Council Chambers at City Hall
Tuesday, January 6, 2026
7:00 PM

William E. Dollar Municipal Building
200 N. Fifth St.
Garland, Texas

GARLAND

Mission
We serve to grow public trust and a thriving Garland community, today and for the future.

Vision
Garland will be an engaged and vibrant community that residents proudly call home.

CITY OF GARLAND
REGULAR MEETING OF THE CITY COUNCIL

The Garland City Council extends to all visitors a sincere welcome. We value your interest in our community and your participation in the meetings of this governing body. Visit GarlandTX.gov/Council for a full list of meeting dates.

The Council Chambers at Garland City Hall is wheelchair accessible, and ADA parking is available on the street as well as in the public parking garage. Persons with disabilities who may need auxiliary aids or services must contact the City Secretary's Office at 972-205-2404 at least two working days prior to the meeting so that appropriate arrangements can be made. Braille is not available.

NOTICE: Pursuant to Section 551.127 of the Texas Government Code, one or more members of the City Council may attend this meeting by internet/video remote means. A quorum of the City Council, as well as the presiding officer, will be physically present at the above-identified location. Members of the public that desire to make a public comment must attend the meeting in person.

LEGISLATIVE PRAYER AND PLEDGE OF ALLEGIANCE

It is a custom and tradition of the City Council to have an invocation and recital of the Pledge of Allegiance prior to the beginning of each Regular Meeting. Members of the audience are invited but not required to participate. The decision to participate is strictly a matter of personal choice. It has no bearing on matters to be considered by the City Council and will not affect the decisions to be made during this meeting.

MAYORAL PROCLAMATIONS, RECOGNITIONS AND ANNOUNCEMENTS

The Mayor may present proclamations, recognize attendees or accomplishments, and make announcements regarding City events or other matters of interest to citizens including but not limited to listed items. There will be no Council discussion or votes on these matters.

- Pet of the Month
- Texas Downtown President's Award and the People's Choice Award for Best Public Improvement

CONSENT AGENDA
All items under this section are recommended for approval by a single motion of Council, without discussion. Council has had the opportunity to review each of these items at a previous Work Session, and approval of the consent agenda authorizes the City Manager or his designee to execute each item. The Mayor will announce the consent agenda and provide an opportunity for members of the audience, as well as Council, to request that any item be removed and considered separately.

1. **Approve the minutes of the December 16, 2025 Regular Meeting**

2. **Approve the following bids:**

a. **Duck Creek New Administration Building (WWTP) Design Services** — **Bid No. REQ00000980**

Mead and Hunt, Inc. — **$676,324.00**

This request is for the design of the Duck Creek Way Wastewater Treatment Plant (WWTP) New Administration Building.

b. **Term Contract for Pavement Resurfacing Services** — **Bid No. REQ00001027**

Reynolds Asphalt and Construction Co. — **$1,500,000.00**

This request is to award a term contract to Reynolds Asphalt and Construction Co. in the amount of $1,500,000.00 for pavement resurfacing services to support the Street Department's maintenance program.

c. **GP&L Ben Davis to Brand Road 138kV Transmission Line Conductor** — **Bid No. REQ00001120**

Techline, Inc. — **$260,960.00**

This request is to obtain electric conductor needed for the upgrade of the GP&L Ben Davis to Brand Road transmission line.

d. **GP&L Transmission Services Storage Facility Laydown Yard Construction Services Change Order** — **Bid No. 0821-25**

Tri-Con Services, Inc. — **$525,199.44**

This request is to obtain change order No. 1 to PO 38210 issued for the construction of the GP&L Transmission Storage Yard.

e. **GP&L Olinger 3 Forced Draft Fan Motor Repair** — **Bid No. REQ00001149**

Integrated Power Services, LLC — **$383,418.25**

This request is to obtain emergency repair services for the GP&L Olinger 3 forced draft fan motor.

f. **GP&L King Mountain Terminal Construction Services** — **Bid No. REQ00000917**

Primoris T&D Services, LLC. **$1,000,000**

This request is to obtain construction services for a terminal addition at the GP&L King Mountain Switch Station.

g. TMPA Gibbons Creek Switchyard Security Enhancements **Bid No. REQ00000813**

Dyna Grid **$3,780,015.72**

This request is to obtain security upgrade construction services at the TMPA Gibbons Creek Switchyard.

3. 2026 City Council Policies and Procedures

Approve the 2026 City Council Policy and Procedures. Council was briefed on this item at the November 17, 2025 and December 15, 2025 Work Sessions.

4. Office of the City Marshal - Ordinance Amendment

Approve an ordinance amending Section 24.05 of the Code of Ordinances to change the reporting structure of the Office of the City Marshal from the City Attorney to the City Manager.

5. Memorandum of Understanding (MOU) with the Texas Division of Emergency Management

Approve a Memorandum of Understanding (MOU) between the City of Garland and the Texas Division of Emergency Management (TDEM). The MOU establishes the terms under which the City of Garland may participate in Texas Emergency Management Assistance Team (TEMAT) activities at the request of TDEM. Council was briefed on this item at the January 5, 2026 Work Session.

6. Resolution Amending the Authorized Representatives for the Texas Local Government Investment Pool

Approve a resolution amending the authorized representatives for the purposes of participation in the Texas Local Government Investment Pool. Council was briefed on this item at the January 5, 2026 Work Session.

ITEMS FOR INDIVIDUAL CONSIDERATION

Members of the audience may provide public comment in favor, in opposition or about any of the items for individual consideration. Anyone wishing to speak must fill out a speaker card (located at the entrance to the Council Chambers) and give it to the City Secretary in advance of the respective agenda item. Speakers are grouped by agenda item and will be called in the order of the agenda. All comments and testimony are to be presented from the podium. The Mayor may impose a time limit and may provide for rebuttal.

7. Hold public hearings on the following Cases:

a. Consider a request by Jerry W. Cook, requesting approval of 1) a Specific Use Provision (SUP) for the expansion of an existing Heavy Manufacturing Use and 2) a Concept Plan for the expansion of an existing Heavy Manufacturing Use. The site is located at 2945 Market Street on a property zoned Industrial (IN) District in District 5.

Consider and take appropriate action on the application of Jerry W. Cook, requesting approval of 1)

a Specific Use Provision (SUP) for the expansion of an existing Heavy Manufacturing use and 2) a Concept Plan for the expansion of an existing Heavy Manufacturing Use. The site is located at 2945 Market Street on a property zoned Industrial (IN) District. (District 5) (File Z 25-38)
Presenter: Nabila Nur, Planning & Development Director

b. Garland Development Code (GDC) Amendment 25-08

Hold a public hearing and consider amendments to several Garland Development Code sections as it relates to Senate Bill 840, multifamily and various other standards.
Presenter: Nabila Nur, Planning & Development Director

CONSIDER APPOINTMENTS TO BOARDS AND COMMISSIONS
Terms are usually staggered whereby at least half of the membership has previous experience. Members are appointed based on qualifications.

8. Citywide Appointment

- **Tax Increment Finance (TIF) 1 Downtown/Forest Jupiter Board Chair**

9. Citywide Appointment

- **Tax Increment Finance (TIF) 2 South Board Chair**

10. Citywide Appointment

- **Tax Increment Finance (TIF) 3 Finance Board Chair**

11. Mayor Dylan Hedrick

- **Amanda Esquivel - All Abilities Committee**

12. Mayor Pro Tem Margaret Lucht

- **Elizabeth Shirley Graham - All Abilities Committee**

13. Deputy Mayor Pro Tem Chris Ott

- **Heather Miller - All Abilities Committee**

14. **Councilmember Jeff Bass**

    - **Leigh Calmes - All Abilities Committee**

15. **Councilmember Kris Beard**

    - **Jana Veit - All Abilities Committee**

16. **Councilmember Ed Moore**

    - **Tommy Zapata - All Abilities Committee**

17. **Councilmember B.J. Williams**

    - **Jennifer Reeder - All Abilities Committee**

18. **Councilmember Carissa Dutton**

    - **Grant Laird Jr. - All Abilities Committee**

19. **Councilmember Joe Thomas Jr.**

    - **Susan Behrens - All Abilities Committee**

CITIZEN COMMENTS
Members of the audience wishing to address issues not on the meeting agenda may have three minutes to speak. However, according to the Texas Open Meetings Act, Council is prohibited from discussing any item not on the posted agenda.

ADJOURN
All Regular Meetings of the Garland City Council are broadcast live on CGTV, Time Warner Cable Channel 16 and Frontier FIOS TV 44. Meetings are rebroadcast at 9 a.m. and 7 p.m. Wednesdays - Sundays. Live streaming and on-demand videos of the meetings are also available online at GarlandTX.tv. Copies of the meetings can be purchased through the City Secretary's Office (audio CD's are $1 each and DVD's are $3 each).

NOTICE: The City Council may recess from the open session and convene in a closed executive session if the discussion of any of the listed agenda items concerns one or more of the following matters:

1. Pending/contemplated litigation, settlement offer(s), and matters concerning privileged and unprivileged client information deemed confidential by Rule 1.05 of the Texas Disciplinary Rules of Professional Conduct. Sec. 551.071, Tex. Gov't Code.
2. The purchase, exchange, lease or value of real property, if the deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third person. Sec. 551.072, Tex. Gov't Code.
3. A contract for a prospective gift or donation to the City, if the deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third person. Sec. 551.073, Tex. Gov't Code.
4. Personnel matters involving the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear a complaint against an officer or employee. Sec. 551.074, Tex. Gov't Code.
5. The deployment, or specific occasions for implementation of security personnel or devices. Sec. 551.076,Tex. Gov't Code.
6. Discussions or deliberations regarding commercial or financial information that the City has received from a business prospect hat the City seeks to have to locate, stay, or expand in or near the territory of the City and with which the City is conducting economic development negotiations; or to deliberate the offer of a financial or other incentive to a business prospect of the sort described in this provision. Sec. 551.087, Tex. Gov't Code.
7. Discussions, deliberations, votes, or other final action on matters related to the City's competitive activity, including information that would, if disclosed, give advantage to competitors or prospective competitors and is reasonably related to one or more of the following categories of information:

- generation unit specific and portfolio fixed and variable costs, including forecasts of those costs, capital improvement plans for generation units, and generation unit operating characteristics and outage scheduling;
- bidding and pricing information for purchased power, generation, and fuel, and Electric Reliability Council of Texas bids, prices, offers, and related services and strategies;
- effective fuel and purchased power agreements and fuel transportation arrangements and contracts;
- risk management information, contracts, and strategies, including fuel hedging and storage;
- plans, studies, proposals, and analyses for system improvements, additions, or sales, other than transmission and distribution system improvements inside the service area for which the public power utility is the sole certificated retail provider; and
- customer billing, contract, and usage information, electric power pricing information, system load characteristics, and electric power marketing analyses and strategies. Sec. 551.086; Tex. Gov't Code; Sec. 552.133, Tex. Gov't Code]

Each year, the City Council reviews and updates its goals for the Garland community and City operations. City management uses the goals to guide operational priorities, decision-making and resource allocation.

GARLAND
STRATEGIC FOCUS AREAS
Safe Community
Well-Maintained City Infrastructure
Reliable, Cost-Efficient Utility Services
Sound Governance and Finances
Vibrant Neighborhoods and Commercial Centers
Customer-Focused City Services
Growing Economic Base
Future-Focused City Organization
Enhanced Quality of Life through Amenities, Arts and Events
Commercially Thriving Downtown

GARLAND

CITY COUNCIL STAFF REPORT

1

Meeting Date: January 6, 2026

Title: Approve the minutes of the December 16, 2025 Regular Meeting

Submitted by: Jennifer Stubbs, City Secretary

Strategic Focus Area: Future-Focused City Organization

Issue / Summary

Consider approval of the December 16, 2025 Regular Meeting Minutes.

Background

N/A

Consideration / Recommendation

Approve the December 16, 2025 Regular Meeting Minutes as presented.

Attachments

A. December 16, 2025 Regular Meeting Minutes

GARLAND

MINUTES

The City Council of the City of Garland convened in regular session at 7:00 PM on December 16, 2025, in the Council Chambers at the William E. Dollar Municipal Building, 200 North Fifth Street, Garland, Texas, with the following members present:

Present:	Mayor Dylan Hedrick
	Mayor Pro Tem Margaret Lucht
	Deputy Mayor Pro Tem Christopher Ott
	Councilmember Jeff Bass
	Councilmember Kris Beard
	Councilmember Ed Moore
	Councilmember BJ Williams
	Councilmember Carissa Dutton
	Councilmember Joe Thomas Jr.
Staff Present:	Mike Betz, Interim City Manager
	Andy Hesser, Assistant City Manager
	Crystal Owens, Assistant City Manager
	Matthew Watson, Assistant City Manager
	Brian England, City Attorney
	Jennifer Stubbs, City Secretary
	Nabila Nur, Planning Director
	Darci Pickel, Public Information Coordinator

LEGISLATIVE PRAYER AND PLEDGE OF ALLEGIANCE

It is a custom and tradition of the City Council to have an invocation and recital of the Pledge of Allegiance prior to the beginning of each Regular Meeting. Members of the audience are invited but not required to participate. The decision to participate is strictly a matter of personal choice. It has no bearing on matters to be considered by the City Council and will not affect the decisions to be made during this meeting.

Councilmember Bass provided the legislative prayer and led those in attendance in reciting the Pledge of Allegiance to the Flag of the United States of America.

MAYORAL PROCLAMATIONS, RECOGNITIONS AND ANNOUNCEMENTS

The Mayor may present proclamations, recognize attendees or accomplishments, and make announcements regarding City events or other matters of interest to citizens including but not limited to listed items. There will be no Council discussion or votes on these matters.

- Alpha Phi Alpha Fraternity Inc.'s 119th National Founder's Day

Mayor Hedrick read the proclamation and presented it to some members of the Alpha Phil Alpha Fraternity Inc.

- Garland Neighborhood Award Winners

Mayor Hedrick read the proclamations for the Garland Neighborhood Award Winners which were the following:

- Garland Public Servant- Officer Jordan Murphy
- Newsletter of the Year- Camelot Neighborhood Association
- Who's Who in Garland Neighborhoods- Amy Nicholson
- Neighborhood of The Year-Riverset Residential Association

CONSENT AGENDA

All items under this section are recommended for approval by a single motion of Council, without discussion. Council has had the opportunity to review each of these items at a previous Work Session, and approval of the consent agenda authorizes the City Manager or his designee to execute each item. The Mayor will announce the consent agenda and provide an opportunity for members of the audience, as well as Council, to request that any item be removed and considered separately.

Councilmember Bass made a motion to approve the consent agenda. Mayor Pro Tem Lucht seconded the motion. All voted in favor. The motion carried.

1. **Approve the minutes of the December 2, 2025 Regular Meeting**

2. **Approve the following bids:**

   a. **GP&L Firewheel Switch Rebuild Electrical Materials** **Bid No. REQ00000982**

   Techline, Inc. **$304,877.52**

   This request is to obtain an Electrical Bus and other associated materials for the rebuild of the GP&L Firewheel Switch Station.

   b. **Term Contract for Stop Loss Insurance** **Bid No. REQ00000620**

   Blue Cross Blue Shield of Texas **$4,500,000.00**

   As part of a multi-year Benefit Strategic Plan, the City conducted a request for proposal process for stop loss insurance services. City health plans support over 5,000 members, which include participating employees, pre-65 retirees, and dependents. This approval is for a term contract with four (4) optional renewals.

   c. **Wynn Joyce Park Improvements** **Bid No. REQ00000168**

   Millis Development and Construction **$4,860,647.42**

   This request is for the construction of park improvements at Wynn Joyce Park, located at 2222 Oates Road.

   d. **Granville Arts Center Renovation - Design Services** **Bid No. REQ00000286**

   Williams Tharp Architects, PLLC **$2,870,000**

   This request is for Design Services for the Granville Arts Center Renovation.

3. **Employment Contracts of City Attorney, City Auditor, and Municipal Judges**

Approve employment contracts of the City Attorney, City Auditor, and Municipal Judges reflecting amendments to benefits and compensation for the 2026 calendar year, as previously determined by City Council.

4. Investment Policy and Investment Strategy

Approve the 2026 Investment Policy and Investment Strategy. Council was briefed on this item at the December 1, 2025 Work Session.

5. Workers' Compensation Cash Flow Plan Claim Reimbursement

Approve the October 2025 Workers' Compensation cash flow claims reimbursement payment to TPS in the amount of $258,658.78, in accordance with the Interlocal Agreement. Council was briefed on this item at the December 15, 2025 Work Session.

6. A public hearing was previously conducted for the zoning cases below. Council approved the zoning requests and instructed staff to bring forth the following ordinances:

a. Z 25-35 ZoneDev (District 4)

Approve an ordinance amending the Garland Development Code of the City of Garland, Texas by approving (1) an Amendment and expansion to Planned Development (PD) District 18-20 to allow a Dwelling, Single-Family Detached Development and (2) a Concept Plan for a Dwelling, Single-Family Detached Use on a 7.098 acre tract of land addressed as 2906 Bobtown Road, 5401 and 5417 Rosehill Road; providing for conditions, restrictions, and regulations; providing a penalty under the provisions of Sec. 10.05 of the Code of Ordinances of the City of Garland, Texas; providing a Notice of Conditions of Compliance Clause; providing a Savings Clause and a Severability Clause; and providing an effective date.

b. Z 25-37 Mission Ridge Consultants (District 7)

Approve an ordinance amending the Garland Development Code of the City of Garland, Texas, by approving (1) an Amendment to Planned Development (PD) District 05-36 for Limited Heavy Commercial District Uses to allow a Warehouse Office/Showroom Use by SUP, (2) allow Community Retail Uses and other provisions, (3) a Specific Use Provision for a Warehouse Office/Showroom Use and (4) a Concept Plan for a Warehouse Office/Showroom Use, on a property located at 2801 Belt Line Road; providing for conditions, restrictions, and regulations; providing a penalty under the provisions of Sec. 10.05 of the Code of Ordinances of the City of Garland, Texas; providing a Notice of Conditions of Compliance Clause; providing a Savings Clause and a Severability Clause; and providing an effective date.

ITEMS FOR INDIVIDUAL CONSIDERATION

Members of the audience may provide public comment in favor, in opposition or about any of the items for individual consideration. Anyone wishing to speak must fill out a speaker card (located at the entrance to the Council Chambers) and give it to the City Secretary in advance of the respective agenda item. Speakers are grouped by agenda item and will be called in the order of the agenda. All comments and testimony are to be presented from the podium. The Mayor may impose a time limit and may provide for rebuttal.

7. Hold public hearing on the following:

a. South Garland Lakeside Area Plan

Hold a public hearing and consider approval of the South Garland Lakeside Area Plan.

Ms. Nur stated that at the December 1, 2025 Work Session the Council heard a detailed presentation of the South Garland Lakeside Area Plan. She stated that tonight was for the formal public hearing and for Council to adopt the plan. Ms. Nur stated that the Plan Commission recommended approval.

Speakers on the item: Andrew Matalavage and Shaman Phillips.

Mayor Hedrick closed the public hearing. Ms. Nur answered questions of the Council.

Councilmember Moore made a motion to approve the item. Councilmember Bass seconded the motion. The vote was: Councilmember Moore, yes; Councilmember Williams, yes; Mayor Hedrick, yes; Mayor Pro Tem Lucht, yes; Councilmember Dutton, no; Councilmember Thomas Jr., yes; Mayor Pro Tem Ott, yes; Councilmember Bass, yes; and Councilmember Beard, yes. The motion carried.

CITIZEN COMMENTS

Members of the audience wishing to address issues not on the meeting agenda may have three minutes to speak. However, according to the Texas Open Meetings Act, Council is prohibited from discussing any item not on the posted agenda.

Heather Dobrott, Carl Smith, and Shirley Roberts.

ADJOURN

All Regular Meetings of the Garland City Council are broadcast live on CGTV, Time Warner Cable Channel 16 and Frontier FIOS TV 44. Meetings are rebroadcast at 9 a.m. and 7 p.m. Wednesdays - Sundays. Live streaming and on-demand videos of the meetings are also available online at GarlandTX.tv. Copies of the meetings can be purchased through the City Secretary's Office (audio CD's are $1 each and DVD's are $3 each).

Mayor Hedrick adjourned the meeting at 7:42 p.m.

Submitted By:

_____

Dylan Hedrick, Mayor

_____

Jennifer Stubbs, City Secretary

GARLAND

PURCHASING REPORT

2.a

Meeting Date: January 6, 2026

Title: Duck Creek New Administration Building (WWTP) Design Services

Submitted by: Sandra Church, Management Services Coordinator

Bid Number: REQ00000980

Strategic Focus Area: Well-Maintained City Infrastructure

Purchase Justification

The existing administration building is at the end of its useful life and no longer meets the needs of a 24-hour, 365-day operation. The facility is located below the levee within a potential flood zone, creating safety and operational risks. The proposed project will relocate the building to the top of the levee, removing it from the flood-prone area and improving site resilience.

The new building will address critical deficiencies, including inadequate climate control, lack of a dedicated laboratory, insufficient fire protection for records, and limited space for confidential meetings. It will also provide a reinforced interior safe area for severe weather, improved HVAC systems, and secure records storage with FM-200 fire suppression.

Additionally, the project will correct shortcomings in employee support spaces by providing adequate restrooms and lockers, a mud room with exterior access, and improved facilities to support staff safety, efficiency, and cleanliness. Overall, the replacement building is necessary to ensure safe, reliable, and efficient continuation of essential City operations.

Evaluation

Mead and Hunt, Inc. was selected as the Most Qualified firm for this project from RFQ 0712-23. As competitive bids were not received, a Bid Recap is not included.

Award Recommendation

Vendor	Bid No.	Item	Amount	Basis for Award	Purchase Requisition #
Mead and Hunt, Inc.	REQ00000980	2025-1773	$676,324.00	Most Qualified	REQ00000980

Fiscal Impact

Funding is available in the Duck Creek WWTP Administration Building CIP Project for the design award in the amount of $676,324, which is within the total project budget of $6,400,000 and will leave a remaining balance of $5,722,958. This project will continue into 2026 and 2027, and additional funding is included in 2026 and 2027 for the continuation of the project, as projected in the 2025 CIP.

Attachments

None

Budget Type:	CIP
Fiscal Year:	2025
Document Location:	Page 261

Routing

Sandra Church, Management Services Coordinator	Created/Initiated - 12/5/2025
Michael Buchler, Capital Project Management Director	Approved - 12/11/2025
Gary Holcomb, Procurement & Materical Management Director	Approved - 12/11/2025
Allyson Bell Steadman, Chief Financial Officer	Approved - 12/15/2025
Crystal Owens, Assistant City Manager	Approved - 12/16/2025
Jennifer Stubbs, City Secretary	Final Approval - 12/29/2025

GARLAND

PURCHASING REPORT

2.b

Meeting Date: January 6, 2026

Title: Term Contract for Pavement Resurfacing Services

Submitted by: Tony Irvin, Streets Director

Bid Number: REQ00001027

Strategic Focus Area: Well-Maintained City Infrastructure
Vibrant Neighborhoods and Commercial Centers

Purchase Justification

This request is to award a term contract to Reynolds Asphalt and Construction Co. in the annual amount of $1,500,000 for pavement resurfacing services to support the 2025 Grow Garland Bond Program and various other Street Department operational needs. A term is defined as either the annual expiration date or the expenditure of funds, whichever occurs first. Annual expenditures will align with budgeted funds but will not exceed the annual authorized contract amount.

The bond program includes asphalt paving projects over the next five years of program implementation. Though the Street Department uses in-house staff to perform asphalt paving work, contractors are necessary to support the additional workload resulting from the bond program.

The Street Department proposes to enlist Reynolds Asphalt and Construction Co. through an interlocal agreement with the City of Grand Prairie. The vendor contract with the City of Garland will align with the terms and conditions of the vendor's contract with Grand Prairie. This approval is for a one-year term with no renewal options.

Evaluation

The pavement resurfacing services are being provided by Reynolds Asphalt and Construction Co. through an Interlocal Agreement with City of Grand Prairie Contract 21157.

Award Recommendation

Vendor	Bid No.	Item	Amount	Basis for Award	Purchase Requisition #
Reynolds Asphalt and Construction Co.	REQ00001027	Pavement Resurfacing Services	$1,500,000.00	Interlocal Agreement	REQ00001027

Fiscal Impact

A Term Contract sets price but does not commit funds. Expenses will be charged to the Street Operations account as incurred.

Attachments

None

Budget Type:	Operating Budget
Fiscal Year:	FY 2025-26
Document Location:	Page 217

Routing

Tony Irvin, Streets Director	Created/Initiated - 12/7/2025
Tony Irvin, Streets Director	Approved - 12/7/2025
Gary Holcomb, Procurement & Materical Management Director	Approved - 12/8/2025
Allyson Bell Steadman, Chief Financial Officer	Approved - 12/15/2025
Crystal Owens, Assistant City Manager	Approved - 12/16/2025
Jennifer Stubbs, City Secretary	Final Approval - 12/29/2025

GARLAND

PURCHASING REPORT

2.c

Meeting Date: January 6, 2026

Title: GP&L Ben Davis to Brand Road 138kV Transmission Line Conductor

Submitted by: Chuck Chapman, Director of Transmission Services

Bid Number: REQ00001120

Strategic Focus Area: Reliable / Cost-Efficient Utility Services

Purchase Justification

This request is to obtain electric conductor needed for the upgrade of the GP&L Ben Davis to Brand Road transmission line. This is part of the approved GP&L Ben Davis to Brand Road Transmission Line Capacity Upgrade CIP project.

Evaluation

The conductor is available from Techline, Inc. through the Lower Colorado River Authority (LCRA) Cooperative Purchasing Contract. As competitive bids were not received, a Bid Recap is not included.

Award Recommendation

Vendor	Bid No.	Item	Amount	Basis for Award	Purchase Requisition #
Techline, Inc.	REQ00001120	All	$260,960.00	Cooperative Purchase	REQ00001120

Fiscal Impact

Funding is available in the GP&L Transmission Lines CIP Program for the conductor in the amount of $260,960, which is within the approved budget of $5,300,000 and will leave a remaining balance of $2,939,136.

Attachments

None

Budget Type:	CIP
Fiscal Year:	2025
Document Location:	Page 278

Routing

Lauri Vornberg, Electric Budget & Procurement Analyst	Created/Initiated - 12/16/2025
Gary Holcomb, Procurement & Materical Management Director	Approved - 12/16/2025
Allyson Bell Steadman, Chief Financial Officer	Approved - 12/22/2025
Jennifer Stubbs, City Secretary	Final Approval - 12/29/2025

GARLAND

PURCHASING REPORT

2.d

Meeting Date: January 6, 2026

Title: GP&L Transmission Services Storage Facility Laydown Yard Construction Services Change Order

Submitted by: Chuck Chapman, Director of Transmission Services

Bid Number: 0821-25

Strategic Focus Area: Reliable / Cost-Efficient Utility Services

Purchase Justification

The purpose of this item is to obtain change order No. 1 to PO 38210 issued for the construction of the GP&L Transmission Storage Yard. This change order is needed to extend the footprint of the GP&L yard and is part of the approved GP&L Transmission Services Storage Facility CIP project.

Evaluation

Tri-Con Services, Inc. was awarded the original PO 38210 in the amount of $3,905,219 at the May 6, 2025 City Council Meeting. As competitive bids were not received for the change order, a Bid Recap is not included.

Award Recommendation

Vendor	Bid No.	Item	Amount	Basis for Award	Purchase Requisition #
Tri-Con Services, Inc.	0821-25	All	$525,199.44	Change Order	0821-25

Fiscal Impact

Funding is available in the GP&L Transmission Lines CIP Program for the construction services in the amount of $525,199, which is within the approved budget of $5,345,000 and will leave a remaining balance of $241,708.

Attachments

None

Budget Type:	CIP
Fiscal Year:	2025
Document Location:	Page 278

Routing

Lauri Vornberg, Electric Budget & Procurement Analyst	Created/Initiated - 12/16/2025
Gary Holcomb, Procurement & Materical Management Director	Approved - 12/16/2025
Allyson Bell Steadman, Chief Financial Officer	Approved - 12/22/2025
Jennifer Stubbs, City Secretary	Final Approval - 12/29/2025

GARLAND

PURCHASING REPORT

2.e

Meeting Date: January 6, 2026

Title: GP&L Olinger 3 Forced Draft Fan Motor Repair

Submitted by: David Bernard, Administrator

Bid Number: REQ00001149

Strategic Focus Area: Reliable / Cost-Efficient Utility Services

Purchase Justification

This request is to obtain emergency repair services for the GP&L Olinger 3 forced draft fan motor.

Evaluation

Integrated Power Services, LLC will be providing R3-FD Fan Motor Repair as an Emergency purchase. As competitive bids were not received, a Bid Recap is not included.

Award Recommendation

Vendor	Bid No.	Item	Amount	Basis for Award	Purchase Requisition #
Integrated Power Services, LLC	REQ00001149	All	$383,418.25	Emergency	REQ00001149

Fiscal Impact

Funding is available in the GP&L Production Operating Budget for the fan motor repair in the amount of $383,418, which is within the approved budget of $4,522,186 and will leave a remaining balance of $2,679,042.

Attachments

None

Budget Type:	Operating
Fiscal Year:	2025-26
Document Location:	Page 227

Routing

Perla Cruz, Management Services Coordinator	Created/Initiated - 12/17/2025
Lauri Vornberg, Electric Budget & Procurement Analyst	Approved - 12/18/2025
Gary Holcomb, Procurement & Materical Management Director	Approved - 12/18/2025
Allyson Bell Steadman, Chief Financial Officer	Approved - 12/22/2025
Jennifer Stubbs, City Secretary	Final Approval - 12/29/2025

GARLAND

PURCHASING REPORT

2.f

Meeting Date: January 6, 2026

Title: GP&L King Mountain Terminal Construction Services

Submitted by: Chuck Chapman, Director of Transmission Services

Bid Number: REQ00000917

Strategic Focus Area: Reliable / Cost-Efficient Utility Services

Purchase Justification

This request is to obtain construction services for a terminal addition at the GP&L King Mountain Switch Station. This is part of the approved GP&L King Mountain Switch Station Terminal Modifications CIP project. A 13% owner's contingency has been added for any unforeseen services that may be needed.

Evaluation

A request for bids was issued in accordance with Purchasing procedures. Seven (7) bids were received and evaluated based on the published criteria. Integrated Power Co., 5 Star Electric, Aecon Utilities US Ltd., Paradigm Power Delivery, and Saber Power Services, LLC were considered non-responsive. Primoris T&D Services, LLC received the highest evaluated score, offering the Best Value for the City.

Award Recommendation

Vendor	Bid No.	Item	Amount	Basis for Award	Purchase Requisition #
Primoris T&D Services, LLC.	REQ00000917	All	$1,000,000	Best Value	REQ00000917

Fiscal Impact

Funding for this item is available in the GP&L Substation CIP Program project 31799 in the amount of $1,000,000 and will leave a remaining amount of $128,907.

Attachments

A. Bid Recap

Budget Type:	CIP
Fiscal Year:	2025
Document Location:	Page 284

Routing

Lauri Vornberg, Electric Budget & Procurement Analyst	Created/Initiated - 12/18/2025
Gary Holcomb, Procurement & Materical Management Director	Approved - 12/19/2025
Allyson Bell Steadman, Chief Financial Officer	Approved - 12/22/2025
Jennifer Stubbs, City Secretary	Final Approval - 12/29/2025

CITY OF GARLAND - BID RECAP SHEET
OPENED: December 5, 2025
REQ. NO. REQ00000917
BID NO. REQ00000917
PAGE: 1 of 2
BUYER: Teresa Smith

ITEM	QTY	UNIT		Primoris T&D Services, LLC		DD Grid, LLC		5 Star Electric.		Integrated Power Co.	
				UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
			Price for Evaluation		$869,368.48		$794,119.32		$1,178,750.58		$778,834.00
											Non-Responsive
			Evaluation Criteria:								
			Price	Maximum=50	46.00		50.00		34.00		
			Experience	Maximum=26	21.00		14.00		16.00		
			Qualifications	Maximum=12	12.00		5.00		0.00		
			Equipment	Maximum = 7	3.00		2.50		4.00		
			Safety	Maximum = 5	5.00		3.30		0.00		
			Total	Maximum = 100	87.00		74.80		54.00		
			TOTAL GROSS PRICE		$869,368.48		$794,119.32		$1,178,750.58		
			CASH DISCOUNT								
			TOTAL NET PRICE		$869,368.48		$794,119.32		$1,178,750.58		
			F.O.B.	DELIVERED		DELIVERED		DELIVERED		DELIVERED	
			DELIVERY								

NEXT LOW:
LOW:
SAVINGS:

IonWave Notifications
IonWave HUBS
Direct Contact HUBS
HUBS Responded

All bids submitted for the designated project are reflected on this bid tab sheet. However, the listing of a bid on this sheet should not be construed as a comment on the responsiveness of such bid or as any indication that the city accepts such bid as responsive. The City will notify the successful bidder upon award of the contract and, according to the law, all bids received will be available for inspection at that time.

CITY OF GARLAND - BID RECAP SHEET
OPENED: December 5, 2025
REQ. NO. REQ00000917
BID NO. REQ00000917
PAGE: 2 of 2
BUYER: Teresa Smith

ITEM	QTY	UNIT	DESCRIPTION	Aecon Utilities US Ltd. UNIT PRICE	Aecon Utilities US Ltd. TOTAL	Paradigm Power Delivery UNIT PRICE	Paradigm Power Delivery TOTAL	Saber Power Services UNIT PRICE	Saber Power Services TOTAL	UNIT PRICE	TOTAL
			Price for Evaluation		$1,324,265.94		$1,425,611.90		$1,684,503.00		
					Non-Responsive		Non-Responsive		Non-Responsive		
			TOTAL GROSS PRICE								
			CASH DISCOUNT								
			TOTAL NET PRICE								
			F.O.B.	DELIVERED		DELIVERED		DELIVERED		DELIVERED	
			DELIVERY								

NEXT LOW:
LOW:
SAVINGS:

437 # IonWave Notifications
38 # IonWave HUBS
3 # Direct Contact HUBS
0 # HUBS Responded

All bids submitted for the designated project are reflected on this bid tab sheet. However, the listing of a bid on this sheet should not be construed as a comment on the responsiveness of such bid or as any indication that the city accepts such bid as responsive. The City will notify the successful bidder upon award of the contract and, according to the law, all bids received will be available for inspection at that time.

GARLAND

PURCHASING REPORT

2.g

Meeting Date: January 6, 2026

Title: TMPA Gibbons Creek Switchyard Security Enhancements

Submitted by: Chuck Chapman, Director of Transmission Services

Bid Number: REQ00000813

Strategic Focus Area: Reliable / Cost-Efficient Utility Services

Purchase Justification

This request is to obtain security upgrade construction services at the TMPA Gibbons Creek Switchyard. This is part of the approved TMPA Gibbons Creek Switchyard Physical Security Enhancements CIP project and will be reimbursed at 100%.

Evaluation

A request for bids was issued in accordance with Purchasing procedures. Three (3) bids were received and evaluated based on published criteria. Paradigm Power Delivery was deemed non-responsive for not submitting a completed bid unit sheet. Primoris T&D Services, LLC was deemed non-responsive for submitting an incomplete construction contractor questionnaire. DynaGrid Construction Group, LLC received the highest evaluated score, offering the Best Value for the City.

Award Recommendation

Vendor	Bid No.	Item	Amount	Basis for Award	Purchase Requisition #
Dyna Grid	REQ00000813	All	$3,780,015.72	Best Value	REQ00001173

Fiscal Impact

Funding is available in the GP&L Transmission CIP Program for the security enhancements in the amount of $3,780,015, which will leave an available balance of $449,754.

