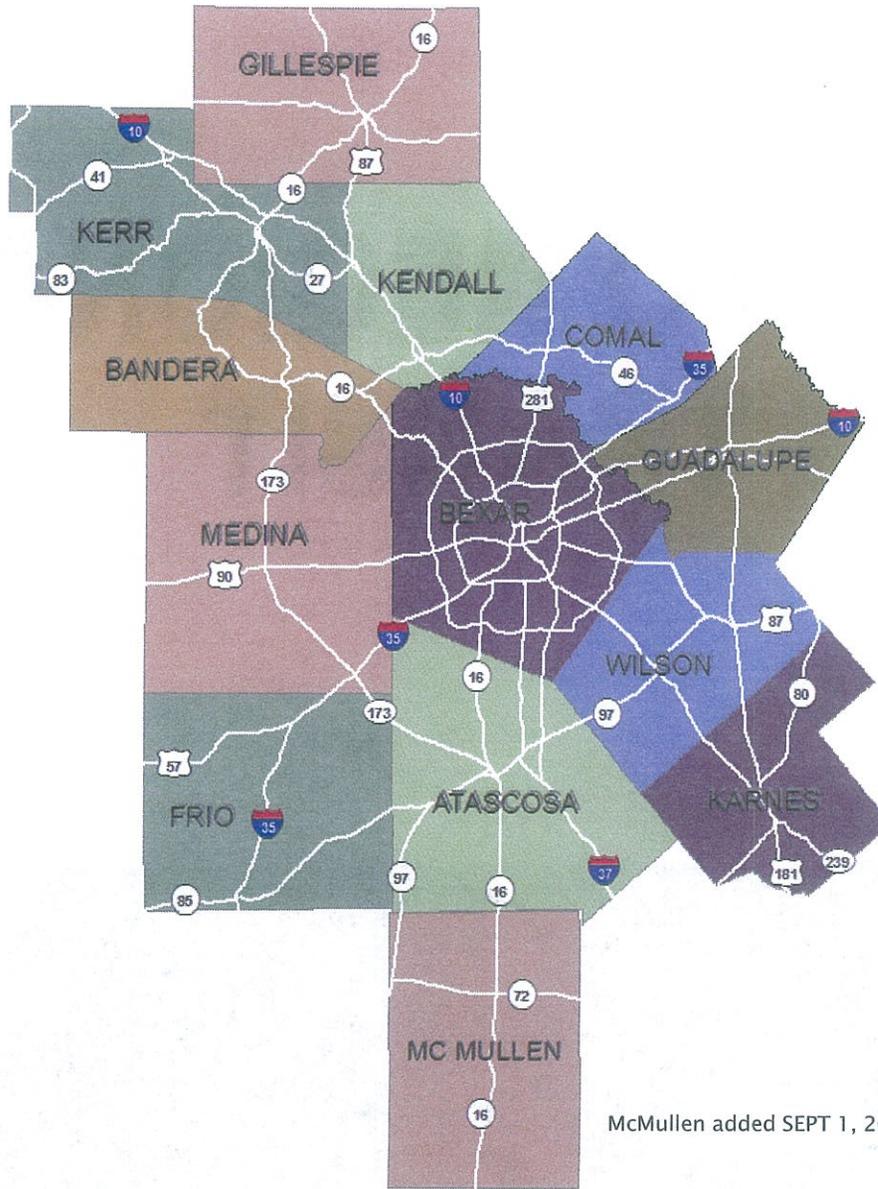
21460 Park Lane Court  
Garden Ridge 78266



# ALAMO REGIONAL TRANSIT



# AACOG & ART SERVICE AREA



Pick Up from:  
12 Rural Counties

Transport to: 12  
Rural Counties &  
Bexar County

McMullen added SEPT 1, 2013



# ART FACTS



## Funded by:

- State
- Federal
- Medicaid
- Other agencies
- Fares

Trips (FY 2013): 114,370

- 62% Medical
- 15% School Children
- 5% Work
  
- 55% Senior Citizens

## Priorities:

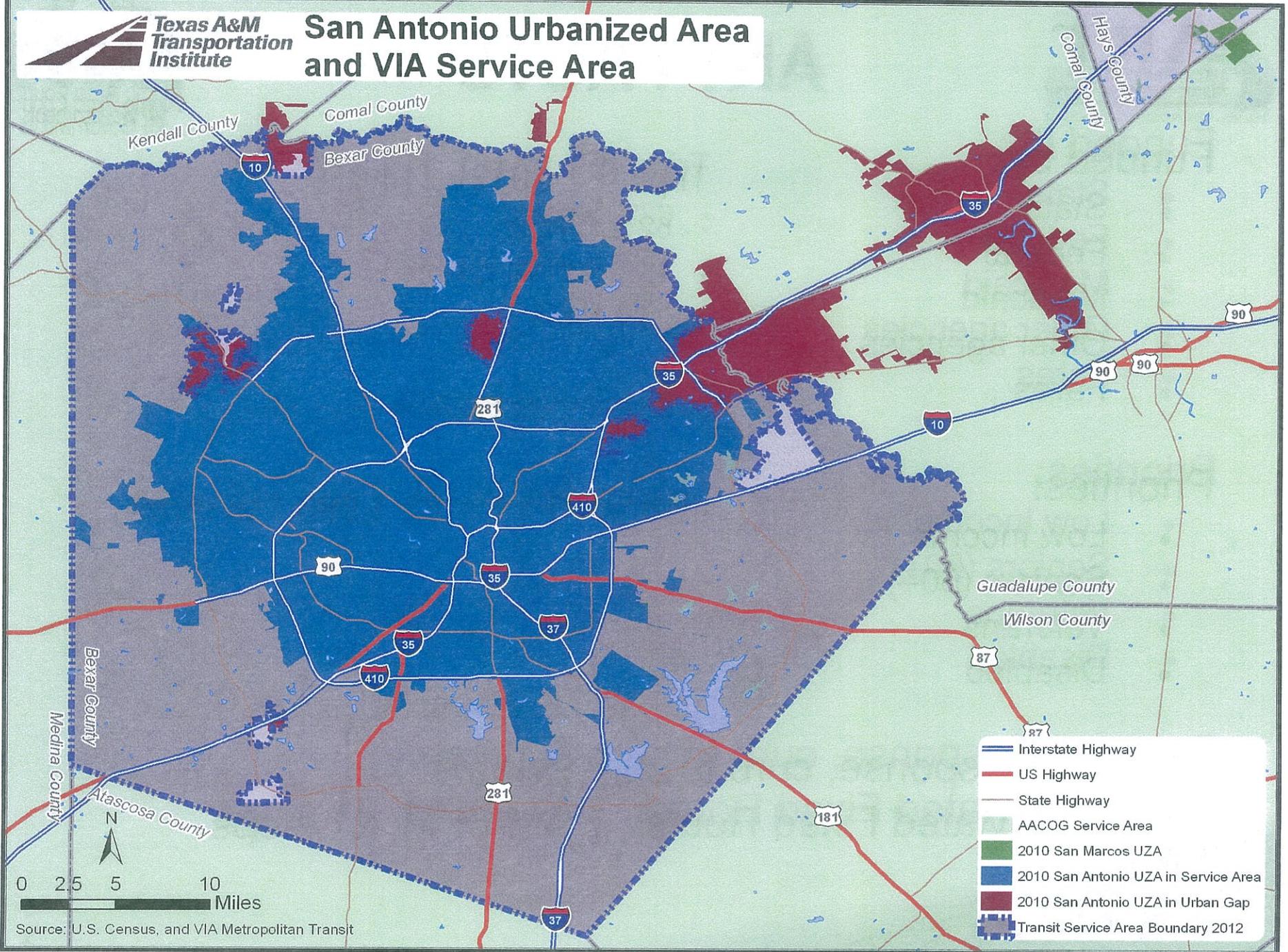
- Low Income
- Seniors (60+)
- Veterans
- Disabled

Mileage (FY 2013): 1,683,715 miles

Demand Response, curb to curb service

Seguin Deviated Fixed Route: 7 AM-6PM; 21 stops

# San Antonio Urbanized Area and VIA Service Area



Source: U.S. Census, and VIA Metropolitan Transit



# Alamo Regional Transit

## Projected FY 2015 UZA Ridership Data Cost Analysis



### Total ART in Guadalupe and Comal Counties

|               |             | Pax trips     | Total            | Federal<br>VIA   | Local<br>City    |
|---------------|-------------|---------------|------------------|------------------|------------------|
| FY 2015       |             |               |                  |                  |                  |
| URBANIZED UZA |             | 17,966        | \$657,939        | \$328,970        | \$328,970        |
| NEW BRAUNFELS | 84.44%      | 15,170        | \$555,560        | \$277,780        | \$277,780        |
| SCHERTZ       | 8.79%       | 1,579         | \$57,824         | \$28,912         | \$28,912         |
| CIBOLO        | 3.61%       | 648           | \$23,734         | \$11,867         | \$11,867         |
| MCQUEENEY     | 1.23%       | 222           | \$8,126          | \$4,063          | \$4,063          |
| GARDEN RIDGE  | 1.26%       | 227           | \$8,315          | \$4,157          | \$4,157          |
| MARION        | 0.67%       | 120           | \$4,384          | \$2,192          | \$2,192          |
| <b>Total</b>  | <b>100%</b> | <b>17,966</b> | <b>\$657,939</b> | <b>\$328,970</b> | <b>\$328,970</b> |

9/15/2014

# Who can ride? Where?

- Low Income, Disabled, Senior Citizens, Veterans
- Within 12 Rural Counties and to Bexar County
- Types of Trips
  - Medical- Dental- Pharmacy
  - Senior Citizen Nutrition Programs
  - Adult Day Care Centers
  - Job and Job Training
  - Pay Bills
  - Grocery Store
- School
  - Children That Live Within the 2 Mile Radius and Cannot Ride the School Bus
  - Before and After School Programs



9/15/2014

# Who do I call ?

- Call the dispatchers at 1-866-889-7433
  - Call in your request as soon as possible
  - Cut off time is 12 noon the day before the requested trip is needed
- Be ready for pickup 30 minutes before your scheduled pickup time
- Inform the dispatchers
  - If you are using a wheelchair, scooter, or walker
  - If you will be having an escort
  - Limit 1 escort
  - Escort rides free of charge



# Alamo Regional Transit ART



We are here to meet your  
transportation needs in the rural  
counties

Dispatch 1-866-899-7433

[www.aacog.com/art](http://www.aacog.com/art)



# OTHER AACOG PROGRAMS

Total of 24 Programs– for complete list:

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

A few are:

- ▶ Alamo Local Authority
- ▶ Alamo Area Agency on Aging
- ▶ Workforce and Community Development
- ▶ Weatherization and Housing
- ▶ Public Safety– Law Enforcement Academy, Homeland Defense
- ▶ Solid Waste
- ▶ Regional Data Center
- ▶ Natural Resources/Environmental

# City of Garden Ridge

## 2013 CIP Projects

River City Engineering, Ltd.

October 1, 2014

Patrick Lackey, P.E.

Garry Montgomery, P.E.

## City Projects

- CIP Projects – Garden Ridge Dr., Cinchona Tr., Blazing Star Tr., Bluebell, Timber Rose, Grass Creek waterline, drainage and street repairs.

### Waterlines

- Watermain installation is complete for the Series 2013 CIP Project.
- The contractor is installing service lines, fire hydrants, meters and boxes on the remainder of the project and finalizing all testing.
- The new watermains will be in service within the next two weeks and the original watermains will be abandoned in place.

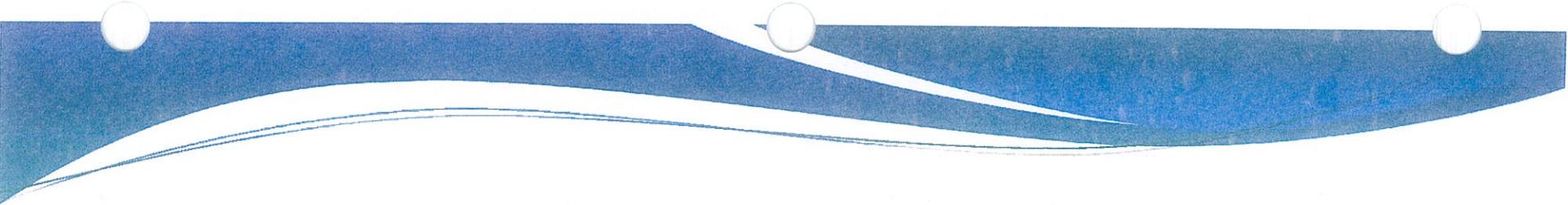
# City Projects

## Drainage

- Box culverts on Grass Creek Road and Blazing Star will be installed within the next month. Concrete headwalls and aprons will be completed while the roadways are closed to traffic.
- City staff and RCE have met to discuss options on Bluebell drainage. We will be scheduling a second meeting soon to finalize a recommendation and meet with property owners.

