



GARLAND

AGENDA

CITY COUNCIL WORK SESSION
City of Garland
Work Session Room, City Hall
William E. Dollar Municipal Building
200 North Fifth Street
Garland, Texas
Monday, August 2, 2021
6:00 p.m.

DEFINITIONS:

Written Briefing: Items that generally do not require a presentation or discussion by the staff or Council. On these items the staff is seeking direction from the Council or providing information in a written format.

Verbal Briefing: These items do not require written background information or are an update on items previously discussed by the Council.

The meeting will be broadcast on City of Garland Government Access Television (CGTV). CGTV is available via GarlandTX.gov, channel 16 (Spectrum), Channel 44 (Frontier), and channel 99 (AT&T U-verse). Meetings are broadcast online via live streaming and on-demand, and air on CGTV with several rebroadcasts during the week of the meeting.

Alternatively, the meeting will be broadcast by webinar at the following URL:

https://garlandtx.zoom.us/webinar/register/WN_mrET7H6pSte-RRtZM2ToLQ

The meeting ID is: 919 7825 9731

For those without internet access to the meeting, a dial-in option is available. The numbers are:

346-248-7799
470-250-9358

470-381-2552

Whether you are attending the meeting in-person or via webinar, if you wish to speak, a public comments period is provided as the first item on the agenda. If you desire to address the City Council on a matter that is posted on this agenda, please be prepared to do so at the beginning of the meeting. Once the City Council has begun its discussion of the agenda, you will not be recognized to speak. However, please bear in mind that offering comments should not be done in the form of posing questions. Generally, due to legal restrictions, the City Council is not able to answer questions during the public comments portion of the agenda. Your comments must relate to an item on this agenda - non-germane comments are not in order.

REGISTRATION : If you are attending the meeting via webinar, Registration for the webinar will be required for any citizen wishing to speak. If you choose to speak via the webinar, you must use the “raise hand” feature in order to be recognized.

IN-PERSON COMMENTS: If you are attending the meeting in-person, Registration will be required for any citizen wishing to speak. Speakers shall register using the electronic registration kiosks in the lobby of City Hall.

Garland City Hall and Council Chambers is wheelchair accessible. Special parking is available on the east side of City Hall and on Austin & State Street west of City Hall. Persons with disabilities who plan to attend this meeting and 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.
BRILLE IS NOT AVAILABLE.

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 that the City seeks to have 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]

1. Public Comments on Work Session Items

Persons who desire to address the City Council on any item on the Work Session agenda are allowed three minutes to speak. Speakers are taken only at the beginning of the meeting, other than invited testimony.

Speakers are grouped by Work Session item and will be taken in the order of the Work Session agenda. Speakers must submit to the City Secretary a completed speaker's card before the beginning of the meeting. Speaker cards will not be accepted after the Mayor calls the meeting to order. Speaker cards are available in the lobby, at the visitor's side of the Work Session Room, and from members of staff.

Speakers are limited to addressing items on the Work Session agenda – any item relating to a Regular Session agenda item should be addressed at the Regular Session and any item not on an agenda may be addressed during the open microphone at the end of the Regular Session.

2. Consider the Consent Agenda

A member of the City Council may ask for discussion or further information on an item posted as a consent agenda item on the next Regular Meeting of the City Council. The Council Member may also ask that an item on the posted consent agenda be pulled from the consent agenda and considered for a vote separate from consent agenda items on the regular agenda. All discussions or deliberations on this portion of the work session agenda are limited to posted agenda items and may not include a new or unposted subject matter.

3. Written Briefings:

a. Investment Portfolio Summary

Staff presents the Portfolio Summary report to Council each quarter. The report is in compliance with the requirements of the Public Funds Investment Act. Management of the City's portfolios is conducted in accordance with the City Council Financial Policy, Statement of Investment Strategy and Investment Policy.

b. Consider assistance request for Nonprofit Special Event - 2021 Labor Day Parade and Car Show

The Noon Exchange Club of Garland has requested the City Council to consider waiving expenditures for city services required for their event, Labor Day Parade and Car Show in Downtown Garland on Monday, September 6, 2021. Unless otherwise directed by Council, staff will proceed with the proposed assistance for the Special Event.

4. Verbal Briefings:

a. COVID-19 Briefing - Delta Variant

Staff will provide an update to Council and ask for Council direction, if needed, on various matters related to COVID-19 and actions being taken by the City.

b. Preview of 2021-22 Proposed Budget

Staff will provide an overview of the City Manager's Proposed Budget for FY 2021-22. The FY 2021-22 Proposed Budget document will officially be presented to Council at the August 3, 2021, Regular Meeting.

c. Medical District Area Plan

The Council was briefed on the plan during the July 12, 2021 retreat. Staff and consultant Ninigret Partners are available to discuss feedback received from the Plan Commission and representatives of the VA Hospital. The draft plan and resolution are placed on the August 3, 2021 City Council meeting agenda for formal adoption.

d. Neighborhood Vitality Matching Grant Guidelines

The Community Services Committee has recommended revisions to the Neighborhood Vitality Matching Grant (NVMG) guidelines. Specifically, the proposed revision is to make costs associated with live plant materials, or "softscape," ineligible for the NVMG.

e. Administrative Services Committee Report

Council Member Robert John Smith, chair of the Administrative Services Committee, will provide a committee report on the following items:

- Garland Foundation for Development Board Makeup*
- Donation Handling*
- Council Policy Review*
- Facility Naming and Dedication Plaques*

5. Discuss Appointments to Boards and Commissions

Mayor Scott LeMay

- John Kaiwi - Board of Adjustment
- Jennifer Nguyen - Community Multicultural Commission
- Charles Pickitt - Community Multicultural Commission
- Elvia Flores - Community Multicultural Commission
- Bashir Ashimi - Community Multicultural Commission
- Tiffany Lam - Community Multicultural Commission
- Trayc Claybrook - Cultural Arts Commission
- Ken Risser - Environmental Community Advisory Board
- Bettye Haynes - Library Board
- Don Koerner - Parks and Recreation Board
- Wayne Dalton - Plan Commission
- David Perry - Property Standards Board
- Shirley Robnett - Senior Citizens Advisory Board
- Allan Stafford - Tax Increment Finance #1 Downtown Board
- Patrick Abell - Tax Increment Finance #3 Board
- Mark Tyler - Unified Building Standards Board

Council Member Deborah Morris

- Isaac Abu - Community Multicultural Commission
- Felecia Fuller - Cultural Arts Commission
- Daphne Dean - Environmental Community Advisory Board
- John Ball - Tax Increment Finance #2 South Board

6. Announce Future Agenda Items

A member of the City Council, with a second by another member, or the Mayor alone, may ask that an item be placed on a future agenda of the City Council or a committee of the City Council. No substantive discussion of that item will take place at this time.

7. Council will move into Executive Session

**EXECUTIVE SESSION
AGENDA**

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:

The City Council will adjourn into executive session pursuant to Sections 551.087, 551.072 and 551.071 of the Texas Government Code to deliberate or discuss:

- (1) Economic development matters related to an incentive to a business prospect (551.087) and attorney/client matters concerning privileged and unprivileged client information related thereto (551.071);
- (2) the purchase, exchange, lease or value of a tract of real property and improvements located in the vicinity of West Miller Road between South Shiloh and South Garland Avenue (551.072) and attorney/client matters concerning privileged and unprivileged client information related thereto (551.071); and
- (3) the purchase, exchange, lease or value of a tract of real property and improvements located in the vicinity of North Glenbrook and West Walnut (551.072) and attorney/client matters concerning privileged and unprivileged client information related thereto (551.071).

8. Adjourn



GARLAND POLICY REPORT

City Council Work Session Agenda

3. a.

Meeting Date: August 2, 2021

Item Title: Investment Portfolio Summary

Submitted By: Matt Watson, Finance Director

Strategic Focus Areas: Sound Governance and Finances

ISSUE

Staff presents the Portfolio Summary report to Council each quarter. The report is in compliance with the requirements of the Public Funds Investment Act. Management of the City's portfolios is conducted in accordance with the City Council Financial Policy, Statement of Investment Strategy and Investment Policy.

RECOMMENDATION

The June 30, 2021 Portfolio Summary is presented to inform the Council of the current status of the City's invested funds. Staff will be available to discuss the report with Council.

Attachments

June 30, 2021 Investment Portfolio Report



August 2, 2021

To: Members of the City Council,
City Manager,
and City of Garland Residents

The Portfolio Summary report is presented to Council each quarter. We certify that the June 30, 2021 report complies with the requirements of the Public Funds Investment Act. Management of the City's portfolios is maintained in accordance with the City Council Financial Policy, Statement of Investment Policy and Statement of Investment Strategy.

Matt Watson
Finance Director

Kathryn Ritchie
Controller

Don Daugherty
Cash & Debt Manager

City of Garland

Portfolio Summary

The City of Garland Portfolio Summary presents investment portfolio information on eight portfolios. Each portfolio has a purpose with unique investment management characteristics and objectives.

All portfolios and funds on hand are managed in compliance with the requirements of the Public Funds Investment Act. Management of the City's portfolios is conducted in accordance with the City Council Financial Policy, Statement of Investment Policy, and Statement of Investment Strategy.

Treasury Portfolio

The Treasury Portfolio is the primary source of funding City operation and maintenance expenditures. All budgeted revenues as well as bond proceeds are deposited into the Treasury Portfolio. The portfolio is managed so that sufficient liquidity is achieved at all times to support the ongoing operations, maintenance and capital improvements of the City.

General Obligation Interest & Sinking Portfolio

The General Obligation Interest & Sinking Portfolio pays periodic debt service on tax supported debt. Ad Valorem tax collections is the major revenue source. The portfolio is managed to ensure that debt is paid when it becomes due.

Rate Mitigation Portfolio

The Rate Mitigation Portfolio was established in 1997. The assets in the portfolio may be used to either pay Garland Power & Light Electric Utility debt service or to offset rate increases of the Electric Utility. The portfolio is managed according to forecasted funding requirements.

Economic Development Portfolio

The Economic Development Portfolio serves as a funding source for economic development initiatives. The portfolio maintains ample liquidity since a major expenditure can occur within a short amount of time.

CMH Landfill Portfolio

The CMH Landfill Portfolio holds invested funds that will be used to expand the Hinton Landfill when a current refuse cell reaches its capacity. The portfolio is managed so that funding is available when needed.

Water & Sewer Reserve Portfolio

The Water & Sewer Reserve Portfolio is required by Water & Sewer bond covenants. The City is required to set aside a reserve which serves as additional assurance to a bond holder that Water & Sewer debt will be paid when due.

CIP Interim Financing Portfolio

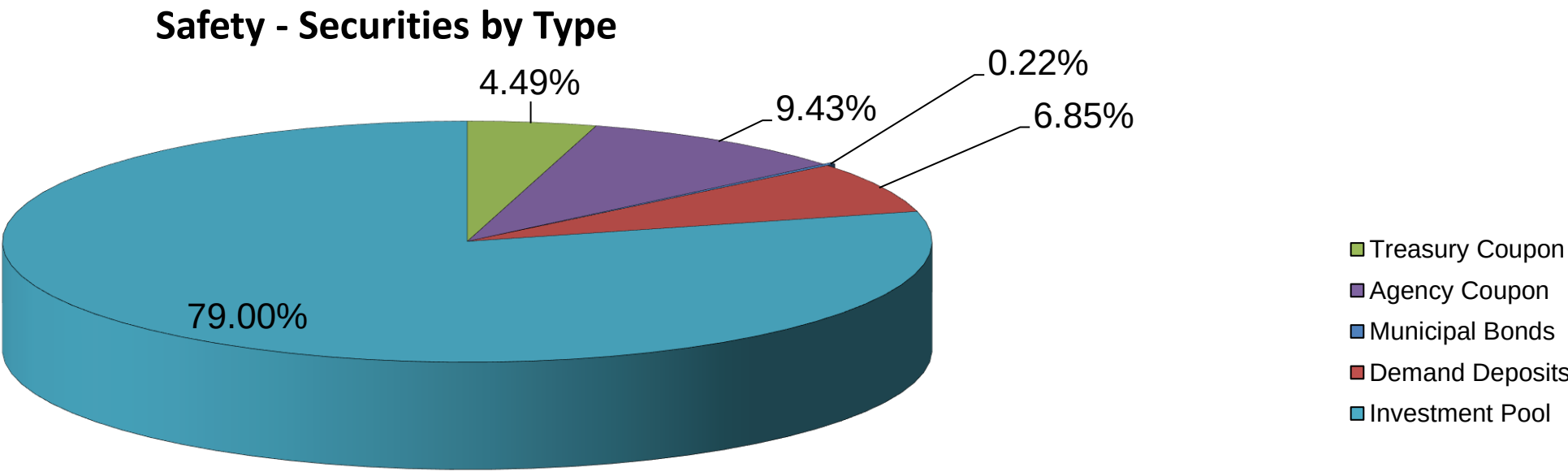
The CIP Interim Financing Portfolio is comprised of funds which will be spent in the General Obligation, the Electric Utility and the Water & Sewer Utility Capital Improvement Programs. The funds are managed to achieve maximum liquidity.

Grants & Other Portfolio

The Grants & Other Portfolio is comprised of funds that have been granted to the City by Federal or State agencies which are yet unspent. Maximum liquidity is required in this portfolio.

Safety - Securities by Type
 City of Garland, Texas
 June 30, 2021

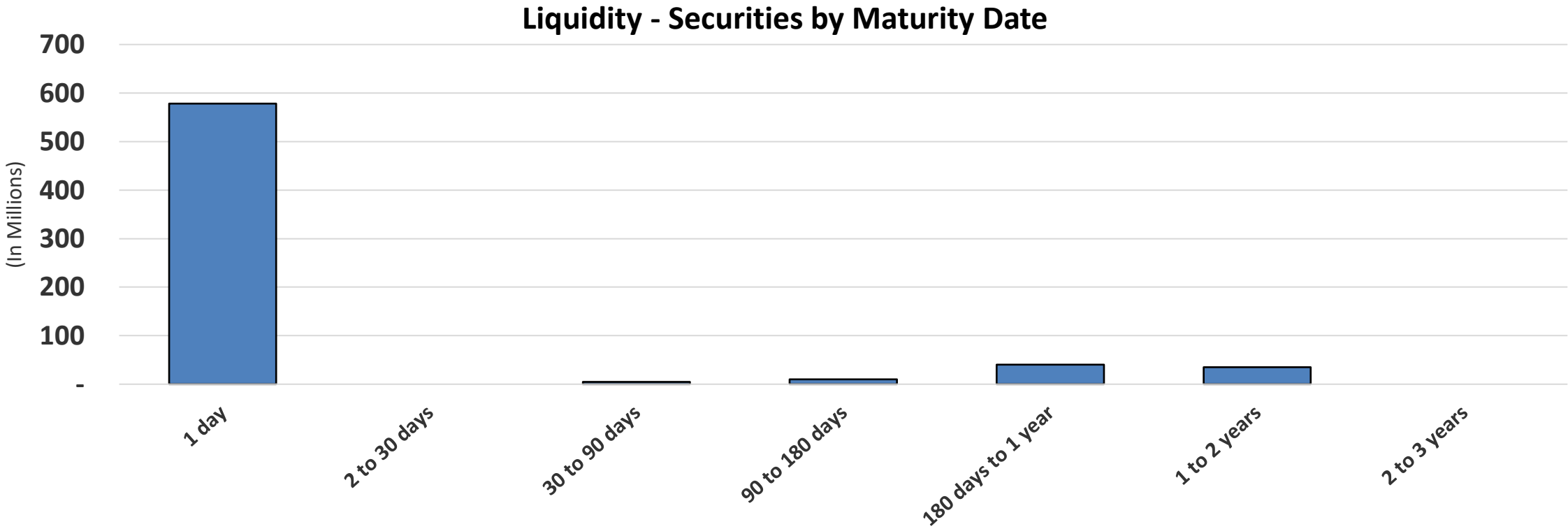
Security Type	Treasury	GO I & S	Rate Mitigation	Economic Development	CMH Landfill	Water & Sewer Reserve	CIP Interim Financing	Grants & Other	Total Book Value	Percent
Treasury Coupon	\$ 9,972,304	\$ -	\$ 19,989,255	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,961,558	4.49%
Agency Coupon	63,010,927	-	-	-	-	-	-	-	63,010,927	9.43%
Municipal Bonds	1,500,000	-	-	-	-	-	-	-	1,500,000	0.22%
Demand Deposits	45,765,564	-	-	-	-	-	-	-	45,765,564	6.85%
Investment Pool	231,752,055	11,139,969	197,272,299	2,235,444	9,792,551	8,240,015	31,525,578	35,757,803	527,715,714	79.00%
Total	\$ 352,000,850	\$ 11,139,969	\$ 217,261,553	\$ 2,235,444	\$ 9,792,551	\$ 8,240,015	\$ 31,525,578	\$ 35,757,803	\$ 667,953,763	100.00%



Note:
 Safety and preservation of capital are the foremost objectives of the investment program. Types of securities held in the investment portfolio must be authorized by the Texas Government Code and City Council Policy.

Liquidity - Securities by Maturity Date
 City of Garland, Texas
 June 30, 2021

	<u>Treasury</u>	<u>GO I & S</u>	<u>Rate Mitigation</u>	<u>Economic Development</u>	<u>CMH Landfill</u>	<u>Water & Sewer Reserve</u>	<u>CIP Interim Financing</u>	<u>Grants & Other</u>	<u>Total Par Value</u>	<u>Percent</u>
1 day - Pools & Demand Deposits	\$ 282,017,620	\$ 11,139,969	\$ 197,272,299	\$ 2,235,444	\$ 9,792,551	\$ 8,240,015	\$ 31,525,578	\$ 35,757,803	\$ 577,981,279	86.53%
2 to 30 days	-	-	-	-	-	-	-	-	-	0.00%
31 to 90 days	5,000,000	-	-	-	-	-	-	-	5,000,000	0.75%
91 to 180 days	10,000,000	-	-	-	-	-	-	-	10,000,000	1.50%
181 days to 1 year	40,000,000	-	-	-	-	-	-	-	40,000,000	5.99%
1 to 2 years	15,000,000	-	20,000,000	-	-	-	-	-	35,000,000	5.24%
2 to 3 years	-	-	-	-	-	-	-	-	-	0.00%
Total	<u>\$ 352,017,620</u>	<u>\$ 11,139,969</u>	<u>\$ 217,272,299</u>	<u>\$ 2,235,444</u>	<u>\$ 9,792,551</u>	<u>\$ 8,240,015</u>	<u>\$ 31,525,578</u>	<u>\$ 35,757,803</u>	<u>\$ 667,981,279</u>	<u>100.00%</u>
Weighted Average Maturity Days	60	1	47	1	1	1	1	1	47	

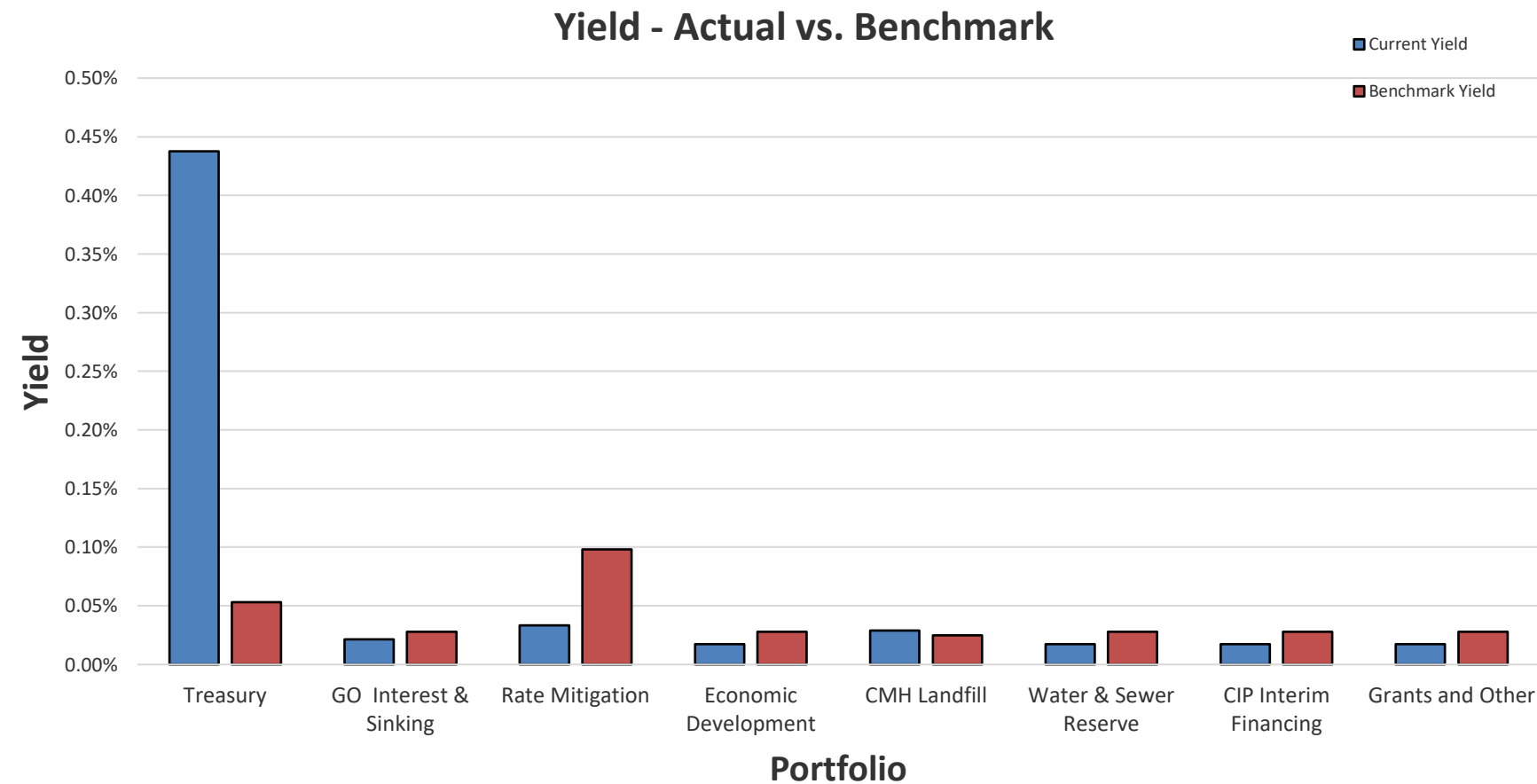


Note:
 Liquidity is maintained in the investment portfolio to ensure that all operating expenditures are paid when due. Securities with varing maturities comprise the investment portfolio so that sufficient funds are always available.

Yield - Interest Income
City of Garland, Texas
June 30, 2021

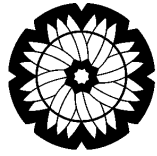
Portfolio	Interest Income Fiscal YTD	Current Yield	Benchmark Yield	Over (Under) Benchmark	Benchmark Source
Treasury	\$ 1,675,359 *	0.438%	0.053%	0.385%	Average 6 month CMT
GO Interest & Sinking	7,356	0.021%	0.028%	-0.007%	Average 1 month CMT
Rate Mitigation	2,444,006 *	0.033%	0.098%	-0.065%	Average 1 year CMT
Economic Development	980	0.017%	0.028%	-0.011%	Average 1 month CMT
CMH Landfill	14,934	0.029%	0.025%	0.004%	Average 3 month CMT
Water & Sewer Reserve	3,591	0.017%	0.028%	-0.011%	Average 1 month CMT
CIP Interim Financing	9,676	0.017%	0.028%	-0.011%	Average 1 month CMT
Grants and Other	4,353	0.017%	0.028%	-0.011%	Average 1 month CMT
Total Portfolios	\$ 4,160,254				

* Includes Realized Gains & Losses on Sale of Securities (Treasury \$106,975 & Rate Mitigation \$1,602,153)



Note:

The investment program is designed to attain a market average rate of return taking into account the cash flow characteristics of each portfolio. Investment securities are held to maturity. Consequently, losses are not incurred.



GARLAND

City of Garland
Texas Compliance Summary
Sorted by Issuer
October 1, 2020 - June 30, 2021

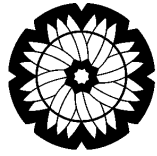
City of Garland

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Issuer			Par Value	Market Value	Book Value	Accrued Interest
Farmer Mac	Value beginning	10/01/2020	8,000,000.00	8,268,824.72	8,001,818.65	35,733.33
	Net Change		-3,000,000.00	-3,193,094.17	-3,001,372.99	20,100.00
	Value ending	06/30/2021	5,000,000.00	5,075,730.55	5,000,445.66	55,833.33
Federal Farm Credit Bank	Value beginning	10/01/2020	104,000,000.00	106,174,496.97	104,011,182.62	456,059.59
	Net Change		-76,000,000.00	-77,864,297.26	-76,017,578.56	-222,049.87
	Value ending	06/30/2021	28,000,000.00	28,310,199.71	27,993,604.06	234,009.72
Federal Home Loan Bank	Value beginning	10/01/2020	45,000,000.00	46,313,234.49	45,096,034.66	305,934.03
	Net Change		-20,000,000.00	-21,016,252.34	-20,078,855.28	-206,697.92
	Value ending	06/30/2021	25,000,000.00	25,296,982.15	25,017,179.38	99,236.11
Federal Home Loan Mort. Corp.	Value beginning	10/01/2020	20,000,000.00	20,059,964.20	20,013,012.93	66,197.93
	Net Change		-20,000,000.00	-20,059,964.20	-20,013,012.93	-66,197.93
	Value ending	06/30/2021	0.00	0.00	0.00	0.00
Federally Insured Cash Account	Value beginning	10/01/2020	5,714,083.79	5,714,083.79	5,714,083.79	0.00
	Net Change		2,668.21	2,668.21	2,668.21	0.00
	Value ending	06/30/2021	5,716,752.00	5,716,752.00	5,716,752.00	0.00
Fed National Mort Assoc	Value beginning	10/01/2020	15,000,000.00	15,209,155.50	14,980,648.74	42,534.73
	Net Change		-10,000,000.00	-10,141,921.75	-9,980,951.29	19,444.44
	Value ending	06/30/2021	5,000,000.00	5,067,233.75	4,999,697.45	61,979.17

City of Garland
Texas Compliance Summary
October 1, 2020 - June 30, 2021

Issuer			Par Value	Market Value	Book Value	Accrued Interest
Insured Cash Shelter Account	Value beginning	10/01/2020	20,015,455.92	20,015,455.92	20,015,455.92	35.09
	Net Change		20,033,356.54	20,033,356.54	20,033,356.54	0.00
	Value ending	06/30/2021	40,048,812.46	40,048,812.46	40,048,812.46	35.09
Municipal Bonds	Value beginning	10/01/2020	6,400,000.00	6,394,176.00	6,400,000.00	3,335.11
	Net Change		-4,900,000.00	-4,894,176.00	-4,900,000.00	-2,664.57
	Value ending	06/30/2021	1,500,000.00	1,500,000.00	1,500,000.00	670.54
TEXPOOL Investement Pool	Value beginning	10/01/2020	207,730,928.02	207,730,928.02	207,730,928.02	0.00
	Net Change		241,642,035.24	241,642,035.24	241,642,035.24	0.00
	Value ending	06/30/2021	449,372,963.26	449,372,963.26	449,372,963.26	0.00
Texpool Prime Investment Pool	Value beginning	10/01/2020	55,936,649.39	55,936,649.39	55,936,649.39	0.00
	Net Change		2,051,799.59	2,051,799.59	2,051,799.59	0.00
	Value ending	06/30/2021	57,988,448.98	57,988,448.98	57,988,448.98	0.00
TXSTAR	Value beginning	10/01/2020	20,347,135.79	20,347,135.79	20,347,135.79	0.00
	Net Change		7,166.09	7,166.09	7,166.09	0.00
	Value ending	06/30/2021	20,354,301.88	20,354,301.88	20,354,301.88	0.00
United States Treasury	Value beginning	10/01/2020	50,000,000.00	50,541,660.00	50,055,626.82	270,771.84
	Net Change		-20,000,000.00	-20,577,990.00	-20,094,068.70	-270,124.79
	Value ending	06/30/2021	30,000,000.00	29,963,670.00	29,961,558.12	647.05
Total	Value beginning	10/01/2020	558,144,252.91	562,705,764.79	558,302,577.33	1,180,601.65
	Net Change		109,837,025.67	105,989,329.95	109,651,185.92	-728,190.64
	Value ending	06/30/2021	667,981,278.58	668,695,094.74	667,953,763.25	452,411.01



GARLAND

City of Garland Texas Compliance Details Sorted by Issuer June 30, 2021

City of Garland

CUSIP	Investment #	Fund	Investment Type	Investment Class	Par Value	Maturity Date	Call Date	Current Rate	Market Price	Market Date	Market Value	Book Value
Issuer: Farmer Mac												
31422BCD0	2437	100	Federal Agency Coupon Securities	< 1 Y	5,000,000.00	02/01/2022		2.680	101.514	06/30/2021	5,075,730.55	5,000,445.66
				Subtotal	5,000,000.00						5,075,730.55	5,000,445.66
Issuer: Federal Farm Credit Bank												
3133EJTF6	2443	100	Federal Agency Coupon Securities	> 1 Y	3,000,000.00	07/02/2021		2.700	100.007	06/30/2021	3,000,220.86	3,000,010.87
3133EJ5P0	2429	100	Federal Agency Coupon Securities	> 1 Y	5,000,000.00	01/18/2022		2.600	101.377	06/30/2021	5,068,896.10	4,999,738.46
3133EKAK2	2445	100	Federal Agency Coupon Securities	> 1 Y	5,000,000.00	02/14/2022		2.530	101.522	06/30/2021	5,076,126.50	4,998,252.65
3133EKBV7	2448	100	Federal Agency Coupon Securities	> 1 Y	10,000,000.00	03/01/2022		2.550	101.646	06/30/2021	10,164,683.30	9,999,933.33
3133EMCH3	2505	100	Federal Agency Coupon Securities	> 1 Y	5,000,000.00	10/13/2022	10/13/2021	0.160	100.005	06/30/2021	5,000,272.95	4,995,668.75
				Subtotal	28,000,000.00						28,310,199.71	27,993,604.06
Issuer: Federal Home Loan Bank												
313378JP7	2481	100	Federal Agency Coupon Securities	> 1 Y	5,000,000.00	09/10/2021		2.375	100.441	06/30/2021	5,022,086.55	5,006,396.66
3130AHJY0	2482	100	Federal Agency Coupon Securities	> 1 Y	5,000,000.00	11/19/2021		1.625	100.619	06/30/2021	5,030,956.15	4,998,699.72
3130AFFN2	2439	100	Federal Agency Coupon Securities	> 1 Y	5,000,000.00	12/10/2021		3.000	101.295	06/30/2021	5,064,768.65	5,007,780.03
313378WG2	2451	100	Federal Agency Coupon Securities	> 1 Y	5,000,000.00	03/11/2022		2.500	101.671	06/30/2021	5,083,591.95	5,009,325.02
313379Q69	2454	100	Federal Agency Coupon Securities	> 1 Y	5,000,000.00	06/10/2022		2.125	101.911	06/30/2021	5,095,578.85	4,994,977.95
				Subtotal	25,000,000.00						25,296,982.15	25,017,179.38
Issuer: Federally Insured Cash Account												
FICA1	1944	100	CD's Rolling	< 1 Y	5,716,752.00			0.050	100.000	04/30/2021	5,716,752.00	5,716,752.00
				Subtotal	5,716,752.00						5,716,752.00	5,716,752.00
Issuer: Fed National Mort Assoc												
3135G0U92	2426	100	Federal Agency Coupon Securities	> 1 Y	5,000,000.00	01/11/2022		2.625	101.344	06/30/2021	5,067,233.75	4,999,697.45
				Subtotal	5,000,000.00						5,067,233.75	4,999,697.45
Issuer: Insured Cash Shelter Account												
ICSA	1991	100	CD's Rolling	< 1 Y	40,048,812.46			0.150	100.000	04/30/2021	40,048,812.46	40,048,812.46
				Subtotal	40,048,812.46						40,048,812.46	40,048,812.46

City of Garland
Texas Compliance Details
June 30, 2021

CUSIP	Investment #	Fund	Investment Type	Investment Class	Par Value	Maturity Date	Call Date	Current Rate	Market Price	Market Date	Market Value	Book Value
Issuer: Municipal Bonds												
592112TX4	2511	100	Municipal Bonds	> 1 Y	1,500,000.00	07/01/2021		0.121	100.000	06/30/2021	1,500,000.00	1,500,000.00
					Subtotal						1,500,000.00	1,500,000.00
Issuer: TEXPOOL Investement Pool												
TREASURY	1825	100	Investment Pool Accounts	< 1 Y	169,465,529.90			0.017	100.000	10/30/2020	169,465,529.90	169,465,529.90
DEBTSVC	1814	111	Investment Pool Accounts	< 1 Y	10,152,061.27			0.017	100.000	10/30/2020	10,152,061.27	10,152,061.27
RATE	1815	214	Investment Pool Accounts	< 1 Y	184,728,525.58			0.017	100.000	10/30/2020	184,728,525.58	184,728,525.58
LANDFILL	1812	635	Investment Pool Accounts	< 1 Y	7,268,006.51			0.017	100.000	10/30/2020	7,268,006.51	7,268,006.51
WTR-RES-OTHER	1833	223-02	Investment Pool Accounts	< 1 Y	3,507,061.45			0.017	100.000	10/30/2020	3,507,061.45	3,507,061.45
SWR-RES-OTHER	1834	233-02	Investment Pool Accounts	< 1 Y	4,562,199.10			0.017	100.000	10/30/2020	4,562,199.10	4,562,199.10
HCV	1865	822-01	Investment Pool Accounts	< 1 Y	1,227,030.19			0.017	100.000	10/30/2020	1,227,030.19	1,227,030.19
FSS ESCROW	1866	822-02	Investment Pool Accounts	< 1 Y	87,069.46			0.017	100.000	10/30/2020	87,069.46	87,069.46
SEIZURE OTHR	1905	923	Investment Pool Accounts	< 1 Y	65,586.60			0.017	100.000	10/30/2020	65,586.60	65,586.60
ED FD	2186	215	Investment Pool Accounts	< 1 Y	2,235,444.11			0.017	100.000	10/30/2020	2,235,444.11	2,235,444.11
GO CP	2268	601	Investment Pool Accounts	< 1 Y	5,730,447.82			0.017	100.000	10/30/2020	5,730,447.82	5,730,447.82
ELEC CP	2269	210	Investment Pool Accounts	< 1 Y	5,504,950.70			0.017	100.000	10/30/2020	5,504,950.70	5,504,950.70
WATER CP	2270	220	Investment Pool Accounts	< 1 Y	3,528,279.66			0.017	100.000	10/30/2020	3,528,279.66	3,528,279.66
SEWER CP	2271	230	Investment Pool Accounts	< 1 Y	8,760,765.18			0.017	100.000	10/30/2020	8,760,765.18	8,760,765.18
JAG-2018	2469	871-18	Investment Pool Accounts	< 1 Y	0.01			0.017	100.000	10/30/2020	0.01	0.01
TWDB PRIN	2474	228-01	Investment Pool Accounts	< 1 Y	17,004.81			0.017	100.000	10/30/2020	17,004.81	17,004.81
TWDB ESCROW	2475	228-02	Investment Pool Accounts	< 1 Y	5,538,194.50			0.017	100.000	10/30/2020	5,538,194.50	5,538,194.50
TWDB RESERVE	2477	228-03	Investment Pool Accounts	< 1 Y	170,753.97			0.017	100.000	10/30/2020	170,753.97	170,753.97
COVID 19	2502	941	Investment Pool Accounts	< 1 Y	7,620,736.37			0.017	100.000	10/30/2020	7,620,736.37	7,620,736.37
RTR PROJECT	2504	692	Investment Pool Accounts	< 1 Y	2,445,935.36			0.017	100.000	10/30/2020	2,445,935.36	2,445,935.36
JAG-2019	2521	871-19	Investment Pool Accounts	< 1 Y	0.01			0.017			0.01	0.01
JAG-2020	2522	871-20	Investment Pool Accounts	< 1 Y	0.01			0.017			0.01	0.01
ARP	2524	943	Investment Pool Accounts	< 1 Y	26,757,380.69			0.017			26,757,380.69	26,757,380.69
					Subtotal						449,372,963.26	449,372,963.26
Issuer: Texpool Prime Investment Pool												
SYS2417	2417	100	Investment Pool Accounts	< 1 Y	41,932,223.58			0.062	100.000	10/30/2020	41,932,223.58	41,932,223.58
SYS2418	2418	214	Investment Pool Accounts	< 1 Y	12,543,773.37			0.062	100.000	10/30/2020	12,543,773.37	12,543,773.37
SYS2418	2419	635	Investment Pool Accounts	< 1 Y	2,524,544.72			0.062	100.000	10/30/2020	2,524,544.72	2,524,544.72
SYS2418	2420	111	Investment Pool Accounts	< 1 Y	987,907.31			0.062	100.000	10/30/2020	987,907.31	987,907.31
					Subtotal						57,988,448.98	57,988,448.98

City of Garland
Texas Compliance Details
June 30, 2021

CUSIP	Investment #	Fund	Investment Type	Investment Class	Par Value	Maturity Date	Call Date	Current Rate	Market Price	Market Date	Market Value	Book Value
Issuer: TXSTAR												
TEXSTAR	1822	100	Investment Pool Accounts	< 1 Y	20,354,301.88			0.010	100.000	10/30/2020	20,354,301.88	20,354,301.88
				Subtotal	20,354,301.88						20,354,301.88	20,354,301.88
Issuer: United States Treasury												
91282CAR2	2527	214	Treasury Coupon Securities	> 1 Y	10,000,000.00	10/31/2022		0.125	99.953	06/30/2021	9,995,310.00	9,995,397.56
91282CAX9	2526	214	Treasury Coupon Securities	> 1 Y	10,000,000.00	11/30/2022		0.125	99.933	06/30/2021	9,993,360.00	9,993,856.94
91282CCK5	2528	100	Treasury Coupon Securities	> 1 Y	10,000,000.00	06/30/2023		0.125	99.750	06/30/2021	9,975,000.00	9,972,303.62
				Subtotal	30,000,000.00						29,963,670.00	29,961,558.12
				Total	667,981,278.58						668,695,094.74	667,953,763.25



GARLAND POLICY REPORT

City Council Work Session Agenda

3. b.

