



City of Garden Ridge

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

AGENDA REGULAR CITY COUNCIL MEETING, JULY 1, 2015 AT 6:00 P.M.

The Garden Ridge City Council will meet in a regular session on Wednesday, July 1, 2015 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 June 26, 2015 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.

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 June 3, 2015 Regular City Council Meeting Minutes
- b) Recognition of Employees completing probationary period and receipt of 5% salary increase for:
 - i. 90 day Probationary Period:
Karen Ford as the Finance/HR position effective June 1, 2015
- c) Financial Statement and Investment Report –May 30, 2015

ACTION ON THE CONSENT AGENDA

6. Business Items

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

- a) City Engineer Projects Update:
 - i. CIP Project for 2015
 - a. Status report
 - b. Forest Waters Circle Roadway Condition
 - c. Trinity Wells
- b) FY 2015 Proposed Bond discussion and update.
- c) Discussion and Approval/Disapproval of the Bexar Metro 9-1-1 Network District's Proposed Fiscal Year 2015 Budget in accordance with Texas Health & Safety Code, Chapter 772.309 (previously discussed on June 3, 2015).
- d) Discussion and Approval/Disapproval of Comal Appraisal District's proposed Fiscal Year 2016 Budget in accordance with Section 6.06(b) of the Property Tax Code.
- e) Discussion and possible nomination to the Comal Appraisal District Board of Directors in accordance with Section 6.03 (1) of the Texas Property Tax Code due to vacancy created by resignation of Gary Boldt.

- f) Planning and Zoning Commission Recommendations and Possible Action to City Council:
No business to report or consider
- g) Water Commission Recommendations and Possible Action:
 - i. Request for water bill adjustment from Kevin Vaille, 8830 Cherokee Path, seeking relief on April 23, 2015 to May 22, 2015 water bill due to water leak.
 - ii. Review and discussion on a request from Daniel J. Post, 22016 Deer Canyon, regarding Ordinance 54, Section 6.03 and 7.01 as they concern utility billing processes.
- h) Quarry Commission Recommendations and Possible Action:
No business to report or consider
- i) Update from the Garden Ridge Deer Management Committee
- j) Update from the Garden Ridge Parks Committee
- k) Discuss proposed 2016 Budget and 2015 Tax Rate Calendar
- l) Discuss sending letters to area cities acknowledging support of citizen concerns related to the asphalt plant location adjacent to the City of Garden Ridge.
- m) 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
 - Website and Facebook
- b) Library Monthly Activity Report
 - New Patrons
 - Old Patrons
 - Library activities and classes
- 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

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

- e) 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
Alamo Area Metropolitan Planning Organization (“MPO”)
TXDOT
Joint Base Land Use Study-Randolph
Greater Bexar County Council of Cities
Lonestar Light Rail
Northeast Lakeview Friends of Nighthawk
Forest Waters Club

11. 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:

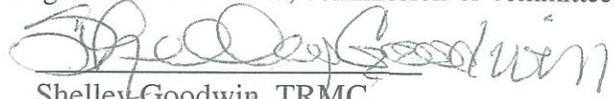
The City Council may vote and/or act upon any item within this Agenda. The Council reserves the right to retire into executive session concerning any of the items listed on this Agenda, pursuant to and in accordance with Texas Government Code Section 551.071, to seek the advice of its attorney about 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 10:45 a.m. on June 26, 2015 on the bulletin board located at the entrance to the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas.


Shelley Goodwin, TRMC
City Secretary



City of Garden Ridge

9400 Municipal Parkway
Garden Ridge, Texas 78266-2600
(210) 651-6632
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MINUTES OF CITY COUNCIL REGULAR MEETING, June 3, 2015

Members Present:

Mayor Nadine Knaus
Councilmember Todd Arvidson
Councilmember Bryan Lantzy
Mayor Pro-Tem John McCaw
Councilmember Shelby Trial

Member Absent:

Councilmember Bobby Roberts

City Staff Present:

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

Commission Chairs Present:

1. Call to Order

With a quorum of the City Council Members present, Mayor Knaus called the regular meeting of the Garden Ridge City Council to order at 6:00 p.m. on Wednesday, June 3, 2015, in the City Council Chambers of the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas 78266.

2. Pledge of Allegiance

Councilmember Trial led the Pledge of Allegiance.

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

Daniel Post, 22016 Deer Canyon Dr., requested the City Council review Ordinance 54 and the water billing process so they are more in line with each other.

Mark Freisenhahn, 4289 Forest Waters, stated most Municipalities freeze residents over 65 years old property taxes, but the City of Garden Ridge does not. He encouraged the City Council to put this item on a future agenda to be discussed. He also stated he has researched TCEQ requirements regarding backflow. He stated the only thing he can find is that there is a backflow inspection requirement for new constructions. He encouraged the City Council to grandfather the older homes.

4. Special Presentations

a) Presentation of an overview of North East Lakeview College by Dr. Follins, College President,

Dr. Craig T. Follins, President of Northeast Lakeview College presented a video and PowerPoint on "Who we are and who we serve" (see attached).

b) Air Quality Stewardship Award presented by AACOG region

Councilmember McCaw reported the City of Garden Ridge was awarded an Honorable Mention Air Quality Stewardship Award at the AACOG Earth Day event held in April.

5. Consent Agenda

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- a) Approval of April 15, 2015 Joint City Council and Quarry Commission Meeting Minutes**
- b) Approval of May 6, 2015 Regular City Council Meeting Minutes**
- c) Approval of May 20, 2015 Special City Council Meeting Minutes**
- d) Recognition of Employees completing probationary period and receipt of 5% salary increase for:
 - i. 6 Month Probation Period:
Officer Vicente Mongrell effective June 1, 2015****
- e) Financial Statement and Investment Report –April 30, 2015**

Motion: A motion was made by Councilmember Lantzy, seconded by Councilmember Arvidson, to approve the Consent Agenda. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

6. Business Items

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

- a) City Engineer Projects Update:
 - i. CIP Project for 2013 -
 - a. Status report******

ii. CIP Project for 2015 – Trinity Wells

a. Status report

Garry Montgomery, River City Engineering, provided a PowerPoint regarding the CIP Projects for 2013 and 2015 (see attached PowerPoint). He provided an update on the remainder of the 2013 CIP Bonds and what project could be funded with the remaining funds.

b) Discussion on Financing Time Table of Events and Preliminary Plan of Finance for Capital Improvement Plan 2015 to include possible approval of stated plan

Garry Montgomery, River City Engineering, provided a PowerPoint regarding the different projects and the financing timetable of events.

Bob Henderson, Financial Advisory, provided a PowerPoint (see attached) explaining the maturity dates, rates and interests for the proposed 2015 debt issuance. He also explained the City's overall debt and impact of additional funding.

The City Council discussed the different projects, timeline, cost, additional debt, process and fees.

