
The Garden Ridge City Council will meet in a regular session on Wednesday, January 7, 2026, at 6:00 p.m. in the City Council Chambers, 9400 Municipal Parkway, Garden Ridge, Texas. This is an open meeting, open to the public, subject to the Open Meetings Law of the State of Texas, and as required by law, notice is hereby posted providing time, place, date, and agenda thereof. The meeting facility is wheelchair accessible and accessible parking spaces are provided. Requests for accommodations or interpretative services must be made to the City Secretary 48 hours prior to this meeting.

1. CALL TO ORDER/ROLL CALL**2. PLEDGE OF ALLEGIANCE****3. CITIZEN COMMENT PERIOD**

The City Council welcomes citizen participation and comments at all City Council Meetings. First Citizen Comment Period: Speakers are required to sign up to speak before the meeting and shall limit their comments to three (3) minutes each. Second Citizen Comment Period: Speakers are not required to sign up to speak and shall limit their comments to two (2) minutes each. Speakers are only allowed to speak once per topic, unless also speaking during a posted Public Hearing. If you speak, you must follow these guidelines:

- 3.1. Direct your comments to the entire City Council, not to an individual member, nor to the audience.
- 3.2. Show the City Council the same respect that you would like to be shown.
- 3.3. State your name and address before your comments begin.
- 3.4. City Council may not discuss or take action on any presented issue.
- 3.5. Topics of operational concern shall be directed to the City Manager.

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

4. CONSENT AGENDA

THESE ITEMS MAY BE ACTED UPON IN A SINGLE MOTION. NO SEPARATE DISCUSSION OR ACTION ON THESE ITEMS WILL BE HELD UNLESS REQUESTED BY A COUNCILMEMBER. PUBLIC COMMENT ON THESE ITEMS MAY BE HEARD DURING CITIZENS' PARTICIPATION; HOWEVER, THAT DOES NOT MEAN THE ITEM WILL BE CONSIDERED OUTSIDE THE CONSENT AGENDA.

- 4.1. Approval of Minutes for the December 3, 2025, City Council Regular Meeting.
- 4.2. Approval of Certification of Tax Levy for the Tax Year 2025 for the City of Garden Ridge.
- 4.3. Ordinance No. 88-012026 An Ordinance of the City Council of the City of Garden Ridge, Texas, creating a Public Funds Investment Policy for the City of Garden Ridge; establishing policies governing the investment and security of public funds; and complying with the provisions of Chapter 2256; The Public Funds Investment Act (The Act), as amended, Texas Government Code.

5. STAFF REPORTS

- 5.1. City Manager Report.
City/employee recognitions, department updates, upcoming events, and other projects in Garden Ridge.
- 5.2. City Engineer Project Report.

6. APPROVALS AND AUTHORIZATIONS

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

- 6.1. Board of Adjustment Appointments. (Rapelye)
- 6.2. Interview Panel Recommendation for Appointment to Planning and Zoning Commission (Rapelye)
- 6.3. Contractor Agreement between the City of Garden Ridge and The Retail Coach, LLC. (Rapelye)
- 6.4. Agreement between City of Garden Ridge and Halff Engineering related to a trail system design at Paul Davis Park. (Rapelye)
- 6.5. Resolution No. 540-012026 A Resolution of the City Council of the City of Garden Ridge, Texas, participating in the Guadalupe County Master Drainage Plan under the Texas Water Development Board Flood Infrastructure Fund (FIF), Flood Management Evaluation (FME) Program. (Rapelye)
- 6.6. Community and Event Center Agreement. (Rapelye)
- 6.7. Discussion and possible action to change the city limits boundary line between the City of Garden Ridge and Comal County, more particularly described as 8111, 8123, 8129, 8135, 8141, 8147, and 8153 Whisper Oak. (Rapelye)

7. CITIZEN COMMENT PERIOD (See guidelines under Item 4.)

8. ANNOUNCEMENTS ON ITEMS OF COMMUNITY INTEREST

The Mayor and/or City Councilmembers may comment, make general announcements, and/or provide progress reports on events, activities, committee/board meetings, and/or other items of community interest.

9. EXECUTIVE SESSION

The City Council will recess its open meeting and reconvene in Closed Session pursuant to Texas Government Code Section 551.071 on the following item: Craig Dillard v. City of Garden Ridge, Cause No. C2024-1193E.

10. BUSINESS ITEMS

The City Council will reconvene into Regular Session upon conclusion of the Executive Session and may recall any items posted for Executive Session for action, as necessary.

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

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

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

This is to certify that I, Marisa Spencer, posted this Agenda at 4:00 p.m. on December 30, 2025, on the bulletin board located at the entrance to Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas.

Marisa Spencer

Marisa Spencer
City Secretary

Councilmembers Present:

Mayor Lisa Swint
Mayor Pro-Tem Kelly Smith
Councilmember Jim Mueller
Councilmember Todd Arvidson
Councilmember Brian Reyes

Councilmembers Absent:

Councilmember Krendra Harralson

City Staff Present:

Ryan Rapelye, City Manager
Marisa Spencer, City Secretary
Cyndi Simmons, Assistant City Secretary
Ron Eberhardt, Chief of Police
Robyn Achu, Finance/HR Director
Steven Steinmetz, Public Works Director
Linda Crosland, Library Director
Dan Jones, City Attorney
Hank Crippen, City Engineer

1. Call to Order/Roll Call

With a quorum of the City Councilmembers present, Mayor Swint called the regular meeting of the Garden Ridge City Council to order at 6:01 p.m. on Wednesday, December 3, 2025, in the City Council Chambers of the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas 78266.

2. Pledge of Allegiance

Mayor Swint led the Pledge of Allegiance and Texas Pledge.

3. Presentations/Proclamations**a) Introduction of City Staff.**

Chief Eberhardt introduced Patrol Officers Heidi Carney and Autumn Duerr.

Finance/HR Director Robyn Achu introduced Aaliyah Smith, Court Administrator.

City Manager Ryan Rapelye congratulated Kim Ryan, Community and Event Center Manager, on her retirement and introduced Erin Matlock, Interim Community and Event Center Manager.

b) CPS Energy Presentation.

Nancy Tabares, Brian Bartos, P.E., and Antulio Garcia, P.E., CPS Energy, provided an informational update related to the Forest Waters Replacement Project/Underground Residential Distribution (URD) Cable Replacement Program and addressed questions from Councilmembers.

4. Citizen Comment Period

No one signed up to speak.

5. Consent Agenda

THESE ITEMS MAY BE ACTED UPON IN A SINGLE MOTION. NO SEPARATE DISCUSSION OR ACTION ON THESE ITEMS WILL BE HELD UNLESS REQUESTED BY A COUNCILMEMBER. PUBLIC COMMENT ON THESE ITEMS MAY BE HEARD DURING CITIZENS' PARTICIPATION; HOWEVER, THAT DOES NOT MEAN THE ITEM WILL BE CONSIDERED OUTSIDE THE CONSENT AGENDA.

a) Approval of Minutes for the November 5, 2025, City Council Regular Meeting.

b) Financial Statement, Summary Report, and Management's Discussion and Analysis of Results of Operations – October 31, 2025.

Motion: A motion was made by Councilmember Arvidson, seconded by Mayor Pro-Tem Smith, to approve consent agenda items a)-b). The City Council voted four (4) for and none (0) opposed. The motion carried unanimously.

6. Staff Reports

a) City Manager Monthly Activity Report.

City Manager Ryan Rapelye reviewed employee recognitions/employee anniversaries and spoke regarding continuity of city operations.

b) Finance/HR Monthly Activity Report.

Finance/HR Director Robyn Achu spoke regarding continuity of operations related to the Finance/HR Department.

c) City Secretary Monthly Activity Report.

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

d) Police Department Monthly Activity Report.

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

e) Public Works Department Monthly Activity Report.

Public Works Director Steven Steinmetz reviewed the monthly activity report and spoke regarding continuity of operations related to the Public Works Department.

f) Library Monthly Activity Report.

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

7. City Engineer Projects Status Reports

City Engineer Hank Crippen reviewed the City Engineer monthly activity report and addressed questions from Councilmembers.

8. City Commission Reports/Recommendations/Possible Actions

a) Planning and Zoning Commission:

- 1. Per Article V of Ordinance No. 7, the plat shall be drawn to a scale of one (1) inch to one-hundred (100) feet [1"=100'], pursuant to Article III of Ordinance No. 7, the applicant may request a Scale Variance, consider granting applicant's Scale Variance Request of one (1) inch to sixty (60) feet [1"=60'] for the Replat of 8111 Wild Wind Park, being a 1.824 acre tract of land, establishing Lot 91R, comprised of Lots 91 & 92 of the Wild Wind Unit-3 Subdivision Plat, recorded in doc # 202306029451 of the map and plat records of Comal County, Texas.**

1.1. Receive recommendation.

Chair Jacaman stated the Commission recommends approval of the applicant's Scale Variance Request of one (1) inch to sixty (60) feet [1"=60'] related to the Replat of 8111 Wild Wind Park in addition to approval of the Replat of 8111 Wild Wind Park as presented.

1.2. Discuss and take action.

Motion: A motion was made by Councilmember Mueller, seconded by Councilmember Reyes, to approve the Planning and Zoning Commission's recommendation, approve the Scale Variance Request of one (1) inch to sixty (60) feet [1"=60'] for the Replat of 8111 Wild Wind Park, and approve the Replat of 8111 Wild Wind Park as presented, being a 1.824 acre tract of land, establishing Lot 91R, comprised of Lots 91 & 92 of the Wild Wind Unit-3 Subdivision Plat, recorded in doc # 202306029451 of the map and plat records of Comal County, Texas. The City Council voted four (4) for and none (0) opposed. The motion carried unanimously.

2. Receive monthly activity update as applicable.

Chair Jacaman provided City Council with an update on items discussed during the Commission's meeting.

b) Water Commission:

1. Receive monthly activity update as applicable.

Chair Pohl provided City Council with an update on items discussed during the Commission's meeting.

9. Approvals and Authorizations

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

a) City of Garden Ridge 2026 Master Calendar.

City Manager Ryan Rapelye spoke regarding the City of Garden Ridge 2026 Master Calendar and addressed questions from Councilmembers.

Motion: A motion was made by Mayor Pro-Tem Smith, seconded by Councilmember Reyes, to approve the City of Garden Ridge 2026 Master Calendar. The City Council voted four (4) for and none (0) opposed. The motion carried unanimously.

b) Board of Adjustment Appointments.

City Manager Ryan Rapelye spoke regarding the Board of Adjustment Appointments and stated at this time City Staff has only received responses from three current members related to their reappointment.

Councilmember Reyes nominated Jesse Valdez to be appointed to the Board of Adjustment.

City Council discussed reappointing the three members who have indicated their desire to continue serving on the Board of Adjustment as well as the nomination from Councilmember Reyes, then completing the remaining appointments during the January City Council Meeting.

Motion: A motion was made by Councilmember Mueller, seconded by Mayor Pro-Tem Smith, to appoint Jesse Valdez, Veronica Garcia, Elizabeth Templeman, and Roy Leatherberry as regular members to the Board of Adjustment for two-year terms. The City Council voted four (4) for and none (0) opposed. The motion carried unanimously.

c) Agenda Format/Structure.

City Manager Ryan Rapelye spoke regarding the agenda format/structure and addressed questions from Councilmembers.

Motion: A motion was made by Mayor Pro-Tem Smith, seconded by Councilmember Mueller, to approve the proposed revisions related to the agenda format/structure as presented. The City Council voted four (4) for and none (0) opposed. The motion carried unanimously.

10. Updates

a) City Council Projects.

1. Aggregate Production Operations (APO) impacting Garden Ridge (Swint and Arvidson).

Mayor Swint provided updates related to Aggregate Production Operations (APO) impacting Garden Ridge.

2. Mitigation of growth and encroachment impacts on Garden Ridge (Swint and Harralson).

Mayor Swint provided updates related to mitigation of growth and encroachment impacts on Garden Ridge.

3. Economic Development (Smith and Swint).

Mayor Swint and Mayor Pro-Tem Smith provided updates related to Economic Development.

4. Outreach and Communication Efforts between Residents and City Council (Reyes).

Councilmember Reyes and Mayor Swint spoke regarding Outreach and Communication Efforts between Residents and City Council. The City Council discussed conducting a series of Coffee with Council sessions with one individual Councilmember and the City Manager at each session.

11. Discussion of Future Agenda Items

Councilmember Arvidson requested to receive an update from TxDOT related to the status of road construction projects.

12. Citizen Comment Period

No one wished to speak.

13. 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:

100 Club of Comal County, Alamo Area Metropolitan Planning Organization/Technical Advisory Committee, Boy Scouts and/or Girl Scouts, City of Garden Ridge sponsored events and outreach efforts, Comal ISD (Garden Ridge Elementary/ Danville Middle School/Davenport High School), Counties (Bexar/Comal/Guadalupe), Families of Garden Ridge, Garden Ridge Lions Club and Garden Ridge Women’s Club, Garden Ridge Citizen Police Academy Alumni Association/Citizen Patrol, Great Springs Project, Greater Bexar County Council of Cities, Hill Country Alliance, Northeast Partnership, Texas Department of Transportation (TxDOT), Tri-County Chamber of Commerce.

Mayor Pro-Tem Smith spoke regarding Tri-County Chamber of Commerce Events. Councilmember Reyes spoke regarding Comal ISD. Councilmember Arvidson spoke regarding Randolph Air Force Base.

14. Adjournment

There being no further business, the Wednesday, December 3, 2025, City Council regular meeting was adjourned at 7:11 p.m. by Mayor Swint.