Meeting Date: August 2, 2021

Item Title: Consider assistance request for Nonprofit Special Event - 2021 Labor Day Parade and Car Show

Submitted By: Christopher Hallmark, Special Events & Marketing Supervisor

Strategic Focus Areas: Enhanced Quality of Life through Amenities, Arts, and Events
Customer-Focused City Services

ISSUE

The Noon Exchange Club of Garland has requested the City Council to consider waiving expenditures for city services required for their event, Labor Day Parade and Car Show in Downtown Garland on Monday, September 6, 2021. The City Council Policy on Special Event Policies and Guidelines (OPNS-29) states that requests from nonprofit organizations for donated services in excess of \$5,000 be brought to the City Council for consideration.

OPTIONS

The City Council may:

1. Approve the proposed recommendations for special event assistance
2. Deny or revise proposed funding levels, or
3. Return the item to staff for further review and recommendations

RECOMMENDATION

Over the past several years the city has taken a more proactive planning role for the Labor Day Parade to prevent any risk management issues such as road closures for safety, providing public restrooms, setup and teardown, and increasing the number of police officers and paramedics to make sure this is a safe and successful event. We have had no issues in this area due to the city's planning and oversight of these areas.

For the 2021 Labor Day Parade and Car Show event, planning discussions via email to each necessary department have been conducted to capture costs and layout plans for the event. In addition, meetings between representatives from Transportation, Police, Health, Environmental Waste, Fire, Park Maintenance, and Cultural Arts were held throughout June, July and August to prepare for this event.

At the meetings, these areas below were studied and plans were made for each:

- Traffic Plan/Street Closure Plan

- Emergency Services (EMS and Fire) Plans
- Police and Event Security Plans
- Environmental Waste Plan
- Setup/Teardown Plan

Based on these planning meetings, it has been determined that this year's estimated costs for Labor Day Parade and Car Show will be:

CITY SERVICE:	AMOUNT	DESCRIPTION:
Police	\$14,000	Security and safety/ Overtime rate
Transportation Services	\$1,000	Oversight of street closures
Environmental Waste Services	\$500	Delivery and removal of (50) waste containers and (1) dumpster
Cultural Arts Facilities	\$320	Plaza Theater rental fee and hired sound technician for karaoke
Equipment Rental	\$4,300	Public restrooms (11), Golf Carts (12)
Contracted Cleaning Services	\$4,000	Post-Event Cleanup with street sweepers
In-Kind Equipment & Services	\$1,500	Parks Staff OT, Décor, Misc. Equipment
ESTIMATED TOTAL:	\$25,620	

Unless otherwise directed by City Council, staff will proceed with the proposed estimated assistance for the special event.

BACKGROUND

This annual event spotlights the unity among Garland's diverse community. By assisting various nonprofit organizations through the donation of City services for nonprofit special events, the City promotes and celebrates the diversity and vitality of the community. From parades and festivals to various multicultural events, the City of Garland is showcased through the efforts of these nonprofit organizations.

CONSIDERATION

The 2020-21 annual operating budget has \$106,000 budgeted in the General Fund to provide assistance in covering fees and charges for City services for special events held by nonprofit organizations. The proposed assistance for the Labor Day Parade is within the budgeted amount.

Current YTD Events Expenditures – 5,034.85

Projected (Budgeted) YR 20-21 Events Total Expenditures – 28,504.85

Due to the pandemic, many events that require assistance were canceled or postponed their event to next year. Detailed information is listed in the attached YTD nonprofit report.

Attachments

YTD Nonprofit Expenses Report 7.23.2021

- 2021 Special Event Permit Application
- 2021 Special Event Assistance Program Application

2021 Parade Route Map

Noon Exchange Club 501©3 Nonprofit Certificate

2020-2021 NONPROFIT EVENTS	BUDGETED
	\$106,000

2020-2021 NONPROFIT EVENTS		PROJECTED	ACTUAL	
Run for Clean Water 5K (reschedule date)	10/3/2020	\$2,300	\$0	Postponed to 10/16/2021
Candelight Vigil	10/6/2020	\$0	\$0	Cancelled
Berkner High School	10/17/2020	\$0	\$0	Cancelled
Rockin the Rock 5K Run	10/10/2020	\$2,100	\$0	Cancelled
Trunk R Treat	10/25/2020	\$7,900	\$0	Cancelled
Wheels of Hope Car Show (reschedule date)	10/31/2020	\$8,970	\$0	Postponed to 10/2/2021
ILT 5K Run	11/7/2020	\$2,200	\$0	Cancelled
GDBA Wine Walk	11/7/2020	\$0	\$0	Cancelled
Run the Good Run 5K	11/14/2020	\$2,400	\$0	Cancelled
Jingle Bell 5K Run	11/21/2020	\$2,200	\$0	Cancelled
Lunar New Year	1/9/2021	\$800	\$0	Cancelled
MLK Parade	1/16/2021	\$23,350	\$0	Cancelled
Lucky 5K Run	3/20/2021	\$2,300	\$1,596	Approved
Hope for your City 5k	3/20/2021	\$2,300	\$0	No Application/ Placeholder
Black Day Parade/National Day of Resentment	4/25/2021	\$3,600	\$0	No Application/ Placeholder
Cinco de Mayo	5/2/2021	\$11,940	\$0	Cancelled
Garland Latino Heritage Fiesta	5/15/2021	\$1,000	\$689	Approved
Labor Day Parade & Car Show	9/6/2021	\$25,620	-	Applied/ Pending Review
Children's Festival	9/11/2021	\$600	-	Applied/ Pending Review
		\$99,580	\$2,285	

From: noreply@civicplus.com
To: [Special Events](#)
Subject: [EXTERNAL] Online Form Submittal: Third Party Special Event Application
Date: Wednesday, July 21, 2021 2:42:47 PM

Third Party Special Event Application

Applicant/Event Host Information

Event Host/Contact Person	Jerry
Event Host/Contact Person	Defeo
Host Organization Title	Noon Exchange Club of Garland
Organization Type	Non-Profit - 501(c)(3) or (c)(6) Certificate Required
Address	1245 Colonel Dr
City	Garland
State	TX
Zip Code	75043
Best Phone Number	972-897-5800
Email Address	jerrydef@flash.net
Liability Insurance:	<i>Field not completed.</i>
Nonprofit Certificate	Labor Day Parade 501c3.pdf
Mitigation Strategy Plan	<i>Field not completed.</i>

Event Description

Event Name/Title	Labor Day Parade 2021
Event Start Date	9/6/2021
Event End Date	9/6/2021
Link to Event Website (If applicable)	http://www.noonexchangeclubofgarland.org/labor-day-parade.html
Event Type	Parade/March
Detailed Event Description	Labor Day Parade 2021, plus a car show and karaoke!

Event Location & Maps

Event Location	Garland Downtown Square
List Park and/or Venue Name	Central Park & Downtown Garland Square
Location of Event	520 W. State St
City	Garland
State	Texas
Zip Code	75040
Street Closures/ Neighboring Streets	Glenbrook to Main, Main to 5th, 5th to Walnut.
Site Map/ Event Layout	2021 - Labor Day Parade route map.pdf

Layout/ Map Requirements

1) All Equipment/ Activity/ Food/ Beverage/ Merchandise Vendors & Locations including Tent Size

2) Sound/Power/Staging Locations

3) Street Closures (If Applicable)

4) EMS/ PD/ Restroom/ Trash Container Locations (If Applicable)

5) Activities/Festivities/Signage Locations

Event Schedule

Event Start Date & Time	9/6/2021 9:00 AM
Event End Date & Time	9/6/2021 3:00 PM
Event Setup Date & Time	9/6/2021 6:00 AM
Event Teardown Date & Time	9/6/2021 4:00 PM

(Section Break)

Multiple Day Schedule

If your event occurs on multiple or consecutive days, enter Start and End times for each day of the week on which your event will occur.

First Event Day - Start Date & Time	Field not completed.
First Event Day - End Date &	Field not completed.

Time

Second Event Day - Start Date & Time

Field not completed.

Second Event Day - End Date & Time

Field not completed.

Third Event Day - Start Date & Time

Field not completed.

Third Event Day - End Date & Time

Field not completed.

More Dates & Times?

Field not completed.

Event Activities, Entertainment & Equipment

Activities, Entertainment & Equipment.

- Check all that applies to your event.

*Animals , *Food/ Food Vendors, *Medical/EMS ,
*Street Closures & Barricades, *Tents ,
Trash/Recycling Containers, Vehicles/Floats (Car Show or Parade)

List ALL equipment vendors for above checked elements & location of setup.

Food Trucks, Plaza Theatre for Karaoke, Downtown Square for Car Show

Entertainment:

DJ/Disc Jockey

Does your event involve entertainment?

DJ at Duckworth

Stage:

- List all Stages/Grandstands/Scaffolding and dimensions: (Number of Stages, Size and Location)
- List N/A if there will NOT be a stage.

n/a

Tents:

- List all tents and dimensions: (Number of Tents, Size and Location)
- List N/A if there will NOT be any tents.

(5) 10x10 Tents at 6th & State in Downtown

Public Participation, Vendors, & Fees

Are you advertising/inviting the

Yes - Open to the Public

public to participate?

Estimated Amount of Attendance

8000

Does this event have an Admission or Registration Fee?

Yes, there is an admission fee

Benefiting Organization

Noon Exchange Club of Garland

Benefiting Organization Type

Non-Profit - 501(c)3 or (c)(6) Certificate Required

Benefiting Non-Profit - 501(c)3 or other Certificate Required

[Labor Day Parade 501c3_1.pdf](#)

Alcohol:

- Will there be any Alcohol Vendors at your event?

No alcohol onsite

Food:

- Will there be any Food & Non-Alcoholic Beverage Vendors at your event?

*Food/Beverage Sales

Merchandise:

- Will there be any merchandise vendors at your event?

Merchandise Provided (no sales-FREE)

List all Vendors, Types and Locations

(1) Food Vendor at the Southeast corner of Main & 5th St.
(1) Food Vendor at the Northwest corner of Glenbrooke & Main St.
(1) Food Vendor at the Southeast corner of 6th & State St.

Signage, Security, & Waste Management

Signage:

- Will any signs or banners be used for the event?

Yes - please describe below.

If yes, please describe size and location.

American Flags around the Downtown Square

Event Flyer:

- Is there a draft or final event flyer for the event?

No - I do NOT have an event flyer

Police/ Security/ Crowd Control:

- Does your event require a

Yes - Police/ Security is needed at my event

police/security presence?
(Traffic or Crowd Control)

If yes, please indicate the method by which you will hire the required officers.

I request police be hired, staffed & overseen by GPD & Special Events Office (Subject to Approval)

Waste:

Will extra trash barrels or dumpsters be needed for the event?

Yes - I need extra trash barrels or dumpsters

If yes, please list number and location of extra trash barrels or dumpsters needed.

Trash Cans throughout Central Park & along the Route (Glenbrook to the Square)

Portable Restrooms:

- Will there be portable restrooms at your event?

Yes - I will have portable restrooms at my event

(Section Break)

Other:

Please explain any further special requests or further event information we need to know about your event.

Field not completed.

Email not displaying correctly? [View it in your browser.](#)



GARLAND

TEXAS MADE HERE

Special Event Assistance Program Application

Date Submitted 7/21/21

(Must be minimum 45 days prior to event)

Please type or print legibly

SECTION 1: Event Information

Event title: Labor Day Parade 2021

Event location: Assorted Streets & Downtown Garland

Event date(s): September 6, 2021 Start time: 9:00 AM End time: 3:00 PM

Event description: Labor Day Parade 2021, plus a car show and karaoke!

Is this a new event? Yes No - If no, # years event has been held prior to current year: 75th Running

Previous Attendance: 8000 Estimated Attendance this year: 8000

Event Purpose/Mission? ~~Purpose is to bring the Garland Community together for this storied tradition and raise funds for the student scholarships!~~

How will this event benefit the Garland community? ~~Fun and exciting tradition for the Garland Community~~

How will the proceeds of this event be used? Noon XC Activities

SECTION 2: Event Host Information – Proof of 501(c)3, 501(c)4, 501(c)6 status (official IRS letter)

Applicant's Name (event host): Jerry DeFeo

Applicant's Address: 1806 Eastern Hills

Best Phone (on-site): 972-897-5800 Email: jerrydef@flash.net

Host Organization: Noon Exchange Club of Garland

Organization's Address: ~~1245 Colonel Dr~~ 1806 Eastern Hills

Organization tax ID #: 31-1058827

Non- Profit Status: (check one) ☒ 501(c)3 ☐ 501(c)4 ☐ 501(c)6 ☐ Neither ☐

NOTE: Upon approval of the event application, and at least ten (10) days prior to the event, the event host shall provide the City with evidence of public event liability insurance in the amount of \$500,000 per occurrence for bodily injury and property damage arising from the event. The insurance shall be written with an insurance company authorized to transact business in the State of Texas and have a current rating of "A" or better by A.M. Best Key Rating Guide.

SECTION 3: Event Logistics

Listed below are logistical elements that may be a part of your event. "Services available through City" indicates what the City of Garland may be able to provide through the Special Event Assistance Program. The "Applicant's Responsibilities" section refers to logistical elements which may be a part of your event, but that are typically provided by the event Host or producer. Please check all in both sections that apply to your event:

*May be subject to additional permit, fees, or approval

Services Available through City

- ☐ Barricades
- ☐ Electrical Power (if available)
- ☒ Park Use (Approval by Director of Parks Dept.)
- ☒ Police/ Security
- ☒ Preparation of City-owned Facility/
 - Property
- ☒ Running Water (if available)
- ☒ Street Closures
- ☒ Traffic/ Crowd Control
- ☒ Trash/ Recycling Containers

Applicant's Responsibility

- ☐ Alcohol at Event*
- ☐ Amusement Rides*
- ☒ Animals*
- ☒ Clean up Event Area or Facility
- ☐ Fireworks*
- ☒ Food/ Beverages*
- ☒ Generators*
- ☐ Jumpers/Bounce House* Merchandising*
- ☒ Off-site Parking & Transportation
- ☐ Open Flames*
- ☐ Overnight Security*
- ☒ Portable Restrooms
- ☒ Signs/ Banners* (City signage ordinances apply)
- ☒ Sound Amplification*
- ☐ Stage/ Grandstand/ Scaffolding
- ☐ Temporary Fencing
- ☒ Tents

SECTION 4: Supplemental Application Materials

Listed below are additional documents that are required in order to complete the application for event assistance. Each item is due at the time the application is submitted, unless otherwise indicated.

- ☒ Copy of proposed event site plan and/or route plan (parades/runs)
- ☒ Proof of 501(c)3, 501(c)4, 501(c)6 status (official IRS letter)
- ☒ Third Party Special Event Application
- ☒ Copy of the group's Insurance Certificate, listing City of Garland as additional insured
(due no later than 10 days prior to the event date)

I certify that the event for which this application has been prepared will be open to all citizens, and that attendance will not be limited by age, sex race, physical impairment, or other means. I further certify that the event's Host by a non-profit organization. On behalf of the Event Host, I agree to abide by the Special Events Guidelines provided with this Application. I further certify that the facts contained in this Application are accurate.

The Event Host does hereby fully release, discharge and Indemnify the City of Garland and its officers, agents, servants, and employees from and against any and all claims from injuries, damage or loss which might occur during the special event set forth in this Application, regardless of cause and even if caused by the City of Garland.

Jerry DeFeo

Print name

Signature

Event Chair

Title

7-21-21

Date

PRE-EVENT BUDGET

Budget must be submitted on this form or in this format for review. If applying as a pre-existing event, applicant must submit final total profit/loss from the previous year's event as well.

PROJECTED REVENUE

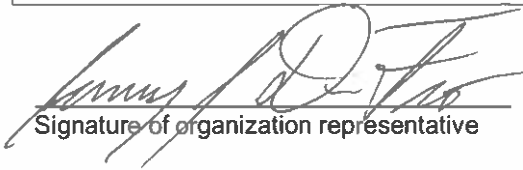
Admission fees/ticket sales	0
Booth sales/rental	0
Souvenir/merchandise sales	0
Concession sales	500
Donations	0
Sponsorships	
Other <u>Parade & Car Show Entry Fees</u>	2500
Total projected revenue	3000

PROJECTED EXPENSES

Administrative Expenses:	
Staff	0
Facility rental	0
Supplies	0
Operating Expenses:	
Entertainment	0
Portable restrooms	0
Generators Tent	200
Stage/sound/lighting	0
Food, lodging	300
Decorations/signage	200
Rental expense (tables, chairs, etc.)	0
Other <u>Labor for Helping Groups</u>	1000
Advertising/Promotion Expenses:	
Posters/flyers (design & printing)	300
Brochures (design & printing)	0
Print ads	0
Radio/television ads	0
Total projected expense	2000

PROJECTED PROFIT OR (LOSS)

1000


Signature of organization representative

7-21-21

Date

POST-EVENT BUDGET REPORT

(from previous year)

REVENUE

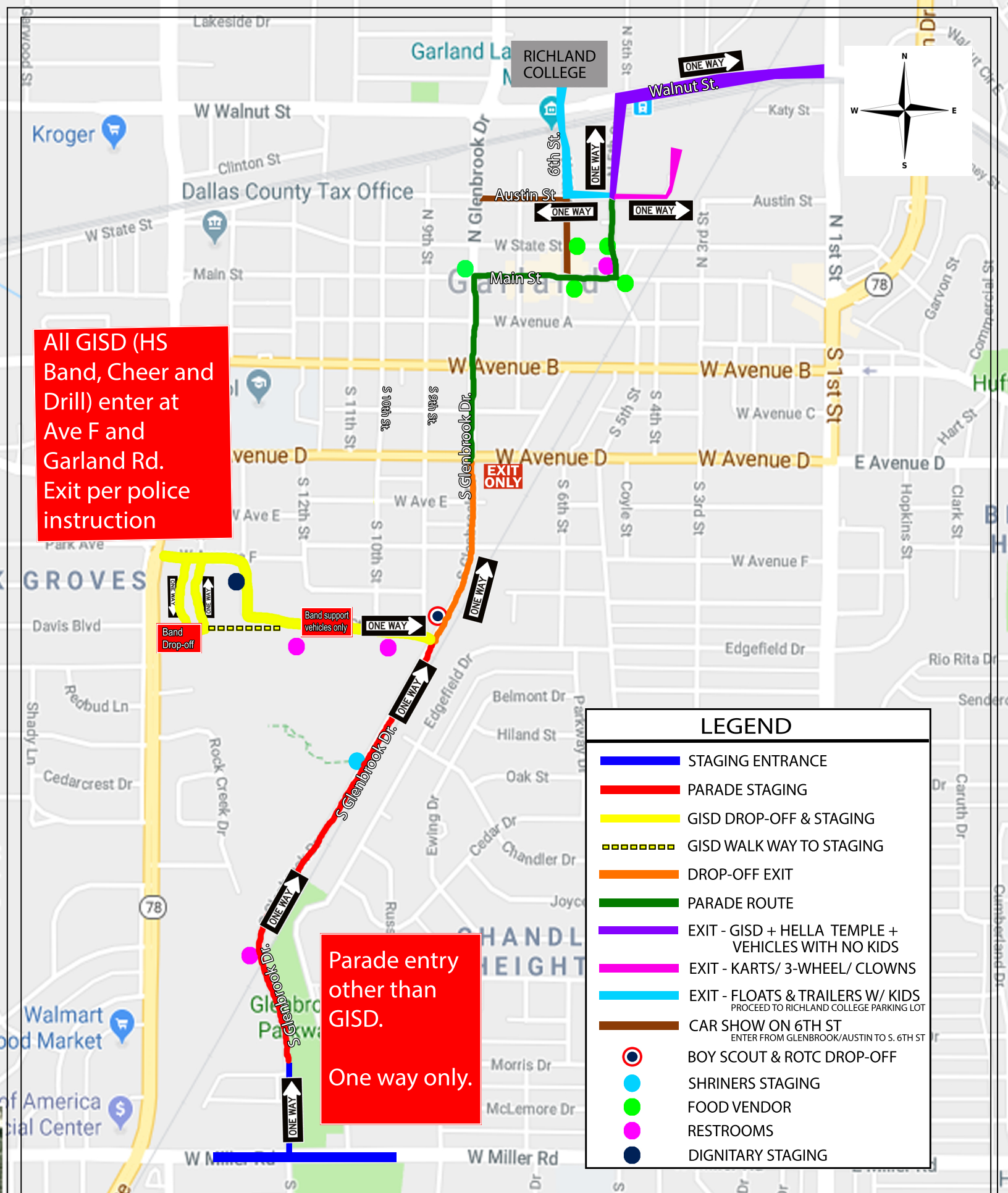
Budget must be submitted on this form or in this format for review.

Admission fees/ticket sales	<u>0</u>
Booth sales/rental	<u>0</u>
Souvenir/merchandise sales	<u>0</u>
Concession sales	<u>500</u>
Donations	<u>0</u>
Sponsorships	<u> </u>
Other <u>Labor for Helping Groups</u>	<u>2500</u>
Total Revenues	<u><u>3000</u></u>

EXPENSES

Administrative Expenses:	
Staff	<u>0</u>
Facility rental	<u>0</u>
Supplies	<u>0</u>
Operating Expenses:	
Entertainment	<u>0</u>
Portable restrooms	<u>0</u>
Generators Tent	<u>200</u>
Stage/sound/lighting	<u>0</u>
Food, lodging	<u>300</u>
Decorations/signage	<u>200</u>
Rental expense (tables, chairs, etc.)	<u>0</u>
Other <u>Labor for Helping Groups</u>	<u>1000</u>
Advertising/Promotion Expenses:	
Posters/flyers (design & printing)	<u>300</u>
Brochures (design & printing)	<u>0</u>
Print ads	<u>0</u>
Radio/television ads	<u>0</u>
Total Expenses	<u><u>2000</u></u>

PROFIT OR (LOSS)	<u><u>1000</u></u>
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LABOR DAY PARADE ROUTE 2021

HOSTED BY THE NOON EXCHANGE CLUB OF GARLAND



INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUN 30 2000

NOON EXCHANGE CLUB OF GARLAND
PO BOX 472791
GARLAND, TX 75047

Employer Identification Number:
31-1058827

DLN:

17053098075010

Contact Person:

SANDRA TOWNLEY

ID# 75816

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

June 30

Form 990 Required:

Yes

Addendum Applies:

No

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(2).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(2) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the



GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Work Session Agenda

4. a.

Meeting Date: August 2, 2021

Item Title: COVID-19 - Delta Variant

Submitted By: Jason Chessher, Managing Director

Summary of Request/Problem

Staff will provide an update to Council and ask for Council direction, if needed, on various matters related to COVID-19 and actions being taken by the City. Included in the discussion will be proposed dates and procedures for returning to in-person meetings for Council as well as Boards and Commissions.

Recommendation/Action Requested and Justification

Council discussion.



GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Work Session Agenda

4. b.

Meeting Date: August 2, 2021

Item Title: Preview of 2021-22 Proposed Budget

Submitted By: Allyson Bell Steadman, Budget Director

Summary of Request/Problem

Staff will provide an overview of the City Manager's Proposed Budget for FY 2021-22. The FY 2021-22 Proposed Budget document will officially be presented to Council at the August 3, 2021, Regular Meeting.

Recommendation/Action Requested and Justification

Preview only for the Proposed Budget. Questions and discussion will occur at future Budget Work Sessions after Council has received the Budget document.



GARLAND PLANNING REPORT

City Council Work Session Agenda

4. c.

Meeting Date: August 2, 2021

Item Title: Medical District Area Plan

Submitted By: Will Guerin, Planning Director

REQUEST

Briefing on the Medical District Area Plan.

PLAN COMMISSION RECOMMENDATION

The Plan Commission provided unanimous support of the draft plan during their July 12, 2021 meeting. Additional comments are included as an attachment.

BACKGROUND

In May 2013, the City adopted the Forest-Jupiter Transit-Oriented Redevelopment Plan. The plan defined policies and programs to encourage real estate investment for catalytic improvement to the Forest/Jupiter/Walnut area. Recommendations were identified for three priority areas: the Forest/Jupiter Light Rail Station, community retail at Walnut Street and Jupiter Road, and a medical district anchored by Baylor Medical Center-Garland. Since the plan's adoption, several significant changes have occurred in the area, shifting the viability of the near-term market focus for proposed strategies and concepts.

In February 2018, Baylor Medical Center-Garland closed its doors after over five decades in Garland. The closing of the community's only hospital facility led to additional closures for related medical offices and support businesses. Today, the area continues to experience vacancies; however, in April 2020, the hospital facility was reopened as the Garland VA Medical Center, filling a gap in services in the Dallas/Fort Worth area.

A Tax Increment Financing District (Tax Increment Financing Zone 3) was approved by the City in April 2018. The original boundaries for TIF 3 included approximately 103 acres, encompassing 600 new homes, neighborhood services, and existing older development north of the study area. The VA Medical Center and adjacent development were since added. This economic development tool seeks to capture value added in the zone to pay for public improvements, including improved thoroughfares, drainage, trails, and property acquisition promoting redevelopment.

Many opportunities for infrastructure improvement exist within the study area, including improvements to Walnut Street and Shiloh Road. Each roadway has been identified for

reconstruction, with an opportunity to integrate multimodal and/or trail amenities in the area. Adjacent to the study area are two Dallas Area Rapid Transit (DART) light rail stations – the Downtown Garland Light Rail Station and the Forest/Jupiter Light Rail Station, offering opportunities for improved mobility and access to the study area.

CONSIDERATIONS

1. The Envision Garland Plan, Economic Development Goal 5, recommends an aggressive approach to encourage new development and redevelopment in select catalyst areas and to make strategic public investments to leverage private investment and reinvestment in residential, commercial, and mixed-use development.
2. The Garland VA Medical Center provides outpatient and specialty care for veterans in North Texas. Reopening of the 470,000-square-foot facility provides a catalyst for investment to create a cohesive medical district, including new uses, supporting both residents and visitors, and additional housing options to the area.
3. Opportunities for public investment provide enhancements benefiting the proposed Medical District and adjacent areas, including parks, trails, mobility improvements, and beautification. Recommendations for the study area enhance the community through targeted curb appeal improvements to commercial uses, the creation of unique spaces, and a proposed park establishing a healing garden concept for both residents and visitors to the area.
4. The Council was briefed on the plan during the July 12, 2021 retreat. Staff and the project consultant are available to discuss feedback received from the Plan Commission and the representatives of the VA Hospital as well. The draft plan and resolution are placed on the August 3, 2021 Regular City Council agenda for formal adoption.