Motion: A motion was made by Councilmember McCall, seconded by Councilmember Lantzy, to approve the Preliminary Financial Plan and to work with Leon Johnson of George K. Baum & Company as the underwriter for the issuance. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

c) Consideration and action on a Resolution Authorizing Publication of Notice of Intention to Issue Combination Tax and Revenue Certificates of Obligation

Motion: A motion was made by Councilmember Trial, seconded by Councilmember Lantzy, to approve Resolution 355-2015 authorizing publication of notice of intention to issue combination tax and revenue certificates of obligations. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

d) Authorizing the replacement and purchase of dump truck for the Public Works Department and the Water Department in the 2015 Fiscal Year in the amount of \$45,467.82 from the Texas Local Government Purchasing Cooperative Buyboard with such purchase split 50% between said departments; authorizing the City Administrator to execute the appropriate documents on behalf of the City

Nancy Cain, City Administrator, stated the proposed dump truck will be used by the Public Works and Water Departments. She also stated the cost of the dump truck will be split 50/50 between the two departments, with the water's portion being taken from reserves.

Motion: A motion was made by Councilmember Lantzy, seconded by Councilmember McCall, to authorize the replacement and purchase of dump truck for the Public Works Department and

the Water Department in the 2015 Fiscal Year in the amount of \$45,467.82 from the Texas Local Government Purchasing Cooperative Buyboard with such purchase split 50% between said departments; authorizing the City Administrator to execute the appropriate documents on behalf of the City. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

e) Approving the terms and conditions of Regional Mutual Aid Agreement with the Alamo Area Council of Governments (AACOG)

Jeff Kelly, Comal County Emergency Management Coordinator, reported the Regional Mutual Aid Agreement is an agreement between local governmental entities and local organizations within a geographic area. He stated this agreement will secure for each party the benefits of Regional Mutual Aid and protection of life and property in the event of an emergency.

The City Council discussed the agreement and requirements to the agreement.

Motion: A motion was made by Councilmember McCall, seconded by Councilmember Trial, to approve the terms and conditions of Regional Mutual Aid Agreement with the Alamo Area Council of Governments (AACOG). The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

f) Approval/Disapproval of the Bexar Metro 9-1-1 Network District's Proposed Fiscal Year 2015 Budget in accordance with Texas Health & Safety Code, Chapter 772.309

Nancy Cain, City Administrator reported the Bexar Metro 9-1-1 Network District has asked the City of Garden Ridge to approve or disapprove their proposed fiscal year 2015 Budget. She stated nothing stood out to her in comparison to last year's budget.

The City Council discussed the portion of the fee that residents pay on their phone bills compared to the portion Bexar Metro noted in their budget.

Motion: A motion was made by Councilmember McCall, to approve the Bexar Metro 9-1-1 Network District's Proposed Fiscal Year 2015 Budget in accordance with Texas Health & Safety Code, Chapter 772.309, with no second the motion died.

Motion: A motion was made by Councilmember Trial, seconded by Councilmember Lantzy, to postpone the Approval/Disapproval of the Bexar Metro 9-1-1 Network District's Proposed Fiscal Year 2015 Budget in accordance with Texas Health & Safety Code, Chapter 772.309 until the July 1, 2015 Regular City Council Meeting. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

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

No business to report or consider

h) Water Commission Recommendations and Possible Action:

No business to report or consider

i) Quarry Commission Recommendations and Possible Action:

No business to report or consider

j) Update from the Garden Ridge Deer Management Committee

Councilmember Arvidson reported he feels more residents are coming to a consensus on restricting feeding of the deer and he provided information regarding the dangers of feeding the deer. He stated the Committee is looking at the possibility of archery hunting of deer inside the City. He also announced the next meeting will be held on June 18, 2015 at 6:00 pm in the City Council Chambers.

k) Update from the Garden Ridge Parks Committee

Councilmember Trial reported that the Garden Ridge Parks Committee held a meeting in May and they began to work on survey questionnaire for the residents. He stated the next meeting will be held on June 19, 2015 in the room behind the City Council Chambers.

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

No items were removed from the consent agenda.

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
- Website and Facebook
- TML Municipal Excellence Awards

Nancy Cain, City Administrator reported:

Sign approvals since the last Council meetings-

- Hanson Quarry – RACAP Food Drive banner

Community Center usage and financial report-

- Booked 5 new events and the center was used 6 times this last month

Building Permits

- Major Permits and Minor Permits - total revenue of \$24,921.76 for the month.

Recognition of employees and/or events.

- Garden Ridge Women Club gave \$500 to Garden Ridge Community Center and \$500 to Garden Ridge Library

Website and Facebook

- Website and Facebook is being updated regularly and residents are using them more

TML Municipal Excellence Award

- Copies of submitted TML Municipal Excellence Award entries for City Spirit and Communication were provided to City Council

b) Library Monthly Activity Report

- New Patrons
- Old Patrons
- Library activities and classes

Nancy Cain, City Administrator reported on behalf of Linda Crosland:

- April 616 visitors
- April 679 items checked out
- Events
 - Drip Irrigation on May 6, 2015
 - Xeriscaping on May 20, 2015

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:

- May – 24.75 total acre feet from the Trinity Well was pumped and 25.0 pumped from Edwards Wells. Water system infrastructure maintenance, repairs and/projects- 2 new meters installed, 54 meters replaced, 2 new service line installations and 2 leak adjustments.

d) Public Works Monthly Activity Report

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

Steven Steinmetz, Public Works Director, reported:

Street and Right-Of-Way Maintenance – 1 street sign replaced, 6 right-of-ways shredded

Drainage Facility and Easement Maintenance –18 detention pond inspections were performed.

Animal Control apprehensions, nuisance/complaints, animal bites - apprehended 7 dogs and 2 cats for the month, which totals 27 dogs and 18 cats for the year

e) Police Department Monthly Activity Report

- Traffic Enforcement
- Criminal activity within city
- Code Compliance Enforcement

Ron Eberhardt, Police Chief, reported 19 alarm calls, 24 arrests, 110 citations were issued and 275 warnings.

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

Mr. Brockman, 21820 Tommy Trail, stated he has some concerns after reading the article in the Grapevine regarding calling the Comal County Dispatch instead of contacting the Garden Ridge Police Department.

9. Reports and Comments from Mayor and City Councilmembers

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Citizen on Patrol
Garden Ridge Lion's Club
Comal County
Comal ISD
Guadalupe County
Bexar County
Alamo Area Metropolitan Planning Organization ("MPO")
TXDOT
Joint Base Land Use Study-Randolph
Greater Bexar County Council of Cities
Lonestar Light Rail
Northeast Lakeview Friends of Nighthawk
Forest Waters Club**

Councilmember Arvidson reported he was able to attend the Comal ISD meeting, and they are working on the plans for the new Middle School with hopes it will be completed in the next couple of years.