## Streets

- Ribbon curbing installation is complete on Lloyds Park and Garden Ridge Drive from Tonkawa Pass to Bat Cave. Garden Ridge Dr. from Bat Cave to Timber Rose.
- Reclaiming of asphalt has been completed on Garden Ridge Drive, Cinchona Trail, Timber Rose and Grass Creek Road. Reclaiming has been put on hold until the ribbon curbing and paving has progressed.
- Paving is scheduled for Garden Ridge Drive from Tonkawa to Bat Cave the week of September 29.
- Paving on Garden Ridge Drive from Bat Cave to Timber Rose will be completed once the ribbon curbing and concrete driveways have been completed.



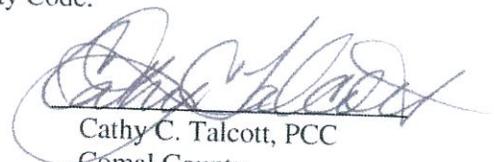
# Sewer System

- Report provided for City Staff and Council Review
- Total Project cost for sewer = \$2,120,555
- Total Project cost including water and sewer = \$3,224,878
- Tax Issue – Sewer = \$0.0225 per \$100
- Tax Issue – Water and Sewer = \$0.035 per \$100
  - Does not include M&O budget or revenue projections.

**CERTIFICATION OF TAX LEVY FOR THE TAX YEAR 2014  
CITY OF GARDEN RIDGE**

|  |                        |
|--|------------------------|
| Total Appraised Value @ 100% of Market Value | \$ 672,964,846         |
| Less: Ag-Use account value loss              | <u>(\$ 8,294,152)</u>  |
| Total Net Appraised Value                    | \$ 664,670,694         |
| Assessment Ratio                             | 100%                   |
| Total Taxable Value                          | \$ 611,716,214         |
| 2014 Adopted Tax Rate per \$100 assess value | <u>.275700</u>         |
| 2014 Ad Valorem Tax Levy                     | \$ 1,686,501.83        |
| Less: Over-65 Homestead Frozen Levy Loss     | <u>(0.00)</u>          |
| 2014 Total Ad Valorem Tax Levy               | <u>\$ 1,686,501.83</u> |

Submission of the Tax Levy for 2012 for approval by the City of Garden Ridge in accordance with Section 26.09(e) of the Texas Property Code.

  
Cathy C. Talcott, PCC  
Comal County  
Tax Assessor-Collector

# GARDEN RIDGE POLICE DEPARTMENT

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## MEMORANDUM

COPY

To: Nancy Cain  
City Administrator

From: Ron Eberhardt  
Interim Chief of Police

Date: 22 October 2014

Copies:

Reference: Resignation of Kevin Kelley

---

Mrs. Cain,

On 14 October 2014 I received a letter of resignation from Officer Kevin Kelley. The letter makes reference to some medical issues which are not related to the city in any way. I have accepted his letter and obtained all of the department's equipment which was issued.

I would like at this time to recommend the City Council accept Kevin Kelley's letter of resignation and his employment be officially terminated.

Sincerely,

  
Ron Eberhardt

Recvd 10/14/14 @ 16

PO #109

COPY

**Interim Chief Eberhardt  
Garden Ridge Police Dept.  
9400 Municipal Pkwy,  
Garden Ridge, TX 78266**

**I am writing to announce my resignation from the City of Garden Ridge Police Department, effective immediately.**

**This was not an easy decision to make, on my part. The past 3 Months have been very rewarding. I've enjoyed working for the City of Garden Ridge.**

**Unfortunately the last month I have been battling some medical issues that I thought were not serious. Through recent doctor visits it has come to be seen that the medical issues are more serious then thought. Due to the level of stress and type of work performed by a police officer my doctor has ordered that I not work as a police officer for the time being until a solution is found.**

**Thank you for the opportunities for growth that you have provided me and the patients you have had with me through this time. I do wish to leave on good terms and wish I could have given a two weeks' notice but for the medical reason I am forced to resign immediately.**

**I wish you and Garden Ridge Police Department all the best.**

**Sincerely,**

**Officer Kevin Kelley #109**





MEMORANDUM

To: Mayor Pro Tem Nadine Knaus  
Councilman Todd Arvidson  
Councilman Bryan Lantzy  
Councilman John McCaw  
Councilman Bobby Roberts

From: Interim Police Chief Ron Eberhardt  
Date: 22 October 2014  
Copies: City Administrator Nancy Cain  
Reference: Hiring of Faaron Saunders

Madam Mayor and Councilmembers,

I would like to take this opportunity to ask the council to accept a recommendation from the Police Department to hire Faaron Saunders. Mr. Saunders has met all of the requirements set forth during the hiring process and received a unanimous approval from the board. Mr. Saunders will be filling a slot vacated by Mr. Lopez's recent release and is not an added expense to the city budget. Mr. Saunders is coming to us with several years of experience and we anticipate he will make a great addition to our community. I anticipate his start date as 3 November 2014 as this is the beginning of the pay period for November.

Sincerely,

A handwritten signature in blue ink that reads "Ron Eberhardt". The signature is stylized and cursive.

Ron Eberhardt  
Interim Police Chief

# GARDEN RIDGE POLICE DEPARTMENT



## MEMORANDUM

To: Nancy Caine  
From: Ron Eberhardt  
Date: 26 September 2014  
Copies:  
Reference: Lieutenant Promotion

Mrs. Caine,

In accordance with Police Department Policy 202.03 I posted a notice informing the entire department of the fact I was accepting letters of intent from anyone interested in being promoted to Lieutenant. The notice was posted and initialed by members of the department. A cutoff date of 25 September was listed for anyone interested in being considered for the position.

The notice was posted for 30 days during which time I received only 1 request for consideration. The one request I received was from Dan Bellinger.

During my time as Interim Chief I have been observing Dan's knowledge and ability to perform the required duties of the Lieutenant. Dan has been the Interim Lieutenant for the last 90 days or so as well. Despite the fact that Dan was the only officer who applied, I feel he is best suited and quite capable of handling the position as the Patrol Lieutenant for the City of Garden Ridge Police Department.

It is my recommendation that Dan Bellinger be promoted to the rank of Lieutenant effective immediately.

Best regards

A handwritten signature in blue ink that reads "Ron Eberhardt". The signature is written in a cursive style.

Ron Eberhardt  
Interim Chief  
Garden Ridge police Department

**INTERLOCAL AGREEMENT FOR  
City of Garden Ridge Demand-response Route**

**Article 1. Parties and Purpose**

- 1.1 The Alamo Area Council of Governments ("AACOG") is a regional planning commission and political subdivision of the State of Texas, organized and operating under the Texas Regional Planning Act of 1965, as amended, Chapter 391 of the Local Government Code.
- 1.2 The City of Garden Ridge (the "City") is a ~~home-rule municipality~~Type A General Law City, located in Comal County, Texas.
- 1.3 This Interlocal Agreement (the "Agreement") for provision of demand-response public transportation services by AACOG for the City is entered into by and between the City and AACOG, as authorized under Chapter 791 of the Texas Government Code. VIA Metropolitan Transit is providing Federal funding for the expanded San Antonio UZA, based on the 2010 census. This Agreement provides for the City's portion of local match required to supplement that funding.

**Article 2. Definitions**

- 2.1 Curb-to-curb. Picking up and discharging passengers at the curb or driveway in front of their home or destination. The driver does not assist or escort passengers to the door.
- 2.2 Demand-response. A non-fixed route system of transporting individuals in which individual passengers may, at least one day in advance, request a trip from one specific location to another specific location at a certain time.
- 2.3 Designated holidays. Christmas Day, Independence Day, Labor Day, Memorial Day, New Year's Day, and Thanksgiving.

**Article 3. Goods and Services**

- 3.1 For the City's financial commitment below, AACOG agrees to furnish the City with a demand-response, curb-to-curb, public transportation service in response to requests made by residents of City to AACOG's Alamo Regional Transit (ART). The service will be open to the public and run Monday through Friday from 7:00 a.m. to 6:00 p.m. for 52 weeks per year, excluding designated holidays. AACOG will provide for the following:
  - a. Vehicles having wheelchair accessibility;
  - b. Necessary, trained personnel to operate the demand-response service;
  - c. Operating & administrative activities and expenses associated with operation of the demand-response transportation service;

- d. Ensuring all vehicles used in service to City are well maintained to afford comfortable, safe, and reliable transportation for the City's residents.
- 3.2 In return for provision of AACOG's demand-response transportation service, the City agrees:
- a. To provide AACOG with financial support for Fiscal Year 2015 operations in the amount of four thousand, one hundred, fifty-seven dollars (\$4,157.00) (the "Financial Contribution") to help defray operating costs of the demand-response service;
  - b. To continue financial support of the demand-response service to AACOG in succeeding fiscal years, so long as the City wishes the transportation services to continue;
  - c. That the vehicles used shall not be for the exclusive use by or benefit of City's residents, residents shall have no expectation of riding alone or only with other City residents, and the City shall have no ownership right in the vehicles engaged in these services; and
  - d. It shall, for both Fiscal Year 2015 and all subsequent years it may wish to continue this service, make contributions for performance of the transportation services from current revenues available to it.

**Article 4. Agreement Sum and Payment Terms**

- 4.1 The parties have agreed to the City's Contribution for Fiscal year 2015.
- 4.2 The City and AACOG agree to meet annually, at a mutually agreeable time sufficiently in advance of the City's budget cycle for the fiscal year to which the Financial Contribution is to apply, to negotiate and agree to the City's Financial Contribution for the next fiscal year.
- 4.3 The City shall contribute to AACOG the total Financial Contribution for 2015 by December 15, 2014. The City shall contribute all agreed upon Financial Contributions for succeeding years by October 1st of the applicable fiscal year.

**Article 5. Effective Date and Term of Agreement**

- 5.1 This Agreement shall be for a period of one (1) year, beginning October 1, 2014 and ending on September 30, 2015.
- 5.2 The City shall have the right to renew for successive one year periods upon giving written notice to AACOG at the address provided at Article 9 at least sixty (60) days prior to the then current expiration date.~~This Agreement shall renew automatically for successive one-year periods unless either party notifies the other at the address provided at Article 9 at least sixty (60) days prior to the then current expiration date of its intention to not renew the Agreement.~~

**Comment [CT1]:** Council was not in agreement with automatic renewal

#### **Article 6. Nondiscrimination and Equal Opportunity**

- 6.1. Neither AACOG nor the City shall exclude anyone from participating in and receiving benefits of the services provided under this Agreement, or otherwise unlawfully discriminate against anyone in carrying out this Agreement because of race, color, religion, sex, age, disability, veteran status, or national origin.

#### **Article 7. Early Termination of Agreement**

- 7.1 If either AACOG or the City breaches a material provision of this Agreement, the other party may notify the breaching party, describing the breach and demanding corrective action be taken. The breaching party shall have five (5) business days from its receipt of notice to correct the breach or to begin and continue with reasonable diligence and in good faith to correct the breach. If the breach cannot be corrected within a reasonable time, despite the breaching party's reasonable diligence and good faith effort to do so, the parties may agree to terminate this Agreement or either party may invoke the dispute resolution process of Article 8.
- 7.2 Termination for breach under Section 7.1 does not waive either party's claim for damages resulting from the breach.

#### **Article 8. Dispute Resolution**

- 8.1 The parties desire to resolve disputes arising under this Agreement without litigation. Accordingly, if a dispute arises, the parties agree to attempt in good faith to resolve the dispute among them. To this end, the parties agree not to sue one another, except to enforce compliance with this Article 8, until they have exhausted the procedures set out in this Article.
- 8.2 At the written request of a party, each party shall appoint one representative to negotiate informally and in good faith to resolve any dispute arising under the Agreement. The representatives appointed shall determine the location, format, frequency, and duration of the negotiations.
- 8.3 If the representatives cannot resolve the dispute within thirty (30) calendar days after the first negotiation meeting, the parties agree to refer the dispute to the Bexar County Dispute Resolution Center for mediation in accordance with the Center's mediation procedures. A mediator assigned by the Center will conduct the mediation. Each party participating in the mediation shall pay one-half the cost of the Center's mediation services.
- 8.4 Unless the dispute is for non-payment of funds due under the Agreement, the parties agree to continue performing their duties under the Agreement, which are unaffected by the dispute during the negotiation and mediation process.
- 8.5 All terms of this Agreement are to be construed in accordance with the laws of the State of Texas with venue lying exclusively in Bexar County.

**Article 9. Notice to Parties**

- 9.1 Notice to be effective under this Agreement must be in writing and received by the party against whom it is to operate. Notice is deemed received by a party as follows: (1) when delivered to the party personally; (2) on the date shown on the return receipt if mailed by registered or certified mail, return receipt requested, to the party's address specified in paragraph 8.2 and signed on behalf of the party; or (3) three business days after its deposit in the United States mail, with first-class postage affixed, addressed to the party's address specified in paragraph 9.2.
- 9.2 AACOG's address is 8700 Tesoro Drive, Suite 700, San Antonio, Texas 78217, Attention: Timothy J. Trevino, Interim Executive Director. The City's address is 9400 Municipal Parkway, Garden Ridge, Texas 78266, Attention: Nancy Cain, City Administrator.
- 9.3 A party may change its address or designated representative by providing notice of the change in accordance with paragraph 9.1.