Attachments

Medical District Area Plan
Appendix
Plan Commission comments



GARLAND **MEDICAL DISTRICT PLAN**

Final Report

Process and Approach

- **3** site visits
- **11** interviews with stakeholders
- **3** meetings with VA
- Monthly meetings with city team
- **2** planning workshops with Garland staff including Parks, Planning, Engineering, Transportation; Office of Neighborhood Vitality, Economic Development, and Streets
- Economic and housing conditions analysis
- Review of city plans
- Mobility assessment including sidewalks, transit and roadways

Strategies

FINDINGS

- Complex district
 - Range of zoning
 - Various building sizes and quality
 - Until recently varied ownership
- One of the most diverse neighborhoods in city
- Opportunities to improve the look and feel & connectivity
- Significant housing demand

STRATEGIES

- Leverage diversity of neighborhood to drive economic development
- Improve infrastructure & connectivity within the district and to key transportation hubs
- Improve physical environment and create a sense of place
- Promote medical campus / manage competition from housing development

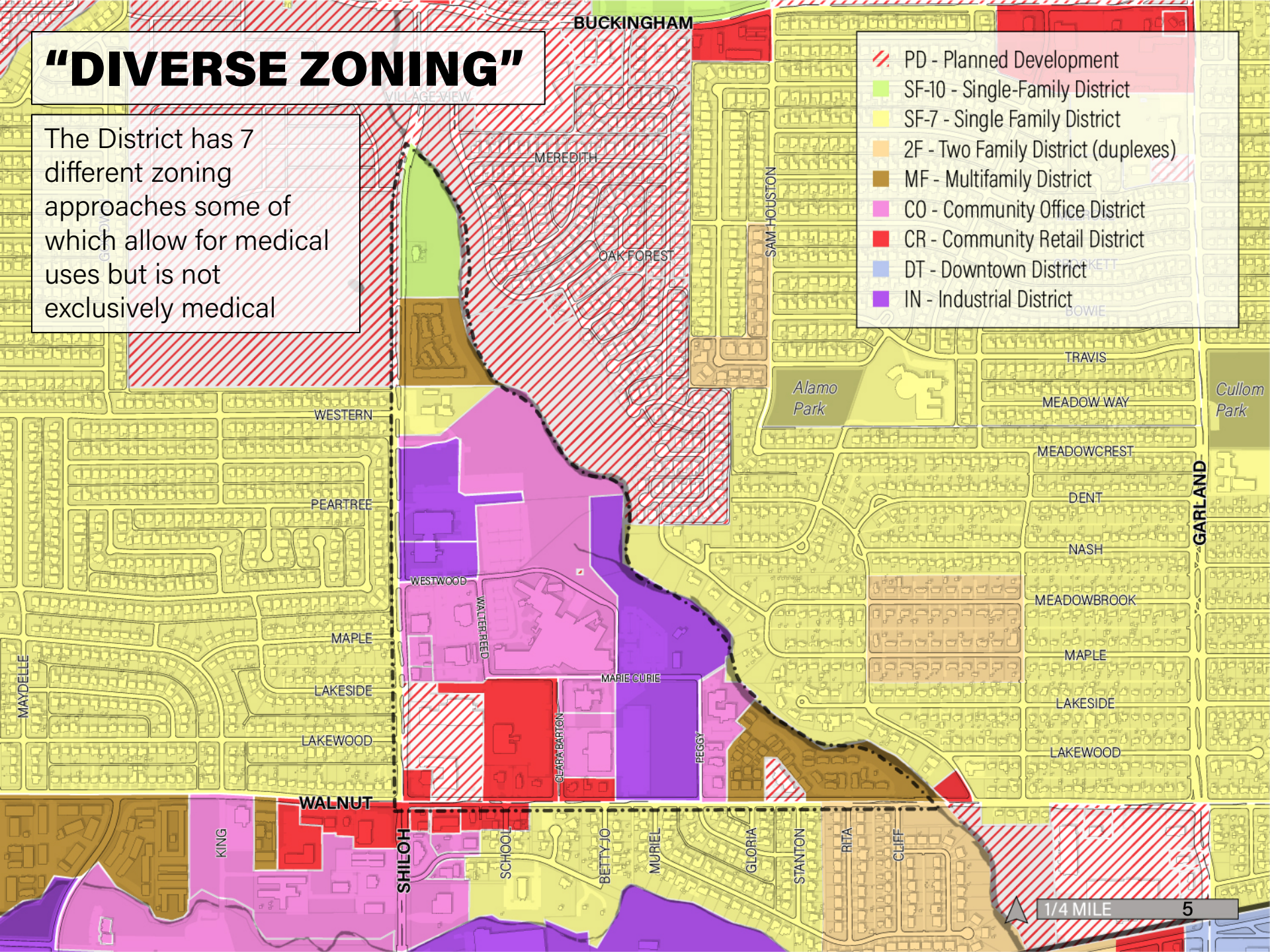


STARTING POINTS

"DIVERSE ZONING"

The District has 7 different zoning approaches some of which allow for medical uses but is not exclusively medical

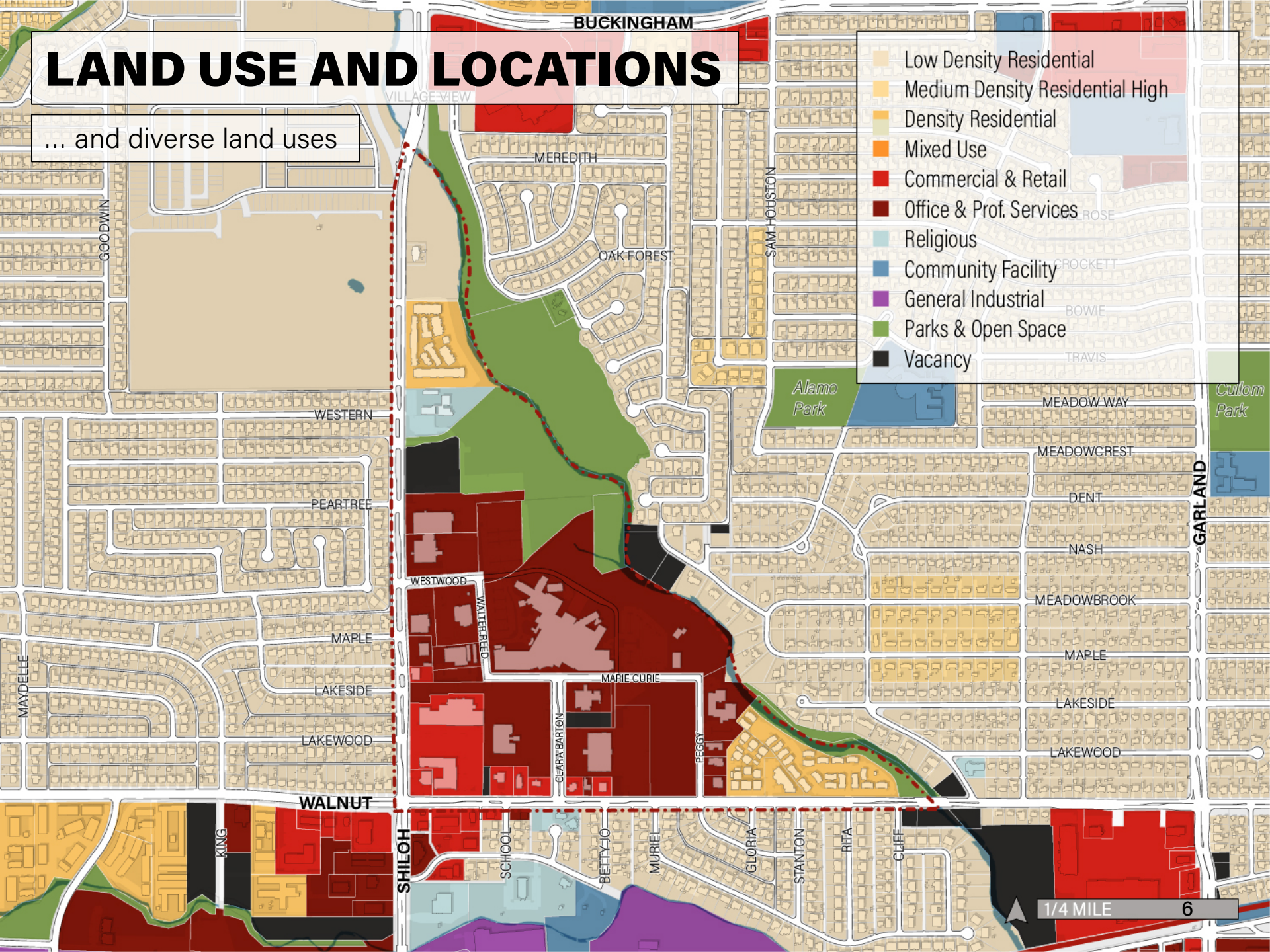
- PD - Planned Development
- SF-10 - Single-Family District
- SF-7 - Single Family District
- 2F - Two Family District (duplexes)
- MF - Multifamily District
- CO - Community Office District
- CR - Community Retail District
- DT - Downtown District
- IN - Industrial District



LAND USE AND LOCATIONS

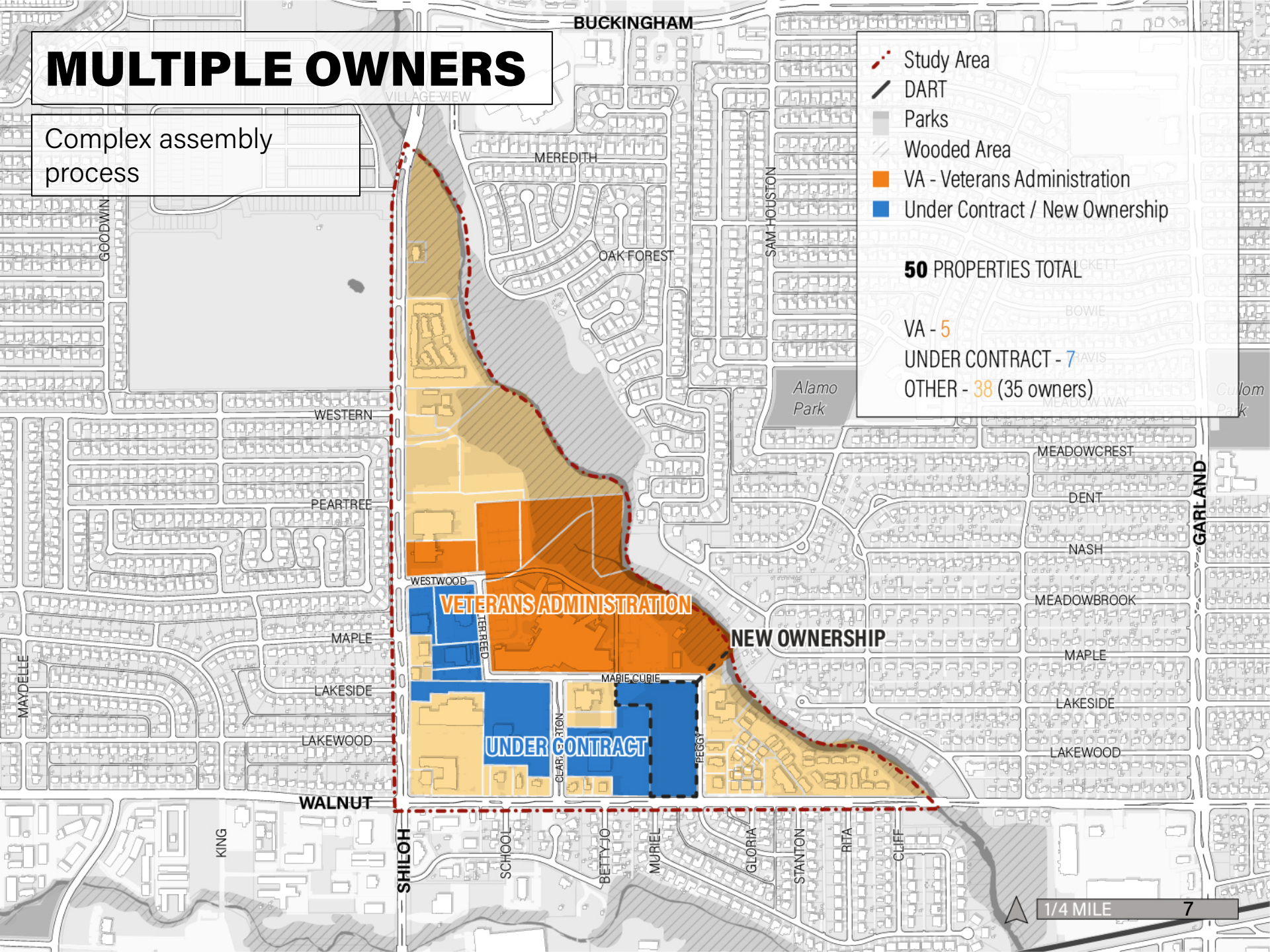
... and diverse land uses

- Low Density Residential
- Medium Density Residential High
- Density Residential
- Mixed Use
- Commercial & Retail
- Office & Prof. Services
- Religious
- Community Facility
- General Industrial
- Parks & Open Space
- Vacancy



MULTIPLE OWNERS

Complex assembly
process

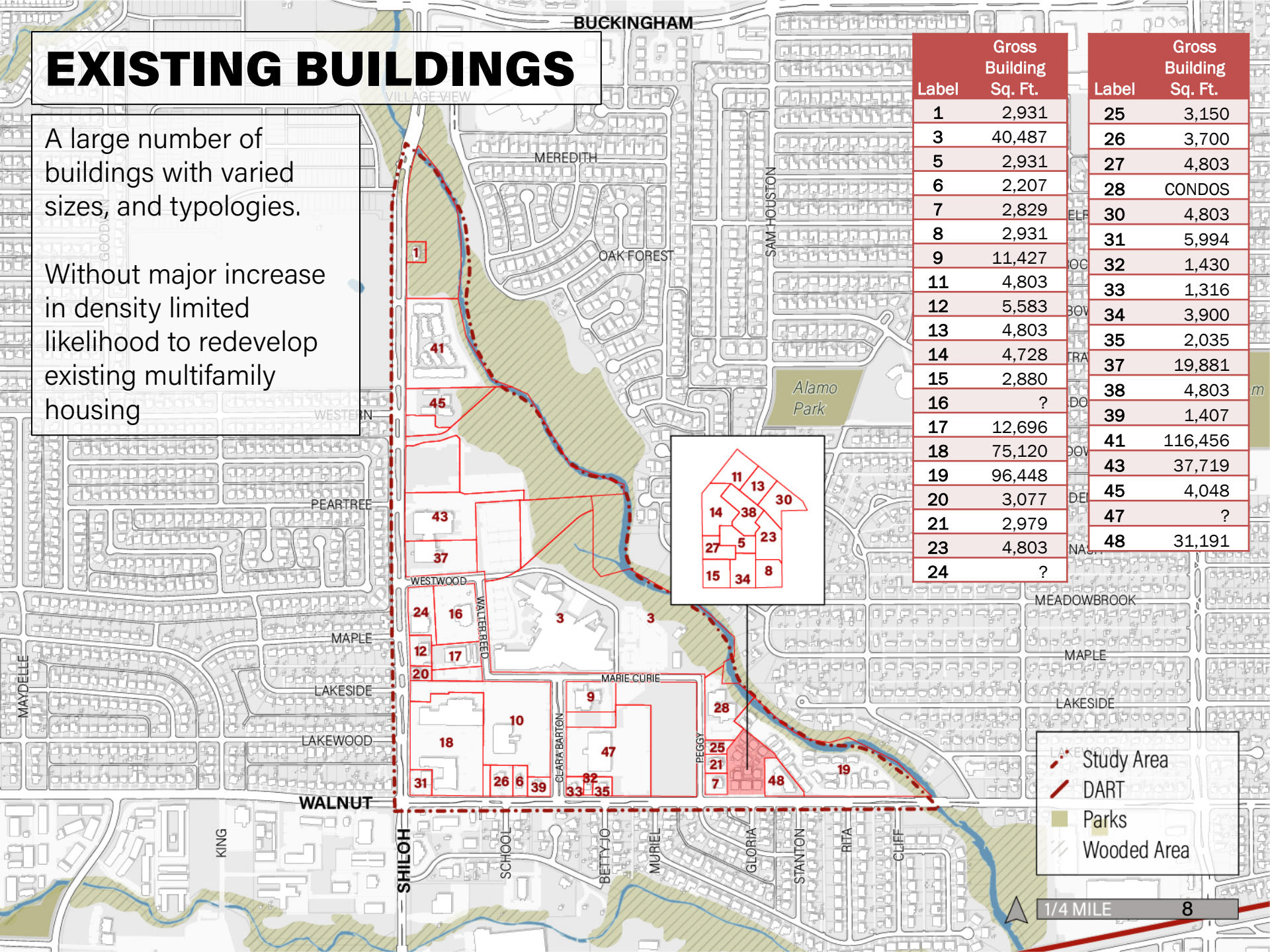


EXISTING BUILDINGS

A large number of buildings with varied sizes, and typologies.

Without major increase in density limited likelihood to redevelop existing multifamily housing

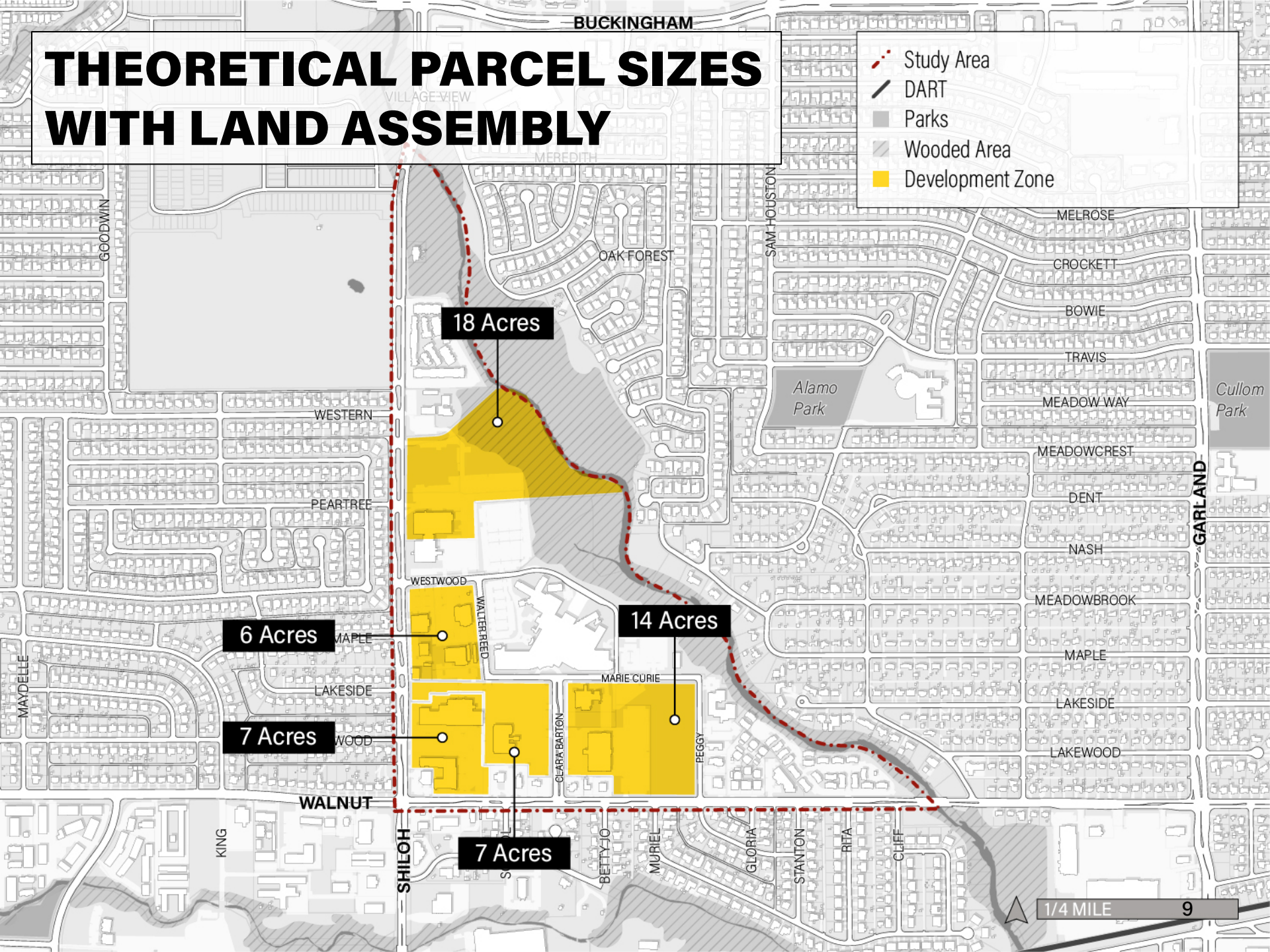
Label	Gross Building Sq. Ft.	Label	Gross Building Sq. Ft.
1	2,931	25	3,150
3	40,487	26	3,700
5	2,931	27	4,803
6	2,207	28	CONDOS
7	2,829	30	4,803
8	2,931	31	5,994
9	11,427	32	1,430
11	4,803	33	1,316
12	5,583	34	3,900
13	4,803	35	2,035
14	4,728	37	19,881
15	2,880	38	4,803
16	?	39	1,407
17	12,696	41	116,456
18	75,120	43	37,719
19	96,448	45	4,048
20	3,077	47	?
21	2,979	48	31,191
23	4,803		
24	?		



Study Area
 DART
 Parks
 Wooded Area

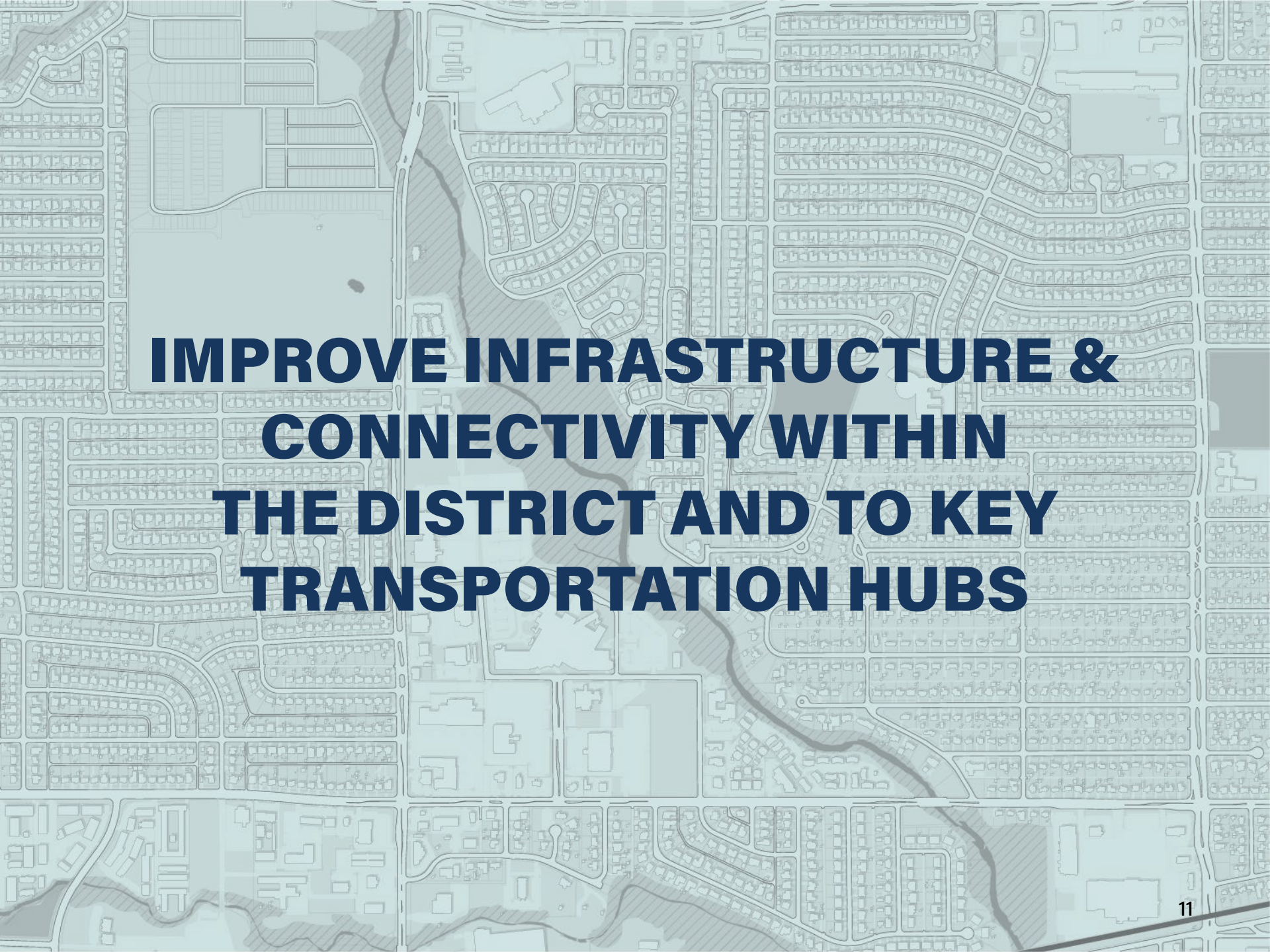
THEORETICAL PARCEL SIZES WITH LAND ASSEMBLY

- Study Area
- DART
- Parks
- Wooded Area
- Development Zone



The background of the page is a blue-tinted aerial photograph of a city. The image shows a dense urban layout with a grid of streets, numerous small buildings, and some larger, more prominent structures. The text 'THE PLAN' is centered over the image in a large, white, sans-serif font.

THE PLAN

An aerial photograph of a city district, likely in a coastal or riverine area, showing a dense grid of residential streets and buildings. A river or canal runs through the center of the district, with a bridge crossing it. The text is overlaid on the map.

IMPROVE INFRASTRUCTURE & CONNECTIVITY WITHIN THE DISTRICT AND TO KEY TRANSPORTATION HUBS

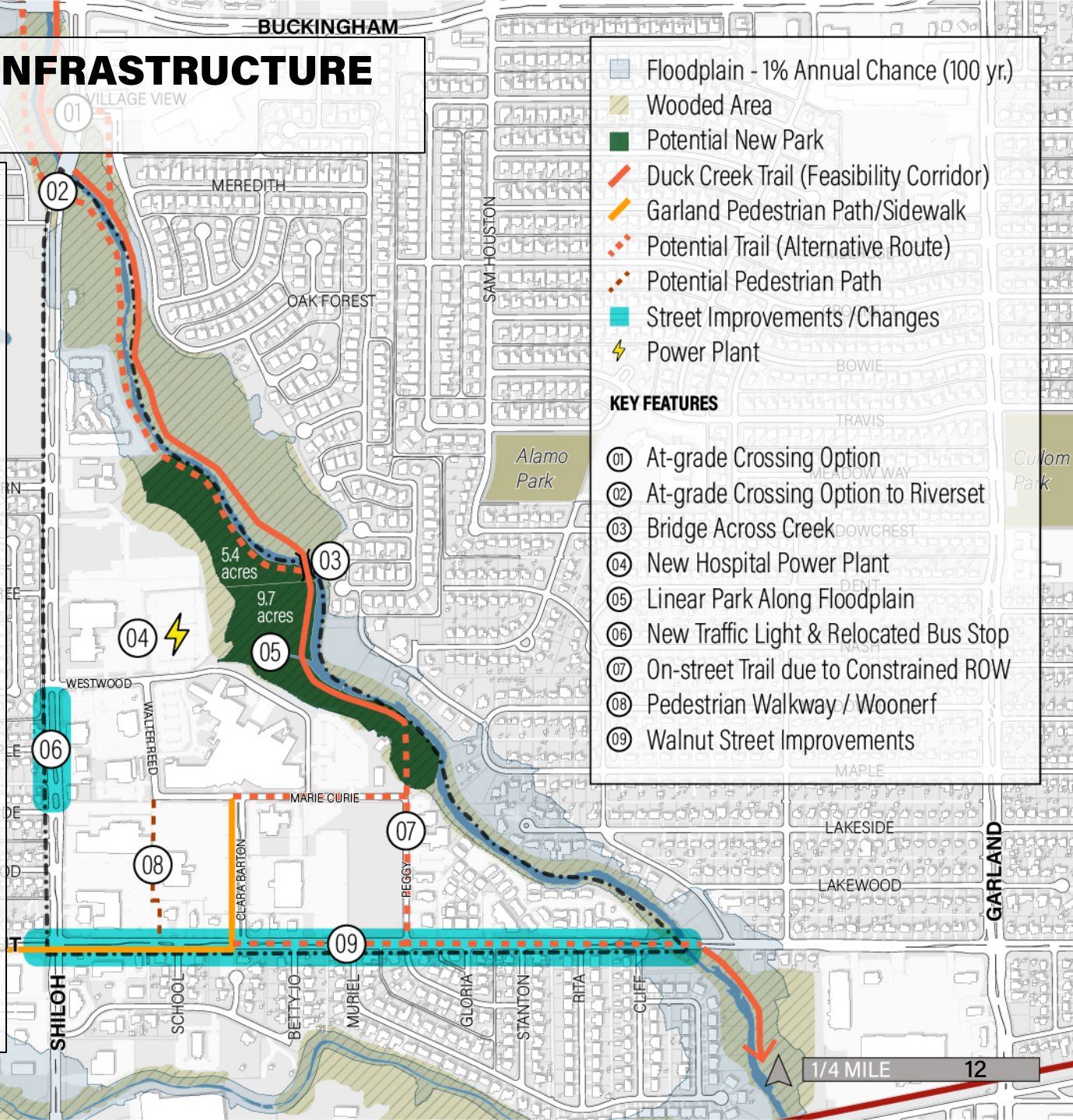
RECOMMENDED INFRASTRUCTURE IMPROVEMENTS

Two potential options for a trail along Duck Creek.

The trail will need to proceed along Peggy because of right of way limitations behind the housing (07 on the legend).

A signal (06) will be required along Shiloh because of the relocation of the main pedestrian entrance to the VA and anticipated growth in clinical volumes at the facility.

At the moment Westwood is the likely location, however, depending on redevelopment of adjacent properties it may make more sense to locate the signal in a different location. It will also mean that bus stops will need to be relocated. Because Shiloh is undergoing a larger review this plan does not address specific options but does promote principles similar to suggested changes to Walnut to improve pedestrian connectivity.

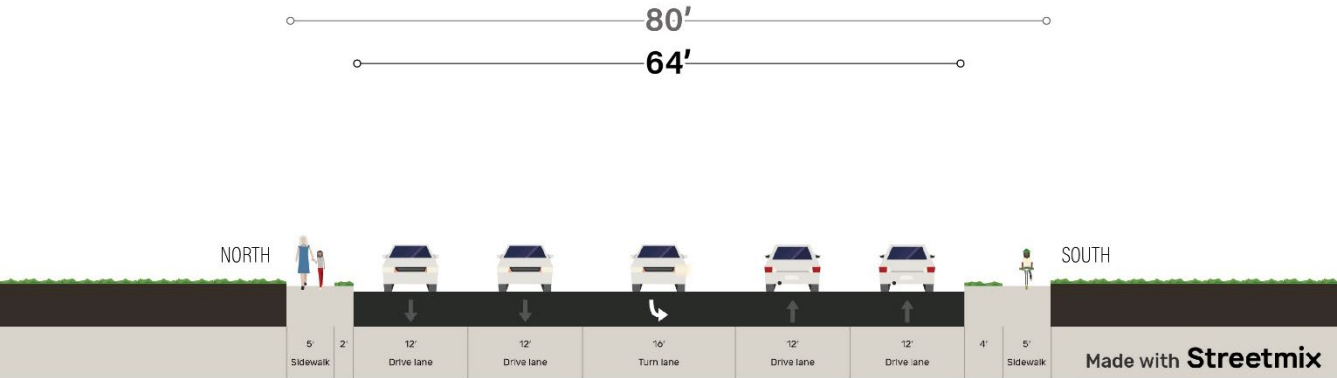


SUGGESTED IMPROVEMENTS TO WALNUT ST.

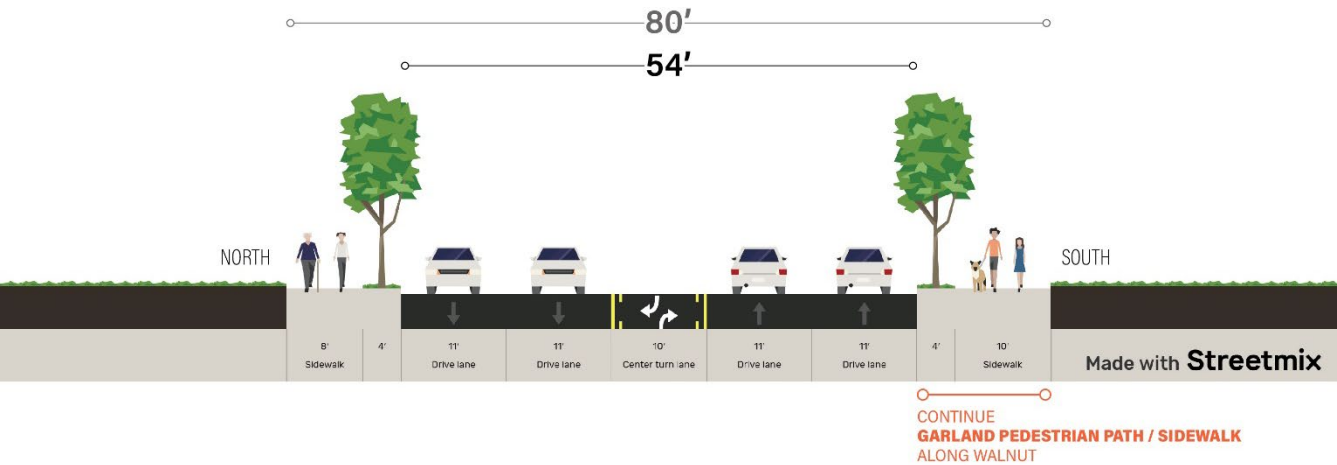
It appears that there is sufficient width across Walnut to accommodate this option without acquiring additional right of way but this will need to be investigated further.

If there is a need to acquire right of way it will be important to verify whether the retail locations are still in compliance with parking requirements and if not adjust accordingly so they do not become non conforming properties.