Councilmember Lantzy thanked Nancy Cain, City Administrator of working with City of Schertz animal control regarding the rescued animals from the flood.

Mayor Knaus mentioned the Comal County Appraisal District budget meeting on June 4, 2015.

10. Adjournment

There being no further business, the Wednesday, June 3, 2015 Garden Ridge City Council regular meeting was adjourned at 8:07 pm by Mayor Knaus.

Nadine L. Knaus
Mayor

ATTEST

Shelley Goodwin, TRMC
City Secretary

**SIGN IN TO SPEAK AT THE JUNE 3, 2015
CITY COUNCIL SPECIAL MEETING
CITIZEN COMMENT PERIOD**

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Disclaimer:

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NAME	ADDRESS	SUBJECT
1. Jeff Kelly	100 MAJID PLAZA New Braunfels	Moral Aid Agreement
2. Daniel Post	22016 Deer Canyon Drive	Water billing
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4.		
5.		
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8.		
9.		
10.		

**SIGN IN TO SPEAK AT THE JUNE 3, 2015
CITY COUNCIL SPECIAL MEETING
CITIZEN COMMENT PERIOD**

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NAME	ADDRESS	SUBJECT
1. MARK FERREHAN	4209 Forestview Cir	Topic ceiling Tax ceiling TECO
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		



Robert V. Henderson
Managing Director,
 Phone: (210) 805-1118
 Facsimile: (210) 805-1119
 robert.henderson@RBCDain.com

CITY OF GARDEN RIDGE, TEXAS
CAPITAL IMPROVEMENT PLAN – 2015
PRELIMINARY PLAN OF FINANCE

DATED: MAY 29, 2015

INTRODUCTION:

The City of Garden Ridge is considering a variety of capital improvement projects collectively known as the CIP 2015. This Preliminary Plan of Finance is intended to provide the Council with a comprehensive overview of the options and impact of this potential project to assist in the decision making process.

CURRENT PROJECTS ESTIMATES:

The current preliminary cost estimate of these projects total \$9,313,960.28 before costs of issuance or other potentially financed items such as capitalized interest, if advisable.

Trinity Well 2 & 3 Design and Construction	\$2,308,000
Other Water Utility System Improvements	2,116,391
Street Improvements	3,867,936
Drainage Improvements	921,634
Park and Community Center Improvements	<u>100,000</u>
	\$9,313,960

CASH RESOURCES AVAILABLE:

Surplus Debt Proceeds from 2012 CO issue: Due to projects coming in significantly under budget, the City has approximately \$1,475,000 in left over debt proceeds that can be spent on the projects. This use of funds has been reviewed and approved by bond counsel.

Water System: The City currently has approximately \$181,000 in Water Impact Fees available to contribute to the cost of the Water System improvements provided that the improvements are properly identified in the Master Plan. Additionally, as of April 30, 2015, the City has approximately \$3.6 million in Water Fund balances. It is recommended the City maintain two years of operating expenses as reserves. Based on FYE 2014 expenditures, this would be approximately \$2.6 million leaving an additional \$1.0 million that could be dedicated to project costs.

Street, Drainage and Park Projects: Street, Drainage and Park improvements are handled by the General Fund (GF). Following a number of street and drainage projects funded with cash during the FYE 2014, the GF balance was \$1,346,936 at September 30, 2014 and is expected to be approximately \$1,417,040 at September 30, 2015. With a 2015 General Fund Expenditure Budget of approximately \$2,359,586, this projection represents an approximate 60% fund balance. This is a contributing factor to the City’s AA- rating. Therefore, it is not recommended that the City draw down the GF balances.

The total cash resources available then total \$2,656,000. With total project costs at \$9,313,960 (plus costs of issuance), it is anticipated that the City would need approximately \$6,785,000 in additional funding through Certificates of Obligation. With that preface, the following discusses debt.

CURRENTLY OUTSTANDING DEBT BACKGROUND:

The City has four authorized debt issues outstanding. These include the Series 2009 and 2012 Certificates of Obligation (COs) and the Series 2009 and 2012 General Obligation Refunding Bonds. The interest rates on the Series 2009 and 2012 Certificates of Obligation, given the call date (the earliest date prepayments are allowed) do not afford the opportunity to refinance any portions of those issues for savings. This may or may not change as we approach those call dates depending on market conditions at that time. The average annual debt service on these issues is approximately \$940,000 per year until FYE 2022, \$880,000 per year from 2023-2025, \$732,500 per year from 2026-2030, and then \$435,000 per year until final maturity of these debt issues in FYE 2032. This structure would allow some deferral of principal to minimize the rate impact of any new debt issues. However, to reduce total interest payments over the life of the issue and to preserve future debt capacity for anticipated projects in the intermediate future, this is not recommended.

THE PLAN OF FINANCE:

Given the above, the plan of finance is recommended as follows: Issue Certificates of Obligation in an amount not to exceed \$6,750,000 to cover the estimated net total project funding requirements and the anticipated costs of issuance (see attached). The debt would be structured on a 20-year final amortization basis with level average annual debt service payments.

It is anticipated that the COs would be paid from a combination of utility system revenues and property taxes. The City of Garden Ridge currently has 1,527 utility customers. Additionally, the City's 2015 preliminary Tax Roll came in at an estimated taxable value of \$653,517,017. The City Council will need to consider and decide how much of the debt service should be paid from utility rates and how much from property taxes. Given the assumptions outlined in the May 20th presentation of 53% allocation to the Utility System and 47% allocation to the General Fund, the utility rate impact is currently estimated to be approximately \$7.25 per month, per customer and the I & S tax rate impact is estimated to be about 3.2 cents. The Council does not need to make a final decision as to how to allocate debt service until it adopts its 2015-2016 budget and sets its 2015 tax rate.

Procedurally, it is anticipated that the COs would be rated by Standard and Poor's Rating Services which currently has the City rated at AA-. As this is the same rating as the highest rated municipal bond insurance companies still active, we would not expect to make an application for municipal bond insurance as it would not provide any incremental benefit to the City.

SELLING THE DEBT:

There are three generally prescribed methods for selling public debt including selling by competitive bid, selling on a negotiated sale basis and conducting a private placement. The first two methods involve sales to the general public and would require obtaining bond ratings, preparing public offering documents and involve the use of underwriters either through City selection or the bid process. The private placement method entails presenting the debt to a number of commercial banks (both locally and on a regional basis)

and asking them to bid based on a prescribed term sheet and bid form. If the bids fairly represent current market conditions, we would present the City with a bond purchase agreement between the winning bidder and the City reflecting those terms. Due to the size of the transaction and credit rating of the City, we would not recommend the private placement method of sale. In our opinion, either a competitive or negotiated sale method could achieve acceptable results for the City. Given the current market conditions, we would recommend a negotiated method of sale and, given the size of this issue, we would recommend the use of a single underwriter to handle distribution. The selection of that firm is entirely up to the City. We would be happy to assist the City in underwriter selection if requested.