**Article 10. Limitation of Liability**

- 10.1 AACOG agrees to maintain all vehicle, liability, and workers compensation insurance as legally required by the Texas Department of Transportation.
- 10.2 Damages. In no event shall AACOG be liable to the City for any indirect, special, incidental, punitive, or consequential damages, including, but not limited to, loss of profits, loss of business, or other loss arising out of or resulting from this agreement even if AACOG has been advised of the possibility of such damages.

**Article 11. Miscellaneous**

- 11.1 Each individual signing this Agreement on behalf of a party warrants that he or she is legally authorized to do so and that the party is legally authorized to perform the obligations undertaken.
- 11.2 This Agreement states the entire agreement of the parties, and an amendment to it is not effective unless in writing and signed by both parties.
- 11.3 This Agreement is binding on and inures to the benefit of the parties' successors in interest.
- 11.4 This Agreement is executed in duplicate originals.
- 11.5 The invalidity, illegality, or unenforceability of any provision of this Agreement shall not affect the validity, legality, or enforceability of any other provision of this Agreement.
- 11.6 Nothing in this Agreement shall be construed as a waiver either Party's statutory or common law immunities.

CITY OF GARDEN RIDGE

By \_\_\_\_\_  
NANCY CAIN  
CITY ADMINISTRATOR

Date \_\_\_\_\_

ALAMO AREA COUNCIL OF GOVERNMENTS

By \_\_\_\_\_  
TIMOTHY J. TREVINO  
INTERIM EXECUTIVE DIRECTOR

Date \_\_\_\_\_

# City of Garden Ridge

## 2013 CIP Projects

River City Engineering, Ltd.

November 5, 2014

Patrick Lackey, P.E.

Garry Montgomery, P.E.

# City Projects

## Drainage

- Box culverts on Grass Creek Road and Blazing Star have been installed. Headwalls and concrete aprons will be completed within the next two weeks.
- City staff, RCE, Mayor Pro tem Knaus and Councilman Lantzy met on October 13 to discuss drainage on Bluebell. We all agreed that the best drainage improvements for the Bluebell/Sorrell Lane area would be to regrade the existing driveways and ditches to direct the flow towards the drainage channels within Paul Davis Park. This will include placing culverts or a concrete crossing at Sorrell Lane and a combination of dip driveways and culverts on the driveways on the north side of Bluebell.

## Streets

- Ribbon curbing installation is complete on Garden Ridge Drive, Timber Rose, Cinchona Trail and Grass Creek Road to Blazing Star.
- Driveway approaches have been completed on Garden Ridge Drive. There were several driveways on Garden Ridge Drive that were changed from asphalt to concrete with the approval of city staff. Staff requested the change due to future maintenance and the asphalt not stabilizing on the side slopes of the driveways near the headwalls. The change to concrete driveways meets the current city ordinance for driveway approaches.
- Paving is scheduled for Garden Ridge Drive the week of October 27. Timber Rose and Cinchona Trail will be completed once the driveway approaches have been completed.



## Schedule and Budget

- Original Contract Time – 365 Days – January 19, 2015
- Revised Contract Time – Additional 90 days for ribbon curb, Lloyds Park and Sundew Circle Improvements – April 19, 2015.
- Construction is 57% complete by time
  
- Current Contract Amount - \$4,129,965.96
- Total work completed and billed to date - \$2,585,223.20
- Construction is 63% complete by budget based on Pay Application No. 7.

November 5, 2014

From: Garden Ridge Planning and Zoning Commission  
Regular Session Tuesday August 14, 2014

To: Garden Ridge City Council

Subjects:

- a. Request from Seven 13 Signs & Graphics, Kailey Aldrich, to be allowed to place a directional sign for Forest Waters club at the corner of Schoenthal Toad and F.M. 3009
- b. Petition by Taylor Rodgers for approval/disapproval of the design and materials for a structure with a floor area greater than 300 square feet in accordance with Garden Ridge Ordinance 13, Section 5, Residential, paragraph 5.1.2.5.6 on property located at 19421 Bat Cave Road.
- c. Petition by Winco Contractors for a Specific Use Permit in accordance with Ordinance 13, Section 12, Conditional Uses, 12.1 Specific Use Permit, for the construction and operation of an office/shop and for equipment and construction material storage on property located at 19080 Nacogdoches Loop, Garden Ridge, Texas (Discussion only item. Public Hearing required and to be scheduled for the November Planning and Zoning Commission meeting)

Commission Recommendation on a. Petition by Forest Waters Club for directional signs.

The objective of the Forest Waters Club is to advertise the fact of their existence and assist interested people finding the Club. However, no thought as to the exact location of the sign proposed for the corner of Schoenthal and F.M. 3009 was presented and the permission of the land owner, Enclave of Garden Ridge Subdivision, had not been obtained. As discussion continued it became obvious that other directional signs would be needed. Petitioner suggested they might be superimposed on the existing Forest Waters Subdivision signs. The Commission is generally not in favor of directional signs. That position having been validated by Council in previous decisions several times in the last few months and years.

A motion to recommend to Council disapproval of the petition was passed by a unanimous vote with all six (6) members present voting.

Commission Recommendation on b. Petition by Taylor Rodgers for an Artists Studio

All other requirements of the Ordinance being met the Commission was in agreement with the larger size of the structure.

A motion to recommend approval to Council was passed by unanimous vote.

Commission Recommendation on C. Petition by Winco Contractors for a Specific Use Permit

Discussion only – Public Hearing will be held at next P&Z Meeting on November 18<sup>th</sup>.

Samuel E. Stocks  
Chairman

Table to Oct.

## City Administrator

---

**From:** Kailey Aldrich <Kailey.Aldrich@seven13signs.com>  
**Sent:** Tuesday, September 02, 2014 2:54 PM  
**To:** City Administrator  
**Subject:** RE: Forest Waters Club Sign Proposal

Nancy,

Yes, it would be a permanent sign. Dawn, with Forest Waters Club, will be the one to attend the meeting. Locations #1, and #2 are outside Garden Ridge's ETJ. We are working with the city they are in for those signs. Let me know if you need any more information! ☺

Thank you,



**Kailey Aldrich**  
Office/Service Manager  
Seven13 Signs & Graphics

950 Isom Rd, Suite 100  
San Antonio, TX 78216

O: 210-257-0345, ext 100

---

**From:** City Administrator [<mailto:administrator@ci.garden-ridge.tx.us>]  
**Sent:** Tuesday, September 02, 2014 1:34 PM  
**To:** Kailey Aldrich  
**Subject:** FW: Forest Waters Club Sign Proposal

Ms. Aldrich,

Another question concerning the sign request for Forest Waters Club. I am supposing that the sign being requested is permanent. Are locations 1 and 2 for the sign in or out of the Garden Ridge city limits if in the city limits I will need exact locations? In order for this matter to be placed before the Planning and Zoning Commission on September 9<sup>th</sup> I will need a response to the questions by noon on Thursday, September 4<sup>th</sup> or the request will not be considered at earliest until October.

Thanks,  
Nancy Cain  
City Administrator  
City of Garden Ridge  
[administrator@ci.garden-ridge.tx.us](mailto:administrator@ci.garden-ridge.tx.us)  
210-651-6632

---

**From:** City Administrator  
**Sent:** Wednesday, August 20, 2014 2:54 PM  
**To:** 'Kailey Aldrich'  
**Subject:** RE: Forest Waters Club Sign Proposal

## City Administrator

---

**From:** City Administrator  
**Sent:** Wednesday, August 20, 2014 2:54 PM  
**To:** 'Kailey Aldrich'  
**Subject:** RE: Forest Waters Club Sign Proposal

Are these permanent signs? This request will need to go to the Planning and Zoning Commission and City Council for approval or disapproval. The next Planning and Zoning Commission meeting is September 9<sup>th</sup> at 6 p.m. here at City Hall. Someone will need to be present to present the request and answer any questions that the Commission would have.

Thanks,  
Nancy Cain  
City Administrator  
City of Garden Ridge  
[administrator@ci.garden-ridge.tx.us](mailto:administrator@ci.garden-ridge.tx.us)  
210-651-6632

---

**From:** Kailey Aldrich [<mailto:Kailey.Aldrich@seven13signs.com>]  
**Sent:** Wednesday, August 20, 2014 2:42 PM  
**To:** City Administrator  
**Subject:** Forest Waters Club Sign Proposal

Good Afternoon,

We are wanting to put a sign up on the corner of Schoenthal Rd and 3009. It is location #3 on the attached sign map. It will be a double faced 4' x 4' sign that says "Forest Waters Club" and has a left or Right arrow. I have attached a comp of the design/dimensions for you to see. Please let me know if you need any more information or have any questions.

Thank you,



**Kailey Aldrich**  
Office/Service Manager  
Seven13 Signs & Graphics

950 Isom Rd, Suite 100  
San Antonio, TX 78216

O: 210-257-0345, ext 100

## City Administrator

---

**From:** Kailey Aldrich <Kailey.Aldrich@seven13signs.com>  
**Sent:** Wednesday, August 20, 2014 2:42 PM  
**To:** City Administrator  
**Subject:** Forest Waters Club Sign Proposal  
**Attachments:** #3.pdf; Forest Waters Club Sign Map.pdf; Location #3.png

Good Afternoon,

We are wanting to put a sign up on the corner of Schoenthal Rd and 3009. It is location #3 on the attached sign map. It will be a double faced 4' x 4' sign that says "Forest Waters Club" and has a left or Right arrow. I have attached a comp of the design/dimensions for you to see. Please let me know if you need any more information or have any questions.

Thank you,

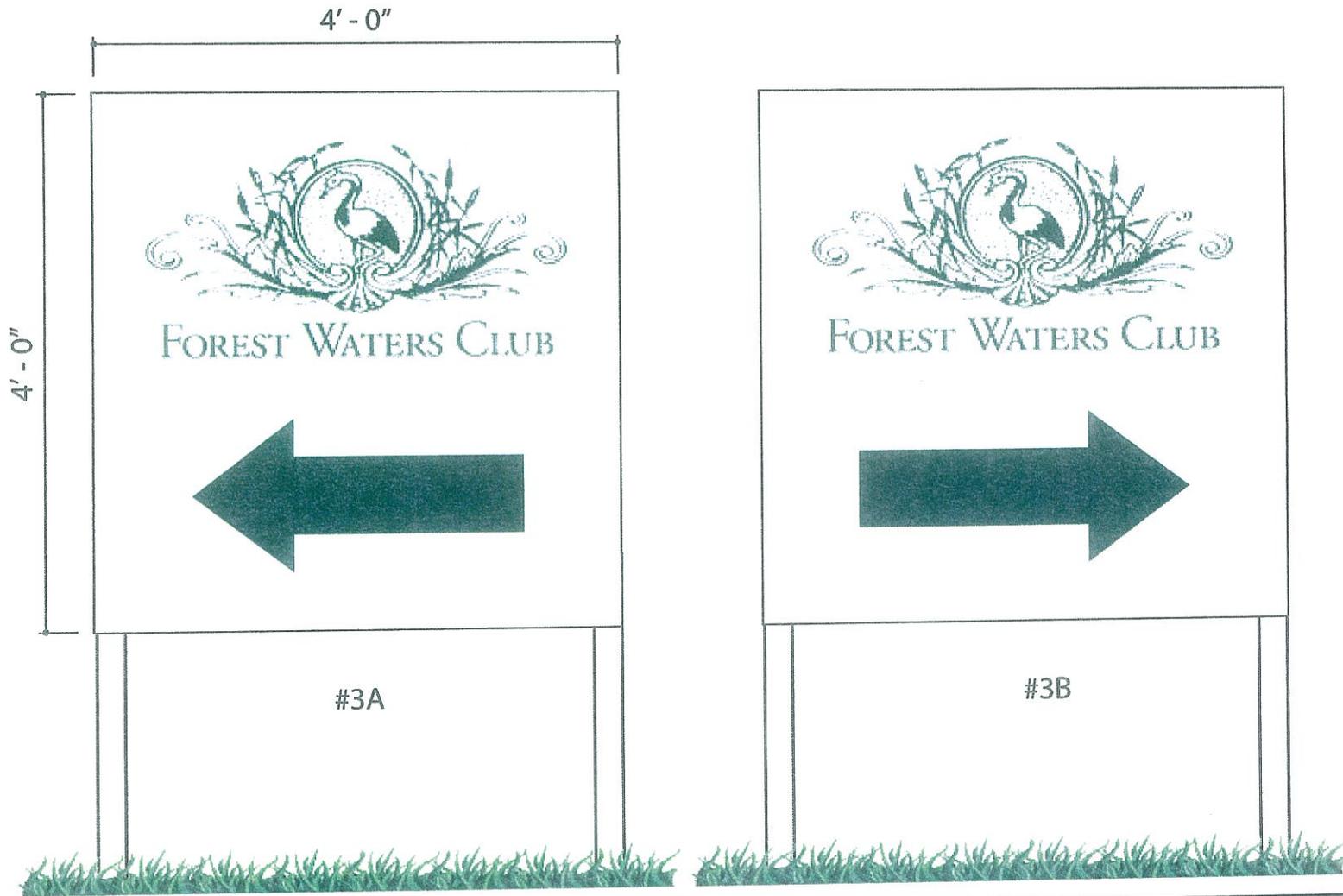


**Kailey Aldrich**  
*Office/Service Manager*  
Seven13 Signs & Graphics

950 Isom Rd, Suite 100  
San Antonio, TX 78216

O: 210-257-0345, ext 100

HIGH RESOLUTION LOGO NEEDED



950 Isom Rd, Suite 100  
San Antonio, TX 78216  
Tel: 210-257-0345

PROJECT:  
CORPORATE

CLIENT:  
FOREST WATERS CLUB

ORIGINAL DATE:  
08-20-14

FILE NAME:  
MAIN SIGNAGE

MOST RECENT REVISION:

CLIENT APPROVAL

Signature \_\_\_\_\_

Date \_\_\_\_\_

- SUBSTRATE -- CUT TO SHAPE 1/2" MDO
- FACE -- DIGITALLY PRINTED COPY & GRAPHICS ON ADHESIVE VINYL MOUNTED TO SUBSTRATE
- COLORS USED --  CMYK 93, 28, 100, 15  WHITE
- STRUCTURE -- 4 X 4 WOODEN POSTS, PAINTED WHITE
- FONT -- FRANKLIN GOTHIC DEMI CONDENSED



2

3009

3

Garden Ridge City Hall

3009

GARDEN RIDGE

3009

2252

1

Seven13  
SIGNS & GRAPHICS LLC

Page  
1

Google

# Forest Waters Club Sign Map

Revision Date: 08-20-14



| Sign # | Sign Type | Size  | Arrow(s) | Notes |
|--------|-----------|-------|----------|-------|
| 1      | SF        | 8 x 4 | N/A      |       |
| 2      | SF        | 8 x 4 | N/A      |       |
| 3      | DF        | 4 x 4 | R/L      |       |
|        |           |       |          |       |
|        |           |       |          |       |
|        |           |       |          |       |
|        |           |       |          |       |
|        |           |       |          |       |
|        |           |       |          |       |

| Sign # | Sign Type | Size | Arrow(s) | Notes |
|--------|-----------|------|----------|-------|
|        |           |      |          |       |
|        |           |      |          |       |
|        |           |      |          |       |
|        |           |      |          |       |
|        |           |      |          |       |
|        |           |      |          |       |
|        |           |      |          |       |
|        |           |      |          |       |
|        |           |      |          |       |

Installed  
  Removed  
  Temp Removal  
  Proposed

950 Isom Rd, Suite 100, San Antonio, TX 78216  
Tel: 210-257-0345  
seven13signs.com

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studio/workshop



- Roof Shingles will match the main home color + pattern.
- Primary Siding will match color + materials of siding on main home. (Lap Gap 50% maxi-plank)
- 17% of Bldg. (Lower 2' of Building) covered with masonry to match main home: "Lantana Stone"

19421 Bat Cave Rd  
Studio/Workshop

# Landscape Plans\*

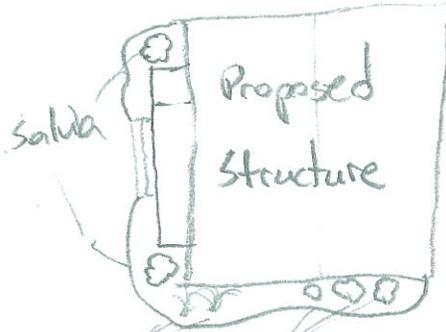
\*To minimize impact on surrounding lots

← Bat Cave Rd →

Existing 6' cedar privacy fence

Natural  
1.  
Vegetation

EXISTING DRIVEWAY



Texas Sage Bushes  
Planted between structure  
and fence. height 6'+  
Planted 36' apart.

1. We will leave natural vegetation surrounding the structure, including over 50 trees. many of these trees exceed 30' in height.
2. The structure will be surrounded by landscaped plants to match the main home. Salvia, Nandina, and a Hedge of Texas sage





# BUILDING PERMIT

City of Garden Ridge, Texas

9400 Municipal Parkway • Garden Ridge, TX 78266

(210) 651-6632

PERMIT # 0675 - 14

PERMIT FOR: Outbuilding

Site Address: 19421 Bat Cave Rd Sub-division: Garden Ridge Lot:      Block:     

*ALL CONTACT INFORMATION MUST BE CURRENT - Fees may be doubled if site activity commences prior to a building permit being issued.*

Owner (Print): Tony Overman W 317-1998 H 452-5532

Address: 19421 Bat Cave Rd (No P.O.) City: Garden RIDGE Zip: 78266

Builder (Print): Tony Overman W 317-1998 C 452-5532

Address: 19421 Bat Cave RD City: Garden Ridge Zip: 78266

Plans and Specifications: This Permit for the project(s) noted is based upon approval of the plans and specifications submitted.

### CONSTRUCTION TERMS

Construction in the City of Garden Ridge must comply with applicable City Ordinances and The International Residential Code, including, but not limited to, the most recently adopted Building, Plumbing, Mechanical and Electrical Codes. Builder must post this Permit or Permit Card on the site before commencing any aspect of the project. Builder is responsible for any encroachment into setbacks. Project(s) must be substantially constructed as approved. Substantive changes, e.g. larger slabs, second floor, spa, etc., must be approved by the City. The approval of this permit does not permit violation of any city or state laws. Builder must call for all required inspections in proper sequence.

Builder must comply with all city ordinances and codes.

Call for pre-pour inspection and Final inspection.

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**\*\*\*\*\*POST PERMIT IN FRONT YARD\*\*\*\*\***

| PROJECT(S) FEES:              |        |
|-------------------------------|--------|
| Plan Review (pre-paid).....\$ | 50.00  |
| BASIC FEE.....\$              |        |
| _____ Sq. Ft. (floor area)    |        |
| X _____ per foot.....\$       |        |
| HVAC.....\$                   |        |
| PLUMBING.....\$               |        |
| ELECTRICAL.....\$             | 100.00 |
| FLATWORK.....\$               | 125.00 |
| SECURITY.....\$               |        |
| Outbuilding                   | 154.00 |
| TOTAL FEES.....\$             | 379.00 |
| LESS PRE-PAID.....\$          | -50.00 |
| FEES DUE.....\$               | 329.00 |

**NOTICE TO PROPERTY OWNER AND BUILDER**  
This permit gives you notice that this property may be located in a potential flood zone, on or near a known or unknown natural spring, near a known or unknown creek or stream, or in an area of low elevation, where natural water runoff could cause flooding or water damage. *The owner and/or builder is solely responsible for any damage to the property or buildings.*

**ASSUMPTION OF RISKS - HOLD CITY HARMLESS - RELEASE OF LIABILITY**  
The owner, or builder (if the house is a "spec" home) *assumes all risks* of damage or loss, for any reason, to any structure covered under this permit. Owner and builder grant a *full and complete release of liability* to the City of Garden Ridge and to all persons involved with this permit in any manner whatsoever, for all time, now and in the future.

**INTERNATIONAL CODE ADOPTED - OWNER TO SIGN PERMIT**  
The International Residential Code, Chapter 1, Administration, covers building officials, permits, liabilities, documents, inspections, violations, and related issues. By adopting the most current edition of the Code, the City of Garden Ridge agrees to all language and terms. By the owner and/or builder signing this permit, he/she also agrees to the language and terms in the Code. Both the owner and builder must sign this permit before commencing construction.

**CERTIFICATE OF OCCUPANCY:** No person may occupy the residence for which this permit is issued, IN ANY MANNER, until a FINAL INSPECTION has been performed by the City Building Inspector and a CERTIFICATE OF OCCUPANCY is issued. Any occupancy violation may result in a fine in accordance with applicable ordinances of the City of Garden Ridge, Comal County, Texas.

Owner Sign Here: \_\_\_\_\_  
(Owner agrees to the terms of this permit and all ordinances)

Permit Issued By: John Skinner Date: 5/05/14

Builder Sign Here: \_\_\_\_\_  
(Builder agrees to the terms of this permit and all ordinances)

Permit Processed and Fees Collected By: \_\_\_\_\_

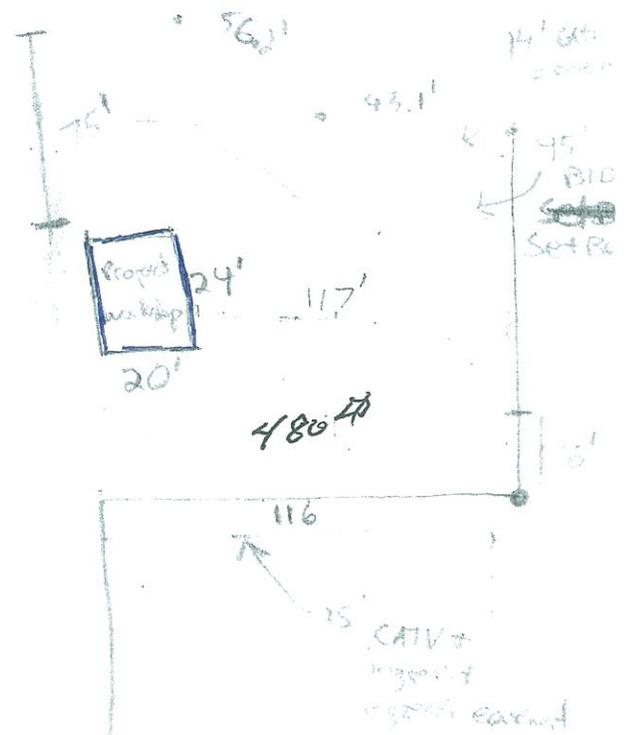
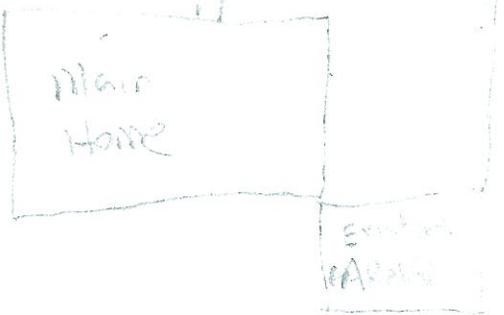
# PLOT PLAN

BAT CAVE RD

271.34'

259.55'

Existing Driveway



245.67 ft.

 = Proposed workshop/outbuilding

Total impervious cover < 5%

**ORDINANCE NO. 178-112014 REDUCING SPEED LIMIT ON F.M. 2252  
FROM 55 MILES PER HOUR TO 50 MILES PER HOUR AS THE MAXIMUM,  
REASONABLE AND PRUDENT SPEED LIMIT FROM APPROXIMATELY 180' WEST  
OF ARROWOOD PLACE WESTWARDLY TO THE WESTERN GARDEN RIDGE CITY  
LIMIT AS RECOMMENDED BY THE TEXAS DEPARTMENT OF TRANSPORTATION**

WHEREAS, in Garden Ridge, Texas, an engineering and traffic investigation has been made to determine the maximum, reasonable and prudent speeds on the section of:

FM 2252 from MP 4.249, at approximately 180' west of Arrowood Place, westwardly to MP 5.370, at the western Garden Ridge City Limit, for a total distance of 1.121 miles approximately.

WHEREAS, it has been determined by the engineering and traffic investigation performed by the Texas Department of Transportation and further requested by the Texas Department of Transportation that the City of Garden Ridge adopt the maximum, reasonable and prudent speeds for the section of highway described above and as shown on the attached plans.

NOW, THEREFORE, THE CITY OF GARDEN RIDGE, TEXAS, hereby declares and fixes the maximum, reasonable and prudent speed limit of 50 miles per hour as shown on the above plans for FM 2252 from MP 4.249, at approximately 180' west of Arrowood Place, westwardly to MP 5.370, at the western Garden Ridge City Limit, for a total distance of 1.121 miles approximately.

All ordinances and parts of ordinances in conflict are hereby repealed.

PASSED and APPROVED this the 5<sup>th</sup> day of November, 2014.

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Nadine L. Knaus  
Mayor Pro tem

ATTEST:

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Shelley Goodwin, TRMC  
City Secretary



October 30, 2014

To: Mayor Pro tem Knaus and City Council

From: City Administrator Cain

At the October 1, 2014 City Council meeting the Council was presented with a document drafted by the City Attorney's office concerning Non-Public and Public Forums in regards to newsletters. City Council was asked to think about what they desired to see in the Grapevine and utility bill inserts so that guidance could be provided and a policy could be drafted.

With the Grapevine and Utility Bill inserts being a means of communicating with Garden Ridge residents and businesses it is believed that a policy should be developed concerning what information will be communicated through the aforementioned means. The attached policy has been drafted and is submitted to Council for consideration. The draft policy places both the Grapevine and Utility Bill inserts into a Non-Public forum that focuses communications towards business being conducted by the city and information that the city feels would be of an important nature. The policy allows for Garden Ridge civic organizations, churches, schools and non-profit organizations to continue to advertise information on events they are sponsoring and excludes all business related advertisement from businesses in the city and outside of the city.