WALNUT STREET - EXISTING



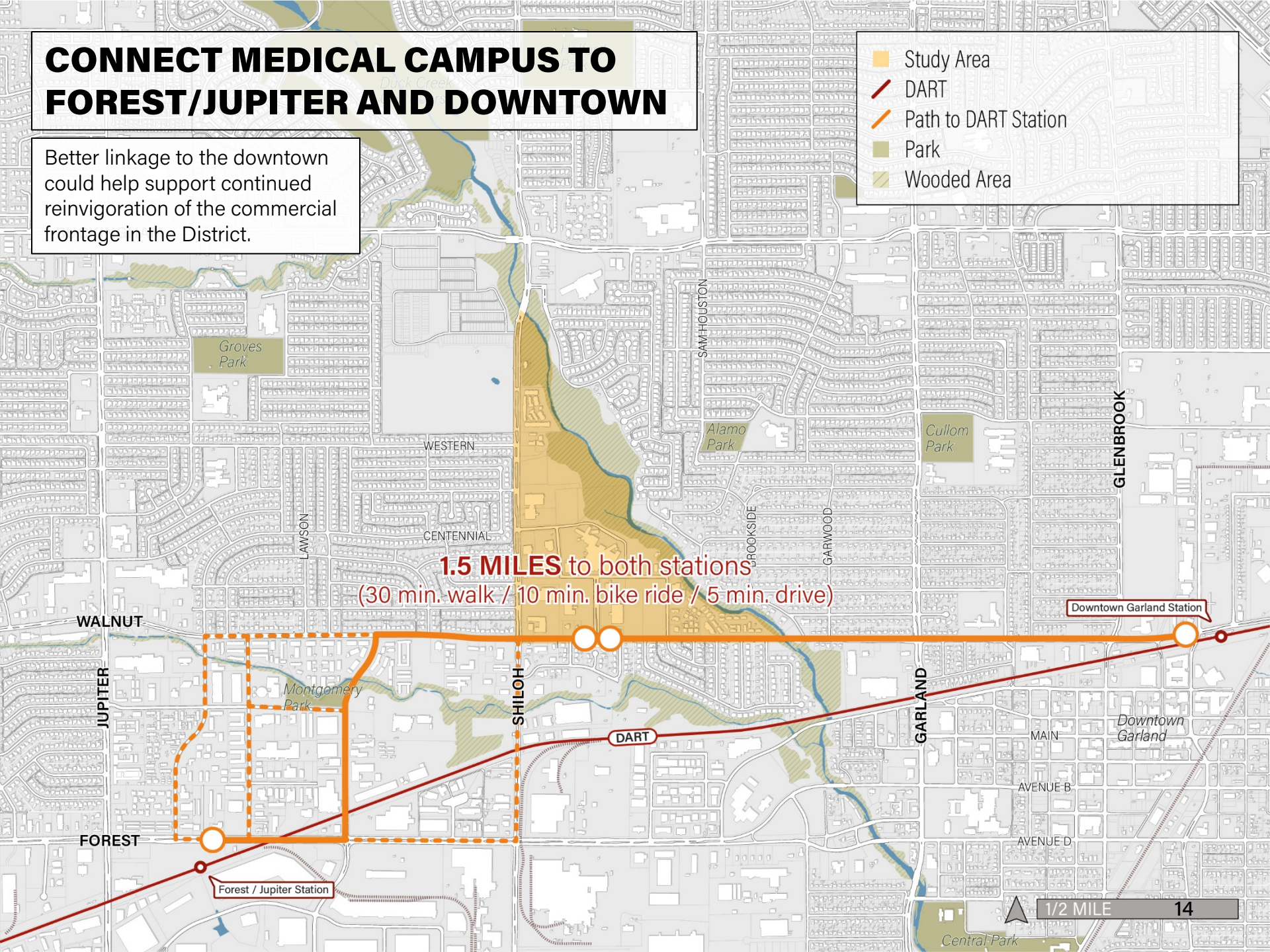
WALNUT STREET - POTENTIAL



CONNECT MEDICAL CAMPUS TO FOREST/JUPITER AND DOWNTOWN

Better linkage to the downtown could help support continued reinvigoration of the commercial frontage in the District.

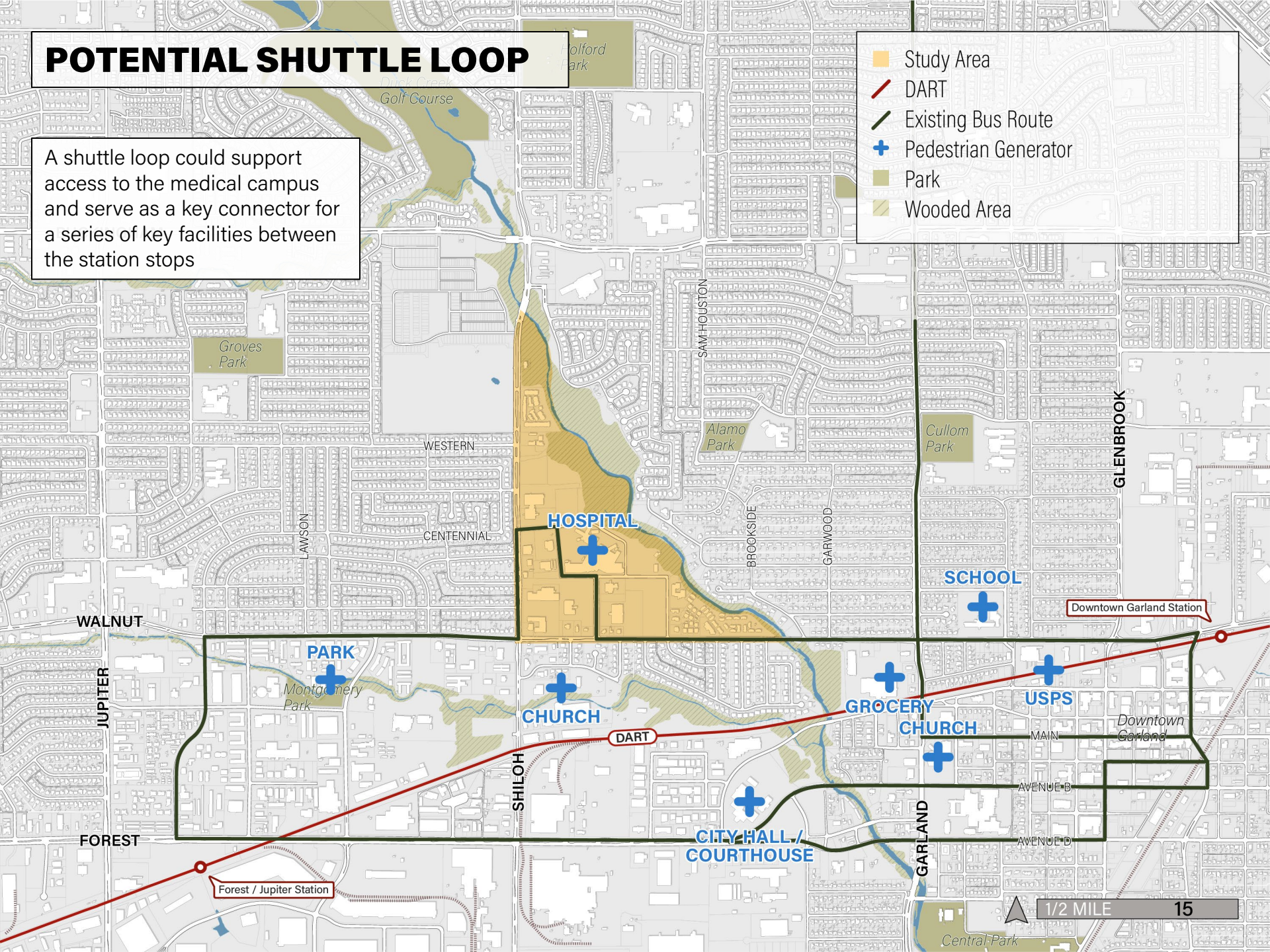
- Study Area
- DART
- Path to DART Station
- Park
- Wooded Area



POTENTIAL SHUTTLE LOOP

A shuttle loop could support access to the medical campus and serve as a key connector for a series of key facilities between the station stops

- Study Area
- DART
- Existing Bus Route
- Pedestrian Generator
- Park
- Wooded Area



An aerial map of a residential area, likely in a suburban or urban setting. The map shows a grid of streets and numerous houses. A creek, identified as Duck Creek, flows through the center of the map. A trail is shown running along the creek. The text is overlaid on the map, centered horizontally and vertically.

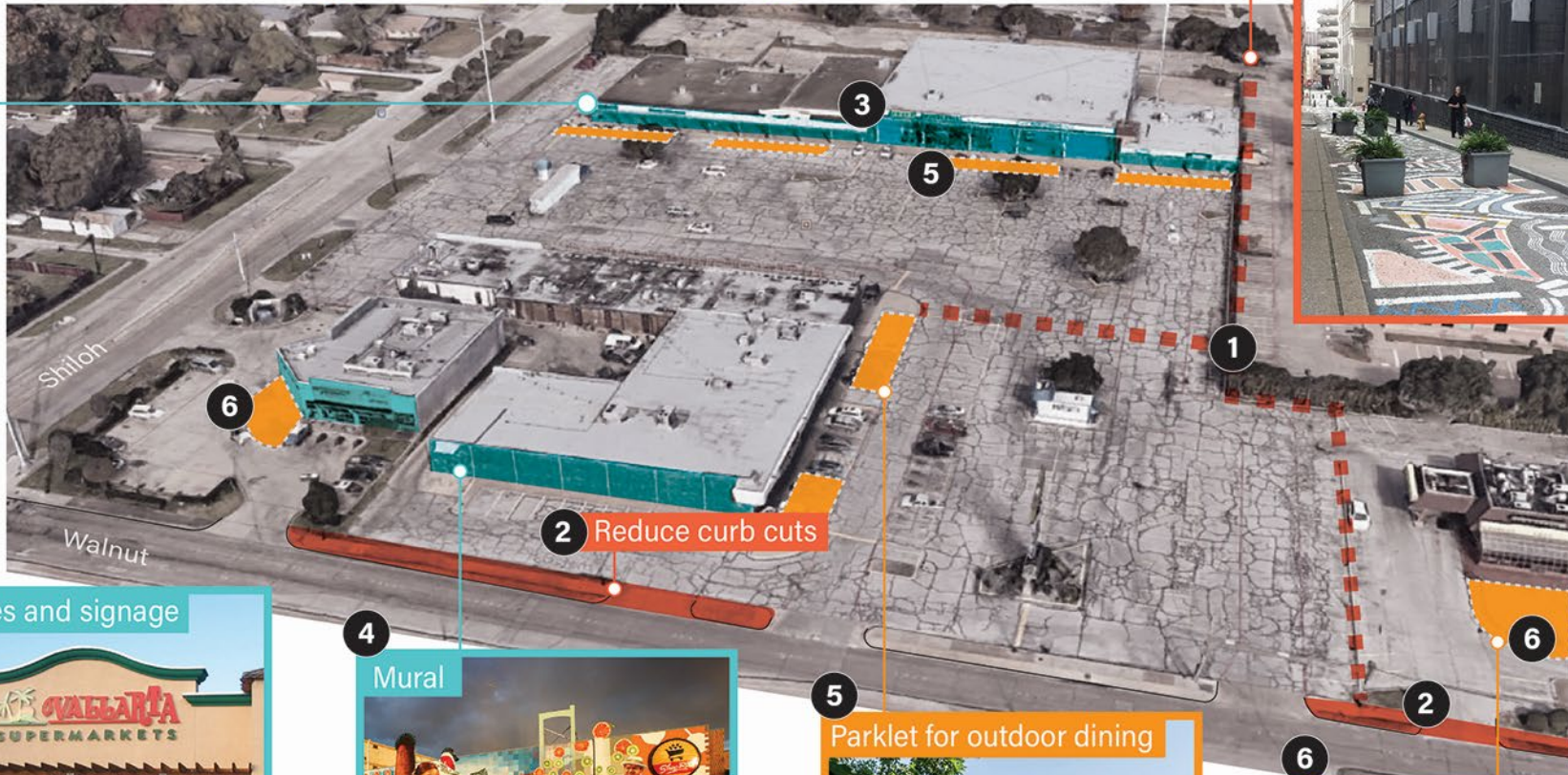
**CREATE QUALITY OF PLACE
THROUGH TARGETED PHYSICAL
IMPROVEMENTS TO THE
COMMERCIAL PROPERTIES AND
TRAIL DEVELOPMENT
ALONG DUCK CREEK**

Improve the “curb appeal” of the commercial centers

- Improving the curb appeal of the commercial center is the recommended approach for the near term
 - Recent substantial tenant addition
 - General uncertainty around retail
 - Demographics of the market area would not support high end retail options
- There is an opportunity to use the market area and its diversity to create a unique experience that can also provide services and amenities to support the Medical District
 - Surrounding neighborhoods are some of the most ethnically diverse in the DFW region but purchasing power is somewhat limited
 - The present tenant mix already suggests this diversity
 - There are precedents throughout the region to create ethnic focused shopping plazas
- Leveraging the commercial center’s proximity to the growing downtown as well as the new Riverset development in addition to the surrounding neighborhoods, cosmetic and programming options should be supported by the city to assist with the vibrancy and attractiveness of the commercial space along Walnut.
- Taking this action in addition to the proposed street improvements could have a positive impact on these locations.

Improve the shopping center by focusing on **pedestrian experience, facades,** **outdoor dining and programming**

1 Remove fence and create painted pedestrian path



3 Facades and signage



4 Mural



5 Parklet for outdoor dining



6 Patio dining

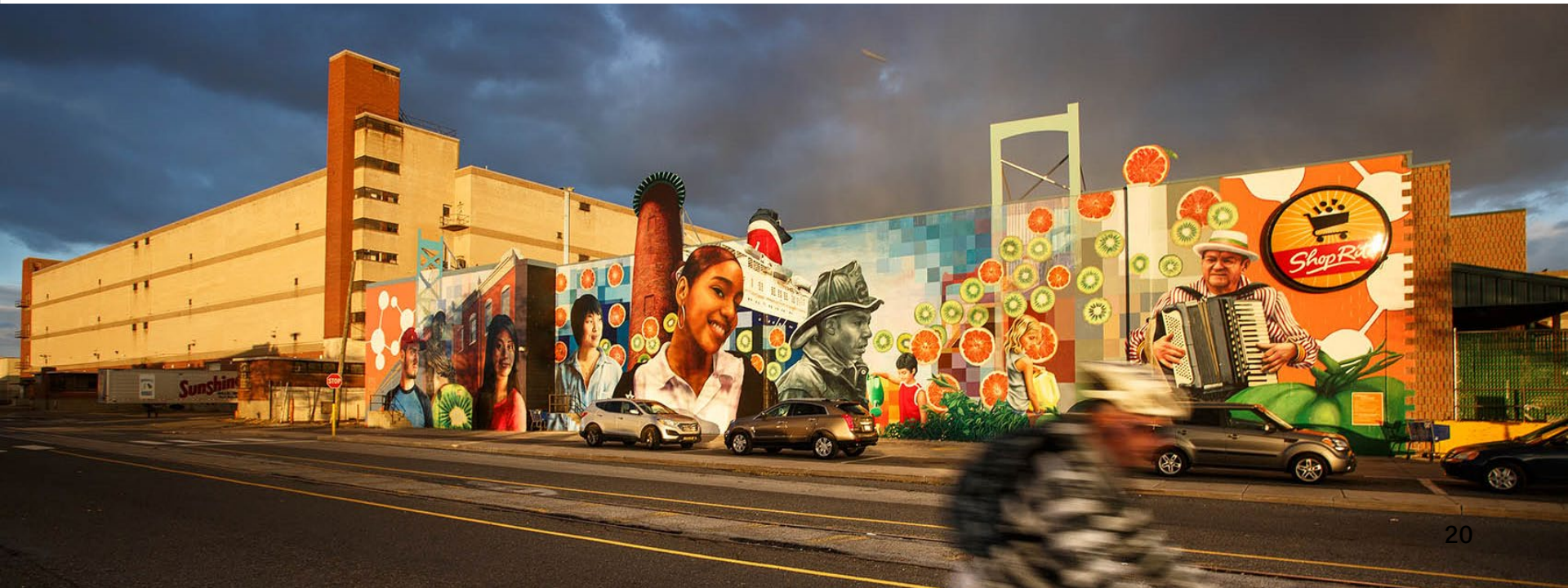


SHARED USE SERVICE & PEDESTRIAN PATHS

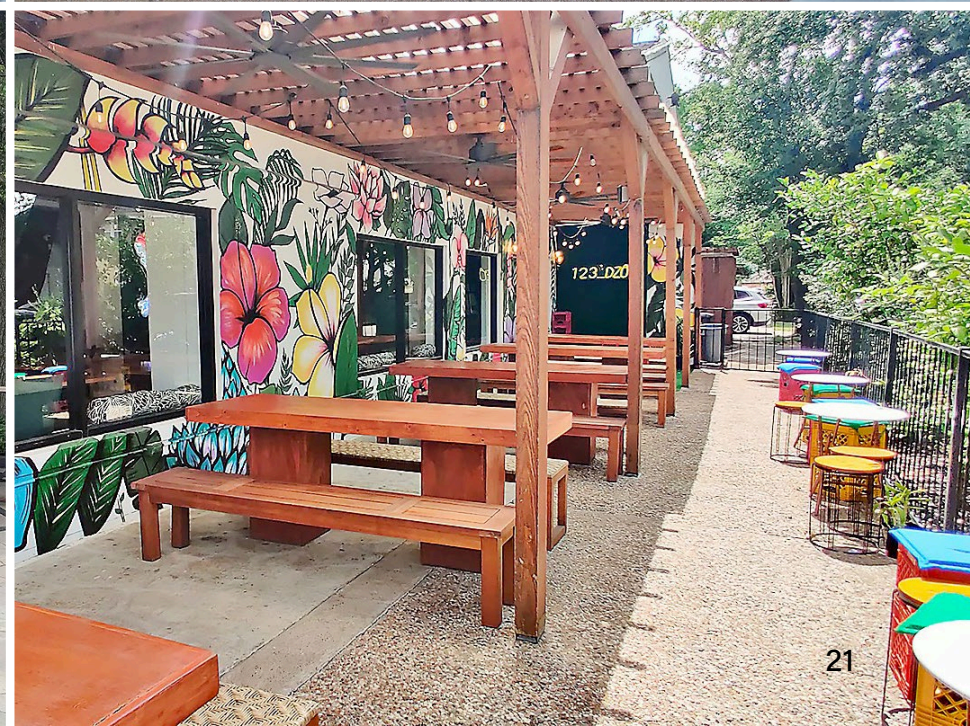
Connecting the Campus to the retail and restaurants can be done by converting the service alley into a shared use facility (also known as a woonerf). Using a combination of paint, lighting, shielding, and moveable barriers, the alley can be transformed to accommodate pedestrians and cyclists and maintain its important role as a service road for the businesses.



FACADES, SIGNAGE, MURALS



PARKLETS, OUTDOOR DINING



DUCK CREEK TRAIL AND HEALING GARDENS

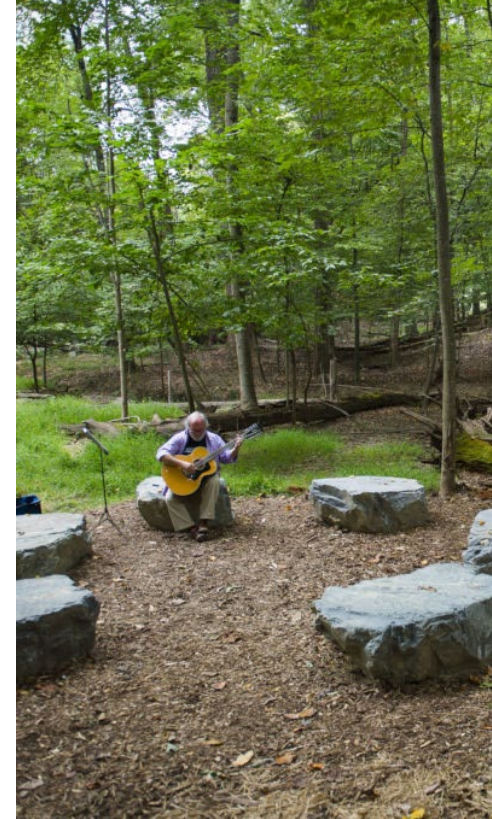
The City's Trails and Bikeway Master Plan recommends the creation of multiuse trail along Duck Creek. The VA discussed with the team the desire for a healing garden concept. The team's research on healing gardens discovered the Green Road Project. Based on this finding the opportunity exists to combine the trail with a healing garden concept. To execute this idea will require entering into access agreements with the VA for portion of their property that is now parking lot and in the flood plain.

Green Road Project Example

The Green Road Project is a natural healing environment for injured service members & their families. Wounded service members receiving medical care at Naval Support Activity Bethesda—home of Walter Reed National Military Medical Center—receive the opportunity for integrative healthcare.

Researchers on the project team are conducting studies to scientifically measure the healing effects of spending time on the Green Road.

<https://tiah.org/what-we-do/build-healthy-communities/green-road-project/>



The background is a grayscale aerial map of a city. It shows a dense grid of streets and building footprints. A river or canal winds through the center of the map. There are various shades of gray representing different land uses, such as residential areas with smaller buildings and commercial areas with larger, more irregular building shapes. The overall tone is professional and urban.

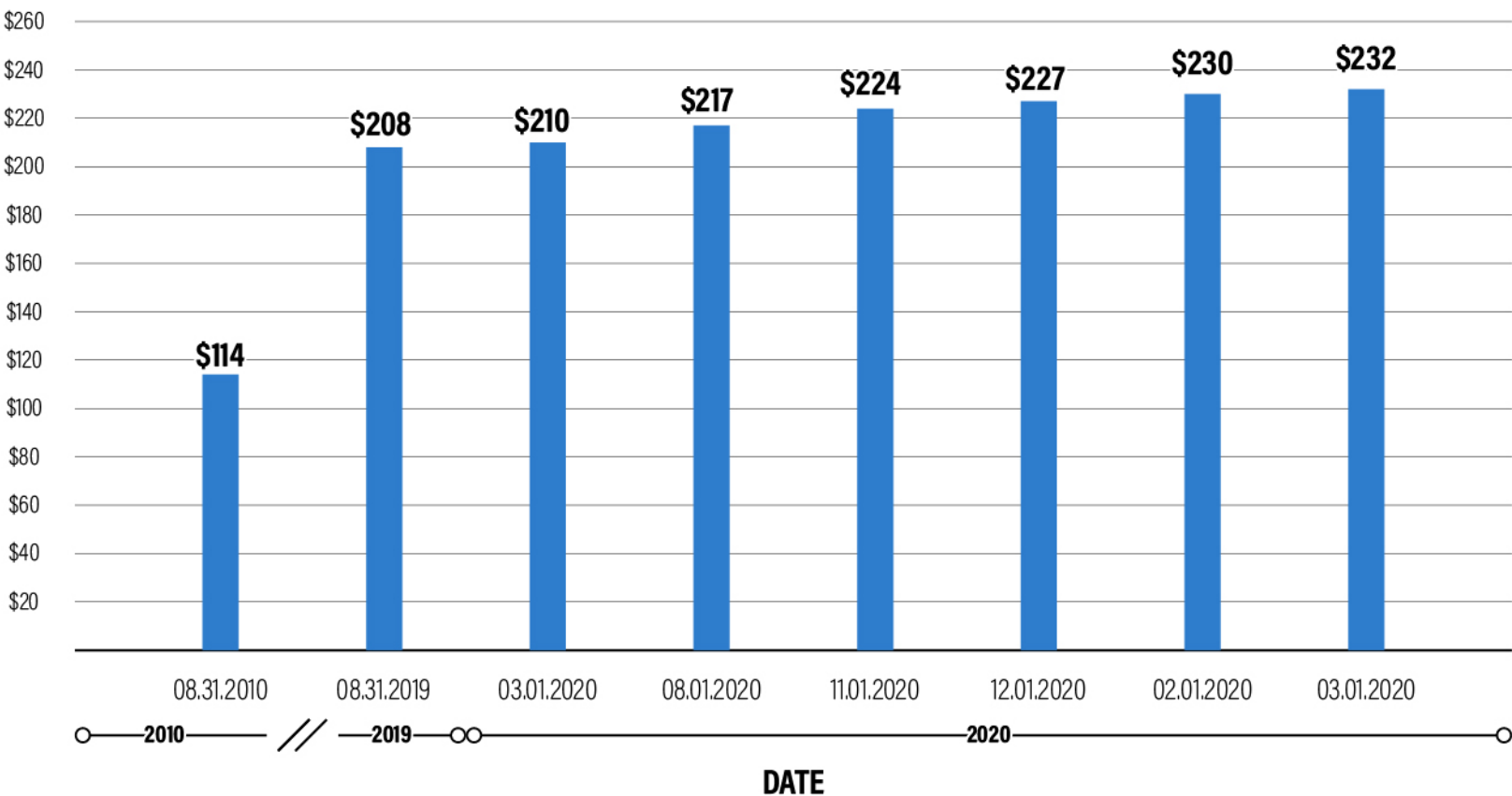
PROMOTE DEVELOPMENT AS A MEDICAL CAMPUS

The housing market in Garland is “hot”

- Housing prices have more than doubled since Aug 2010, and have continued to increase every month
- Prices have risen 12% in approximately 1 year

**FOR SALE HOUSING
MEDIAN HOME PRICE**
(thousands)

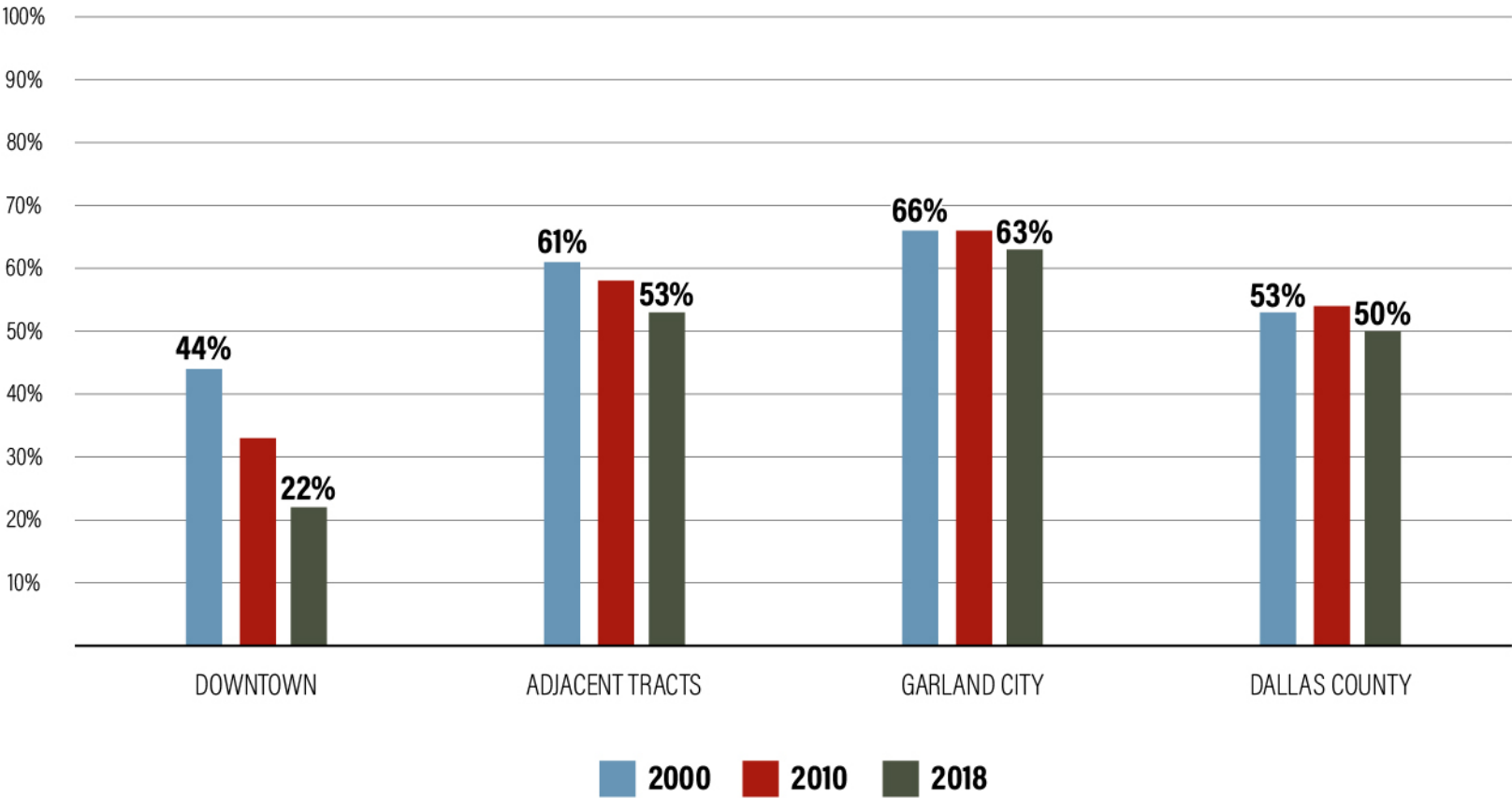
Source: NP analysis of Zillow sales data



Home ownership rates in the nearby neighborhoods are changing faster than the City suggesting opportunities for rental

HOME OWNERSHIP
(percent)

Source: Census and ACS data



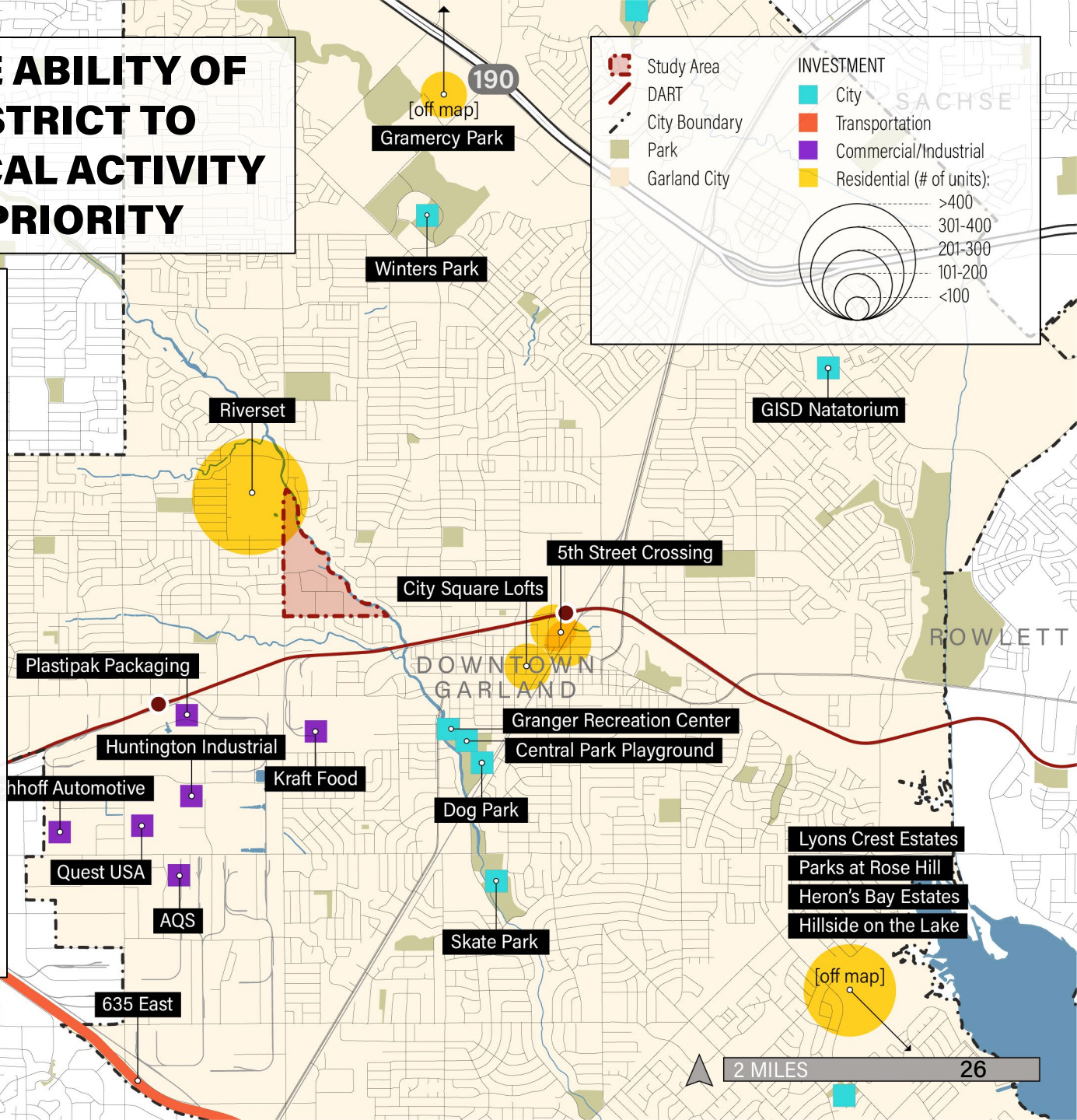
PRESERVING THE ABILITY OF THE MEDICAL DISTRICT TO MAINTAIN CLINICAL ACTIVITY SHOULD BE THE PRIORITY

The hot housing market is reflected in significant levels of investment in Garland as evidenced by the map.

The large parcel sizes and underutilization of some of the buildings could be tempting to push for residential development.

It is also important to recognize importance of providing compatible uses to the VA Center to maintain an open campus.

While some housing may be appropriate on selected sites the bulk of the land area near the hospital should retain its clinical character and also allow educational, training, and supporting uses.





THE PLAN & DEVELOPMENT SCENARIOS

Development Scenarios

The following development scenarios were created based on the following assumptions

- The existing housing stock in the district would remain unchanged based on the assumption that without a major increase in density there would be no rationale for tear down and new construction
- The existing commercial plaza has a significant new tenant with a long-term lease and is therefore not likely to change in the next several years
- Although there is vacancy in some of the medical buildings, they do have active clinical tenants with some key tenants have recently renewed leases.
- The two large greenfield sites offer opportunity for ground up new development that require addressing a few key questions:
 - Housing is likely to be a development opportunity – how much housing can be built without building a parking deck? How much housing can be built that might be more attractive to workers at the hospital and clinics? What would a potential build out of additional medical capacity look like within a medical district concept?
 - Three development scenarios were created to understand potential scale and capacity. The recommended development scenario is presented in this document. The other scenarios can be found in the appendix.

DISTRICT PLAN CONCEPTS

This map provides a comprehensive view of the proposed interventions and actions.

- Street improvements
- Trail and connections
- Place-making
- New zoning approach
- Test fits of greenfield sites to understand development capacity

Three development scenarios were created to help city staff understand potential scale, density, and parking needs for the two major ground up development sites.