TIMING AND PROCEDURAL ISSUES:

Certificates of Obligation require the publication of a Notice of Intent to issue not less than 30 days in advance of the date the Council expects to authorize the issuance of the debt. Attached to this POF is a proposed timetable of events to complete the transaction.

City of Garden Ridge, Texas

Capital Improvement Plan - 2015

Estimated Sources & Uses

<u>Sources:</u>	<u>Estimate:</u> <u>5/29/2015</u>	<u>Estimate:</u>
Par Value of Certificates:	\$ 6,215,000	\$ -
Original Issue Premium	570,138	-
Suprlus Series 2012 Debt Proceeds	1,475,000	-
Water Impact Fees	181,000	-
Water Utility Fund Balances	1,000,000	-
Street Impact Fees	-	-
General Fund Balances	-	-
Total Sources:	\$ 9,441,138	\$ -
 <u>Uses:</u>		
Trinity Well 2 & 3	\$ 2,308,000	\$ -
Other Water Utility System Imprvmnts	2,116,391	-
Street Improvements	3,867,936	-
Drainage Improvements	921,634	-
Park Improvements	100,000	-
Contingencies	2,039	-
Cost of Issuance/Rounding	77,500	-
Underwriter's Discount	44,437	-
Deposit to I & S Fund	3,200	-
Total Uses:	\$ 9,441,138	\$ -

Last Revised:

5/29/2015



City of Garden Ridge

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

June 19, 2015

To: Mayor Knaus and City Council

From: City Administrator Cain

Effective June 1, 2015, Karen Ford has successfully completed the 90 day probationary period for the Finance/HR position with the City of Garden Ridge. Mrs. Ford has demonstrated that she has the knowledge, experience and initiative necessary to perform the duties and responsibilities of the Finance/HR position. She has also demonstrated that she learns quickly and is a self-starter.

It is recommended that Karen Ford be released from the 90 day probationary period for the position of Finance/HR effective June 1, 2015 and that she receives the 5% salary increase retroactive to June 1, 2015.

MONTHLY REPORT

CITY OF GARDEN RIDGE
BALANCE OF ALL FUNDS AS OF 5/31/15

<u>ACCOUNT</u>	<u>BALANCE</u>	<u>CURRENT RATE</u>
CITY FUNDS		
OPERATING ACCOUNT	\$ 893,802.16	0%
MONEY MARKET	\$ 1,202,355.98	.15%
ASSET FORFEITURE/SEIZURE (STATE)	\$ 1,478.13	.10%
ASSET FORFEITURE/SEIZURE (FED)	\$ 15,418.51	.05%
2002 WATER IMPROVEMENT		
INTEREST & SINKING	\$.00	0%
2005 MUNICIPAL COMPLEX I&S	\$.00	0%
2005 I&S – TAX NOTE	\$.00	0%
2009 REFINANCE 98 I&S	\$ 74,577.27	.10%
2009 INTEREST & SINKING	\$ 116,772.79	.15%
2012 REFINANCE I&S	\$ 157,962.87	.15%
2012 INTEREST & SINKING	\$ 126,610.95	.15%
2012 CIP PROJECT	\$ 1,504,113.84	.15%
STREET IMPACT FEE	\$ 20,832.11	.05%
TEXPOOL STREET IMPACT FEE	\$ 408.94	0%
TEXPOOL INVESTMENT	\$ 399.67	0%
PEG FEES	\$ 43,984.34	0%
SUBTOTAL OF CITY FUNDS	\$ 4,158,717.56	
AVERAGE CITY INTEREST RATE		.11666%
WATER FUNDS		
2009 WATER IMPROVEMENTS	\$.00	0%
IMPACT FEES	\$ 181,698.41	.15%
TEXPOOL WATER RIGHTS/INFRAS-TR	\$ 4,905.97	.0553%
TEXPOOL WATER INVESTMENT	\$ 604.91	0%
TEXPOOL IMPACT FEE	\$ 411.31	0%
WATER SURCHARGE	\$ 144,704.51	.15%
WATER COMPANY OPERATING	\$ 2,126,177.36	.15%
CAPITAL IMPROVEMENT CONSTRUC- TION BOND	\$.00	0%
SUBTOTAL WATER FUNDS	\$ 2,458,502.47	
AVERAGE WATER INTEREST RATE		.125632%
TOTAL ALL FUNDS	\$ 6,617,220.03	
TOTAL AVERAGE INTEREST RATE		.12149%

CITY OF GARDEN RIDGE

GENERAL FUND

CASH & INVESTMENTS AS OF 5/31/15

OPERATING CHECKING	\$ 893,802.16
MONEY MARKET	<u>\$ 1,202,355.98</u>
TOTAL GENERAL FUND	\$ 2,096,158.14
TEXPOOL INVESTMENT	<u>\$ 399.67</u>
TOTAL INVESTMENT	\$ 399.67
TOTAL RESERVES FOR CITY	\$ 2,096,557.81

WATER FUND

INVESTMENTS AS OF 5/31/15

WATER COMPANY OPERATING	\$ 2,126,177.36
TEXPOOL WATER INVESTMENT FUND	<u>\$ 604.91</u>
TOTAL WATER COMPANY RESERVES	\$2,126,782.27

EXPENDITURE & REVENUES

PERIOD OF 5/31/15

66.66% OF FISCAL YEAR

REVENUE YEAR TO DATE

GENERAL FUND	\$1,864,200	75.47% of Budget
WATER FUND	\$ 482,165	33.02% of Budget

EXPENDITURES YEAR TO DATE

GENERAL FUND	\$1,308,384	54.01% of Budget
WATER FUND	\$ 732,493	56.05% of Budget

EXCESS REVENUE OVER/(UNDER) EXPENDITURES YEAR TO DATE

GENERAL FUND	\$ 555,816
WATER FUND	\$(250,328)

REVENUE FOR MONTH ENDING 5/31/15

GENERAL FUND	\$ 132,505
WATER FUND	\$ 62,087

EXPENDITURES FOR MONTH ENDING 5/31/15

GENERAL FUND	\$ 155,515
WATER FUND	\$ 71,842

EXCESS REVENUE OVER/(UNDER) EXPENDITURES FOR MONTH ENDING 5/31/15

GENERAL FUND	\$(23,010)
WATER FUND	\$ (9,755)

Garden Ridge Community Center

5/31/15

Revenues

Rentals	\$ 23,275
Deposits	\$ 6,875*
Donations	\$ 0

Total Deposits Received:	\$ 16,925
Deposits refunded to date:	<u>\$ 10,050</u>
Revenue from deposits to date:	\$ 6,875*

Total Revenue: \$ 30,150

Expenditures

Telephone	\$ 376
Supplies	\$ 622
Utilities	\$ 6,470
Maintenance	\$ 3,770
Cleaning	\$ 2,600
Equipment	\$ 127
Facility Enhancements	\$ 0
Manager	\$ 10,048
Marketing	\$ 0
Donation Expenditures	<u>\$ 0</u>
Total Expenditures:	\$24,013

Revenue Over/ (Under) Expenditures: \$ 6,137

CITY OF GARDEN RIDGE

2015 CIP Project

River City Engineering, Ltd.