The draft policy sets out a guide line on how submissions for the Grapevine and utility bill inserts will be accepted. In addition the policy allows the city to recoup its expenses for postage and staff time incurred with utility bill inserts.

It is further believed that adoption of a policy concerning the Grapevine and utility bill inserts will assist city staff in performing their duties more efficiently and effectively as it relates to these matters. And, it is further believed that with such a policy the city's communication with its residents and businesses will be enhanced.

- Courts have determined that there are 3 different types of forums for policies that regulate speech.
- Newsletter falls into the “nonpublic forum” - Nonpublic forums are not public forums by tradition or designation and reserved for a particular purpose
- Newsletter was created for a particular purpose – to give the City a means to convey information about city business (meetings, public hearings, rate changes, ordinances, etc.)
- Some outside organizations have been allowed limited access – currently first come, first served. As the city grows the number of requests from outside organizations has increased.
- City needs to first determine if it wants to continue as a non-public forum or open the newsletter to outside organizations and then develop a policy that outlines requirements.

### **THINGS TO CONSIDER**

#### Non-Public Forum – (Limited First Amendment Scrutiny)

- Continue to limit the page number for each issue
- Continue to limit information to city related business
- Continue policy to allow limited general access to public or discontinue access to the public
- Continue policy to not allow indiscriminate use
- Place reasonable “time, place and manner” restrictions – to preserve forum for intended purpose
- TPM examples for non-public forum:
  - submit by certain date to be included
  - limit space to outside organizations (1 section – 1/4 page)
  - limit to announcements – event & date
  - limit subject matter - (example - items that looks more like a newspaper ad)
  - treat all outside organizations in same manner

#### Public Forum – (Full First Amendment Scrutiny)

- Open to all outside organizations
- If open, intended purpose changes
- “Time, place and manner” restrictions change
- TPM examples for public use:
  - submit by certain date to be included
  - limit to announcements – event & date
  - limits on subject matter become complex – must be careful to avoid “efforts to suppress expression” based on opposition to viewpoint (ex – Lions Club vs. Westboro Baptist Church)
- Additional issues to consider:
  - Will changes create so much work as to make continued publication non-feasible?
  - Page limit increase
  - Fee to place item in an edition – rather than first come, first served
  - Potential Constitutional issues if newsletter starts to look like a newspaper

**I move that the city newsletter continue as a \_\_\_\_\_ forum and that the City Administrator should develop an operating policy for the newsletter for consideration by Council.**

## Grapevine and Utility Bill Inserts Policy

The Grapevine is a monthly publication used by the City of Garden Ridge for the purpose of informing City of Garden Ridge residents and businesses about city business being conducted and to provide information on matters the city feels are of an important nature. The Grapevine is distributed each month as an insert in the city water bill and posted on the city's website. The Grapevine is considered a Non-Public Forum with the guidelines:

- The Grapevine is a monthly newsletter developed and published in-house by the City Secretary
- The Grapevine is a one page (front and back) document limited to 11"x8.5" in size
- Deadline for submissions for the Grapevine is the 17<sup>th</sup> of each month. Deadline may at times be adjusted to an earlier date due to city holiday schedule
- Articles are limited to those providing information concerning city business being conducted, information that provides important information to Garden Ridge residents and businesses, and information on events sponsored by Garden Ridge civic organizations, Garden Ridge churches and schools and Garden Ridge non-profit organizations
- Articles concerning city business being conducted and/or providing information of an important nature will have priority over any other articles submitted for the Grapevine
- Articles providing information about Garden Ridge community events sponsored by non-profit organizations, Garden Ridge civic organizations and Garden Ridge churches and schools will be included on a first come first served basis if space permits
- All articles submitted must be submitted in electronic format
- The City reserves the right to edit articles submitted for grammatical errors and to adjust articles to fit within available space
- Articles submitted by businesses inside or outside of the city will not be allowed
- Articles submitted by civic organizations, non-profit organizations or churches and schools located outside of Garden Ridge will not be allowed

Utility bill inserts are for the purpose of informing Garden Ridge residents and businesses about city business being conducted and to provide information to residents and businesses that the city feels is of an important nature. Utility bills are mailed one time monthly. Utility bill inserts are considered a Non-Public forum with the following guidelines:

- Utility bill inserts are limited to those providing information concerning city business being conducted, information that provides important information to Garden Ridge residents and businesses, and information on events sponsored by Garden Ridge civic

organizations, Garden Ridge churches and schools and Garden Ridge non-profit organizations.

- Inserts must be reviewed and approved by the City Administrator 30 days in advance
- Approved inserts must be delivered to the Utility Clerk no later than the 18<sup>th</sup> of each month
- Approved inserts cannot exceed an 11"x8.5" page in size and can be printed on both sides
- Approved inserts must be delivered printed and tri-folded to fit a #10 envelope along with payment for postage and any city cost incurred for insertion of the document into the water bill
- Garden Ridge will charge organizations for inserting flyers into the City's utility bills. The charge will include but not limited to: increased postage cost for the insert, employee/s time including any overhead costs associated with employee and any additional materials necessary to review and approve the insert, accomplish the insertion task and other costs directly related to the bill insert
- Inserts by businesses inside or outside of the city will not be allowed.
- Inserts submitted by civic organizations, non-profit organizations or churches and schools located outside of Garden Ridge will not be allowed

## City Administrator

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**From:** City Administrator  
**Sent:** Tuesday, October 07, 2014 9:25 AM  
**To:** 'Diane Schmidt'  
**Subject:** RE: Banner Approval

Ms. Schmidt,

The sign request for Northeast Bible Church is approved at submitted.

Thanks,  
Nancy Cain  
City Administrator  
City of Garden Ridge  
[administrator@ci.garden-ridge.tx.us](mailto:administrator@ci.garden-ridge.tx.us)  
210-651-6632

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**From:** Diane Schmidt [<mailto:Diane@northeastbiblechurch.com>]  
**Sent:** Friday, October 03, 2014 1:45 PM  
**To:** City Administrator  
**Cc:** Adam Green; Kimberley Roberts  
**Subject:** Banner Approval

Dear Nancy;

Northeast Bible Church would like permission to display 1 professionally manufactured 4' X 8' banner on the Northeast corner of FM3009 and FM2252.

Dates: Dec 1<sup>st</sup> – Dec 26<sup>th</sup>.

Advertising: Christmas Eve Services

Yes, we have permission from the Wetz family.

I also need permission to place two banners on our property, one at each entrance, for the same time period.

Thank you for your consideration,

DIANE SCHMIDT  
administrative assistant  
[www.northeastbiblechurch.com](http://www.northeastbiblechurch.com)



## City Administrator

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**From:** City Administrator  
**Sent:** Monday, October 13, 2014 8:52 AM  
**To:** 'ROSC'  
**Subject:** RE: Banner Placement

Ms. Schnaubelt,

The banner request for the Deep in the Arts of Texas Craft Bazaar is approved as submitted.

Thanks,  
Nancy Cain  
City Administrator  
City of Garden Ridge  
[administrator@ci.garden-ridge.tx.us](mailto:administrator@ci.garden-ridge.tx.us)  
210-651-6632

**From:** ROSC [<mailto:rosc201314@gmail.com>]  
**Sent:** Saturday, October 11, 2014 10:36 AM  
**To:** City Administrator  
**Subject:** Banner Placement

Nancy,

My name is Patti Schnaubelt and I am the co-chair for the Deep in the Arts of Texas Craft Bazaar scheduled in the Garden Ridge Community Center October 18, 2014 from 10 am- 6pm. This is the 27th Annual Craft Show hosted by the Randolph Officers' Spouses' Club (ROSC). We are a non-profit organization and do have our 501 C 3 rating. All the proceeds from the bazaar are donated to local civilian and military charities as well as toward scholarships to qualified graduating high school seniors.

We are requesting placement of a banner (45"x22") advertising our event. We would like to place the banner at the corner of FM 3009 and Municipal Parkway on the city offices side of the road. Placement would begin 14 October (after approval) and end 18 October at the close of our show.

We also request placement of a banner (8'x2') advertising many of the charities we support. This would be close to the building for the public to view prior to entering the building. This banner would be placed only Oct. 17 & 18 the day prior and the day of the event.

Thank you for your time and consideration in this matter. We look forward to hearing from you.

Patti Schnaubelt, co-chair  
Deep in the Arts of Texas  
[rosc201314@gmail.com](mailto:rosc201314@gmail.com)  
210-393-5747

**GARDEN RIDGE COMMUNITY CENTER**  
**MONTHLY REPORT**  
**September 21<sup>st</sup> thru October 20<sup>th</sup> 2014**

|                                    |           |   |
|------------------------------------|-----------|---|
| New Events Booked in Current Month | Charged   | 7 |
|                                    | No Charge | 0 |

2014-2015

|   |    |
|---|----|
| Total Number of Events for the Month      | 7  |
| Events cancelled in for the Month         | 0  |
| Total Number of Days in Use for the Month | 16 |
| Wildflower Room Only                      |    |

2013-2014

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

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

9/21/2014 THRU 10/20/14

**MAJOR PERMITS**

| Permit #     | Address            | Builder       | Sq Ft.       | Value \$               | Permit Fees         |
|--------------|--------------------|---------------|--------------|------------------------|---------------------|
| 0739 -14     | 8826 Garden Arbor  | Chesmar Homes | 4,904        | \$ 637,520.00          | \$ 3,892.40         |
| 0741 -14     | 8315 Apache Forest | Chesmar Homes | 4,904        | \$ 637,520.00          | \$ 3,892.40         |
| 0742 -14     | 20914 Misty Arbor  | Chesmar Homes | 4,796        | \$ 623,480.00          | \$ 3,827.60         |
| <b>TOTAL</b> |                    |               | <b>9,808</b> | <b>\$ 1,898,520.00</b> | <b>\$ 11,612.40</b> |

**MINOR PERMITS**

| Permit #     | Address               | Builder                     | Project            | Permit Fees        |
|--------------|-----------------------|-----------------------------|--------------------|--------------------|
| 0740 -14     | 20114 Regency Oaks    | Mark Friesenahan            | Addition           | \$ 1,264.90        |
| 0743 -14     | 9011 Tuscan Hills     | Lone Star Fiberglass Pool   | Pool               | \$ 425.00          |
| 0744 -14     | 22175 Via Posada      | Alamo Fence                 | Fence              | \$ 125.00          |
| 0745 -14     | 19923 Lloyds Park     | Brice Franklin              | Minor Electric     | \$ 125.00          |
| 0746 -14     | 21035 Cedar Branch    | Statewide Remodeling        | Patio Cover        | \$ 249.60          |
| 0747 -14     | 9018 Cinnabar Court   | Keith Zars                  | Pool               | \$ 425.00          |
| 0748 -14     | 22114 Cristobal Dr.   | Genuine Custom Homes        | Fence              | \$ 125.00          |
| 0749 -14     | 22414 Oro Viejo       | Koby Rule construction      | Cabana             | \$ 413.24          |
| 0750 -14     | 19923 Lloyds Park     | A&A Plumbing                | Minor Plumbing     | \$ 100.00          |
| 0751 -14     | 21330 Osage trail     | Owner                       | Outbuilding        | \$ 100.00          |
| 0752 -14     | 21322 Hampton Park    | Afton Electric              | Minor Electric     | \$ 125.00          |
| 0753 -14     | 9347 Teakwood         | Back Yard Storage Solutions | Outbuilding        | \$ 100.00          |
| 0754 -14     | 21407 Fairview Circle | Driveway, Sidewalk, Patio   | Diamond J Services | \$ 350.00          |
| 0755 -14     | 8718 Garden Ridge Dr. | Minor Electric              | Longhorn Solar     | \$ 125.00          |
| <b>TOTAL</b> |                       |                             |                    | <b>\$ 4,052.74</b> |

|  |                     |
|--|---------------------|
| <b>TOTAL MAJOR FEES FOR THE MONTH</b>      | <b>\$ 11,612.40</b> |
| <b>TOTAL MINOR FEES FOR THE MONTH</b>      | <b>\$ 4,052.74</b>  |
| <b>TOTAL ALL PERMIT FEES FOR THE MONTH</b> | <b>\$ 15,665.14</b> |

|   |                         |
|---|-------------------------|
| <b>TOTAL MAJOR PROJECTS VALUE FOR THE YEAR</b>  | <b>\$ 17,834,050.00</b> |
| <b>TOTAL MAJOR PROJECTS SQ FT. FOR THE YEAR</b> | <b>\$ 132,389.00</b>    |

|   |                      |
|---|----------------------|
| <b>TOTAL MAJOR PERMIT FEES FOR THE YEAR</b> | <b>\$ 109,944.08</b> |
| <b>TOTAL MINOR PERMIT FEES FOR THE YEAR</b> | <b>\$ 38,789.12</b>  |
| <b>TOTAL ALL PERMIT FEES FOR THE YEAR</b>   | <b>\$ 148,733.20</b> |

TO  
Police Dep.  
From: Dale & Kathy  
Schmick

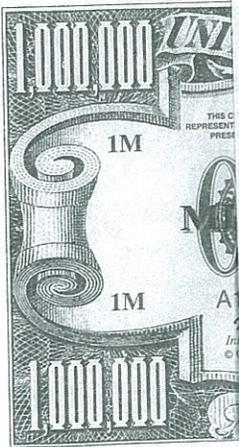
GKCPAAA

Thank you for all  
you do for us -  
Dale & Kathy Schmick

Thank you for the  
departmental investigation  
of recent (x3) home  
alarms at my residence.  
The system has been checked  
and corrected by the alarm  
company. I appreciate your  
diligence. Keep up the  
good police work.  
Evelyn Miller

FOR all

THAT YOU DO



THANKS A MILLION FOR  
HAVING ME BACK TO PERFORM  
AT NATIONAL NIGHT OUT.  
I HAD A BLAST ONCE AGAIN!!  
I LOOK FORWARD TO BEING  
OF SERVICE IN THE FUTURE.

for Lilly  
210-772-6686

## City Administrator

---

**From:** Barbara Kneupper <bkneupperk@yahoo.com>  
**Sent:** Friday, October 24, 2014 10:42 AM  
**To:** City Administrator  
**Subject:** Acknowledgement

Good morning, Nancy!