PROPOSED DEVELOPMENT

DEVELOPMENT SCENARIO

BUCKINGHAM

VILLAGE VIEW

MEREDITH

OAK FOREST

SAM HOUSTON

Alamo Park

BOWIE

MEADOW WAY

MEADOWCREST

DENT

WASH

LOOK

LAKESIDE

GARLAND

GARLAND

Custom Park

WESTWOOD

WALTER RED

MARIE CURIE

CLARA BARTON

MAPLE

LAKESIDE

LAKEWOOD

WALNUT

KING

SHILOH

SCHOOL

BETTY JO

MURIEL

GLORIA

STANTON

RITA

- Floodplain - 1% Annual Chance (100 yr.)
- Wooded Area
- Potential New Park
- Duck Creek Trail (Feasibility Corridor)
- Garland Pedestrian Path/Sidewalk
- Potential Trail (Alternative Route)
- Potential Pedestrian Path
- Street Improvements /Changes
- Power Plant
- Medical District - PD
- Maintain Existing Zoning
- Cosmetic Changes
- Development Scenario

KEY FEATURES

- 01 At-grade Crossing Option
- 02 At-grade Crossing Option to Riverset
- 03 Bridge Across Creek
- 04 New Hospital Power Plant
- 05 Linear Park Along Floodplain
- 06 New Traffic Light & Relocated Bus Stop
- 07 Medical District - PD
- 08 Interim Cosmetic Changes
- 09 Pedestrian Walkway / Woonerf
- 10 Maintain Industrial Zoning
- 11 On-street Trail due to Constrained ROW
- 12 Walnut Street Improvements

1/4 MILE

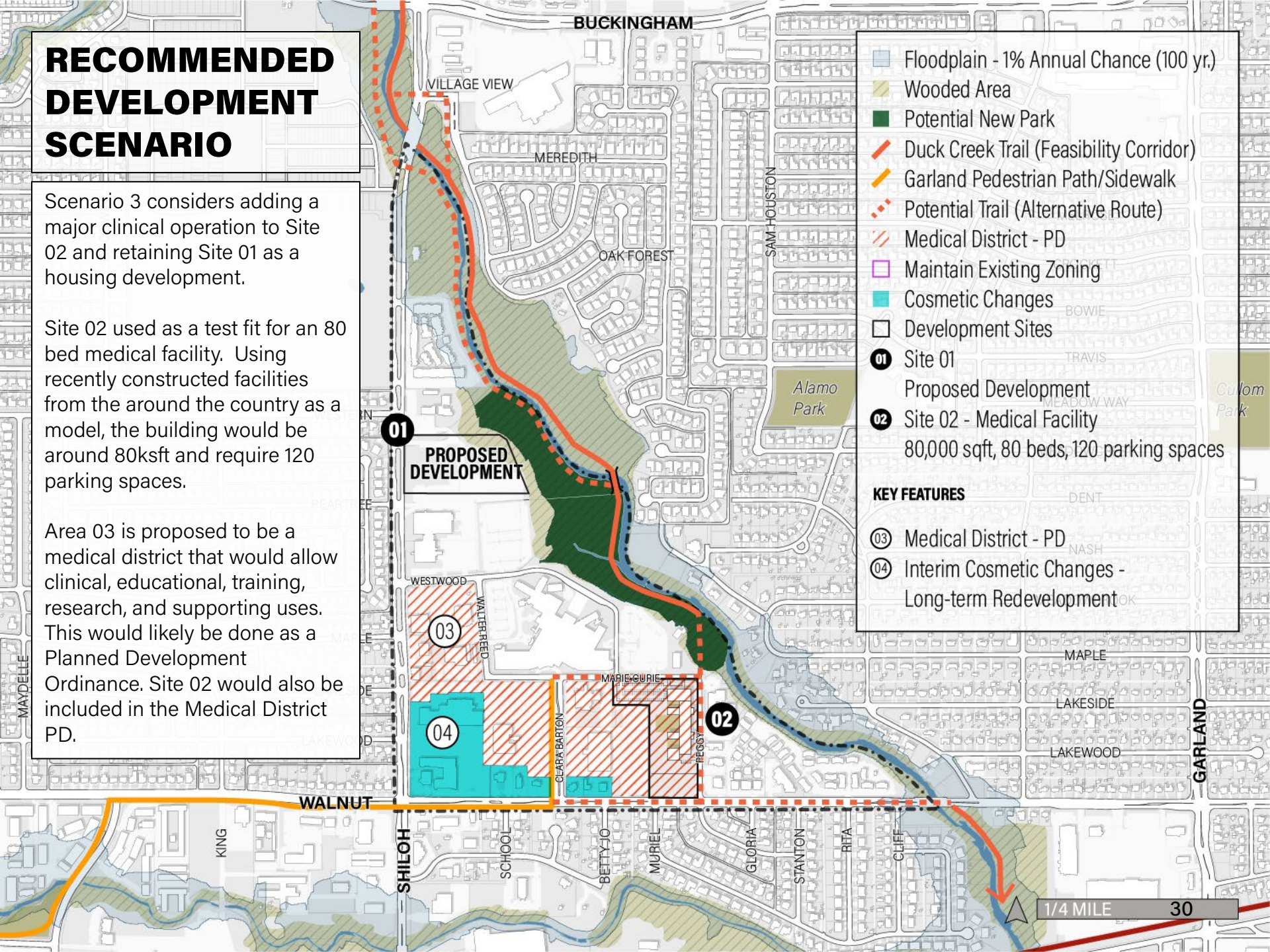
29

RECOMMENDED DEVELOPMENT SCENARIO

Scenario 3 considers adding a major clinical operation to Site 02 and retaining Site 01 as a housing development.

Site 02 used as a test fit for an 80 bed medical facility. Using recently constructed facilities from the around the country as a model, the building would be around 80ksft and require 120 parking spaces.

Area 03 is proposed to be a medical district that would allow clinical, educational, training, research, and supporting uses. This would likely be done as a Planned Development Ordinance. Site 02 would also be included in the Medical District PD.





IMPLEMENTATION

Implementation

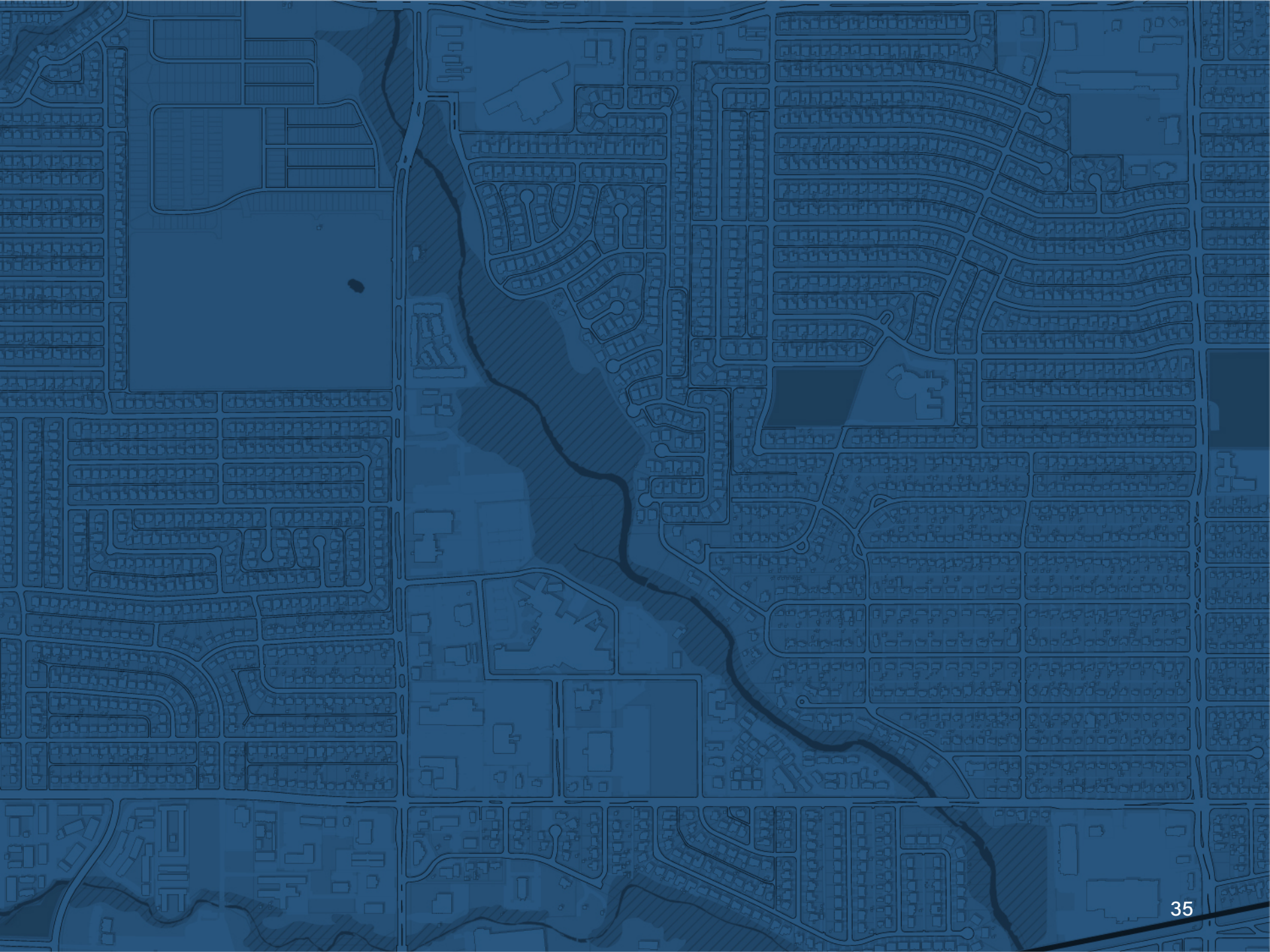
Action	Lead	Key Next Steps	Potential Funding Sources
Organize an internal team to coordinate and manage the transformation. Creating the envisioned district will require a multidisciplinary team	City Manager Office	• Appoint a team leader • Engage with property owners on joint initiatives • VA on Healing Garden • Walnut Village on improvements and partnership opportunities • Medical office owners & Walnut Village on Shared Use Connection	None required
Create draft Medical District Planned Development Ordinance	Planning	• Draft proposed ordinance • Begin outreach process	None required
Create Med District Duck Creek Park, Healing Garden and Trail	Parks and Rec with Planning	• Engage with VA to secure agreement regarding use of their property • Create a conceptual plan • Begin design and engineering	• TIF 3 funds • Prop C (Draining Flooding), Prop D (Parks & Rec), Prop F (Economic Development) bond funds • Potential federal funds through VA, DoD
Develop Brand Identity for Medical District	City Manager Office	• Assign to internal team • Hire design firm to create identity for District	• Appropriations or TIF 3 funds

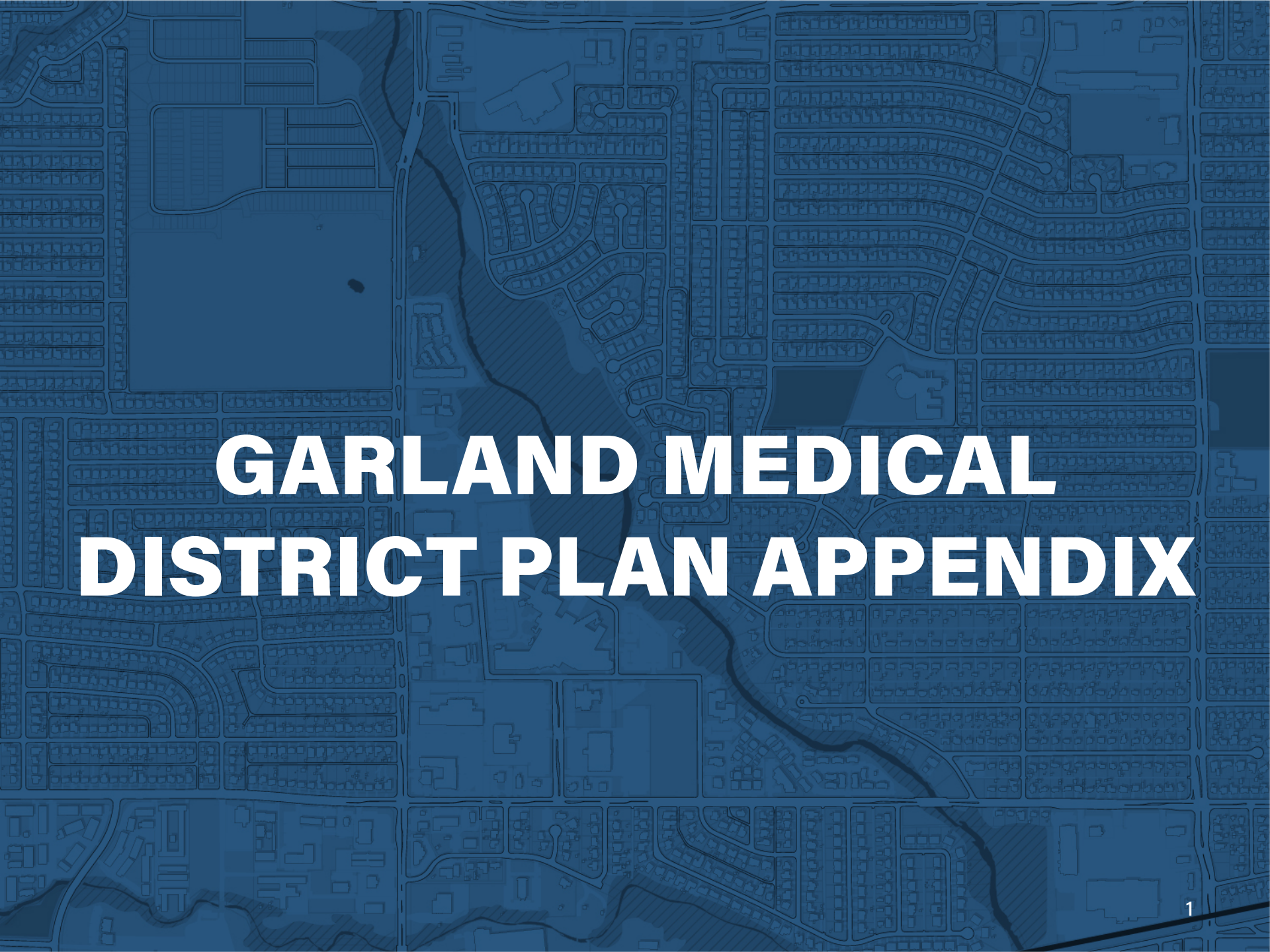
Implementation cont.

Action	Lead	Key Next Steps	Potential Funding Sources
Enhance Walnut St from a Pedestrian and Bike perspective	Transportation	• Do more detailed design of potential sections • Incorporate Duck Creek trail ideas • Conduct further analysis of the available right of way to determine if property acquisition is required & impact on shopping center parking ratios	• City bond funds
Improve Curb Appeal of Commercial Centers	Economic Development with Planning & Parks (public art component)	• Engage with property owners regarding potential improvement opportunities and city supports for public art, temporary structures, façade improvements • Reinstitute a “temporary” parklets and landscaping program for private property with appropriate review of regulations relating to parking minimums • Review pop up business requirements to ensure ease of launch and licensing • Consider the pop up and parklet program as a demonstration or pilot program that can be employed in other locations	• City operating funds / grant program • Prop F Neighborhood Vitality Funds for selected improvements such as public art

Implementation cont.

Action	Lead	Key Next Steps	Potential Funding Sources
Improve Shiloh Road	Transportation	• Seek funding to continue planning and engineering north of Forest • Failed pavement repairs are planned for Fall of 2021 but still require a cost-share agreement as of 5/17	• Mix of funding between city, county and federal sources
Investigate Feasibility of Shuttle Loop	Transportation and Planning	• Engage with VA & key property owners regarding potential shuttle • Conduct high level analysis of potential volumes • Link shuttle loop concept to a broader Forest Jupiter Transit Area plan • Work with DART to gradually development loop system based on adjustments to route system	• City bond funds



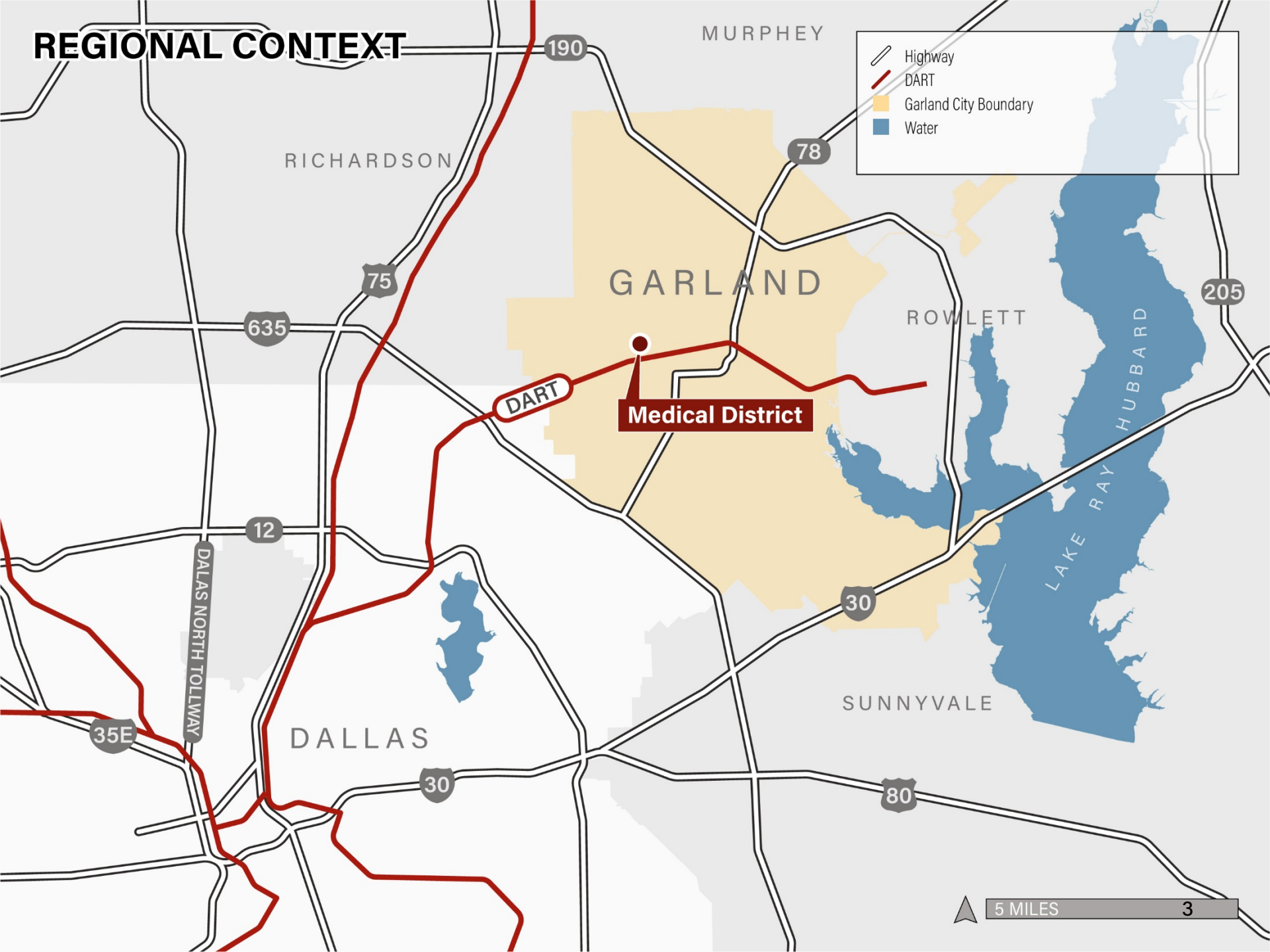


GARLAND MEDICAL DISTRICT PLAN APPENDIX

The background is a grayscale aerial photograph of a city, showing a dense grid of streets and building footprints. The image is slightly faded, with the text 'ECONOMIC CONTEXT' superimposed in a large, bold, dark blue font across the middle. The text is centered horizontally and vertically, spanning most of the width of the image. The city layout includes various block patterns, some with cul-de-sacs, and larger open spaces that might be parks or undeveloped land. The overall tone is professional and analytical.