Attachments

A. Bid Recap

Budget Type:	CIP
Fiscal Year:	2025
Document Location:	Page 278

Routing

Lauri Vornberg, Electric Budget & Procurement Analyst	Created/Initiated - 12/29/2025
Gary Holcomb, Procurement & Materical Management Director	Approved - 12/29/2025
Allyson Bell Steadman, Chief Financial Officer	Approved - 12/29/2025
Jennifer Stubbs, City Secretary	Final Approval - 12/29/2025

CITY OF GARLAND - BID RECAP SHEET
OPENED: November 20, 2025
REQ/BID NO. REQ00000813
PAGE: 1 of 1
BUYER: L. Segura

ITEM	QTY	UNIT	DESCRIPTION	DynaGrid Construction Group, LLC UNIT PRICE	DynaGrid Construction Group, LLC TOTAL	Paradigm Power Delivery UNIT PRICE	Paradigm Power Delivery TOTAL	Primoris T&D Services, LLC UNIT PRICE	Primoris T&D Services, LLC TOTAL	UNIT PRICE	TOTAL
			Bid Price for Evaluation		$3,780,015.72		$2,648,272.35		$3,625,457.79		
							Non-Responsive		Non-Responsive		
			Evaluation Criteria:								
			Price	Maximum = 50	50.00						
			Safety	Maximum = 5	5.00						
			Equipment	Maximum = 5	1.50						
			Qualifications	Maximum = 10	10.00						
			Experience	Maximum = 30	30.00						
			Total Score:	Maximum = 100	96.50						
			TOTAL GROSS PRICE		$3,780,015.72		$2,648,272.35		$3,625,457.79		
			CASH DISCOUNT								
			TOTAL NET PRICE		$3,780,015.72		$2,648,272.35		$3,625,457.79		
			F.O.B.	DELIVERED		DELIVERED		DELIVERED		DELIVERED	
			DELIVERY								

NEXT LOW: n/a
LOW: n/a
SAVINGS: n/a

1450 # IonWave Notifications
203 # IonWave HUBS
4 # Direct Contact HUBS
1 # HUBS Responded

All bids submitted for the designated project are reflected on this bid tab sheet. However, the listing of a bid on this sheet should not be construed as a comment on the responsiveness of such bid or as any indication that the city accepts such bid as responsive. The City will notify the successful bidder upon award of the contract and, according to the law, all bids received will be available for inspection at that time.

GARLAND

CITY COUNCIL STAFF REPORT

3

Meeting Date: January 6, 2026

Title: 2026 City Council Policies and Procedures

Submitted by: Brian England, City Attorney

Strategic Focus Area: Future-Focused City Organization

Issue / Summary

The City Council will adopt the 2026 Council Policies and Procedures as discussed in prior Work Sesisons.

Background

This item was discussed at the November 17, 2025 and December 15, 2025 Work Sessions.

Consideration / Recommendation

Adopt the 2026 Council Policies and Procedures.

Attachments

A. 2026 Council rules of order and policies FINAL

2026
CITY COUNCIL
of the
CITY OF GARLAND, TEXAS

RULES OF ORDER AND PROCEDURE AND CITY COUNCIL POLICIES

ARTICLE I

CITY COUNCIL RULES OF ORDER AND PROCEDURE

Section 1 Authority under the City Charter

Article III, Section 9 of the City Charter provides that the City Council shall determine its own rules of order of business and procedures for meetings. These rules shall be in effect upon adoption by the City Council and from year to year until such time as amended, suspended or new rules are adopted in the manner provided.

Section 2 General rules for conducting Council meetings

(A) Regular meetings

Article III, Section 8 of the City Charter provides that regular meetings of the City Council shall be held at least twice each month. Section 10.14 of the Code of Ordinances establishes the first and third Tuesdays of each month as the time for those regular meetings. The City Council may otherwise prescribe the date for such meetings by ordinance or resolution. The meetings are generally held in the City Council chamber or at another public building within the city limits as designated by the City Council in the meeting notice.

(1) *Other locations*. The City Council may, occasionally, elect to meet at other locations and, upon such election, shall give public notice of the change of location in accordance with provisions of State law and the City Charter.

(2) *Location during a local emergency.* If by reason of fire, flood or other emergency, it is unsafe to meet in the City Council chamber, the meetings may be held for the duration of the emergency at such other place as may be designated by the Mayor or, in the Mayor's absence by the Mayor Pro Tem (or, in the absence of the Mayor Pro Tem, the Deputy Mayor Pro Tem, if one has been appointed) or the City Manager.

(B) Pre-council meeting work session

Prior to each regular City Council meeting, the City Council may conduct a work session in order to allow the City Council to informally review items of interest that may be scheduled for formal presentation at future City Council meetings, or that are strictly informational in nature. The City Council may not take formal action on items presented at the work session, unless specified in the posted agenda.

(C) Special meetings and emergency meetings

Pursuant to Article III, Section 7 of the City Charter, special meetings may be called at any time by the Mayor or by two or more members of the City Council. The City Secretary shall post notice thereof as provided by State law. Special meetings may be held at any location as long as such meetings are conducted in accordance with State law and the City Charter. In case of emergency or urgent public necessity (which shall be expressed in the notice of the meeting), an emergency meeting may be called by the Mayor or by two members of the City Council, and it shall be sufficient if the notice is posted two hours before the meeting is convened. Diligent effort to notify all Councilmembers shall be made prior to the emergency meeting. (Texas Government Code, Sec. 551.045)

(D) Adjourned meetings

The City Council may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment pursuant to the provisions of the Texas Open Meetings Act. (Texas Government Code, Section 551)

(E) Executive sessions

The City Council may meet in executive session during any regular or special meeting, or anytime otherwise authorized by State law, to consider, hear or decide any matter which is authorized by State law to be heard or considered in executive session. The City Council may exclude from any such executive session any person or persons which it is authorized by State law to exclude from such sessions. The general subject matter for consideration shall be expressed in an open meeting before such session is held. Councilmembers are prohibited from disclosing the nature of discussion from a closed session unless required by law.

(F) Notice of meetings

Notice of meetings and the agenda for all City Council meetings shall be posted by the City Secretary on the City's website and official bulletin board pursuant to the requirements of the Texas Open Meetings Act. (Texas Government Code, Section 551)

(G) Quorum

Article III, Section 6 of the City Charter provides that five members of the nine member City Council shall constitute a quorum to do business and the affirmative vote of five of those present shall be necessary to adopt any ordinance or resolution, except as required by City Charter or State law.

(H) Chair

Article III, Section 4 of the City Charter provides that the Mayor shall preside at all meetings of the City Council. The Mayor may participate in the discussion of all matters coming before the City Council. The Mayor shall be required to vote as a member on legislative and other matters. The Mayor shall have the authority to preserve order at all City Council meetings, to enforce the rules of the City Council, and to determine the order of business under the rules of the City Council. The Mayor shall also have the power to administer oaths.

(1) *Absence of Mayor.* Article III, Section 4 of the City Charter provides that the City Council shall elect from among the Councilmembers a Mayor Pro Tem who shall act as Mayor during the absence or disability of the Mayor. The City Council may elect from among the Councilmembers a Deputy Mayor Pro Tem who shall act as Mayor during the absence or disability of the Mayor and Mayor Pro Tem.

(2) *Absence of Mayor and Mayor Pro Tem.* When the Mayor and Mayor Pro Tem are absent from any meeting of the City Council, the Deputy Mayor Pro Tem, if one has been elected, shall act as Mayor Pro Tem. If all three are absent, the members present shall choose another member to act as Mayor Pro Tem and that person shall, for the duration of the meeting, have the powers of the Chair.

(I) Attendance by the public

Article III, Section 10 of the City Charter requires that all meetings of the City Council shall be open and public in accordance with the terms of provisions of the Texas Open Meetings Act, except executive sessions or closed meetings allowed by State law. Citizens and other visitors attending City Council meetings shall observe the same rules of propriety, decorum and good conduct applicable to members of the City Council.

(J) Minutes

In accordance with the provisions of Article III, Section 9, and Article IV, Section 5 of the City Charter, minutes of City Council meetings will be kept. Minutes will include final motions with votes. The minutes will also reflect the names of public speakers.

(1) *City Council approval of minutes.* Minutes of meetings are generally submitted to the City Council by Tuesday of the week before the next Regular Meeting of the City Council for approval.

(2) *Recording of meetings.* Audio and/or visual recordings of proceedings, other than executive session proceedings and meetings of the Civil Service Commission, are maintained by the City Secretary as required by law. Audio recordings of executive session proceedings and the Civil Service Commission shall be maintained by the City Attorney.

(K) Translation/Listening devices and closed captioning

(1) The Council Chambers at Garland City Hall shall be wheelchair accessible, and ADA parking shall be available on State Street as well as in the public parking garage behind City Hall. Listening devices or interpretation/translation services shall be make available to persons who may need assistive listening devices or interpretation/translation services. Closed captioning shall be available on televisions within the council chambers.

(2) Garland City Council meetings are livestreamed and available on-demand at GarlandTX.tv. They are also broadcast on Spectrum Channel 16, Frontier Channel 44 and AT&T Uverse Channel 99. Closed captioning is available for each in English and Spanish.

Section 3 Order of business at meetings of the City Council

(A) General order of proceedings

City Council meetings will be generally conducted in the following order, unless otherwise specified, or determined by the Chair or the City Council. An executive session may be held at any time during a meeting pursuant to applicable State law.

WORK SESSION AGENDA

- Public comments
- Consider consent agenda
- Written briefings
- Verbal briefings
- Identify future agenda items
- Executive session (if any)

- Adjourn

REGULAR MEETING AGENDA

- [Pledge of allegiance/invocation]*
- [Mayoral proclamations, recognitions, and announcements]*
- Consent agenda/approval of minutes
- Regular agenda
- Consider appointments to boards and committees
- Citizen comments ("open mike")
- Executive session (as needed)
- Adjournment

* These items may be taken up by the City Council prior to the commencement of official business

(B) Numbering and indexing of agenda items

All items of any nature shall be numbered consecutively for purposes of consideration on the agenda. Upon passage, the City Secretary shall separately index all ordinances and resolutions.

(C) Consent agenda

The consent agenda shall contain routine, non-controversial items that require City Council action but typically require little or no City Council deliberation. Any item on the consent agenda may be removed from the consent agenda and thereby be made subject to discussion and deliberation by any member of the City Council, staff or a person in attendance at the meeting. Agenda item(s) removed from the consent agenda by the request of a Councilmember, citizen or staff will be considered after approval of the remaining consent agenda, or may be postponed to a future meeting in the event the Chair, with the concurrence of the City Council, determines that the item requires extensive deliberation.

Section 4 Rules of procedure for conducting Council business

(A) General procedure

These rules, consistent with the City Charter and any applicable City ordinance, statute or other legal requirement, shall govern the proceedings of the City Council. To the extent not inconsistent with these rules, City Council proceedings shall generally be guided by the rules of procedure set out in Roberts Rules of Order, Newly Revised, (hereinafter "RONR") a copy of which shall be retained by the City Secretary and made available for inspection by the public during normal business hours.

(B) Authority of the chair

The Chair shall make decisions on questions of procedure subject to review by the City Council as a whole. The Chair, with the consent of the City Council, may appoint a parliamentarian from outside the City Council to assist the Chair in interpreting the rules of procedure governing City Council meetings, and shall offer advice to the Chair as requested by the Chair or any member of the City Council. The Chair, shall, upon request of a member of the City Council, inform the City Council as to the advice given by the parliamentarian. Following a decision of the Chair on a question of procedure, any two members of the City Council shall be entitled to appeal the decision of the Chair by the making, and seconding of, an appeal. See RONR.

(C) Council deliberation and order of speakers

The Chair has been delegated the responsibility to control the debate and the order of speakers. Speakers will generally be called upon in the order of the request to speak. With the concurrence of the Chair, a Councilmember holding the floor may address a question to another Councilmember and that Councilmember may respond while the floor is still held by the Councilmember asking the question. A Councilmember may opt not to answer a question while another Councilmember has the floor.

(D) Limit deliberations to item at hand

After an agenda is announced by the Chair, the City Council may discuss the item without the need for a motion on the item. Councilmembers will limit their comments to the subject matter or motion being currently considered by the City Council. All discussions shall be germane to a posted agenda item.

(E) Obtaining the floor

Except as provided in RONR, any member of the City Council wishing to speak shall obtain the floor by being recognized by the presiding officer. The Chair shall recognize any Councilmember who seeks the floor when appropriately entitled to do so and may decide to allow verbal or electronic recognition of Councilmembers.

(F) Motions

Motions may be made by any member of the City Council, other than the Chair. Any member of the City Council, other than the Chair and the person offering the motion, may second a motion.

(G) Procedures for motions

The following is the general procedure for making motions:

(1) Before a motion can be considered or debated, it shall be seconded.

(2) A Councilmember who wishes to make a motion, except as provided in RONR, shall first obtain the floor.

(3) A Councilmember who wishes to second a motion shall do so by through a verbal request to the presiding officer.

(4) Unless otherwise required or provided by law, a motion (other than a procedural motion) made and seconded, unless stated otherwise, shall include, without necessity of reference, a motion to close the public hearing on the matter if the matter is one which includes a public hearing. A Councilmember wishing to continue the public hearing shall move to continue the public hearing, and if seconded shall be voted upon before the main motion. No discussion shall be permitted on a motion to continue the public hearing.

(5) Once the motion has been properly made and seconded, the Chair shall open the matter for discussion offering the first opportunity to the moving party and, thereafter, to any Councilmember properly recognized by the Chair.

(H) Motions to amend a motion

When a motion is on the floor and an amendment is offered, the amendment shall be acted upon prior to acting on the main motion. No motion of a subject different from that under consideration shall be admitted as an amendment. A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be in order. Action shall be taken on the amended amendment prior to any other action to further amend the original motion.

(I) Abstention or recusal

(1) If a Councilmember abstains because of a legal conflict that Councilmember is not counted as present for quorum purposes and is not deemed to be "voting" for purposes of determining whether there has been a "majority vote of those voting and present," unless otherwise required by law.

(2) When a Councilmember has a legal conflict and is required to abstain or be recused from a portion of a City Council meeting, the Councilmember shall complete the necessary affidavit regarding the conflict.

(3) Pursuant to Article III, Section 6 of the Charter, a Councilmember who is present and not required by law to abstain from voting shall vote on every measure for which a vote is called; a refusal to vote constitutes a vote of "no" on the measure.

(J) Special Charter or statutorily-mandated voting requirements

Some actions taken by the City Council require more than a simple majority vote for approval as required by either the Charter or State law, including:

(1) *Charter amendments - Two-thirds vote:* An ordinance submitting a proposed Charter amendment must be adopted by at least a two-thirds vote of the full City Council. (Texas Local Government Code, Section 9.002(a), Article XI, Section 5, Texas Constitution).

(2) *Changing paving assessment plan - Two-thirds vote:* Changes in plans for paving assessments require a two-thirds vote of the full City Council. (Texas Transportation Code, Section 313.053).

(3) *Protested changes in zoning ordinance - Three-fourths vote:* If a proposed change to a zoning regulation or boundary is protested by owners of twenty percent or more of the area of the lots or land included in such proposed change, or of the area of the lots or land immediately adjoining the area covered by the proposed change and extending 200 feet therefrom, the affirmative vote of at least three-fourths of the full City Council is required for the proposed change to take effect. (Texas Local Government Code, Sec. 211.006(d); Garland Development Code; Council Policy, Article II, below.)

Section 5 Public hearings

(A) The City Council procedure for the conduct of public hearings is generally, but not required to be, as follows:

(1) Staff presents its report.

(2) Councilmembers may ask questions of staff.

(3) The Chair opens the public hearing.

(4) The applicant or appellant then has the opportunity to present comments, testimony, oral arguments. In the case of an appeal when the appellant is different from the applicant, the appellant shall be called upon first to provide comments or testimony. The applicant or appellant may have a total of fifteen minutes for a presentation when recognized by the Chair. The initial comments or presentation shall be limited to ten minutes and the rebuttal or concluding comments shall be limited to five minutes.

(5) Councilmembers may ask questions of the applicant/appellant.

(6) Members of the public are provided with the opportunity for comments and testimony in accordance with these Rules, including without limitation Sections 7 and 8, below.

(7) The appellant or the applicant is given the opportunity for closing comments.

(8) The City Council deliberates on the issue.

(9) If the City Council raises new issues through deliberation and a majority of the City Council seeks additional public testimony, additional public comment and testimony is permitted in accordance with these Rules.

(10) The City Council deliberates and takes action.

(11) The Chair announces the final decision of the City Council.

(B) Any public hearing being held, noticed or ordered to be held by the City Council may, by order, notice or motion, be continued to any subsequent meeting subject to the provisions of the Texas Open Meetings Act.

(C) Remote attendance

Unless otherwise necessitated by a public emergency, the following shall apply to Councilmembers attending public meetings remotely:

(1) a Councilmember may only remotely attend Council meetings held in the Council Chambers. Each Councilmember may only remotely attend one public meeting per calendar year; however, the Mayor may allow a Councilmember to remotely attend additional meetings for good cause;

(2) the Mayor, or the Councilmember acting as the presiding officer, must attend the meeting in person; and

(3) members of boards, commissions, and committees may not remotely attend meetings.

Section 6 Public testimony at meetings

(A) Determining whether speakers are present

When a matter comes before the City Council, the Chair will open the public hearing. Upon opening the public hearing, and before any motion is adopted related to the merits of the issue to be heard, the Chair shall determine if speaker's cards have been submitted by persons who intend to speak or register a position or the Mayor may inquire if there is anyone present who desires to speak on the matter which is to be heard or to present evidence regarding the matter.

(B) Public member request to speak

Any person wishing to address the City Council regarding a matter on the agenda shall complete and present a speaker's card to the City Secretary before or as soon as reasonably possible after the close of the vote on the matter. Prior to speaking, the speaker shall complete the speaker's card and sign the card under penalty of perjury, or shall, if so allowed by the Chair, be sworn by the City Attorney or other person authorized to administer oaths. Upon being recognized by the Chair, the person may speak or present testimony relevant to the matter being heard. No person may speak without first being recognized by the Chair. Each person wishing to speak on the matter shall be limited to three minutes. Speakers are advised to obtain all information necessary for their presentations prior to the meeting: The opportunity to speak is given to provide testimony rather than to question the City Council or staff. The Chair may call a speaker out of order if the speaker presents questions or requests for information that will unduly delay the transaction of business at the meeting.

(C) Identification of speaker

When called upon, the person to speak shall come to the podium and state his or her name and address. If speaking for an organization or other group, the speaker shall identify the group represented. A person who does not wish to testify may nonetheless register a position on an agenda item by completing a speaker's card. The person's position on the matter shall be read into the record but the person is not required to address the City Council.

(D) Time limits

The Chair, with the concurrence of the City Council, may alter any of the enumerated time allocations based on the complexity of the item and the number of persons wishing to speak on the item.

(E) Designation of spokesperson

To expedite matters and to avoid repetitious presentations, the designation of a spokesperson is encouraged. Whenever any group of individuals wishes to address the City Council on the same subject matter, those individuals are encouraged to designate a spokesperson. Any person present at the meeting may, in lieu of speaking, designate a spokesperson by indicating the designation on his or her speaker's card. With the consent of the City Council, the Chair may extend the time allocation for a designated spokesperson. In this regard, three or more speakers may yield their time to a single speaker and such speaker shall be given two minutes per speaker up to a maximum of ten minutes provided that each of the persons who have agreed to yield their time to the designated spokesperson have completed a speaker's card and have indicated thereon the person's consent to the designation. The designating person's position on the matter shall be read into the record.

(F) Comments addressed to City Council

All remarks shall be addressed to the City Council as a whole and not to individual members or other speakers. Questions, if any, shall be directed to the Chair who will determine whether, or in what manner, an answer will be provided. Questions shall not be addressed to individual members or to other speakers.

(G) Questions of speakers

Members of the City Council who wish to ask questions of a speaker or each other during the public hearing portion may do so, but only after first being recognized by the Chair. Interaction with the speaker shall be limited to a question or questions, rather than an ongoing dialogue.

(H) Motion to extend a speaker's time to speak

In fairness to all speakers, a question may not be presented solely for the purpose of providing the speaker with more than the allotted time for the speaker unless a motion is made and approved extending the time for the speaker.

(I) Materials for public record

All persons interested in the matter being heard by the City Council shall be entitled to submit written evidence or remarks. All such evidence presented will be retained by the City Secretary as part of the record of the hearing, in accordance with the requirements of State law.

(J) Germane comments

No person will be permitted to speak about matters or present evidence which is not germane to the matter being considered. A determination of relevance shall be made by the Chair, but may be appealed to the full City Council.

Section 7 Staff presentations

Staff presentations will be concise and will provide factual background information on the item as well as a recommendation for the City Council. Written presentations shall, to the extent possible, be provided to the City Council before the meeting.

Section 8 Appointments to boards and commissions

(A) Appointments to boards and commissions shall, unless otherwise required by law, be made by minute action reflecting the unanimous consent of the City Council, unless a Councilmember requests that the appointment be deliberated by the City Council.

(B) In the event a Councilmember appoints and individual who resides in a District that is not the district represented by the Councilmember, the appointing Councilmember shall make a reasonable effort to discuss the appointment with the Councilmember of the district in which the proposed appointee resides prior to offering the position to the appointee.

Section 9 Citizens' comments – "Open Microphone"

(A) A portion of the regular City Council meeting is set aside for members of the public to address the City Council on any item of City business that is not formally scheduled on the agenda. Members of the public who desire to speak shall electronically register at a kiosk or complete a speaker card prior to the close of the citizens' comment period and present it to the City Secretary.

(B) A portion of City Council work session meetings and committee meetings shall be set aside for members of the public to address the City Council, or committee as the case may be, on any item that is formally scheduled on the agenda. Members of the public who desire to speak shall complete a speaker card prior to the opening of the meeting and present it to the City Secretary or the staff liaison of the committee.

(C) Citizens' comments related to items not on the agenda are generally permitted at the end of the regular City Council meeting, as specified on the agenda. A speaker's comments shall be limited to three minutes and the citizens' comment period shall not exceed thirty minutes. Speakers shall be allowed to speak on a first-come, first-to-speak basis as determined by the order in which the City Secretary receives the speaker's card provided that residents of Garland shall be given priority in the order of speakers if it appears to the chairperson that not all speakers will be able to speak within the allotted time. If at the end of the citizens' comment period all speakers who are still present and willing to speak are not offered an opportunity to speak at the meeting, those who have been allowed to speak at that meeting may not speak during the citizens' comment period at the next following meeting at which a citizens' comment period is offered until all other speakers have been allowed to speak. A speaker who was present and willing to speak at a meeting, but who was unable to speak because time ran out will be given priority in the order of speakers at the following citizens' comment opportunity regardless of the order in which the City Secretary receives the speaker's card, again provided that residents of Garland will be given first priority in the order of speakers regardless whether such citizens were present at the previous meeting. In such event, at the subsequent meeting the chair shall provide additional time, not to exceed 30 minutes, to accommodate all of the speakers then present. It is not the intent of the City Council to limit or control the content of any speaker's message, but to hear first from residents of Garland.

(D) In compliance with the Texas Open Meetings Act, the City Council may not question, deliberate or vote on any matter raised in citizens' comments. The City Manager may request staff to provide information requested by a speaker or investigate a matter raised by the speaker.

Section 10 Rules of decorum

(A) Speakers shall not present the same or substantially the same items or arguments to the City Council repeatedly or be repetitious in presenting their oral comments. A speaker shall not present argument on a matter previously considered by the City Council at the same session.

(B) Persons attending City Council meetings should observe the same rules of propriety, decorum and good conduct as they would show in a courtroom, a place of worship, or at any other serious or solemn occasion during which matters of importance are being considered. Visitors will refrain from engaging in chatter, private conversations, and from making other distracting noises while the City Council is in session. Phones and other electronic devices should be set to off or silent mode. Visitors should not applaud, boo, clap, or otherwise audibly express approval or disapproval of the speech of another person in a loud and raucous manner calculated to disturb the meeting.

(C) Visitors attending City Council meetings may not bring food or drink other than water into the City Council chamber.

(D) No person shall display or cause to be displayed any sign, placard, poster or banner within the City Council chamber in such a manner as to impede the use of the aisles or exits, interfere with the use of the seating area, obstruct the view of another or in any other manner disturb or interfere with the orderly conduct of the meeting. A sign, placard, poster or banner may not exceed more than six square feet in surface area and may not be attached to any stick, pole or other appurtenance that could be used as a club or deadly weapon.

(E) Only one person at a time may stand at the speaker's podium, unless the speaker is a child or requires an interpreter or other special assistance or unless the person is appearing as a group receiving a recognition or award presented by the Mayor or City Council.

(F) No person may approach nearer the City Council than the front of the speaker's podium without leave of the Chair. A speaker may not bring to the podium any bag or other container. Recording equipment (including cameras, microphones, tripods and supporting equipment) may not be used within any seating area or aisle in such a manner as to impede the use of the aisles or exits, interfere with the use of the seating area or obstruct the view of another, but may be set up behind the public seating area or at the sides of the City Council chamber to the front of the public seating area, no nearer to the podium than the edge of the raised portion of the City Council seating area. For safety purposes, standing or sitting in any aisle used for ingress or egress into the City Council chamber is not allowed. The maximum occupancy limitation for the City Council chamber will be enforced by the Chair. Overflow crowds may stand in the public area outside the City Council chamber provided that hallways, exits, and elevator areas must remain unobstructed.

(G) Members of the City Council shall silence cell phones and other electronic devices during all public meetings. The use of personal cell phones, tablets, or other electronic communication devices is prohibited during executive sessions.

Section 11 Waiver of rules

As referenced in RONR, certain procedural rules contained in federal law, state law or the City Charter cannot be suspended. As referenced in RONR, certain rules of order can only be suspended by two-thirds vote. Other rules may be waived or suspended by a majority vote of the Councilmembers present (but not less than five votes) when it is deemed that there is good cause to do so, based upon the particular facts and circumstances involved.

Section 12 Non-exclusive rules

The rules set forth are not exclusive and do not limit the inherent power and general legal authority of the City Council, or of its presiding officer, to govern the conduct of City Council meetings as may be considered appropriate from time to time, or in particular circumstances, for purposes of orderly and effective conduct of the affairs of the City.

Section 13 Non-observance of rules

Rules adopted by the City Council are solely to expedite and facilitate the transaction of the business of the City Council in an orderly fashion shall be deemed to be procedural only, and the failure to strictly observe any such rules shall not affect the jurisdiction of, or invalidate any action taken by, the City Council.

Section 14 Disruption of meetings and violations of rules of decorum

(A) The City Council recognizes and affirms the right of the public to attend and participate in public meetings by providing comment on items on the agenda, and on matters not on the agenda during the "Open Microphone" period of the Regular Meeting of City Council. No provision of these Rules of Order and Policies should be construed to unlawfully restrict the public's right to attend and participate in public meetings.

(B) Although the public has a right to attend and participate in public meetings, the City Council reserves its right to adopt reasonable policies and procedures to address behavior that disrupts the ability of a public body, including boards and commissions, to conduct its business effectively and productively. This right includes, but is not limited to, adopting regulations on public testimony that are enforced fairly and without regard to the viewpoint of the speaker. For the purpose of this Section 14, a meeting disruption shall be a violation of the Rules of Procedure and Polices that substantially interferes with the body's ability to conduct business. The term does not include language used during a person's three (3) minutes of public testimony that may be considered insulting, provocative, confrontational, or profane and is not otherwise a violation of law.

(C) In the event a person violates a provision of the Rules of Order and Policies that results in a meeting disruption, the presiding member shall warn the individual that he or she is in violation of the Rules of Order and advise the person that if their disruptive behavior continues that he or she will be asked to sit down and remain quiet for the remainder of the meeting. In the event the individual further continues to disrupt the meeting, the presiding officer may order the individual to leave the premises.

* * * * *

ARTICLE II

CITY COUNCIL POLICIES AND COUNCIL DIRECTIVES

Division 1 COUNCIL OPERATING PROCEDURES

Section 1 Placing items on an agenda

(A) Other than matters nominated for discussion during the "Future Agenda Items" segment of the regular agenda (as provided below), the Mayor, individually, or any two or more members of the City Council may request in writing (which includes email) that an item be placed on an agenda for consideration by the City Council as a whole. The request shall be made to the City Manager. If the request is made by a Councilmember, the member shall provide the City Manager the name or names of the member(s) who seconds the request. Unless otherwise specified by the requestor, the City Manager shall cause the item to be placed on the next available agenda of the type designated by the requestor (that is, a work session or regular agenda). The requestor must provide adequate detail of the request to the City Manager to allow proper posting of the matter under the Open Meetings Act and to provide other members of the City Council with sufficient information about the request to prepare to discuss the matter. Unless the matter is of such urgency as to constitute an emergency within the meaning provided by the Texas Open Meetings Act, or if the item requires the calling of a special meeting, the matter must be submitted not later than the close of business one week before the next meeting of the City Council.

(B) Each work session agenda prepared by the City Manager shall include a segment entitled "Future Agenda Items". During the future agenda items segment, a member of the City Council may offer a matter for future consideration by the City Council. The suggested topic must obtain a second from one or more members of the City Council in order to be placed on a future agenda. If a second is obtained, the Mayor will direct the City Manager to place the matter on a subsequent agenda or, with the concurrence of the City Council, refer the matter to a committee.

(C) Other than routine matters placed on an agenda by staff (such as bid approvals, zoning requests, and the like) and emergency items, no matter that requires official action by the City Council will be considered without first having been discussed at a work session.

Section 2 Political and other endorsements by members of the City Council

A member of the City Council may endorse a candidate or a cause by using the Councilmember's name and position, such as the term "Mayor, Garland, Texas", "Councilmember, District __, Garland, Texas" or similar phrasing. A member of the City Council may not, in an endorsement, imply that the City of Garland - as an entity - has endorsed any such candidate or cause unless the City Council has formally voted as a body to provide that endorsement. In that regard, the City Council is generally constrained by

law from endorsing a candidate or cause in an election. A member of the City Council may not use a City or departmental logo or trademark in providing an endorsement of a candidate or cause in an election, nor may the member use City personnel or supplies to do so. A member of the City Council may use a City or departmental logo or trademark in the conduct of City business unrelated to an election.

Section 3 Council committees and outside boards

(A) Purpose

Due to the complexity and diversity of City government issues, City Council may elect to send some issues to a Council committee for a closer review.

The City Council may appoint from among its members, representatives to outside boards, councils and groups ("outside boards"), such as the Dallas Regional Mobility Council and the North Central Texas Council of Governments (and its sub-councils, such as the Regional Transportation Council). In order to provide a mechanism for continuous evaluation and discussion of these various issues beyond the limited time available at regularly scheduled work sessions and to properly manage its representation on outside boards, the City Council adopts this policy regarding the set up and use of Council committees and for appointments to outside boards.

(B) Assignment to committees

Agenda items may be assigned to a committee by the Mayor, with the consent of the City Council, or by the City Council.

(C) Standing committees

The City Council shall have the following standing committees, aligned with the management responsibilities assigned to City staff by the City Manager:

- Administrative Services Committee
- Audit Committee
- Community Services Committee
- Development Services Committee
- Public Safety Committee
- Transportation, Infrastructure, and Mobility Committee
- Intergovernmental Affairs Committee

Each committee, after receiving an assignment from the Council, will consider policy decisions and actions; study issues; evaluate options; and develop recommendations. The committees shall serve in an advisory capacity only, and no committee shall have any authority to make final decisions regarding the merits or resolution of any matter assigned

to or considered by it.

(D) Standing committee responsibilities

The standing committees identified below shall have the following general responsibilities:

Administrative Services Committee

Items that may typically be directed to the Administrative Services Committee include, but are not limited to:

- Additions/revisions to Council policies.
- Updates on internal procedural modifications.
- Specific budget items.

Audit Committee

The Audit Committee shall assist the City Council in fulfilling the Council's oversight responsibilities for the Internal Audit Department, reporting practices, internal control, and compliance with laws, regulations and ethics within the limits described in the City Charter. The Internal Audit Department shall have access to all information necessary to perform its functions under the City Charter (to the extent permitted by law) and shall operate independently of management and free of organizational impairments.

The Audit Committee will consist of seven members, three of whom shall be members of the City Council appointed by the Mayor, and three of whom shall be appointed by the City Manager. The Internal Auditor shall serve as a member and provide staff support to the committee. Only Councilmembers may vote.

The Audit Committee shall meet at least quarterly, or more frequently as needed, and shall:

- Review and approve the Internal Audit Charter
- Approve the Internal Audit Department Annual Plan
- Receive and consider special written requests for audits from Councilmembers and the City Manager
- Adjust the Annual Audit Plan as necessary to accommodate changes in the operating environment.
- Review the results and performance of the Internal Audit Department on a quarterly and annual basis
- Review proposed Internal Audit budget considering available resources
- Review summary of findings and recommendations of audit reports
- Review the annual external audit results and findings

Community Services Committee

Items that may typically be directed to the Community Services Committee include, but are not limited to:

- Creating new or modifying existing codes and ordinances related to parks and recreation, public health and code compliance
- Reviewing grant program applications
- Considering incentive programs for neighborhood revitalization

Development Services Committee

Items that may typically be directed to the Development Services Committee include, but are not limited to:

- Creation of new, or modification to existing codes and ordinances related to zoning, platting and building, engineering and transportation standards and requirements

Public Safety Committee

Items that may typically be directed to the Public Safety Committee include, but are not limited to:

- Additions and revisions to Council policies as they relate to public safety
- Review of local, county, state and national legislative changes as they relate to or may affect public safety
- Updates on policy modifications relating to public safety

Transportation/Infrastructure/Mobility Committee

Items that may typically be directed to the Transportation [Infrastructure/Mobility] Committee include, but are not limited to:

- Reviewing regular reports and updates regarding current street, mobility, or other transportation projects and future areas of focus
- Reviewing current policies and programs regarding infrastructure construction, replacement or rehabilitation means, methods, funding, or cost-sharing.
- Discussing research and policy considerations concerning transportation mobility
- Working with staff to explore new ideas to improve infrastructure and mobility initiatives

Legislative and Public Affairs Committee

Items that may typically be directed to the Legislative and Public Affairs Committee include, but are not limited to:

- Review Council policies as they relate to building and maintaining relationships with other governmental entities such as School Board
- Review of local, county, state and national legislative changes
- Recommending legislative agenda items to the full Council

(E) Ad hoc committees

Ad hoc committees may be created by the Mayor, with the consent of the City Council, or by the City Council, and its members appointed by the Mayor for a specific purpose, project or issue. The committee shall continue until the project is completed, at which time it will be dissolved, unless earlier dissolved by the Mayor, with the consent of the City Council. To the extent not inconsistent with the nature of ad hoc committees, ad hoc committees shall comply with the rules applicable to standing committees.

(F) Committee recommendation and Council consideration

Each committee shall prepare reports and make recommendations to the City Council at a work session regarding every matter assigned to or considered by the committee.

(G) Composition of committees

Each committee shall be composed of three members of the City Council. The Mayor shall serve as an ex officio member on each committee with the right to discuss any matter that is under consideration, but the Mayor shall have no vote nor serve as chair at the committee level. Any member of the City Council may attend any committee meeting, but only appointed members may participate in deliberations and voting. Testimony from someone not on the committee is permitted at the pleasure of the Chair.

(H) Appointments and vacancies

Within ten business days after the swearing-in of all Councilmembers after a City Council election, a Council Committee Interest Form (see sample attached) shall be completed by each member of the City Council and returned to the Mayor. Within ten business days following the submission of the Council Committee Interest Form, the Mayor shall make his or her nominations to the Council's committees and outside boards and deliver those nominations to the City Manager for distribution to the City Council, which shall be done by posting them as an agenda item in advance of the meeting at which the City Council will vote upon such nominations thereby providing the City Council at least 72 hours

advance notice of the Mayor's proposed committee assignments. The City Council may accept or disapprove the Mayor's nominations. The Mayor will make nominations and make new nominations as needed to fill vacancies, in a manner that will assure continuity on the Council's committees and outside boards.

(I) Term of office

The term of office of any member of a standing committee or outside board begins upon confirmation by the City Council. The term continues until the member has resigned from the committee or outside board and a replacement is confirmed, the City Council has voted to remove the member from the committee or outside board, or until the committee member no longer holds a position on the City Council.