The professionalism of the interim police chief, Ron Eberhardt, and the Garden Ridge Police Department needs to be acknowledged. The simple act of showing support for my family during the loss of my mother was beyond their call to duty. They had words of comfort as well as a card with the emblem of the Chief of Police signed by the PD officers, staff and Police Chief.

The City of Garden Ridge has a great Police Department. Ron Eberhardt has provided great leadership and direction to the department.

Thank you and have a wonderful day and weekend.

Sincerely,  
Barbara Kneupper  
210-651-1197

## Public Works

September . 20—October . 20, 2014

### Street and Right of Way Maintenance

Right of ways mowed

5

### Storm water Drainage Facility and Easement Maintenance

Hickory Bend drainage mowed.

Trash pickup on FM 2252.

### Park and City Facility/Property Maintenance

Repaired damaged wall at the community center.

Light fixtures cleaned at city hall.

All City facilities mowed.

## Animal Control

|  |         |          |             |         |
|--|---------|----------|-------------|---------|
| Domestic Animal Apprehensions :  | Dogs 7  | Cats 7   | YTD Dogs 70 | Cats 84 |
| Nuisance Complaint Calls :   | 0       |          | YTD 0       |         |
| Animal Bite Calls :  | 0       |          | YTD 0       |         |
| Deer Carcass Disposals:  | 22      |          | YTD 206     |         |
| Raccoon :  | 6       |          | YTD 67      |         |
| Opossum :  | 5       |          | YTD 47      |         |
| Skunks :   | 3       |          | YTD 18      |         |
| Other: 2 Squirrels -- 1 wild hogs- 3 armadillo--<br>2 snakes---1 rabbit---2 buzzards |         |          | YTD 79      |         |
| Hunters for the hungry animal donations : Deer 1/Wild Hogs 0                         |         |          | YTD 1       |         |
| Total animal control apprehensions/pickups for 2014:                                 |         |          | YTD 590     |         |
| Animal transferred to adoption agency:   | 1       |          | YTD 18      |         |
| Animals returned to owners:  | 6       |          | YTD 50      |         |
| Animals' adopted:  | Dogs. 0 | Cats 0   | YTD 26      |         |
| Current animals in city's care:  | Dogs. 2 | Cats. 12 |             |         |
| Animals ready for adoption:  | Dogs. 2 | Cats. 0  |             |         |

## Special Note

Oak Wilt Update :

None Found

**Water Managers**  
**Monthly Department Report**  
**Oct-14**

|  | 2013              |               |                    |               |                 |                     | 2014   |               |                    |               |                 |                     | Report Date<br>Actual Month              |
|--|-------------------|---------------|--------------------|---------------|-----------------|---------------------|--|---------------|--------------------|---------------|-----------------|---------------------|--|
|  | Edwards           |               | Trinity            |               | Total Acre Feet | Quarterly Acre Feet | Edwards  |               | Trinity            |               | Total Acre Feet | Quarterly Acre Feet |  |
|  | Gallons           | Acre Feet     | Gallons            | Acre Feet     |                 |                     | Gallons  | Acre Feet     | Gallons            | Acre Feet     |                 |                     |  |
| January                                    | 193,000           | 0.59          | 17,104,000         | 52.49         | 53.08           |                     | 0  | 0.00          | 16,743,000         | 51.38         | 51.38           |                     | Actual                                   |
| February                                   | 719,000           | 2.21          | 21,458,000         | 65.85         | 68.06           |                     | 1,000  | 0.00          | 17,438,000         | 53.52         | 53.52           |                     | Actual                                   |
| March                                      | 4,110,000         | 12.61         | 26,692,000         | 81.91         | 94.53           | 215.67              | 567,000  | 1.74          | 20,501,000         | 62.92         | 64.66           | 169.56              | Actual                                   |
| April                                      | 9,909,000         | 30.41         | 15,193,000         | 46.63         | 77.04           |                     | 5,793,000  | 17.78         | 25,304,000         | 77.66         | 95.43           |                     | Actual                                   |
| May  | 7,721,000         | 23.69         | 17,984,000         | 55.19         | 78.89           |                     | 6,107,000  | 18.74         | 24,441,000         | 75.01         | 93.75           |                     | Actual                                   |
| June                                       | 6,332,000         | 19.43         | 24,024,000         | 73.73         | 93.16           | 249.08              | 27,186,000   | 83.43         | 4,145,000          | 12.72         | 96.15           | 285.33              | Actual                                   |
| July                                       | 13,417,000        | 41.18         | 25,658,000         | 78.74         | 119.92          |                     | 30,026,000   | 92.15         | 6,424,000          | 19.71         | 111.86          |                     | Actual                                   |
| August                                     | 16,315,000        | 50.07         | 28,135,000         | 86.34         | 136.41          |                     | 27,471,000   | 84.31         | 12,003,000         | 36.84         | 121.14          |                     | Actual                                   |
| September                                  | 6,103,000         | 18.73         | 18,140,000         | 55.67         | 74.40           | 330.73              | 19,419,000   | 59.59         | 8,904,000          | 27.33         | 86.92           | 319.92              | Actual                                   |
| October                                    | 26,000            | 0.08          | 17,363,000         | 53.29         | 53.36           |                     | 13,508,000   | 41.45         | 14,217,000         | 43.63         | 85.08           |                     | 10/1-10/30                               |
| November                                   | 866,000           | 2.66          | 15,491,000         | 47.54         | 50.20           |                     | 0  | 0.00          | 0                  | 0.00          | 0.00            |                     |  |
| December                                   | 30,000            | 0.09          | 15,180,000         | 46.59         | 46.68           | 150.24              | 0  | 0.00          | 0                  | 0.00          | 0.00            | 85.08               |  |
| <b>TOTAL</b>                               | <b>65,741,000</b> | <b>201.75</b> | <b>242,422,000</b> | <b>743.97</b> | <b>945.72</b>   |                     | <b>130,078,000</b>   | <b>399.19</b> | <b>150,120,000</b> | <b>460.70</b> | <b>859.90</b>   |                     | Total EAA Allocations<br><b>1,002.19</b> |
|  |                   |               |                    |               |                 |                     | <i>EAA Stage 4, -40%, Available 630.14 Ac/Ft, Unused 230.95 Ac/Ft</i>  |               |                    |               |                 |                     |  |
| <b>Current Edwards Permits</b>             |                   |               |                    |               |                 |                     |  |               |                    |               |                 |                     |  |
| Allocated Pumpage                          | CO00139           |               | P100-767           |               | 484.071         | Acre Feet           | Year Comparison: January/December – January/December                   |               |                    |               |                 |                     |  |
| Purchase                                   | BE 00109I         |               | P100-327           |               | 2.000           | Acre Feet           | 2013   |               |                    | 2014          |                 |                     |  |
| Purchase                                   | ME 00417D         |               | P101-185           |               | 1.301           | Acre Feet           | Edwards: 64,845,000 gals 199.01 ac/ft. 130,078,000 gals 399.19 ac/ft.  |               |                    |               |                 |                     |  |
| Purchase                                   | ME 00479I         |               | P101-315           |               | 3.895           | Acre Feet           | Trinity: 211,751,000 gals 649.84 ac/ft. 150,120,000 gals 460.70 ac/ft. |               |                    |               |                 |                     |  |
| Purchase                                   | UV 00437I         |               | P101-699           |               | 2.000           | Acre Feet           | Total: 276,596,000 gals 848.85 ac/ft. 280,198,000 gals 859.89 ac/ft    |               |                    |               |                 |                     |  |
| Purchase                                   | UV 00461I         |               | P101-752           |               | 4.000           | Acre Feet           |  |               |                    |               |                 |                     |  |
| Purchase                                   | UV 00478I         |               | P101-801           |               | 2.000           | Acre Feet           | Difference from 2013 – 2014: 3,602,000 gals 11.04 ac/ft. more usage    |               |                    |               |                 |                     |  |
| Purchase                                   | UV 00537H         |               | P101-959           |               | 2.000           | Acre Feet           |  |               |                    |               |                 |                     |  |
| Purchase                                   | UV 00576I         |               | P102-040           |               | 14.000          | Acre Feet           | Water Connections: 2013 – 1518   |               |                    | 2014 - 1542   |                 |                     |  |
| Purchase                                   | UV 00630G         |               | P102-146           |               | 1.760           | Acre Feet           |  |               |                    |               |                 |                     |  |
| Purchase                                   | BE 00081AE        |               | P100-200           |               | 62.000          | Acre Feet           | Avg. usage per connection for October 2014: 17,979.896 gals            |               |                    |               |                 |                     |  |
| Transfer                                   | CO00119AAP        |               | 102-564            |               | 0.660           | Acre Feet           |  |               |                    |               |                 |                     |  |
| Transfer                                   |                   |               | P103-312           |               | 4.500           | Acre Feet           |  |               |                    |               |                 |                     |  |
| Transfer                                   |                   |               | P102-416           |               | 2.000           | Acre Feet           |  |               |                    |               |                 |                     |  |
| Transfer                                   | Keith Zar Pools   |               |                    | P106-186      | 1.000           | Acre Feet           |  |               |                    |               |                 |                     |  |
| Lease                                      | City of Schertz   |               |                    |               | 400.000         | Acre Feet           |  |               |                    |               |                 |                     |  |
| Lease                                      |                   |               |                    | P105-780      | 15.000          | Acre Feet           |  |               |                    |               |                 |                     |  |
| Lease                                      | BVFD              |               |                    | P102-302      | -0.300          | Acre Feet           |  |               |                    |               |                 |                     |  |
| <b>Total Edwards Allocations Available</b> |                   |               |                    |               |                 | <b>1001.887</b>     | <b>Acre Feet</b>   |               |                    |               |                 |                     |  |

## Monthly Well Progress Report

|   |                               |                          |
|---|-------------------------------|--------------------------|
| Trinity Well Status: Static Level: Oct 1 <sup>st</sup> : 186.3' | Oct 30 <sup>th</sup> : 191.7' | <b>Inc. /Dec: + 5.4'</b> |
| Pumping Level: Oct 14 <sup>th</sup> : 101.7'                    | Oct 30 <sup>th</sup> : 103.5' | <b>Inc. /Dec: 1.8'</b>   |
| Edwards Wells Status: Static Level: Oct 1 <sup>st</sup> : 29.1' |                               |                          |
| Oct 30 <sup>th</sup> : 28.1' Inc. /Dec: - 1.0'                  |                               |                          |

|                               |   |                          |    |                                    |   |
|-------------------------------|---|--------------------------|----|------------------------------------|---|
| New Meter Installations       | 1 | Meter Replacement        | 25 | Main Breaks                        | 1 |
| New Service Line Inspections  | 4 | Service Line Replacement | 0  | Service Line Leak Repair           | 5 |
| Irrigation System Inspections | 3 | Fire Hydrant Maintenance | 5  | Leak Adjustment                    | 2 |
| Toilet Rebates                | 0 | Washing Machine Rebates  | 0  | Hot Water on Demand System Rebates | 0 |

**Projects:**

CIP. All water lines, services, valves, fire hydrants and meters have been installed, tested, Bac-“T”ed and placed in service. (Phase 5). The drainage and streets to follow.