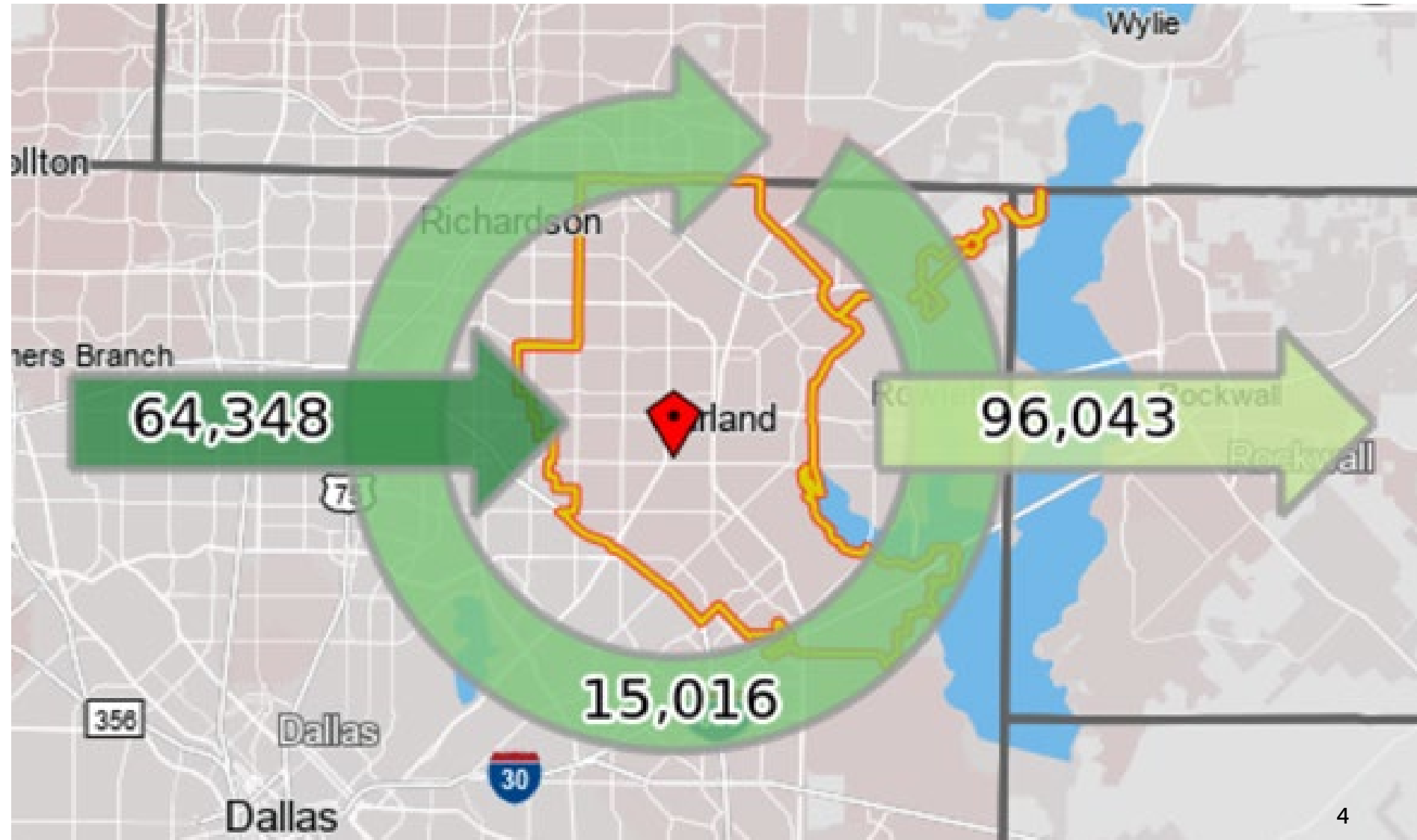
ECONOMIC CONTEXT

REGIONAL CONTEXT

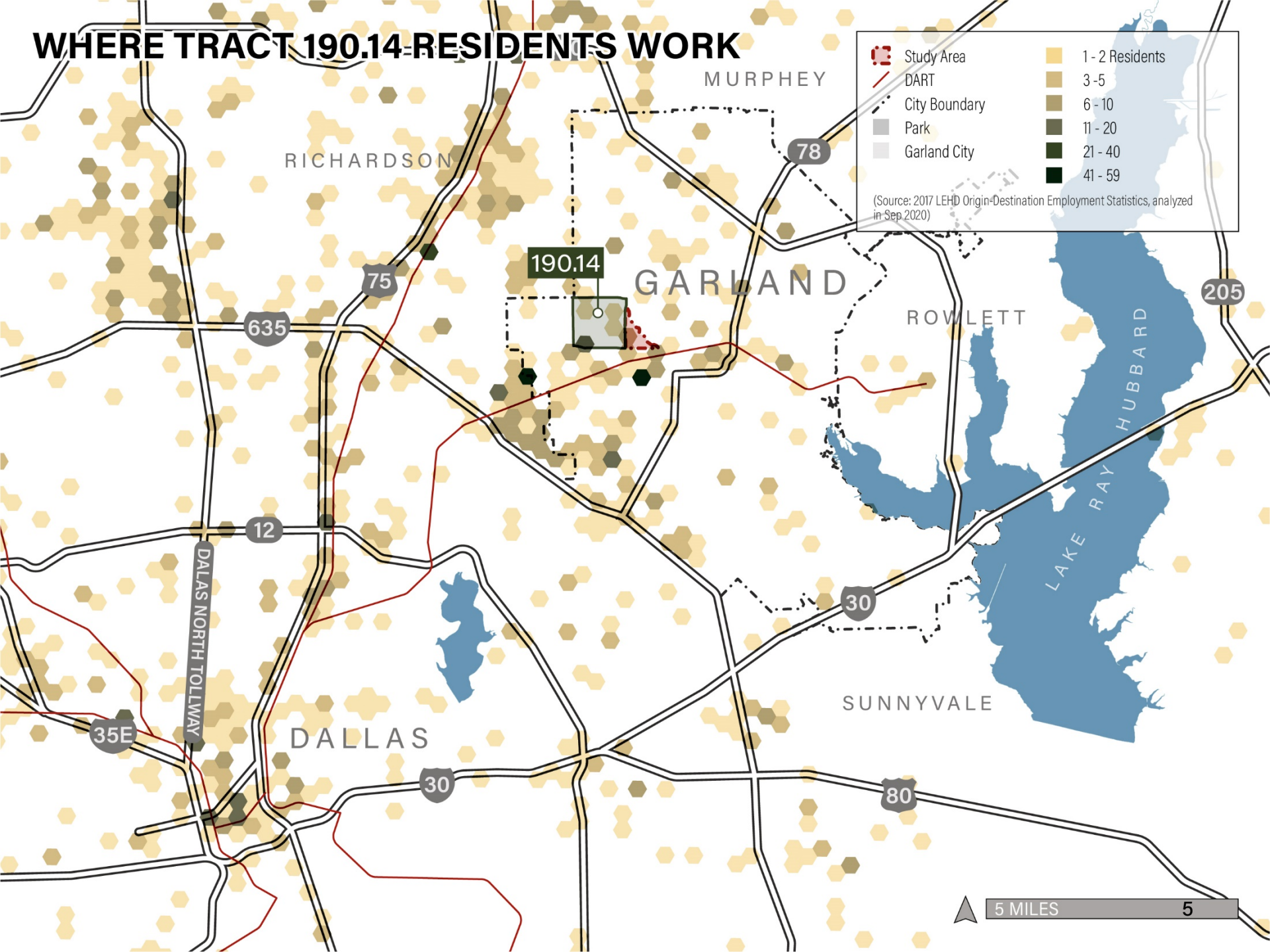


Most Garland residents leave the city for work

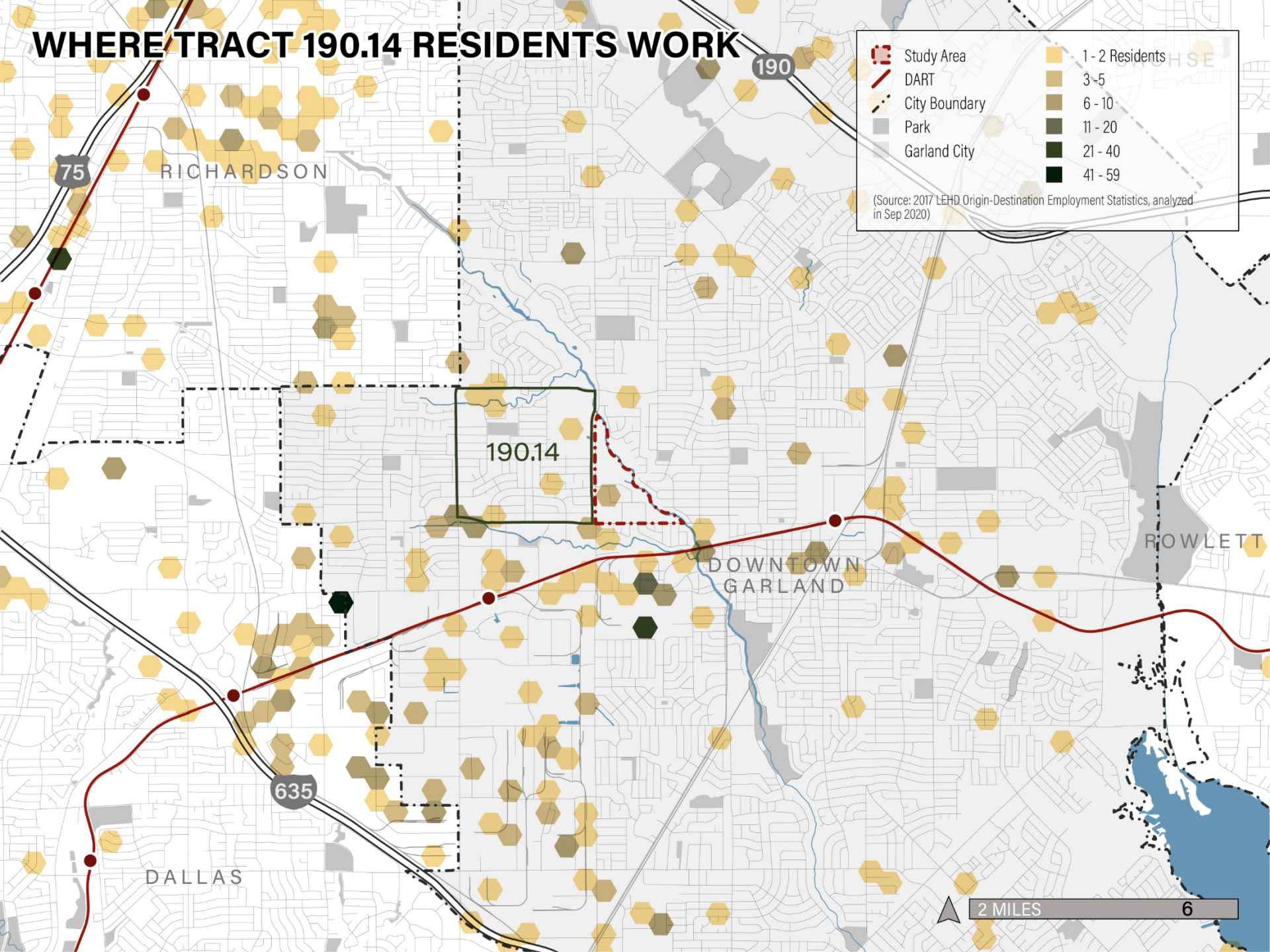
- 2017 latest year available



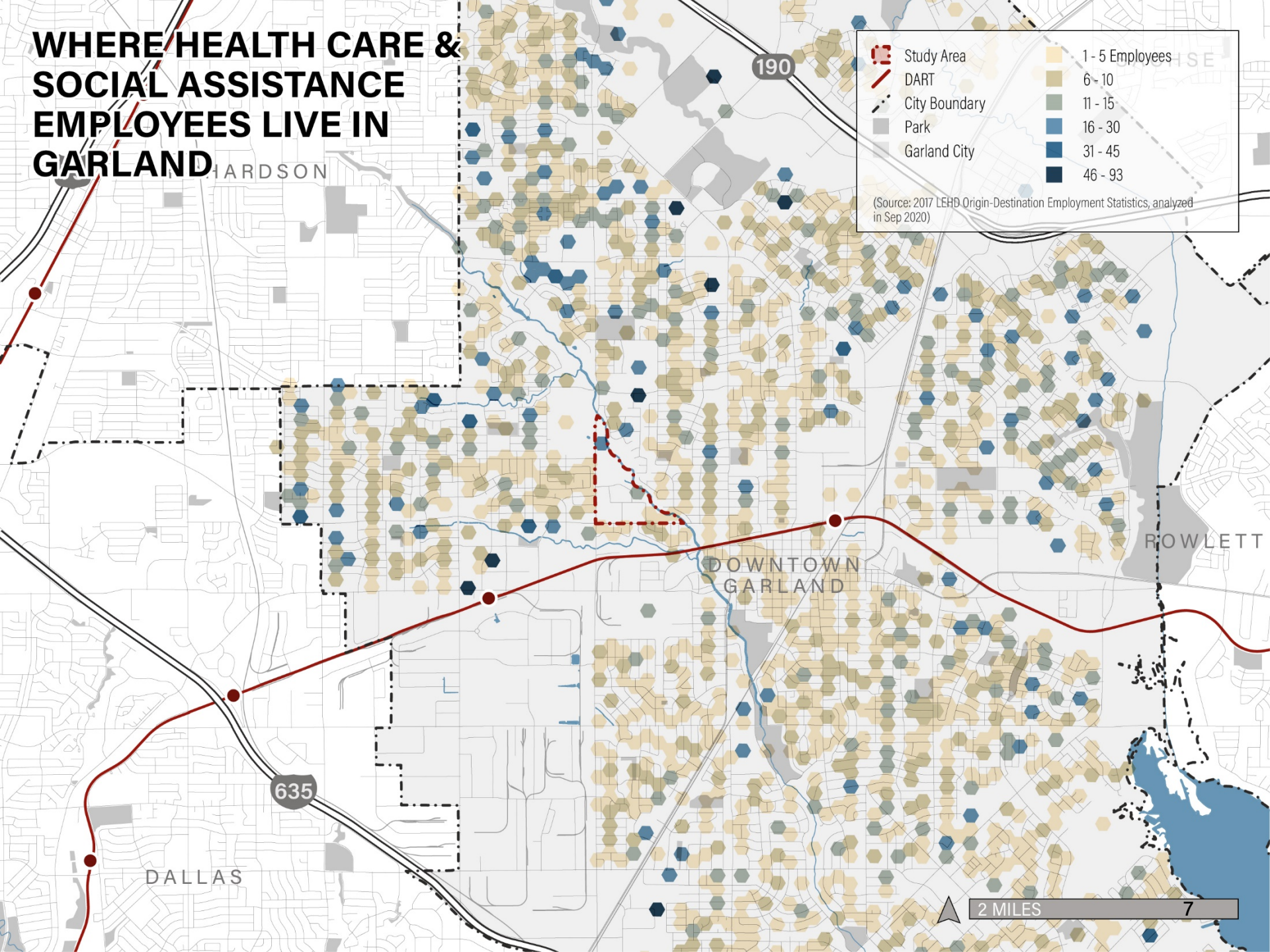
WHERE TRACT 190.14 RESIDENTS WORK



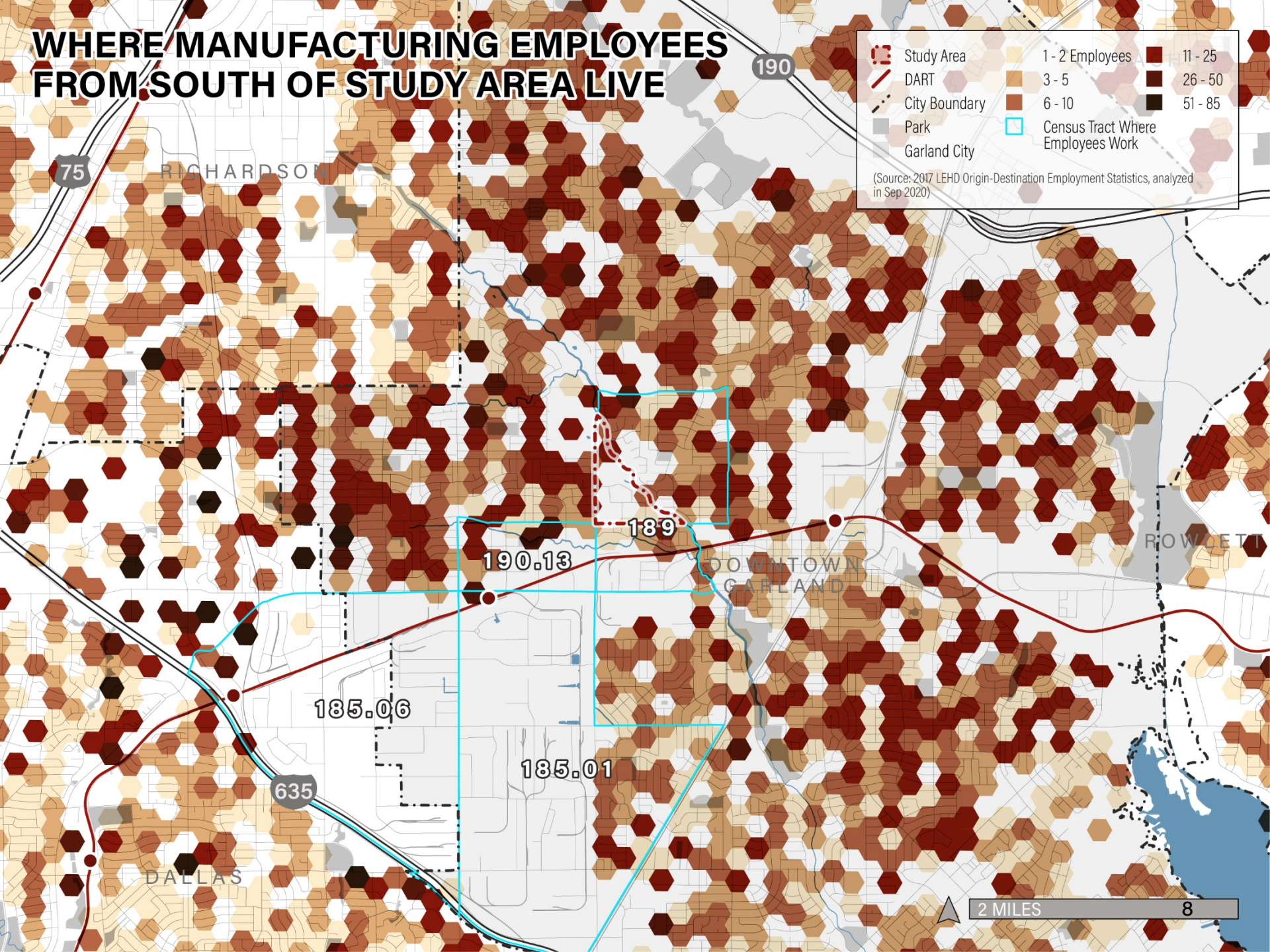
WHERE TRACT 190.14 RESIDENTS WORK



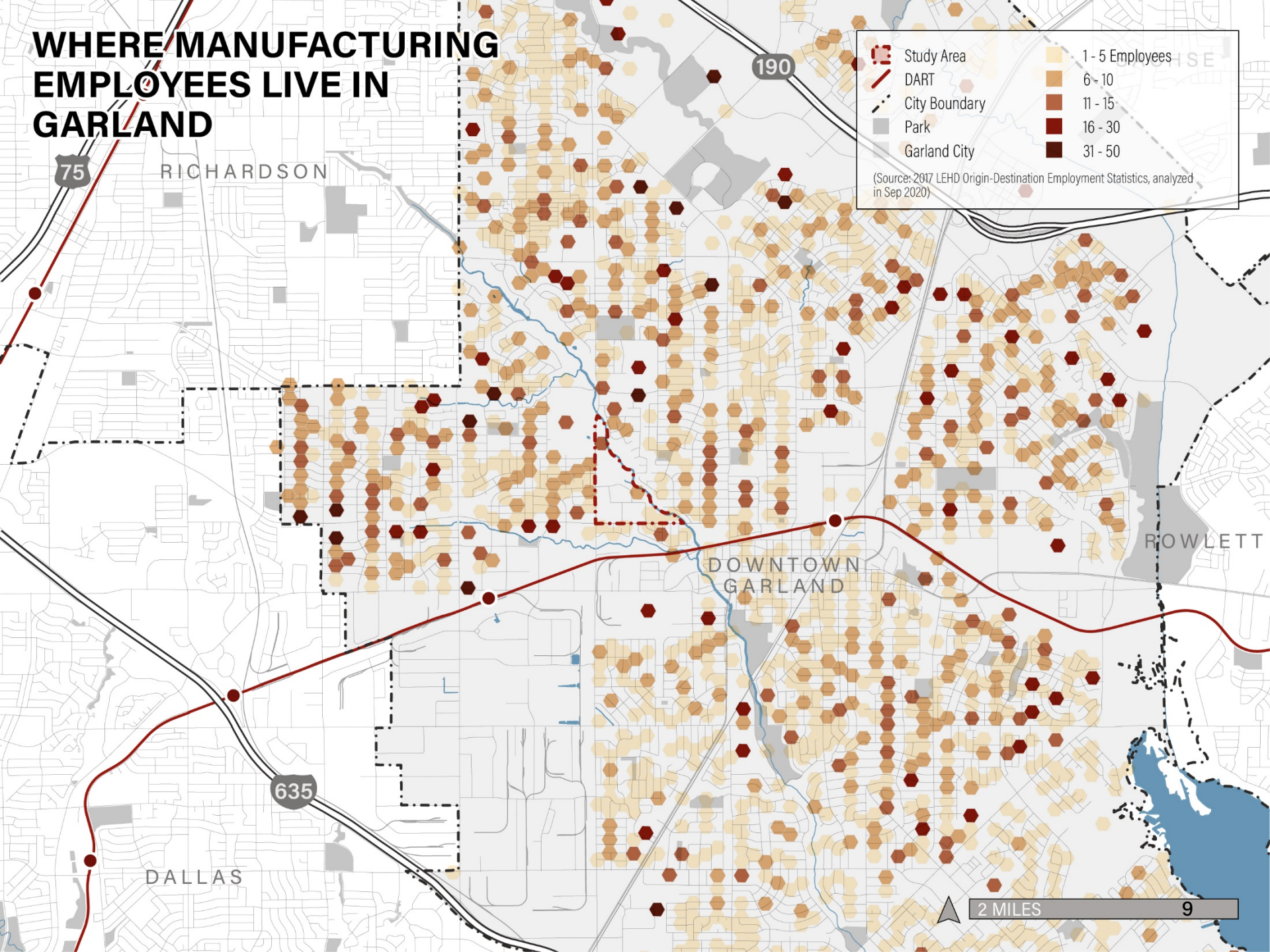
WHERE HEALTH CARE & SOCIAL ASSISTANCE EMPLOYEES LIVE IN GARLAND



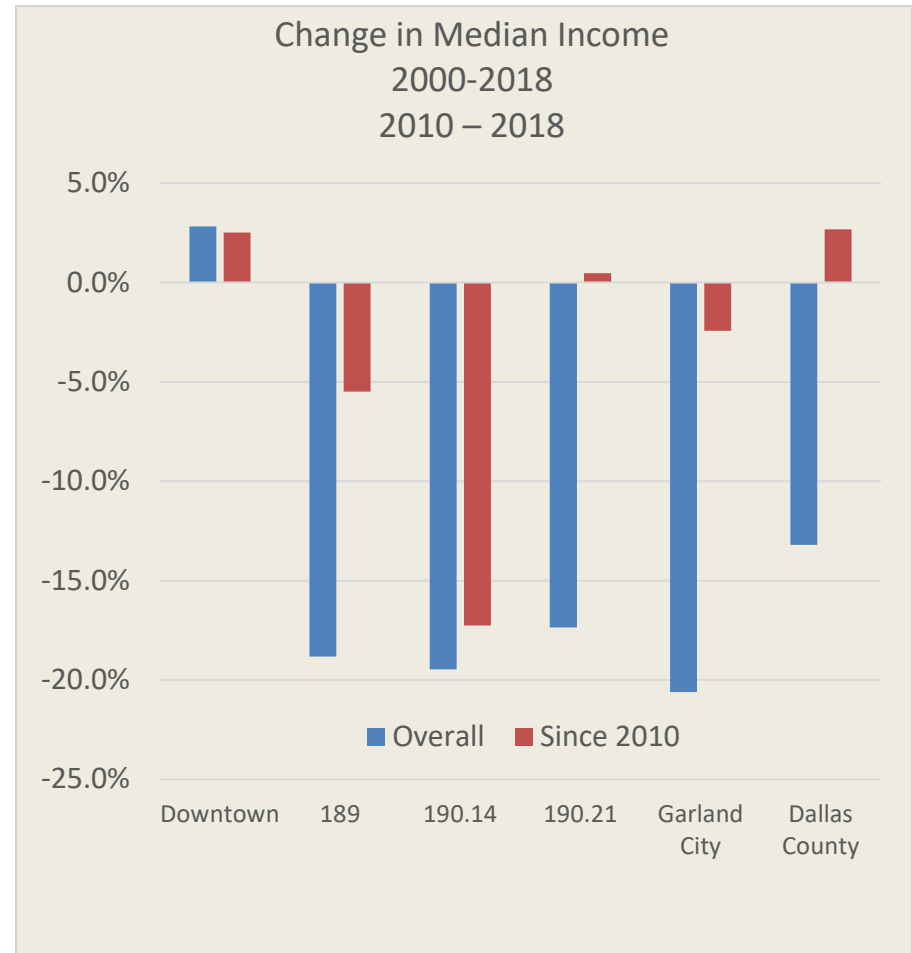
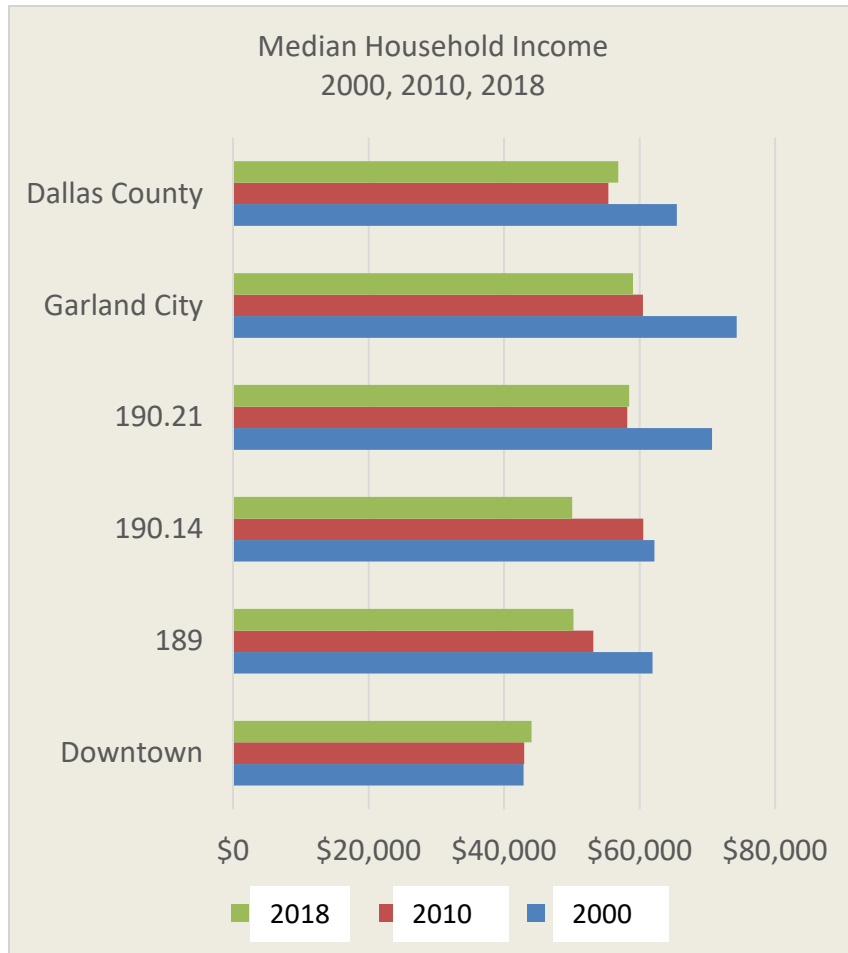
WHERE MANUFACTURING EMPLOYEES FROM SOUTH OF STUDY AREA LIVE



WHERE MANUFACTURING EMPLOYEES LIVE IN GARLAND

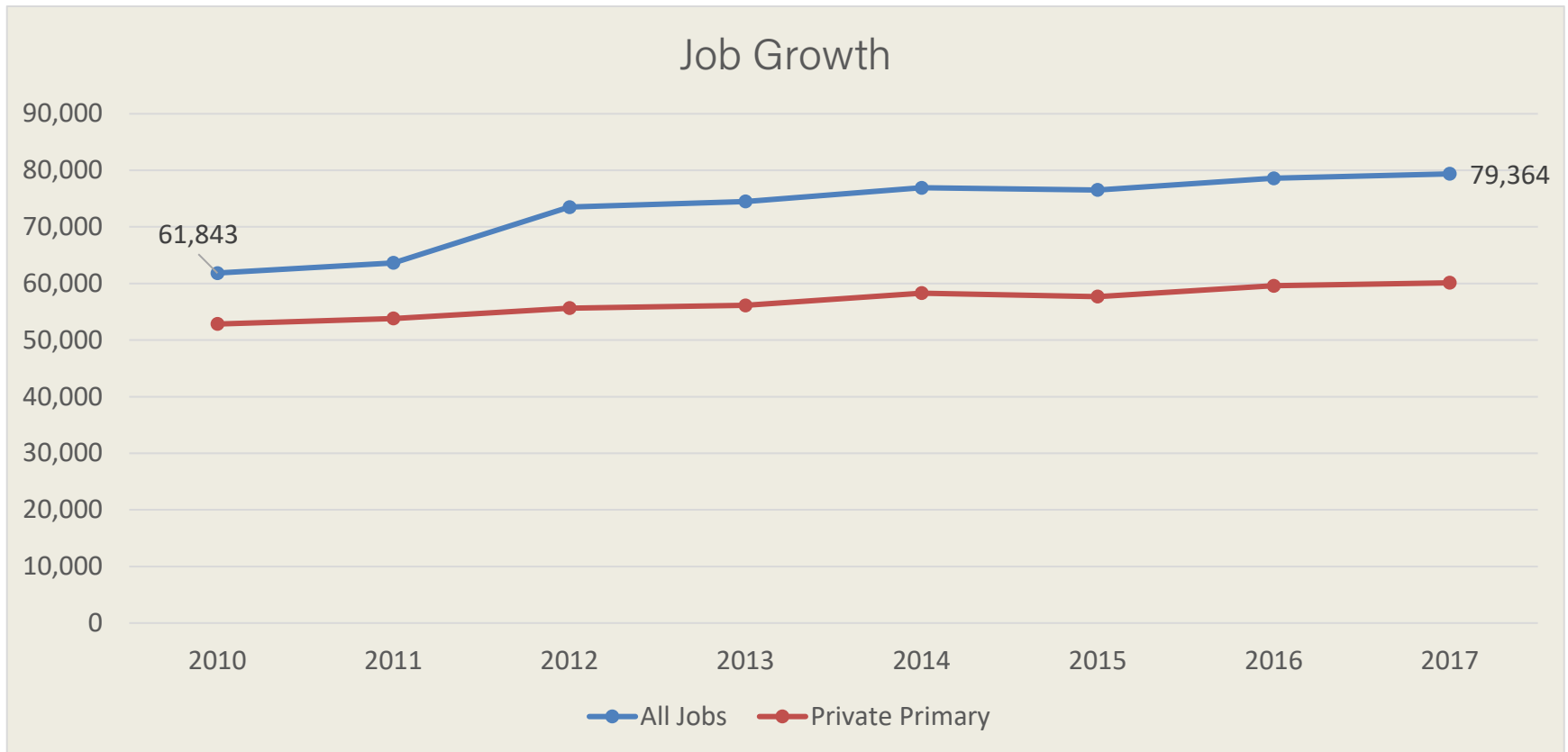


Incomes have declined but at a slower rate than the city overall since 2000

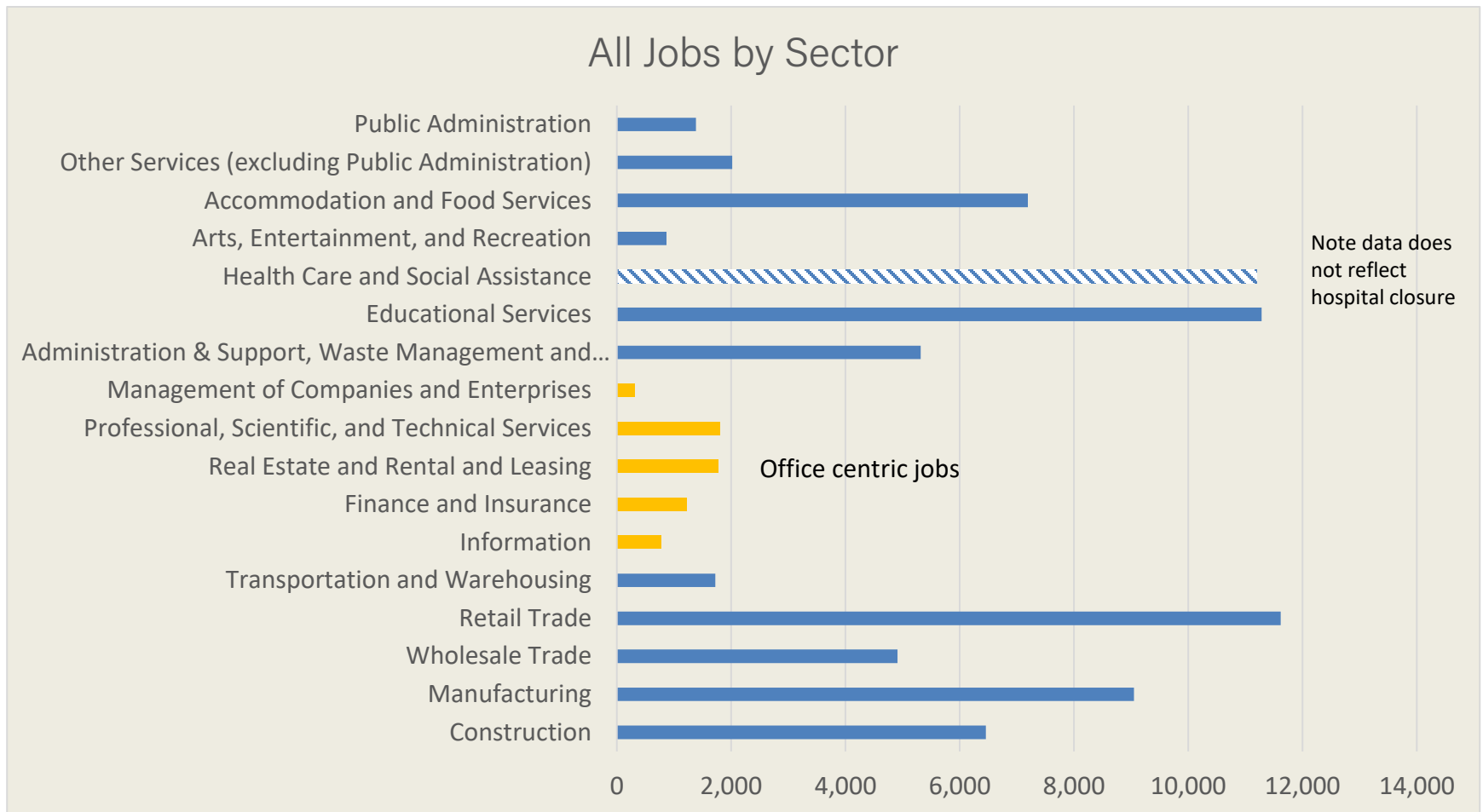


Job growth prior to COVID has been steady adding nearly 18,000 jobs in Garland

Note: Texas does not track employment or businesses by city. This data is based on OntheMap LODES data that lags by 2 years. Because of lag does not reflect hospital closure



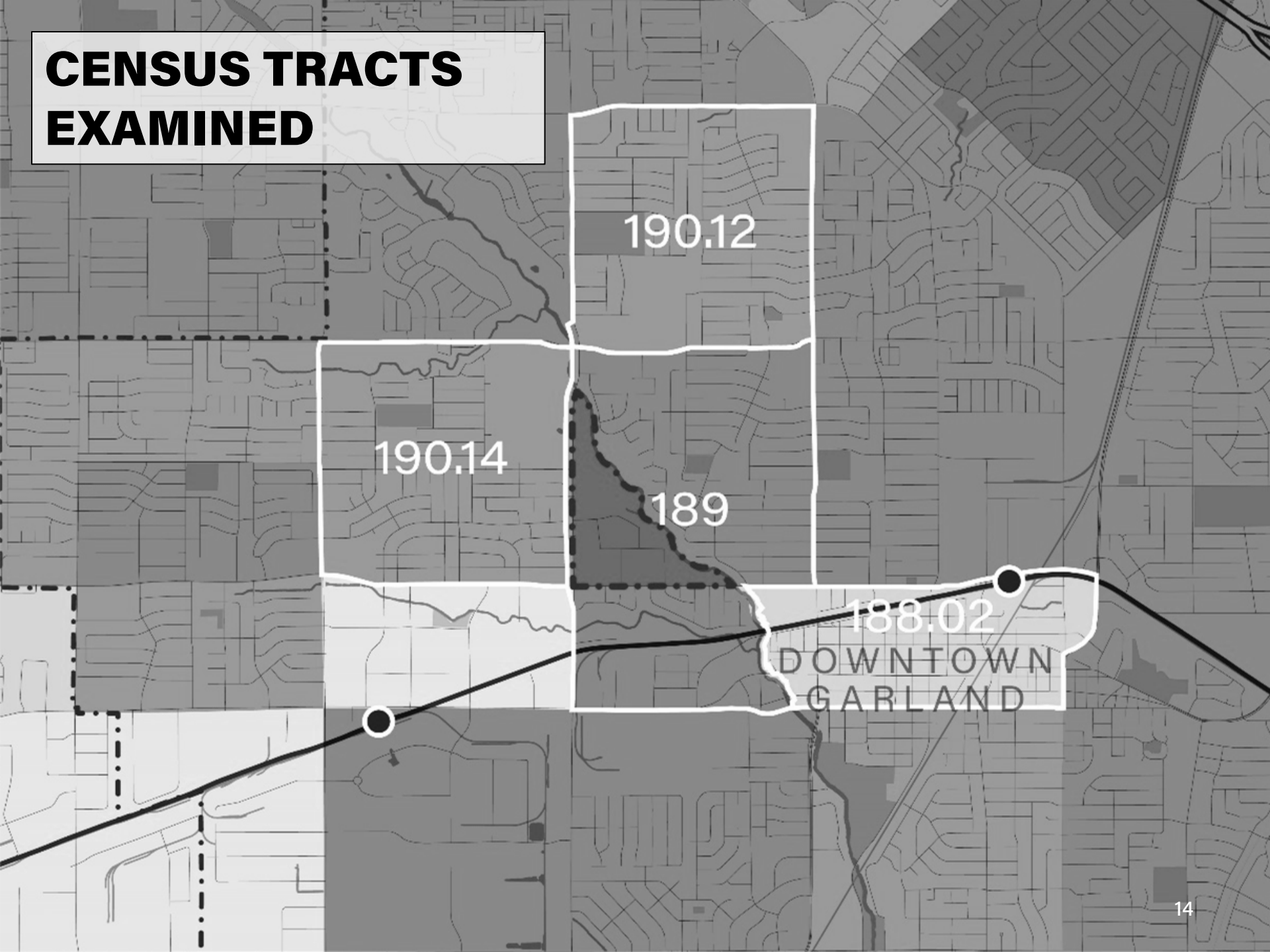
Garland has relatively few office centric jobs about 7% of total employment (excluding government jobs)



A grayscale map of a suburban neighborhood. The map shows a grid of residential streets with many small, rectangular building footprints. A winding river or stream flows through the center of the map, with some areas shaded in a darker gray to represent water. The word "DEMOGRAPHICS" is overlaid in the center in a large, bold, dark blue font.

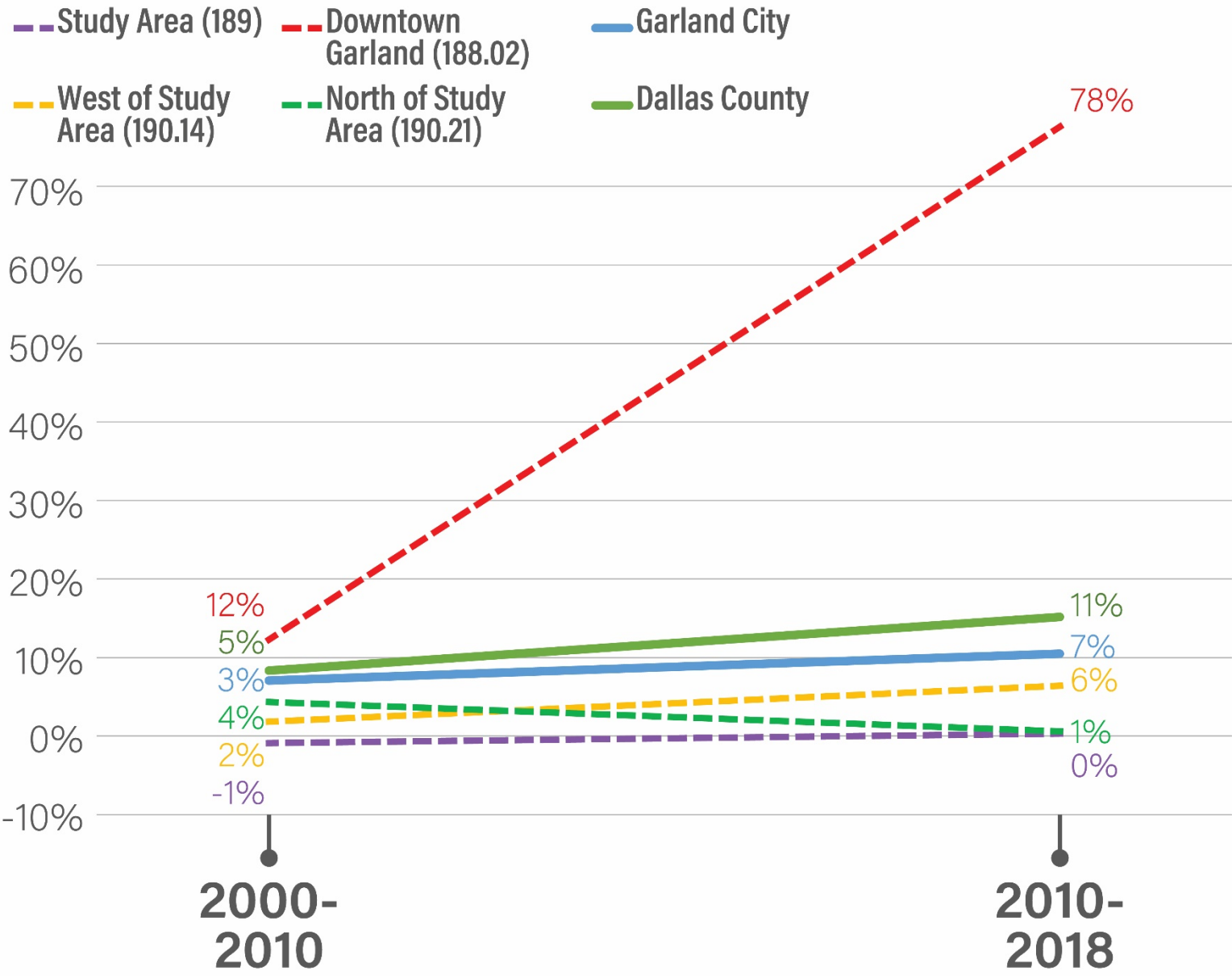
DEMOGRAPHICS

CENSUS TRACTS EXAMINED



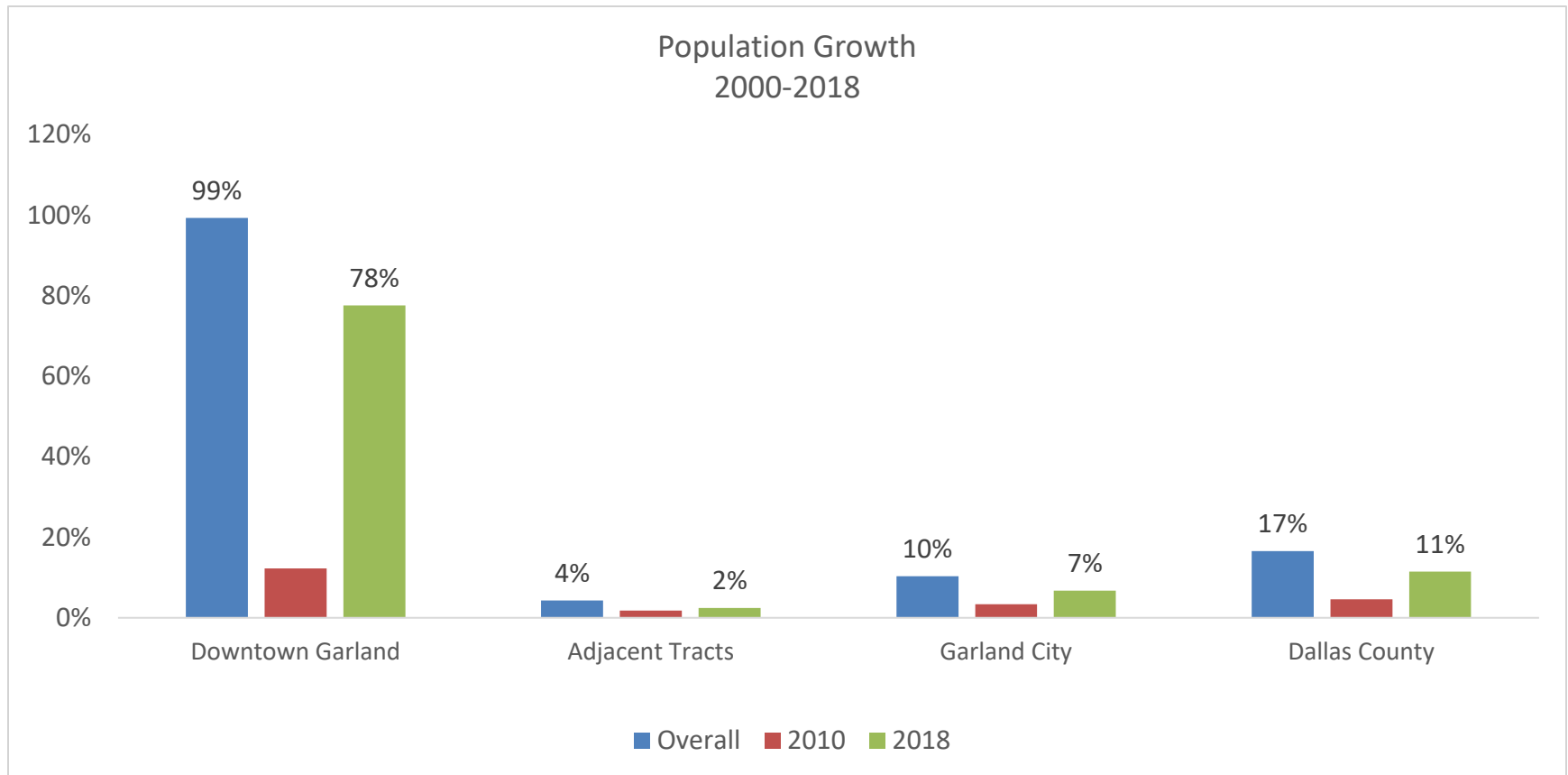
PERCENT CHANGE IN TOTAL POPULATION OVER TIME

Source: American Community Survey, 2018, 2010, 2000



Population levels surrounding the district are steady

- Adjacent neighborhoods have a resident base of approximately 20,000
 - This will increase with the Riverset housing development
- Growth has been at less than half the rate of the city
 - Unsurprising given that most of the housing in the area is single family