(J) Chair

The Chair of each committee shall be selected by the Mayor.

(K) Convening meetings

The committee Chair shall have the responsibility for convening the committee as necessary.

(L) Minutes of meetings

Committees shall keep minutes of their meetings. The minutes shall provide a summary of all business discussed or considered, action taken, the outcome of any votes, and those persons present at committee meetings. When completed, the minutes shall be signed by the Chair and filed with the City Secretary and promptly posted on the City's website.

(M) Agenda postings

Notice of all committee meetings shall be posted in accordance with the Texas Open Meetings Act. Such notices shall be posted in a manner that contemplates the attendance of a quorum of the City Council.

A "notice of potential quorum" or other appropriate posting that complies with the requirements of the Texas Open Meetings Act shall, at the request of any councilmember, be posted for meetings and events sponsored by entities other than the City in a manner that allows for the lawful attendance and participation of a quorum of the City Council.

(N) Recommendation regarding the continuation of committees

The Mayor shall annually review the activity of existing committees to identify inactive committees and provide a report to the Council recommending which committees should be established, continued, or dissolved.

Section 4 Appointments by the City Council to outside organizations of which the City is a member

(A) Under State law or by reason of contract or other arrangement, the City is represented in the affairs of certain organizations that exist independently of the City. The City appoints, or approves the appointment of, representatives to those organizations who serve as voting members of the governing bodies of those organizations. Those persons are charged with representing the interests of the City. Currently, those organizations consist of the (1) Texas Municipal Power Agency; (2) North Texas Municipal Water District; (3) Dallas Area Rapid Transit Authority; (4) Garland Housing Finance Corporation; (5) Garland Economic Development Authority; (6) Garland Health Facilities Development Corporation; (7) Civil Service Commission; and (8) Dallas Central Appraisal District. If an organization is created subsequent to the adoption of this policy to which the City is entitled to appoint a representative to the governing body of the organization, this policy shall apply until specifically amended to apply to the organization.

(B) It is the intent of the City Council that the term of service is "at will" such that the representative may be removed without cause. If, by law, an appointment is for a definite period and an appointed representative may not be removed at will, controlling law shall prevail.

(C) In order to provide for timely appointments to the organizations, the City Council shall be advised at least sixty days in advance of the expiration of a representative's term of office. At the time of such advice to the City Council, the City Manager shall cause a notice to be placed on the City's website, in the Garland City Press and through other available community-related electronic communication tools such as Neighborhood Chatter and Nextdoor for a minimum of twenty-one days in order to provide citizens the opportunity to apply for the position. Such notice shall include information for the public that explains the purpose and function of the organization and the role of the appointee. At the close of the 21-day period, applications for the position, or recommended appointees to be approved by the City Council, will be presented to the City Council to allow the City Council to interview candidates for the position. At the close of the interview process, if one is held, the City Council shall make its appointment, or approval, by minute action or resolution, as prescribed by law.

(D) Persons appointed by the City Council shall provide periodic, but not less than annual, updates to the City Council regarding the activities of the organization to which they have been appointed.

Section 5 State and Federal legislation and rule-making proceedings

(A) The Managing Director of Legislative & Public Affairs, with the assistance of the City Manager, shall apprise the Legislative & Public Affairs Committee of pending matters of legislation or rule-making that may affect the interests of the City. The Mayor,

Intragovernmental Affairs Committee, or any two members of the City Council may request that a legislative or rule-making initiative be presented to the City Council for a formal determination by the City Council of endorsement or opposition. The City Attorney may, in the exercise of his or her professional discretion, determine to take action on or intervene in support of or opposition to a legislative or rule-making matter subject always, however, to the prerogatives of the City Council as the policy-making body of the City.

(B) This policy is not intended to prohibit or restrict a member of the City Council acting as a private citizen, and not on behalf of the City, from participating in legislative or rule-making matters provided the Councilmember does not in any way imply that the position of the Councilmember is the official position of the City unless the City Council has so decided. A member of the City Council may accurately represent himself or herself as an elected official and as a member of the City Council, but may not use City resources, staff, letterhead, official email, or any City-approved logo in doing so.

Section 6 Council budget for travel, business expenses, and equipment

(A) In the budget presented to the City Council for its consideration each year, the City Manager shall suggest an amount to be budgeted for the anticipated expenses of the City Council consistent with the provisions of this policy. The City Council shall consider the suggested funding and approve the amount, decrease the amount, or increase the amount as it considers necessary and proper. The funding should be sufficient to provide for City Council travel and other business expenses and City-provided equipment consistent with this policy and Article III, Section 3 of the City Charter, which provides for the reimbursement of necessary expenses incurred in the performance of a councilmember's official duties when approved by the City Council.

(B) The City Council shall provide adequate funds for travel and related expenses so that the Mayor and each member of the City Council has the opportunity to attend meetings, conferences, or events of organizations in which the City is a member if such expenses are approved by the City Council in accordance with subsection (D).

(C) The City Council shall provide adequate funds for travel and related expenses to enable the Mayor or other members of the City Council to attend meetings, events, and conferences relating to and advancing the City's interests in addition to those described in subsection (B) if such expenses are approved by the City Council in accordance with subsection (D).

(D) The expenses budgeted and authorized under subsections (B) and (C) must be approved by the City Council in advance unless the attendance of the Mayor or another member of the City Council is of such an urgent, unforeseen, and important nature that advance approval of expenses by the City Council cannot reasonably be obtained in a timely manner. Examples of urgent and unforeseen circumstances include attendance at legislative proceedings (federal/state/local), expenses made necessary by natural disasters,

appearances at official business as compelled by law, and the like. Such unforeseen expenses may be approved by the Mayor (or by the Mayor Pro Tem in the event the Mayor will incur or has incurred such expenses). The City Council retains the authority to approve any travel that has been disapproved by the Mayor (or Mayor Pro Tem, as the case may be).

(E) A Councilmember shall provide a report on any meeting attended at the expense of the City at the next regular meeting of the Council. If multiple Councilmembers attended the same event, a joint report may be made. The City Manager will provide the City Council with an annual written briefing on Council travel and related expenses.

(F) The following general rules apply to travel (in town and out-of-town) and other City-related expenses incurred by the Mayor and the City Council:

- *Registration and necessary membership fees for the organizations described in subsection (B).* Membership and registration should be completed through the office of the City Manager in advance, when possible.

- *Transportation for City-related business.* Councilmembers may select the appropriate mode of transportation. Payment or reimbursement of transportation expenses, however, will be based upon the most economical mode of transportation that is reasonable under the circumstances.

    - If a Councilmember drives a personal vehicle on City business, reimbursement will be made at the lower of either the current mileage reimbursement rate published by the United States Internal Revenue Service or the most economical airline rate to and from the destination. A mileage accounting shall be filed using the City's standard personal mileage trip sheet form and shall have attached thereto a calculation of mileage as determined by an on-line trip mileage calculator.

    - Airline reservations should be made well in advance of the trip in order to take advantage of any discounted fares.

    - Rental vehicles are authorized for out-of-town trips where the Councilmember does not have use of a personal vehicle, but only when the amount of travel while at the destination will make a rental vehicle more economical than a shared ride, complimentary shuttle or taxi service. If a rental vehicle is used, all supplemental car rental insurance and damage waivers should be declined. Car rental reservations must be made through the office of the City Manager.

- *Meals for City-related travel.* The City will pay a per diem for meals based on the current published U.S. General Services Administration (GSA) allowance. GSA

allowance rates are available on-line at www.gsa.gov and will be based on the location at which the meal purchase is made. If the location is not listed in the GSA tables, the standard rate will be used. For less than complete days spent on authorized travel, the GSA allowance will be prorated as follows: Breakfast - 20% of GSA allowance; Lunch - 30% of GSA allowance; Dinner - 50% of GSA allowance. The GSA allowance will also be reduced pro-rata for any meal for which the City will otherwise pay or the expense for which is otherwise avoided. Examples include, without limitation, a luncheon provided to attendees at a conference, a dinner provided as part of a social event related to the City business, or breakfast provided as part of the airfare to or from an event.

- *Out-of-town lodging accommodations.* The City will pay for lodging accommodations through the duration of the meeting, seminar or City-related business travel event. If accompanied by a family member or others, the Councilmember will pay any difference between the single and double- or multiple-occupancy rates, if any, for the accommodation.

- *Miscellaneous travel-related expenses allowed.* Reasonable baggage handling, parking (including valet parking fees if reasonable and necessary) tolls, service and similar gratuities and expenses are allowed while on authorized travel. Receipts are not required but the amount must be reflected on the expense report.

- *City-related equipment, office products, and supplies.* The City will provide each member of the City Council with:

  - A laptop computer or tablet with Wi-Fi or other remote access capabilities;
  - Business cards
  - A cell phone or a cell phone stipend, payable monthly
  - Official City-branded shirts and nametags

Ordering and delivery of equipment, especially computer or City-network connected equipment, must be coordinated with the Office of the City Manager in order to insure consistency of equipment capabilities and cost control. Equipment problems shall be referred to the Office of the City Manager. Each member of the City Council is responsible for promptly returning all City-provided equipment, access/ID cards, and keys (if any) to City facilities upon completion of the member's term of office. A Councilmember may, on completion of the member's term of office, purchase the laptop computer or tablet provided to that member for not less than fair market value if the device is considered obsolete and will be replaced by an upgraded device. Fair market value for the device will be determined by the City's IT department.

(G) The following expenses are categorically disallowed and will not be paid or reimbursed by the City and may not be charged to City-issued credit or debit cards or otherwise:

- Trip or travel insurance
- The personal portion of any trip, including without limitation the expenses attributable to family or companions
- Premium or first-class lodging, transportation or meals
- Alcoholic beverages
- In-room movies, games or other entertainment
- In-room meal service fees (the meal is reimbursable if otherwise allowed under this policy)
- Valet service (with the exception of required valet parking)
- Laundry service or garment rental (with the exception of laundry service for out-of-town stays of more than seven days
- Gratuities in excess of 20%
- Entertainment costs, including theater, movie, or sporting event tickets, recreational expenses (such as greens or cart rental fees for golf) or the like
- Political contributions or attendance at political or charitable events
- Non-mileage personal driving expenses such as repairs, traffic citations, and insurance
- Personal losses incurred while on City-related business
- Cash advances on a City-issued "P-Card"

(H) While the City Charter provides that the Mayor and the members of the City Council are entitled to be reimbursed for certain expenses, it is the policy of the City that neither the Mayor nor any Councilmember will be issued or may hold a City P-Card or other means of unilaterally charging expenses to the City. If the Mayor or a member of the City Council is owed more than $100.00 in reimbursement, the office of the City Manager shall process an accounts payable request through the City's accounts payable system. If less than $100.00 is owed, reimbursement may be made from an appropriate petty cash fund. If the Councilmember owes the City money, the Councilmember must reimburse the City within twenty business days after completing travel or incurring the expense. A check payable to the City shall be attached to the original, signed expense report. The City Council is responsible for enforcing this policy.

(I) The Mayor and members of the City Council may be asked, or may desire, to join outside organizations to promote the interests of the City or to sponsor such events or organizations. In such cases, unless membership in the organization has already been approved by policy (see, for example, section relating to membership in the Texas Municipal League and its affiliates), the City Council shall be provided with a brief description of the organization, what it does, what benefits to the City the sponsorship or membership in the organization will promote, frequency of meetings, and an estimate of annual costs of membership (including dues, conference fees, and travel costs). The City Council may approve a sponsorship or a membership in the organization by consensus and,

if so approved, shall budget funds for associated costs. The City Council shall annually review sponsorships or City Council memberships in outside organizations during the operating budget approval process. Some organizations may not reflect the values or ideals of the City Council as a whole. Thus, the Mayor or a member of the City Council may not commit to sponsorship, membership or participation in, or attendance at, meetings of organizations not listed in this section without the approval of the City Council except in the Councilmember's individual capacity and at the Councilmember's sole expense.

(J) The City Manager is authorized to provide a cash allocation to senior-level employees who have been assigned to accompany members of the City Council on authorized out-of-town trips to off-set incidental, out-of-pocket expenses incurred in support of official City Council functions. Any unused portion of the cash allocation shall be promptly returned to the City upon completion of the function.

Section 7 Council requests for information or services

(A) By Charter, the people of Garland have chosen a council-manager form of government. In keeping with that form of government, the City Charter specifically provides:

> Neither the City Council nor any of its members shall direct or request the appointment of any person to or his removal from office by the City Manager or by any of his subordinates. However, the Council may consult and advise with the City Manager, make inquiry regarding the appointments or removals, and may express their opinion in regard thereto. In regard to administrative and executive duties under the City Manager, the Council and its members shall deal solely through the City Manager and neither the Council nor any member thereof shall give orders to any subordinates of the City Manager, either publicly or privately. Willful violation of the foregoing provisions of this Charter by any member of the Council shall constitute official misconduct and shall authorize the Council, by a vote of a majority of its membership, to expel such offending member from the Council, if found guilty after public hearing, and thereby create a vacancy in the place held by such member.

(B) The City receives many service requests, information requests, and complaints each month. Some of those requests and complaints are received through members of the City Council and some may be initiated by a member of the City Council. For requests and complaints received or initiated by a member of the City Council, this policy is intended to provide for an expeditious and thorough means of resolving such requests and complaints by providing access to the appropriate level of City management without violating the prohibition on interference contained in the City Charter.

(C) Requests and complaints received through or initiated by members of the City Council generally fall into three categories. Requests and complaints may be made either verbally

or in writing, including email. The following guidelines will apply when processing requests or complaints:

SERVICE REQUESTS	
TYPE:	REFER TO:
First time request for routine service when a response to the Councilmember is not desired. A department representative will contact the requestor if necessary.	Department service line Responsible department head or managing director Assistant City Manager or Deputy City Manager City Manager
Second or third time for routine service request when a response to the Councilmember is not desired. The department head or a representative will contact the requestor.	Responsible department head or managing director Assistant City Manager or Deputy City Manager City Manager
Routine service request involving more than one department when a response to the Councilmember is not desired.	Responsible department heads or managing directors Assistant City Manager or Deputy City Manager City Manager
Routine service request when the Councilmember desires a response.	Responsible managing director Assistant City Manager or Deputy City Manager City Manager
Service request that is not routine or that involves a major resource allocation. A response shall be provided to the Councilmember.	Assistant City Manager or Deputy City Manager City Manager

INFORMATION REQUESTS	
Information that is readily available (on file or that can be provided verbally).	Responsible department head Assistant City Manager or Deputy City Manager City Manager
Information that is available but that requires compilation or interpretation.	Assistant City Manager or Deputy City Manager City Manager
Information that involves more than one department and that requires compilation or interpretation.	Assistant City Manager or Deputy City Manager City Manager

COMPLAINTS	
Routine service complaints regarding quality or quantity of service when no response to the Councilmember is desired.	Responsible department head or managing director Assistant City Manager or Deputy City Manager City Manager
Service complaints regarding quality or quantity of service when a response to the Councilmember is requested.	Assistant City Manager or Deputy City Manager City Manager
Complaints regarding the conduct or performance of a City employee.	City Manager
Complaints involving a City policy, procedure, or ordinance.	Assistant City Manager or Deputy City Manager City Manager City Council

(D) Information regarding the submission or resolution of a service request, information request or complaint is generally public and may be shared with other members of the City Council. A member of the City Council has no expectation of secrecy regarding the submission or resolution of a service request, information request or complaint. Information received from or given to a member of the City Council is information that may be given to all members of the City Council.

Section 8 Who shall act as Mayor

The City Charter provides, "In case of the absence or disability of both the Mayor and the Mayor Pro Tempore, the remaining members of the Council shall elect one of the members to act as Mayor." Because there may not be time to assemble a quorum to elect a person as mayor under such circumstances, and in order to increase the efficiency of government, the City Council may choose to elect a deputy mayor pro tempore to act as mayor when the Mayor and the Mayor Pro Tem are absent or disabled. If the City Council chooses to have a deputy mayor pro tempore, the election for the position shall be held at the first regular meeting of the City Council that follows the annual goal-setting retreat. The City Manager shall place an item on an agenda for consideration by the City Council each year.

Section 9 Communications on behalf of the City by members of boards and commissions

(A) Boards and commissions, whether established by reason of State law, the Charter, by ordinance or on an ad hoc basis, are an integral part of the municipal government process. The citizens who serve on City boards and commissions provide an important service to the citizens of Garland. Boards and commissions, and the members of those boards and commissions, do not, however, speak for the City on larger issues of City governance. The City Council is responsible for all aspects of the City's governance and it is the legislative and policy-making body for the City.

(B) If a board or commission desires to communicate to others a position on any matter of public concern, the board or commission shall first seek approval from the City Council before engaging in such communication. The City Council will speak for the City. The City Council will determine whether and what will be the official position of the City on the issue presented by the board or commission.

Section 10 Meals for boards and commissions

The City Council shall budget for, and the City Manager shall cause to be provided, suitable meals for all meetings of the City's boards and commissions.

Section 11 Appointments to boards and commissions; minimum meeting schedules; terms of appointment; annual election of officers; sub-committees; agendas; public comment

(A) Generally, appointments to boards and commissions shall be made by the City Council annually during the month of August. The general term of office for a council appointee begins on September 1 and expires on August 31 in the year in which the term of office of the member of the City Council who made the appointment expires. If a vacancy occurs before a term is completed, the Councilmember representing the district in which the vacancy occurs shall be responsible for nominating a replacement. *See also, Section 2 of Division 4 of this Article for the procedure regarding the recruitment and appointment of members of boards and commissions.*

(B) Unless otherwise provided by the ordinance that creates the board or commission or by controlling State law, all boards and commissions shall meet at least twice per calendar year, with a quorum of members present.

(C) Notwithstanding subsection (A) and unless otherwise provided by the ordinance that creates the board or commission or by controlling State law, the term of office of a member of a board or commission ends upon the resignation, disqualification, recall or other removal of the appointing Councilmember. A person appointed to fill a vacancy in such circumstances shall be appointed only for the unexpired term of office of the vacancy created. Provided, however, that a member of a board or commission whose term of appointment has ended may, if otherwise eligible to hold the position and subject to the provisions of Sec. 10.28 of the Code of Ordinances (providing for the automatic termination of appointment when a member files for elective office) holdover in the position until a successor is appointed by the City Council. A term of appointment ends immediately if the member of the board or commission is removed or replaced by the City Council which, as provided by Article IV, Sec. 2 of the City Charter, may be done without cause or notice.

(D) All boards and commissions, the members of which are solely appointed by the City Council, shall elect officers at the first meeting held by the board or commission on or after October 1 in each calendar year.

(E) A board or commission may, subject to the approval of the chair, create subcommittees that may include members of the public provided the subcommittee is chaired by an appointed member of the parent board. Members of such subcommittees who are not also members of the parent board shall serve *ex officio*, may not participate in official voting, and are not counted towards a quorum. To the extent practicable, subcommittees shall endeavor to abide by the policies applicable to the parent board, including the location of the meeting, the recording of proceedings, the keeping of minutes, and the like.

(F) With the exception of any board or commission that serves in a quasi-judicial capacity or other than purely as an advisory body, an item may be placed on the agenda of a board

or commission by: (1) City staff; (2) the Mayor or any two or more members of the City Council; and (3) any two or more members of the board or commission. No item may be considered by the board or commission that is not directly germane to its expressed functions and duties as provided by law. An agenda will provide a section for pending matters and a section for future agenda items to be announced, without debate, for consideration by the board or commission. Pending items will be posted to each agenda of the board or commission until action is taken on the item or the item is withdrawn by the submitter. The person designated by the City Manager as the staff liaison to the board or commission will assemble the agenda with input from staff, the members of the board or commission, and the chair, and is responsible for timely posting agendas in accordance with the Texas Open Meetings Act.

(G) With the exception of any board or commission that serves in a quasi-judicial capacity or other than purely as an advisory body, every board and commission shall allow members of the public at least three minutes to speak on matters relating to the functions and duties of the board or commission or matters on a posted agenda. The board or commission shall, to the extent practicable, abide by the provisions of these policies and the practices of the City Council with respect to public speakers.

Section 12 Boards and commissions to meet at City Hall

All regularly scheduled meetings of boards and commissions and of Council committees shall be held at City Hall except (1) when City Hall is unavailable for reasons such as multiple meetings and scheduling conflicts between meetings, inadequate space, construction and repair activities or similar circumstances which make the use of City Hall impracticable (in which event a suitable location as near as practicable to City Hall shall be used instead, and the meeting facility should be a municipal building); (2) for meetings of groups comprised primarily of minors; or (3) for non-traditional meetings such as retreats, tours, and social gatherings. Generally, all such meetings except for meetings of groups comprised primarily of minors should be held in the Work Session Room of City Hall and shall be recorded at least by audio means. The chair of the board, commission, or committee shall coordinate with the staff liaison for that board, commission or committee and with the City Secretary for the scheduling of rooms and the availability of recording equipment. The City Secretary shall publish the audio recordings of the meetings of boards, commissions (except for the Civil Service Commission and Youth Council), and Council committees on the City website.

Section 13 Annual performance and compensation review of council appointees

(A) The City Council appoints the City Manager, the City Attorney, , the Internal Auditor, and the judges of the Municipal Court. Except for the chief presiding judge and the associate judge of the Municipal Court (whose terms of office are prescribed by State law) and the City Secretary, council appointees are employed under contract, the term of which shall not exceed one year. The performance of and compensation afforded to council appointees other than the City Secretary shall be reviewed and evaluated by the City

Council annually. Notwithstanding any other reference to "appointee" in this section, the determination of the performance, evaluation, compensation, and other terms of employment for the City Secretary have been assigned by the City Council to the City Manager and are not covered by this section.

(B) The City Manager shall cause the Managing Director of Human Resources to provide the City Council with:

(1) The current compensation paid and salary ranges applicable to officials with similar duties and comparable responsibilities employed by comparable municipalities in Texas; and

(2) Information regarding applicable municipal populations, departmental or functional staff support personnel, years of experience of each official in that official's present position, and benefits or perquisites provided.

(C) A copy of the information gathered by the Managing Director of Human Resources shall be forwarded to the respective appointee. The appointee may submit to the City Council comments regarding the information considered relevant for review.

(D) The City Council shall, in executive session:

(1) Meet to review the applicable performance-related goals and objectives, if any, established for each individual appointee for the preceding review period and define those goals and objectives to be considered for the next review period;

(2) Meet with each appointee individually to discuss the appointee's performance and achievements;

(3) Discuss and evaluate the appointee's performance during the preceding review period and, if applicable, the goals and objectives to be established for the next review period; and

(4) Determine the compensation, benefits, and perquisites to be afforded to the appointee.

(E) The Mayor shall notify each appointee of the compensation and benefits determinations made by the City Council and discuss with the appointee any additional comments or suggestions made by the City Council regarding such appointee. Follow-up sessions to clarify the evaluation or review progress with the City Council may be scheduled if necessary. The City Attorney shall be directed to prepare an appropriate employment agreement for each appointee who is employed under contract and that is reflective of the directions given by the City Council for that appointee. The employment agreements shall be placed on an agenda for formal approval by the City Council. Municipal judges are appointed for two-year terms, but compensation may be adjusted

annually by the City Council. Note: Part-time associate judges are hired under informal contract by the presiding chief judge of the Municipal Court and are compensated in accordance with funds allocated for such purposes in the annual budget as approved by the City Council.

(F) After final approval by the City Council, the City Manager shall inform the Managing Director of Human Resources of the compensation adjustments that need to be implemented, as applicable, and shall cause the Managing Director of Human Resources to promptly prepare and process all the documentation necessary to implement the compensation determinations of the City Council as directed.

Sec. 14 Duty to maintain the integrity of sensitive or confidential information

The members of the City Council are entitled to be appropriately and timely informed of matters that may affect their ability to duly represent the interests of their constituents. However, while emergencies, police and fire activities, and similar events ("Emergency Events") may generate significant public interest, they may not be appropriate for communications by individual members of the City Council or they may be of such a nature that City personnel cannot be expected to divert attention to providing information to members of the City Council in particular, as opposed to providing general public information. When information is provided by City personnel to the City Council in such circumstances, the information may be particularly sensitive or even confidential and its release to the public could compromise public safety, result in the release of information eventually determined to be inaccurate or may constitute confidential information that may not be released in any event due.

It is the policy of the City Council that a member of the City Council is limited to disseminating only such information regarding Emergency Events as has been officially cleared for public dissemination. No member of the City Council may insist upon a particularized briefing of developing or on-going Emergency Events to the extent that any City personnel may be distracted from fully attending to the Emergency Event. Until information has been officially released to the public, the members of the City Council shall maintain the confidentiality of all information obtained through City sources.

Division 2 MISCELLANEOUS DEVELOPMENT PROCEDURES

Section 1 Citizen-initiated street name changes

(A) Street name changes may be initiated either by the City or by citizen request. A street name change request initiated by citizen request will be considered only if 80% or more of the owners of property that will be directly affected by the street name change favor the request. A street name change request may be approved if the City Council determines that the change is in the public interest and that the name will not cause confusion, continuity or way-finding problems or otherwise adversely affect the public

interest.

(B) A request to change a street name must be in writing. The application for a street name change must indicate the proposed name change, the limits (by block number) of the name change, and the reasons for the change in name. A fee of $500 shall be submitted with the written application for change in name to cover the cost of reviewing the proposal. If an initial determination is made that the change in name will cause confusion, continuity or way-finding problems or otherwise adversely affects the public interest, the applicant(s) shall be notified by the City and the initial application fee shall be refunded. If the proposed name is not acceptable, the applicant(s) shall be given an opportunity to propose another name before the application is disapproved. If the proposed name change is recommended for consideration to the City Council, the applicant(s) shall pay an additional fee based upon the actual costs of research of and notification to addresses that will be directly affected by the proposed name change. If the proposed name change is recommended for consideration to the City Council, the applicant(s) must obtain the written approval (an adequately descriptive petition is acceptable) of at least 80% of the affected property owners.

(C) Upon confirming that written approval has been obtained from the requisite number of affected property owners and payment of estimated sign replacement costs by the applicant(s), a public hearing shall be held by the City Council to consider the proposed name change. A name change may be made only by ordinance. If the name change is disapproved, the estimated sign replacement costs shall be refunded to the applicant(s).

Section 2 Private streets

(A) Private streets are an allowed option under the Garland Development Code. The private street option may be chosen in order to provide a means of limiting access into a development (for example, in private, gated communities), in order to maximize the amount of non-public area within a development, or for other development reasons. The City has no responsibility for any expenses related to the construction, maintenance or repair of a private street.

(B) In recognition of the possibility that a street constructed as a private street may eventually be, and occasionally are, after a period of time, turned over for public use as a public street and to ensure that private streets are built to the same standards and quality of public streets, the following standards apply:

(1) A private street is not allowed within a development without the prior approval of the City Council either through zoning approval or by separate development agreement.

(2) A private street must be designed, constructed, and maintained in accordance with the standards for public streets of the type and capacity most like the proposed private street, including width, turning radii, pedestrian ways and sidewalks, street lighting, and

utility facilities.

(3) Private streets are allowed only in residential developments. Streets within a commercial or industrial development must be public. If, however, access to the proposed street will be restricted (such as by gates or security personnel) the streets must be private. Limited access public streets are not allowed.

(4) The City is not responsible for the construction or maintenance of any aspect of a private street, including repairs or other maintenance. Accordingly, some perpetual funding source (such as an assessment-levying capable homeowners' association) for repairs must be provided for all maintenance of a private street.

(5) Only the City Council has authority to accept the public dedication of a street formerly constructed or used as a private street, and the City Council will only do so under the following conditions:

(a) The street meets all City requirements as to design and construction standards - upgrades to meet current City standards must be completed prior to the acceptance of the dedication;

(b) The area to be dedicated as a public street includes adequate room for sidewalks, street lighting, and utilities;

(c) The street provides adequate accessibility for emergency vehicles; and

(d) All gates and other limits to accessibility have been or will be removed without cost to the City prior to the acceptance of the dedication.

(C) Design plans for all proposed private streets shall be submitted for approval to the Department of Engineering in the same manner that plans for public streets are submitted. Approval or disapproval by the Department of Engineering will be determined in reference to this policy. A request for a variance from the requirements of this policy must be submitted to the City Council for approval or disapproval.

Section 3 Additional public notification of City activities

(A) In order to encourage public awareness of and participation in City matters, timely prior notification to the public must be given in addition to that contemplated by the Texas Open Meetings Act or other laws relating to specific notifications such as zoning changes, tax rates, and budget approval. This policy is intended to supplement the notifications required by law, including those contained in the Charter, the Code of Ordinances, and the Garland Development Code.

(B) The City shall endeavor to provide notice of the following matters at the earliest practical opportunity but, of course, no later than otherwise required by law:

- Adoption or amendment of the City's comprehensive plan
- Changes to the thoroughfare plan
- Changes to the City's municipal boundaries (whether by annexation or dis-annexation or by boundary adjustment agreement with another municipality)
- Changes to the City's territorial jurisdiction
- Amendments to the Garland Development Code
- Adoption or amendment of the annual City budget
- Adoption or amendment of the capital improvements budget
- Revisions to flood insurance rate maps and flood boundary-floodway maps affecting the City
- Special paving or drainage assessment projects

(C) In addition to posting, publication, and delivery of notice as required by law, the City shall endeavor to provide notice by mail, by email, or by other electronic delivery means to homeowners' associations and civic groups that have previously registered with the City Secretary for such purposes. An association or group must register in writing on a form or in a format provided by the City Secretary and shall provide at minimum a mailing address, an email address, and the phone number for the person designated to be the point of contact for the association or group.

Division 3 FINANCIAL AND FISCAL INTEGRITY PROCEDURES

Section 1 Rotation of outside auditing firms for annual audits

The City is required by Charter and State law to have performed annually an independent audit of accounts and other financial transactions of the City by an outside auditor. The integrity and quality of the audit is of paramount concern to the City, to its citizens, and to those considering investments in or transactions with the City. The Audit Committee and staff shall review the outside audit each year to determine whether the City Council should consider a change in the firm conducting the outside audit or a change in the senior auditor in keeping with the goals stated in this policy.

Section 2 Financial policy; statement of investment strategy; statement of investment policy

(A) The City Council shall annually adopt, by resolution or minute action, a financial policy, a statement of investment strategy, and a statement of investment policy as required by and in conformance with State law. The following constitute the City's financial policies and statements of investments strategy and investment policy:

(B) ***Statement of financial policy***

General Principles:

- The City shall maintain an operating position in all governmental funds such that annual expenditures shall not exceed annual resources, including fund balance.

- The City shall maintain an operating position in all proprietary funds such that annual expenses shall not exceed annual resources, including retained earnings.

- The City shall protect the physical assets of the City to ensure the value, integrity, and utility of these major investments of the City's resources.

- This policy shall be reviewed and updated periodically and will be presented to the City Council for approval of any significant changes.

Operating Condition:

- A multi-year financial forecast shall be prepared annually projecting revenues and expenditures for all operating funds. This forecast shall be used as a planning tool in developing the following year's operating budget.

- Rates, fees, and charges for service shall be reviewed annually and adjusted as necessary to respond to cost increases or other changing circumstances.

- Activities within enterprise funds shall be budgeted so that revenues support costs of service, satisfy all revenue bond covenants, and provide adequate cash flows.
- Insurance coverage shall be examined annually to ensure that policy limits are adequate and in compliance with revenue bond covenants.

- Estimated costs and funding sources shall be identified prior to any project being submitted for approval by the City Council.

Debt Management:

- Debt shall not be used for funding current expenses.

- Bonds shall be sold only to finance long-term capital projects.

- A project shall not be financed over a period longer than the estimated life of that project.

- On all capital projects considered by Council, a disclosure statement shall be included, where appropriate, to identify annual operating costs of each project.

- The City shall prepare a multi-year Capital Improvement Program (CIP), updated annually, which will meet the anticipated growth requirements of the City. The CIP shall be adopted by the City Council as a guide for staff in planning the subsequent year's capital and financing needs.

- Total tax-supported debt shall be maintained so as not to exceed five percent (5%) of the total assessed valuation of taxable property.

Financial Condition:

- The City shall budget available resources to maintain an ending "fund balance" requirement in each fund according to the following definitions and guidelines:

  - General Fund - 30 days of budget-based operating expenditures less debt service. "Fund balance" is defined as the unreserved, undesignated portion of total assets minus total liabilities.

  - Enterprise Funds - 45 days of budget-based operating expenditures including debt service. "Fund balance" is defined as current assets minus current liabilities, excluding non-budgetary adjustments. The Water Fund shall also have a fund balance goal of 60 days of budget-based operating expenditures including debt service to supplement the 45 day requirement and mitigate against unexpected declines in revenue due to weather volatility.

- Before the City budgets any resources from a "fund balance", as defined above, for the respective fund types, the "working cash" (cash and investment balances) of each fund shall be analyzed to ensure that adequate liquidity is projected to be available for cash flow purposes.

- All Internal Service Funds shall be fully self-supporting to the extent that any retained earnings deficit shall be fully recovered in the subsequent fiscal year through increased charges to benefiting departments. Self-insurance reserves shall be actuarially determined and periodically reviewed to evaluate experience and degree of risk assumptions. The City Council may opt, on an annual basis, to adjust fund balance targets in specific funds to meet short-term economic or other circumstances.

Asset Maintenance:

- In addition to anticipated growth requirements of the City, the Multi-year CIP will identify major infrastructure repair and rehabilitation needs.

- The City will prepare and maintain a facilities master plan. This document will serve as a management tool to project space needs including construction or modification of facilities.

- Repair, renovation, and maintenance shall be regularly performed to protect the life of the assets and to ensure their safety and utility. A systematic program of routine and preventive maintenance shall be developed based on need identification and prioritization.

- The Annual Operating Budget will provide sufficient funding levels for ongoing maintenance of the infrastructure.

Accounting, Auditing, and Financial Reporting:

- Accounting systems shall produce information that is consistent with generally accepted accounting principles for governmental entities.

- An annual comprehensive audit shall be conducted of all funds by an independent public accounting firm in accordance with these financial policies. A policy of full disclosure on every financial report and official statement shall be followed.

- Year-end net revenues of the electric system and the combined water and sewer system shall be maintained at a level sufficient to cover average annual revenue debt service requirements and current year revenue debt service requirements by at least 1.25 times.

- A condensed year-end Electric Utility financial report shall be prepared and given widespread circulation to the ratepayers and taxpayers of the City.

Responsibility and Authority:

- The City Manager shall have accountability to the City Council concerning the financial strategies outlined in this policy. However, the City Council shall not be involved in the day-to-day implementation of the financial strategies outlined in this policy and no Councilmember – including the Mayor - shall unilaterally direct the City Manager or his staff to take or refrain from any action related to this policy or the authorizations contained herein.

- The City Manager is authorized to approve and execute by and on behalf of the City purchases or other contracts requiring expenditures up to and including the amount of $250,000.00. The City Manager is further authorized to bind insurance coverage in an amount not to exceed 10 percent of the amount approved by Council as part of the annual budget. The Purchasing Director, as directed by

the City Manager, shall have the authority to purchase or contract for all goods and services needed by any department of the City or by any agency that derives its support wholly or in part from the City.

- The City Manager or his designee has the authority to authorize, approve, and execute by and on behalf of the City internal directives, procedures, and protocols meeting the minimum requirements of the State of Texas for home-rule municipalities; determine the method of procurement, in accordance with state law, that provides the best value for the City; approve, in accordance with the requirements of law, change orders in the event it becomes necessary to make changes after the purchase or performance of a contract has commenced.

- The City Manager has authority for delegating financial transaction responsibilities to appropriate organizational levels for the efficient operation of the City.