ATTEST

Lisa Swint
Mayor

Marisa Spencer
City Secretary



AGENDA ITEM:	4.2. Approval of Certification of Tax Levy
SUBMITTED BY:	Finance/HR Director Robyn Achu
DATE SUBMITTED:	December 30, 2025
MEETING DATE:	January 7, 2026

AGENDA FORM

ITEM DESCRIPTION/SUMMARY

(Consent Agenda Item) Action on Approval of Certification of Tax Levy for the Tax Year 2025 for the City of Garden Ridge.

BACKGROUND

ATTACHMENTS: Certification of Tax Levy for the Tax Year 2025 for the City of Garden Ridge

REQUESTED ACTION

Motion	<input checked="" type="checkbox"/>	Resolution	<input type="checkbox"/>
Discussion	<input type="checkbox"/>	Other	<input type="checkbox"/>
Ordinance	<input type="checkbox"/>		

FINANCIAL

N/A

PROs / CONS

N/A

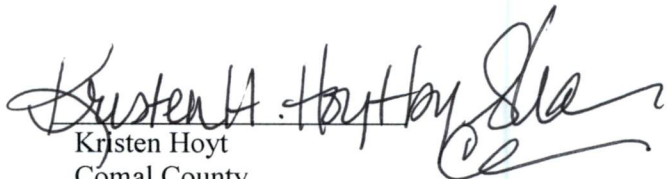
STAFF RECOMMENDATION

Staff recommends approving the Certification of Tax Levy for the Tax Year 2025 for the City of Garden Ridge.

**CERTIFICATION OF TAX LEVY FOR THE TAX YEAR 2025
CITY OF GARDEN RIDGE**

Total Appraised Value @ 100% of Market Value	\$ 1,248,097,182
Less: Ag-Use account value loss	<u>(\$ 32,551,513)</u>
Total Net Appraised Value	\$ 1,215,545,669
Assessment Ratio	100%
Total Taxable Value	\$ 900,605,586
2025 Adopted Tax Rate per \$100 assessed value	<u>.246430</u>
2025 Ad Valorem Tax Levy	\$ 2,219,362.39
Less: Over-65 Homestead Frozen Levy Loss	<u>(0.00)</u>
2025 Total Ad Valorem Tax Levy	<u>\$ 2,219,362.39</u>

Submission of the Tax Levy for 2025 for approval by the City of Garden Ridge in accordance with Section 26.09(e) of the Texas Property Code.


Kristen Hoyt
Comal County
Tax Assessor-Collector



AGENDA ITEM:	4.3. Ord. 88-Public Funds Investment Policy
SUBMITTED BY:	Finance/HR Director Robyn Achu
DATE SUBMITTED:	December 30, 2025
MEETING DATE:	January 7, 2026

AGENDA FORM

ITEM DESCRIPTION/SUMMARY

(Consent Agenda Item) Action on Ordinance No. 88-012026 An Ordinance of the City Council of the City of Garden Ridge, Texas, creating a Public Funds Investment Policy for the City of Garden Ridge; establishing policies governing the investment and security of public funds; and complying with the provisions of Chapter 2256; The Public Funds Investment Act (The Act), as amended, Texas Government Code.

BACKGROUND

The City of Garden Ridge Public Funds Investment Policy, Section 14. Investment Policy Adoption by the City Council requires the policy and strategies shall be reviewed on an annual basis by the City Council and any changes to the policy resulting from review must be adopted through an amended Ordinance and such action recorded in the minutes of the City Council.

City Staff proposes the following change: Section 5. Delegation of Investment Authority (replacing City Manager with the Finance Director, as Investment Officer):

“The **Finance Director**, acting on behalf of the City, is designated as the Investment Officer of the City and is responsible for investment management decisions and activities. The **Finance Director** is responsible for considering the quality and capability of staff, investment advisors, and consultants involved in investment management and procedures. All participants in the investment process shall seek to act responsibly as custodians of the public trust.

The Investment Officer shall develop and maintain written administrative procedures for the operation of the investment program which are consistent with this Investment Policy. Procedures will include references to safekeeping, wire transfer agreements, banking services contracts, and other investment related activities.

The Investment Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials and staff. The Investment Officer shall designate a staff person as a liaison/deputy in the event circumstances require timely action and the Investment Officer is not available.

No officer or designee may engage in an investment transaction except as provided under the terms of this Policy and the procedures established.

The Investment Officer shall comply with training requirements as specified in the Public Funds Investment Act.”

ATTACHMENTS: Ordinance No. 88-012026

REQUESTED ACTION

- | | | | |
|------------|-------------------------------------|------------|--------------------------|
| Motion | <input checked="" type="checkbox"/> | Resolution | <input type="checkbox"/> |
| Discussion | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Ordinance | <input checked="" type="checkbox"/> | | |

FINANCIAL

N/A

PROs / CONs

Our current Finance Director has the PFIA training that is required for the role of Investment Officer.

STAFF RECOMMENDATION

Staff recommends amending Ordinance No. 88 to change the designated Investment Officer from the City Manager to the Finance Director.

ORDINANCE NO. 88-012026

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GARDEN RIDGE, TEXAS, CREATING A PUBLIC FUNDS INVESTMENT POLICY FOR THE CITY OF GARDEN RIDGE; ESTABLISHING POLICIES GOVERNING THE INVESTMENT AND SECURITY OF PUBLIC FUNDS; AND COMPLYING WITH THE PROVISIONS OF CHAPTER 2256, THE PUBLIC FUNDS INVESTMENT ACT (THE ACT), AS AMENDED, TEXAS GOVERNMENT CODE.

WHEREAS, the City of Garden Ridge, Texas (the “City”) has a prudent and financially conservative policy in place governing the investment and management of the City’s funds and financial resources; and

WHEREAS, the City’s financial management of assets has received favorable review during recurring independent audit examinations; and

WHEREAS, the City Council of the City of Garden Ridge desires to establish documented policies governing the investment and security of public funds as required by Chapter 2256, The Public Funds Investment Act (The Act), as amended, Texas Government Code.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GARDEN RIDGE, TEXAS, THAT: Ordinance No. 88 is hereby amended effective on the date this Ordinance is passed and approved by the City Council of the City of Garden Ridge.

SECTION 1. POLICY STATEMENT.

It is the policy of the City of Garden Ridge, Texas (the “City”) that the administration of its funds and the investment of those funds shall be handled at its highest public trust. Investment shall be made in a manner which will provide the maximum security of principal invested through limitations and diversification while meeting the daily cash flow needs of the City and conforming to all applicable state statutes governing investment of public funds.

The receipt of a market rate of return will be secondary to the requirements for safety and liquidity. It is the intent of the City to be in complete compliance with local law and the Texas Public Funds Investment Act (the “Act”). The earnings from investment will be used in a manner that best serves the interests of the City.

SECTION 2. SCOPE.

This investment policy applies to all the financial assets and funds of the City. The City places its funds into one pooled investment fund for investment purposes for efficiency and maximum investment opportunity. These funds are defined in the City’s Comprehensive Annual Financial Report (CAFR) and include: General Fund, Enterprise Fund (Water Fund), Debt Service Fund, Capital Improvement Fund, Special Revenue Fund (Asset/Seizure Funds), Other Funds as required, and any new funds created by the City unless specifically exempted by the City Council and this policy.

SECTION 3. OBJECTIVES AND STRATEGY.

It is the policy of the City that funds shall be managed and invested with four primary objectives, listed in order of the priority: safety, liquidity, diversification, and yield. Investments are to be chosen in a manner which promotes diversity by market sector, credit, and maturity. The choice of high-grade government investments and high-grade money market instruments is designed to assure the marketability of those investments should liquidity needs arise. To match anticipated cash flow requirements, the maximum weighted average maturity of the overall portfolio may not exceed one (1) year.

Safety of principal is the foremost objective of the City. Investments of the City shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.

The City's investment portfolio will be based on a cash flow analysis of needs and will remain sufficiently liquid to enable it to meet all operating requirements which be reasonably anticipated.

Diversification of the portfolio will include diversification by maturity and market sector.

The City's investment portfolio shall be designed with the objective of attaining a market rate of return, taking into account the City's risk constraints and the cash flow needs of the portfolio. "Market rate of return" may be defined as the average yield of the current six-month U.S. Treasury bill.

Effective cash management is recognized as essential to good fiscal management. Cash management is defined as the process of managing monies in order to ensure maximum cash availability. The City shall maintain a comprehensive cash management program which includes collection of accounts receivable, prudent investment of its available cash, disbursement of payments in accordance with invoice terms, and the management of banking services.

SECTION 4. LEGAL LIMITATIONS, RESPONSIBILITIES, AND AUTHORITY.

Direct specific investment parameters for the investment of public funds in Texas are found in the Public Funds Investment Act, Chapter 2256, Texas Government Code, (the "Act"). The Public Funds Collateral Act, Chapter 2257, Texas Government Code, specifies collateral requirements for all public funds deposits. All investments will be made in accordance with these statutes.

SECTION 5. DELEGATION OF INVESTMENT AUTHORITY.

The Finance Director, acting on behalf of the City, is designated as the Investment Officer of the City and is responsible for investment management decisions and activities. The Finance Director is responsible for considering the quality and capability of staff, investment advisors, and consultants involved in investment management and procedures. All participants in the investment process shall seek to act responsibly as custodians of the public trust.

The Investment Officer shall develop and maintain written administrative procedures for the operation of the investment program which are consistent with this Investment Policy. Procedures will include references to safekeeping, wire transfer agreements, banking services contracts, and other investment related activities.

The Investment Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials and staff. The Investment Officer shall designate a staff person as a liaison/deputy in the event circumstances require timely action and the Investment Officer is not available.

No officer or designee may engage in an investment transaction except as provided under the terms of this Policy and the procedures established.

The Investment Officer shall comply with training requirements as specified in the Public Funds Investment Act.

SECTION 6. PRUDENCE.

The standard of prudence to be used in the investment function shall be the “prudent person” standard and shall be applied in the context of managing the overall portfolio:

“Investments shall be made with judgment and care, under circumstances then prevailing, which person of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the expected income to be derived.”

The Investment Officer and those delegated investment authority under this Policy, when acting in accordance with the written procedures and this Policy and in accord with the Prudent Person Rule, shall be relieved of personal liability in the management of the portfolio provided that deviations from expectations for a specific security’s credit risk or market price change or portfolio shifts are reported in a timely manner and that appropriate action is taken to control adverse market effects.

SECTION 7. INTERNAL CONTROLS.

The Investment Officer shall establish a system of internal controls which will be reviewed annually with the independent auditor of the City. The controls shall be designed to prevent loss of public funds due to fraud, employee error, misrepresentation by third parties, unanticipated market changes, or imprudent actions by employees of the City.

SECTION 8. AUTHORIZED INVESTMENTS.

Acceptable investments under this policy shall be limited to the instruments listed below and as further described by the Public Funds Investment Act.

- A. Obligations of the United States Government, its agencies and instrumentalities, and government sponsoring enterprises, not to exceed one year to stated maturity, excluding collateralized mortgage obligations (CMOs).
- B. Fully insured or collateralized certificates of deposit from a bank doing business in the State of Texas and under the terms of a written depository agreement with that bank, not to exceed one year to stated maturity.
- C. Constant dollar Texas Local Government Investment Pools as defined by the Public Funds Investment Act.

If additional types of securities are approved for investment by public funds by state statute, they will not be eligible for investment by the City until this policy has been amended and the amended version approved by the City Council.

All transactions entered into by the City shall be conducted on a delivery versus payment (DVP) basis.

SECTION 9. AUTHORIZED FINANCIAL INSTITUTIONS.

All investments made by the City will be made through either the City’s banking services bank or local government investment pool in accordance with this investment policy.

Every financial institution with who the City transacts business will be provided a copy of this Investment Policy to assure that they are familiar with the goals and objectives of the investment program. A representative of the firm will be required to return a signed certification stating that the Policy has been received and reviewed and that controls are in place in accordance with the City’s investment policy.

SECTION 10. DIVERSIFICATION AND MATURITY LIMITATIONS.

It is the policy of the City to diversify its investment portfolio. Invest funds shall be diversified to minimize risk or loss resulting from over-concentration of assets in a specific maturity, specific issuer, or specific class of securities. Diversification strategies shall be established and periodically reviewed. At a minimum, diversification standards by security type/issuer shall be:

Security Type	Max % of Portfolio
U.S. Treasury obligations	100%
U.S. Government agencies and instrumentalities	not to exceed 50%
Fully insured or collateralized CDs	not to exceed 30%
Money Market funds	100%
Local Government Investment Pools	100%
Liquidity Pools	100%

The Investment Officer shall be required to diversify maturities. The Investment Officer, to the extent possible, will attempt to match investment with anticipated cash flow requirements. The Investment Officer may not invest for a period greater than one (1) year.

SECTION 11. SAFEKEEPING AND COLLATERALIZATION.

The laws of the state and prudent treasury management require that all purchased securities be bought on a delivery versus payment basis and be held in safekeeping by either the City, an independent third-party financial institution, or the City’s designated banking services depository.

All safekeeping arrangements shall be designated by the Investment Officer and an agreement of the terms executed in writing. The third-party custodian shall be required to issue safekeeping receipts to the City listing each specific security, rate, description, maturity, cusip number and other pertinent information. Each safekeeping receipt will be clearly marked that the security is held for the City or pledged to the City.

All securities pledged to the City for certificates of deposit or demand deposits shall be held by an independent third-party bank doing business in Texas. The safekeeping bank shall be within the same holding company as the bank from which the securities are pledged.