# GARDEN RIDGE POLICE DEPARTMENT

**SEPTEMBER REPORT  
SEPTEMBER 21<sup>ST</sup> – OCTOBER 20<sup>TH</sup>**

## CALLS FOR SERVICE

| Location                   | Calls      | Code     | Water    | Total      |
|----------------------------|------------|----------|----------|------------|
| ARROWOOD                   | 0          |          |          | 0          |
| BAT CAVE ROAD              | 0          |          |          | 0          |
| BENDSEIL                   | 0          |          |          | 0          |
| COUNTRY OAK ESTATES        | 2          |          |          | 2          |
| ENCLAVE AT GARDEN RIDGE    | 3          |          | 1        | 4          |
| FM 2252                    | 30         | 1        |          | 31         |
| FM 3009                    | 16         |          |          | 16         |
| FOREST WATERS              | 8          |          | 1        | 9          |
| GARDEN RIDGE ESTATES       | 28         | 1        |          | 29         |
| GEORG RANCH                | 11         |          | 3        | 14         |
| MUNICIPAL COMPLEX          | 3          |          |          | 3          |
| NACOGDOCHES LOOP           | 2          |          |          | 2          |
| OAK MEADOWS ESTATES        | 0          |          |          | 0          |
| PARK LANE ESTATES          | 1          |          |          | 1          |
| REGENCY OAKS               | 1          |          |          | 1          |
| SCHOENTHAL ROAD            | 3          |          |          | 3          |
| THE FOREST OF GARDEN RIDGE | 4          |          | 1        | 5          |
| THE PARK AT GARDEN RIDGE   | 0          |          |          | 0          |
| TROPHY OAKS                | 8          |          |          | 8          |
| TWISTED OAKS               | 0          |          |          | 0          |
| WILD WIND                  | 5          |          | 1        | 6          |
| WOODLANDS OF GARDEN RIDGE  | 0          |          |          | 0          |
| COUNTY                     | 6          |          |          | 6          |
| OTHER                      | 0          |          |          | 0          |
| <b>TOTALS</b>              | <b>131</b> | <b>2</b> | <b>7</b> | <b>140</b> |

*ARRESTS – 11  
ALARM PERMITS – 7  
ACCIDENTS – 4*

*ALARMS – 28  
SOLICITOR PERMITS – 0*

| LOCATION             | PROPERTY                | INJURY | FATAL |
|----------------------|-------------------------|--------|-------|
| FM 3009              | 4 VEHICLES              | 1      | 0     |
| 21300 BLK FM 3009    | 1 VEHICLE VS. STOP SIGN | 0      | 0     |
| 19200 BLK FM 2252    | 1 VEHICLE VS. DEER      | 0      | 0     |
| 21329 WATER WOOD DR. | 1 VEHICLE VS. MAIL BOX  | 0      | 0     |

*ENFORCEMENT (263)*

*\*Citations – 87*

*\*Warnings – 176*

## INCIDENTS and ARRESTS

- 9/22/14- After being stopped for an expired inspection sticker, Officer Pelata arrested the subject for possession of marijuana and NO DL.
- 9/26/14- After being stopped for an expired registration sticker, Officer Galan arrested the subject for DWLI.
- 9/28/14- After being stopped for an expired inspection sticker, Officer Pelata arrested the subject for DWLI (MB).
- 9/29/14- After being stopped for no license plate, Officer Oehler arrested the subject for a traffic arrest warrant and DWLI.
- 10/4/14- After being stopped for speeding 64/40, Officer Acosta arrested the subject for DWLI.
- 10/7/14- After being stopped for no front license plate, Officer Simkins arrested the subject for a traffic arrest warrant.
- 10/10/14- After being stopped for disregarding a stop sign, Officer Simkins arrested the subject for a traffic arrest warrant.
- 10/14/14- After being stopped for a defective head light, Officer Oehler arrested the subject for a DWLI.
- 10/18/14- Dispatched advised of an unknown disturbance, Officer Oehler arrested the individual for assault – family violence.
- 10/18/14- Dispatched advised of a reckless driver, Corporal McMahan arrested the driver for DWI and DWLI w/ no insurance (MB).
- 10/19/14- after being stopped for an expired inspection sticker, Officer Pelata arrested the subject for possession of controlled substance PG1 <1G.

### SAFETY TIP FROM THE CHIEF:

I would like to take this opportunity to remind everyone of a few traffic issues which are extremely dangerous. I realize we are all in a hurry these days but I have noticed some local drivers have been performing certain movements which cause an increase risk to everyone.

The center median of FM3009/ FM2252 is designated to either divide the 2 traffic lanes or in some areas acts as a left turn lane to enter our communities. It is not legal to use this median as a merge lane. I have seen a great number of people exiting our residential areas from the smaller feeder roads onto FM3009/ FM2252 who rush out into the center lane and then try to merge into traffic. This movement places not only that driver but any other vehicle in the immediate area at risk. The drivers on the road are not sure of the intentions of the driver entering the highway which leads to panic causing the other drivers to either brake instinctively or swerve toward the shoulder. You may not enter the highway until it is safe to do so. Once you enter the highway you must occupy the first available traffic lane traveling in your direction.

This is a violation of the Texas Transportation Code. The center median within the city limits of Garden Ridge is striped and clearly marked as to allow for left hand turns only and not right hand turns or merging movement of vehicles. Take the few extra seconds to wait for an opportunity to legally enter the roadway and occupy the available traffic lane.

## TRAINING

- ◆ Fire Arms Instructor Course
  - Officer Simkins

## Monthly Meeting Report

Nadine Knaus  
Mayor Pro-Tem  
October, 2014

### Comal County Lunch Meeting

- No actions

### Northeast Partnership

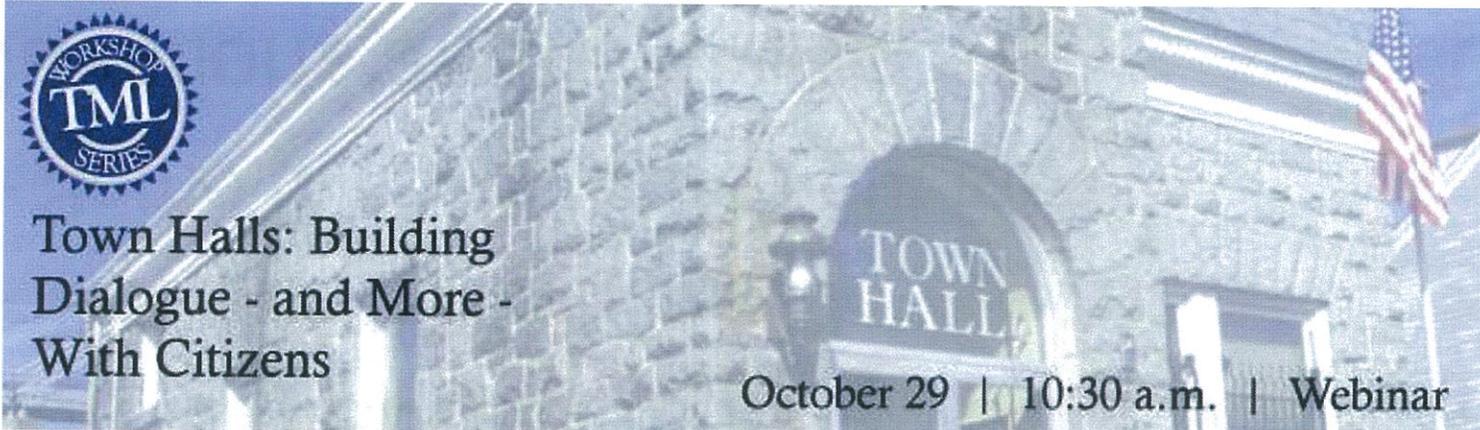
- Presentation by Billy Phenix from the Texas Capitol Group concerning upcoming legislative session – expect a lot of legislation on water, water pipelines, etc.

### Ground Water Conservation District

- Various meetings/conversations with representatives from Stakeholders Group and New Braunfels Utilities concerning proposed legislation

### TML Webinar on Town Hall Meetings

- Discussion of the reasons to hold town hall meetings, timing, logistics, agendas, Q&A, etc.



Your presenter:

**Michael Zimet**

President, Dialogue Solutions

- Why town hall meetings are good for you
  - How they enhance your effectiveness, *and*
  - Build stronger relationship with constituents
- Planning and executing your town halls
  - Tips and techniques
  - Some things to watch out for
- Questions and answers

# But first...

- Open Meetings Laws
  - Understand their implications
  - Town halls may be considered “meetings”
  - Extra cautions necessary, *but...*
  - Not a show-stopper!
- Consult with your legal counsel

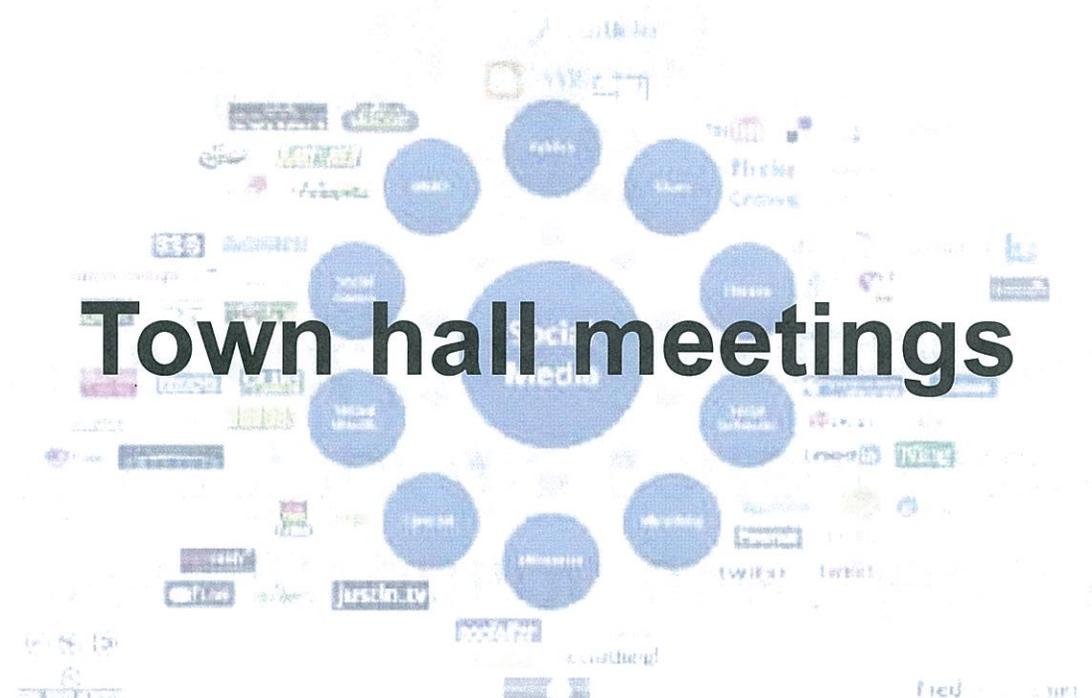
*“...the wisest invention ever devised by the wit of man, for the perfect exercise of self-government.”*

-- Thomas Jefferson



*“...the wisest invention ever devised by the wit of man, for the perfect exercise of self-government.”*

-- Thomas Jefferson

A circular diagram composed of numerous small icons representing various social media and digital communication platforms. The icons are arranged in a roughly circular pattern around a central point. The text "Town hall meetings" is overlaid in a large, bold, black font across the center of the diagram. The icons include recognizable logos for Facebook, Twitter, YouTube, LinkedIn, and many others, along with some less familiar ones. The overall theme is digital communication and community interaction.

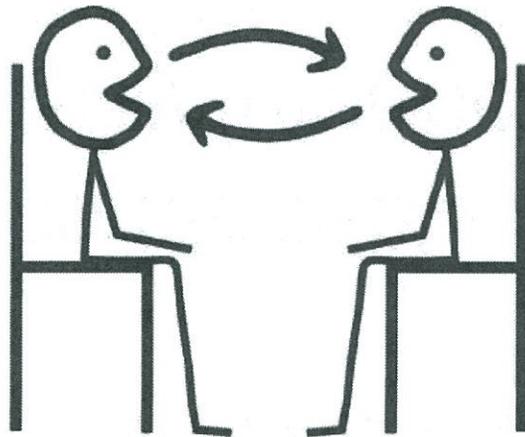
**Town hall meetings**

# Town hall meetings

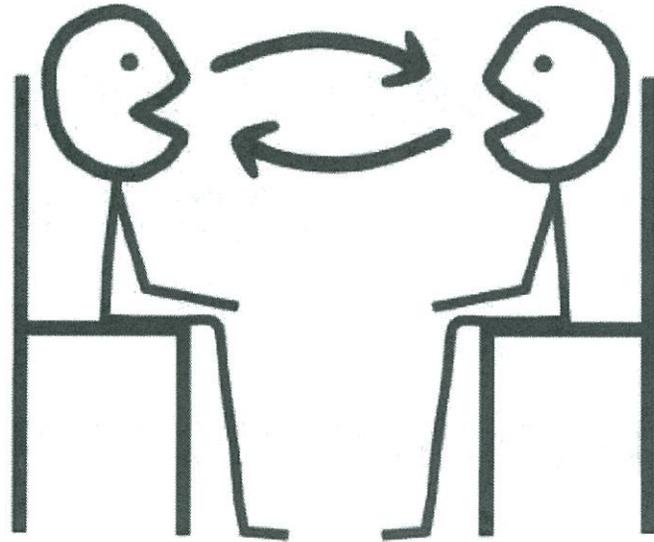
“A convenient, comfortable and quick way for citizens to stay informed about their community’s services and issues and to register their views about them.”