July 1, 2015

Garry Montgomery, P.E.

- ▶ Survey work is in progress to establish base files and right-of-way lines
- ▶ Letters will be sent to property owners once survey crews are scheduled to mobilize and utility locators have provided as-builts and locations of all utilities.
- ▶ Geotechnical work will be completed during the survey phase of the project. This includes the intersection at Forest Waters Circle.
- ▶ Once the geotechnical work is complete and their design recommendations are reviewed, RCE will finalize plans for the Forest Waters Circle intersection. This will be the first priority CIP Project of the 2015 Series.
- ▶ Design will begin on a street by street basis as existing condition surveys are available

2015 CIP PROJECT UPDATE

- ▶ Well No. 2 & 3 Drilling & Site Development
- ▶ LBG Guyton has submitted documents to TCEQ for the drilling of Well No. 3 and the associated exception requests
- ▶ Once TCEQ has approved the plans, specifications and exception requests the project will be competitively bid for construction.
- ▶ At that time the EAA pass through permit will be submitted to EAA for approval.
- ▶ RCE has begun preliminary design and layout of the infrastructure required at the well site.
- ▶ Geotechnical evaluation for the design of the tank will begin within the next month

2015 WELL 2 & 3 SITE DEVELOPMENT

BEXAR METRO

9-1-1 Network District

MEMORANDUM

TO: County Judges and City Mayors

FROM: W. H. Buchholtz, Executive Director

SUBJECT: Fiscal Year 2016 *Proposed* Budget

DATE: May 15, 2015

Enclosed for your review and comment is the Bexar Metro 9-1-1 Network District's *Proposed* Fiscal Year 2016 Budget. The Bexar Metro Board approved this *proposed* budget at their regularly scheduled and properly noticed meeting held on May 14, 2015.

Please address your written comments to the Chairman of the Board at the address on the bottom of this memorandum. The Bexar Metro Board will review your comments, make changes as necessary, and adopt the Fiscal Year 2016 Budget at the board meeting scheduled on July 20, 2015. Please forward your comments to ensure arrival at the Bexar Metro office not later than 4:00 p.m. on July 17, 2015.

Enclosed is a post card to facilitate your response. The contents of this post card are consistent with the provisions of the Texas Health & Safety Code, Chapter 772.309, which enables each participating jurisdiction to either approve or disapprove the Bexar Metro Fiscal Year 2016 Budget. Should a jurisdiction choose to take no action, budget approval is by operation of law on the sixty-first day following the jurisdiction's receipt of the proposed budget.

Please call me if you have questions or require further information or clarification.

Sincerely,


W. H. Buchholtz
Executive Director

Bexar Metro 9-1-1 Network District

Fiscal Year 2016 Budget

PURPOSE: The purpose of this document is to obtain consensus approval of the District's Fiscal Year 2016 operational and financial plans by the District's Board of Directors and the governing bodies of the thirty-eight participating jurisdictions; and provide the continuing operational and fiscal authority necessary for the staff to aggressively establish and maintain a "world-class" 9-1-1 system.

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

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

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

To implement board policy and to manage the conduct of day-to-day operations, the board of directors appointed W. H. Buchholtz as Executive Director.

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

RESPONSIBILITY: To successfully accomplish the mission, the District must deploy and manage a technology neutral network that routes all 9-1-1 requests to the appropriate answering and responding jurisdiction; create and maintain a time-sensitive, highly accurate database that displays the location, callback number, and owner's name of the specific

instrument used to call 9-1-1; procure, install, and maintain the specialized 9-1-1 equipment utilized by each authorized answering and responding jurisdiction; coordinate with municipal and jurisdictional addressing authorities to ensure the database contains accurate, standardized, and logical location information to ensure each citizen is easily and quickly locatable during time critical emergencies; and construct, deploy, and maintain a spatially accurate geographic digital map to support location determination technologies and enhance computer aided dispatch systems. Bexar Metro also is responsible for providing effective backup solutions for its PSAPs that may be required to evacuate their local facility in the event of a disaster.

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

The board of directors initially established the emergency service fee on March 6, 1987, and it remains unchanged. The Fiscal Year 2015 emergency service fee is:

Residential Lines	\$ 0.22
Business Lines	\$ 0.51
Business Trunks	\$ 0.77
Nomadic VoIP	\$ 0.50

In addition to fees assessed on wireline telephones, the District also receives an emergency service fee from each wireless access line in the district. This monthly fee, set by Texas law at \$0.50 per line, recognizes that the wireless telephone is a link to 9-1-1 services and a wireless telephone user should therefore share a portion of the financial burden for provisioning the network. It also is in recognition of the cost recovery mechanism required to defray a fair and reasonable portion of the network infrastructure expense the wireless providers incur in meeting the federal mandate for wireless Enhanced 9-1-1. The current fee structure is adequate to support programmed spending in Fiscal Year 2016.

OVERVIEW: The District's provision of 9-1-1 service to member entities began in January 1987 with the provision of Basic 9-1-1. Since that time we made a number of significant upgrades that enabled keeping pace with the explosion in communication and computer technology that is the foundation of our current next generation network. We also developed and deployed a sophisticated Geographic Information System that is the backbone of our call delivery system; and we installed and managed various iterations of Customer Premise Equipment culminating in the current state-of-the-art IP equipment. Collectively these

enhancements position us for Next Generation 9-1-1 implementation. Our Call Delivery network has grown in features and functionality concurrent with the technology changes and complexity of emergency communications. Now, as we stand on the threshold of full implementation of next generation capability, nearly all the pieces are in place: a fully redundant high-speed fail-safe optical IP network ties the SAPD/SAFD PSAPs, the BCSO PSAP, and the REOC together with two fully redundant and geographically separated control facilities, and a dedicated MPLS optical IP network with dual route copper backup and two fully redundant and geographically separated control facilities connects each of the remaining PSAPs serving all other jurisdictions. Perhaps the best news is that we paid cash for all of this development and expansion using the service fee structure established in 1987. Finally, we are currently in the process of applying the final touch and become truly survivable by incorporating a backup facility into the network. The new facility, scheduled to be operational in 2016, will incorporate a redundant emergency communications system capable of providing fully functional PSAP operations for any PSAP served by the District. In the interim we have a transportable PSAP capability that can be in place and operational in less than twenty-four hours of a significant incident. The journey has not been without obstacles and pitfalls, but the result is one of the most capable emergency communication systems in the country.