Collateralization on time and demand deposits over the FDIC insurance coverage.

In order to anticipate market changes and provide a level of additional security for all funds, the collateralization level required will be 102% of the market value of the principal and accrued interest in banking institutions with exclusion of investment pools. Collateral will be held by an independent third-party safekeeping agent.

SECTION 12. PERFORMANCE EVALUATION AND REPORTING.

The Investment Officer shall submit monthly and quarterly reports to the City Council containing sufficient information to permit an informed outside reader to evaluate the performance of the investment program and consistent with statutory requirements. All reports shall be in compliance with the Act. Market prices for market evaluations will be obtained from an independent source.

SECTION 13. DEPOSITORIES.

The City will designate one banking institution through a competitive process as its central banking services provider at least every five (5) years. This institution will be used for normal banking services including disbursements, collections, and safekeeping of securities. Other banking institutions from which the City may purchase certificates of deposit will also be designated as a depository after they provide their latest audited financial statements to the City.

SECTION 14. INVESTMENT POLICY ADOPTION BY THE CITY COUNCIL.

The City's Investment Policy shall be adopted annually by the City Council. The policy and strategies shall be reviewed on an annual basis by the City Council. A written resolution approving that review shall be adopted and such action recorded in the minutes of the City Council. Changes to the policy resulting from review must be adopted through an amended Ordinance and such action recorded in the minutes of the City Council.

PASSED AND APPROVED ON this 7th day of January, 2026.

ATTEST:

Lisa Swint
Mayor

Marisa Spencer
City Secretary

memorandum

To: Garden Ridge City Council
From: Trihydro Corporation
cc: Mr. Ryan Rapelye, City Manager, City of Garden Ridge
Date: December 22, 2025
Re: Engineering Report for January 2026 Council Meeting

The intent of this memorandum is to provide the status of various projects that Trihydro is currently working on for the City of Garden Ridge. Updates to this memorandum subsequent to submittal will be provided at the council meeting.

SAWS Emergency Interconnect Project

- Project Background
 - This project is for a water line connection to SAWS for use in emergency situations. This project provides additional resiliency in the City water system with an added water source connection.
 - Project Phase – Preliminary Design
- Project Status
 - SAWS waterline extension is on hold until Comal ISD board approves an easement at the Davenport High School property. This easement is targeting for the February 2026 board meeting agenda.

Municipal Ground Storage Tank Rehabilitation Project

- Project Background
 - This project is to rehabilitate the existing 328,000-gallon bolted steel ground storage tank located adjacent to the Public Works Building. This project intends to extend the life of the deteriorating bolted tank until funding is allocated for construction of a new tank.
 - Project Phase – Construction Phase
- Project Status
 - Contractor has installed corrosion protection with incidental and cleanup remaining. Substantial completion has slipped to the last week of December at the time of this report.

Water System Capital Improvement Plan Project

- Project Background
 - This project will focus on current and future water system needs, considering growth and future land use over a 20-year period. This includes analysis of existing facilities, identification of potential deficiencies, and system improvement exploration. Trihydro will work with City stakeholders to develop a water system capital improvement list.
 - Project Phase – Capital Project Verification and Stakeholder Review
- Project Status
 - Trihydro is addressing comments received at the December Water Commission and will discuss clarifications at the January Water Commission.

Land Development Projects and Reviews

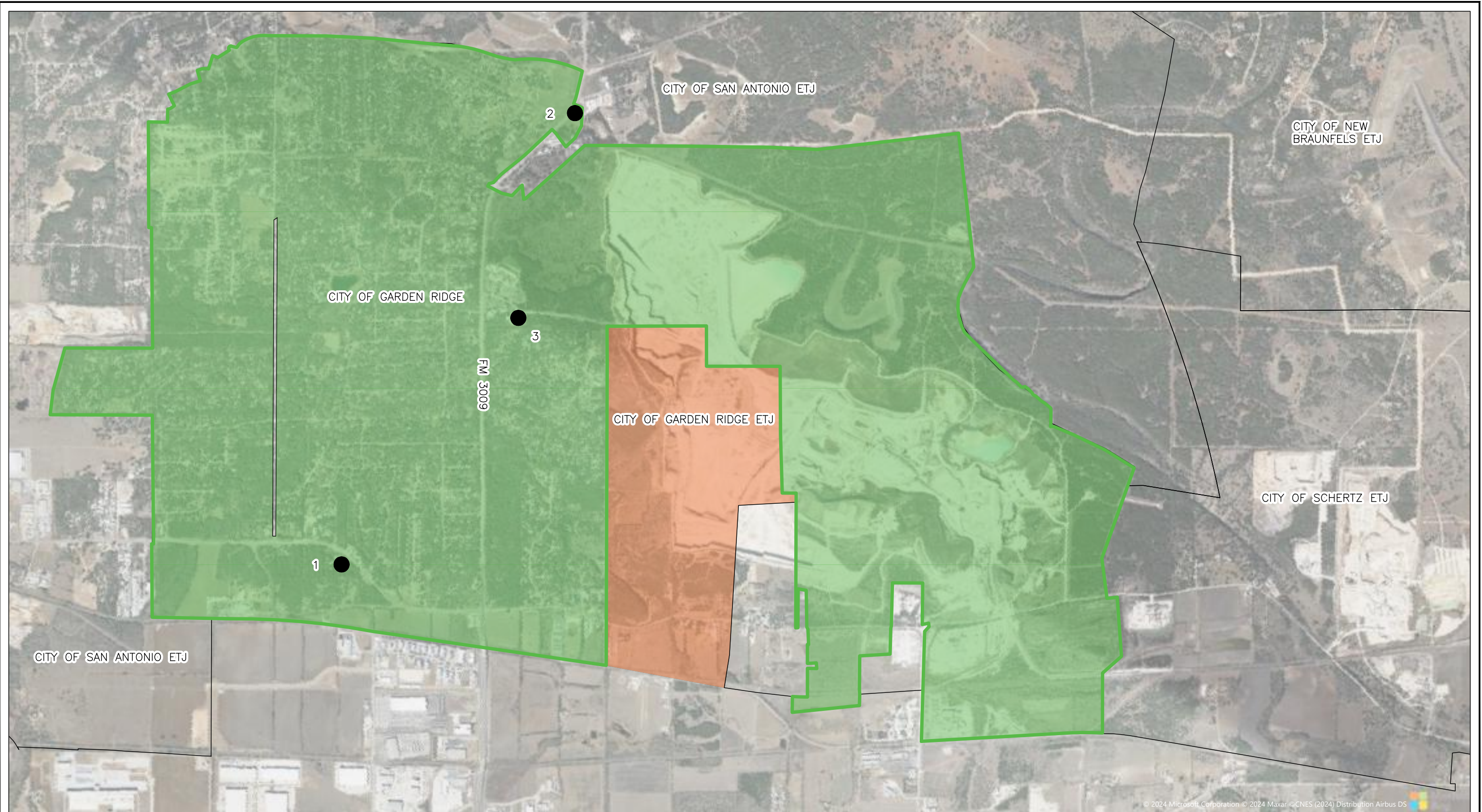
- The Revival
 - Utility and miscellaneous items are being coordinated with the development team through the construction phase of this project.
- 8111 Wild Wind Park Replat
 - This Replat has been approved and is going through the recordation process at the time of this report.
- Grace Covenant Church Preliminary Plat
 - A preliminary plat application was submitted for the property located at the Northwest intersection of Bindseil Lane and Bat Cave Road. Bat Cave Rd Right-of-Way dedication is under analysis prior to technical review completion.
- 22700 FM 3009 Development Water Line Extension
 - The final technical review steps include TxDOT approval and an executed agreement.

Miscellaneous Engineering Services

- Schertz Sewer Connection
 - Schertz is working of a draft wastewater conveyance agreement and will schedule a meeting with CCMA general manager to discuss next steps.
- Wastewater Ordinance
 - Trihydro is assisting with a draft Wastewater Ordinance for Water Commission review.

Figure:
Project Location Map

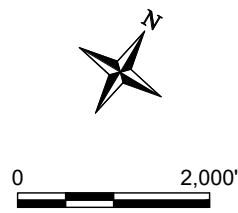
C:\USERS\ALPHEA\TRIHYDRO\CITY OF GARDEN RIDGE - DOCUMENTS\CADD\CITYENGINEER\SINGLEFIGURES\GARDENRIDGEPROJECTLOCATIONS (1)



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EXPLANATION

- CITY OF GARDEN RIDGE CITY LIMIT
- CITY OF GARDEN RIDGE ETJ
- 1 DEVELOPMENT REVIEW - THE REVIVAL
- 2 PROJECT - SAWS EMERGENCY INTERCONNECT
DEVELOPMENT REVIEW- FM3009 WATER LINE EXTENSION
- 3 PROJECT - MUNICIPAL GROUND STORAGE TANK REHAB



Trihydro
CORPORATION

New Braunfels Austin
1672 Independence Dr., Ste. 315 5508 Highway 290 West Suite 201
New Braunfels, Texas 78132 Austin, TX 78735
(P) 830/626.3588 (F) 830/626.3544 (P) 512/442.3008 (F) 512/448.7811
www.trihydro.com

FIGURE 1			
CURRENT PROJECT LOCATIONS			
ENGINEER'S REPORT			
CITY OF GARDEN RIDGE			
Drawn By: AL	Checked By: HC	Scale: 1" = 2000'	Date: 10/22/25



AGENDA ITEM:	6.1. Board of Adjustment Appointments
SUBMITTED BY:	City Manager Ryan Rapelye
DATE SUBMITTED:	December 30, 2025
MEETING DATE:	January 7, 2026

AGENDA FORM

ITEM DESCRIPTION/SUMMARY

Discussion and Action on Board of Adjustment (BOA) Appointments.

BACKGROUND

City Council appointed Jesse Valdez, Veronica Garcia, Elizabeth Templeman, and Roy Leatherberry during City Council’s December meeting. City Staff received a response from Jennifer Dalton indicating she would continue serving; however, City Staff still has not received responses from Autumn Flanagan and David Krawczynski.

Additionally, due to issues we have experienced when trying to schedule meetings and the requirement of a 75% concurring vote on each item considered by the BOA, City Staff recommends that City Council consider adding more alternate members as allowed by Ordinance No. 13. Section 1.02.03. of Ordinance No. 13 states, “City Council may appoint up to three (3) alternate members who are registered voters of the City of Garden Ridge”.

Therefore, the remaining appointments include appointing a Regular Member to Place 3 and appointing up to three (3) Alternate Members, with one of those Alternate Members being Jennifer Dalton.

ATTACHMENTS: Board of Adjustment Members/Terms and Ordinance No. 13 Section 1.02.03.

REQUESTED ACTION

- Motion
- Discussion
- Ordinance
- Resolution
- Other

FINANCIAL

- Budgeted Item Original Estimate/Budget:
- Non-budgeted Item Current Estimate:
- Not Applicable Amount Under/Over Budget: \$

PROs / CONS

STAFF RECOMMENDATION

BOARD OF ADJUSTMENT TERMS OF OFFICE

Name	Place	Appointment & Expiration	Appointment & Expiration	Appointment & Expiration	Appointment & Expiration	Appointment & Expiration
Veronica Garcia <i>(Appointed Chair January 2024-current)</i>	1	December 2023 December 2025	December 2025 December 2027			
Elizabeth Templeman <i>(Appointed Vice-Chair January 2024-current)</i>	2	December 2023 December 2025	December 2025 December 2027			
Autumn Flanagan	3	December 2023 December 2025	<i>(has not responded about reappointment)</i>			
Jesse Valdez	4	December 2025 December 2027				
Roy Leatherberry	5	December 2023 December 2025	December 2025 December 2027			
Jennifer Dalton	Alt.	December 2023 December 2025	<i>January 2026 January 2028</i>			
	Alt.					
	Alt.					

1.02.03. Board of Adjustment

A. Appointment and Service

1. Appointment.

The Board of Adjustment shall consist of at least five (5) but no more than seven (7) regular members who are registered voters of the City of Garden Ridge. City Council may appoint up to three (3) alternate members who are registered voters of the City of Garden Ridge. Appointment of both regular and alternate members will be for two-year periods. Appointments shall be made by the City Council and consistent with state law and City Council procedures.

2. Removal.

Removal of a Member of the Board of Adjustment may only be for cause, as found by the City Council, on a written charge after a public hearing.

3. Vacancies.

A vacancy on the Board of Adjustment shall be filled for the expired term based on appointments of the City Council.

4. Ordinance No. 210.

To the extent that the provisions related to appointment and service on the Board of Adjustment provided for in this Ordinance conflict with Ordinance No. 210, this Ordinance shall control.

B. Meetings

The Board shall adopt rules in accordance with the provision of this Ordinance. Meetings of the Board shall be held at the call of the Chair and at such other times as the Board may determine. Such Chair, or in his/her absence, the Acting Chair, may administer oaths and compel the attendance of witnesses. The Board shall keep minutes of its proceedings, showing the vote of each member upon question, or if absent or failing to vote, indicating such fact, and shall keep records of the examinations and other official action, all of which shall be immediately filed in the Office of the City Secretary and shall be a public record. Each case before the Board of Adjustment must be heard by at least seventy-five (75) percent of the members.

C. Vote Required for Decisions

In accordance with Texas Local Government Code Section 211.009, the concurring vote of seventy-five (75) percent of the members of the Board is necessary to: reverse an order, requirement, decision, or determination of any administrative official; decide in favor of an applicant on any matter upon which the Board is required to pass under a zoning requirement; or authorize a variance from the terms of this Zoning Ordinance.