(C) ***Statement of investment strategy***

Chapter 2256 of the Texas Government Code requires the City to adopt a separate written investment strategy for each of the funds or group of funds under its control. Effective investment strategy development coordinates the objectives of the City's investment policy and cash management procedures to reduce investment risk and enhance interest income. The following investment strategy describes the investment objectives for each fund or group of funds using the following priorities in order of importance:

(1) Suitability

(2) Safety of principal

(3) Liquidity

(4) Marketability of the investment before maturity

(5) Diversification

(6) Yield

This investment strategy applies to the investment and management of all funds under direct authority of the City of Garland. Each of the City's funds or group of funds has varying cash flow requirements and liquidity needs. Specific strategies shall be implemented considering that fund or group of funds' unique requirements. The City's funds are invested according to the following fund types:

Operating Funds:

Investments for operating funds shall be scheduled to meet the daily cash flow demand of the City with their stated final maturities and have a stated final maturity of three years or less from the date of purchase. Operating fund portfolios include the treasury portfolio.

Suitability - All investments authorized in the Statement of Investment Policy are suitable for Operating Funds.

Safety of Principal - All investments shall be high quality securities with no perceived default risk.

Marketability - Securities with active and efficient secondary markets will be purchased in the event of an unanticipated cash requirement.

Liquidity - Operating Funds have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. Constant $1 NAV investment pools and money market mutual funds shall be an integral component in maintaining daily liquidity. A dollar weighted average maturity of 365 days or less will be calculated using the stated final maturity date for each security. Purchased securities will have a stated final maturity of three years or less from the date of purchase.

Diversification - Maturities shall be staggered throughout the budget cycle to provide cash flows based on anticipated needs. Investment risks will be reduced through diversification among authorized investments.

Yield - The City's objective is to attain a competitive market yield for comparable securities and portfolio constraints. The benchmark for Operating Funds shall be the trailing average of the constant maturity treasury ("CMT") (as published by the Federal Reserve) that most closely matches the weighted average maturity of the portfolio. For Operating Funds, it is expected this will be the six month trailing average of the six-month CMT.

Debt Service Funds:

Investments for debt service funds shall mature on or before the next debt service date. Purchased securities will be highly liquid with very short term maturities because of the near term cash flow requirements. Debt service funds include the general obligation debt service fund and the revenue bond debt service fund.

Suitability - All short term, high quality securities that are authorized in the Statement of Investment Policy and are in compliance with applicable bond ordinances are suitable for debt service funds.

Safety of Principal - All investments shall be high quality securities with no perceived default risk. Purchased securities shall have a stated final maturity date on or before the next debt service date.

Marketability - Securities with active and efficient secondary markets will be purchased although unanticipated cash requirements are not probable.

Liquidity - Debt service funds have predictable cash requirements. Investment maturities shall not exceed the anticipated cash flow requirements.

Diversification - Market conditions will greatly influence the selection of maturities and security types. At no time shall maturities go beyond debt service payment dates.

Yield - The City's objective is to attain a competitive market yield for comparable securities and portfolio constraints. The benchmark for debt service funds shall be the trailing average of the CMT that most closely matches the weighted average maturity of the portfolio. For Debt Service Funds, it is expected this will be the three month trailing average of the three-month CMT.

Reserve Funds:

Investments for reserve funds have as their primary objective the ability to generate a dependable revenue stream with a low degree of volatility. Purchased securities will be of high quality with short to intermediate term maturities. Reserve fund portfolios include the revenue bond reserve fund and the rate mitigation fund.

Suitability - All securities that are authorized in the Statement of Investment Policy except as may be restricted by bond ordinance are suitable for reserve funds.

Safety of Principal - All investments shall be short to intermediate term, high quality securities, with no perceived default risk.

Marketability - Securities with active and efficient secondary markets will be purchased in the event of an unanticipated cash requirement.

Liquidity - Unless there are anticipated cash flow requirements, reserve funds generally do not require a high degree of daily liquidity. Purchased securities shall have a stated final maturity date of five years or less from the date of purchase.

Diversification - Market conditions will greatly influence the selection of maturities and security types. Securities shall be of high quality, with short to intermediate term maturities. A dollar weighted average maturity of 3 years or less will be calculated using the stated final maturity date for each security.

Yield - The City's objective is to attain a competitive market yield for comparable securities and portfolio constraints. The benchmark for reserve funds shall be the trailing average of the CMT that most closely matches the weighted average maturity of the portfolio. For Reserve Funds, it is expected this will be the one year trailing average of the one-year CMT.

(D) ***Statement of investment policy***

Chapter 2256 of the Texas Government Code requires the City to annually adopt rules governing its investment practices and to define the authority of its investment officers. This investment policy applies to the investment and management of all funds under direct authority of the City. These funds include all governmental, proprietary, and trust and agency funds which are accounted for in the City's Comprehensive Annual Financial Report. The Employees Deferred Compensation Agency Fund and the Other Post Employment Benefit Trust Fund are excluded from coverage under this Policy.

(1) Investment of funds will be governed by the following investment objectives, in order of priority:

Preservation and safety of principal - Preservation of capital is the foremost objective of the City. Each investment transaction shall seek first to ensure that capital losses are avoided, whether the loss occurs from the default of a security or from erosion of market value.

Liquidity - The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which can be reasonably anticipated. Liquidity will be achieved by matching investment maturities with forecasted cash flow requirements and by investing in securities with active secondary markets.

Yield - The investment portfolio of the City shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the City's investment risk constraints and the cash flow characteristics of the portfolio. The Director of Financial Services will from time to time establish performance measures and goals for the portfolio rates of return. Efforts to seek returns higher than the established goals must be consistent with risk limitations identified in this policy and prudent investment principles.

(2) Responsibility for the management of the investment program is assigned to the Director of Financial Services. Other individuals authorized as investment officials by the City Council are the Cash and Debt Manager and the Controller. Investment authority of all investment officers shall conform to all applicable Federal and Texas laws, the City Charter, the ordinances of the City, the Statement of Investment Strategy, and this Statement of Investment Policy. The Director shall establish written procedures for the operation of the investment program, consistent with this Statement of Investment Policy. No person may engage in an investment transaction or the management of City funds

except as provided under the terms of this Statement of Investment Policy, the Statement of Investment Strategy, and the procedures established by the Director of Financial Services.

(3) An Investment Committee comprised of the City Manager, the Director of Financial Services, the Cash and Debt Manager, the Controller, and the City's investment advisor, if the City has contracted with an advisor, will meet on a quarterly basis. The investment advisor is a non-voting member of the Investment Committee.

The primary objective of the Committee will be to review general strategies and policies, monitor investment program results, select independent training sources, and authorize securities dealers.

(4) Each investment officer shall attend not less than ten hours of instruction relating to investment responsibilities during the first year of employment and not less than 8 hours of instruction relating to investment responsibilities every two years thereafter. Training must be provided by an independent source approved by the Investment Committee.

(5) The City may contract with an investment advisor, who shall adhere to the spirit, philosophy and specific term of this Statement of Investment Policy. The investment advisor shall invest on behalf of the City using the standard of care described in Sec. 2256.006 of the Texas Government Code and in this Statement of Investment Policy. The investment advisor must be registered with the Securities and Exchange Commission (SEC) under the Investment Advisors Act of 1940 as well as with the Texas State Securities Board. Investment advisors may assist the City with the management of the City's funds and similar responsibilities including, but not limited to, the review of investment policy, development of appropriate investment strategies, security analysis, trade execution, security clearance, broker-dealer compliance, investment reporting and security documentation.

(6) The Director of Financial Services shall establish a system of internal controls which shall be documented in writing. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by investment officials. Controls deemed most important include: control of collusion, separation of duties, separating transaction authority from accounting and recordkeeping, custodial safekeeping, avoidance of bearer-form securities, clear delegation of authority, specific limitations regarding securities losses and remedial action, written confirmation of telephone transactions, minimizing the number of authorized investment officials, and documentation of and rationale for transactions.

(7) In conjunction with the annual independent audit required by law and the City Charter, the City's independent auditor shall review the investment records for the end of each quarter. The independent auditor shall report the results of the review directly to the City Council.

(8) The City's investment officers shall be governed by the standard of care applicable to a prudent investor as described in Sec. 2256.006 of the Texas Government Code and in this Statement of Investment Policy. Investments shall be made with the exercise of that degree of judgment and care, under circumstances then prevailing, which persons 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 probable income to be derived.

(9) In applying the "prudent person" rule, the investment officer shall exercise prudence with respect to the management and investment of all funds over which the officer has responsibility and control. The investment officer must determine whether investment decisions are consistent with this Statement of Investment Policy.

(10) All participants in the investment program shall act responsibly as custodians of the public trust. Investment officials will avoid any transaction that might impair public confidence in the City's ability to govern effectively. Investment officers shall recognize that the investment portfolio is subject to public review and evaluation. The overall program shall be designed and managed with a degree of professionalism which is worthy of the public trust. Nevertheless, the City Council recognizes that in a diversified portfolio, occasional measured losses are inevitable and must be considered within the context of the overall portfolio's investment return, provided that adequate diversification has been implemented.

(11) Investment officers, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for market price changes, provided that these changes are reported immediately and that appropriate action is taken to control adverse developments.

(12) The investment instruments authorized for purchase by the City are limited to:

- Direct obligations of the United States government with a stated final maturity of five years or less from the date of purchase.

- Debentures or discount notes with a stated final maturity of five years or less from the date of purchase issued by, guaranteed by, or for which the credit of any of the following Federal agencies and instrumentalities is pledged for payment: Federal National Mortgage Association (FNMA or Fannie Mae), Federal Home Loan Bank (FHLB), Federal Farm Credit Bank (FFCB), Federal Home Loan Mortgage Corporation (FHLMC or Freddie Mac), Federal Agricultural Mortgage Corporation (FarmerMAC), Export-Import Bank of the United States (EXIM Bank), and the Private Export Funding Corporation (PEFCO).

- Bonds or other interest bearing obligations having a stated final maturity of five

years or less from the date of purchase of which the principal and interest are guaranteed by the full faith and credit of the United States government.

- Repurchase agreements collateralized with U.S. Treasury securities at a minimum market value of 102 percent of the dollar value of the transaction, with any accrued interest accumulated on the collateral included in the calculation. Eligible collateral will have a maximum maturity of ten years. Repurchase agreements may be entered into only with primary government securities dealers who have executed a City approved Master Repurchase Agreement. Collateral shall be delivered to and held by the City's third party safekeeping agent. As used herein, the term "repurchase agreement" includes direct security repurchase agreements and reverse security repurchase agreements. A written master repurchase agreement shall be established between the City and the seller prior to purchase. The maximum term for direct security repurchase agreements and reverse security repurchase agreements will be 90 days or less. Funds received under the terms of a reverse security repurchase agreement may not be used to purchase any investment whose final maturity date exceeds the expiration of the reverse.

- Certificates of deposit issued by a depository institution that has its main office or branch office in Texas if:

  - Such certificates of deposit are: (i) guaranteed or insured by the Federal Deposit Insurance Corporation or the National Credit Union Share Insurance Fund or their successors; or (ii) secured by obligations described in subsection (1) or (2) above, and the collateral will be held by the City's third party custodian; or

  - Such depository institution contractually agrees to place the funds in federally insured depository institutions in accordance with the conditions prescribed in Section 2256.010(b) of the Texas Government Code; or

  - Such certificates of deposit are brokered by an authorized broker/dealer that has its main office or a branch office in Texas who or which contractually agrees to place the funds in federally insured depository institutions in accordance with the conditions prescribed in Section 2256.010(b) of the Texas Government Code.

- SEC registered no-load money market mutual funds with a dollar-weighted average portfolio maturity of 60 days or less. Assets will consist exclusively of those securities listed above. The investment objective of the fund is to maintain a stable $1 net asset value. The maximum stated maturity of the fund will be 13 months.

- State or local investment pools organized under the Interlocal Cooperation Act. The investment pool must be rated no lower than investment grade by at least one nationally recognized rating agency and have a dollar-weighted average portfolio

maturity of 60 days or less. Assets will consist exclusively of those securities listed above. The investment objective of the pool is to maintain a stable $1 net asset value. All securities owned in the pool will have a stated remaining maturity of thirteen (13) months.

- Commercial paper rated not less than A1 or P1 or an equivalent rating by at least two nationally recognized credit rating agencies or one nationally recognized credit rating agency and that is fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United States or any state. The securities must have a stated maturity of 270 days or less from the date of purchase. No more than 5% of any one issuer may be held and no more than 25% of any fund or group of funds will be invested in commercial paper. Physical delivery securities are ineligible.

- Obligations of states, agencies, cities, and other political subdivisions of any state rated not less than A or an equivalent rating by at least two nationally recognized credit rating agencies.

(13) The credit rating of investment instruments will be continuously monitored through daily market participation and through the monthly mark-to-market pricing of securities. The liquidation of an investment instrument will be considered if its credit rating falls below minimums stated in this statement of investment policy.

(14) The City is expressly prohibited from entering into options trading or futures contracts, hedging or purchasing any security which is not authorized by Texas state law.

(15) As an integral part of this statement of investment policy, the City shall adopt a separate written statement of investment strategy for each fund or group of funds. Each investment strategy shall describe the investment objectives of each fund or group of funds according to the following order of importance:

(a) Suitability

(b) Preservation and safety of principal

(c) Liquidity

(d) Marketability of the investment before maturity

(e) Diversification

(f) Yield

(16) Securities purchased for the City's portfolios will be delivered by book entry and will be held in third party safekeeping by a Federal Reserve member financial institution

designated as the City's custody and safekeeping agent.

(17) The City will execute safekeeping agreements prior to utilizing the custodian's safekeeping services. The safekeeping agreement must provide that the safekeeping agent will immediately record and promptly issue and deliver a safekeeping receipt showing the receipt and the identification of the security, as well as the City's interest. All securities owned by the City will be held in a customer account naming the City as the customer.

(18) All security transactions will be on a delivery versus payment basis to the City's third party custody and safekeeping agent through the Federal Reserve Bank wire system. In this manner, the City will always have possession of either the securities or moneys.

(19) Custody and safekeeping procedures will be reviewed annually by the independent auditor.

(20) The City seeks active portfolio management to enhance total returns within the guidelines of this policy. Investment decisions should not incur unreasonable investment risk in order to obtain investment income. The City will not make investments for the purpose of trading or speculation.

(21) Each investment transaction must be based on competitive quotations from at least three securities dealers authorized to engage investment transactions with the City.

(22) Authorized investment officers shall access real-time electronic financial information to monitor the market price of acquired investments. The pricing information will be used to verify the accuracy of quoted prices for a potential purchase or sale to ensure that a fair market price is attained.

(23) If the City has contracted with an investment advisor it shall be the responsibility of the investment advisor to solicit competitive quotations from at least three securities dealers, to document and disclose those offers to the City, and to ensure a fair market price is obtained.

(24) In managing its investment portfolio, the City will avoid any purchase of investments, or any investment practice or procedure which is not specifically authorized under this policy.

(25) It is the policy of the City to avoid concentration of assets in a specific maturity, a specific issuer or a specific class of securities. The allocation of assets in the portfolios should be flexible depending upon the outlook for the economy and the securities markets. In establishing specific diversification strategies, the following general policies and constraints shall apply.

(a) Portfolio maturities shall be staggered in a way that avoids undue concentration of assets in a specific maturity sector. Maturities shall be selected

which provide for stability of income and reasonable liquidity.

(b) To attain sufficient liquidity, the City shall schedule the maturity of its investments to coincide with known disbursements.

(c) Risks of market price volatility shall be controlled through maturity diversification.

(d) The placement of investment transactions and the gathering of market information shall be diversified among all authorized brokers.

(26) A qualified financial institution shall be selected to serve as the City's primary depository through a bank services procurement process, which shall include a formal request for application issued at least every five years. In selecting a depository, the City shall consider various criteria as specified prior to the issuance of the request for application. Financial institutions located outside of the city boundaries may be considered to participate in the request for application process provided the City has adopted a policy permitting it.

(27) Upon selection, the financial institution shall comply with the requirements and agreements identified in the request for application. The financial institution is required to comply with the Public Funds Collateral Act, Chapter 2257 of the Texas Government Code.

(28) Consistent with the requirements of State law, the City requires all bank and savings bank deposits to be federally insured, fully secured through an FHLB standby letter of credit or collateralized with eligible securities in accordance with the Public Funds Collateral Act, Chapter 2257 of the Texas Government Code. Eligible securities as defined in Chapter 2257 shall be deposited with a third party custodian prior to the deposit of City funds. The City reserves the right to accept or reject any form of collateral, at its discretion. The pledged collateral must be maintained at all times during the term of the depository contract at required levels. In order to perfect the City's security interest in the pledged collateral under the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA), it is required that a collateral agreement between the City and the depository be signed by both parties prior to the deposit of City funds. The collateral agreement must be approved by the depository's board of directors or its loan committee, which approval shall be reflected in the minutes of the board or committee. The signed collateral agreement, board resolution, and minutes certifying the approval of the collateral agreement must be presented to the City prior to the deposit of City funds.

(29) Government security broker/dealers authorized to engage in investment transactions with the City will be selected on the basis of their financial stability, expertise in cash management for local government and their ability to service the City's account. The qualifications of prospective broker/dealers will be determined from a completed

broker/dealer questionnaire, personal interview and reference checks.

(30) Before engaging in investment transactions with the City, a prospective securities broker/dealer must provide a written instrument certifying that the securities broker/dealer has received and has thoroughly reviewed the City's Statement of Investment Policy A prospective securities broker/dealer must provide evidence of registration with FINRA and the State of Texas Securities Commission. Qualified broker/dealers authorized to engage in investment transactions with the City are required to regularly submit their most recent audited financial statements to the City.

(31) If the City has retained a registered investment advisor for the management of its funds, the advisor shall be responsible for performing due diligence on and maintain a list of broker/dealers with which it shall transact business on behalf of the City. The advisor shall annually present a list of its authorized broker/dealers to the City for review. The advisor shall confirm in writing that the advisor has reviewed the City's investment policies and has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities on behalf of the City. The advisor shall obtain and document competitive bids and offers on all transactions and present those to the City as part of its standard trade documentation.

(32) The Investment Committee will adopt and annually review the list of dealers authorized to engage in investment transactions with the City.

(33) The investment officer shall prepare and submit to the City Council and management on a quarterly basis an investment report for each fund and fund group which describes in detail the current investment position, states the beginning market value, the additions and changes to market value, and ending market value for each pooled fund, states the book value and market value of each separately invested asset at the beginning and end of the reporting period, states the maturity date of each separately invested asset, states the fund for which each individual investment was acquired and states compliance of each fund group with this Statement of Investment Strategy, the Public Funds Investment Act, and with generally accepted accounting principles. The report shall also summarize and present, on a combined portfolio basis, total market valuation, total realized gains and losses, total unrealized gains and losses, distribution by maturity sector, and distribution by security type. The report will also indicate, by portfolio, total investments held and total interest income earned on a full accrual basis. The report may comment on current investment approaches and other items significant to the investment program. The report shall be signed by the Director of Financial Services and the investment officer. The investment report presented at the end of the fiscal year may also include a review of the investment activities and earnings for the entire fiscal year for each fund or fund group, discuss investment techniques, and suggest improvements which will enhance the investment program and present an investment plan for the ensuing fiscal year. The report may discuss other significant issues related to the investment program.

(34) Investment officers of the City shall refrain from personal and business activities

involving any of the City's custodians, depositories, broker/dealers or investment advisors which may influence the officers' ability to conduct the officer's duties in an unbiased manner. Investment officers will not utilize investment advice concerning specific securities or classes of securities obtained in the transaction of the City's business for personal investment decisions, will in all respects subordinate their personal investment transactions to those of the City (particularly with regard to the timing of purchase and sales), and will keep all investment advice obtained on behalf of the City and all transactions contemplated and completed by the City confidential, except when disclosure is required by law.

(35) This statement of investment policy and the statement of investment strategy will be reviewed annually by the City Council. Upon completion of the review, the City Council will acknowledge by resolution or minute action that it has reviewed the investment policy and investment strategy. Periodic revisions to the investment policy, the statement of investment policy, and the statement of investment strategy may be approved by the City Council.

Section 3 Detecting, investigating, and preventing fraud, waste, and abuse

(A) For purposes of this section:

"Fraud" includes, without limitation:

- Forgery, alteration, or unauthorized negotiation or presentment of a check, warrant, bank draft, or any other financial document of the City or its affiliates including electronic transfer of funds
- Theft of City property, including money or other thing of value
- Misappropriation of City funds, securities, supplies, or other assets
- Impropriety in the handling or reporting of money or financial transaction
- Profiteering as a result of insider knowledge of City operations
- Disclosing to another for improper gain and without authorization any confidential or proprietary information of the City
- The receipt of kick-backs, bribes or improper gifts
- Sabotage or other acts of intentional damage to City resources, including improper access or damage to a City database

"Waste" means the loss or misuse of City resources that result from deficient practices, system controls or decisions. A non-exclusive example of waste includes a violation of the City's non-idle policy, that is, waste of fuel by needlessly allowing a vehicle to idle.

"Abuse" means the intentional, wrongful or improper use of resources or misuse of rank, position or authority that causes the loss or misuse of City property or resources such as tools, vehicles, computers, fuel, or employee time. Non-exclusive examples of abuse include using City equipment or supplies to conduct personal business and using non-

confidential information to get new customers for an employee's outside business.

(B) The City Manager shall be primarily responsible for preventing and detecting fraud, waste, and abuse involving City employees. The City Manager shall require his managerial employees to be responsible for initiating preventive measures where appropriate, to be familiar with the types of improprieties that might occur within the managerial employee's area of responsibility, and to be alert for any indication of fraud, waste or abuse. The City Manager shall establish by directive rules for City employees regarding fraud, waste, and abuse consistent with the provisions of this policy. The directives shall apply to all employees of the City Manager and without regard to a suspected employee's length of service or position. The directives shall require that any employee who detects or suspects an incident of fraud, waste or abuse shall immediately report the same to the next higher level of supervision in the employee's chain of command. If the person in the next higher level of supervision is also suspected of fraud, waste or abuse, the employee shall report the fraud, waste or abuse to the Managing Director responsible for the department to which the employee is assigned. The directives shall allow an employee to by-pass the chain of command by reporting suspected fraud, waste or abuse to the hotline described below.

(C) The provisions of this policy apply to persons doing business with the City.

(D) The Internal Auditor shall establish and operate, with the cooperation of the City Manager, a "hotline" phone number or on-line intake system to which a person may anonymously report fraud, waste or abuse. A fraud, waste, and abuse hotline poster shall be developed by the City Manager and the Internal Auditor and shall be displayed at prominent locations throughout City buildings. The poster shall include information as to how an allegation may be reported through the hotline system.

(E) As a general rule, the Internal Auditor has primary responsibility to investigate allegations of fraud and the City Manager has primary responsibility to investigate allegations of waste and abuse. No definitive rule is established by this policy, however, due to the unique circumstances of any given case. Some allegations of fraud - the theft of minor office supplies, for example - while serious, are matters to be addressed through the City Manager for appropriate action. An allegation of abuse or waste, on the other hand, may involve a criminal offense or have such substantial consequences to the interests of the City that the Internal Auditor should have the primary responsibility for investigation. An allegation that relates to an employment dispute (disagreement with management decisions or style, workers compensation issues, claims of discrimination or workplace grievances and such) shall be referred to the Managing Director of Human Resources to be handled in accordance with controlling law and City policies. The City Manager, the Internal Auditor, and the City Attorney are directed to cooperate in determining the best means of protecting the City's interests.

(F) When the Internal Auditor receives an allegation of fraud, waste or abuse, the Internal Auditor shall:

(1) Determine whether the Internal Auditor or the City Manager has primary responsibility over the allegation as provided in this policy and proceed accordingly;

(2) If the Internal Auditor has primary responsibility, perform an initial investigation to determine whether the complaint alleges reasonable cause to continue with an investigation; and

(3) If the complaint alleges a serious instance of fraud, waste or abuse under this policy, refer the complaint to the Fraud, Waste, and Abuse Committee (as described below) for further discussion and direction.

(G) The Fraud, Waste, and Abuse Committee consists of the Chair of the Audit Committee, the Internal Auditor, the City Manager, the City Attorney, and the Managing Director of Human Resources. The Chief of Police may be made a member of the committee if an allegation includes conduct that may constitute a crime or the standing committee may refer a matter to the Chief of Police for criminal investigation.

(H) The Internal Auditor, in coordination with the Fraud, Waste, and Abuse Committee, shall report serious incidents to the City Council either directly or through a report to the Audit Committee, which shall then report the matter to the City Council. The report generally should not include the names of persons involved in the incident. Minor or non-serious incidents are generally internal management issues and reports of such to the City Council are not appropriate. The director of the department in which the incident arose shall, however, provide a written report to the City Manager regarding what actions were taken in response and what corrective actions will be taken to prevent recurrences.

Section 4 Qualifications for doing business with the City

(A) For purposes of this policy, "person" includes: (1) an individual; (2) a majority owner or principal of a corporation, partnership, association, or limited liability company; (3) shareholders in a business entity with five or fewer shareholders; and (4) majority owned affiliates of the foregoing.

(B) It is the policy of the City Council that the City not engage in business with a person who has been convicted of any state or federal felony offense. The City shall not, except as provided in this policy, enter into or renew a contract to purchase, sell, or lease goods or services to or from any person who has been: (1) convicted of a state or federal felony; or (2) convicted or fined in excess of $50,000 on certain state or federal discrimination offenses. A conviction includes a probated sentence, a deferred adjudication, or similar disposition. Discrimination charges include only those brought for discrimination based on race, gender or religion.

(C) This policy does not apply when:

(1) At least three years have elapsed between the conviction and the approval of

the contract;

(2) The contract does not require City Council approval;

(3) Anything of value is paid or given to a person as an informant or participant in a crime stopper program; or

(4) The City Council determines that application of this policy to a proposed contract would cause financial hardship to the City by its application (in which event the City Council may waive the application of this policy by the affirmative vote of not less than six members of the City Council).

(D) For bid applications that may result in a contract award by the City Council, the bidder shall include a certification in the offer that the bidder is not disqualified by the application of this policy.

Division 4 STANDARD OPERATING PROCEDURES AND HOUSEKEEPING RULES

Section 1 National Night Out

National Night Out is an event recognized throughout the United States and Canada and held annually on the first Tuesday in August (October in Texas). It is designed to heighten crime and drug prevention awareness, generate support for and participation in local anti-crime programs, strengthen neighborhood spirit and police-community partnerships, and send a message to criminals letting them know that neighborhoods are organized and fighting back. Because the scheduled National Night Out often conflicts with the regularly scheduled first regular council meeting in October, a rescheduling of that meeting is necessary. Therefore, the first regular meeting of each October, normally held on the first Tuesday of the month, shall be rescheduled either to the first Monday of the month or to the second Tuesday of the month, when there are five Tuesdays in the month. The City Manager shall advise the City Council of scheduling options in order that the City Council may take action to reschedule the meeting not later than the second regular meeting in September.

Section 2 Board and commission appointments

(A) In May and June of every year, the City will, through the Garland City Press or similar distributions, including the city website, Garland City Press Briefs, and other available community-related electronic communication tools, include information for the public that explains the purpose and function of every board and commission appointed by the City Council, except the Garland Youth Council. The information will solicit applications from interested Garland residents. Applications for appointment must be delivered to the City Secretary and shall be submitted electronically on a form provided by the City Secretary for that purpose. Upon receipt of an application, the City Secretary shall check the

applicant's qualifications against the requirements for appointment to the office for which appointment is sought. The deadline for submitting an application is July 1. Following the filing deadline, the City Secretary shall forward applications, including those submitted by incumbents who wish to be reappointed to a position, to the City Council for consideration. The City Council shall also be provided with an attendance report detailing the number of absences of each current board member for the preceding reporting period and a report on current vacancies.

(B) In regards to the Garland Youth Council (GYC), in March and April of every year, the City will, through the Garland City Press or similar distributions, including the city website, Garland City Press Briefs, Neighborhood Chatter, Nextdoor and other available community-related electronic communications tools include information for the public that explains the purpose and function of the GYC. The information will solicit applications from interested Garland residents who are students enrolled in grades 9 through 12. Applications for appointment must be delivered to the GYC Staff Liaison and shall be submitted on a form provided by the GYC Staff Liaison for that purpose. Upon receipt of an application, the GYC Staff Liaison shall check the applicant's qualifications against the requirements for appointment. The deadline for submitting an application is May 1. Following the filing deadline, the GYC Staff Liaison shall forward applications, including those submitted by qualified incumbents who wish to be reappointed to a position, to the City Council for consideration. The City Council shall also be provided with an attendance report detailing the number of absences of each current appointment for the preceding reporting period.

(C) Councilmembers should review applications submitted for the position to be filled and select for nomination the person determined by the Councilmember to be most qualified for the position. Appointments for the Garland Youth Council will be made on nomination at the first regular meeting of the City Council in July. Appointments for all other boards and commissions will be made on nomination at the second regular meeting of the City Council in August.

(D) Appointments to boards and commissions must be approved by a majority vote of the City Council.

Section 3 Assistance to non-profit organizations for special events

(A) A non-profit organization that intends to sponsor a special event within the City may request in-kind (non-monetary) assistance from the City by submitting a written request to the Special Events Department. A request for assistance must be made for each event - standing or continuing requests are not allowed. A request for assistance must specify what benefits will accrue to the City as a result of the event and must specify with reasonable particularity what City services are being requested. A request for assistance must include a completed Special Events Assistance Program Application (see attached form). The request and application must be filed not less than 45 days prior to the date of the event. A request for assistance does not constitute an application for a special events permit under Chapter 30 of the Code of Ordinances unless so

determined by the Building Official.

(B) In order to be approved, a request for assistance must meet the following criteria:

(1) The sponsoring organization must provide evidence that the organization is an established civic, cultural, educational, religious or service group that is nationally- or state-chartered and that its membership is open to all citizens of Garland;

(2) The organization must provide proof of non-profit status under Section 501(c) of the Internal Revenue Code;

(3) The event must be of economic benefit to the community or contribute to the quality of life in Garland; and

(4) The event must be open for participation by the public.

(C) The City Manager may approve a request that meets the criteria established in this policy up to the available funds allocated as a part of the annual budget. Requests shall generally be considered on a first-come, first approved basis.

(D) The amount, if any, to be made available for assistance under this policy will be determined by the City Council on an annual basis as part of the annual operating budget.

(E) The City Manager shall timely notify the City Council of any upcoming special events for which assistance under this policy has been approved.

Section 4 Use of certain City-owned equipment for special events

(A) Under this policy, certain equipment owned by the City and under the control of the Special Events Department may be made available without remuneration to an organization that meets the requirements established in this policy. A request for equipment usage under this policy is secondary to and subject in all respects to the priority given to City-wide events, events sponsored by a City department, or an event co-sponsored by the City.

(B) A requesting party must make a formal written request to the City by submitting a Special Event Assistance Program Application. An application may be submitted to the Special Events Department, 211 N. Fifth Street, Garland, Texas 75040 (or SpecialEvents@garlandtx.gov). Approval of a request is entirely dependent on the availability of equipment. A request must be submitted at least 45 days prior to the event. A person appointed for that purpose by the City Manager is authorized to consider and approve requests that meet the requirements of this policy. Only the City Council, however, may approve a request that does not fully meet the requirements of this policy.

(C) A request for use of public equipment may not be approved except as follows:

(1) The event must be held within the Garland city limits;

(2) A requesting party may submit no more than two requests per calendar year;

(3) Unless the requestor represents a neighborhood association registered as such with the Office of Neighborhood Vitality, the requesting party must meet the eligibility requirements of the City's Special Event Assistance Program as provided in Article II, Division 4, Section 3 of these policies;

(4) Except for a neighborhood association registered as such with the Office of Neighborhood Vitality, the event must be open to the public for participation;

(5) If applicable to the event for which the equipment is requested, the requesting party must submit with its request a copy of the temporary activity permit issued by the Building Official under Section 30.210, *et seq.* of the Code of Ordinances; and

(D) The method of transporting the equipment and, if the equipment is to be kept overnight by the requestor, the proposed method of storing and securing the equipment, must be approved in advance by the City. Failure on the part of the requestor to properly transport, store, secure or care for the equipment will disqualify any future requests by that requestor.

(E) Equipment must be returned in good condition within three days of receiving the equipment. The person signing the application form on behalf of the requestor shall be responsible for reimbursing the City for lost, damaged or delayed equipment.

Section 5 Periodic Charter review

The City Attorney shall periodically advise the City Council whether, due to changes in the law, a necessity exists for a change in the Charter. If the City Council determines that a change in the Charter should be considered, it shall timely appoint a Charter Review Committee in accordance with the Charter.

Section 6 Election day sign moratorium at polling places

(A) Under the City's general sign regulations, the placement of signs on City property and streets is prohibited. No sign may be placed so as to encroach upon or obstruct any street, driveway, parking space, fire lane, sidewalk or pathway. This policy is intended to provide for a one-day moratorium on the placement of signs at a polling place, except as otherwise stated herein, on the official date of an election or date on which early voting is occurring.

(B) The City Manager is directed to hold in abeyance the enforcement of any sign provisions of the Garland Development Code for the premises of a polling place and the immediately adjoining, contiguous public street front of the polling place for a period commencing at 7:00 p.m. the day before an early voting date or an official election date and ending at 7:00 a.m., the day following the early voting date or an official election date.

(C) No member of the City Council shall demand that a sign be removed or that any provision of the City's sign regulations otherwise be enforced with respect to any political sign covered by this policy.

Division 5 CEREMONIAL AND HONORARY PROCEDURES

Section 1 Facility naming and dedication plaques

(A) This policy applies to all public buildings, spaces, objects, property, organizational units, and grounds (collectively, "facilities") owned or controlled by the City. The naming of a city facility vests in the sole discretion of the City Council.

(B) Unless otherwise contractually or legally obligated, the following criteria shall apply:

(1) Generally, for a person (or persons) to be considered eligible for the privilege of having a facility named after him or her, they must have made a significant contribution to the City, the field of government, or human betterment.

(2) To preserve the integrity and reputation of the City, no facility may bear the name of an individual convicted of a felony, impeached, removed from office, or dismissed from city service.

(3) Generally, facilities shall not be named for current City employees or those who currently hold public office.

(4) Special consideration shall be given to:

a. The historical significance of the contribution of the person(s) to the facility, program, or City;

b. The association of the person(s) with the facility to be named;

c. Any financial contribution of the person(s) to the facility to be named; and

d. Regional, state, national, or international recognition of the person(s)' contributions and achievements.

(5) Naming rights shall be in effect for the duration of the effective and typical useful life of the facility, and not in perpetuity. It is expected and appropriate to rename or rededicate a facility upon completion of a significant renovation.

(6) The Council reserves the right to remove a name associated with any facility at any time in the event the naming gift pledge is unfulfilled, it is in the best interest

of the City or donor, as determined by Council in its sole discretion, or to protect the reputation of the City or the donor.

(C) In the event the City Council determines it is appropriate to name a facility after a qualified person(s), the Mayor shall request that the City Manager assemble a list of candidate names for the facility, and provide recommendation(s). The City Manager shall consider the opinions and nominations of relevant stakeholders, including members of City Council, in compiling the list of candidates. The list shall be presented to the Council for public discussion and debate. A candidate shall be approved upon a simple majority affirmative vote of Council.

(D) The City may erect a dedication plaque or comparable marking upon naming approval. In addition to the facility name, the dedication plaque shall identify the general contractor, architect, mayor, city manager, and members of the city council at the date of ground-breaking. Additionally, the plaque should contain a section available for the names of those who significantly contributed to the success of the project. This may include, but is not limited to: members of the community, former council members, current and former staff, donors, and members of boards and commissions relevant to the project.

Section 2 Outgoing appreciation commemoratives

(A) The City shall recognize the service of outgoing members of the City Council by presenting the member with a City flag and a commemorative memento that displays the City of Garland seal and the name and years of service of the Councilmember. The design and form of the memento shall be coordinated through the Office of the City Manager in order to provide consistency and cost control. The City Council shall budget funds necessary and appropriate for such purposes.

(B) In recognition of the services provided by the citizens who serve as appointees to boards and commissions, the City Council shall budget for an annual appreciation function to be held in the fall for all members of boards and commissions who have served during the preceding year. At that time, members who are retiring will be presented with a commemorative recognition of appreciation for service to the City in a form provided by the City Manager.