The Fiscal Year 2016 budget is comprised of operations and maintenance (O&M) expense, capital projects, and capital reserve. In addition to funding current operations, the O & M budget continues to focus on our most critical resource—our employees. We plan to increase funding to our personnel account to enable modest salary adjustments and to defray a significant increase in health care premiums; and as we have for the past several years, we will set-aside \$250 thousand for a year-end lump sum TCDRS contribution. The capital budget funds the remaining outstanding items in our strategic survivability plan: the completion of our ESInet (IP Selective Routing) and the Quarry Run facility. Consequently, the previously authorized \$10 million for the completion of the ESInet project is reduced by \$4.5 Million and the remainder is set-aside for future 9-1-1 improvements; and the \$15 million previously authorized for the backup PSAP will be applied in Fiscal Year 2015 to construction of the Quarry Run facility, scheduled to achieve Initial Operational Capability in Fiscal Year 2016. Unlike previous years, all current revenue is expensed and no funds are transferred to capital reserve.

EXPENDITURES: The Fiscal Year 2016 budget total is \$42,012,000. The budget total includes \$6,341,000 for operations and maintenance and \$35,671,000 for capital improvements. O & M supports current operations and capital improvements include ESInet implementation, PSAP Equipment Upgrades, and enhancements to the District's regional backup radio system. Also included in capital improvements is the construction of the Quarry Run Regional Emergency Operations Center (REOC), and acquisition of the 9-1-1 call taking and other IT equipment required to support PSAP operations. The REOC will host the Bexar County Sheriff's Office Public Safety Communications Center and also serve as an alternate operating location for all PSAPs in the District's area of responsibility.

The District has zero debt (it operates in a cash-and-carry, net 30 mode) and is not authorized to incur debt. Therefore, capital recovery is typically an expense item into reserves to ensure the timely availability of sufficient funds necessary for facilities, technology advancement, modernization, and general equipment replacement. Projected service fee revenue normally fully funds the O & M and new capital improvements, while continuing to invest in reserves. However, the 2016 proposed budget does not include a transfer to reserve, instead it requires

a transfer of \$28,632,000 from the reserve account to fund construction of the new REOC.

This budget matches projected revenue and expense as required by Texas law. To ensure responsiveness and operational flexibility, the Executive Director may authorize the transfer of funds among budget line items as long as the overall annual budget amount remains unchanged. This budget does not necessitate an adjustment to the current emergency service fee; and based on known and projected requirements, a near-term adjustment to the emergency service fee, provided capital recovery remains fully funded, is not projected.

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Proposed Fiscal Year 2016 Budget

Income

Wireline Service Fees	\$ 2,696,960
Wireless Service Fees	\$ 10,672,000
Interest Earned	\$ 11,040
Transfer from Reserve Funds	<u>\$ 28,632,000</u>
Total Available Funds	\$ 42,012,000

Proposed Fiscal Year 2016 Operations & Maintenance

Expense

Personnel	\$ 2,049,000
Operations	\$ 3,173,000
Facilities	\$ 468,000
Education & Training	\$ 151,000
Contingencies	<u>\$ 500,000</u>
Total O & M Expense	\$ 6,341,000

Proposed Fiscal Year 2016 Capital Budget

PSAP Upgrades	\$ 48,000
Vehicles	\$ 75,000
9-1-1 Systems Network	\$ 4,500,000
Saddletree REOC	\$ 785,000
Quarry Run REOC	<u>\$ 30,263,000</u>
Total Capital Expense	\$ 35,671,000

Total FY 2015 Budget \$ 42,012,000

BEXAR METRO 9-1-1 NETWORK DISTRICT

Approved by the Bexar Metro Board this Fourteenth Day of May 2015.

By:
Name:
Title:


James C. Hasslocher
Chairman

Bexar Metro 9-1-1 Network
Fiscal Year 2016 Budget
October 1, 2015 through September 30, 2016

Current as of April 30, 2015

	Category	FY 2015 Budget	FY 2015 Projected	FY 2016 Budget
Revenue	Wireline Fees	\$ 2,638,000	\$ 2,723,758	\$ 2,696,960
	Wireless Fees	\$ 10,410,000	\$ 10,361,000	\$ 10,672,000
	Interest	\$ 22,000	\$ 31,242	\$ 11,040
	Miscellaneous	\$ 1,000	\$ 0	\$ 0
	Total Revenue	\$ 13,071,000	\$ 13,116,000	\$ 13,380,000
	Reserve Transfer	\$ 7,750,000	\$ 2,772,000	\$ 28,632,000
	Carryover for PSAP	\$ 15,000,000	\$ 15,000,000	\$ 0
	Total Available Funds	\$ 35,821,000	\$ 30,888,000	\$ 42,012,000
Expense	Personnel	\$ 1,752,660	\$ 1,691,000	\$ 2,049,000
	Operations	\$ 2,649,400	\$ 3,010,000	\$ 3,173,000
	Facilities	\$ 367,940	\$ 89,000	\$ 468,000
	Education & Training	\$ 151,000	\$ 151,000	\$ 151,000
	Contingencies	\$ 500,000	\$ 250,000	\$ 500,000
	Total O&M	\$ 5,421,000	\$ 5,191,000	\$ 6,341,000
Capital	Expense	\$ 30,400,000	\$ 25,697,000	\$ 35,671,000
	Reserve	\$ 0	\$ 0	\$ 0
	Total Capital	\$ 30,400,000	\$ 25,697,000	\$ 35,671,000
	Total Expense	\$ 35,821,000	\$ 30,888,000	\$ 42,012,000

COMAL APPRAISAL DISTRICT

900 S. SEGUIN AVENUE
NEW BRAUNFELS, TEXAS 78130

CURTIS KOEHLER
CHIEF APPRAISER

June 5, 2015

Mr. Nadine Knaus
City of Garden Ridge
9400 Municipal Parkway
Garden Ridge, TX 78266

RE: 2016 Approved Comal Appraisal District Budget

Please find enclosed the 2016 Comal Appraisal District budget that was presented at the Board of Directors' Formal Budget Hearing and approved at the Board of Directors' Regular Meeting on June 4, 2015.