D. Responsibilities

1. The Board of Adjustment shall have the following responsibilities:
 - a. hear and decide an appeal that alleges error in an order, requirement, decision, or determination made by an administrative official in the enforcement of this Ordinance;
 - b. hear and decide special exceptions to the terms of the zoning ordinance when this Ordinance requires the Board to do so;
 - c. authorize in specific cases a variance from the terms of a zoning ordinance if the variance is not contrary to the public interest and, due to special conditions, a literal enforcement of the ordinance would result in unnecessary hardship, and so that the spirit of the ordinance is observed and substantial justice is done; and
 - d. hear and decide other matters authorized by this Ordinance.
2. Section 1.02.05. provides a summary of the Board of Adjustment’s responsibilities within this Ordinance.

1.02.04. Zoning Administrator

A. Establishment

The City Administrator, or the City Administrator’s duly authorized designee, is the designated Zoning Administrator and will be the administrative official responsible for the duties and procedures provided in this Ordinance. The provisions of this Ordinance will be carried out by said official or a designee such as assistants or department heads.

B. Responsibilities

1.02.05. provides a summary of the Zoning Administrator’s responsibilities within this Ordinance.

**CITY OF GARDEN RIDGE
SHORT FORM CONTRACT**
(Construction and Non-Professional Services)

This contract, dated the _____ of _____, 202_, is between the City of Garden Ridge ("City") and The Retail Coach, LLC ("Contractor") (the "Contract").

I. TERMS

In consideration of Twenty-three Thousand Dollars (\$23,000.00), the Contractor shall provide the services described in Attachment A, which is incorporated by reference, according to all its provisions. To the extent of any conflict between the terms and conditions contained therein and this Contract, the terms and conditions of this Contract will control.

II. DURATION

Contractor shall complete all required work within 365 calendar days after the effective date of this Contract.

III. PAYMENT

Payment shall be made under the terms and conditions of Attachment B, which is incorporated by reference, according to all its provisions. Payments under the Contract, including the time of payment and the payment of interest on overdue amounts, shall be subject to Chapter 2251, Texas Government Code. The City reserves the right to modify any amount due to Contractor presented by invoice to the City if necessary, to conform the amount to the terms of the Contract.

Should this agreement extend beyond the current budgeted fiscal year, the Contractor and City hereby agree that the City's obligation to make payment on this Contract shall terminate should City Council fail to provide such funding after September 30th of the required year.

IV. ASSIGNMENT

Contractor may not assign any interest under this Contract without the City's prior written consent. Such consent to be at the City's sole discretion.

V. STATUS OF CONTRACTOR

The Contractor is an Independent Contractor. Contractor and Contractor's employees are not the agents, servants or employees of the City.

VI. AMENDMENT OR MODIFICATION

This Contract, including any attachments, constitutes the parties' entire agreement. This Contract may not be modified or replaced except by another signed written Contract.

VII. INDEMNITY

The Contractor must indemnify, hold harmless and defend the City, its officers, agents and employees, from and against liability for any and all claims, liens, suits, demands, and/or actions for damages, injuries to persons (including death), property damage (including loss of use), and expenses, including court costs and attorneys' fees and other reasonable costs arising out of or resulting from the Contractor's work and/or activities conducted in connection with or incidental to this Contract and from any liability arising out of or resulting from the intentional acts or negligence, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part upon the negligent or intentional acts or omissions of Contractor, including but not limited to its officers, agents, employees, subcontractors, licensees, invitees, and other persons.

Contractor must at all times exercise reasonable precautions on behalf of, and be solely responsible for, the safety of its officers, agents, employees, subcontractors, licensees, invitees and other persons, as well as their property, while in the vicinity where the work is being done. It is expressly understood and agreed that the City shall not be liable or responsible for the negligence of the Contractor, including but not limited to its officers, agent, employees, subcontractors, licensees, invitees, and other persons.

Further, the City assumes no responsibility or liability for harm, injury, or any damaging events which are directly or indirectly attributable to premises defects which may now exist or which may hereafter arise upon the premises, responsibility for any and all such defects being expressly assumed by the Contractor.

BOTH CITY AND CONTRACTOR EXPRESSLY INTEND THAT THE INDEMNITY PROVIDED FOR IN THIS CONTRACT IS INDEMNITY BY CONTRACTOR TO INDEMNIFY AND PROTECT THE CITY FROM THE CONSEQUENCES OF THE CITY'S OWN NEGLIGENCE WHILE CITY IS PARTICIPATING IN THIS CONTRACT WHERE THAT NEGLIGENCE IS A CONCURRING CAUSE OF THE INJURY, DEATH, OR DAMAGE. FURTHERMORE, THE INDEMNITY PROVIDED FOR IN THIS PARAGRAPH SHALL HAVE NO APPLICATION TO ANY CLAIM, LOSS, DAMAGE, CAUSE OF ACTION, SUIT, AND LIABILITY WHERE THE INJURY, DEATH, OR DAMAGE RESULTS FROM THE SOLE NEGLIGENCE OF THE CITY, UNMIXED WITH THE FAULT OF ANY OTHER PERSON OR ENTITY.

VIII. INSURANCE AND BONDS

A. GENERAL REQUIREMENTS

The Contractor must maintain the type and amounts of insurance required in this Contract throughout the term of the Contract. Contractor must provide a Certificate of Insurance evidencing the required coverage types and amounts before the Contract is signed. All policies are subject to examination and approval by the City for their adequacy. The City may terminate this Contract if the Contractor fails to comply with all insurance requirements.

Insurance naming the City as additional insured must be primary insurance and not contributing with any other insurance available to the City, under any third-party liability

policy.

B. ADDITIONAL REQUIREMENTS

The required liability insurances and their certificates must:

1. Name the City as an additional insured for operations under this Contract.
2. Provide for 30 days advance written notice of cancellation or material change.

C. TYPES AND AMOUNTS OF INSURANCE

The following insurance is required under this contract:

	<u>Type</u>	<u>Amount</u>
1.	Workers' Compensation Employer's Liability OR Occupational Injury/Accidental Injury Protection	Statutory Limits \$1,000,000 each accident
2.	Commercial (Public) Liability including but not limited to: . Premises/Operations . Independent Contractors . Products/Completed Operations . Contractual Liability . Personal Injury (Insuring above indemnity)	\$1,000,000 per occurrence \$2,000,000 general aggregate OR \$2,000,000 combined single coverage limit
3.	Business Automobile Liability to include coverage for: . Owned/Leased Autos . Non-Owned Autos . Hired Cars	\$1,000,000 combined single limit

D. STATUTORY BOND REQUIREMENTS

When applicable, the Contractor shall procure such bonds as shall be required under Texas Government Code Chapter 2253. All bonds are subject to examination and approval by the City for their adequacy. The City may terminate this contract if the Contractor fails to comply with any bond requirements.

IX. TERMINATION

Termination for Convenience

This Contract may be terminated by either party with thirty (30) days written notice. If the City terminates this Contract under this paragraph, the City will pay the Contractor for all services rendered in accordance with this Contract to the date of termination.

Termination for Default.

Subject to any other provisions for termination herein, either party to this Contract may terminate this contract as provided in this paragraph if the other party fails to comply with its terms. The party alleging the default will give the other party notice of the default in writing citing the terms of the Contract that have been breached and what action the defaulting party must take to cure the default. If the party in default fails to cure the default as specified in the notice the party giving notice of default may terminate this Contract by written notice to the other party, specifying the date of termination. Acting on behalf of the City, the City Manager may terminate this Contract for the breach as provided in this paragraph. Termination of this Contract as allowed by law, including any damages or costs suffered by either party.

X. GOVERNING LAW/VENUE

Texas law governs this Contract and any lawsuit must be filed in a court that has jurisdiction in Comal County, Texas.

XI. VERIFICATION OF EMPLOYMENT ELIGIBILITY

Contractor must comply with the Immigration Reform and Control Act (IRCA) and may not knowingly obtain labor or services of an unauthorized alien. Contractor -- not City -- must verify eligibility for employment as required by IRCA.

XII. INDEBTEDNESS TO CITY

Contractor agrees that no payments owed by him, of any nature whatsoever, to the City, including payment in advance for service charges or any sums of any character whatsoever, shall become delinquent or in arrears.

The City will not award contracts for goods or services to any bidder in arrears to the City for any debt, claim, demand, or account whatsoever, including taxes, penalty and interest. Contractor is responsible for ensuring that no indebtedness exists.

The City may offset payments due under this Contract against any debt, claim, demand or account owed to the City by Contractor.

XIII. SALES TAX

The City qualifies as an exempt agency under the Texas Limited Sales, Excise and Use Tax Act (the "Tax Act") and is not subject to any State or City sales taxes on materials incorporated into the project. Labor used in the performance of this contract is also not subject to State or City sales taxes. The City will provide an exemption certificate to the Contractor. The Contractor must have a sales tax permit issued by the Comptroller of Public Accounts and shall issue a resale certificate complying with the Tax Act, as amended, when purchasing said materials. The Contractor is responsible for any sales taxes applicable to equipment purchases, rentals, leases, consumable supplies which are not incorporated into the services to be provided under this Contract, tangible personal property purchased for use in the performance of this Contract and not completely consumed, or other taxable services used to perform this Contract, or other taxes required by law in connection with this Contract.

XIV. COMPLIANCE WITH LAWS, CHARTER, ORDINANCES

Contractor, its agents, employees and subcontractors must comply with all applicable federal and state laws, the charter and ordinances of the City of Garden Ridge, and with all applicable rules and regulations promulgated by local, state and national boards, bureaus and agencies. Contractor must obtain all necessary permits, bonds and licenses that are required in completing the work contracted for in this agreement.

XV. DISCLOSURES, CONFLICTS AND DISPUTE RESOLUTION

Contractor represents that it is in compliance with the applicable filing and disclosure requirements of Chapter 176 of the Texas Local Government Code, Conflicts of Interest Questionnaire, Chapter 2252, Texas Government Code, and Form 1295, Certificate of Interested Parties, online filing with the Texas Ethics Commission.

This Contract will be governed by the provisions of Subchapter I, Chapter 271, Tex. Local Gov't Code, regarding the obligations of the parties for any disputes arising hereunder.

XVI. MANDATORY CONDITIONS FOR GOVERNMENT CONTRACTS

When applicable, the City may not enter into a contract with a company for goods and services unless the contract contains a written verification from the company that it; (i) does not boycott Israel; (ii) will not boycott Israel during the term of the contract; (iii) does not boycott energy companies; (iv) will not boycott energy companies during the term of the contract; (v) does not have a practice, policy, guidance or directive that discriminates against a firearm entity or firearm trade association; and (vi) will not discriminate during the term of the contract against a firearm entity or firearm trade association (Texas Government Code, Chapter 2271.002; 2274.002; 2276.002).

Contractor hereby verifies that it does not boycott Israel, and agrees that, during the term of this agreement, will not boycott Israel as this term is defined in the Texas Government Code, Section 808.001, as amended. Contractor hereby verifies that it does not boycott energy companies, and agrees that, during the term of this agreement, will not boycott energy companies as this term is defined in

Texas Government Code, Section 809.001, as amended. Contractor hereby verifies that it does not have a practice, policy, guidance or directive that discriminates against a firearm entity or firearm trade association, and agrees that, during the term of this agreement, will not discriminate against a firearm entity or firearm trade association as those terms are defined in Texas Government Code, Section 2274.001, as amended.

Further, Contractor hereby certifies that it is not a company identified under Texas Government Code, Section 2252.152 as a company engaged in business with Iran, Sudan, or Foreign Terrorist Organizations.

IN WITNESS HEREOF, the parties hereto have executed this contract:

CITY OF GARDEN RIDGE

THE RETAIL COACH, LLC

By: _____

By: _____

APPROVED AS TO FORM:

Aaron Farmer
President

By: _____
City Attorney

Federal Tax I.D. # 640909295

Corporate Secy's Attestation if applicable:

Corporate Seal if applicable:

**ATTACHMENT A
SCOPE OF WORK**



Attachment A:

City of Garden Ridge, Texas

SCOPE OF WORK

Retail Recruitment & Development Strategy



PREPARED BY:

Aaron Farmer
President
662.231.0608
afarmer@theretailcoach.net

We Recruit Retail.

Project Deliverables

Analyzing The Market

Custom Retail Trade Area Map (2026 Update)

Demographic Profiles for Community and Retail Trade Area (2026 Update)

Psychographic Profiles for Community and Retail Trade Area (2026 Update)

Determining Retail Opportunities

2026 Retail Demand Analysis

Identifying Development & Redevelopment Opportunities

Retail Site Profiles (2026 Update)

Identifying Retailers & Developers

Target List of Retailers and Developers (2026 Update)

Marketing & Branding

2026 Retail Market Profile

Developer Package

Online Retail Dashboard (2026 Update)

Recruitment of Retailers & Developers

Recruitment Status Dashboard (Updated Monthly)

Recruitment of Retailers & Developers

Incentive Consulting

Retail Trade Show Representation

Analyzing the Market

The Retail Coach will perform extensive market research and analysis to evaluate the Garden Ridge community and surrounding area. This “macro to micro” approach enables The Retail Coach to analyze competitive and economic forces that may impact Garden Ridge's retail recruitment and development plan.

Custom Retail Trade Area Determination

The Retail Trade Area is the geographical area from which the community's retailers derive a majority of their business. It is the foundational piece of the retail plan and its accuracy is critical.

High-Impact Mobile Data Analysis

The Retail Coach will utilize mobile location technology that analyzes location and behavioral data collected from mobile devices to determine consumer visits to Garden Ridge. This high-confidence data is used to determine Retail Trade Areas and validate retail site selection decisions.