Section 3 Ceremonial documents

Certain ceremonial documents may be issued by the Mayor including proclamations, special recognitions, resolutions of honor, honorary citizenships, and official greetings. A member of the City Council may request the preparation of certificates of appreciation for presentation to citizens who the Councilmember wishes to recognize for outstanding service to Garland. All requests for ceremonial documents shall be made in writing to the Office of the Mayor. The request shall describe the occasion or person to be commemorated, the value of that person or occasion to Garland, and how the proposed commemoration relates to the citizens of Garland. The Mayor shall determine whether to

approve the request and, if approved, what form of commemoration will be given and whether the commemoration will be presented at a meeting of the City Council.

Section 4 Meritorious service awards

On occasion, a citizen or employee of the City may perform an act of heroism or provide service to the citizens of Garland beyond the call of duty. The City Council may recognize such acts and service by issuing a City Council "Medal of Honor" to deserving recipients. A nomination for the award of a meritorious service award may be submitted to the City Council by any member or, if the nomination is made by a citizen, by forwarding the nomination to the Mayor.

Section 5 Public display of flags

The United States flag, Texas state flag, and city of Garland flag shall be displayed in accordance with the U.S. Flag Code (Title 4, United States Code, Chapter 1) and Texas Government Code §3100.065. The City flag shall never be displayed above the flags of the United States or the State of Texas.

The City of Garland shall comply with all federal and state directives regarding the lowering of flags to half-staff. City flags may also be lowered to half-staff at the direction of the Mayor, through communication to the City Manager.

City Councilmembers desiring to request that flags be lowered should submit their request to the Mayor, who shall provide direction to the City Manager. Upon the passing of a current City of Garland official, the City flag shall be lowered to half-staff beginning the day the City is notified and shall remain lowered through the following day. This time frame shall also apply to other approved lowering requests.

When the U.S. or Texas flags are ordered to half-staff, the City of Garland flag shall also be lowered for the same duration. However, when City flags are lowered at the direction of the Mayor, the U.S. and Texas flags shall not be lowered.

Division 6 COUNCIL DIRECTIVES TO MANAGEMENT

Section 1 Public use of City Hall

The City Manager shall develop a program to allow for the use of the Council Chambers and the 1st Floor meeting rooms in City Hall by non-profit groups. The program shall be consistent with current security protocols and shall recognize the public use of City Hall for public business as paramount.

Section 2 Compensation of City employees

It is the policy of the City Council that, within the City's financial and budgetary limits, all

City employees will be compensated at a level that is competitive with the compensation paid to employees within the City's employment market area. The City Manager is directed to have annual compensation surveys conducted within the City's employment market area to determine whether employment compensation for City employees is competitive for such purposes, and to perform occasional job evaluations to determine what compensation adjustments should be made for persons already employed by the City.

Section 3 Homeowner's association by-law review

Homeowners' associations within the City must submit the by-laws of the association to the City for review and approval. The City Manager may designate a department for such purposes and may cause the review to be limited to a determination whether the proposed bylaws, including any proposed amendment, adequately provides a source of funds and a means of obtaining those funds (such as through mandatory homeowners' association assessments) to pay for the upkeep, repair, and maintenance of any improvements owned by the association including public improvements such as screening walls, subdivision entry features, and the like.

Section 4 Right of way acquisition and waiver of special assessments

The City Manager is hereby authorized to offer, in exchange for a dedication of right of way necessary for the completion of a street improvement project, the waiver of special assessments that will or may be assessed against the owners of real property that abuts the project.

Section 5 ***Reserved***

Section 6 "Over-hiring" of civil-service positions for police and fire

The City Council recognizes that, when a vacancy occurs in an entry-level civil service position, the process of recruiting and training a replacement may take more than a year. Due to the time lag, the rigors of training, and other factors beyond the City's control, a class of potential recruits may decrease in size by half or more during the recruitment and training process. The City Council also recognizes that the expected vacancy rate for the Police and Fire departments can be reasonably calculated. It is the desire of the City Council that staffing of civil service positions remain as close as possible to 100% of authorized strength. Accordingly, the City Manager is authorized to estimate the potential vacancies within the Police and Fire departments that are reasonably likely to occur within the future and, based on that estimate, hire a sufficient number of recruits for those positions so that, accounting for anticipated and historical attrition rates, the staffing level of civil service positions will likely be as close as possible to 100% of authorized strength.

Section 7 Doing business with delinquent account holders

It is the policy of the City Council that the City does not do business with a person

(including a business entity of any sort) who is delinquent on an account to the City. Examples of delinquent accounts include taxes, impact fees, special assessments, utility bills, and EMS fees. The City Manager shall cause the affected departments within the City (including Purchasing, Engineering, Planning, and GP&L) to be provided with sufficient information to enforce the provisions of this policy.

Section 8 Payroll deductions under Sec. 141.008, TEX. LOCAL GOV'T CODE

Membership dues payable to a bona fide employee's association named by a requesting employee may be deducted from the requesting employee's salary or wages provided that: (1) the requesting employee is an active, full-time employee; (2) participation by the requesting employee in the payroll deduction program is voluntary; (3) the requesting employee submits to the City a written request stating the amount to be deducted each month from the employee's salary or wages; and (4) the written request specifies the employees' association to which the deducted funds will be transferred. The City is under no obligation to incur any expense in the administration of an employee payroll deduction program.

Section 9 Reporting of certain offers of donations to the City

The City Manager shall endeavor to obtain from the City Council approval of any offer of a donation to the City or a department or agency of the City that, in the professional judgment of the City Manager may, because of the type, value or conditions of acceptance, create an issue of concern to the City Council or call into question the independence and reputation of the City.

Section 10 Prohibiting City assistance to businesses that engage in the creation of economic brownfields

It is the practice of some businesses to thwart competition by imposing deed restrictions on property owned by the business that prohibit future owners of the property from engaging in any business the initial owner determines to potentially compete with the current or future business interests of the initial owner – a practice known as the creation of "economic brownfields". The City and its citizens are harmed by such practices because later businesses are unable to use the property for economically viable purposes long after the initial owner has left the area. City assistance, such as by way of economic development agreements, tax abatements, sales and property tax rebates, and similar assistance, should not be used to assist businesses that engage in such practices. The City Manager is directed to refuse any such assistance to any business that is unable or unwilling to certify that it does not impose, and will not enforce, any deed restriction or similar land use restriction that has the effect of creating an economic brownfield as that term is used in this section.

ATTACHMENTS:

Council Committee Interest Form

Special Events Assistance Program Application

Dignitary Recognition Protocol

City Facilities Usage Guidelines – Non-Profits and Sports Fields

PROTOCOL FOR RECOGNITION OF ELECTED OFFICIALS, DIGNITARIES, AND OTHER PERSONS OF IMPORTANCE AT CITY-SPONSORED EVENTS

Protocol for Non-City Elected Officials and Other Persons of Importance ("Dignitaries") at City-Sponsored Events

1) Dignitaries may be recognized during their attendance at City-sponsored meetings and functions in the traditional manner. Dignitaries should not be given any expectation of inclusion or recognition unless an event is specifically designed to include them in the agenda for the event or to recognize them or to promote a non-profit activity that compliments the City's non-profit use policy.

2) For municipal events and celebrations such as, but not limited to: the Summer Concert Services, Star-Spangled Fourth, Oktoberfest, Dia de los Muertos, and Christmas on the Square, elected representatives that represent any part of the physical or political borders of the City of Garland or its utilities should be given an invitation to attend.

3) If a municipal event or celebration sets aside time for dignitaries to speak, all dignitaries personally in attendance will be given an amount of time to speak that is appropriate to the event, and speech topics will be limited to introductions and the purpose of the event. Persons, such as staff members, who are attending an event on behalf of a dignitary may be recognized but will not be invited to speak unless they are delivering a public service announcement of a type approved in advance. Speeches that directly promote candidacy for office are prohibited.

4) The City Council must approve the budget for events that are hosted on behalf of dignitaries or outside political or policy-making entities.

GARLAND

CITY COUNCIL STAFF REPORT

4

Meeting Date: January 6, 2026

Title: Office of the City Marshal - Ordinance Amendment

Submitted by: Brian England, City Attorney

Strategic Focus Area: Sound Governance and Finances

Issue / Summary

Consider amending Section 24.05 of the Code of Ordinances *to change the reporting structure of the Office of the City Marshal from the City Attorney to the City Manager.*

Background

In 2010, the City Council moved the Office of the City Marshal from under the direction of the City Manager to the City Attorney. This amendment will return the City Marshal back to reporting to the City Manager.

Consideration / Recommendation

Approve the amendments to Section 24.05 of the code of ordinances.

Attachments

A. Ord ___ COO City Marshal Amendment

ORDINANCE NO.

AN ORDINANCE AMENDING SECTION 24.05, "BAILIFFS OF THE MUNICIPAL COURT," OF CHAPTER 24, "MUNICIPAL COURT AND ADMINISTRATIVE ADJUDICATION," OF THE CODE OF ORDINANCES OF THE CITY OF GARLAND, TEXAS; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND SETTING AN EFFECTIVE DATE.

NOW BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GARLAND, TEXAS:

Section 1

That Section 24.05, "Bailiffs of the Municipal Court," of Chapter 24, "Municipal Court and Administrative Adjudication," of the Code of Ordinances of the City of Garland, Texas, is hereby amended to read as follows:

Section 24.05 ~~Bailiffs of the Municipal Court~~Office of the City Marshal

(A) ~~The marshals, under the direction and supervision of the city attorney,~~The Office of the City Marshal shall provide security support for municipal facilities, conduct parking enforcement, serve as bailiffs of the municipal court, transfer prisoners being held on city warrants, execute warrants of arrest, subpoenas, capias and summons, and such other legal process issuing out of the municipal court, and perform all other nontraditional law enforcement duties and functions permitted by law and ~~approved~~ a by the city ~~attorney~~manager.

(B) The ~~marshals~~ city marshal shall be selected and appointed by the city ~~attorney~~manager, shall meet all qualifications necessary to be certified as a peace officer by the state commission on law enforcement officer standards and education, shall hold a commission as a state peace officer, and shall hire and appoint deputy city marshals to assist in performing nontraditional law enforcement duties and functions permitted by law and assigned by the city manager.

Section 2

That Chapter 24 of the Code of Ordinances of the City of Garland, Texas, as amended, shall be and remain in full force and effect save and except as amended by this Ordinance.

Section 3

That the terms and provisions of this Ordinance are severable and are governed by Sec. 10.06 of the Code of Ordinances of the City of Garland, Texas.

Section 4

That this Ordinance shall be and become effective immediately upon and after its passage and approval.

PASSED AND APPROVED this the _____ day of January, 2026.

CITY OF GARLAND, TEXAS

_____
Mayor

ATTEST:

_____
City Secretary

GARLAND

CITY COUNCIL STAFF REPORT

5

Meeting Date: January 6, 2026

Title: Memorandum of Understanding (MOU) with the Texas Division of Emergency Management

Submitted by: Joseph Ellis, Emergency Management Director

Strategic Focus Area: Safe Community

Issue / Summary

The Texas Emergency Management Assistance Team (TEMAT) program is a statewide system that provides trained personnel to assist jurisdictions during disasters and major incidents. TEMAT includes several specialized teams designed to supply staffing and technical expertise that individual cities may not have available.The Memorandum of Understanding (MOU) outlines how Garland participates in TEMAT and defines the responsibilities of the City and the Texas Division of Emergency Management (TDEM). It covers how personnel are identified, trained, deployed, and supported, and ensures members maintain the qualifications required for activation. The agreement also describes how deployments are coordinated and how Garland determines which of its qualified staff can respond when TDEM requests support.

Background

The Texas Emergency Management Assistance Team (TEMAT) provides trained personnel to support jurisdictions during disasters and major incidents. The MOU explains how Garland identifies and maintains qualified staff, coordinates with TDEM for activation, and ensures workers' compensation, liability coverage, and reimbursement for eligible deployment and training costs. This agreement strengthens Garland's ability to manage large scale incidents and increases access to specialized statewide resources.

Consideration / Recommendation

Staff recommends approval of the MOU with the Texas Division of Emergency Management for participation in the Texas Emergency Management Assistance Team (TEMAT) program. The MOU enhances Garland's operational readiness, ensures access to trained personnel during large scale incidents, supports staff training and capability development, and provides a reimbursement process for eligible deployment costs.

Attachments

A. TEMAT MOU_Final 04.13.25 (1)

Memorandum of Understanding
Between
Texas Division of Emergency Management
and Texas Emergency Management Assistance Teams Participating Jurisdiction/Employer

This memorandum of understanding ("TEMAT MOU") becomes effective as of the date of final signature, by and between the Texas Division of Emergency Management ("TDEM"), a member of The Texas A&M University System ("A&M System") and an agency of the State of Texas, and the Texas Emergency Management Assistance Teams ("TEMAT") participating jurisdiction/employer _____ ("Jurisdiction").

I. PURPOSE

In accordance with Texas Government Code Chapter 418, Subchapter E-1 Texas Statewide Mutual Aid System, and the State of Texas Emergency Management Plan, this TEMAT MOU delineates responsibilities and procedures for TEMAT activities. TDEM's authority is provided through the State of Texas to activate state resources for the purposes of TEMAT Programs.

TEMAT Programs include and are administered by the state agencies listed below:

TEMAT Program	State Agency Program Administrator	Program Summary
Incident Support Task Force (ISTF)	Texas Division of Emergency Management (TDEM)	Provides support through multiple areas of expertise throughout response and recovery initiatives
Public Works Response Team (PWRT)	Texas A&M Engineering Extension Service (TEEX)	Provides support for critical infrastructure systems
Texas A&M Task Force 1 (TX-TF1)	Texas A&M Engineering Extension Service (TEEX)	Provides search and rescue support through Texas A&M Task Force 1, Texas Task Force 2, and Texas A&M Task Force 3
State of Texas Incident Management Team (IMT)	Texas Division of Emergency Management (TDEM)	Provides position specific personnel to assist in emergency operations
Texas Intrastate Fire Mutual Aid System (TIFMAS)	Texas A&M Forest Service (TFS)	Provides wildland and fire department support

II. SCOPE

The provisions of this memorandum of understanding apply to TEMAT activities performed at the request of TDEM at the option of the participating Jurisdiction. These activities may be in conjunction with, or in preparation of, a local, state or federal declaration of disaster. The scope of this TEMAT MOU also includes training activities sponsored by the state, TDEM, the Jurisdiction, and the Program Administrators to maintain TEMAT operational readiness.

III. PERIOD OF PERFORMANCE

This TEMAT MOU commences on the date of the last signature and continues for a period of five (5) years unless terminated earlier in accordance with the terms of this TEMAT MOU.

IV. DEFINITIONS

A. Affiliated Member: A TEMAT Member that is associated with a Jurisdiction or participating agency for purposes of this agreement.

B. Backfill: The assignment of personnel by a participating Jurisdiction to meet their minimum level of staffing to replace a deployed TEMAT Member.

C. Incident Support Task Force: The division of TDEM is responsible for maintaining all TEMAT program information to include but not limited to this TEMAT MOU and the ISTF Program Guide.

D. Jurisdiction: A TEMAT Member's employer, which, by the execution of this TEMAT MOU, has provided official approval of their employee's membership involvement with TEMAT.

E. Member: An employee of a Jurisdiction who has been formally accepted into a TEMAT Program and is in compliance with all program requirements (for both TEMAT overall and specific requirements for the program(s) for which they are a Member). For clarification, the lower-case use of "member" within this agreement, refers to a A&M System member.

F. PIV-I: Personal Identification Verification Interoperability card should be issued to all first responders.

G. Program: One of the TEMAT Programs listed in the above table and administered by a Texas state agency to provide assistance during an emergency event or disaster.

H. Program Administrator: Designated State agency representative participating in the program or administering the program on behalf of the state.

I. Red Card: A National Wildfire Coordinating Group (NWCG) "Red Card" is a credential issued to wildland firefighters that verifies their qualifications and training for specific wildland fire positions.

J. State Mutual Aid Reimbursement Guide: A living document explaining how TDEM will reimburse local responding entities, state agencies, and other entities for accepting and responding to state-assigned mutual aid missions.

K. TEMAT: Any response team administered by a state Jurisdiction of Texas to provide response assistance to local Jurisdictions or the state of Texas.

L. TEMAT Training and Exercises – Jurisdiction Sponsored: Training and/or exercises performed at the direction, control, expense, and funding of a participating Jurisdiction in order to develop and maintain capabilities of the Member and TEMAT.

M. TEMAT Training and Exercises – State or Administrator Sponsored: Training and/or exercises performed at the direction, control, expense, and funding of the state or Program Administrator.

N. Unaffiliated Member: An approved Member of the Incident Support Task Force that is not currently employed by a government entity.

V. RESPONSIBILITIES

A. TDEM shall be responsible for the following:

1. Provide and maintain administrative and personnel management guidelines and procedures related to TEMAT and this TEMAT MOU.

2. Maintain, in coordination with Program Administrators, programmatic guidance to provide standard operating procedures that are current and readily available to Program Administrators, Jurisdictions, and Members.

3. Provide training to Members. Training shall be consistent with the objectives of the TEMAT Program overall to include but not limited to State Operations Center functions, financial reimbursement, and other training.

4. Work with Program Administrators to ensure all administrative, fiscal, and personnel management guidelines are consistent across all TEMAT Programs.

5. Provide coordination between Program Administrators, other relevant governmental and private entities, Jurisdiction, and Member.

6. Maintain overall TEMAT contact list for all Jurisdictions and Members.

B. The TDEM shall ensure that the Program Administrator(s) will do the following:

1. Recruit and manage Members for their specific program according to guidelines outlined in the program-specific guidance manual.

2. Produce related portion of the program-specific guidance manual to provide standard operating procedures that are current and readily available to Members.

3. Provide and maintain qualifications, training, and operational guidelines and procedures related to the TEMAT Program they administer.

4. Provide upon approval of membership and then collect upon separation from the program equipment, uniforms, and identification issued on behalf of TEMAT.

5. Provide training for Members. Training must be consistent with the objectives of developing, increasing, and maintaining individual skills necessary to maintain operational readiness related to emergency management response.

6. Develop, implement, and exercise an internal notification and call-out system for Members.

7. Provide coordination between the state, other governmental and private entities, participating agency/employer, and Member, notify Jurisdictions or program Members of the need for activation.

8. Maintain and submit, annually, a primary contact list for their respective program, for all Jurisdictions and Members, to the state.

9. Maintain personnel files on all Members of administered programs for the purpose of documenting training records, qualifications, emergency notification, and other documentation as required by the state and Program Administrators.

10. Ensure the issuance of PIV-I to each Member through coordination with TDEM. If removed from team, then the PIV-I should be retrieved and revoked immediately. Program Administrator(s) should retrieve the PIV-I and notify TDEM for immediate revocation.

11. Program Administrator, TEEX, will reimburse Jurisdiction for Urban Search and Rescue (US&R), Public Works Response and sponsored training activities related to this TEMAT MOU under the authority of the State of Texas Emergency Management Plan, the Robert T. Stafford Disaster Relief and Emergency Act, Public law 93-288, as amended 42 U.S.C. 5121, et seq., and Title 44 CFR Part 208 – National Urban Search and Rescue Response System.

12. All reimbursement requests pursuant to this section shall follow program specific guidelines included in the TEEX Deployment Reimbursement Manual and the State Mutual Aid Reimbursement Guide.

C. The Jurisdiction shall:

1. Determine which TEMAT Programs the Jurisdiction will support by providing Members and being able to respond as requested by TDEM and Program Administrators.

2. Upon signature, the Jurisdiction will submit a roster within fourteen (14) calendar days of final signature to TDEM and Program Administrators. Maintain a roster of all its personnel participating in TEMAT activities and submit an update annually. The roster shall include all current Red Card qualifications for each Member when applicable.

3. Provide a primary point of contact to TDEM and Program Administrators for the purpose of notification of TEMAT activities and for administrative activities.

4. Provide administrative support to employee Members of TEMAT, e.g., time off when fiscally reasonable to do so for TEMAT activities such as training, meetings, and actual deployments.

5. Ensure all reimbursement claims meet the requirements of the State Mutual Aid Reimbursement Guide.

6. Upon notification by TDEM, the Jurisdiction will determine which Members within Jurisdiction are qualified and available for deployment. Jurisdiction determines which qualified Members deploy.

D. The Jurisdiction shall ensure the Member(s):

1. Perform duties, as required by their membership in a TEMAT program, when requested and deployed by TEMAT.

2. Maintain knowledge, skills, and abilities necessary to operate safely and effectively in the assigned position and conduct themselves in accordance with the program-specific guidance manual.

3. Advise the Program Administrator of any change in the notification process, i.e., address, change of employment, or phone number changes.

4. Update their membership profile through their Program Administrator or their online portal with any updated qualifications, rate of pay change, or position change as they occur and verify accuracy annually.

5. Maintain, for deployment, all equipment issued by the TEMAT program and advise Program Administrator of any lost, stolen, or damaged items assigned to Member.

6. Keep the Jurisdiction advised of TEMAT activities that may require time off from work.

7. Be prepared to operate in a disaster environment, which may include living and working in austere conditions.

8. During any period in which TEMAT is activated by TDEM or during any TEMAT sponsored or sanctioned training, Member shall be acting as a representative of the State of Texas.

9. Ensure that staff approved for membership by Jurisdiction meet the program requirements and experience level with his/her position on each TEMAT program in accordance with the program-specific guidance manual.

VI. QUALIFICATIONS, TRAINING, AND EXERCISES

A. TEMAT Training and Exercises – Jurisdiction Sponsored:

Periodically, Members will be requested and/or invited to attend local TEMAT-sponsored training or exercises. Local Jurisdiction-sponsored training or exercises shall be performed at the direction, control, expense, and funding of the local Jurisdiction in order to develop the technical skills of Members.

TEMAT Training and Exercises – State or Program Administrator Sponsored:

Periodically, Members will be invited to attend state TEMAT training and/or exercises, and when these training and/or exercises are required, Jurisdiction shall ensure Member attends such. These trainings and exercises shall be performed at the direction, control, expense, and funding of the state which may include being administered through a Program Administrator in order to develop and maintain the incident support capabilities of the TEMAT. For state or Program Administrator sponsored training or exercises, the Jurisdiction shall coordinate with TDEM and/or Program Administrators, prior to the event, to receive written authorization prior to such an event.

B. Minimum Qualification and Training Requirements

Jurisdiction should allow Members appropriate time to maintain the qualifications required for each position Member fills in the TEMAT Program.

Jurisdiction should ensure Members can attend available TEMAT training and exercise opportunities provided for the assigned TEMAT position to ensure the maintenance of position qualifications. Jurisdiction understands that failure for

Jurisdiction to ensure Members attend or maintain qualifications may result in dismissal from the TEMAT Program when qualifications are no longer valid.

VII. ADMINISTRATIVE, FINANCIAL, AND PERSONNEL MANAGEMENT

A. Reimbursement of Administrators/Jurisdiction

1. All guidelines and procedures for requesting reimbursement shall be pursuant to the State Mutual Aid Reimbursement Guide.

2. All financial commitments herein are made subject to the availability of funds from the State of Texas.

VIII. Liability and Workers' Compensation for State Activation/And Training

A. During any period in which a program under TEMAT is activated by the State of Texas, or during any TEMAT sanctioned training, Members who are not employees of A&M System or another agency of the State of Texas will be considered to be in the course and scope of the Member's (employee's) regular employment with the Jurisdiction (employer) and the Member shall be entitled to full benefits, including workers' compensation and liability coverage, as an employee of their employer.

B. For a Member who becomes injured during any period in which a program under TEMAT is activated by the State of Texas, or during any TEMAT sanctioned training, the Jurisdiction shall immediately notify the Program Administrator and TDEM of the injury in writing, and TDEM shall reimburse the Jurisdiction the costs and expenses paid by the Jurisdiction to Member, including but not limited to, all related medical expenses, compensation, wages, pension contributions, and any benefits provided by the Jurisdiction. Pursuant to Texas Government Code Section 418.118(b), the Jurisdiction may seek reimbursement for all eligible costs and expenses as provided in this section by providing TDEM or the Program Administrator, whichever is applicable, adequate supporting documentation for the costs/expenses claimed, to include proof of pay provided by the Jurisdiction to the Member. Said reimbursement shall continue, in accordance with Texas Labor Code Section 408, until such time that the injured Member is medically cleared for return to work or in the event of permanent disability or death, until all obligations for payment to the Member or Member's beneficiaries are satisfied.

IX. CONDITIONS, AMENDMENTS, AND TERMINATION

A. This TEMAT MOU may be modified or amended only by the written agreement of all the parties.

B. This TEMAT MOU may be terminated by any signing party, upon thirty (30) days written notice to the other party.

C. The state complies with the provisions of the Department of Labor Executive Order 11246 of September 24, 1965, as amended and with the rules, regulations, and relevant orders of the Secretary of Labor. To that end, the state shall not discriminate against any Member on the grounds of race, color, religion, sex, or national origin. In addition, the use of state or federal facilities, services, and supplies will be in compliance with regulations prohibiting duplication of benefits and guaranteeing nondiscrimination. Distribution of supplies, processing of applications, provisions of technical assistance, and other relief assistance activities shall be accomplished in an equitable and impartial manner, without discrimination on the grounds of race, color, religion, nationality, sex, age, or economic status.

D. This TEMAT MOU is governed by the laws of the State of Texas (but not its conflict of laws statutes and principles). Pursuant to Section 85.18 (b), Texas Education Code, venue for a state court suit filed against any member of A&M System, or any officer or employee of A&M System is in the county in which the primary office of the chief executive officer of the system or member, as applicable, is located.

E. The parties expressly acknowledge that the Program Administrators are agencies of the State of Texas and nothing in this TEMAT MOU will be construed as a waiver or relinquishment by any state agency administrator of its right to claim such exemptions, privileges, and immunities as may be provided by law.

F. By executing this TEMAT MOU, all parties and each person signing on behalf of each party certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, that to the best of their knowledge and belief, no member of A&M System or A&M System Board of Regents, nor any employee, or person, whose salary is payable in whole or in part by A&M System, has direct or indirect financial interest in the award of this TEMAT MOU, or in the services to which this TEMAT MOU relates, or in any of the profits, real or potential, thereof.

G. Each party is responsible to ensure that employees participating in work for any member of A&M System have not been designated by a member of A&M System as Not Eligible for Rehire (NEFR) as defined in System policy 32.02, Section 4. Non-conformance to this requirement may be grounds for termination of this agreement. In event a system member becomes aware that a contracting party has any employees that are designated as NEFR under this TEMAT MOU, the nonconforming employee is immediately required to be removed from all performance duties upon demand by a system member.

X. JURISDICTION DECLARATION OF PARTICIPATION IN TEMAT

Jurisdiction agrees to abide by the terms and conditions of this TEMAT MOU and the program-specific guidance manual. Jurisdiction agrees to allow employees to serve as TEMAT Members for the approved TEMAT Programs checked below:

TEMAT Program	Check for Participation	Jurisdiction Point of Contact Initials
Incident Support Task Force (ISTF)	☐	
Public Works Response Team (PWRT)	☐	
Texas A&M Task Force 1	☐	
State of Texas Incident Management Team (IMT)	☐	
Texas Intrastate Fire Mutual Aid System (TIFMAS)	☐	

XI. POINTS OF CONTACT

	TDEM	TEMAT Coordinator
Name:	Chief Nim Kidd	Kharley Smith
Title:	Chair – Texas Emergency Management Council	ISTF Division Chief
Address Line 1:	313 E Anderson Ln	313 E Anderson Ln
Address Line 2:	Building 3	Building 3
City, State, Zip:	Austin, TX 78752	Austin, TX 78752
Phone Number:	512-424-2436	512-424-2436
Email:	Nim.kidd@tdem.texas.gov	kharley.smith@tdem.texas.gov

	Jurisdiction
Name:	_____
Title:	_____
Address Line 1:	_____
Address Line 2:	_____
City, State, Zip:	_____
Phone Number:	_____
Email:	_____

XII. GENERAL PROVISIONS

A. This TEMAT MOU, with the rights and privileges it creates, is assignable only with the written consent of the parties.

B. Pursuant to Texas Government Code Section 321.013, acceptance of funds under this TEMAT MOU constitutes acceptance of the authority of the State of Texas, the Texas State Auditor's Office, or any successor agency (collectively, "Auditor"), to conduct an audit or investigation in connection with those funds under Texas Education Code Section 51.9335(c). Jurisdiction shall cooperate with the Auditor in the conduct of the audit or investigation, including without limitation, providing all records requested.

C. Pursuant to Texas Government Code Sections 2107.008 and 2252.903, any payments owing to Jurisdiction under this TEMAT MOU may be applied directly toward certain debts or delinquencies that Jurisdiction owes the State of Texas or any agency of the State of Texas regardless of when they arise until such debts or delinquencies are paid in full.

D. To the extent applicable, Jurisdiction shall use the dispute resolution process provided in Chapter 2260, Texas Government Code, and the related rules adopted by the Texas Attorney General to attempt to resolve any claim for breach of contract made by Jurisdiction that cannot be resolved in the ordinary course of business. Jurisdiction shall submit written notice of a claim of breach of contract under this Chapter to TDEM's designated official, who will examine the claim and any counterclaim and negotiate in an effort to resolve the claim.

XIII. ENTIRE AGREEMENT

This TEMAT MOU terminates and supersedes any prior TEMAT MOU amongst TDEM, TEMAT Program Administrators, a TEMAT Employee Member, and Participating Jurisdiction. This TEMAT MOU, in addition to the related program-specific guidance manuals and State Mutual Aid Reimbursement Guidelines, reflects the entire agreement between the parties.

TDEM and Jurisdiction hereby acknowledge that they have read and understand this entire TEMAT MOU. All oral or written agreements between the parties hereto relating to the subject matter of this TEMAT MOU that was made prior to the execution of this TEMAT MOU have been reduced to writing and are contained herein. TDEM and Jurisdiction agree to abide by all terms and conditions specified herein and certify that the information provided to the state is true and correct in all respects to the best of their knowledge and belief.

This TEMAT MOU is entered into by and between the following parties:

TEXAS DIVISION OF EMERGENCY MANAGEMENT

Signature: _____

Name: W. Nim Kidd

Title: Chief, Texas Division of Emergency Management

Date: _____

JURISDICTION

Signature: _____

Name: _____

Title: _____

Date: _____

GARLAND

CITY COUNCIL STAFF REPORT

6

Meeting Date: January 6, 2026

Title: Resolution Amending the Authorized Representatives for the Texas Local Government Investment Pool

Submitted by: Allyson Bell Steadman, Chief Financial Officer

Strategic Focus Area: Sound Governance and Finances

Issue / Summary

Approve a resolution amending the authorized representatives for the purposes of participation in the Texas Local Government Investment Pool.

Background

The City of Garland participates in the Texas Local Government Investment Pool and may authorize representatives to transmit funds for investment, withdraw funds when appropriate, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds. Historically, authorized positions include: Managing Director of Financial Services/CFO, Controller, and Cash/Debt Financial Services Manager. Due to recent organizational changes, Staff is requesting approval of a resolution amending the authorized representatives to reflect organizational responsibilities and duties.

Summary of Proposed Authorizations, including **changes bolded** below:

- Matthew Watson will remain an Authorized Representative with an updated title of Assistant City Manager.
- **Allyson Bell Steadman will be added as an Authorized Representative with her new title of Managing Director of Financial Services/CFO.**
- Donald Daugherty will remain an Authorized Representative with his current title of Cash and Debt Financial Services Manager.
- **Karen Hollingsworth will be added as an Authorized Representative with her current title of Controller.**
- John Corley will remain with inquiry-only access with his current title of Accounting Manager.
- **Kathryn Ritchie, Financial Services Administrator, will be removed in anticipation for her upcoming retirement in 2026.**
- **Allyson Bell Steadman will become the Authorized Representative with the primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.**

Consideration / Recommendation

Approve a resolution amending the authorized representatives for the purposes of participation in the Texas Local Government Investment Pool and providing an effective date.

Attachments

A. Resolution Authorizing Texpool Representatives 01.06.2026

RESOLUTION NO.

A RESOLUTION AMENDING THE CITY'S AUTHORIZED REPRESETNATIVES FOR PURPOSES FOR PARTICIPATION IN THE TEXAS LOCAL GOVERNMENT INVESTMENT POOL; DESIGNATING A PERSON WITH PRIMARY RESPONSIBILITY; PROVIDING AN ADDITIONAL LIMITED REPRESENTATIVE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Garland, Texas is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the City of Garland, Texas to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, TexPool and TexPool Prime are public funds investment pools overseen by the Texas Comptroller of Public Accounts and managed conservatively to provide a safe, efficient, and liquid investment alternative to Texas governments;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GARLAND, TEXAS:

Section 1

The individuals whose signatures appear in this Resolution are hereby declared to be authorized representatives of the City of Garland, Texas (each an "Authorized Representative"} and are each hereby authorized to transmit funds for investment in TexPool/TexPool Prime, to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds on behalf of the City.

An Authorized Representative may be deleted and deauthorized by a written instrument signed by two remaining Authorized Representatives if the deleted Authorized Representative (1) is assigned job duties that no longer require access to the City's TexPool/TexPool Prime account, or (2) is no longer employed by the City; and

1. Name: Allyson Bell Steadman
   Title: Managing Director
   Phone/Fax: (972) 205-2444 / (972) 205-2810
   Email: ABellsteadman@garlandtx.gov

   _____
   Signature

2. Name: Donald Daugherty
   Title: Financial Services Manager
   Phone/Fax: (972) 205-2334 / (972) 205-2810
   Email: DDaugherty@garlandtx.gov

   _____
   Signature

3. Name: Matthew Watson
   Title: Assistant City Manager
   Phone/Fax: (972) 205-2355 / (972) 205-2810
   Email: MWatson@garlandtx.gov

   _____
   Signature

4. Name: Karen Hollingsworth
   Title: Controller
   Phone/Fax: (972) 205-2357 / (972) 205-2810
   Email: KHollingsworth@garlandtx.gov

   _____
   Signature

Section 2

That Allyson Bell Steadman will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the agreement(s) that governs the City's participation in Texpool/Texpool Prime.

Section 3

That the following person is designated an additional Authorized Representative only to make inquiries of selected information and may not perform or authorize transactions.

1. Name: John Corley
   Title: Accounting Manager
   Phone/Fax: (972) 205-2352 / (972) 205-2810
   Email: JCorley@garlandtx.gov

Section 4

That this Resolution and its authorization shall remain in full force and effect until amended or revoked by the City of Garland, Texas, and until TexPool Participant Services receives a copy of any such amendment or revocation.

Section 5

That this Resolution shall be and become effective immediately upon and after its passage and approval.

PASSED AND APPROVED this 6th day of January, 2026.

THE CITY OF GARLAND, TEXAS

_____
Mayor

ATTEST:

_____
City Secretary

Print Form Clear Form

Resolution Amending Authorized Representatives

Please complete this form to amend or designate Authorized Representatives. *This document supersedes all prior Authorized Representative forms.*

*** Required Fields**

1. Resolution

WHEREAS,

City of Garland
Participant Name*

7 7 3 4 0
Location Number*

("**Participant**") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pool ("**TexPool / Texpool Prime**"), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW THEREFORE, be it resolved as follows:

A. That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool / TexPool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

B. That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool / TexPool Prime account or (2) is no longer employed by the Participant; and

C. That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representative(s) of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

1. Allyson Bell Steadman
Name

Managing Director
Title

9 7 2 2 0 5 2 4 4 4
Phone

9 7 2 2 0 5 2 8 1 0
Fax

ABellsteadman@garlandtx.gov
Email

Signature

2. Donald Daugherty
Name

Financial Services Manager
Title

9 7 2 2 0 5 2 3 3 4
Phone

9 7 2 2 0 5 2 8 1 0
Fax

DDaugherty@garlandtx.gov
Email

Signature

3. Matthew Watson
Name

Assistant City Manager
Title

9 7 2 2 0 5 2 3 5 5
Phone

9 7 2 2 0 5 2 8 1 0
Fax

MWatson@garlandtx.gov
Email

Signature

Form Continues on Next Page

1. Resolution (continued)

4. Karen Hollingsworth
Name

Controller
Title

9 7 2 2 0 5 2 3 5 7
Phone

9 7 2 2 0 5 2 8 1 0
Fax

KHollingsworth@garlandtx.gov
Email

Signature

List the name of the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Allyson Bell Steadman
Name

In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry of selected information. *This limited representative cannot perform transactions.* If the Participant desires to designate a representative with inquiry rights only, complete the following information.