# Town hall meetings

“A convenient, comfortable and quick way for citizens to stay informed about their community’s services and issues and to register their views about them.”



Dialogue = 2-way communication



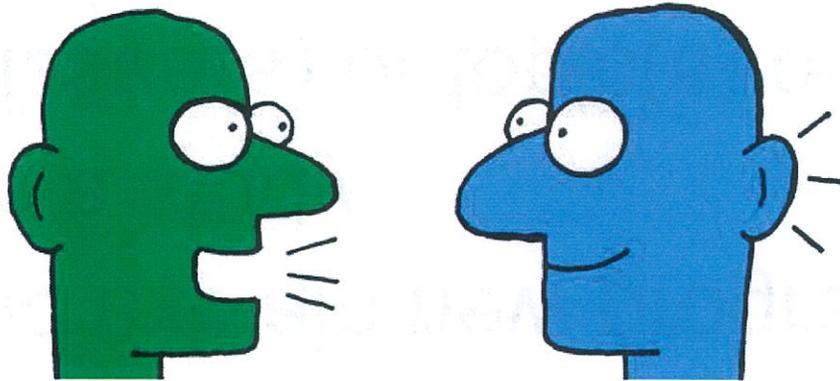
# Town hall meetings

- Not a substitute for official meetings
  - No quorum
  - No municipal business
  - No deliberations or votes
- A forum for communicating with citizens
  - An adjunct

# Why hold town hall meetings?

- Unveil and explain new program, project
- Report on a study
- Address issue(s) or topic(s) of general concern, interest
- General update
- Learn what's on people's minds
  - Questions
  - Suggestions
  - Opinions

- You hear from citizens
  - Feedback
  - Insights



“Communication is  
the lifeblood  
of all relationships.”

- Build trust and confidence
  - Goodwill
  - Credibility
  - Takes time to develop it
- Enhances your ability to gain support and acceptance
- Builds a stronger sense of community, unity

# One meeting or several?

- Large number of people?
  - Not “too” big
  - Large meetings stifle discussion, dialogue
- Consider several smaller meetings
  - Smaller encourages greater participation
  - Easier to find venues
  - Multiple locations + time choices = flexibility

# Dallas budget town halls

- Population and geography make a single meeting logistically unrealistic
- Instead...
  - 30+ smaller meetings, in each local district
  - Different dates/times/locations = flexibility
  - Smaller meetings are more manageable, comfortable and personal
  - People can
    - See you
    - Hear you
    - Participate

# Scheduling

- Avoid conflicts
  - Football games
  - Concerts
  - Holidays
  - School events (plays, back-to-school night)
  - Check local calendars first

# Scheduling

- Avoid conflicts
  - Football games
  - Concerts
  - Holidays
  - School events (plays, back-to-school night)
  - Check local calendars first
- Evenings are best, *but...*
  - Consider daytime, too
    - For some people, it's their only option

# Where?

- Schools
- Libraries
- Community centers
- Auditoriums
- Churches
- Any venue should have
  - More than enough seats
  - Good for audio-visual needs
  - Ample parking, public transit options
  - Accessibility (seniors, handicapped)

- Reach out to those who can't be there
  - Stream live on the internet
  - Cable TV: public access channel
  - Dial-in (phone) for audio
  - Record it
    - Online access later on
      - Citizens and government officials, too
    - Available for reference, follow-ups

# Host vs. moderator

- Host is the government official/member
  - Presents, listens to comments, answers questions
- Moderator “runs” the meeting
  - Keeps it orderly, on time, smooth
- One person can do both jobs

# Moderator

- Welcomes, thanks everyone for coming
- Introduces host, presenter(s)
- Explains meeting purpose, agenda, schedule
- Explains and enforces ground rules
- Calls on citizens to comment, ask questions
- Maintains agenda integrity
  - Time, decorum, staying on topic
  - Keep it relaxed, constructive, friendly
- Remains objective!

# Ground rules

- The moderator is in charge of the meeting; please respect him/her.
- If you wish to speak, please line up at the microphone and wait until you're called on.
- When called on, please introduce yourself.
- Please ask only one question at a time, and remain at the microphone while your question is being answered. You can ask a follow-on question if it's related to the original one (e.g., to clarify something).
- Please limit your remarks to three minutes, to ensure everyone has an opportunity to speak.
- All speakers should be respectful, calm and speak in a professional manner. Please respect each other's opinions, even if you disagree, and avoid making any personal attacks or disparaging remarks.
- Please try to avoid being repetitious. If you want to echo or second what someone has already said, by all means say so, but please keep your remarks brief.
- Please turn your cell phone off or to silent mode. If you must make or take a call, please step outside the meeting room to avoid disturbing others.

My “secret ingredient” for getting a good turnout is...

# Food!

- Refreshments do attract people
  - Keep it simple (e.g., coffee, donuts, cookies, fruit)
  - Tight budget? Perhaps they can be donated
    - Local bakery, diner, store
    - For them, it’s free publicity (and goodwill)
  - Thank them publicly (and perhaps a small sign, too)

# Publicizing your meeting

- Check with your legal counsel
  - Ensure compliance with Open Meetings Law
- Use all available channels
  - Your official website
  - Local newspapers, radio, TV (including cable)
  - Email or even telephone (recording)
  - Signs
  - Announce at “official” meetings
- Post reports and other materials in advance

# Samples

- “(Mayor Jones) will be holding town hall meetings to discuss his Housing Strategy which addresses the need for affordable housing in (city). The public is encouraged to attend, participate, and make suggestions on how the Administration can better serve the housing needs of our residents.”
- “(City) will hold a Town Hall Meeting to update citizens on topics of interest to them. The topics will include, but are not limited to, road project updates, parks projects, traffic and transportation, development and smart growth, human services and housing, and issues of general interest. Citizens are encouraged to participate and ask questions, as the format of the Town Hall Meeting is designed for interaction between the community and its leaders.”

# Solicit questions/feedback in advance

- Provide multiple options
  - Email (e.g., [questions@cityname.gov](mailto:questions@cityname.gov))
  - “Snail mail” (U.S. Mail) – specific address
  - At the meeting, offer 3x5 cards and pencils
    - Good for people who are “bashful”

# Solicit questions/feedback in advance

- Provide multiple options
  - Email (e.g., [questions@cityname.gov](mailto:questions@cityname.gov))
  - “Snail mail” (U.S. Mail) – specific address
  - At the meeting, offer 3x5 cards and pencils
    - Good for people who are “bashful”
- Gives you time to prepare strong answer
- Use to kickstart Q&A if no one wants to go first at the meeting
- Identify and deflect off-topic questions/issues
- Gives you an early “finger on the pulse” of what issues and questions are on people’s minds

# Make up questions of your own!

- Anticipate topics, issues, questions that are probably on people's minds
- Use them to address information you feel should be addressed

# Last-minute checklist

- Make sure room is properly set up (i.e., enough chairs) and parking/entrance are well lit
- Test audio/visual equipment
  - Microphone and sound system
  - Slides, video and charts (run through them)
- Test your connection and equipment for streaming and recording the meeting
- Place 3x5 cards, handouts, feedback forms and pencils on chairs
- Make sure refreshments are set up near the entrance to the room

# It's showtime!

- Moderator should call the meeting to order on time
- Welcome everyone; thank them for coming
  - Include a special welcome to those attending online or by phone
- Thank the venue host for use of their facility
- If refreshments were donated, thank the donor!
- Review the agenda, including the time schedule
- Remind people that other topics are off-limits
- Review the ground rules
  - Emphasize their importance to the meeting's success
- Cell phones off!
- Introduce the host/speaker(s) and get started

# Q&A: What if no one wants to go first?

- Answer 1-2 questions submitted in advance
- “Turn to your neighbor” and chat
  - 2-3 minutes
  - “What is your reaction to what you just heard?”
  - “What questions are you thinking of asking?”

# Q&A: What if no one wants to go first?

- Answer 1-2 questions submitted in advance
- “Turn to your neighbor” and chat
  - 2-3 minutes
  - “What is your reaction to what you just heard?”
  - “What questions are you thinking of asking?”
- Try something bold
  - “Don’t everyone all ask questions at once!”
  - Offer \$10 to the first person who asks a real question

- Dealing with difficult questions or criticisms
  - First: always thank the person for sharing their thoughts
  - “Do you have a suggestion as to how we might could change that – or address it differently?”
  - Offer to discuss offline, after the meeting

- Dealing with difficult questions or criticisms
  - First: always thank the person for sharing their thoughts
  - “Do you have a suggestion as to how we might could change that – or address it differently?”
  - Offer to discuss offline, after the meeting
- Remind people:
  - No votes, no official business can be done
  - We’re here to listen
  - Other people will also see and hear what transpired; we do hear you

“All those criticisms, etc. Do we have to listen to all that?”

- YES!
  - Important to hear what’s on people’s minds – positive or negative
  - That’s the purpose of town halls – forums
  - Opportunity for people to “vent” and know it’s being heard
  - Respect their opinions – but they’re not binding
- An opportunity for you to
  - Provide (new) information to the people
  - Clarify misinformation
  - Get a finger on the pulse of your constituency
- This is dialogue in action!
- You’re engaging them and building understanding!

# Good answers are

- Courteous
- Candid
- Quick

## Courteous

- Always
  - Keep your cool, no matter how painful!
  - Thank the person
    - “I’m glad you asked”
    - “...for sharing your thoughts”

## Courteous

- Always
  - Keep your cool, no matter how painful!
  - Thank the person
    - “I’m glad you asked”
    - “...for sharing your thoughts”
- Questions requiring some follow-up
  - Ask person to see you at the end of the meeting
  - Give them a direct referral to someone who can help them, *or*
  - Take their information and offer to have someone contact them about it
  - Follow through!

## Candid

- Give a straight, factual answer
- Avoid bureaucratic double-talk, mumblespeak
  - People can see right through it
  - Damages your credibility
- Better to say, “I don’t know the answer to that, but I’ll try to find out for you.”

## Quick

- Keep your answers short, concise
- Avoid too much detail
  - Takes too long
  - Provides more for people to disagree with
  - If someone wants more detail, they'll ask
- Leaves more time for additional Q&A
- “Did that answer your question?”

# “Going the extra mile”

- If you don't know the answer, admit it
  - Promise to follow up
    - Ask person to see you at the end of the meeting
    - Give them a direct referral to someone who can help them, or
    - Take their information and offer to have someone contact them about it
    - Follow through!

- If you run out of time to answer everyone's questions
  - Ask people to hand in their questions, or (optionally) ask them to submit online
    - Respond to each person by email or phone with the answer, *or*
    - Post all those questions and the responses online

# DOs and DON'Ts

- DO plan ahead. Really!
- DON'T schedule your town halls in conflict with events that will hurt attendance.
- DO work with your legal counsel to ensure you're complying with Open Meeting Laws.
- DO give people ways to submit questions in advance (e.g, email, "snail mail")
- DO make sure your charts, slides and videos are clear and easy to view from anywhere in the room – and online, too!
- DON'T try to put too much on one slide.
- DO make sure your sound system works well, including an audience microphone.

- DON'T read from a script; use notes if you need them.
- DO be prepared with current statistics and information.
- DON'T fake your response, especially if you really don't know the answer. (Better to say, "I don't know.")
- DON'T talk down to people.
- DO keep your responses simple and concise; avoid excess detail.
- DO have a timeline for your town hall, and stick to it.
- DO have ground rules for attendees. Post them in advance and repeat them when the meeting opens.
- DO conduct a post-meeting survey, to measure the effectiveness of your meeting(s).

# Open Meetings Laws

- Understand their implications
- Town halls may be considered “meetings”
- Consult with your legal counsel
- “Does TOMA Allow a ‘Town Hall Meeting’?”
  - [http://texascityattorneys.org/wp-content/uploads/2014/06/SH\\_DoesTOMAAllowATownHallMeeting.pdf](http://texascityattorneys.org/wp-content/uploads/2014/06/SH_DoesTOMAAllowATownHallMeeting.pdf)
- “Open Meetings Handbook 2014”
  - [https://www.texasattorneygeneral.gov/AG\\_Publications/pdfs/open\\_meeting\\_hb.pdf](https://www.texasattorneygeneral.gov/AG_Publications/pdfs/open_meeting_hb.pdf)

**Michael Zimet**

**Dialogue Solutions**

**215-396-7800**

**[mz@getpeopletalking.com](mailto:mz@getpeopletalking.com)**

# Sample feedback questions

- Overall evaluation
  - Scale of 1-5, where 1=Excellent and 5=Poor
- How did you hear about this town hall meeting?
  - Website / radio / TV / newspaper / friend or neighbor / Other
- What did you expect to gain from attending?
  - (provide lines to write response)
- What was the most useful part of this meeting?
  - (provide lines to write response)
- Would you attend future town hall meetings?
  - (Yes / NO)
  - Why? (provide lines to write response)
- What would make our town hall meeting better?
  - (provide lines to write response)
- What topic(s) would you like to see addressed in a future town hall meeting?
  - (provide lines to write response)