The Retail Coach will hand draw the Retail Trade Area map for Garden Ridge based on mobile phone data from consumers, as well as on-the-ground analysis from The Retail Coach Team.

Understanding your true customer base is critical to quantifying the demand for new retail and restaurant development.

We use real data collected from actual customers in your community to analyze trade area boundaries, competitive markets, and leakage. This high confidence data allows our team to tell your community's story and show potential investors why they need to be in your market.



Analyzing the Market

Demographic Profiling

A community must be able to instantaneously provide information and data sets required by retailers during the site evaluation and site selection process. The data must be accurate, current, and readily available.

The Retail Coach will create comprehensive **2020 Census and 2026 and 2031 demographic profiles for the Retail Trade Area and Garden Ridge community. The comprehensive profile includes population and projected population growth, ethnicities, average and median household incomes, median age, households and household growth, and educational attainment.**

Psychographic Profiling

As retail site selection has evolved from an art to a science, psychographic lifestyle segmentation has become an essential element of retailers' preferred location criteria. Understanding a consumer's propensity to purchase certain retail goods and services—as well as specific retail brands—is valuable to national, regional, and local retailers. Knowing the retail sectors and products that consumers demand removes a great deal of risk for businesses.

The Retail Coach will develop an ESRI Tapestry Segmentation Profile of the households in the Retail Trade Area. This is done by using the most advanced socioeconomic and demographic data to measure consumer attitudes, values, lifestyles, and purchasing behaviors, to understand the sectors and brands of retailers that may be of interest.

Determining Retail Opportunities

Retail Demand Analysis

A community is able to quantify its retail demand through a Retail Demand Analysis, which provides a summary of the projected retail demand growth — or opportunities — for 68 retail sectors. The analysis is ultimately used to identify specific recruitment targets for the community.

The Retail Demand Analysis will:

- Identify retail demand growth opportunities for more than 68 retail sectors
- Distinguish retail sectors with the highest propensity for success and qualify their ultimate potential

The Retail Coach will determine the level of retail demand for the Retail Trade Area and use projected demand to help identify opportunity areas and prioritize retail market sectors for recruitment.

Identifying Development & Redevelopment Opportunities

Identifying & Marketing Available Sites

Retailers are not only interested in market data on your community, but also interested in evaluating all available property vacancies and sites that fit their location preferences. A community must create and maintain a database of prime available properties along with accurate and current market information. Successful retail recruitment begins with the introduction of available sites.

The Retail Coach will identify priority retail development/redevelopment sites to market. Factors influencing site selection for priority sites will include:

- Existing market conditions
- Retail Trade Area population
- Traffic counts and traffic patterns
- Site-line visibility from primary & secondary traffic arteries
- Ingress/egress
- Adequate parking
- Site characteristics
- Proximity to retail clusters

Retail Site Profiles

A critical step in attracting retailers is providing accurate and current information on each identified available site.

The Retail Coach will create a Retail Site Profile for each identified key site with current site-specific information, including location, aerial photography, site plan, demographic profile, size/dimensions, traffic count(s), and appropriate contact information.

Identifying Retailers & Developers for Recruitment

The Retail Coach has been successful in recruiting leading retail brands to our client communities for more than 24 years. Our process is driven by providing accurate and current data sets, as well as site-specific information, to retailers that “fit” the community.

Identifying Potential Retailers

The Retail Coach will target national and regional brands that are a “good fit” for Garden Ridge. This means that the Retail Trade Area population, ethnicities, incomes, ages, and educational levels meet the retailers’ ideal location criteria.

The Retail Coach will develop and review a master list of potential retailers with + staff and work together to prepare a final target list of retailers for recruitment. This list will include fist-to-the-market concepts that may be a good fit for the community.

Identifying Potential Developers

Much of our recruitment success comes from establishing a network of regional and national retail developers over the past 24 years. Developer networking and recruitment have become key components in a community’s retail recruitment and development/redevelopment success. If a retailer were to express interest in the community, and there was not ready-to-lease properties matching their needs and brand requirements, a developer must be identified to build the interested retailer a suitable property.

The Retail Coach will utilize its network to identify retail real estate developers active in Garden Ridge and the region for recruitment.

Marketing & Branding

To attract targeted retailers, a critical step is to provide accurate and current community and Retail Trade Area data and information. It is important that this marketing information positively reflects the community's positive attributes and brand to corporate site selectors, real estate brokers, and developers. This information is essential for them in making initial decisions about locating in the community.

Retail Market Profile

The Retail Coach will develop a Retail Market Profile tailored to the specific needs of targeted retailers' essential site selection and location criteria for Garden Ridge. The profile serves as a community introduction, and includes:

- Retail Trade Area Map
- Location Map
- Demographic Profile Summary
- Appropriate logo and contact information

Marketing & Branding

Developer Package

The Retail Coach will create a marketing package for retail developers active in the community and region to generate their interest in retail development opportunities.

The Retail Coach will create a Developer Package to highlight development and redevelopment opportunities in Garden Ridge. This package may include:

- Community Overview & Location Map
- Retail Trade Area & Demographic Trends
- Aerial Imagery & Traffic Counts
- Site-line visibility from major and secondary traffic arteries
- Ingress/egress for primary and secondary traffic arteries
- Median cuts or possibilities
- Traffic signal existence or possibilities
- Site characteristics and topography
- Area Retail & Zoning
- Residential clustering and support
- Proximity to “anchor” retailers
- Top Employers & Workplace Population
- Interested retailers

Marketing & Branding

Online Retail Dashboard

Being able to quickly and easily access and share retail opportunity information greatly increases a community's opportunity for success. To assist with this, we develop a custom online retail dashboard that can be accessed anytime through a branded Retail360® link. With a few clicks, retailers, brokers and developers can learn about your community's retail potential like never before.

The Retail Coach will create a Retail360® Retail Dashboard for Garden Ridge, which will be available for visual presentation and easy downloading of all data sets, available sites, and marketing information.

MURRIETA, CALIFORNIA
HIGHLY DESIRABLE, FAST GROWING COMMUNITY IN THE SOUTHWEST RIVERSIDE COUNTY, CALIFORNIA

- ◆ Murrieta has been ranked the #1 City to live in Southwest Riverside County by The Press-Enterprise
- ◆ 2nd Safest city in the U.S. 2018 (Source FBI, Cities over 100k residents)
- ◆ Murrieta Valley Unified School District (MVUSD) is one of only 22 exemplary rated districts in the state of California.

COMMUNITY SUMMARY
MURRIETA,

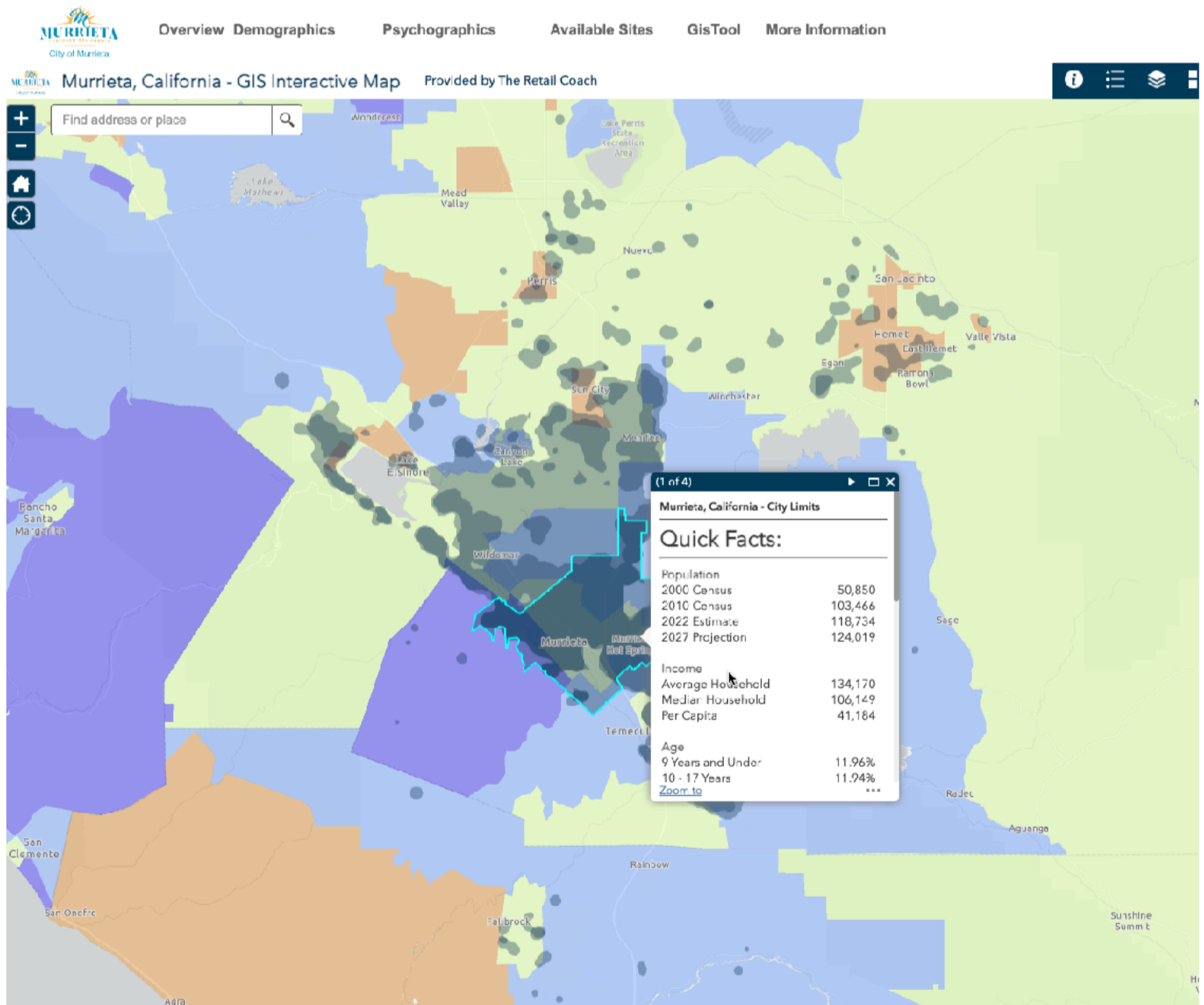
All documents are in PDF format and will open in a new window.

Marketing & Branding

Interactive Site Mapping

Retail site selectors do much of their research while in hotel rooms and in airports, so a visual GIS platform that streamlines data and sites into one interactive and centralized location is a powerful tool.

We will develop a concise, easy-to-access, interactive site mapping platform for Whitewater, along with the preloaded prime vacancies and development/redevelopment sites that we will be marketing. Data can be presented by demographic, socioeconomic, psychographic, and retail spending layers that are detailed down to the block level, to meet the needs of each individual user — whether they be a retailer, developer, or even a local entrepreneur.



Recruiting Retailers & Developers

Recruitment of Retailers

We were the first national retail recruitment firm to introduce retailer and developer recruitment specifically for communities. More than 24 years and 850 projects later, the recruitment of retailers remains one of our primary metrics of success. Today, our success has proven that a community must move beyond just gathering data sets, and proactively recruit retail.

The Retail Coach will actively recruit retailers to Garden Ridge. Our process includes:

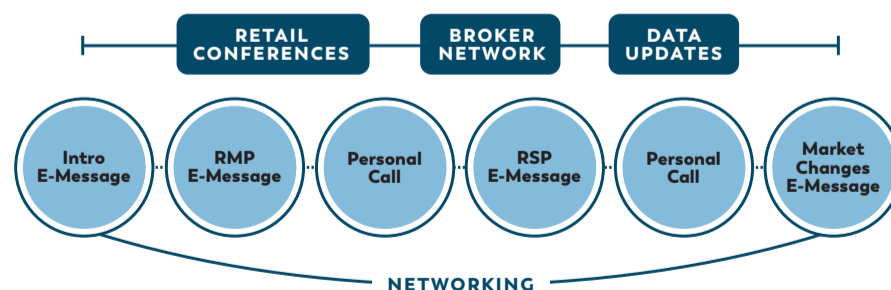
- Introductory emails and retail market profile are sent to each targeted retailer.
- Personal calls are placed to measure interest level.
- Personal emails and retailer feasibility packages are sent to each targeted retailer.
- Personal emails and retail site profiles for prime vacancies are sent to the appropriate targeted retailers.
- Personal emails are sent to inform targeted retailers of significant market changes.
- Personal emails are sent to decision markers once per quarter to continue seeking responses regarding their interest level in the community.
- A retailer status report is provided with each retailer's complete contact information and comments resulting from recruitment activities.

Recruitment of Developers

Much of our recruitment success comes from having established a network of retail real estate developers over the past 24 years. Oftentimes, a retailer or retailers may have interest in a community, only to find that suitable properties do not exist.

The Retail Coach will actively recruit developers for Garden Ridge, if an opportunity is identified. Our process includes:

- Introductory emails and opportunity packages are sent to developers.
- Personal calls are placed to measure interest level.
- Personal emails are sent to inform developers of the status of interested retailers, and any significant market changes.
- A developer status report is provided with each developer's complete contact information and comments resulting from recruitment activities.



Recruiting Retailers & Developers

Retail Conferences

The Retail Coach helps communities connect with retailers and developers at retail conferences such as Retail Live!, the annual ICSC RECon and other regional events attended.

The Retail Coach will assist in marketing Garden Ridge and its opportunities to retailers, brokers, and developers at retail industry conferences attended.