John Corley
Name

Accounting Manager
Title

9 7 2 2 0 5 2 3 5 2
Phone

9 7 2 2 0 5 2 8 1 0
Fax

JCorley@garlandtx.gov
Email

D. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the 0 6 day of January, 2 0 2 6.

Note: Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.

City of Garland, Texas
Name of Participant*

SIGNED

Signature*

Printed Name*

Title*

ATTEST

Signature*

Printed Name*

Title*

2. Delivery Instructions

Please return this document to **TexPool Participant Services**:

Email: texpool@dstsystems.com

Fax: 866-839-3291

© 2022 Federated Hermes, Inc.

GARLAND

CITY COUNCIL STAFF REPORT

7.a

Meeting Date: January 6, 2026

Title: Consider a request by Jerry W. Cook, requesting approval of 1) a Specific Use Provision (SUP) for the expansion of an existing Heavy Manufacturing Use and 2) a Concept Plan for the expansion of an existing Heavy Manufacturing Use. The site is located at 2945 Market Street on a property zoned Industrial (IN) District in District 5.

Submitted by: Elisa Morales, Administrative Services Supervisor

Strategic Focus Area: Growing Economic Base

Issue / Summary

Background

Consideration / Recommendation

Attachments

A. Z 25-38 CC Report
B. Z 25-38 LOCMAP
C. Z 25-38 SUP Conditions
D. Z 25-38 Concept Plan
E. Z 25-38 Written Narrative
F. Z 25-38 Photos
G. Z 25-38 R&M
H. Z 25-38 CC Responses
I. Z 25-38 Staff Presentation

Planning Report

File No: Z 25-38/District 5
Agenda Item:
Meeting: City Council
Date: January 06, 2026

STRATEGIC FOCUS AREA
Growing economic base.

REQUEST
Hold a public hearing and consider approval of 1) a Specific Use Provision (SUP) for the expansion of an existing Heavy Manufacturing use and 2) a Concept Plan for the expansion of an existing Heavy Manufacturing Use. The site is located at 2945 Market Street on a property zoned Industrial (IN) District.

PLAN COMMISSION RECOMMENDATION
On December 8th, 2025 with an eight (8) to zero (0) to vote, the Plan Commission recommended approval of a Specific Use Provision (SUP) for a Heavy Manufacturing use expansion for 30 years.

LOCATION
2945 Market Street

APPLICANT
Jerry W. Cook

OWNER
JCLLC

BACKGROUND
The subject property is an existing Heavy Manufacturing use, *Master Hatters,* and is zoned Industrial (IN) District. The applicant proposes an expansion to the existing building, as well as additional paved parking to meet current parking requirements. Given the scope of the proposed expansion, the project will be required to comply with all applicable screening, landscaping, architectural, and other relevant development standards in the Garland Development Code (GDC). While the original CO for this site identified the use as Manufacturing of Western Hats, at the time there was no distinction between heavy and light manufacturing as there is in the GDC today. In line with current standards a Specific Use Provision (SUP) is required for all Heavy Manufacturing uses.

SITE DATA
The subject site is a 2.609-acre tract of land classified as a Heavy Manufacturing use as the current operations include the manufacture and assembly of hats using raw products. The site is currently accessible from Market Street on the east. The proposed expansion is approximately 12,800-square feet and is meant to aid the existing operations through storage and shipping of the finished products.

USE OF PROPERTY UNDER CURRENT ZONING
The site is zoned Industrial District. The Industrial (IN) district is intended to provide for a wide range of industrial uses that are generally not compatible adjacent to residential neighborhoods, and may or may not be compatible with some nonresidential uses. Such uses include manufacturing, processing, assembling, research and development, and

warehousing and distribution. The Industrial district also accommodates support services for industrial development such as office, commercial, personal and professional services, and limited retail activities. The Industrial district regulations are designed to ensure compatibility among the various uses allowed in the district, and to protect adjacent non-industrial development from potentially incompatible uses and conditions.

CONSIDERATIONS

1. Although the SUP Time period guide does not list the Heavy Industrial use, staff recommends an SUP time frame of 20-30 years. The applicant requests 30 years.
2. A Heavy Manufacturing use is defined as Heavy industrial manufacturing, processing, assembling, researching and developing, packaging, shipping, storing, servicing or other similar activities that are not prohibited by law and typically involve the processing or manufacture of non-consumable products from raw materials, which do not meet standards set forth in the definition of Light Industrial or Manufacturing uses.

SITE DEVELOPMENT STANDARDS

1. Vertical and horizontal articulations will be required for the portion of the building that is being expanded.
2. A 10-feet landscape buffer along Market Street, including 10 canopy trees, will be required.
3. Shrubs will be required where parking areas abut the right-of-way. This requirement is currently being met.
4. A minimum of 43 parking spaces will be required.
5. A minimum of 4 parking-lot canopy trees will be required.
6. The proposed dumpster enclosure must be screened with an 8-foot-tall masonry wall enclosure.

These requirements will be reviewed for compliance during the site and building permit review process.

COMPREHENSIVE PLAN

The Future Land Use Map of the Envision Garland Plan recommends Industry centers for the subject site. Industry centers provide a cluster of trade and industry that cumulatively employ large numbers of people. Operations within this development type may require substantial infrastructure and may result in more significant negative impacts (sound, air, traffic, outdoor lighting, storage, etc.). Operations may include such elements as semi-truck traffic, loading docks, and visible outdoor storage. Overall, the architecture, character, scale, and intensity should be compatible with adjacent development types. Industry centers are generally located along major arterial streets, and highways and at significant transit areas (bus/rail). Site design addresses function and visual aesthetics that provide appropriate buffering at gateway corridors, between adjacent developments, and for residential neighborhoods.

The proposed Heavy Manufacturing use aligns with the Comprehensive Plan's vision for this area as it is an established industrial employer with similar adjacent uses. The proposed use is consistent with what is expected in designated Industry Centers such as this one.

COMPATIBILITY OF REQUEST WITH SURROUNDING ZONING AND LAND USES

All properties surrounding the subject site are zoned Industrial (IN) District. The property to the north is a Heavy Manufacturing use. The property to the west is currently under development for a warehouse, office/showroom use. The property to the south is a Vehicle Dispatch and Storage use. The property to the east across Market Street, is a Wrecker

Service use. Given the existing site's similarity in use type and intensity, the proposed use is compatible with the surrounding area.

STAFF RECOMMENDATION

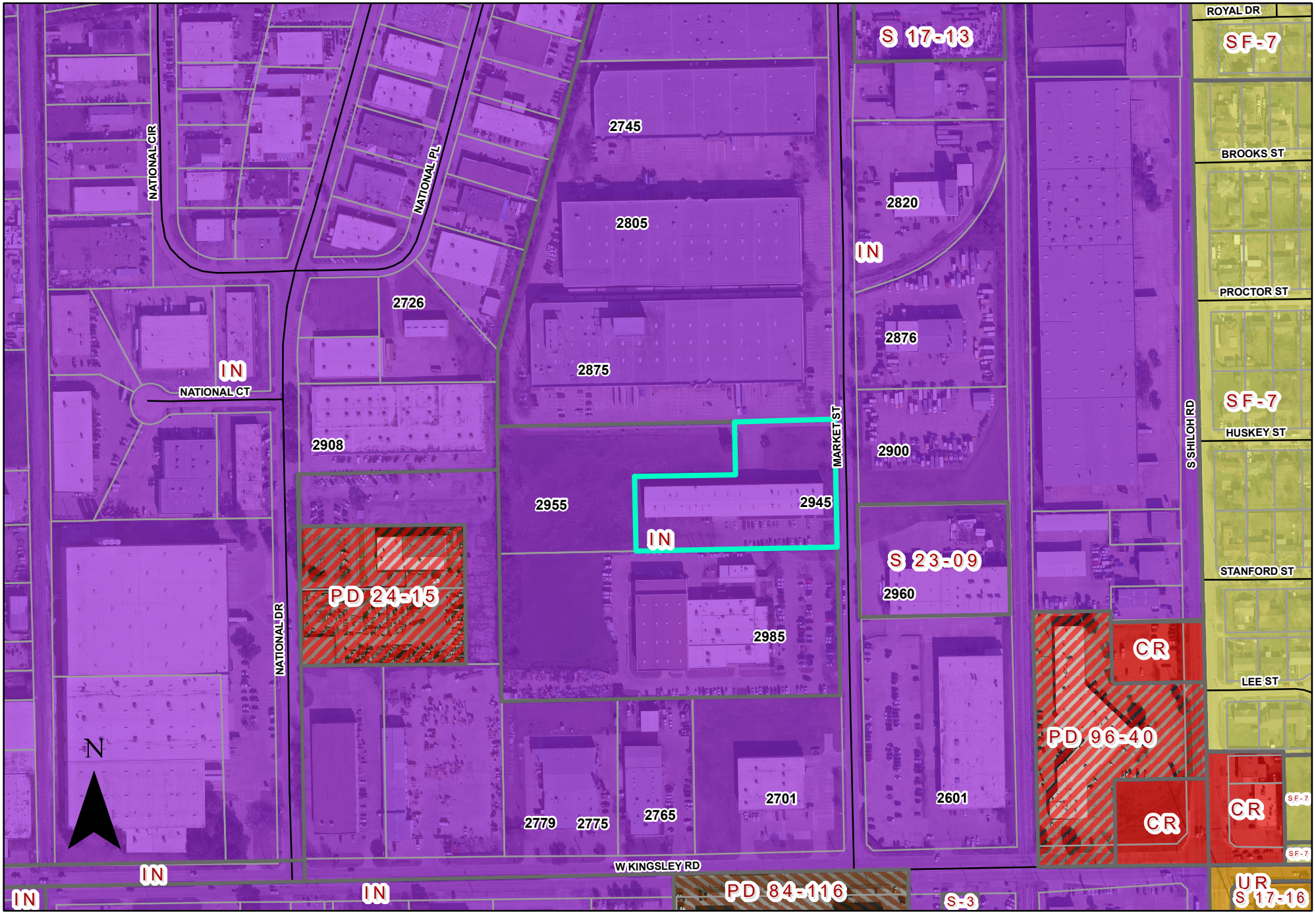
Staff recommends approval of the Specific Use Provision request for an approximately 12,800-square-foot expansion to the existing Heavy Manufacturing use at the subject property. The proposed use is compatible with surrounding development patterns and aligns with the Comprehensive Plan's vision for Industrial Centers. It also aligns with the existing zoning designation for the area.

ADDITIONAL INFORMATION

i. Location Map
ii. Concept Plan
iii. Site Photos
iv. SUP Conditions
v. Written Narrative

PREPARED BY:
Stewart Starry
Planner II
Planning and Development
972-205-2833
sstarry@garlandtx.gov

REVIEWED BY:
Nabila Nur, AICP
Planning and Development Director
Planning and Development
972-205-2449
nnur@garlandtx.gov



0 300 Feet 1 inch = 300 feet

ZONING MAP Z 25-38

INDICATES AREA OF REQUEST

2945 Market St

SPECIFIC USE PROVISION

ZONING FILE Z 25-38

2945 Market Street

I. **Statement of Purpose:** The purpose of this Specific Use Provision is to allow a Heavy Manufacturing Use.

II. **Statement of Effect:** This Specific Use Provision shall not affect any regulation found in the Garland Development Code, Ordinance No. 6773, as amended prior to adoption of this ordinance, except as specifically provided herein.

III. **General Regulations:** All regulations of the Industrial (IN) District as set forth in Chapter 2 of the Garland Development Code Ordinance 6773, are included by reference and shall apply, except as otherwise specified by this ordinance.

IV. **Abandonment:** In the event the land use for which this Specific Use Provision was granted ("Land Use") is abandoned, the SUP and all rights to the Land Use are automatically terminated, and the premises must be used in conformance with the PD, GDC, federal, and state law.

For the purposes of this Specific Use Provision, Abandonment is any of the following acts:

A. A failure to apply for a site or building permit on the premises, where applicable, within 180 days of the effective date of this SUP;

B. A failure to obtain a certificate of occupancy for the Land use within 730 days of the effective date of this SUP;

C. A failure to commence operating the Land Use on the premises within 90 days of receiving a final certificate of occupancy for the Land Use;

D. Discontinuance of the Land Use for a period of 180 days;

E. Applying for, and receiving, a new Certificate of Occupancy for a use other than the Land Use; or

EXHIBIT B

F. Operating a use on the premises, whether as a primary or secondary use, that is not allowed within the IN District, by the GDC, or by state or federal law.

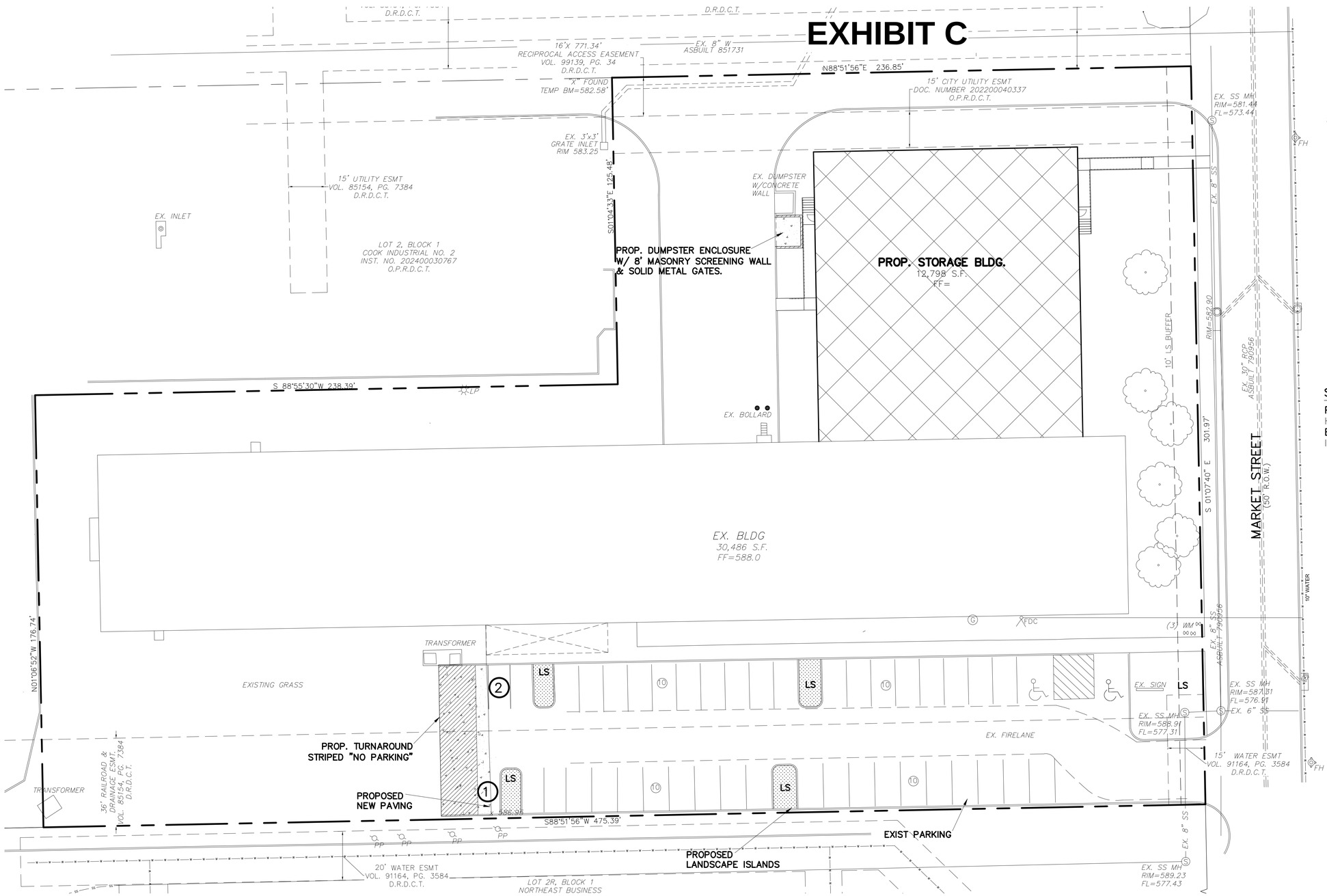
The termination of utilities on the premises for a period of 180 calendar days is prima facie evidence of abandonment and the owner shall have the burden to prove that the Land Use has not been abandoned.

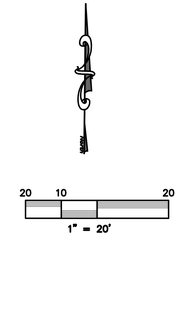
V. Specific Regulations:

Time Period: The Specific Use Provision shall have a 30-year time period.

EXHIBIT B

EXHIBIT C





VICINITY MAP
NOT TO SCALE

20 10 20
1" = 20'

LEGEND

- = PROPERTY LINE
- EX. W = EX. WATER
- EX. SS = EX. SANITARY SEWER
- = EX. SS MANHOLE
- CO = EX. SS CLEANOUT
- = EX. GAS METER
- WM = EX. WATER METER
- = EX. WATER VALVE
- LP = EX. LIGHT POLE
- PP = EX. POWER POLE
- = EX. TELEPHONE BOX
- = EXISTING STORM MANHOLE
- FH = EX. FIRE HYDRANT
- EXIST. or EX. = EXISTING
- ESMNT. = EASEMENT
- LS = LANDSCAPE
- BC = BACK OF CURB
- B-B = BACK OF CURB TO BACK OF CURB
- ℄ = CENTERLINE
- V.T. = VISIBILITY TRIANGLE
- = PROP. FIRE HYDRANT
- D.E. = DRAINAGE EASEMENT
- = PROP. CONCRETE PAVING
- = PROP. NO PARKING
- = PROP. LANDSCAPE
- = PROP. BLDG ADDITION

SITE DATA:

PROPOSED USE:
HEAVY MANUFACTURING
EXISTING ZONING:
IN – INDUSTRIAL DISTRICT

"SITE DESIGN AND CONSTRUCTION PLANS SHALL CONFORM TO ALL REQUIREMENTS OF THE GARLAND DEVELOPMENT CODE (GDC), TECHNICAL STANDARD MANUAL (TSM) AND CITY CODES UNLESS AN APPROVED PD NARRATIVE CONDITION EXPRESSLY PROVIDES OTHERWISE. THE CONCEPT PLAN SHALL BE USED TO REPRESENT THE GENERAL IDEA OF THE PROPOSED LAND USE AND SITE ELEMENTS. THE CONCEPT PLAN SHALL NOT SUPERSEDE, AND SHALL BE SUBORDINATE TO, THE STANDARDS, REQUIREMENTS AND CONDITIONS OF THE GDC, TSM, CITY CODE OR THE APPROVED PD."

CASE #: 251007-1

CONCEPT PLAN

MASTER HATTERS OF TEXAS

2945 MARKET STREET
LOT 2, BLOCK 1, 2.61 Acres
COOK INDUSTRIAL NO. 2 ADDITION
City of Garland, Dallas County, Texas

owner/developer

JERRY COOK
972-864-5523
JCOOK@MASTERHATTERS.COM

prepared by

MONK CONSULTING ENGINEERS
1200 W. State Street, Garland Texas 75040
972 272-1763 Fax 972 272-8761

© 2025 Monk Consulting Engineers, Inc., All Rights Reserved

REG. NO.: F-2567

date:	scale:	sheet:
12/1/25	1"=20'	C101

MONK CONSULTING ENGINEERS, INC.

October 8, 2025

RE: Master Hatters Summary of Use

The present use is manufacturing of hats

The proposed land use will be an addition to the existing building for storage and shipping of the finished products

The proposed building is in line with surrounding properties in this industrial district

There will be a zoning request change to "Heavy manufacturing" due to current zoning being outdated

The SUP time period will be 7 days a week, operation typical of area

The proposed building addition is 13,608 sf added to the existing building which is 30,300 sf. Height will be 24 ft.

No detention is considered at this time, engineering to follow

There is a 10 ft Landscaping buffer proposed as required

Property is not in a floodplain

Perimeter screening, other than dumpster is not required, the existing loading dock will be screened by the new addition

This is an industrial facility, no residency allowed

No new signage proposed

1200 W. STATE STREET • GARLAND, TEXAS • 75040
PHONE: 972-272-1763 • FAX: 972-272-8761

Facing South viewing site

Facing West viewing site

Facing North viewing site

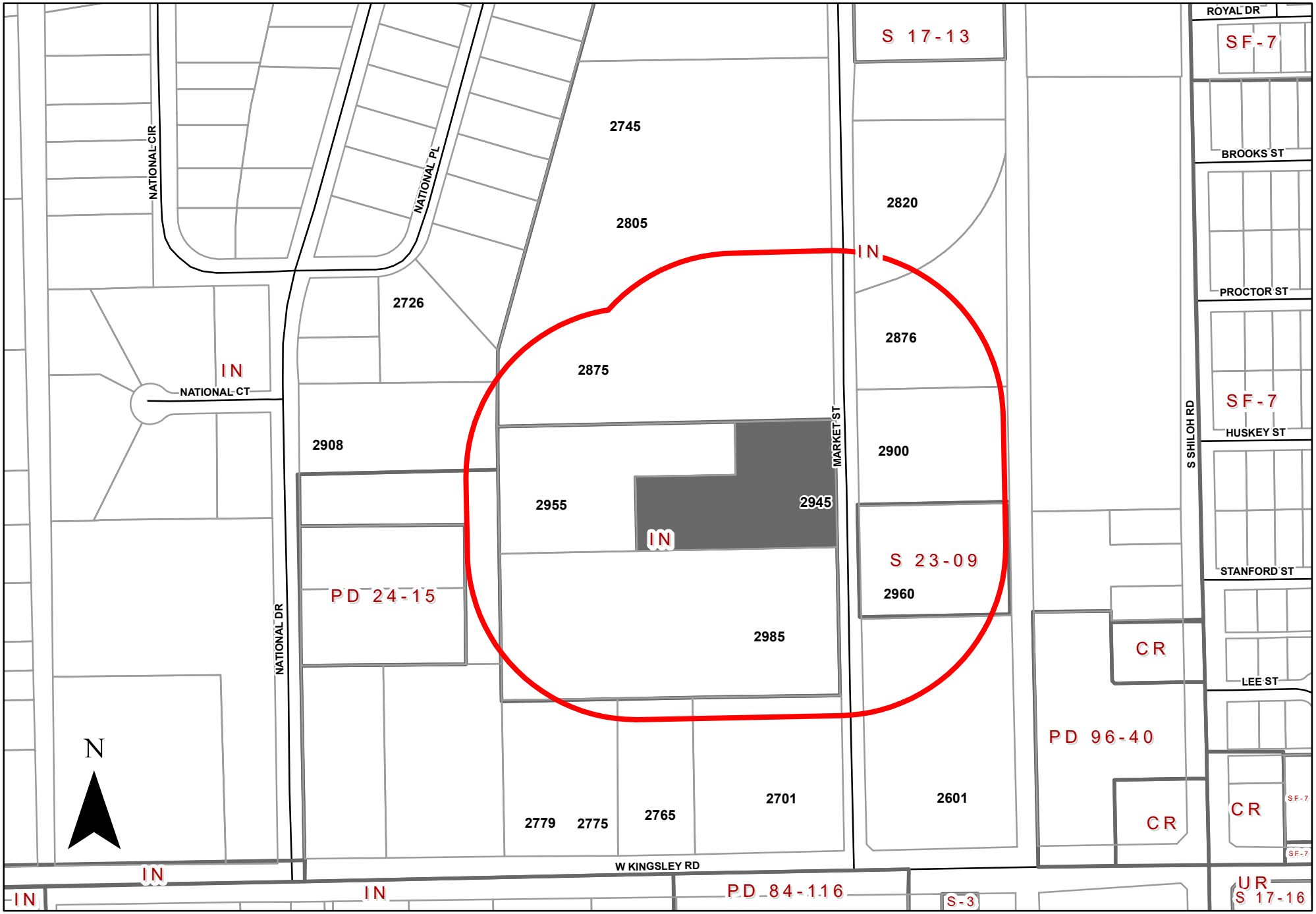
REPORT & MINUTES

P.C. Meeting, December 8, 2025

2a. APPROVED Consideration of the application of **Jerry W. Cook**, requesting approval of 1) Specific Use Provision (SUP) for the expansion of an existing Heavy Manufacturing use and 2) a Concept Plan for the expansion of an existing Heavy Manufacturing Use. The site is located at 2945 Market Street on a property zoned Industrial (IN) District. (District 5) (File Z 25-38)

Stewart Starry, Planner II, presented the request to the Commission and remained available for questions. The applicant, Charles Voight, 1200 W. State, Garland, TX 75040, provided an overview of the request and remained available for questions.

Motion was made by Commissioner Abell to **approve** the application as presented with a 30-year SUP. Seconded by Commissioner Dalton. **Motion carried**: **8** Ayes, **0** Nays.



0 300 Feet 1 inch = 300 feet

ZONING MAP Z 25-38

INDICATES AREA OF REQUEST

INDICATES NOTIFICATION AREA

2945 Market St

To date we have not received any responses for this case.

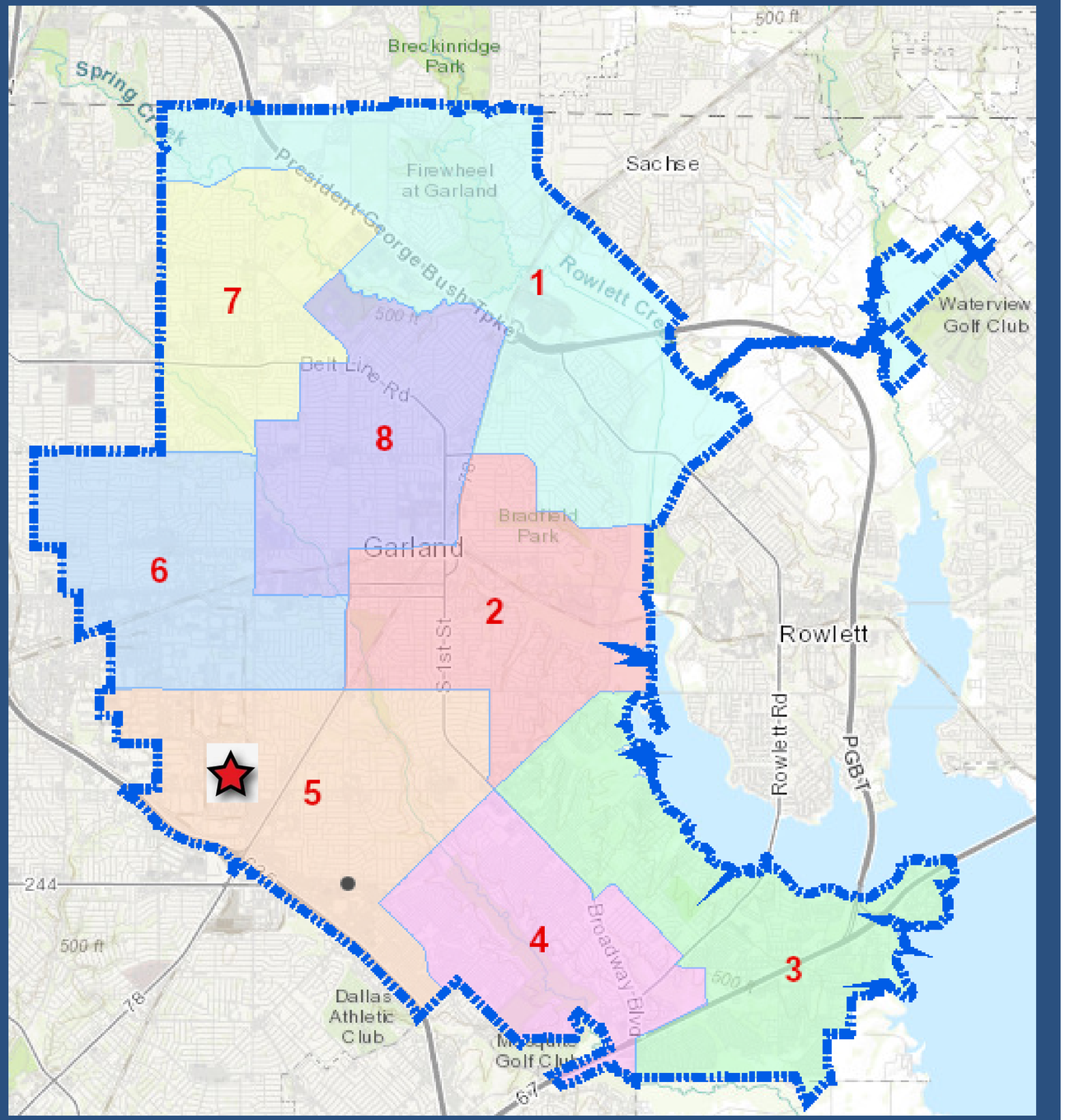
GARLAND

City Council Meeting

January 06, 2026

Request

The applicant requests a Specific Use Provision (SUP) for the expansion of an existing Heavy Manufacturing use.



Case Information

Location: 2945 MARKET ST

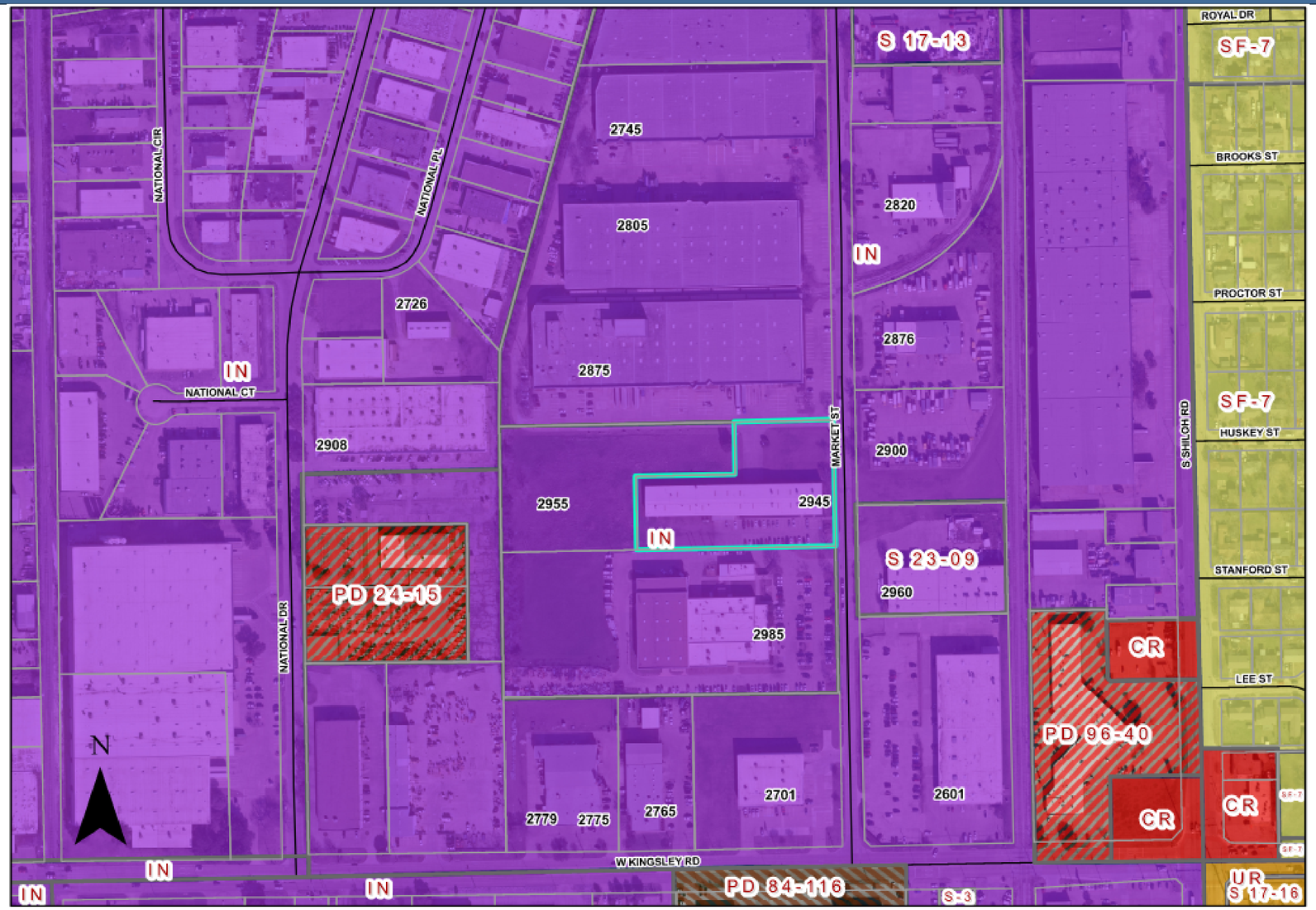
Applicant: Jerry W. Cook

Owner: JC LLC

Acreage: 2.609 acres

Zoning: Industrial (IN) District

Location Map



0 300 Feet 1 inch = 300 feet

ZONING MAP Z 25-38

INDICATES AREA OF REQUEST

2945 Market St

Comprehensive Plan

Industry Center

Description

Industry centers provide a cluster of trade and industry that cumulatively employ large numbers of people. Operations within this development type may require substantial infrastructure and may result in more significant negative impacts (sound, air, traffic, outdoor lighting, storage, etc.). Operations may include such elements as semi-truck traffic, loading docks, and visible outdoor storage. Overall, the architecture, character, scale, and intensity should be compatible with adjacent development types.

Industry centers are generally located along major arterial streets, and highways and at significant transit areas (bus/rail). Site design addresses function and visual aesthetics that provide appropriate buffering at gateway corridors, between adjacent developments, and for residential neighborhoods.