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

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

Sincerely,



Curtis Koehler, RPA
Chief Appraiser

Enclosure

**COMAL APPRAISAL DISTRICT
2016 Proposed Budget**

2015 Adopted Budget		2016 Proposed Budget	
Employee Expenses	1,707,179.84	7100 Employee Expenses	1,896,814.12
Office Lease	36,550.00	7200 Office Lease	25,686.33
Telephone & Utilities	20,260.00	7300 Telephone & Utilities	21,000.00
Education	20,000.00	7400 Education	20,000.00
Directors Expense	1,000.00	7450 Directors Expense	1,000.00
Dues & Subscriptions	10,000.00	7500 Dues & Subscriptions	11,500.00
Advertisements	3,200.00	7600 Advertisements	3,200.00
Deeds & Mapping	3,700.00	7700 Deeds & Mapping	1,200.00
Capital Expenses	76,520.05	7800 Capital Expenses	31,500.00
Maintenance	5,000.00	7900 Maintenance	6,000.00
Office Supplies/Forms	14,500.00	8000 Office Supplies/Forms	16,000.00
Postage	36,250.00	8200 Postage	36,250.00
Copier/Printing Paper	4,300.00	8300 Copier/Printing Paper	4,300.00
Vehicle Allowance/Mileage	450.00	8400 Vehicle Allowance/Mileage	500.00
Data Processing	2,000.00	8500 Data Processing	2,000.00
Contract Services	310,861.40	8600 Contract Services	336,056.23
Insurance & Bonding	9,250.00	8700 Insurance & Bonding	10,000.00
Appraisal Review Board	45,000.00	8900 Appraisal Review Board	57,500.00
Contingency	10,000.00	9001 Contingency	10,000.00
Total	2,316,021.29	Total	2,490,506.68
2015 Adopted Budget		2016 Proposed Budget	

TAXING UNIT	2015 Budget Contribution	*2014 Tax Levy	% of Budget	2016 Budget Contribution
Comal ISD	1,197,541.43	\$127,259,573.23	0.5170685945	1,287,762.79
Comal Co	391,789.05	41,634,376.89	0.1691647095	421,305.84
New Braunfels ISD	361,011.90	38,363,780.29	0.1558759428	388,210.08
City of New Braunfels	196,566.98	20,888,641.04	0.0848726739	211,375.96
Emergency Serv Dist #1	23,555.79	2,503,208.38	0.0101707903	25,330.42
Emergency Serv Dist #3	21,965.15	2,334,167.77	0.0094839611	23,619.87
City of Schertz	30,089.98	3,197,577.94	0.0129920845	32,356.87
City of Garden Ridge	15,887.67	1,688,346.83	0.0068599250	17,084.69
Emergency Serv Dist #7	12,240.17	1,300,732.41	0.0052850081	13,162.35
Emergency Serv Dist #2	16,473.63	1,750,606.36	0.0071128918	17,714.70
Emergency Serv Dist #5	11,621.56	1,234,998.67	0.0050179253	12,497.18
Emergency Serv Dist #4	9,580.22	1,018,053.52	0.0041364550	10,301.87
Emergency Serv Dist #6	8,911.12	946,965.10	0.0038476156	9,582.51
Boerne ISD	9,159.40	973,338.73	0.0039547743	9,849.39
City of Bulverde	6,694.69	711,417.38	0.0028905612	7,198.96
Rebecca Creek MUD	0.00	0.00	0.0000000000	0.00
Fair Oaks Ranch	2,351.22	249,851.38	0.0010151716	2,528.29
York Creek Imp Dist	208.67	22,165.65	0.0000900613	224.30
Wimberly ISD	142.44	15,140.77	0.0000615185	153.21
City of Selma	106.31	11,290.66	0.0000458751	114.25
Johnson Ranch MUD	123.91	13,157.58	0.0000534606	133.14
**Comal Water Improvement District #6				
2015 Adopted Budget	2,316,021.29	246,117,390.58	1.00	2,490,506.68

*Will be replaced with 2015 levy when available

**New jurisdiction for 2015, contribution amount unknown as of 5/18/15

**COMAL APPRAISAL DISTRICT
2016 Proposed Budget**

7100 EMPLOYEE EXPENSES

1,896,814.12

Administrative Salaries

402,922.06

1) Chief Appraiser Salary	98,750.00
Taxable Vehicle Allowance	4,800.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	7,921.58
Retirement Contribution	20,710.00
TOTAL EXPENSE	141,366.62

2) Administrative Assistant Salary	40,314.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	3,084.02
Retirement Contribution	8,062.80
TOTAL EXPENSE	60,645.86

3) Director of Operations Salary	75,000.00
Taxable Vehicle Allowance	3,000.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	5,967.00
Retirement Contribution	15,600.00
TOTAL EXPENSE	108,752.04

4) Assistant Director of Operations Salary	62,000.00
Taxable Vehicle Allowance	3,000.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	4,972.50
Retirement Contribution	13,000.00
TOTAL EXPENSE	92,157.54

Appraisal Salaries

1,039,265.25

5) Team Leader	53,550.00
Taxable Vehicle Allowance	3,000.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	4,326.08
Retirement Contribution	11,310.00
TOTAL EXPENSE	81,371.12

6) Team Leader	51,000.00
Taxable Vehicle Allowance	3,000.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	4,131.00
Retirement Contribution	10,800.00
TOTAL EXPENSE	78,116.04
7) Customer Service Manager Salary	53,550.00
Taxable Vehicle Allowance	3,000.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	4,326.08
Retirement Contribution	11,310.00
TOTAL EXPENSE	81,371.12
8) Land Analyst/Appraiser IV Salary	45,000.00
Taxable Vehicle Allowance	5,500.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	3,863.25
Retirement Contribution	10,100.00
TOTAL EXPENSE	73,648.29
9) Special Valuation-Commercial Salary	51,000.00
Taxable Vehicle Allowance	5,500.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	4,322.25
Retirement Contribution	11,300.00
TOTAL EXPENSE	81,307.29
10) Special Valuation-Unique Prop Salary	45,000.00
Taxable Vehicle Allowance	5,500.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	3,863.25
Retirement Contribution	10,100.00
TOTAL EXPENSE	73,648.29
11) Special Valuation-BPP Salary	35,750.00
Taxable Vehicle Allowance	5,500.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	3,155.63
Retirement Contribution	8,250.00
TOTAL EXPENSE	61,840.67

12) Special Valuation-Agriculture Salary	35,750.00
Taxable Vehicle Allowance	5,500.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	3,155.63
Retirement Contribution	8,250.00
TOTAL EXPENSE	61,840.67
13) Appraiser IV Salary	43,000.00
Taxable Vehicle Allowance	5,500.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	3,710.25
Retirement Contribution	9,700.00
TOTAL EXPENSE	71,095.29
14) Appraiser II Salary	35,750.00
Taxable Vehicle Allowance	5,500.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	3,155.63
Retirement Contribution	8,250.00
TOTAL EXPENSE	61,840.67
15) Appraiser II Salary	35,750.00
Taxable Vehicle Allowance	5,500.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	3,155.63
Retirement Contribution	8,250.00
TOTAL EXPENSE	61,840.67
16) Appraiser I Salary	34,250.00
Taxable Vehicle Allowance	5,500.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	3,040.88
Retirement Contribution	7,950.00
TOTAL EXPENSE	59,925.92
17) Appraiser I-Spec Valuation/Exemptons	35,750.00
Taxable Vehicle Allowance	5,500.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	3,155.63
Retirement Contribution	8,250.00
TOTAL EXPENSE	61,840.67