Recruiting Retailers & Developers

Retail Recruitment Accountability Dashboard

As part of our recruitment process, we provide access to a real-time recruitment dashboard where Garden Ridge staff can see which retailers are being recruited, the latest touch points with each, and contacts we are actively communicating with along with their interest level in the community.

The Retail Coach will set up a recurring monthly meeting with staff to review on-going recruitment activity, feedback received from prospects, and any additional next steps or follow up items needed to advance recruitment with interested retailers.

The dashboard is organized into four vertical columns, each representing a different recruitment status. Each retailer card includes a name, a 'STATUS' dropdown menu, and a colored status label. The columns are:

- Interested (Yellow):** Includes retailers like 'Arby's', 'Huddle House', 'Jersey Mike's', 'Schlotzsky's', 'Supercuts', and 'Papa John's'.
- Need Franchisee (Green):** Includes retailers like 'Arby's', 'Huddle House', 'Jersey Mike's', 'Schlotzsky's', and 'Supercuts'.
- Interested - Requested Available (Blue):** Includes retailers like '22 North Holland', 'Anytime Fitness', 'Denny's', 'HTeaO', and 'Papa John's'.
- Opened / Opening (Dark Green):** Includes retailers like 'Burger King', 'Chicken Express', 'Jack In The Box', and 'Starbucks'.

At the bottom of each column, there is a 'records' count and a blue plus icon for adding more records. A small advertisement for 'SHOE SHOW, INC.' is visible at the bottom right of the dashboard.

Coaching & Ongoing Support

Retail Coaching

The Retail Coach partners with communities on a long-term basis and will be available when they have questions, new ideas, or need data updates. We are also available if clients need to brainstorm opportunities as the community grows and develops.

The Retail Coach will provide on-going incentive consulting and support for retail recruitment activities throughout the project.



Project Timeline & Pricing

Project Communication

At a minimum, The Retail Coach will schedule monthly updates with staff to provide progress reports and feedback.

Community Trips

The Retail Coach will make multiple trips to Garden Ridge during the project.

Project Timeline

The Retail Coach is available to begin work immediately with a project duration of 12 months.

Pricing

The total fee for completion of this work is **\$22,500**, payable in two installments:

- a) **\$11,250** upon execution of the agreement;
- b) **\$11,250** upon 90 days following execution of contract; and

Reimbursable Project Expenses

It is estimated that reimbursable expenses will be approximately **\$500**. Reimbursable expenses include:

- a) All travel costs;
- b) Cost of special renderings and maps, if any;
- c) Cost of copies for reports and maps/drawings; and
- d) Cost of shipping expenses, if any.

**All Work Fees and Project expenses are payable within 30 days after receipt of the expense invoice.*



PREPARED BY:

Aaron Farmer
President
662.231.0608
afarmer@theretailcoach.net

We Recruit Retail.

**ATTACHMENT B
PAYMENT**

Payment will be _____.

Before payment is made the Contractor must execute and provide to the City an affidavit that all bills for labor, materials and incidentals incurred by subcontractors, materialmen, mechanics, and suppliers under the contract have been paid in full, and there are no claims pending of which Contractor has been notified.

ATTACHMENT C:

STATE MANDATED WORKERS' COMPENSATION INSURANCE LANGUAGE

THIS ATTACHMENT IS ONLY APPLICABLE IF WORKERS' COMPENSATION COVERAGE IS PROVIDED

a. Definitions

Certificate of coverage ("certificate") - a copy of a certificate of insurance, a certificate of authority to self-insure issued by the commission, or a coverage agreement (DWC-81, DWC-82, DWC-83, or DWC-84), showing statutory workers' compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.

Duration of the project - includes the time from the beginning of the work on the project until the contractors's/person's work on the project has been completed and accepted by the City.

Persons providing services on the project ("subcontractors" in 406.096) - includes all persons or entities performing all or part of the services the contractor has undertaken to perform on the project, regardless of whether that person contracted directly with the contractor and regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity which furnishes persons to provide services on the project. "Services" include, without limitations, providing, hauling, or delivering equipment or materials, or providing labor, transportation, or other service related to a project. "Services" does not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.

b. The Contractor shall provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all employees of the contractor providing services on the project, for the duration of the project.

c. The Contractor must provide a certificate of coverage to the City prior to being awarded the contract.

d. If the coverage period shown on the Contractor's current certificate of coverage ends during the duration of the project, the Contractor must, prior to the end of the coverage period, file a new certificate of coverage with the City showing that coverage has been extended.

e. Contractor shall obtain from each person providing services on a project and provide to City:

(1) a certificate of coverage, prior to that person beginning work on the project, so the City will have on file certificates of coverage showing coverage for all persons providing services on the project; and

(2) no later than seven (7) days after receipt by the Contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project.

f. The Contractor shall retain all required certificates of coverage for the duration of the project and for one (1) year thereafter.

g. The Contractor shall notify the City in writing by certified mail or personal delivery, within ten (10) days after the Contractor knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project.

h. The Contractor shall post on each project site a notice, in the text, form and manner prescribed by the Texas Workers' Compensation Commission, informing all persons providing services on the project that they are

required to be covered, and stating how a person may verify coverage and report lack of coverage.

- i. The Contractor shall contractually require each person with whom it contracts to provide services on a project to:
 - (1) provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all of its employees providing services on the project, for the duration of the project;
 - (2) provide to the Contractor, prior to that person beginning work on the project, a certificate of coverage showing that coverage is being provided for all employees of the person providing service on the project, for the duration of the project;
 - (3) provide the Contractor, prior to the end of the coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project;
 - (4) obtain from each other person with whom it contracts, and provide to the Contractor:
 - (a) a certificate of coverage, prior to the other person beginning work on the project; and
 - (b) a new certificate of coverage showing extension of coverage, prior to the end of the coverage period, if the coverage period shown on the current certificate of coverage ends during the duration of the project;
 - (5) retain all required certificates of coverage on file for the duration of the project and for one (1) year thereafter;
 - (6) notify the City in writing by certified mail or personal delivery, within ten (10) days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing service on the project;
 - (7) contractually require each person with whom it contracts, to perform as required by paragraphs (1) - (7), with the certificates of coverage to be provided to the person for whom they are providing services.
- j. By signing this contract or providing or causing to be provided a certificate of coverage, the Contractor is representing to the City that all employees of the Contractor who will provide services on the project will be covered by workers' compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the commission's Division of Self-Insurance Regulation. Providing false or misleading information may subject the Contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.
- k. The Contractor's failure to comply with any of these provisions is a breach of contract by the Contractor which entitles the City to declare the contract void if the Contractor does not remedy the breach within ten (10) days after receipt of notice of breach from the City.

RESOLUTION NO. 540-012026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDEN RIDGE, TEXAS, PARTICIPATING IN THE GUADALUPE COUNTY MASTER DRAINAGE PLAN UNDER THE TEXAS WATER DEVELOPMENT BOARD FLOOD INFRASTRUCTURE FUND (FIF), FLOOD MANAGEMENT EVALUATION (FME) PROGRAM.

WHEREAS, Guadalupe County is preparing an application to the Texas Water Development Board (TWDB) under the Flood Infrastructure Fund (FIF), Flood Management Evaluation (FME) category, for the development of a Countywide Master Drainage Plan; and

WHEREAS, TWDB rules (31 TAC §361.10) and the State Fiscal Year 2024–2025 FIF Intended Use Plan require applicants to coordinate with all eligible political subdivisions within the watershed area and allow those entities the opportunity to participate in the planning process; and

WHEREAS, the City of Garden Ridge recognizes that a coordinated, countywide drainage and flood mitigation plan is essential for protecting public safety, reducing flood risk, improving infrastructure resilience, and supporting long-term community planning; and

WHEREAS, participation in this planning effort does not obligate the City of Garden Ridge to provide funding, but ensures that its drainage concerns, data, and priorities are incorporated into the County-led evaluation.

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

1. The City of Garden Ridge hereby expresses its support for, and formal participation in, the Guadalupe County Master Drainage Plan to be funded through the TWDB FIF–FME program.
2. The Mayor and City Manager are authorized to coordinate with Guadalupe County and its consultants, provide relevant drainage data, and participate in meetings associated with the development of the Master Drainage Plan.
3. A copy of this resolution shall be provided to Guadalupe County for inclusion in its official project file and TWDB-required documentation.

PASSED AND APPROVED ON this 7th day of January, 2026.

Lisa Swint
Mayor

ATTEST:

Marisa Spencer
City Secretary

CURRENT COMMUNITY AND EVENT CENTER
RENTAL AGREEMENT AND RATE SCHEDULES



CITY OF GARDEN RIDGE
 JAY F. FEIBELMAN GARDEN RIDGE COMMUNITY AND EVENT CENTER
 Location: 9500 Municipal Parkway, Garden Ridge, Texas 78266
 Mailing: 9400 Municipal Parkway, Garden Ridge, Texas 78266
 (210) 843-0509

RENTAL AGREEMENT

THIS RENTAL CONTRACT, hereinafter termed "Agreement", is entered into on the _____ day of _____, 20____, by and between the City of Garden Ridge, Texas, a municipal corporation ("CITY") and _____, hereinafter referred to as "RENTER".

1. PREMISES/EVENT. RENTER agrees to lease the Jay F. Feibelman Garden Ridge Community and Event Center ("Facility") for the period(s) of time and for the purpose(s) ("Event") stated below:

Term of Lease shall begin: _____, 20____ a.m./p.m. to _____ a.m./p.m.

Event will begin: _____, 20____ a.m./p.m. to _____ a.m./p.m.

Prior day set up date/time: _____, 20____ a.m./p.m. to _____ a.m./p.m.
 (if applicable)

Day after clean up date/time: _____, 20____ a.m./p.m. to _____ a.m./p.m.

Rental Area: Wildflower Room: Bluebonnet Room: Kitchen:
 Pavilions: Concession Room:

Type of Event: _____

Number Attending Event: _____

Will alcohol be present at Event? Yes No

Will alcohol be present during set up of Event? Yes No

Will alcohol be present during clean-up of Event? Yes No

Set Up Tables and Chairs/Clean Up and Remove Trash: \$ _____

Electronic Usage Fee: \$ _____

Stage Relocation/Removal: \$ _____

Security Deposit: \$ _____

Rental Fee: \$ _____

Total: \$ _____

2. **RESTRICTIONS.** The Agreement granted hereunder is subject to all terms, conditions and restrictions set forth in this Agreement and in the Procedures and Guidelines attached hereto as Schedule “A” and incorporated herein by reference for all purposes. Any violation or disregard of any of the terms, conditions or restrictions set forth herein shall be grounds for immediate revocation of this Agreement and cancellation of any or all Event(s), in the sole discretion of the City Manager.
3. **RENTAL FEES.** Rental fees (“Rental Fees”) are assessed by type, classification, and length of Event as provided for in the Community and Event Center Fee Schedules, attached as Schedule “B” and incorporated herein for all purposes. Rental Fees are payable to the CITY fourteen (14) calendar days prior to the Event. **Failure to pay all Rental Fees by the required date will result in automatic cancellation of the Event and forfeiture of the Security Deposit (defined below).**
4. **SECURITY DEPOSIT.** In addition to the Rental Fees, all RENTERS will be charged a Security Deposit depending on the use of the Facility. The Security Deposit must be paid in full to secure the rental date and Facility requested.

This deposit covers damage and clean-up of the Facility. The security deposit is refundable only if the Facility is left in a condition as described in the facility use guidelines, attached as Schedule “A” and incorporated herein for all purposes. An authorized CITY employee will inspect the Facility for cleanliness and damage within twenty-four (24) hours of the conclusion of the Event. The CITY employee’s determination regarding cleanliness and damage is final. Any refundable security deposit will be mailed to the RENTER within fourteen (14) days following the Event.

If cancelled in writing, the Security Deposit is refundable as follows:

- Ninety (90) days or more notice, 100% refund.
- Eighty-nine (89) days to thirty (30) days’ notice, 75% refund.
- Twenty-nine (29) days to fourteen (14) days’ notice, 25% refund.
- Thirteen (13) days to day of Event notice, no refund.

5. **ELECTRONIC EQUIPMENT USAGE FEE.** An electronic equipment usage fee will be charged for the use of any electronic equipment provided by the CITY. An authorized CITY employee will inspect the electronic equipment for damage or loss of equipment within twenty-four (24) hours of the conclusion of the Event. If the CITY employee’s determination is there is damage to the equipment or loss of equipment the RENTER will forfeit the security deposit. If the Security Deposit is insufficient to cover the total cost of damages or loss the RENTER shall be liable for such excess and agrees to pay the amount of such excess upon demand. The CITY shall send RENTER an invoice showing such amount due and RENTER shall pay within thirty (30) days of receipt.

6. POLICE SECURITY. The CITY reserves the right to require one or more certified Police Officers to be present at an Event at the expense of the RENTER. The City Administrator or designated representative will determine the number of Police Officers required for an Event. The Community and Event Center Manager will coordinate security arrangements with the Garden Ridge Police Department (“GRPD”).

- a. Certified Police Officers are required when alcohol is present during the terms of this Agreement or as deemed necessary by the size and type of the Event.
- b. Police Officers will remain on the premises at all times during the terms of this Agreement.
- c. The GRPD shall schedule Police Officers for all required Events. In the event GRPD Police Officers are not available, GRPD may schedule Police Officers from an outside entity.
- d. If RENTER requests Police Officers from an outside agency, the Chief of Police or designated representative must approve such Police Officers from the outside agency.
- e. The parties acknowledge and agree that the CITY shall not be responsible for the actions and safety of RENTER or any of RENTER’S guests, patrons, or anyone else coming upon the Premises as a result of the Event, including without limitation protecting such persons from injury or death and protecting RENTER’S property or the property of such persons from loss or damage.
- f. The CITY reserves the right to cancel the Event at any time prior to or during the Event for failure to comply with the terms of this section. Any decision to cancel an Event for failure to comply with security requirements is final. Cancellation of an Event pursuant to this section of the Agreement shall not be considered a breach of this Agreement.