Site Photos

2945 MARKET STREET

View from the South on Market Street

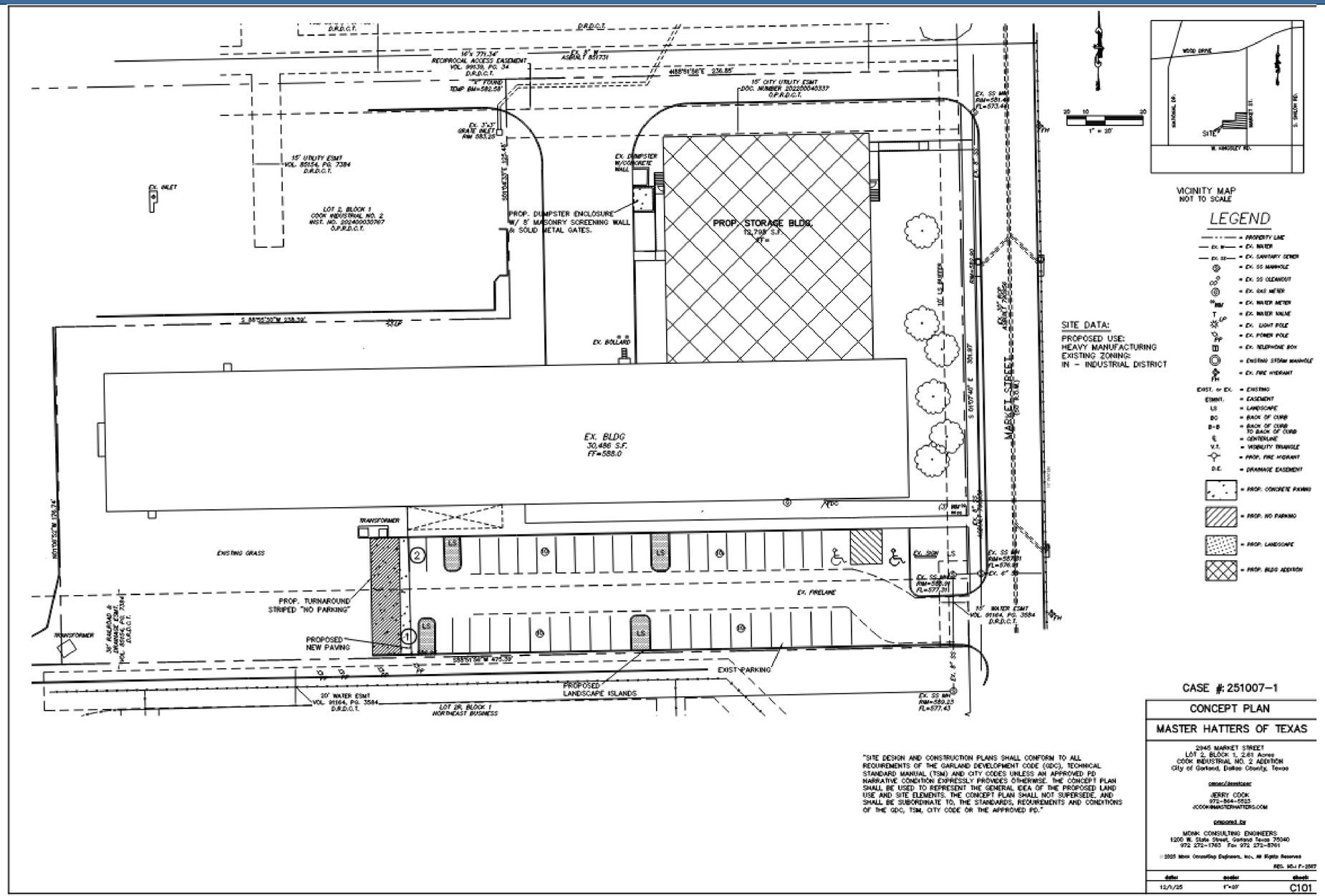
View from the East on Market Street

Site Photos

2945 MARKET STREET

View from the North on Market Street

Concept Plan



"SITE DESIGN AND CONSTRUCTION PLANS SHALL CONFORM TO ALL REQUIREMENTS OF THE GARLAND DEVELOPMENT CODE (GDC), TECHNICAL STANDARD MANUAL (TSM) AND CITY CODES UNLESS AN APPROVED PD NARRATIVE CONDITION EXPRESSLY PROVIDES OTHERWISE. THE CONCEPT PLAN SHALL BE USED TO REPRESENT THE GENERAL IDEA OF THE PROPOSED LAND USE AND SITE ELEMENTS. THE CONCEPT PLAN SHALL NOT SUPERSEDE, AND SHALL BE SUBORDINATE TO, THE STANDARDS, REQUIREMENTS AND CONDITIONS OF THE GDC, TSM, CITY CODE OR THE APPROVED PD."

Specific Use Provision (SUP)

Applicant Request: Specific Use Provision (SUP) to allow for a Heavy Manufacturing Use with a 30-year time period.

Staff recommends a time period between 20-30 years.

Recommendations

Staff Recommendation: Staff recommends approval of the request.

- **Aligns with surrounding development patterns.**
- **Follows Comprehensive plans vision for the area.**

Plan Commission: Recommends approval for a time period of 30 years.

Response Letters

Thank You

Questions?

GARLAND

CITY COUNCIL STAFF REPORT

7.b

Meeting Date: January 6, 2026

Title: Garland Development Code (GDC) Amendment 25-08

Submitted by: Elisa Morales, Administrative Services Supervisor

Strategic Focus Area: Growing Economic Base

Issue / Summary

Background

Consideration / Recommendation

Attachments

A. MF Standards_report_CC
B. MF Multifamily District_2.39_Suggested Amendments
C. Land Use Matrix - GDC_Suggested Amendments
D. Other Residential District Standards_Suggested Amendments
E. Nonresidential District Standards_Suggested Amendments
F. Perimeter Screening Between Nonresidential Multifamily Single-Family Development_Suggested Amendments
G. Article 1 Definitions
H. GDC Amendment ORD 25-08 R&M
I. MF Standards_Presentation

Planning Report

Agenda Item:
Meeting: City Council
Date: January 6, 2026

REQUEST
Hold a public hearing and consider amendments to several Garland Development Code sections as it relates to Senate Bill 840, multifamily and various other standards.

BACKGROUND
During the 89th Texas legislative session, Senate Bill 840 was passed, which inflicts substantial restrictions upon applicable cities regarding multifamily developments. Primarily, this bill deems multifamily and mixed uses an allowed use in commercially zoned areas, and limits the city's ability to regulate maximum height, setbacks, FAR, parking etc.

In order to address the new state law, City Council asked staff to look into updating and strengthening the multifamily standards within the Garland Development Code. Staff has developed a robust updated section for multifamily developments and presented it to the Development Services Committee and City Council work session. Through multiple meetings and brainstorming, several updates have been formulated. The updates include but are not limited to:

- Include a new subsection in Section 2.52 – Special Standards for Multifamily Developments or expand/revise Section 2.39 MF, Multifamily District
    - Replace three separate multifamily zoning districts with one (80 dua max)
    - Increasing minimum height requirements to 40 feet (3-4 stories)
    - Increasing maximum height requirements to 60 feet (5-6 stories)
    - Restricting surface parking in the front yard and adding design standards for structured parking
    - Requiring eight feet wide sidewalks
    - Requiring horizontal and vertical building articulations and restricting unattractive rooflines
    - Adding site design criteria (block length, yard and build-to-lines)
    - Incorporating amenities list with a point system and requirement per size of development
    - Building flexibility/incentives for environmental sustainability, enhanced glazing, and unique/distinct development elements
- Update Section 4.39 to strengthen the perimeter screening requirements when adjacent to existing single-family developments
- Allow townhomes wherever multifamily is permitted in order to encourage a mix of housing options in those locations (update in the Land Use Matrix)
- Require applicant-paid construction signage to ensure community understanding on the state regulations
- Revise the definition of "Development" to include conversion projects and clarify the applicability section for Chapter 3 for water/wastewater capacity analysis

PREPARED BY:
Nabila Nur, AICP
Planning Director
Planning & Development
972-205-2449
nnur@garlandtx.gov

§ 2.39. MF, Multifamily District.

(A) Purpose. The multifamily district is an attached residential district intended to promote stable, quality, attached-occupancy residential development in livable, sustainable, and compact residential communities at a maximum density of eighty~~eighteen~~ dwelling units per acre. The principal allowed land uses include ~~low-rise to mid-rise~~ multiple-family dwelling structures that are renter-occupied or owner-occupied (as in condominiums). Recreational, religious, health, and educational uses normally located to serve residential areas are also allowed in this district. This district should be located adjacent to an arterial or collector street, and can serve as a buffer between nonresidential development or heavy automobile traffic and medium-density or low-density residential development. This district accommodates a variety of housing types including triplexes, quadplexes, apartments, and condominiums. ~~The MF-0 district is intended for multiple dwelling units, developed in a single-family style, but not on individually platted lots. The MF-1 district, as mentioned in certain sections of the Garland Development Code, is intended to accommodate standard multifamily development. The MF-2 District is intended to accommodate moderately higher densities and building height in order to reflect a more urban style of multifamily development. All MF standards are applicable MF-0, except where otherwise noted in this Section. All MF standards are applicable to both MF-1 and MF-2, except otherwise noted in Table 2-4~~.

(B) Allowed Uses. All allowed land uses (whether by right or by SUP) in the MF district are indicated within the Land Use Matrix, Article 5 of this Chapter 2.

(C) Lot and Density Requirements. Lots used for multifamily purposes must conform to the minimum lot area, width and depth requirements, and to the maximum density requirements, as described in Table 2-4.

(D) Minimum Dwelling Unit Area. The minimum floor area requirements, exclusive of garage square footage, for each residential dwelling unit in the MF district are described in Table 2-4.

(E) Efficiency Dwelling Units. The maximum number of efficiency dwelling units may not exceed ten percent of the total number of units in the same development. Any fractional number of units must be rounded up to the next whole number of units.

(F) Yard Setback Requirements.

(1) General. The yard setback requirements for all structures in a MF district are provided in Table 2-4 and in Section 2.34 of this Chapter 2, and in Section 2.39 (K)(5)(b) unless otherwise expressly provided below.

(2) Special Side and Rear Setbacks. Where an MF district is located adjacent to a single-family zoning district, an existing single-family development, or a single-family Planned Development district, all portions of the building above forty-five feet in height must be set back to fit within a forty-five degree slope measured from the residential property line to maintain privacy for adjacent traditional single-family detached or single-family attached zoning/development. ~~the side and rear setbacks must be 1.25 times the maximum height of each building or a maximum of fifty feet~~.

~~(G)~~ (3) Building Placement. All portions of a multifamily dwelling structure must be a minimum of twenty feet from other multifamily dwelling structures, or any portions thereof; ~~except that the minimum building separation between dwelling structures is ten (10) feet~~

~~(H)~~(G) Exterior Construction.

(1) Construction Materials. Exterior design and construction materials of all MF structures must comply with provisions in Article 6 of Chapter 4 of this GDC.

(2) Roofscapes.

(a) Roofing Materials. Roofing materials on a MF Structure must comply with the provisions of Article 6 of Chapter 4 of this GDC.

(b) Rooftop Equipment. Rooftop-mounted air-conditioning and other mechanical equipment on a MF structure must be screened in compliance with Section 4.46 in Article 3, Chapter 4 of this GDC.

~~(I) Other Requirements.~~

~~(1) Clubhouse.A clubhouse must be constructed on-site and made available to all residents of a MF development, with the following minimum interior (that is, air-conditioned space) square footage requirements:~~

~~(a) An MF development with two hundred dwelling units or less must have a clubhouse that is a minimum 2,500 square feet in size.~~

~~(b) An MF development with two hundred and one dwelling units to three hundred and fifty dwelling units must have a clubhouse that is a minimum 3,500 square feet in size.~~

~~(c) An MF development with over three hundred and fifty dwelling units must have a clubhouse that is a minimum 4,000 square feet in size. Alternatively, a MF development may have two clubhouses, each a minimum of 2,000 square feet in size.~~

~~(2) Swimming Pool(s).One swimming pool having a minimum of eight hundred square feet of surface water must be provided for each MF development. A second swimming pool having a minimum of eight hundred square feet of surface water must be provided for any MF development that has more than two hundred and fifty dwelling units.~~

~~(3) Leisure Areas.One leisure area having a minimum area of one thousand square feet, containing at least two pieces of play equipment, or other outdoor amenities (such as, picnic areas with tables, barbeque pits, arbors, or gazebos) must be provided for each MF development. A second leisure area (having the same requirements for amenities as the first leisure area) must be provided for any MF development that has more than two hundred and fifty dwelling units.~~

~~(4)~~(3) Development~~Residential~~ Types Other Than Multifamily. Within the MF district, residential types other than apartments or condominiums must comply with the following development standards:

(a) Single-family detached homes must comply with the SF-5 district

standards.

(b) Zero-lot-line homes must comply with the SF-5 district standards.

(c) Two-family (duplex) homes must comply with the 2F district standards.

(d) Single-family attached (townhouses) must comply with the SFA district standards.

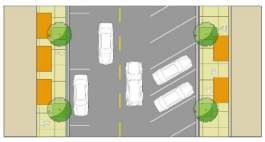
~~(d)~~(e) Multifamily within mixed-use development must comply with the MF standards.

(H) Parking.

(1) Location. Surface off-street parking areas shall be prohibited in front of any structure within a designated front yard. A maximum of 5% of the provided parking may be permitted in the front of the structure or visible from a public street as long as they are not located within the front yard. Surface off-street parking areas must be located generally to the side or rear of the main buildings in designated side or rear yards.

(2) On-Street Head-In or Angled Parking. Unless a street segment is restricted by City ordinance as a "No Parking" zone, a single bay of angled or parallel parking may be provided along the street in front of main buildings (see Illustration 2-7).

Example of Angled and Parallel Parking



(3) Shared and Off-Site Parking. Shared or off-site parking arrangements may be approved during the review and approval of the initial development application. The requirements and procedures for a shared or off-site parking arrangement are provided in Article 2, Division 3 in Chapter 4 of this GDC.

(4) Structured (Garage) Parking. To enhance the overall visual character of a multifamily development, and to mitigate overall bulk appearance of parking structures, the following design standards apply to parking structures:

(a) All above-grade parking structures must be designed to be consistent with and complementary to the architectural style of the main building(s), and must incorporate at least two of the following design elements:

i. Distinctive architectural elements (cornices, piers, columns, friezes, quoins, mullions, fenestration, pilasters, rustication, or accentuating belt courses - see Illustration);

ii. Variation in wall planes (wall openings, canopies, articulations, wall convexities and/or concavities, balconies, or awnings - see Illustration);

iii. Change in materials (defined as a minimum of two separate, compatible materials excluding glazing - each separate material must be at least twenty percent of each facade's surface area, excluding glazing);

iv. Change in colors (defined as a minimum of two separate, compatible colors excluding glazing - each separate color must be at least twenty percent of each facade's surface area, excluding glazing).

(b) All above-grade parking structures must be designed with a distinguishable first floor, upper facades, and roofs. Parking garage first floors must be designed at human scale with pedestrian-scale elements such as awnings, canopies, window breaks, and door openings.

(c) Above-grade parking garages may be designed using decorative metal elements such as ornate meshes, screens, and the like, but non-decorative steel guard cables that are visible to the public or to adjacent properties are prohibited.

Examples of Acceptable Facade Articulation for Parking Structures

~~(J) Special Standards for MF-0 District.~~

~~(1) Screening. The screening requirements of Sections 4.39 and 4.40 apply for the MF-0 District.~~

~~(2) Design. The Residential Building Design standards of Section 4.84 apply to the MF-0 District, except that the standards apply per building rather than per unit, and there is no minimum roof pitch requirement.~~

~~(3) Amenities. The provisions of Section 2.39(I), "Other Requirements," apply to the MF-0 District.~~

~~(4) Parking. The parking requirements of the "Dwelling, Multifamily," as enumerated within the Land Use Matrix, apply to the MF-0 District.~~

~~(5) Attached Enclosed Garages. There must be one (1) attached enclosed garage, a minimum of 10 feet wide by twenty feet long, for each unit within the MF-0 District.~~

(I) Pedestrian Access - Sidewalks. Sidewalks must be provided between the street and the building and shall be a minimum of eight feet in width except in pre-developed areas where the sidewalk system is already established prior to the effective date of this GDC. In those areas, redevelopment of lots or tracts must include repairs or replacement of the adjacent portion of the existing sidewalk, as determined by the Director of Transportation and in compliance with the City's standards in effect at the time. Barrier-free ramps must be added (or replaced) at all street corners and at any designated mid-block pedestrian crossings in accordance with local, state, and federal law.

(J) Landscaping. Landscaping must be provided in accordance with Chapter 4 of the GDC. The Planning Director may approve the required large canopy trees within the landscape buffer to be supplemented with ornamental trees where practical to facilitate the build-to-line zone. When there is a clear conflict between the landscape buffer requirement and the build-to-line zone, the Planning Director may approve an alternate planting plan for the landscape buffer that meets the spirit of the GDC.

(K) Building/Architectural Design.

(1) Articulation. Architectural features of buildings must provide diversity and articulation of wall surfaces through use of one or more of the following architectural elements: pilasters, quoins, projected awnings, solid canopies, bay windows, or towers. Additional horizontal and vertical building articulation requirements are as follows:

(a) Horizontal Building Articulation.

i. Building facades that are visible to a public street and that are between forty feet and one hundred feet in length require at least one horizontal articulation break that is a minimum of two feet in depth for at least twenty percent of the total length of the building facade. Curved facades may be used to meet the articulation requirement if at least one-half of the curved facade meets the minimum two-foot depth.

ii. Building facades that are visible to a public street and that are over one hundred feet in length require at least one horizontal articulation break per fifty linear feet that is a minimum of two feet in depth, so that the cumulative articulation breaks total at least twenty percent of the building facade's total length. Curved facades may be used to meet the articulation requirement if at least one-half of the curved facade meets the minimum two-foot depth.

iii. No uninterrupted wall plane visible from a public street may exceed sixty (60) feet in length without a change in plane, balcony, bay window, or comparable architectural feature.

(b) Vertical (Roofline) and Building Articulation.

i. Building facades that are visible to a public street and that are between forty feet and one hundred feet in length require at least one vertical articulation break that is a minimum of twenty percent higher or lower than the building facade's average unarticulated height for at least twenty percent of the building facade's total length.

ii. Building facades that are visible to a public street and that are over one hundred feet in length require at least one vertical articulation break that is a minimum of twenty percent higher or lower than the building facade's average unarticulated height for every fifty linear feet, so that the cumulative vertical articulation breaks total at least twenty percent of the building facade's total length.

~~(a)~~(c) Each sequential block of new development must contain a unique, but visually compatible, building facade to encourage architectural variety within larger projects by using a combination of architectural elements.

(d) Architectural Elements.

All multifamily buildings must incorporate design elements that create character or reflect regional architecture by including at least six of the following elements (for which photos and examples are provided in Section 4.83(A)(1))

i. Awnings or Canopies

ii. Display windows

iii. Divided light windows

iv. Transoms

v. Shutters

vi. Alcoves/porticos

vii. Recessed entries

viii. Ornamental window headers/lintels

ix. Quoins

x. Distinctive lighting features

xi. Planters and fountains

xii. Benches for outdoor seating

xiii. Dormers

xiv. Varied roof heights

xv. Ornamental façade trims

xvi. Bay windows

xvii. Gable windows.

(2) Roofs.

(a) Roof lines in a multifamily development must be consistent with the coordinated architectural theme and variable in terms of shape, pitch, and height, in order to avoid long expanses of flat similar roof lines.

(b) Roofs must be designed as individual design elements, and must be utilized to screen roof-mounted mechanical equipment and satellite dishes.

(c) The use of mansard or gambrel roofs is prohibited.

(d) False front façades or parapet extensions projecting more than eight (8) feet above the actual roofline are prohibited.

(3) Entry.

(a) At least one (1) primary building entrance shall be provided for every seventy-five (75) linear feet of primary street-facing façade.

(b) Entrances shall be directly accessible from the public or private sidewalk or plaza and clearly visible from the street.

(c) Entrances shall be emphasized through stoops, porches, canopies, awnings, or other architectural features.

(d) Courtyards or passageways count as entries.

(e) Exterior stairways to access dwelling units shall be prohibited, unless required for ADA compliance, building code, or fire safety purposes.

(4) The Planning Director, through an alternative compliance process (as set forth in Chapter 4, Article 1, Division 2 of this GDC), is authorized to waive up to five (5) provisions of the Building/Architectural Design standards as set forth in this subsection if ~~the proposed development incorporates one or more of~~ the following provisions are met~~.~~: The Planning Director may approve the waiver only upon a finding that the proposed alternative is: (i) proportionally consistent with the purpose and intent of this GDC, as applicable; and (ii) promotes the public health, safety, morals, or general welfare by complying with at least one of the following:

(a) Environmental sustainability. Use of building materials, construction techniques, or other elements within the development that promote environmental sustainability for the overall project.

(b) Windows and Glazing. Windows constituting a minimum of 35% of each street-facing façade. Reflective or opaque glass shall not count toward this provision.

(c) Unique architectural features that may not comply with the technical standards outlined in this subsection~~,~~ but can achieve a distinct desired identity for the development. These features may include unique building design elements,

entryway features, signage, mural, or other elements located at a key location within the development.

(5) Site Design.

(a) Site Design.

i. Block Lengths. Block lengths must be characterized by smaller, walkable blocks that are connected to each other; cul-de-sacs or other single-entrance streets are prohibited unless, due to topography or existing development patterns, there is no other reasonable alternative to serve the Urban development. Single-entrance streets may be approved by the Planning Director during the development review process based on the foregoing criteria. Small block lengths and connected street patterns provide opportunities for traffic efficiency and pedestrian connectivity.

1. The minimum length of a street block is two hundred feet.

2. The maximum length of a street block is five hundred feet.

ii. Scale. The massing of new buildings must be articulated in a variety of ways, including the use of projecting and recessed elements such as porches, cantilevers, balconies, bay windows, and roof dormers, to reduce their apparent overall bulk and volume, to enhance visual quality, and to contribute to human-scale development. Large-scale buildings with a box-like appearance are prohibited.

(b) Yard and Build-To Lines.

i. Yards must be free from any encroachments, unless otherwise provided for in this GDC, including primary buildings, accessory buildings, detached garages, and ground-mounted mechanical equipment.

ii. The build-to- line shall be measured from the property line.

iii. Buildings and structures must be in compliance with the following provisions (all setbacks are measured from the property line):

1. Front maximum build-to line is thirty feet; all areas adjacent to a street are front yards; no parking is allowed in the front yard unless otherwise approved during the site permitting process per Section 2.39 (H)(1).

2. Front minimum build-to line is fifteen feet from a public street right-of-way line, and zero feet from a private street or access easement provided that utilities and pedestrian circulation (sidewalks) are accommodated.

3. The maximum front porch setback is fifteen feet.

4. All rear yards must be a minimum of ten feet.

5. All side yards must be a minimum of five feet for residential structure and a minimum of ten feet for all other structures.

6. Dwelling units may be attached to each other with appropriate fire

walls (in accordance with the City Code).

iv. At least seventy-five percent of the front facade of any structure facing a street must be located between the minimum and the maximum build-to lines. Up to twenty-five percent of the facade may be located further from the back- of-curb than the front yard maximum build-to line but may not be located greater than fifty feet beyond the front street maximum build-to line and not greater than thirty--five feet beyond the side street maximum build-to line. No part of any front facade may be located between the back-of-curb and the minimum build-to line.

(L) Other Requirements.

(1) Amenities. A multifamily development must incorporate and provide communal and personal convenience amenities on-site (that is, within the development), in accordance with the minimum points requirements provided in Subsection (4) below, unless provision of the amenities is approved in an off-site location in accordance with Subsection (5) below. Communal and personal amenities may include the following:

(a) Swimming pool~~;~~ (20 points);

i. One swimming pool of a minimum of 512 sq. ft. for two hundred units or less;

ii. One swimming pool of a minimum of 800 sq. ft. for two hundred and one dwelling units to five hundred units;

iii. Two swimming pools each being a minimum of 800 sq. ft. for five hundred and one dwelling units and above. The Planning Director may allow 10 points toward amenities if only one 800 sq. ft. swimming pool is provided instead.

(b) Clubhouse~~;~~ (20 points);

i. A minimum of 2,000 sq. ft in size for two hundred units or less;

ii. A minimum of 3,500 sq. ft. in size for two hundred and one dwelling units to five hundred units;

iii. A minimum of 4,000 sq~~f~~. ~~F~~ft. in size for five hundred and one dwelling units and above.

(c) Dog Park~~;~~ (5 points);

(d) Fitness center~~;~~ (10 points);

(e) Business center~~;~~ (5 points);

(f) Dining establishment~~;~~ (10 points);

(g) Game and leisure room~~;~~ (5 points);

(h) Shared grill or picnic area~~;~~ (5 points);

(i) Personal services (such as, hair salon, therapeutic massage)~~;~~ (10 points);

(j) Multi-purpose gymnasium~~;~~ (15 points);

(k) Meeting/conference rooms~~;~~ (5 points);

(l) Convenience/sundries shop~~;~~ (5 points);

~~(a)~~(m) Child care center~~.~~ (15 points);

(n) Another acceptable amenity (up to 15 points).

(2) Amenities Required by Size of Development. The minimum number of amenities that must be provided on-site (or as may be approved off-site pursuant to Subsection (3) below) for a multifamily development are as follows:

(a) A development having up to, and including, twenty dwelling units must receive at least 10 points as listed in Subsection (3) above

(b) A development having twenty-one dwelling units to seventy-five dwelling units must receive at least 20 points of the amenities as listed in Subsection (3) above;

(c) A development having seventy-six dwelling units to two hundred dwelling units must receive at least 30 points as listed in Subsection (3) above;

(d) A development having two hundred and one dwelling units to five hundred units must receive at least 50 points as listed in Subsection (3) above; and

(e) A development having five hundred and one or more dwelling units must receive at least 70 points as listed in Subsection (3) above.

~~(6)~~(3) Shared Amenities. The Planning Director may, using the procedure for alternative compliance (as set forth in Chapter 4, Article 1, Division 2 of this GDC), approve shared use of amenities among two or more developments provided that use of the amenities by residents of all applicable developments is ensured in perpetuity in a form that is acceptable to the City.

(4) Site Furnishings. Site furnishings in a multifamily development must comply with the following:

(a) Site furnishings, including (but not limited to) benches, litter receptacles, planters, bollards, lighting, bicycle racks, and public art must emphasize the architectural character of the corresponding multifamily development. Plastic furnishings, moveable resin furniture, or other temporary fixtures ~~may~~do not satisfy this requirement.

(b) Multifamily developments maintain continuity in the style, forms, materials, and colors of site furnishings. Site furnishings must be of the same architectural character as the buildings in the development. Plastic furnishings, moveable resin furniture, or other temporary fixtures ~~may~~do not satisfy this requirement.

(c) Site furnishings must be durable, low-maintenance, and resistant to vandalism. All bicycle racks must be securely anchored and accommodate U-locks.

(d) Site furnishings must be placed so as to maintain an unencumbered walkway of at least four feet in width for pedestrians.

(e) Lighting for off-street parking facilities and pedestrian corridors must be of the same height, style, and color. Lighting must complement the architectural style and character of the buildings in the development. Pedestrian-scaled lighting (maximum fourteen (14) feet in height) must be provided along sidewalks, courtyards, and other primary walkways.

~~(7)~~(5) ~~Misc~~Miscellaneous. When multifamily development is constructed on a property zoned as a nonresidential district, the applicant is required to place and maintain a 48”x24” sign onsite visible from the public right-of-way specifying the project’s eligibility per Chapter 218 of the Texas Local Government Code.

ORDINANCE NO. _____

AN ORDINANCE AMENDING IN PART 2 ATTACHMENT 1:4 TO SECTION 2.51, "THE LAND USE MATRIX," AND SECTION 2.52, "SPECIAL STANDARDS FOR CERTAIN USES," OF DIVISION 2, "LAND USE MATRIX," OF ARTICLE V, "USE REGULATIONS," OF CHAPTER 2, "ZONING REGULATIONS," OF THE GARLAND DEVELOPMENT CODE OF THE CITY OF GARLAND, TEXAS; PROVIDING A SAVINGS CLAUSE; PROVIDING A PENALTY UNDER THE PROVISIONS OF SECTION 10.05 OF THE CODE OF ORDINANCES OF THE CITY OF GARLAND, TEXAS; PROVIDING A SEVERABILITY CLAUSE; AND SETTING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GARLAND, TEXAS:

Section 1

That 2 Attachment 1:4 to Section 2.51, "The Land Use Matrix," of Division 2, "Land Use Matrix," of Article V, "Use Regulations," of Chapter 2, "Zoning Regulations," of the Garland Development Code of the City of Garland, Texas, is hereby amended *in part* as follows:

[Remainder of page intentionally left blank.]

	AG	SF-E	SF-10	SF-7	SF-5	SFA	2F	MF ~~(MF-0, MF-1 and MF-2)~~	NO	CO	NS	CR	LC	HC	IN	UR	UB	DT (see Ch. 7)	Parking Requirements	Cross-Reference(s) for Special Standards
Dwelling, Two-Family (duplex)							P	P										-	2 enclosed/ dwelling unit	Sec. 2.38
Dwelling, Industrialized Housing Unit	P	P	P	P	P	P	P											-	2 enclosed/ dwelling unit	Sec. 2.52(A)(5)(d)
Dwelling, Manufactured/HUD-Code Home	S																	-	2 enclosed/ dwelling unit	-
Dwelling, Mobile Home	S																	-	2 enclosed/ dwelling unit	-
Dwelling, Multifamily								P	*	*	*	*	*	*		P	P	-	Efficiency: 1 space 1 bedroom: 1.5 spaces 2+ bedrooms: 2 spaces	Sec. 2.39; ~~Sec. 2.52(A)(39)~~
Dwelling, Live/Work																P	P	-	2 spaces, plus nonresidential requirement	Sec. 2.52(A)(5)(e)
Dwelling, Zero-Lot-Line Home					P			P										-	2 enclosed/dwelling unit	Sec. 2.36(C)
Dwelling, Single-Family Detached	P	P	P	P	P	P	P	P										-	2 enclosed/ dwelling unit	Sec. 2.36
Dwelling, Single-Family Attached (Townhouse)						P		P	*	*	*	*	*	*		P	P	-	2.25 enclosed/dwelling unit	Sec. 2.37
Dwelling, Apartment									*	*	*	*	*	*		P	P	-	~~Efficiency: 1 space~~ ~~1 bedroom: 1.5 spaces~~ ~~2+ bedrooms: 2 spaces~~1 space/dwelling unit	Sec. 2.39; Sec. 2.52(A)(39)
Manufactured/Mobile Home Park or Subdivision																		-	-	-
ACCESSORY & TEMPORARY USES																				
Accessory Building	P	P	P	P	P	P	P	P										-	N/A	Sec. 2.58

Convenience Facilities:	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Section 2

That Section 2.52, "Special Standards for Certain Uses," of Division 2, "Land Use Matrix," of Article V, "Use Regulations," of Chapter 2, "Zoning Regulations," of the Garland Development Code of the City of Garland, Texas, is hereby amended *in part* by adding subsection (A)(39) to read as follows:

(39) Mixed-use and Multifamily Residential Use. Mixed-use and Multifamily residential use must comply with the following provisions of this Subsection (39):

(a) Definitions. For purposes of this Subsection:

(i) For purposes of this subsection, "Mixed-use residential" shall have the definition set forth in Section 218.001 of the Texas Local Government Code.

(ii) For purposes of this subsection, "Multifamily residential" shall have the definition set forth in Section 218.001 of the Texas Local Government Code.

(b) In accordance with Section 218.101 of the Texas Local Government Code and notwithstanding any other provision of this Garland Development Code to the contrary, Mixed-use residential and Multifamily residential uses and development are allowed in zones NO, CO, NS, CR, LC, HC, subject to the following restrictions:

(i) The maximum density shall be the highest residential density allowed within the City.

(ii) The maximum building height per Table 2-4 shall apply.

(iii) The setback requirement per Table 2-4 shall apply.

(iv) The parking requirement shall be one space per dwelling unit.

(v) Mixed-use residential and Multifamily residential use shall not be permitted within:

(1) One thousand feet (1,000') of an existing heavy industrial use or development site;

(2) Three thousand feet (3,000') of an airport or military base; or

(3) Within an area which has been designated as a clear zone or accident potential zone.

Section 3

That Division 2, "Land Use Matrix," of Article V, "Use Regulations," of Chapter 2, "Zoning Regulations," of the

Garland Development Code of the City of Garland, Texas, as amended, shall be and remain in full force and effect save and except as amended by this Ordinance.

Section 4

That a violation of any provision of this Ordinance shall be a misdemeanor punishable in accordance with Sec. 10.05 of the Code of Ordinances of the City of Garland, Texas.

Section 5

That the terms and provisions of this Ordinance are severable and are governed by Sec. 10.06 of the Code of Ordinances of the City of Garland, Texas.

Section 6

That this Ordinance shall be and become effective immediately upon and after its passage and approval.

PASSED AND APPROVED this the _____ day of _____, 2025.

CITY OF GARLAND, TEXAS

_____
Mayor

ATTEST:

_____
City Secretary

PUBLISHED:

Table 2-4 - Other Residential District Standards

		Minimum Yard Setbacks									
District	Minimum Lot Area Maximum Density/Acre	Adjacent to Street			Not Adjacent To Street		Min. Dwelling Unit Area	Min. Lot Width	Min. Lot Depth	Max. Lot Coverage Max. FAR	Min./ Max. Height
	Standard Requirement/ Average	Front	Side	Rear	Side	Rear					
2F	8,000sf/pair 4,000sf/du	25' 20' curvil. or staggered or cul-de-sac	25' 20' curvil. or staggered or cul-de-sac	25' 20' curvil. or staggered or cul-de-sac	7.5' each side	10'	2,600sf/ pair 1,300sf/du	75'/lot or pair of lots if platted separately	100'	40%	35'
SFA	2,000sf/ 1,900 avg max. 12/acre	10'	10'	10'	5'	5'	1,400sf/ 1,300 avg	20' internal 30' end	90'	75%	40'
MF	None Max 80~~12~~/acre ~~in MF-0~~ ~~Max. 18/acre in MF-1~~ ~~Max. 32/acre in MF-2~~	~~20'~~ Build to line Minimum 15'; Maximum 30'	~~20'~~ Build to line Minimum 15'; Maximum 30'	~~20'~~ Build to line Minimum 15'; Maximum 30'	12'	12'	Efficiency: 500sf 1-BR: 650sf 2-BR: 800sf Add'l BR: 150sf Avg: 725sf	75'	100'	60%	~~35' in MF-0~~ ~~40' in MF-1~~ ~~50' in MF-2~~ Min. 40' Max. 60'

Table 2-5 - Nonresidential District Standards*

District	Minimum Lot Area Maximum Lot Area	Minimum Yard Setbacks				Min. Lot Width	Min. Lot Depth	Max. Building Coverage	Max. FAR	Max. Height
		Adjacent to Street			Not Adj./ Street (Side and Rear)					
		Front	Side	Rear						
NO	Min: none Max: 3 acres	25'	20'	25'	none, except 20' when adjacent to residential district	none	none	40%	none	1 story (max. 16'), except pitched roofs may be 20'
CO	Min: none Max: none	1-2 stories: 25'	1-2 stories: 20'	1-2 stories: 25'	30' in height or less: none, except 20' when adjacent to residential district	none	none	none	none	35' ~~Any legal height, subject to yard provisions in Section 2.43~~
		over 2 stories: see Section 2.41(B)(1)b			above 30' in height: see Section 2.41(B)(1)b					
NS	Min: none Max: 3 acres	25'	20'	25'	none, except 20' when adjacent to residential district	none	none	40%	none	1 story (max. 16'), except pitched roofs may be 20'
CR	Min: none Max: none	30'	20'	30'	none, except 20' when adjacent to residential district	none	none	40%	none	35'
LC	Min: none Max: none	30'	20'	20'	none, except 20' when adjacent to residential district	none	none	50%	none	35'
HC	Min: none Max: none	30'	20'	20'	none, except 20' when adjacent to residential district	none	none	50%	none	35'
IN	Min: none Max: none	1-2 stories: 30'	1-2 stories: 20'	1-2 stories: 30'	30' in height or less: none, except 20' when adjacent to residential district	none	none	60%	2:1	Any legal height, subject to yard provisions in Section 2.47
		over 2 stories: see Section 2.41(B)(1)b			above 30' in height: see Section 2.41(B)(1)b					

*Multifamily projects in the nonresidential districts must follow standards set forth in Table 2.4 and Section 2.39.

§ 4.39. Perimeter Screening Between Nonresidential, Multifamily, Single-Family Development.

(A) Nonresidential, Multifamily, and Senior Living Developments. Nonresidential, Multifamily, and Senior Living developments that are located adjacent to single-family (whether attached or detached) and two-family residential district boundary lines must provide screening in the form of one of the options listed below:

(1) Option 1 - Brick or Stone Masonry Wall. A minimum eight~~six~~-foot tall, and maximum ten~~eight~~-foot tall, masonry wall is required along all common property lines. The wall must be constructed of brick or stone, in accordance with the City's *Technical Standards*, or a simulated product with the appearance of hand-laid brick or stone with the same structural integrity of the City's standard screening wall details. In addition to the screening wall, one large canopy tree for every twenty-five linear feet, or portion thereof, is required and must be equally spaced for the entire length of the wall on the development's side of the wall. A masonry wall composed of color-intrinsic stucco or highly articulated (such as split-faced) masonry may be used in lieu of the brick or stone masonry wall, provided that the wall is offset at least one foot for at least twenty-five feet for every one~~-~~-hundred~~-~~-foot section of wall.