18) Appraiser I	33,000.00
Taxable Vehicle Allowance	5,500.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	2,945.25
Retirement Contribution	7,700.00
TOTAL EXPENSE	58,330.29

19) Appraiser I	33,000.00
Taxable Vehicle Allowance	5,500.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	2,945.25
Retirement Contribution	7,700.00
TOTAL EXPENSE	58,330.29

Temporary IV Appraiser	12,000.00
FICA Contribution	918.00
TOTAL EXPENSE	12,918.00

Operational Support Salaries

256,937.03

20) Systems Operator Salary	35,700.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	2,731.05
Retirement Contribution	7,140.00
TOTAL EXPENSE	54,756.09

21) Customer Service Exemption Specialist	32,457.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	2,482.96
Retirement Contribution	6,491.40
TOTAL EXPENSE	50,616.40

22) Customer Service Exemption Specialist	27,295.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	2,088.07
Retirement Contribution	5,459.00
TOTAL EXPENSE	44,027.11

23) Customer Service Specialist	30,600.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	2,340.90
Retirement Contribution	6,120.00
TOTAL EXPENSE	48,245.94

24) GIS/Abstract Technician Salary	39,253.00	
Medical Insurance Premium	8,760.00	
Dental Insurance Premium	371.00	
Life Insurance Premium	54.04	
FICA Contribution	3,002.85	
Retirement Contribution	7,850.60	
TOTAL EXPENSE	59,291.49	
Salary Reserve	65,605.00	65,605.00
Chief Appraiser Salary Reserve	10,000.00	10,000.00
FICA Contribution	5,783.78	5,783.78
Retirement Contribution	15,121.00	15,121.00
Texas Employment Commission	6,480.00	6,480.00
Sick/Vacation Reserve	94,700.00	94,700.00
7100 Salary Total		1,896,814.12
7200 MORTGAGE		25,686.33
Building Mortgage	25,686.33	
7300 TELEPHONE & UTILITIES		21,000.00
Electric	10,000.00	
Garbage	1,500.00	
Gas	650.00	
Line Charges	4,500.00	
Long Distance	1,710.00	
Maintenance & Repair	200.00	
Sewer	1,440.00	
Water	1,000.00	
7400 EDUCATION		20,000.00
Schools	17,000.00	
Travel	3,000.00	
7450 DIRECTORS EXPENSES		1,000.00
Directors Expenses	500.00	
Employee Recognition	500.00	
7500 DUES & SUBSCRIPTIONS		11,500.00
Dues	5,000.00	
Subscriptions	6,500.00	
7600 ADVERTISEMENTS		3,200.00
Help Wanted	500.00	
Legal	700.00	
Public Service	2,000.00	
7700 DEEDS & MAPPING		1,200.00
Equipment Repair	600.00	
Maps & Plats	400.00	
Supplies	200.00	

7800 CAPITAL EXPENSES		31,500.00
Building Equipment Replacement	8,000.00	
Computer Equipment	7,000.00	
Furniture	5,000.00	
Plotter	10,000.00	
Software	1,500.00	
7900 MAINTENANCE		6,000.00
Building Maintenance	1,000.00	
Janitorial Supplies	1,500.00	
Repairs & Supplies	3,500.00	
8000 OFFICE SUPPLIES/FORMS		16,000.00
Certified Mailers	3,000.00	
Operating Supplies	13,000.00	
8200 POSTAGE		36,250.00
Annual Permit	400.00	
Maintenance	600.00	
Meter Rental	2,600.00	
Postage Fees-General	1,000.00	
Postage Fees-Notices	27,000.00	
Postage-Reserve	4,350.00	
Supplies	300.00	
8300 COPIER/PRINTING PAPER		4,300.00
Lease	3,500.00	
Maintenance Usage Charge	800.00	
8400 MILEAGE REIMBURSEMENT		500.00
Mileage Allowance	500.00	
8500 DATA PROCESSING		2,000.00
Software Maintenance	2,000.00	
8600 CONTRACT SERVICES		336,056.23
Appraisal Service	41,825.00	
Audit	10,300.00	
Bank Analysis Charges	1,500.00	
Cable Connection	19,488.00	
CAMA Systems	146,574.03	
CAMA GIS License	7,000.00	
Janitor Service	9,300.00	
Laser Processing	26,000.00	
Lawn Care	1,200.00	
Legal	45,000.00	
Mobile Device Air Time	8,400.00	
Mobile Device Maintenance	18,869.20	
Pest Control	600.00	
8700 INSURANCE/BONDING/WORKERS COMPENSATION		10,000.00
Bonding	350.00	
Operational Insurance	4,150.00	
Workers Compensation	5,500.00	

8900 APPRAISAL REVIEW BOARD		57,500.00
Arbitration	6,300.00	
Equipment	4,000.00	
Legal	4,600.00	
Per Diem	42,600.00	
9001 CONTINGENCY	10,000.00	10,000.00
TOTAL EXPENSES	593,692.56	2,490,506.68
PROJECTED INCOME		
Copies & Other Income		13,200.00
Interest Income		1,200.00
Reserved-Capital Imps & Replacements		-14,400.00
2016 Proposed Budget	2,490,506.68	2,490,506.68

COMAL APPRAISAL DISTRICT

900 S. SEGUIN AVENUE
NEW BRAUNFELS, TEXAS 78130

CURTIS KOEHLER
CHIEF APPRAISER

June 4, 2015

Nadine Knaus
City of Garden Ridge
9400 Municipal Parkway
Garden Ridge, TX 78266

Dear Ms. Knaus:

At the meeting of June 4, 2015, the Board of Directors accepted the resignation of Gary Boldt and authorized the Chief Appraiser to notify each taxing unit entitled to vote of the vacancy. Section 6.03 (1) of the Texas Property Tax Code states:

(1) If a vacancy occurs on the board of directors other than a vacancy in the position held by a county assessor-collector serving as a nonvoting director, each taxing unit that is entitled to vote by this section may nominate by resolution adopted by its governing body a candidate to fill the vacancy. The unit shall submit the name of its nominee to the chief appraiser within 45 days after notification from the board of directors of the existence of the vacancy, and the chief appraiser shall prepare and deliver to the board of directors within the next five days a list of the nominees. The board of directors shall elect by majority vote of its members one of the nominees to fill the vacancy.

If your governing body intends to submit a nominee, please deliver to the appraisal district office by 5:00 p.m. on Monday, July 20, 2015, a resolution naming their nominee.

Thank you for your attention in this matter.

Sincerely,



Curtis Koehler, RPA
Chief Appraiser