7. LIABILITY FOR DAMAGES. The CITY shall be authorized to retain any portion of the Security Deposit as shall be necessary to pay the actual costs of repair or replacement of any and all damages sustained in or on the Premises during or in connection with the Event. If the Security Deposit is insufficient to cover the total cost of damages, RENTER shall be liable for such excess and agrees to pay the amount of such excess upon demand. In the event it is not feasible to calculate the total cost of damages within twenty-four (24) hours after the conclusion of the Event, the CITY shall calculate the amount of excess damages after that date and shall send RENTER an invoice showing such amount, which RENTER shall pay within thirty (30) days of receipt.

- 8. INSURANCE.** If an admittance fee or any other charge for attendance is required for entry to an Event, the RENTER must provide the CITY with a Commercial General Liability insurance policy written on an occurrence basis and with a combined single limit of not less than \$100,000 to cover the Event. The CITY shall be named as an additional insured. A certificate of insurance meeting the requirements of this paragraph must be delivered to the CITY not later than fourteen (14) days prior to commencement of the Event. Failure to timely comply with this requirement shall authorize the CITY to cancel this Agreement and retain the Security/Clean Up Deposit.
- 9. INDEMNITY.** RENTER agrees to and shall indemnify, save and hold the CITY harmless against all claims, demands, suits, costs and expenses, including reasonable attorney's fees, arising out of or in a way connected with staging of the Event, including but not limited to, any property damage, personal injury or death sustained by anyone coming upon the Premises as a result of or for the purpose of attending the Event. This Indemnity and Hold Harmless Agreement shall apply whether such loss, injury or damage is caused in part by the Complex, the CITY, its officers, directors or employees, unless caused by their gross negligence and/or willful misconduct. It is the express interest of the parties that, by the terms hereof, the Complex and the CITY may be indemnified for the consequences of its own negligence (other than gross negligence).
- 10. COMPLIANCE WITH LAWS, RULES AND REGULATIONS.** RENTER and its officers, directors, employees, agents, patrons, customers and guests and anyone coming upon the Premises as a result of or for the purpose of attending the Event shall comply with all Federal, State, and CITY laws and ordinances, as well as all rules and regulations provided by the CITY to regulate behavior at the Premises. RENTER and its patrons, customers, guests, directors, employees and agents shall observe all posted signs on the Premises at all times. Anyone who violates or persists in violating any such laws, ordinances, rules or regulations may, at the CITY'S discretion, be removed from the Premises.
- 11. LICENSES AND PERMITS.** Except as otherwise expressly provided herein, RENTER shall be responsible for providing all required taxes, excise or license fees required by any governmental authority to conduct the Event.
- 12. NON-ASSIGNMENT.** RENTER may not transfer or assign this Agreement, sublease the Premises, or allow use of the Premises other than as herein specified, without the express written consent of the CITY.
- 13. CONTROL OF PREMISES AND RIGHT TO ENTER.** In permitting RENTER to use the Premises under this Agreement, it is understood by the parties that the CITY does not relinquish the right to control the management thereof and to enforce all necessary rules and regulations. Duly authorized representatives of the CITY may enter the Premises, or any part thereof, at any time, and on any occasion without restrictions whatsoever by RENTER.
- 14. PLACE OF PERFORMANCE.** This Agreement is governed by the laws of the State of Texas and all obligations under this Agreement are performable in Comal County, Texas.

15. OCCUPANCY INTERRUPTION. In the event that the CITY, due to conditions beyond its control, such as building damage caused by fire, tornado, windstorm, vandalism, civil tumult, riots, or any other act over which the CITY has no control, should find it impossible to provide the Premises as contracted herein, the CITY may cancel this Agreement and shall refund any prepaid charges to RENTER but shall have no other liability to RENTER on account of such cancellation.

16. RENTER, by signing this Agreement, hereby certifies that all information contained in this Agreement, the application and acknowledgement forms relating to said Agreement is true and correct, and RENTER further agrees and acknowledges that failure to provide true and correct information may result in cancellation of the event.

17. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the CITY and RENTER. No other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained in this Agreement or incorporated by reference in this Agreement shall be valid or binding.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in the year and day first above written.

CITY OF GARDEN RIDGE, TEXAS:

RENTER:

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Printed Title: _____

Address: _____

Phone #: _____

Email Address: _____



SCHEDULE "B" RESIDENTIAL RATE SCHEDULE

Wildflower Room (approximately 6,000 sq ft)

Operating Hours for Wildflower Room 6:00am to 12:00am

Includes Kitchen, Concession Room, Pavilions, Tables, Chairs, Stage, Ice Machine

Deposit (refundable after meeting requirements)	\$ 300
Hourly Rate - Five hour minimum	\$ 100
Whole Day 15 hours rental	\$1,200
Additional hours	\$ 100
After Hours 12:00am to 1:00am	\$ 150
Add Bluebonnet Room Flat Rate/Per Day	\$ 200
Set up of Tables/Chairs, clean up and trash removal	\$ 200
Electronic Usage Fee	\$ 100
Stage Removal/Relocation	\$ 50

Bluebonnet Room (approximately 600 sq ft)

Operating Hours for Bluebonnet Room 6:00am to 12:00am

Deposit (refundable after meeting requirements)	\$ 150
Hourly Rate/Two hour minimum - Including Kitchen	\$ 50
Hourly Rate/Two hour minimum (Meeting Room only)	\$ 25
Set up of Tables/Chairs, clean up and trash removal	\$ 75

Use the Caterer of Your Choice!

Wildflower Room (approximately 6,000 sq ft)

Operating Hours for Wildflower Room 6:00am to 12:00am

Includes Kitchen, Concession Room, Pavilions, Tables, Chairs, Stage, Ice Machine

Deposit (refundable after meeting requirements)	\$ 400
Hourly Rate Whole Day - Five hour minimum	\$ 150
Whole Day 15 Hours Rental	\$1,800
Additional Hours	\$ 150
After Hours 12:00am to 1:00am	\$ 150
Add Bluebonnet Room Flat Rate/Per Day	\$ 250
Set up of Tables/Chairs, clean up and trash removal	\$ 200
Electronic Usage Fee	\$ 100
Stage Removal/Relocation	\$ 50

Bluebonnet Room (approximately 600 sq ft)

Operating Hours for Bluebonnet Room 6:00am to 12:00am

Deposit (refundable after meeting requirements)	\$ 200
Hourly Rate/Two hour minimum – Including Kitchen	\$ 75
Hourly Rate/Two hour minimum (Meeting Room only)	\$ 50
Set up of Tables/Chairs, clean up and trash removal	\$ 75

Use the Caterer of Your Choice!

Schedule "B"

Usage Categories

Category	Wildflower Room	Blue Bonnet Room
1. Resident / Non-Resident <ul style="list-style-type: none"> Resident: Resides in or owns property within the corporate limits of the City or a City Employee 	Published Resident/Non-Resident rates (attached)	Published Resident/Non-Resident rates (attached)
2. City Affiliated Non-Profit Organizations <ul style="list-style-type: none"> Garden Ridge Citizens Police Academy Alumni Association Bracken Volunteer Fire Department 	<ul style="list-style-type: none"> Special Event Rate: \$100/day (4 days per event limit) Blue Bonnet Room included for no additional charge Other Usage - No Charge 	No Charge
3. Non-Profit Service Organizations <ul style="list-style-type: none"> Garden Ridge Lions Club Garden Ridge Womens Club Scouts Comal County Childrens Advocacy Center TriCounty Chamber of Commerce Other Governmental Entities/Agencies 	<ul style="list-style-type: none"> Special Event Rate: \$100/day (3 days per event limit) Blue Bonnet Room included for no additional charge Other Usage - Resident rates except: <ul style="list-style-type: none"> No deposit, no minimum time. Set up, clean and trash removal not included. Electronic Usage Fee \$50 Stage Relocation/Removal \$50 	<ul style="list-style-type: none"> Room Only: \$15/hour, Room with Kitchen: \$20/hour <ul style="list-style-type: none"> No deposit, no minimum time. Set up, clean and trash removal not included. No electronic usage fee
4. Non-Profit Associations <ul style="list-style-type: none"> Schools Churches Political Organizations Homeowners Associations/Neighborhood Associations Comal Master Gardeners 	<ul style="list-style-type: none"> Published Resident Rates except: <ul style="list-style-type: none"> \$300 deposit, no minimum time. Set up, clean and trash removal not included. Electronic Usage Fee \$50 Stage Relocation/Removal \$50 	<ul style="list-style-type: none"> Room Only: \$20/hour, Room with Kitchen: \$25/hour <ul style="list-style-type: none"> No deposit, no minimum time. Set up, clean and trash removal not included. No electronic usage fee
5. City Use <ul style="list-style-type: none"> Official City or City sponsored functions 	No Charge	No Charge

**PROPOSED COMMUNITY AND EVENT CENTER
FEE SCHEDULE AND RENTAL AGREEMENT**



CITY OF GARDEN RIDGE
JAY F. FEIBELMAN
COMMUNITY AND EVENT CENTER
9500 Municipal Parkway
Garden Ridge, Texas 78266
(210) 850-4256
communitycenter@ci.garden-ridge.tx.us

FEE SCHEDULE

WILDFLOWER HALL Approximately 6,000 square feet Maximum Capacity: 345 Operating Hours: 6:00 AM – 10:00 PM, Sunday-Thursday 6:00 AM – 12:00 AM, Friday/Saturday		
Deposit (refundable after meeting requirements)	Resident Non-Resident Non-Profit Organization	25% of Total Room Fee 25% of Total Room Fee 25% of Total Room Fee
Whole Day (15-Hour Rental)	Resident Non-Resident Non-Profit Organization	\$1,400.00 \$2,000.00 \$200.00
Hourly Rate (5-Hour Minimum)	Resident Non-Resident Non-Profit Organization	\$100.00 \$150.00 Whole Day Fee
Additional Hours	Resident Non-Resident Non-Profit Organization	\$150.00 \$100.00 n/a
After Hours, 12 AM-1 AM, Friday/Saturday Only	Resident Non-Resident	\$150.00 \$150.00
Add Bluebonnet Room, Flat Rate Per Day	Resident Non-Resident	\$200.00 \$200.00
Audio/Visual Fee	Resident Non-Resident Non-Profit Organization	\$100.00 \$100.00 \$50.00
Stage Removal/Relocation	Resident Non-Resident Non-Profit Organization	\$50.00 \$50.00 \$50.00
Kitchen Fee (Full Use)	Resident Non-Resident Non-Profit Organization	\$100.00 \$100.00 \$50.00
Kitchen Equipment Fees		
Warming Oven	Resident	\$25.00
Bottle Cooler	Non-Resident	\$25.00
Ice	Non-Profit Organization	\$25.00

BLUEBONNET ROOM		
Approximately 600 square feet Maximum Capacity: 43 Operating Hours: 6:00 AM – 10:00 PM, Sunday-Thursday 6:00 AM – 12:00 AM, Friday/Saturday		
Deposit (refundable after meeting requirements)	Resident Non-Resident Non-Profit Organization	25% of Total Room Fee 25% of Total Room Fee 25% of Total Room Fee
Hourly Rate (2-Hour Minimum)	Resident Non-Resident Non-Profit Organization	\$50.00 \$50.00 \$15.00

ADDITIONAL FEES		
Non-Sufficient Funds Fee		\$30.00
Cancellation Fee		\$50.00
Credit Card Processing Fee		3%
Garden Ridge Police Officer Security Fee Required when alcohol served or as deemed necessary by the size and type of event	4-hour minimum, paid in cash to officer(s) at beginning of event	\$50.00/hour per officer



CITY OF GARDEN RIDGE
JAY F. FEIBELMAN
COMMUNITY AND EVENT CENTER
 9500 Municipal Parkway
 Garden Ridge, Texas 78266
 (210) 850-4256
communitycenter@ci.garden-ridge.tx.us

RENTAL AGREEMENT

**Nothing herein shall be construed to waive the governmental immunity
 for the City of Garden Ridge.**

1. **PREMISES/EVENT.** RENTER agrees to rent the Garden Ridge Jay F. Feibelman Community and Event Center for the period(s) of time and for the purpose(s) stated below:

Nature of this Event (e.g. Birthday Party, Wedding)	
Event Day(s) and Date(s)	
Start Time	
End Time	
Number of People	
Rental Area(s)	<input type="checkbox"/> Wildflower Hall <input type="checkbox"/> Bluebonnet Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Outdoor Pavilion(s) with Set-Up
For events where alcohol will be present or as deemed necessary by the size and type of event, RENTER must complete the Garden Ridge Police Department Security Request Form (page 6 of this document)	
Will alcohol be present at Event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will alcohol be present during set up of Event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will alcohol be present during clean-up of Event?	<input type="checkbox"/> Yes <input type="checkbox"/> No

2. BREAKDOWN OF CHARGES

Rental Area Fees	\$	
Security Deposit (25% of Rental Area Fees – refundable if Section 5 requirements are met)	\$	
Additional Hours	\$	
After-Hours Fee, Friday/Saturday Only (12AM to 1 AM, if applicable)	\$	
Add Bluebonnet Room Flat Rate/Per Day	\$	
Audio/Visual Fee	\$	
Stage Removal/Relocation	\$	
Full Kitchen Fee	\$	
Specific Kitchen Equipment Fees		
Warming Oven	\$	
Bottle Cooler	\$	
Ice	\$	
TOTAL OF FEES	\$	
SECURITY DEPOSIT PAID AT TIME OF AGREEMENT (25% of Rental Area Fees)	\$	
TOTAL BALANCE DUE 30 DAYS BEFORE EVENT	\$	

3. **RESTRICTIONS.** The Agreement granted hereunder is subject to all terms, conditions and restrictions set forth in this Agreement and in the *Facility Use Procedures and Guidelines* and incorporated herein by reference for all purposes. Any violation or disregard of any of the terms, conditions or restrictions set forth herein shall be grounds for immediate revocation of this Agreement and cancellation of any or all Event(s), at the sole discretion of the City Manager.
4. **RENTAL FEES.** Rental fees are assessed by type, classification and length of Event as provided for in the Community and Event Center *Fee Schedule* incorporated herein for all purposes. Remaining Rental Fees are payable to the CITY thirty (30) calendar days prior to the Event. **Failure to pay all Rental Fees by the required date will result in automatic cancellation of the Event and forfeiture of the Security Deposit (defined below).**

5. **SECURITY DEPOSIT.** In addition to the Rental Fees, all RENTERS will be charged a Security Deposit. The Security Deposit must be paid in full to secure the rental date(s) and rental area(s) requested.