(2) Option 2 - Ornamental Metal Fence. A minimum five-foot tall ornamental metal fence with masonry columns, spaced with a maximum of fifty feet between the centers of each column, is required along all common property lines. A continuous row of evergreen high-level screening shrubs (see Table 4-3 in Division 7 of this Article 3) are required along all portions of the fence that are not opaque masonry. All landscaping must be located on the development's side of the fence.

(3) Option 3 - Earthen Berms. An earthen berm (see Section 4.33(L)), or an undulating series of berms, with a living screen may be used provided that each berm is a minimum of six feet in height upon installation for at least eighty percent of the screening length, and provided that each berm and landscaping provides continuous, mostly opaque, screening within three hundred and sixty-five calendar days following installation. Large canopy trees are required for every fifty lineal feet, or portion thereof, of the berm screening (on top of, beside, or meandering in and out of berms). Up to twenty-five percent of the required large canopy trees may be substituted in accordance with Section 4.34(B)(3)(d) in this Article 3.

(B) Replacement of Existing Screening. Replacements of existing screening devices between nonresidential and multifamily developments that are located adjacent to single-family (whether attached or detached) and two-family residential district boundary lines must provide a similar, or more opaque, level of screening to what was previously provided and must be constructed of the same or substantially similar building materials.

(C) Alternative Screening Options. Alternative designs to meet screening requirements may be submitted for consideration, and possible approval, for expansion, rehabilitation, or redevelopment projects using the alternative compliance process outlined in Article 1, Division 2 of this Chapter 4. However, the replacement of existing screening devices must follow the requirements in Section 4.39(B).

Downloaded from https://ecode360.com/GA6318 on 2025-11-13

(Ordinance 6773 adopted 5/19/15; Ordinance 7107, sec. 65, adopted 12/3/19; Ordinance 7404 adopted 2/21/2023)

Downloaded from https://ecode360.com/GA6318 on 2025-11-13

Article 1 Definitions

6.03 Definitions

DEVELOPMENT:

Initiation of any activities related to the platting of land or construction of buildings or structures (including activities such as the filing of a preliminary plan or plat, a plan for development, or plat application), the construction of impervious surfaces (such as, parking lots), the installation of utilities, roadways, drainage facilities or other infrastructure; or any disturbance of the surface or subsurface of the land in preparation for such construction activities, including without limitation removal of vegetation, grading, clearing, filling or removal of soil. The definition includes any of the above-contemplated activities performed for conversions of structures from nonresidential occupancy to mixed-use residential or multifamily residential occupancy.

REPORT & MINUTES

P.C. Meeting, December 8, 2025

2b. APPROVED Hold a public hearing and consider amendments to several Garland Development Code sections as it relates to Senate Bill 840, multifamily and various other standards.

Planning Director, Nabila Nur, provided an overview of the amendments to several Garland Development Code sections as it relates to Senate Bill 840, multifamily and various other standards and remained available for questions.

Motion was made by Commissioner Dalton to close the public hearing and **approve** the amendment as presented with the inclusion of trails as an amenity and consideration of Plan Commission's discussion on all of the amendments. Seconded by Commissioner Abell. **Motion carried**: **8** Ayes, **0** Nays.

GARLAND

City Council Meeting

January 6, 2025

Suggested Amendments

Senate Bill 840

- Expand/revise Section 2.39 MF, Multifamily District
  - Replace three MF zoning districts with one and set maximum density at 80 units per acre
  - Increasing minimum height requirements to 40 feet (3-4 stories)
  - Increasing maximum height requirements to 60 feet (5-6 stories)
  - Restricting surface parking in the front yard and adding design standards for structured parking
  - Requiring eight feet wide sidewalks
  - Requiring horizontal and vertical building articulations and restricting unattractive rooflines
  - Adding site design criteria (block length, yard and build-to-lines)
  - Incorporating amenities list and require per size of development

- Allow townhomes wherever multifamily is permitted in order to encourage a mix of housing options in those locations (update in the Land Use Matrix)

- Require applicant-paid construction signage to ensure community understanding on the state regulations

- Revise the definition of “Development” to include conversion projects and clarify the applicability section for Chapter 3 for water/wastewater capacity analysis

Additional Suggested Amendments

Senate Bill 840

- Amenities section
  - Updated amenities list
  - Point system incorporated for amenities
  - Amenity requirement with points broken further into development size
  - Consideration to update existing section 2.39 (I) for further consistency

(a) Swimming pool as outlined in Section 2.39(I) for size requirement; (20 points)

(b) Clubhouse as outlined in Section 2.39(I) for size requirement; (20 points)

(c) Dog Park; (5 points)

(d) Fitness center; (10 points)

(e) Business center; (5 points)

(f) Dining establishment; (10 points)

(g) Game and leisure room; (5 points)

(h) Shared grill or picnic area; (5 points)

(i) Personal services (such as, hair salon, therapeutic massage); (10 points)

(j) Multi-purpose gymnasium; (15 points)

(k) Meeting/conference rooms; (5 points)

(l) Convenience/sundries shop; (5 points)

(m) Child care center. (15 points)

(4) Amenities Required by Size of Development. The minimum number of amenities that must be provided on-site (or as may be approved off-site pursuant to Subsection (3) below) for a multifamily development are as follows:

(a) A development having up to, and including twenty dwelling units must receive at least 10 points as listed in Subsection (3) above

(b) A development having twenty-one dwelling units to seventy-five dwelling units must receive at least 20 points of the amenities as listed in Subsection (3) above;

(c) A development having seventy-six dwelling units to two hundred dwelling units must receive at least 30 points as listed in Subsection (3) above;

(d) A development having two hundred and one dwelling units to five hundred units must receive at least 50 points as listed in Subsection (3) above; and

(e) A development having five hundred and one or more dwelling units must receive at least 70 points as listed in Subsection (3) above.

Additional Suggested Amendments

Senate Bill 840

- Building/Architectural Design section
  - Updated with entryway standards
  - Flexibility incorporated through alternative compliance method with environmental sustainability, enhanced glazing, and unique/distinct development elements

(6) The Planning Director, through an alternative compliance process (as set forth in Chapter 4, Article 1, Division 2 of this GDC), is authorized to waive up to five (5) provisions of the Building/Architectural Design standards as set forth in this subsection if the proposed development incorporates one or more of the following. The Planning Director may approve the waiver upon a finding the proposed alternative is: (i) proportionally consistent with the purpose and intent of this GDC, as applicable; and (ii) promotes the public health, safety, morals, or general welfare:

(a) Environmental sustainability. Use of building materials, construction techniques, or other elements within the development that promote environmental sustainability for the overall project.

(b) Windows and Glazing. Windows constituting a minimum of 35% of each street-facing façade. Reflective or opaque glass shall not count toward this provision.

(c) Unique architectural features that may not comply with the technical standards outlined in this subsection, but can achieve a distinct desired identity for the development. These features may include unique building design elements, entryway features, signage, mural or other elements located at a key location within the development.

Additional Suggested Amendments

Senate Bill 840

- Setbacks with single-family residential adjacency
  - Perimeter screening standards still apply, increased screen wall height next to SF
  - Residential proximity slope will apply for height above 45 feet

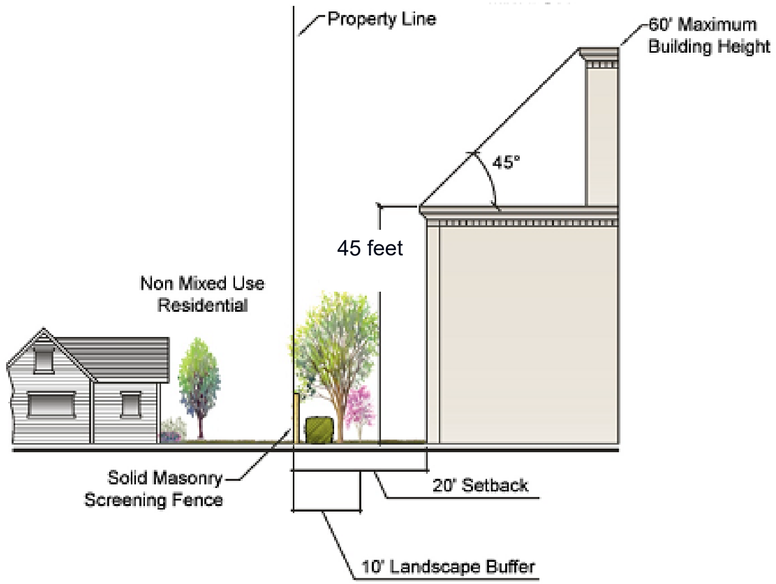
☐ § 4.39 **Perimeter Screening Between Nonresidential, Multifamily, Single-Family Development.**

(A) Nonresidential, Multifamily, and Senior Living Developments. Nonresidential, Multifamily, and Senior Living developments that are located adjacent to single-family (whether attached or detached) and two-family residential district boundary lines must provide screening in the form of one of the options listed below:

(1) Option 1 - Brick or Stone Masonry Wall. A minimum six-foot tall, and maximum eight-foot tall, masonry wall is required along all common property lines. The wall must be constructed of brick or stone, in accordance with the City's *Technical Standards*, or a simulated product with the appearance of hand-laid brick or stone with the same structural integrity of the City's standard screening wall details. In addition to the screening wall, one large canopy tree for every twenty-five linear feet, or portion thereof, is required and must be equally spaced for the entire length of the wall on the development's side of the wall. A masonry wall composed of color-intrinsic stucco or highly articulated (such as split-faced) masonry may be used in lieu of the brick or stone masonry wall, provided that the wall is offset at least one foot for at least twenty-five feet for every one hundred foot section of wall.

(2) Option 2 - Ornamental Metal Fence. A minimum five-foot tall ornamental metal fence with masonry columns, spaced with a maximum of fifty feet between the centers of each column, is required along all common property lines. A continuous row of evergreen high-level screening shrubs (see Table 4-3 in Division **7** of this Article 3) are required along all portions of the fence that are not opaque masonry. All landscaping must be located on the development's side of the fence.

(3) Option 3 - Earthen Berms. An earthen berm (see Section **4.33(L)**), or an undulating series of berms, with a living screen may be used provided that each berm is a minimum of six feet in height upon installation for at least eighty percent of the screening length, and provided that each berm and landscaping provides continuous, mostly opaque, screening within three hundred and sixty-five calendar days following installation. Large canopy trees are required for every fifty lineal feet, or portion thereof, of the berm screening (on top of, beside, or meandering in and out of berms). Up to twenty-five percent of the required large canopy trees may be substituted in accordance with Section **4.34(B)(3)(d)** in this Article 3.



Thank You

Questions?

GARLAND

CITY COUNCIL STAFF REPORT

8

Meeting Date: January 6, 2026

Title: Citywide Appointment

- Tax Increment Finance (TIF) 1 Downtown/Forest Jupiter Board Chair

Submitted by: Jennifer Stubbs, City Secretary

Strategic Focus Area: Future-Focused City Organization

Issue / Summary

TIF 1 Chair.

Background

Council is requested to appoint a Chair to the Tax Increment Financing (TIF) Board for a one-year term beginning January 1, 2026, as required by Section 311.009 of the Texas Tax Code.

Consideration / Recommendation

Approve a Chair to the TIF 1 Board for one year.

Attachments

None

GARLAND

CITY COUNCIL STAFF REPORT

9

Meeting Date: January 6, 2026

Title: Citywide Appointment

- Tax Increment Finance (TIF) 2 South Board Chair

Submitted by: Jennifer Stubbs, City Secretary

Strategic Focus Area: Future-Focused City Organization

Issue / Summary

TIF 2 Chair.

Background

Council is requested to appoint a Chair to the Tax Increment Financing (TIF) Board for a one-year term beginning January 1, 2026, as required by Section 311.009 of the Texas Tax Code.

Consideration / Recommendation

Approve a Chair to the TIF 2 Board for one year.

Attachments

None

GARLAND

CITY COUNCIL STAFF REPORT

10

Meeting Date: January 6, 2026

Title: Citywide Appointment

- Tax Increment Finance (TIF) 3 Finance Board Chair

Submitted by: Jennifer Stubbs, City Secretary

Strategic Focus Area: Future-Focused City Organization

Issue / Summary

TIF 3 Chair.

Background

Council is requested to appoint a Chair to the Tax Increment Financing (TIF) Board for a one-year term beginning January 1, 2026, as required by Section 311.009 of the Texas Tax Code.

Consideration / Recommendation

Approve a Chair to the TIF 3 Board for one year.

Attachments

None

GARLAND

CITY COUNCIL STAFF REPORT

11

Meeting Date: January 6, 2026

Title: Mayor Dylan Hedrick

- Amanda Esquivel - All Abilities Committee

Submitted by: Jennifer Stubbs, City Secretary

Strategic Focus Area: Future-Focused City Organization

Issue / Summary

Council is requested to consider this appointment to the All Abilities Committee.

Background

Consideration / Recommendation

Consider approval of Mayor Hedrick's appointment as presented.

Attachments

A. Amanda Esquivel-Mayor_Redacted

From: noreply@civicplus.com
To: City Secretary
Subject: Online Form Submission #43793 for All Abilities Committee Application
Date: Sunday, November 16, 2025 1:36:12 PM

All Abilities Committee Application

All Abilities Committee Application

First Name:	Amanda
Last Name:	Esquivel
Phone (Primary):	[redacted]
Phone (Secondary):	*Field not completed.*
Email Address:	[redacted]
Dallas County Voter Registration Number (or Date of Birth):	[redacted]
Address:	[redacted]
City:	Garland
State:	TX
Zip Code:	75043
How long have you been a resident of Garland?	10+ years
Have you ever been convicted of a Class A Misdemeanor or a Felony?	No
Please list any experience that qualifies you to serve on this committee.	I've worked in the mental health field for nearly 20 years with clients of all ability levels and have contacts with local organizations that serve the needs of these populations.
If you have previously served on a City Board or Commission, please specify and list dates of	Garland

service.

List civic or community projects with which you have been involved.	Leadership Garland Class 35 and currently on the LG steering committee. I have also been on the board of the Chamber of Commerce for 3 years.
What is your educational background?	Masters degree
Councilmember referred by:	*Field not completed.*
Council District:	3
Identify by name and address each Garland business entity in which you, your spouse or any of your minor children or dependents have a substantial interest.	I am the Owner of Room for Change, a counseling practice.
Identify by street address or lot and block description all real property located within Garland in which you have sole ownership, joint ownership or corporate ownership. You must also include all real property leased by you or held by you with a right of first refusal.	I own my home at [redacted] I pease property at 3256 [redacted]

Email not displaying correctly? View it in your browser.

CAUTION: This email is from an external source. DO NOT click links or open attachments without verifying the sender. Never enter **USERNAME, PASSWORD or SENSITIVE INFORMATION** on linked pages from this email. If you are unsure about the message, please contact the **Help Desk at x7240** for assistance.

GARLAND

CITY COUNCIL STAFF REPORT

12

Meeting Date: January 6, 2026

Title: Mayor Pro Tem Margaret Lucht

- Elizabeth Shirley Graham - All Abilities Committee

Submitted by: Jennifer Stubbs, City Secretary

Strategic Focus Area: Future-Focused City Organization

Issue / Summary

Council is requested to consider this appointment to the All Abilities Committee.

Background

Consideration / Recommendation

Consider approval of Mayor Pro Tem Lucht's appointment as presented.

Attachments

A. Elizabeth Sherley Graham-D5_Redacted

From: noreply@civicplus.com
To: City Secretary
Subject: Online Form Submission #43623 for All Abilities Committee Application
Date: Wednesday, November 12, 2025 10:42:08 AM

All Abilities Committee Application

All Abilities Committee Application

First Name:	Elizabeth
Last Name:	Sherley Graham
Phone (Primary):	[redacted]
Phone (Secondary):	*Field not completed.*
Email Address:	[redacted]
Dallas County Voter Registration Number (or Date of Birth):	[redacted]
Address:	[redacted]
City:	Garland
State:	Texas
Zip Code:	75041
How long have you been a resident of Garland?	3 years, I was born and raised in Garland and then moved back with my family in 2022
Have you ever been convicted of a Class A Misdemeanor or a Felony?	No
Please list any experience that qualifies you to serve on this committee.	I am the parent of four children with disabilities, including physical, intellectual, and sensorial. I am a special education professional in Dallas ISD. I have a M.Ed. in Special Education and am working on my doctorate in Special Education. I am on the board of a nonprofit that supports families of children with medical needs. I am passionate about inclusive and accessible design and want to help make Garland the best city for people with disabilities.
If you have previously	N/A

served on a City Board or Commission, please specify and list dates of service.	
List civic or community projects with which you have been involved.	*Field not completed.*
What is your educational background?	Master of Education in Special Education, current doctoral student for Ed.D. in Curriculum and Instruction in Special Education
Councilmember referred by:	*Field not completed.*
Council District:	*Field not completed.*
Identify by name and address each Garland business entity in which you, your spouse or any of your minor children or dependents have a substantial interest.	None
Identify by street address or lot and block description all real property located within Garland in which you have sole ownership, joint ownership or corporate ownership. You must also include all real property leased by you or held by you with a right of first refusal.	*Field not completed.*

Email not displaying correctly? View it in your browser.

CAUTION: This email is from an external source. DO NOT click links or open attachments without verifying the sender. Never enter **USERNAME, PASSWORD or SENSITIVE INFORMATION** on linked pages from this email. If you are unsure about the message, please contact the **Help Desk at x7240** for assistance.

GARLAND

CITY COUNCIL STAFF REPORT

13

Meeting Date: January 6, 2026

Title: Deputy Mayor Pro Tem Chris Ott

- Heather Miller - All Abilities Committee

Submitted by: Jennifer Stubbs, City Secretary

Strategic Focus Area: Future-Focused City Organization

Issue / Summary

Council is requested to consider this appointment to the All Abilities Committee.

Background

Consideration / Recommendation

Consider approval of Deputy Mayor Pro Tem Ott's appointment as presented.

Attachments

A. Heather Miller-D8_Redacted

From: noreply@civicplus.com
To: City Secretary
Subject: Online Form Submission #43720 for All Abilities Committee Application
Date: Thursday, November 13, 2025 10:07:08 PM

All Abilities Committee Application

All Abilities Committee Application

First Name:	Heather
Last Name:	Miller
Phone (Primary):	[redacted]
Phone (Secondary):	[redacted]
Email Address:	[redacted]
Dallas County Voter Registration Number (or Date of Birth):	[redacted]
Address:	[redacted]
City:	Garland
State:	TX
Zip Code:	75040
How long have you been a resident of Garland?	58 yrs
Have you ever been convicted of a Class A Misdemeanor or a Felony?	No
Please list any experience that qualifies you to serve on this committee.	I have a disabled son. He is 34. He is the best teacher that I have ever had. I have been involved in the disabilities community since he was three months old. I participated in a training program called Parents in Partnership.
If you have previously served on a City Board or Commission, please specify and list dates of	none

service.

List civic or community projects with which you have been involved.	I started the Buddy League, a sports league for children with special needs in 2002. We offer Spring and Fall baseball played at Bradfield Park. We have been doing this for 23 years.
What is your educational background?	I grew up in Garland. I attended O.Henry, Webb M.S., and I graduated from North Garland. I graduated from Austin College in 1988.
Councilmember referred by:	Chris Ott
Council District:	8
Identify by name and address each Garland business entity in which you, your spouse or any of your minor children or dependents have a substantial interest.	none
Identify by street address or lot and block description all real property located within Garland in which you have sole ownership, joint ownership or corporate ownership. You must also include all real property leased by you or held by you with a right of first refusal.	[redacted]

Email not displaying correctly? View it in your browser.

CAUTION: This email is from an external source. DO NOT click links or open attachments without verifying the sender. Never enter **USERNAME, PASSWORD or SENSITIVE INFORMATION** on linked pages from this email. If you are unsure about the message, please contact the **Help Desk at x7240** for assistance.

GARLAND

CITY COUNCIL STAFF REPORT

14

Meeting Date: January 6, 2026

Title: Councilmember Jeff Bass

- Leigh Calmes - All Abilities Committee

Submitted by: Jennifer Stubbs, City Secretary

Strategic Focus Area: Future-Focused City Organization

Issue / Summary

Council is requested to consider this appointment to the All Abilities Committee.

Background

Consideration / Recommendation

Consider approval of Councilmember Bass' appointment as presented.

Attachments

A. Leigh Calmes-D1_Redacted

GARLAND

TEXAS MADE HERE

Applying for All Abilities Committee

Application for City of Garland Boards/Commissions/Committees

Return completed application to City Secretary's Office, 200 N. Fifth St., Garland, Texas 75040 | Email: RDowl@GarlandTX.gov

Please Type or Print Clearly:

Date: November 5, 2025

Name: Leigh Calmes

Phone: [redacted] (Home)

Address: [redacted]

Phone:

City, State, Zip: Garland TX 75040

Email: [redacted]her

Resident of Garland for 2 years

Resident of Texas for [redacted] years

Dallas County Voter Registration Number [redacted] arland City Council District Number 1

Have you ever been convicted of a felony? ____ Yes X No

Have you ever been convicted of a Class A misdemeanor? ____ Yes X No

Please list any experience that qualifies you to serve in the areas you have indicated.

I have a son with autism, partial seizures and learning disabilities.
I have attended and graduated the TX Partners in Policymaking Academy in 2020-2021
I sat on the TX Partners in Policymaking Advisory Board for 2024-2025 See more on 2nd page

If you have previously served on a City Board or Commission, please specify and list dates of service.

I have not.

List civic or community endeavors with which you have been involved.

Latino Outreach, Christ Fellowship Bible Church, McKinney TX 2009-2010 as part of a board that plannec executed a 16th de Septiembre celebration as an outreach to the Latino Community and other civic actiti within the Latino Community. See page 2 for further activities with TX Partners in Policymaking.

What is your educational background?

Attended Eastfield Jr. College and East TX State University
Attended Council of Governments Arlington Police Academy in 1983
Attended Texas Partners in Policymaking Academy - September 2020 - April 2021 through TCCD.

What is your occupational experience?

Retired Law Enforcement and Special Investigator for three insurance compa

I hereby affirm that all statements herein are true and correct. Leigh Calmes

Board or Commission of first, second and third choice:

- ____ Animal Services
- ____ Board of Adjustment
- ____ Citizens Environmental and Neighborhood Advisory Committee
- ____ Civil Service Commission
- ____ Community Multicultural Commission
- ____ Garland Cultural Arts Commission
- ____ Garland Youth Council **
- ____ Library Board
- ____ Property Standards Board
- ____ Parks and Recreation Board
- ____ Plan Commission *
- ____ Senior Citizens Advisory Committee
- ____ Unified Building Standards Commission

*** Garland Youth Council has a separate application*

FOR OFFICE USE ONLY

Ad Valorem Tax Status Current ____ Past Due ____
Utility Account Status Current ____ Past Due ____
CSO Suit/Claim Filed Yes ____ No ____

Clerk Signature & Date _____

Date Appointed _____
Appointed By _____
Date Notified _____
Disclosure Form Filed _____

Revised 05/2021

Page 2 of Application for City of Garland Boards/Commissions/Committees All Abilities Committee.

Additional Information to "Please list any experience that qualifies you to serve in the area you indicated."

Since graduation from the TX Partners in Policymaking in 2021, I have helped parents with concerns regarding their student receiving FAPE in public schools, as well as, have assisted families with their disabled child who has become justice involved.

I have attended three Judicial Commission on Mental Health and IDD summits, learning about various entities serving people with Mental Health and Individual Developmental Disabilities, as well as, special courts and other judicial issues related to people in the justice system with these disabilities.

I have provided written testimony for and against proposed state legislative laws affecting people with disabilities in Texas. I have also interacted with my local house of representative legislators' staff regarding certain proposed laws and certain areas I would like to see the legislature address regarding people with disabilities.

GARLAND

CITY COUNCIL STAFF REPORT

15

Meeting Date: January 6, 2026

Title: Councilmember Kris Beard

- Jana Veit - All Abilities Committee

Submitted by: Jennifer Stubbs, City Secretary

Strategic Focus Area: Future-Focused City Organization

Issue / Summary

Council is requested to consider this appointment to the All Abilities Committee.

Background

Consideration / Recommendation

Consider approval of Councilmember Beard's appointment as presented.

Attachments

A. Jana Veit-D2_Redacted

From: noreply@civicplus.com
To: City Secretary
Subject: Online Form Submission #43634 for All Abilities Committee Application
Date: Wednesday, November 12, 2025 11:58:59 AM

All Abilities Committee Application

All Abilities Committee Application

First Name:	Jana
Last Name:	Veit
Phone (Primary):	[redacted]
Phone (Secondary):	*Field not completed.*
Email Address:	[redacted]
Dallas County Voter Registration Number (or Date of Birth):	[redacted]
Address:	[redacted]
City:	Garland
State:	TX
Zip Code:	75040
How long have you been a resident of Garland?	24 years
Have you ever been convicted of a Class A Misdemeanor or a Felony?	No
Please list any experience that qualifies you to serve on this committee.	I have been a special education teacher for 33 years.
If you have previously served on a City Board or Commission, please specify and list dates of	Garland

service.	
List civic or community projects with which you have been involved.	*Field not completed.*
What is your educational background?	Master's Degree in sped
Councilmember referred by:	Kris Beard
Council District:	2
Identify by name and address each Garland business entity in which you, your spouse or any of your minor children or dependents have a substantial interest.	*Field not completed.*
Identify by street address or lot and block description all real property located within Garland in which you have sole ownership, joint ownership or corporate ownership. You must also include all real property leased by you or held by you with a right of first refusal.	*Field not completed.*

Email not displaying correctly? View it in your browser.

CAUTION: This email is from an external source. DO NOT click links or open attachments without verifying the sender. Never enter **USERNAME, PASSWORD or SENSITIVE INFORMATION** on linked pages from this email. If you are unsure about the message, please contact the **Help Desk at x7240** for assistance.

GARLAND

CITY COUNCIL STAFF REPORT

16

Meeting Date: January 6, 2026

Title: Councilmember Ed Moore

- Tommy Zapata - All Abilities Committee

Submitted by: Jennifer Stubbs, City Secretary

Strategic Focus Area: Future-Focused City Organization

Issue / Summary

Council is requested to consider this appointment to the All Abilities Committee.

Background

Consideration / Recommendation

Consider approval of Councilmember Moore's appointment as presented.

Attachments

A. Tommy Zapata-D3_Redacted

From: noreply@civicplus.com
To: City Secretary
Subject: Online Form Submission #43649 for All Abilities Committee Application
Date: Wednesday, November 12, 2025 2:07:20 PM

All Abilities Committee Application

All Abilities Committee Application

First Name:	Tommy
Last Name:	Zapata
Phone (Primary):	[redacted]
Phone (Secondary):	[redacted]
Email Address:	[redacted]
Dallas County Voter Registration Number (or Date of Birth):	[redacted]
Address:	[redacted]
City:	Garland
State:	TX
Zip Code:	75043
How long have you been a resident of Garland?	20 Plus Years
Have you ever been convicted of a Class A Misdemeanor or a Felony?	No
Please list any experience that qualifies you to serve on this committee.	HOA President – "Who's Who" Winner- Recognized as the #1 Neighbor & Community Leader for the City of Garland (2024) and honored as a U.S. National Winner (May 2025). I have 45 years of experience in the hospitality industry, dedicated to working with the public and managing complex event logistics — including coordinating smooth operations for large-scale gatherings such as the Cotton Bowl. I am known for strong leadership, community engagement, and a passion for fostering connection and excellence in every endeavor.

If you have previously served on a City Board or Commission, please specify and list dates of service.	Garland
List civic or community projects with which you have been involved.	Organized now on my 4th year, one of the largest National Night Out(NNO) in the city. City Officials attended like our Councilman Ed Moore, Garland PD Chief, Two Lieutenants, Two NPO Officers, various other officers ,State Representative Retta Bowers and other community leaders and guest. About 135-150 guest attended
What is your educational background?	High School
Councilmember referred by:	Ed Moore
Council District:	District # 3
Identify by name and address each Garland business entity in which you, your spouse or any of your minor children or dependents have a substantial interest.	No Garland Business Entity Interest .
Identify by street address or lot and block description all real property located within Garland in which you have sole ownership, joint ownership or corporate ownership. You must also include all real property leased by you or held by you with a right of first refusal.	Only my home address

Email not displaying correctly? View it in your browser.

CAUTION: This email is from an external source. DO NOT click links or open attachments without verifying

the sender. Never enter **USERNAME, PASSWORD or SENSITIVE INFORMATION** on linked pages from this email. If you are unsure about the message, please contact the **Help Desk at x7240** for assistance.

GARLAND

CITY COUNCIL STAFF REPORT

17

Meeting Date: January 6, 2026

Title: Councilmember B.J. Williams

- Jennifer Reeder - All Abilities Committee

Submitted by: Jennifer Stubbs, City Secretary

Strategic Focus Area: Future-Focused City Organization

Issue / Summary

Council is requested to consider this appointment to the All Abilities Committee.

Background

Consideration / Recommendation

Consider approval of Councilmember Williams' appointment as presented.

Attachments

A. Jennifer Reeder-D4_Redacted

From: noreply@civicplus.com
To: City Secretary
Subject: Online Form Submission #43707 for All Abilities Committee Application
Date: Thursday, November 13, 2025 3:34:40 PM

All Abilities Committee Application

All Abilities Committee Application

First Name:	Jennifer
Last Name:	Reeder
Phone (Primary):	[redacted]
Phone (Secondary):	*Field not completed.*
Email Address:	[redacted]
Dallas County Voter Registration Number (or Date of Birth):	Texas
Address:	[redacted]
City:	Garland
State:	Texas
Zip Code:	75043
How long have you been a resident of Garland?	20+ years
Have you ever been convicted of a Class A Misdemeanor or a Felony?	No
Please list any experience that qualifies you to serve on this committee.	I served on the city of Garland's Walking Trails committee for 2 years. I have ridden my bicycle around Garland's streets/trails/sidewalks for the last ten years.
If you have previously served on a City Board or Commission, please specify and list dates of	2022-2023 Bike and Trails Committee with the city's parks department

service.	
List civic or community projects with which you have been involved.	*Field not completed.*
What is your educational background?	College
Councilmember referred by:	Billy Williams
Council District:	4
Identify by name and address each Garland business entity in which you, your spouse or any of your minor children or dependents have a substantial interest.	None
Identify by street address or lot and block description all real property located within Garland in which you have sole ownership, joint ownership or corporate ownership. You must also include all real property leased by you or held by you with a right of first refusal.	[redacted] - my personal residence

Email not displaying correctly? View it in your browser.

CAUTION: This email is from an external source. DO NOT click links or open attachments without verifying the sender. Never enter **USERNAME, PASSWORD or SENSITIVE INFORMATION** on linked pages from this email. If you are unsure about the message, please contact the **Help Desk at x7240** for assistance.

GARLAND

CITY COUNCIL STAFF REPORT

18

Meeting Date: January 6, 2026

Title: Councilmember Carissa Dutton

- Grant Laird Jr. - All Abilities Committee

Submitted by: Jennifer Stubbs, City Secretary

Strategic Focus Area: Future-Focused City Organization

Issue / Summary

Council is requested to consider this appointment to the All Abilities Committee.

Background

Consideration / Recommendation

Consider approval of Councilmember Dutton's appointment as presented.

Attachments

A. Grant Laird Jr-D6_Redacted

From: noreply@civicplus.com
To: City Secretary
Subject: Online Form Submission #43759 for All Abilities Committee Application
Date: Friday, November 14, 2025 4:15:12 PM

All Abilities Committee Application

All Abilities Committee Application

First Name:	Grant
Last Name:	Laird Jr
Phone (Primary):	[redacted]
Phone (Secondary):	*Field not completed.*
Email Address:	[redacted]
Dallas County Voter Registration Number (or Date of Birth):	TX
Address:	[redacted]
City:	Garland
State:	TX
Zip Code:	75042-4519
How long have you been a resident of Garland?	30 years
Have you ever been convicted of a Class A Misdemeanor or a Felony?	No
Please list any experience that qualifies you to serve on this committee.	I've been serviced as president, chairperson, committee, board member and other volunteer positions over years for nonprofit organizations.
If you have previously served on a City Board or Commission, please specify and list dates of	N/A

service.

List civic or community projects with which you have been involved.	Dallas Mayor committee with disabilities, deaf celebration expo, texas association of the deaf, and deaf action center of dallas. I also run my own website called deaf network website for 30 years.
What is your educational background?	Some college classes at Richland college
Councilmember referred by:	Carissa Dutton
Council District:	Garland District 6
Identify by name and address each Garland business entity in which you, your spouse or any of your minor children or dependents have a substantial interest.	*Field not completed.*
Identify by street address or lot and block description all real property located within Garland in which you have sole ownership, joint ownership or corporate ownership. You must also include all real property leased by you or held by you with a right of first refusal.	[redacted]

Email not displaying correctly? View it in your browser.

CAUTION: This email is from an external source. DO NOT click links or open attachments without verifying the sender. Never enter **USERNAME, PASSWORD or SENSITIVE INFORMATION** on linked pages from this email. If you are unsure about the message, please contact the **Help Desk at x7240** for assistance.

GARLAND

CITY COUNCIL STAFF REPORT

19

Meeting Date: January 6, 2026

Title: Councilmember Joe Thomas Jr.

- Susan Behrens - All Abilities Committee

Submitted by: Jennifer Stubbs, City Secretary

Strategic Focus Area: Future-Focused City Organization

Issue / Summary

Council is requested to consider this appointment to the All Abilities Committee.

Background

Consideration / Recommendation

Consider approval of Councilmember Thomas' appointment as presented.

Attachments

A. Susan Behrens-D7_Redacted

From: noreply@civicplus.com
To: City Secretary
Subject: Online Form Submission #43640 for All Abilities Committee Application
Date: Wednesday, November 12, 2025 12:19:07 PM

All Abilities Committee Application

All Abilities Committee Application

First Name:	Susan
Last Name:	Behrens
Phone (Primary):	[redacted]
Phone (Secondary):	*Field not completed.*
Email Address:	[redacted]
Dallas County Voter Registration Number (or Date of Birth):	[redacted]
Address:	[redacted]
City:	Garland
State:	TX
Zip Code:	75044
How long have you been a resident of Garland?	38 years
Have you ever been convicted of a Class A Misdemeanor or a Felony?	No
Please list any experience that qualifies you to serve on this committee.	I would like to be a member of the All Abilities Committee is because I have personal experience with what's it's like to live with different abilities both for myself (severe arthritis in both knees & I walk with a cane) and as a caregiver for my elderly mom for the last few years of her life. I've been a Garland resident since 1988, and I would appreciate the opportunity to advocate for residents with different abilities. Previously I served on the board that launched the local Dallas chapter of the National Ovarian Cancer Coalition (NOCC), and I

	volunteered for the Dallas SPCA and Operation Kindness for many years.
If you have previously served on a City Board or Commission, please specify and list dates of service.	n/a
List civic or community projects with which you have been involved.	Previously I served on the board that launched the local Dallas chapter of the National Ovarian Cancer Coalition (NOCC), and I volunteered for the Dallas SPCA and Operation Kindness for many years.
What is your educational background?	B.B.A. in Statistics & Computer Information Systems with minor in Economics
Councilmember referred by:	Joe Thomas Jr.
Council District:	7
Identify by name and address each Garland business entity in which you, your spouse or any of your minor children or dependents have a substantial interest.	n/a
Identify by street address or lot and block description all real property located within Garland in which you have sole ownership, joint ownership or corporate ownership. You must also include all real property leased by you or held by you with a right of first refusal.	[redacted]

Email not displaying correctly? View it in your browser.

CAUTION: This email is from an external source. DO NOT click links or open attachments without verifying

the sender. Never enter **USERNAME, PASSWORD or SENSITIVE INFORMATION** on linked pages from this email. If you are unsure about the message, please contact the **Help Desk at x7240** for assistance.