This deposit covers damage and clean-up of the Facility. The Security Deposit is refundable only if the Facility is left in a condition as described in the *Facility Use Procedures and Guidelines* and incorporated herein for all purposes. An authorized CITY employee will inspect the Facility for cleanliness and damage within twenty-four (24) hours of the conclusion of the Event. The CITY employee's determination regarding cleanliness and damage is final. Any refundable security deposit will be mailed to the RENTER within fourteen (14) days following the Event.

6. **ELECTRONIC EQUIPMENT USAGE FEE.** An electronic equipment usage fee will be charged for the use of any electronic equipment provided by the CITY. An authorized CITY employee will inspect the electronic equipment for damage or loss of equipment within twenty-four (24) hours of the conclusion of the Event. If the CITY employee's determination is there is damage to the equipment or loss of equipment, the RENTER will forfeit the security deposit. If the Security Deposit is insufficient to cover the total cost of damage or loss, the RENTER shall be liable for such excess and agrees to pay the amount of such excess upon demand. The CITY shall send RENTER an invoice showing such amount due and RENTER shall pay within thirty (30) days of receipt.
7. **POLICE SECURITY.** The CITY reserves the right to require one or more certified Police Officers to be present at an Event at the expense of the RENTER. The RENTER is required to complete the Garden Ridge Police Department Security Request form (page 6 of this document). The Community and Event Center Manager will coordinate security arrangements with the Garden Ridge Police Department ("GRPD").
 - a. Certified Police Officers are required when alcohol is present or as deemed necessary by the size and type of event during the terms of this Agreement.
 - b. Police Officers will remain on the premises at all times during the terms of this Agreement.
 - c. The GRPD shall schedule GRPD Police Officers for all required Events. In the event GRPD Police Officers are not available, GRPD may schedule Police Officers from an outside entity.
 - d. If RENTER requests Police Officers from an outside agency, the Chief of Police or designated representative must approve such Police Officers from the outside agency.
 - e. The parties acknowledge and agree that the CITY shall not be responsible for the actions and safety of RENTER or any of RENTER'S guests, patrons, or anyone else coming upon the Premises as a result of the Event, including without limitation protecting such persons from injury or death and protecting RENTER'S property or the property of such persons from loss or damage.

- f. The CITY reserves the right to cancel the Event at any time prior to or during the Event for failure to comply with the terms of this section. Any decision to cancel an Event for failure to comply with security requirements is final. Cancellation of an Event pursuant to this section of the Agreement shall not be considered a breach of this Agreement.
8. **LIABILITY FOR DAMAGES.** The CITY shall be authorized to retain any portion of the Security Deposit as shall be necessary to pay the actual costs of repair or replacement of any and all damages sustained in or on the Premises during or in connection with the Event. If the Security/Clean Up Deposit is insufficient to cover the total cost of damages, RENTER shall be liable for such excess and agrees to pay the amount of such excess upon demand. In the event it is not feasible to calculate the total cost of damages within twenty-four (24) hours after the conclusion of the Event, the CITY shall calculate the amount of excess damages after that date and shall send RENTER an invoice showing such amount, which RENTER shall pay within thirty (30) days of receipt.
9. **INSURANCE, LICENSES, AND/OR PERMITS.** RENTER will secure any required insurance, licenses, and/or permits as outlined in the *Facility Use Policies and Procedures*.
10. **INDEMNITY.** RENTER agrees to and shall indemnify, save and hold the CITY harmless against all claims, demands, suits, costs and expenses, including reasonable attorney's fees, arising out of or in a way connected with staging of the Event, including but not limited to, any property damage, personal injury or death sustained by anyone coming upon the Premises as a result of or for the purpose of attending the Event. This Indemnity and Hold Harmless Agreement shall apply whether such loss, injury or damage is caused in part by the Complex, the CITY, its officers, directors or employees, unless caused by their gross negligence and/or willful misconduct. It is the express interest of the parties that, by the terms hereof, the Complex and the CITY may be indemnified for the consequences of its own negligence (other than gross negligence).
11. **COMPLIANCE WITH LAWS, RULES AND REGULATIONS.** RENTER and its officers, directors, employees, agents, patrons, customers and guests and anyone coming upon the Premises as a result of or for the purpose of attending the Event shall comply with all Federal, State, and CITY laws and ordinances, as well as all rules and regulations provided by the CITY to regulate behavior at the Premises. Anyone who violates or persists in violating any such laws, ordinances, rules or regulations may, at the CITY'S discretion, be removed from the Premises.
12. **NON-ASSIGNMENT.** RENTER may not transfer or assign this Agreement, sublease the Premises, or allow use of the Premises other than as herein specified, without the express written consent of the CITY.
13. **CONTROL OF PREMISES AND RIGHT TO ENTER.** In permitting RENTER to use the Premises under this Agreement, it is understood by the parties that the CITY does not relinquish the right to control the management thereof and to enforce all necessary rules and regulations. Duly authorized representatives of the CITY may

enter the Premises, or any part thereof, at any time, and on any occasion without restrictions whatsoever by RENTER.

14. **PLACE OF PERFORMANCE.** This Agreement is governed by the laws of the State of Texas and all obligations under this Agreement are performable in Comal County, Texas.

15. **CANCELLATION BY CITY.** In the event that the CITY, due to conditions beyond its control, such as building damage caused by fire, tornado, windstorm, vandalism, civil tumult, riots, or any other act over which the CITY has no control, should find it impossible to provide the Premises as contracted herein, the CITY may cancel this Agreement and shall refund any prepaid charges to RENTER but shall have no other liability to RENTER on account of such cancellation.

16. **CANCELLATION BY RENTER.** In the event that the RENTER necessitates cancellation of the rental agreement, written notice must be received 30 days prior to the event as outlined in the *Facility Use Policies and Procedures*.

17. **RENTER,** by signing this Agreement, hereby certifies that all information contained in this Agreement, the application and acknowledgement forms relating to said Agreement is true and correct, and RENTER further agrees and acknowledges that failure to provide true and correct information may result in cancellation of the event.

18. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement between the CITY and RENTER. No other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained in this Agreement or incorporated by reference in this Agreement shall be valid or binding.

19. **ACKNOWLEDGEMENTS.**

CITY OF GARDEN RIDGE, TEXAS COMMUNITY AND EVENT CENTER MANAGER OR DESIGNATED REPRESENTATIVE	RENTER
Signature	Signature
Printed Name Title	Printed Name
	Complete Mailing Address (this address will be used for any applicable deposit refund)
	Email
	Phone
Date of Agreement ____/____/____	Date of Agreement ____/____/____

Garden Ridge Police Department

9400 Municipal Parkway · Garden Ridge, TX 78266

Office: (210) 651-6441 · Fax: (210) 651-1639

SECURITY REQUEST

IMPORTANT NOTICE:

- MIN. 4 HRS PER OFFICER / PER EVENT (MUST BE PAID FOR CONTRACTED TIME)
- REQUEST FORM MUST BE COMPLETELY FILLED OUT
- REQUEST MUST BE RECEIVED 10 DAYS PRIOR TO EVENT DATE
- PAY OFFICER AT THE BEGINNING OF THE EVENT (MUST PAY WITH CASH ONLY)
- 1 OFFICER (GROUP OF 1-150 PEOPLE), 2 OFFICERS (GROUP OF 151-300 PEOPLE), 3 OFFICERS (GROUP OF 301-450), ETC.

IN ORDER TO KEEP OUR PAY RATE CONSISTENT WITH SURROUNDING LAW ENFORCEMENT AGENCIES, THE OFF DUTY RATE OF PAY FOR OFFICERS OF THE GARDEN RIDGE POLICE DEPARTMENT ARE AS FOLLOWS:

OFFICER ONLY: \$50/HR. THIS WOULD INCLUDE JOBS SUCH AS (NOT LIMITED TO) WEDDING RECEPTIONS, PARKING LOT SECURITY AND BANQUETS WHERE THE PRIMARY FUNCTION IS CROWD/PERSON CONTROL

TRAFFIC CONTROL: \$60/HR. THIS WOULD INCLUDE JOBS SUCH AS (NOT LIMITED TO) 5K RUNS, TRIATHLONS, ROAD CLOSURES WHERE THE OFFICER WILL BE PLACED IN THE ROADWAY AND POTENTIALLY DEALING WITH VEHICLES TRAVELING AT VARIOUS RATES OF SPEED

CONSTRUCTION LANE CLOSURES: \$75/HR. THIS WOULD INCLUDE ALL LANE CLOSURE AND TRAFFIC CONTROL JOBS FOR CONSTRUCTION COMPANIES NEEDING TO PHYSICALLY CLOSE ROADWAYS OR CONTROL TRAFFIC.

HOLIDAY RATE: \$100/HR: HOLIDAY RATE APPLIES TO OFFICERS WORKING THANKSGIVING, CHRISTMAS EVE, CHRISTMAS DAY, AND NEW YEAR'S EVE.

DATE OF REQUEST _____

REQUESTOR'S INFORMATION

REQUESTOR'S ORGANIZATION _____

REQUESTOR'S NAME _____

REQUESTOR'S EMAIL _____

REQUESTOR'S PHONE _____

EVENT CONTACT INFORMATION

ON SITE CONTACT NAME _____

ON SITE CONTACT CELL PHONE _____

ON SITE CONTACT NAME _____

ON SITE CONTACT CELL PHONE _____

EVENT INFORMATION

TYPE OF EVENT _____ EVENT DATE _____

EVENT LOCATION _____

SECURITY START TIME _____ SECURITY END TIME _____

NUMBER OF GUESTS _____ ALCOHOL BEVERAGES SERVED

***RETURN COMPLETED FORM IN PERSON TO THE POLICE DEPARTMENT OR EMAIL THIS FORM AS AN ATTACHMENT TO POLICECLERK@CI.GARDEN-RIDGE.TX.US

NUMBER OF OFFICERS NEEDED _____ (1 for 1-150 people, 2 for 151-300 people, 3 for 301-450 people, etc)

TOTAL PAY FOR EACH OFFICER _____ (Minimum 4hrs per Officer/Per Event, rates listed above)

THE REQUESTOR UNDERSTANDS AND AGREES TO ALL INFORMATION PROVIDED ON THIS FORM. THERE IS A 72 HOURS CANCELLATION POLICY AND THE SIGNEE IS RESPONSIBLE FOR NOTIFICATION IN THE EVENT OF A CANCELLATION.

SIGNATURE _____ DATE _____

GRPD FORM SR-1, VER. 10-2023

From: [Ryan Rapelye](#)
To: [Daniel C. Jones](#)
Cc: [City Secretary](#); [Lisa Swint](#)
Subject: Fw: Garden Ridge boundary line adjustment
Date: Monday, December 29, 2025 4:40:23 PM

Dan- good afternoon, Marisa will be sending you the draft agenda tomorrow for review. One of the items is this request, we need to determine how this is styled on the agenda and what form of action City Council will take to approve this request.

Thanks
Ryan

Get [Outlook for iOS](#)

From: LARRY RHEINLAENDER
Sent: Monday, December 29, 2025 4:59 PM
To: Mayor <mayor@ci.garden-ridge.tx.us>; Ryan Rapelye <rrapelye@ci.garden-ridge.tx.us>
Subject: Garden Ridge boundary line adjustment

Subject: Garden Ridge boundary line adjustment

Dear Mayor Swint and City Manager Rapelye:

I hope this message finds you both doing well and looking forward to a New Year!

Thank you both for taking your time to meet with us.

I am writing to formally express our request to change the boundary line involving the City of Garden Ridge and 8111, 8117, 8123, 8129, 8135, 8141, 8147, and 8153 Whisper Oak.

As discussed, the current city boundary runs approximately 100 feet through the rear portion of our property. This request is intended to correct this existing boundary issue for correct land configuration and property line revision.

We are requesting the property line revision to be along the rear side of the property to correspond with our existing property line.

After speaking with multiple knowledgeable individuals, we believe that making this change will correct this property line to correspond with our existing property line.

We want you to know we truly appreciate your time, consideration, and help with this matter.

Thank you very much for your support!

Sincerely,

Larry Rheinlaender

Jason Rheinlaender