... And are increasingly more diverse

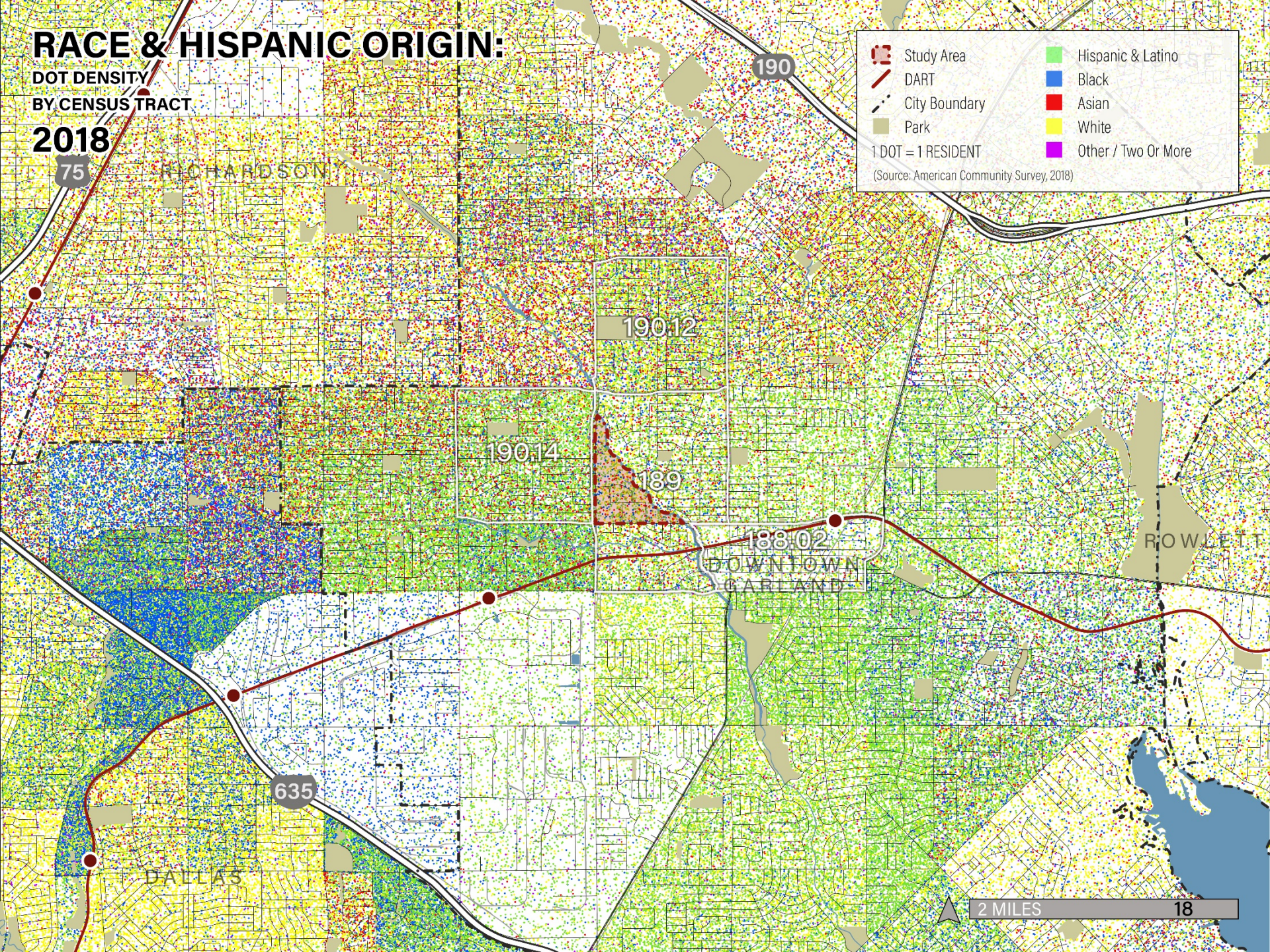
- The adjacent neighborhoods have become more diverse at roughly the same rate as the city and county

	2000				2018			
Race	Downtown	Adjacent Tracts	Garland City	Dallas County	Downtown	Adjacent Tracts	Garland City	Dallas County
White	54%	49%	53%	44%	31%	26%	30%	30%
Hispanic / Latino	31%	25%	26%	30%	49%	49%	43%	40%
Black	12%	10%	12%	20%	14%	10%	14%	22%
Asian	1%	14%	7%	4%	6%	13%	11%	6%
American Indian	1%	0%	0%	0%	0%	0%	0%	0%
Other / Two or more	1%	2%	2%	2%	1%	2%	3%	2%

RACE & HISPANIC ORIGIN:

DOT DENSITY
BY CENSUS TRACT

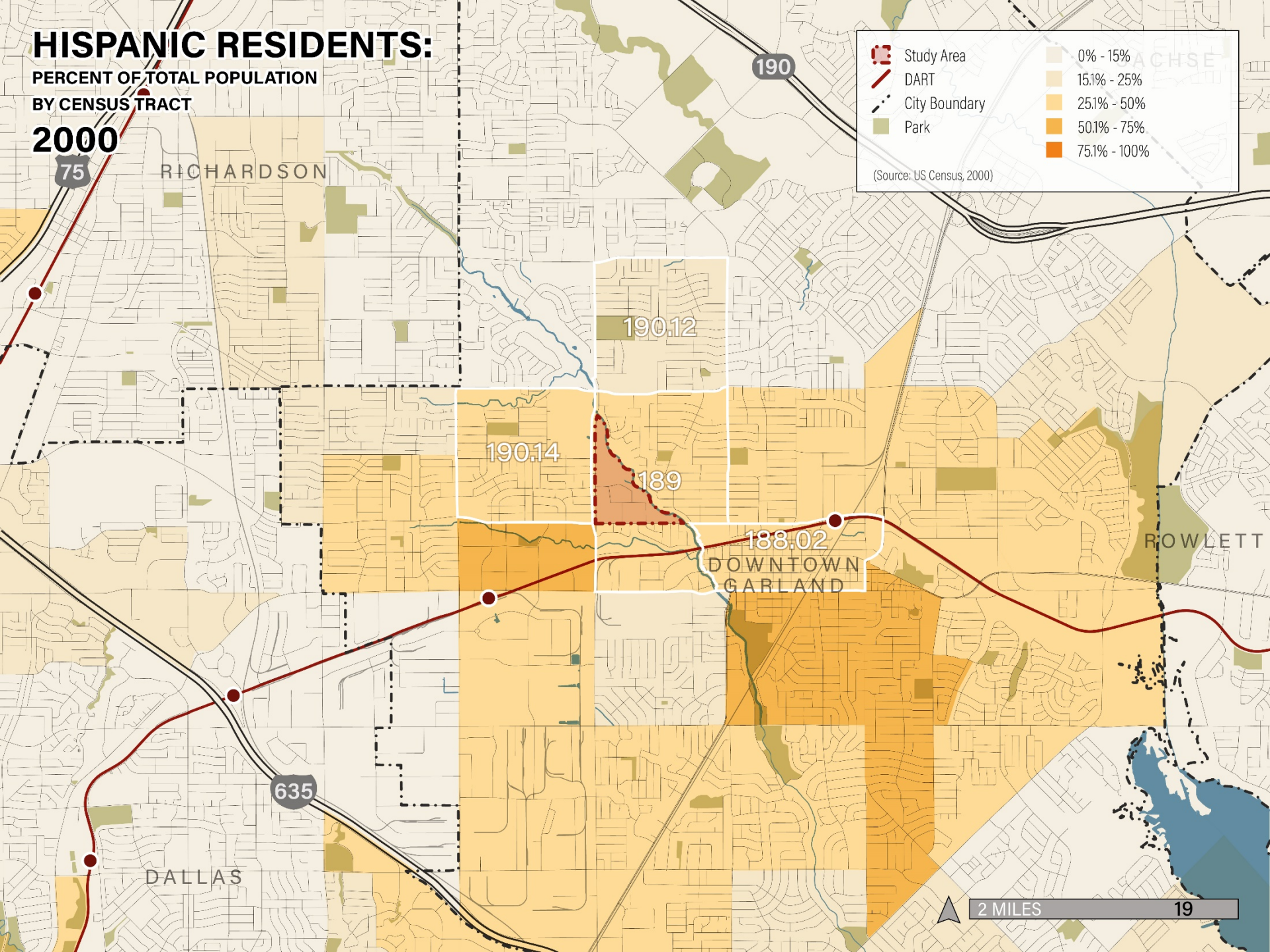
2018



HISPANIC RESIDENTS:

PERCENT OF TOTAL POPULATION
BY CENSUS TRACT

2000



2 MILES

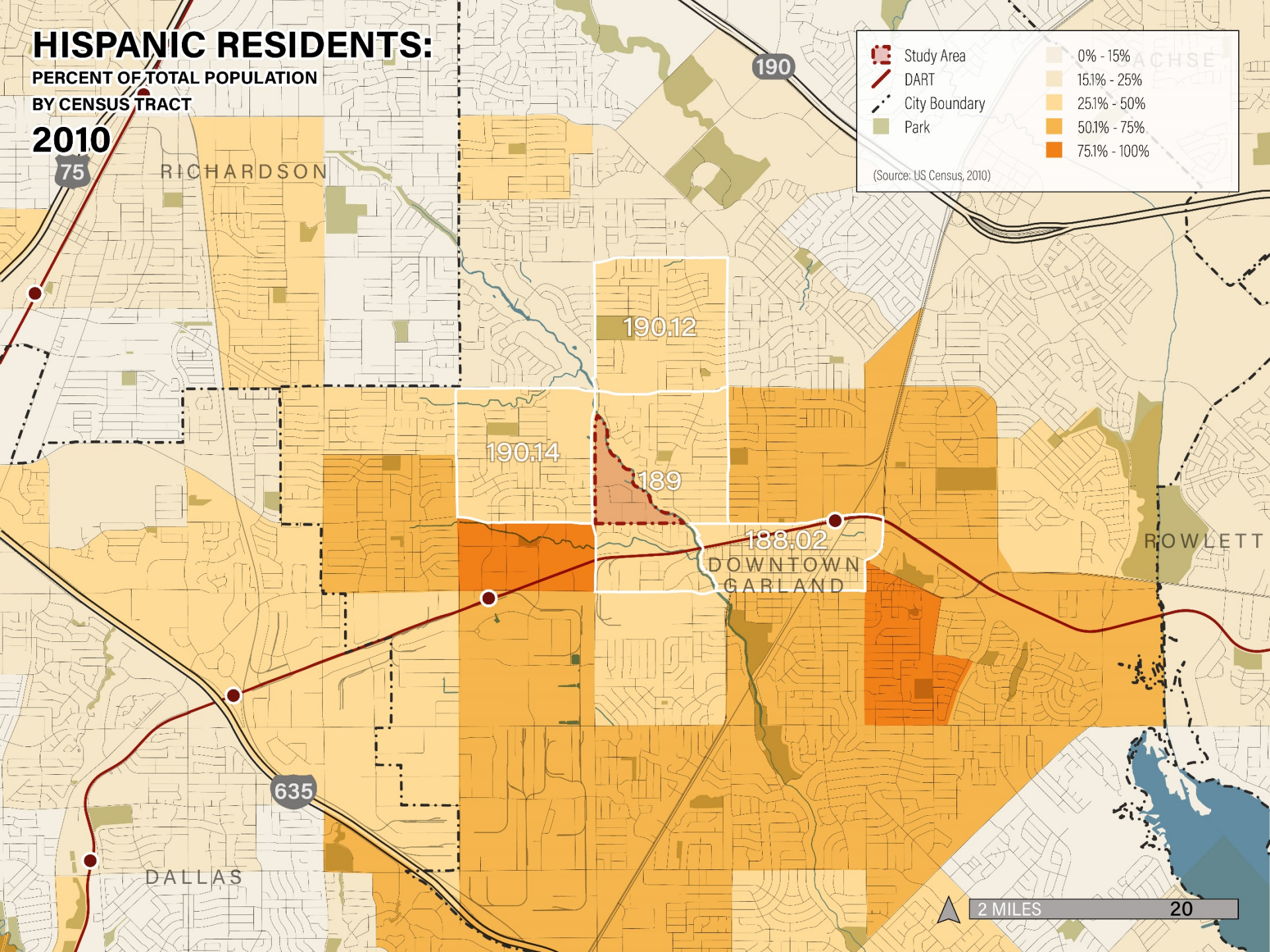
19

HISPANIC RESIDENTS:

PERCENT OF TOTAL POPULATION

BY CENSUS TRACT

2010

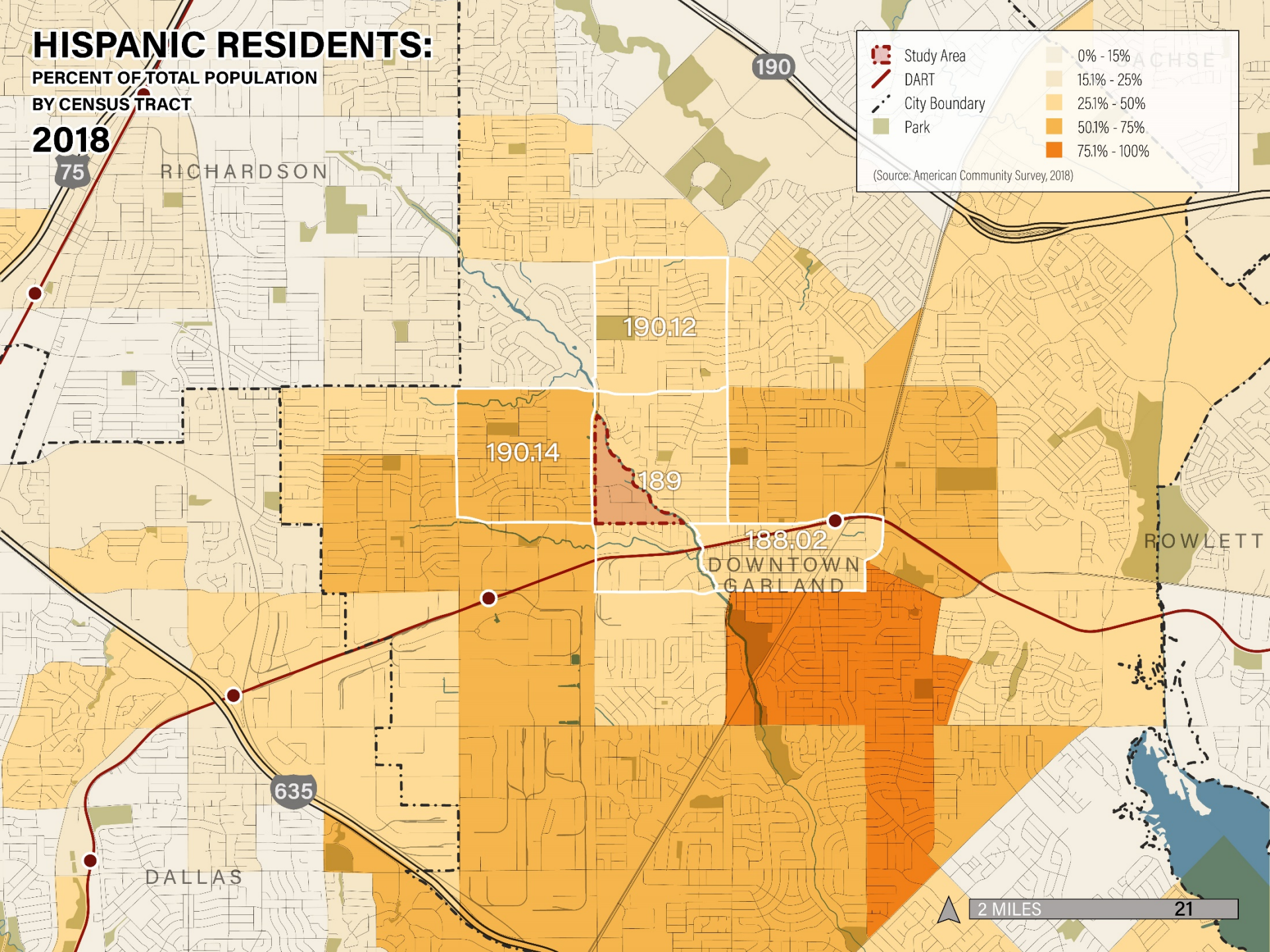


HISPANIC RESIDENTS:

PERCENT OF TOTAL POPULATION

BY CENSUS TRACT

2018

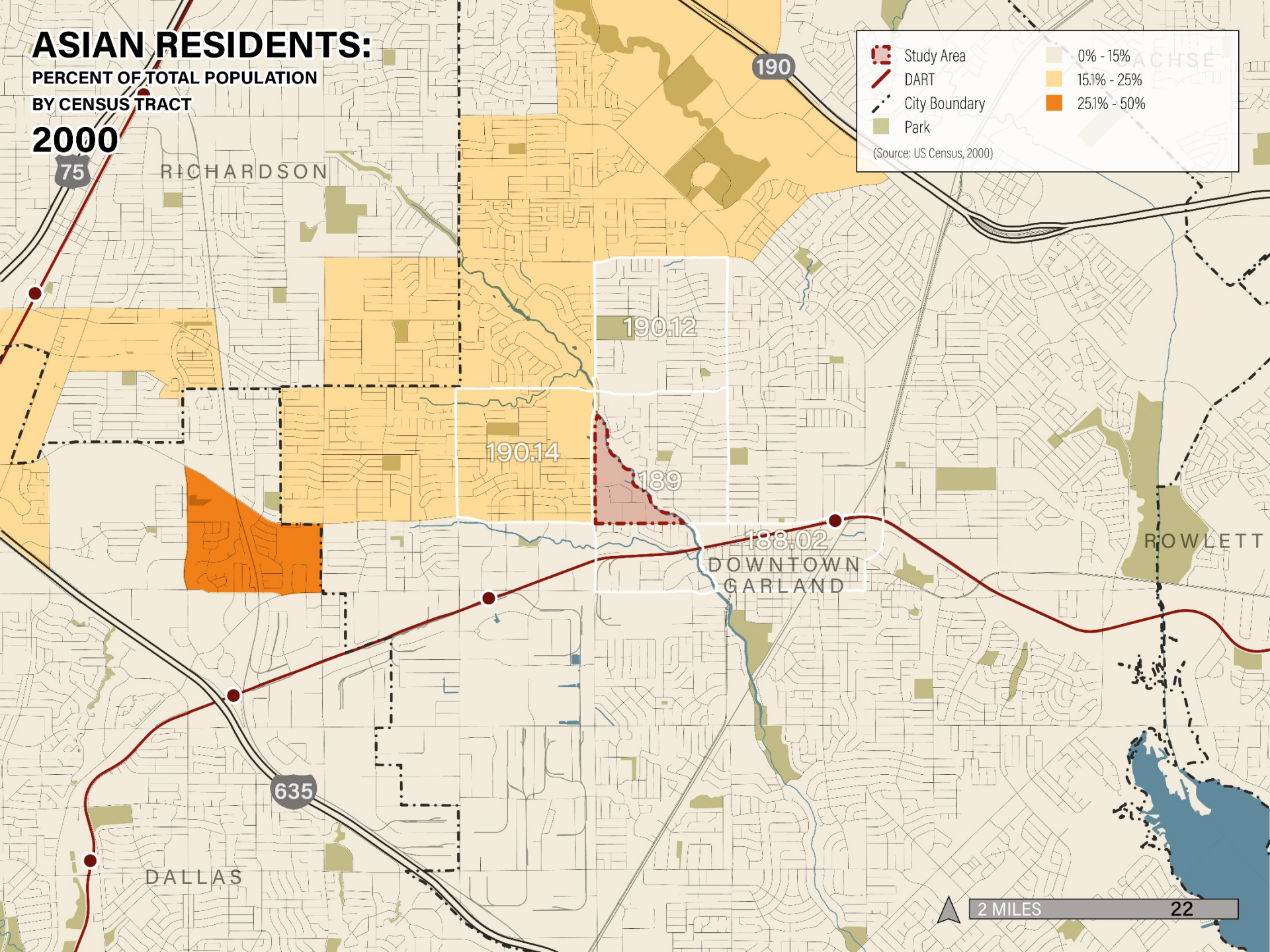


ASIAN RESIDENTS:

PERCENT OF TOTAL POPULATION

BY CENSUS TRACT

2000

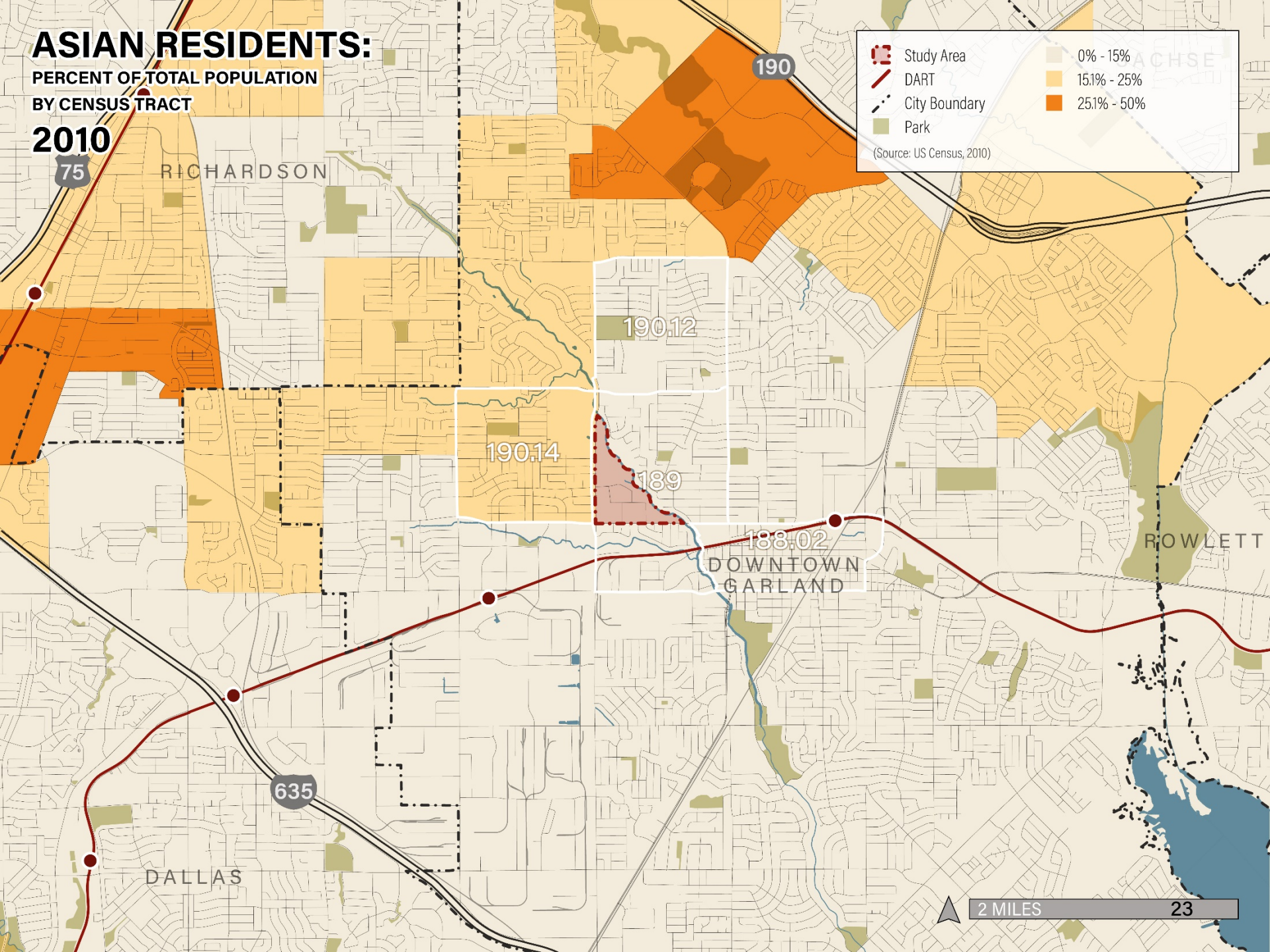


ASIAN RESIDENTS:

PERCENT OF TOTAL POPULATION

BY CENSUS TRACT

2010

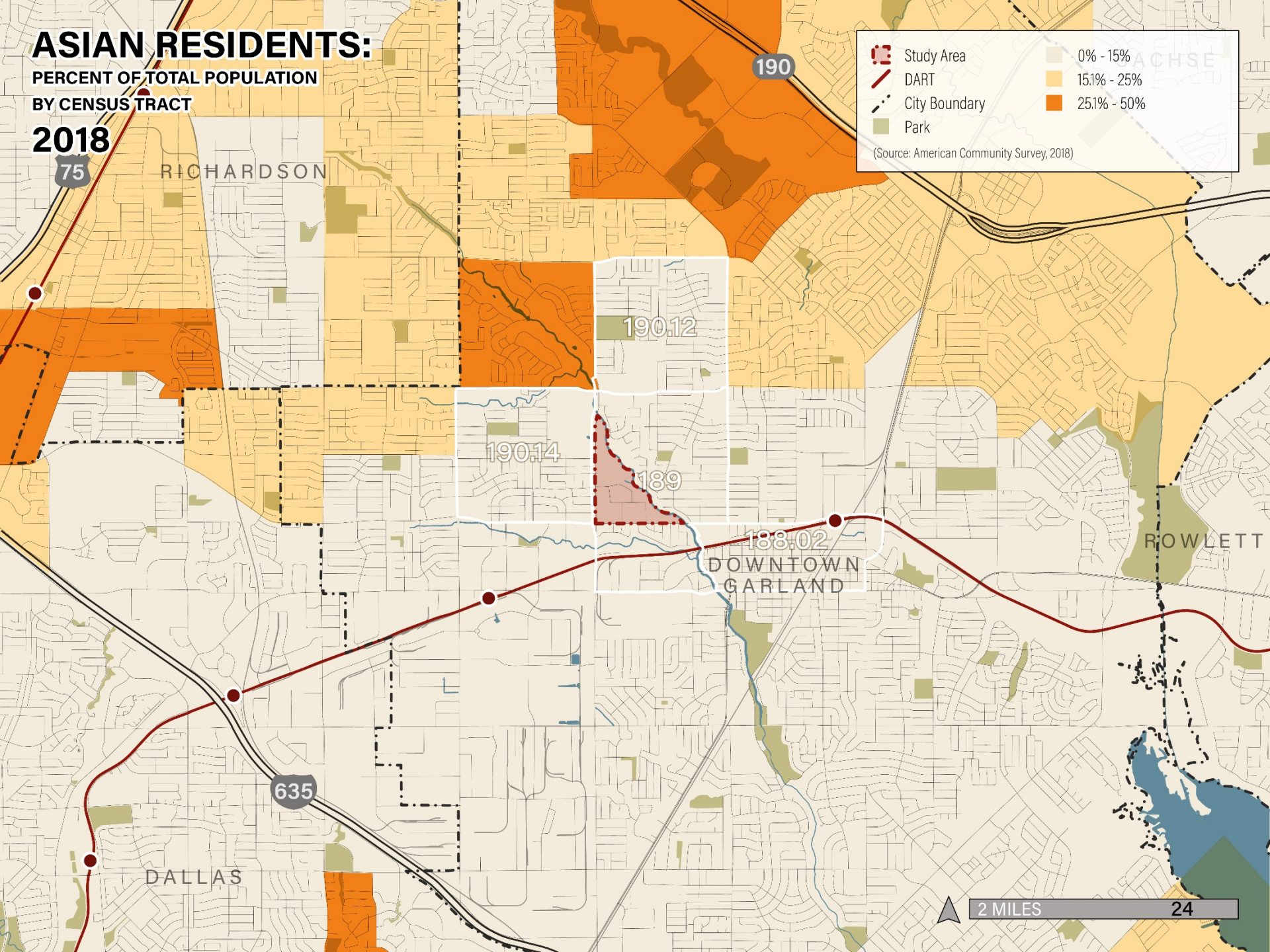


ASIAN RESIDENTS:

PERCENT OF TOTAL POPULATION

BY CENSUS TRACT

2018



BLACK / AFRICAN-AMERICAN RESIDENTS:

PERCENT OF TOTAL POPULATION
BY CENSUS TRACT

2000

 Study Area

 DART

 City Boundary

 Park

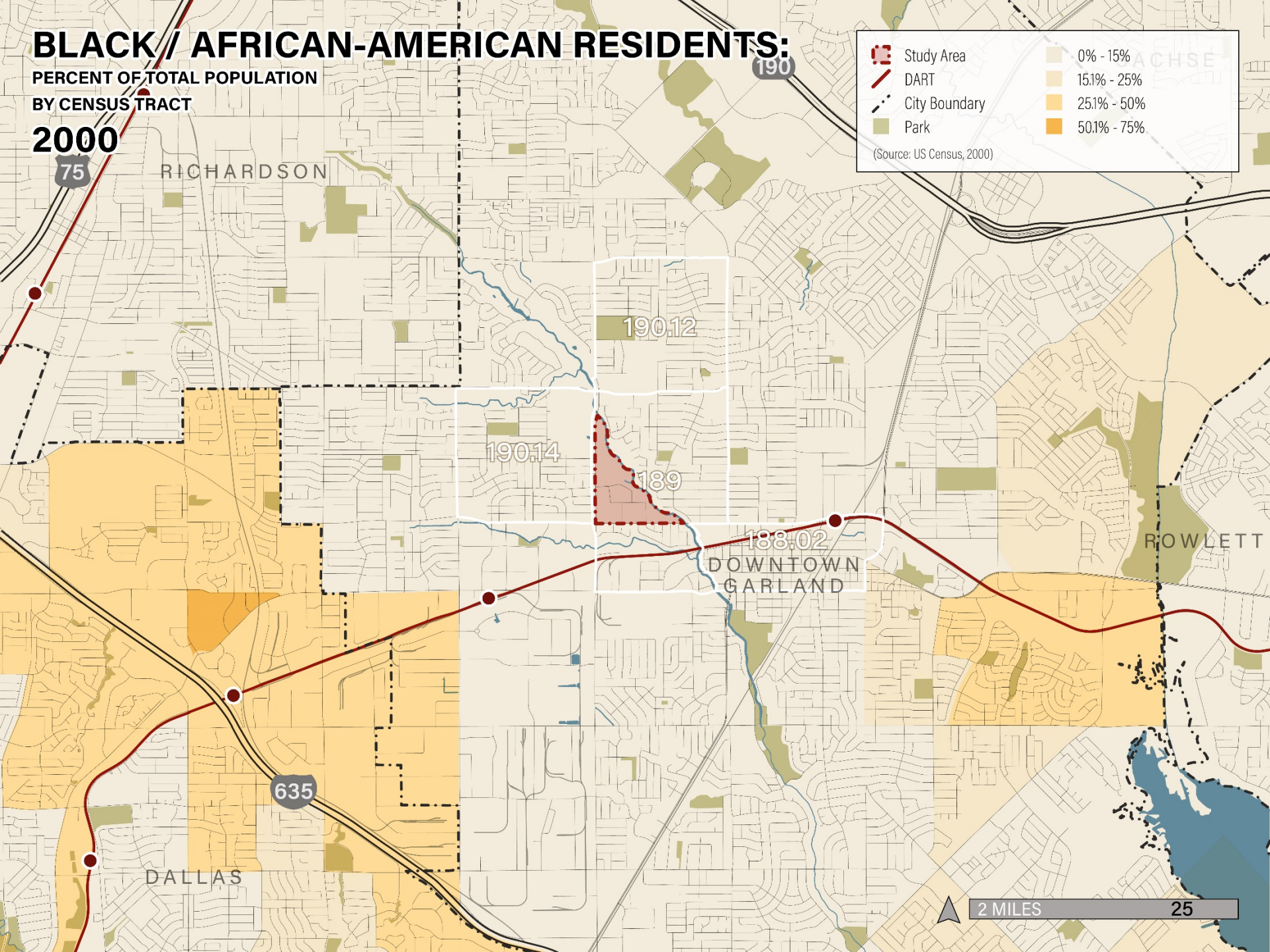
 0% - 15%

 15.1% - 25%

 25.1% - 50%

 50.1% - 75%

(Source: US Census, 2000)



BLACK / AFRICAN-AMERICAN RESIDENTS:

PERCENT OF TOTAL POPULATION
BY CENSUS TRACT

2010

Study Area

DART

City Boundary

Park

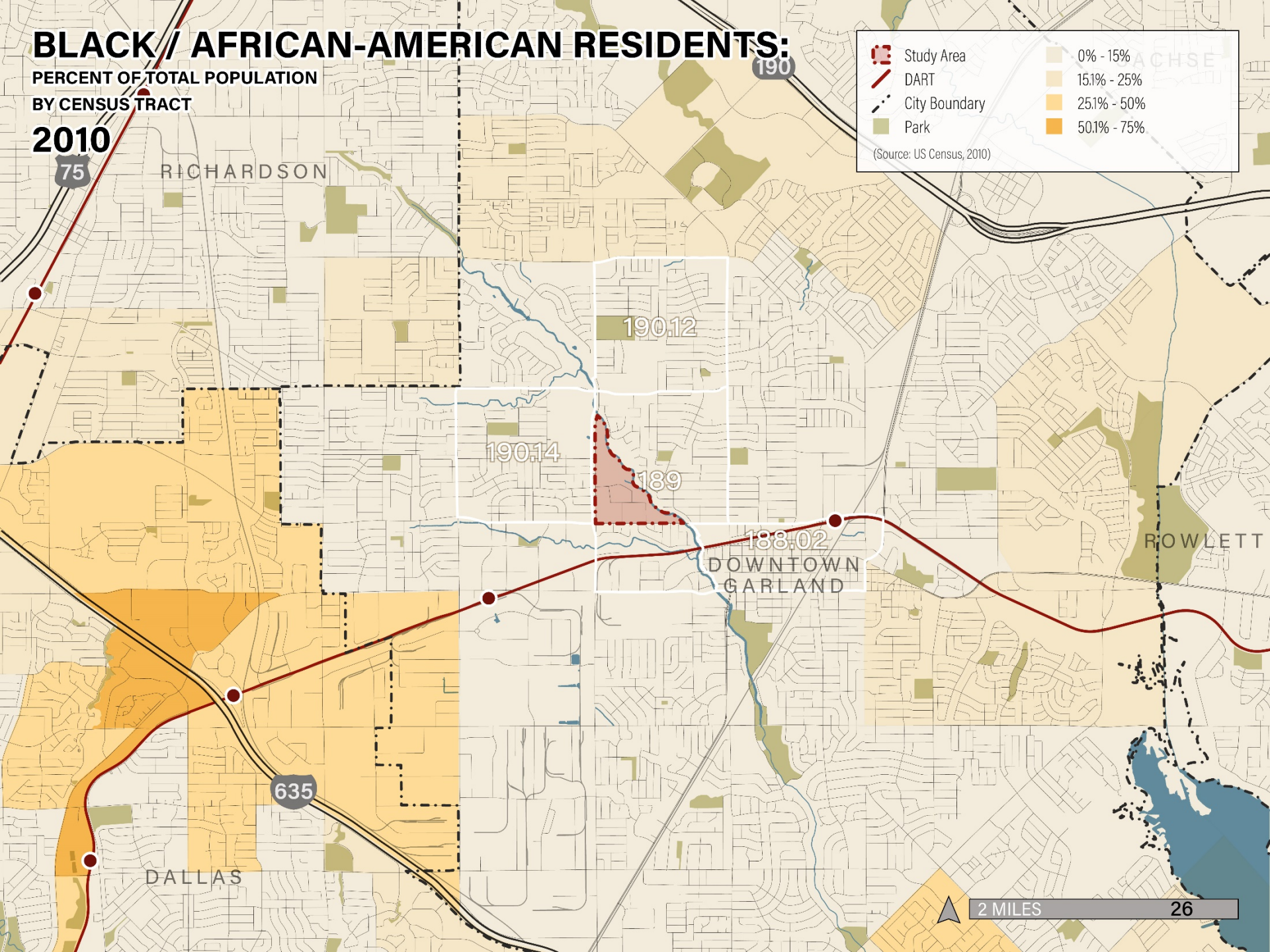
0% - 15%

15.1% - 25%

25.1% - 50%

50.1% - 75%

(Source: US Census, 2010)



BLACK / AFRICAN-AMERICAN RESIDENTS:

PERCENT OF TOTAL POPULATION

BY CENSUS TRACT

2018

 Study Area

 DART

 City Boundary

 Park

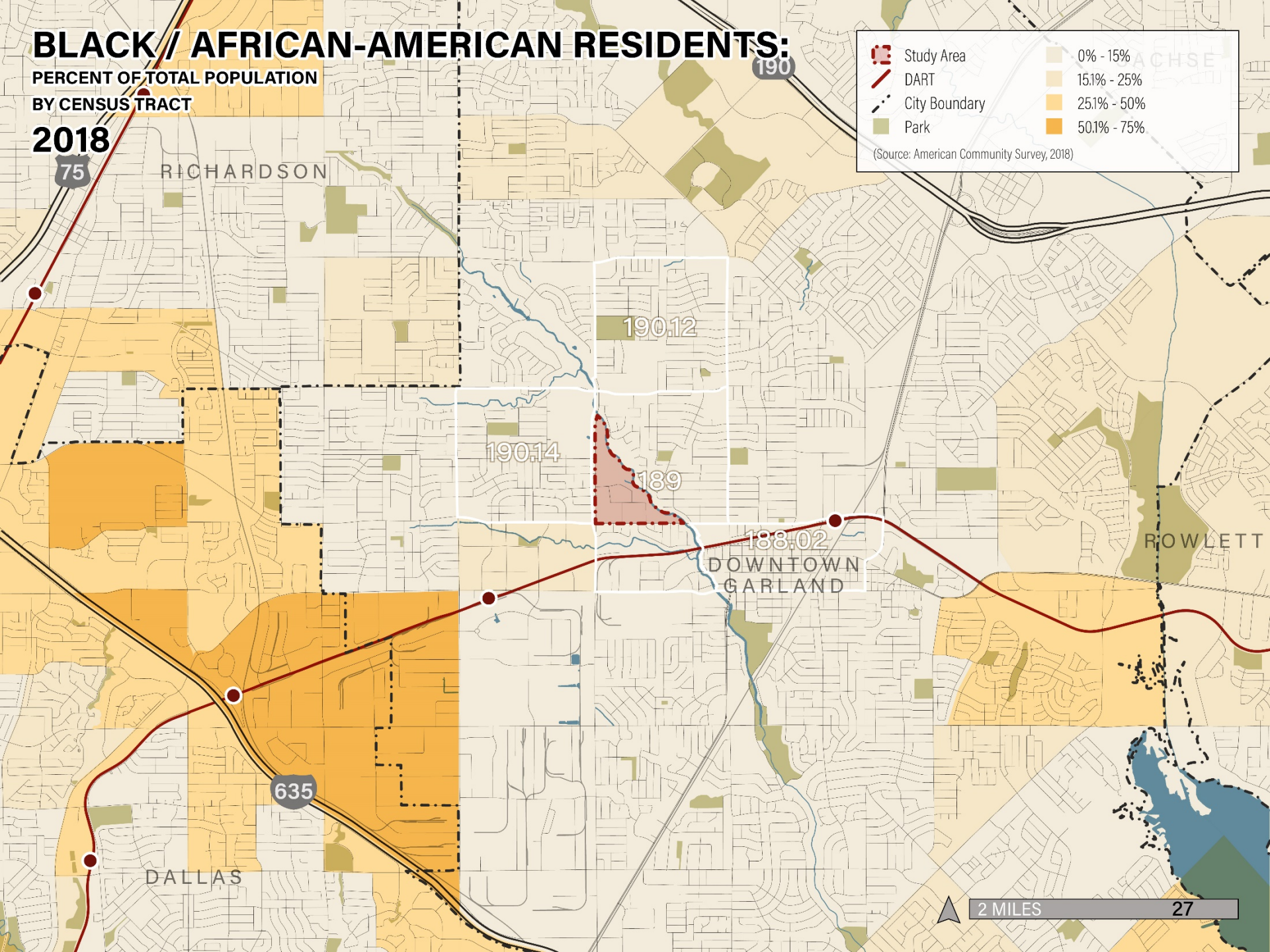
 0% - 15%

 15.1% - 25%

 25.1% - 50%

 50.1% - 75%

(Source: American Community Survey, 2018)

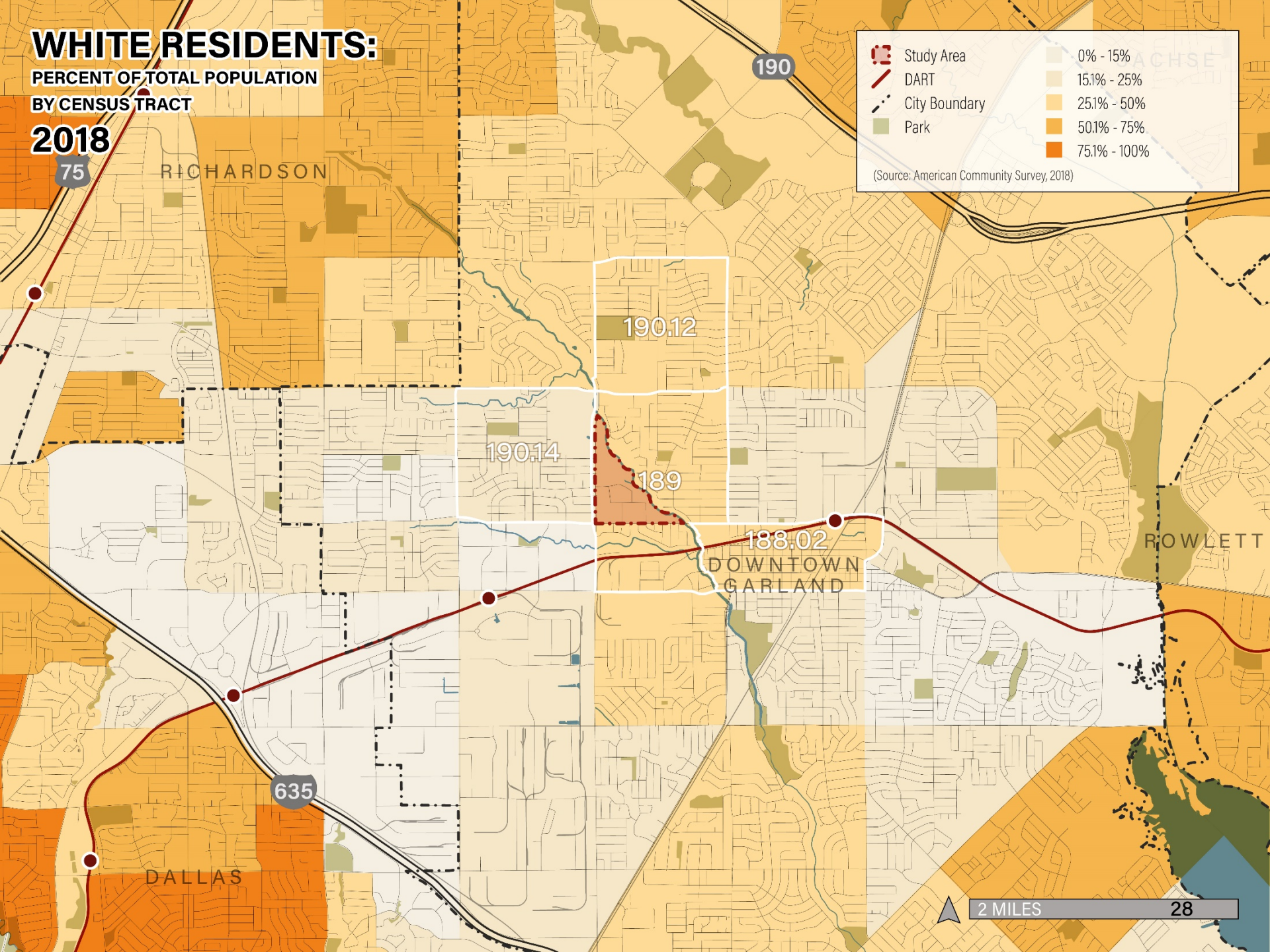


WHITE RESIDENTS:

PERCENT OF TOTAL POPULATION

BY CENSUS TRACT

2018



WHITE RESIDENTS:

PERCENT OF TOTAL POPULATION

BY CENSUS TRACT

2000

 Study Area

 DART

 City Boundary

 Park

 0% - 15%

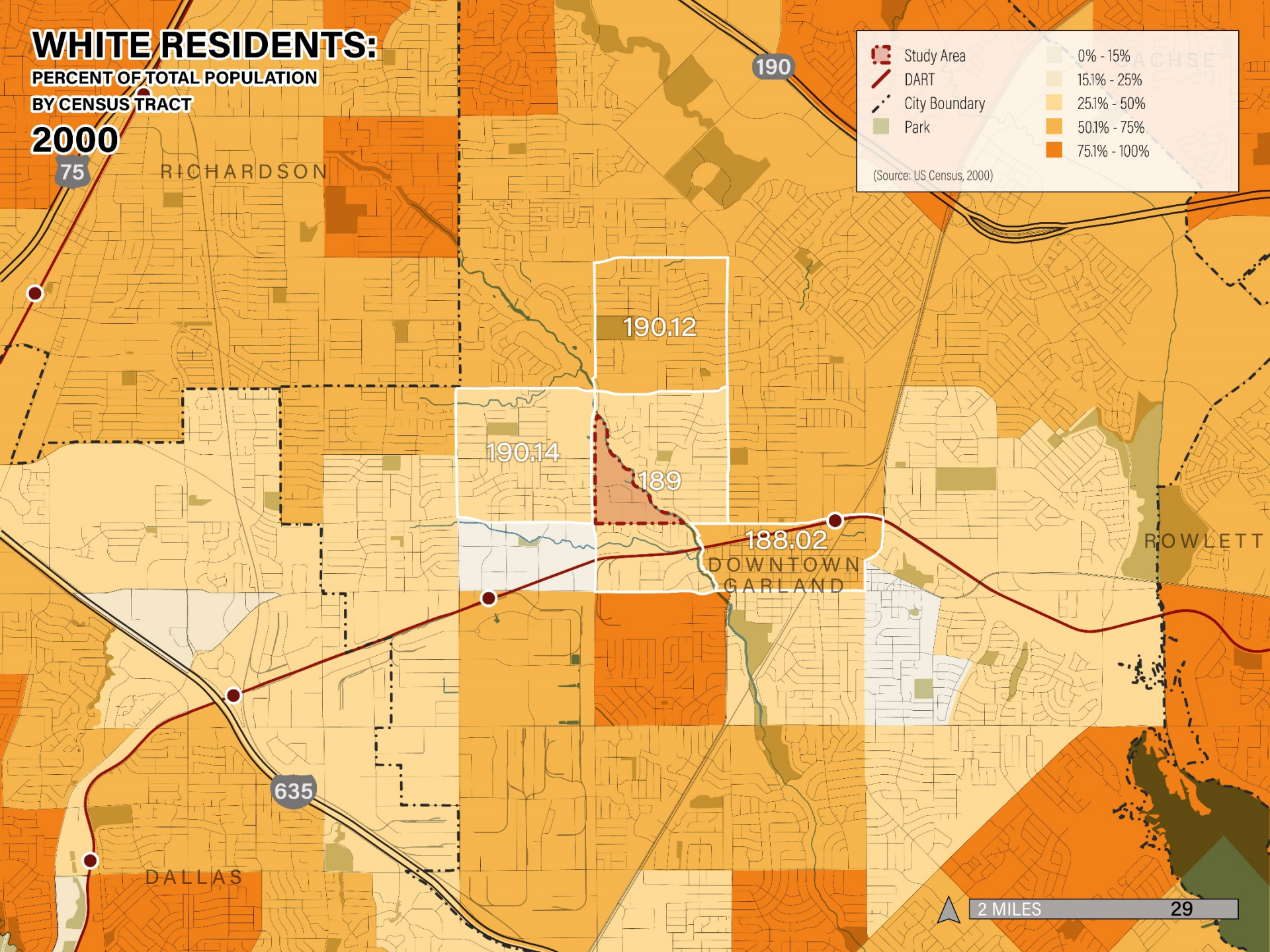
 15.1% - 25%

 25.1% - 50%

 50.1% - 75%

 75.1% - 100%

(Source: US Census, 2000)



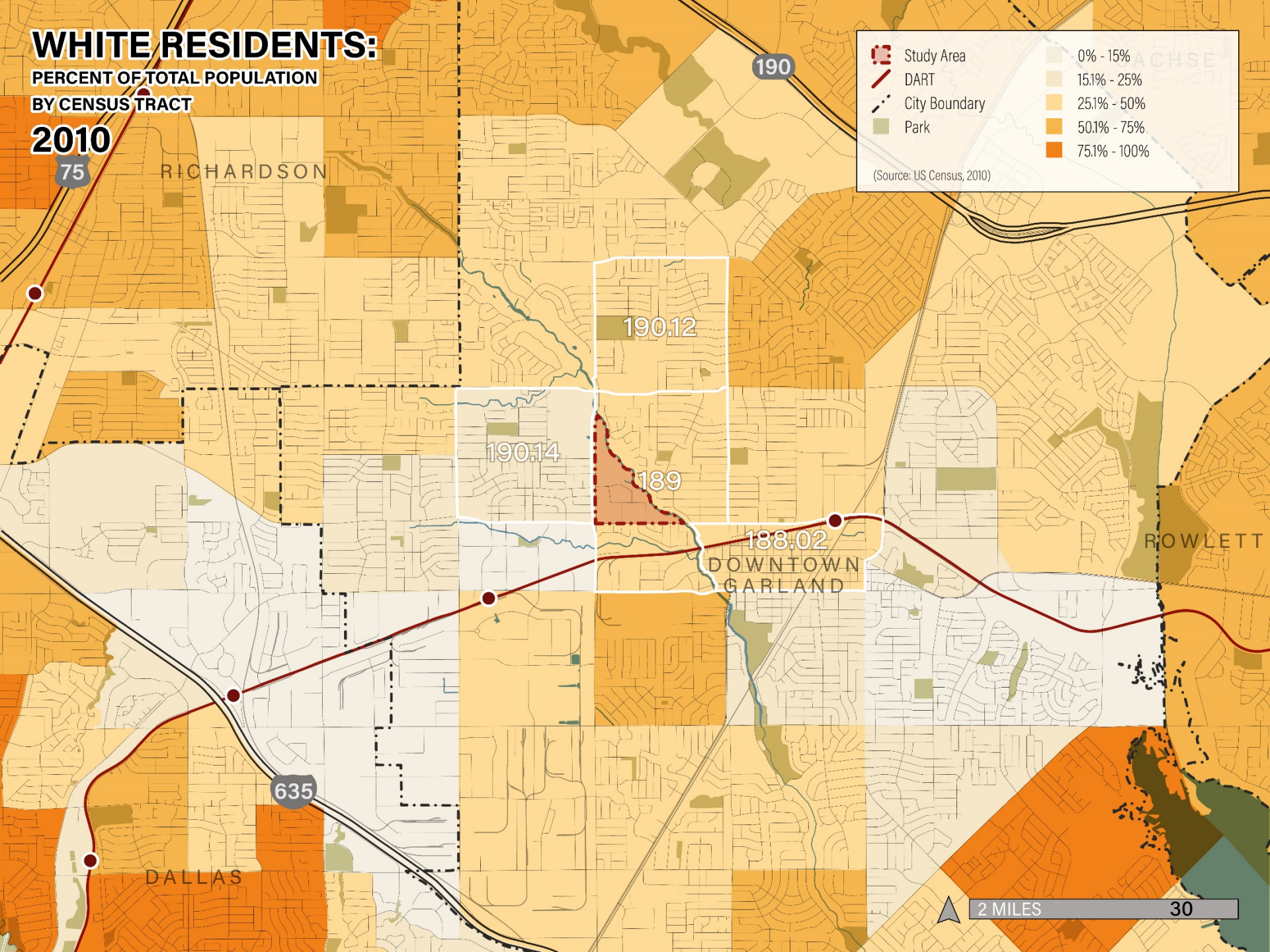
2 MILES

WHITE RESIDENTS:

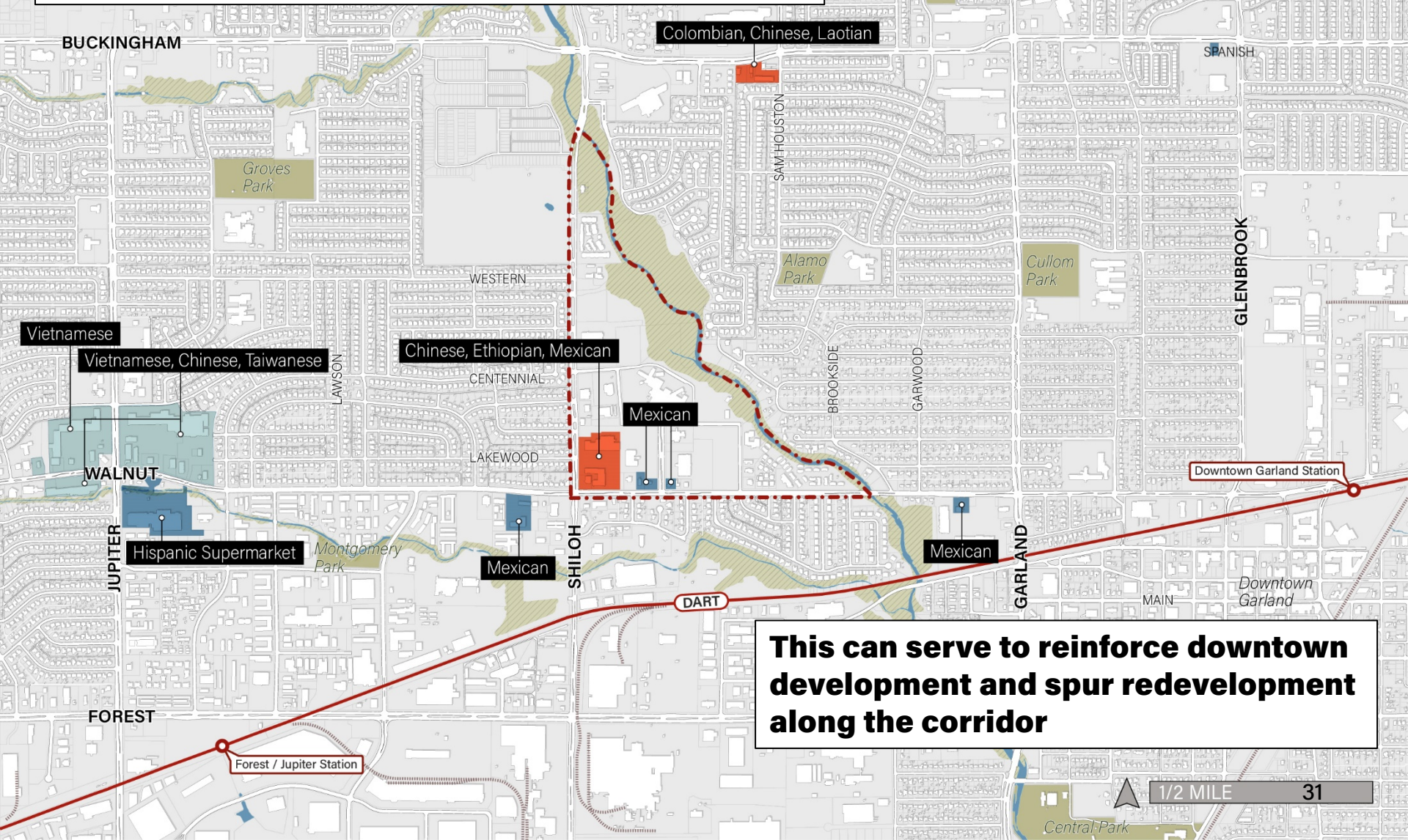
PERCENT OF TOTAL POPULATION

BY CENSUS TRACT

2010



Multi-cultural businesses are all along the corridor serving the growing market opportunity

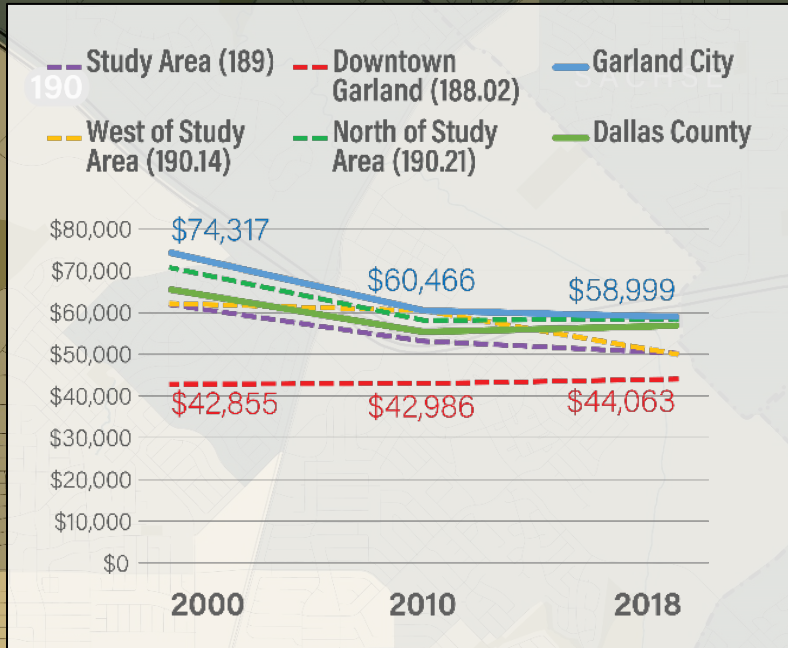
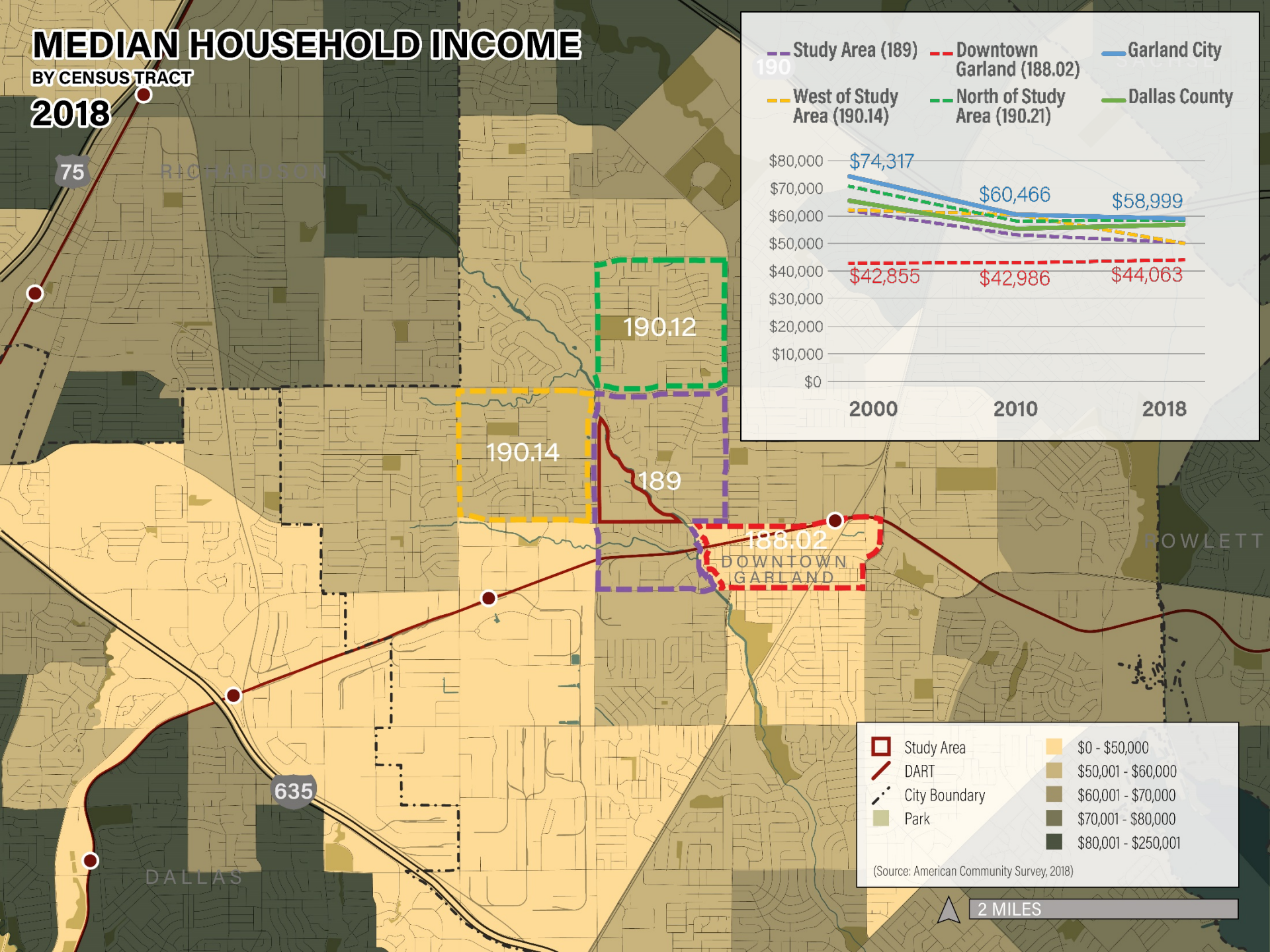


This can serve to reinforce downtown development and spur redevelopment along the corridor

MEDIAN HOUSEHOLD INCOME

BY CENSUS TRACT

2018



(Source: American Community Survey, 2018)

MEDIAN HOUSEHOLD INCOME

BY CENSUS TRACT

2000

IN 2018 DOLLARS

 Study Area

 DART

 City Boundary

 Park

 \$0 - \$50,000

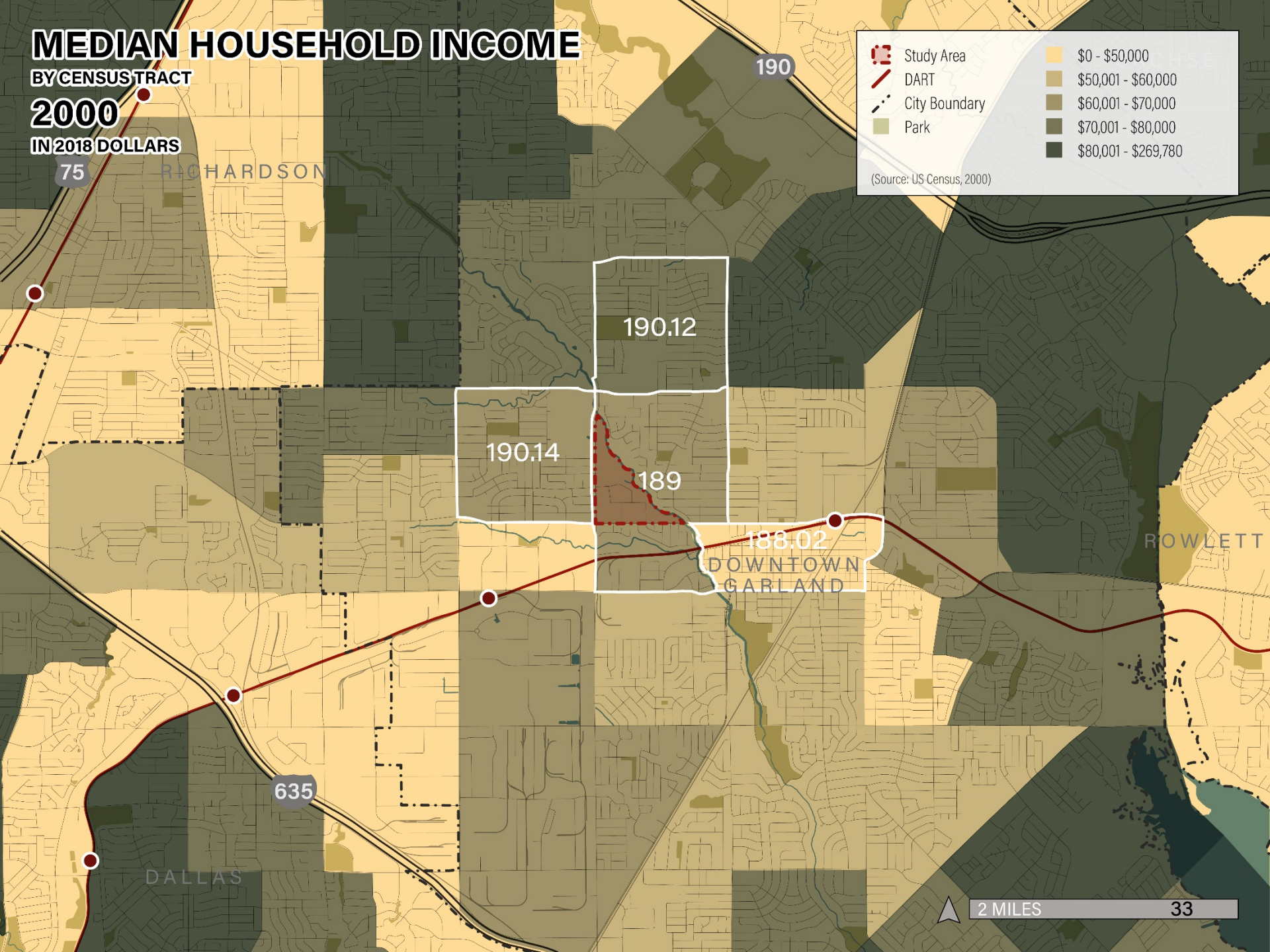
 \$50,001 - \$60,000

 \$60,001 - \$70,000

 \$70,001 - \$80,000

 \$80,001 - \$269,780

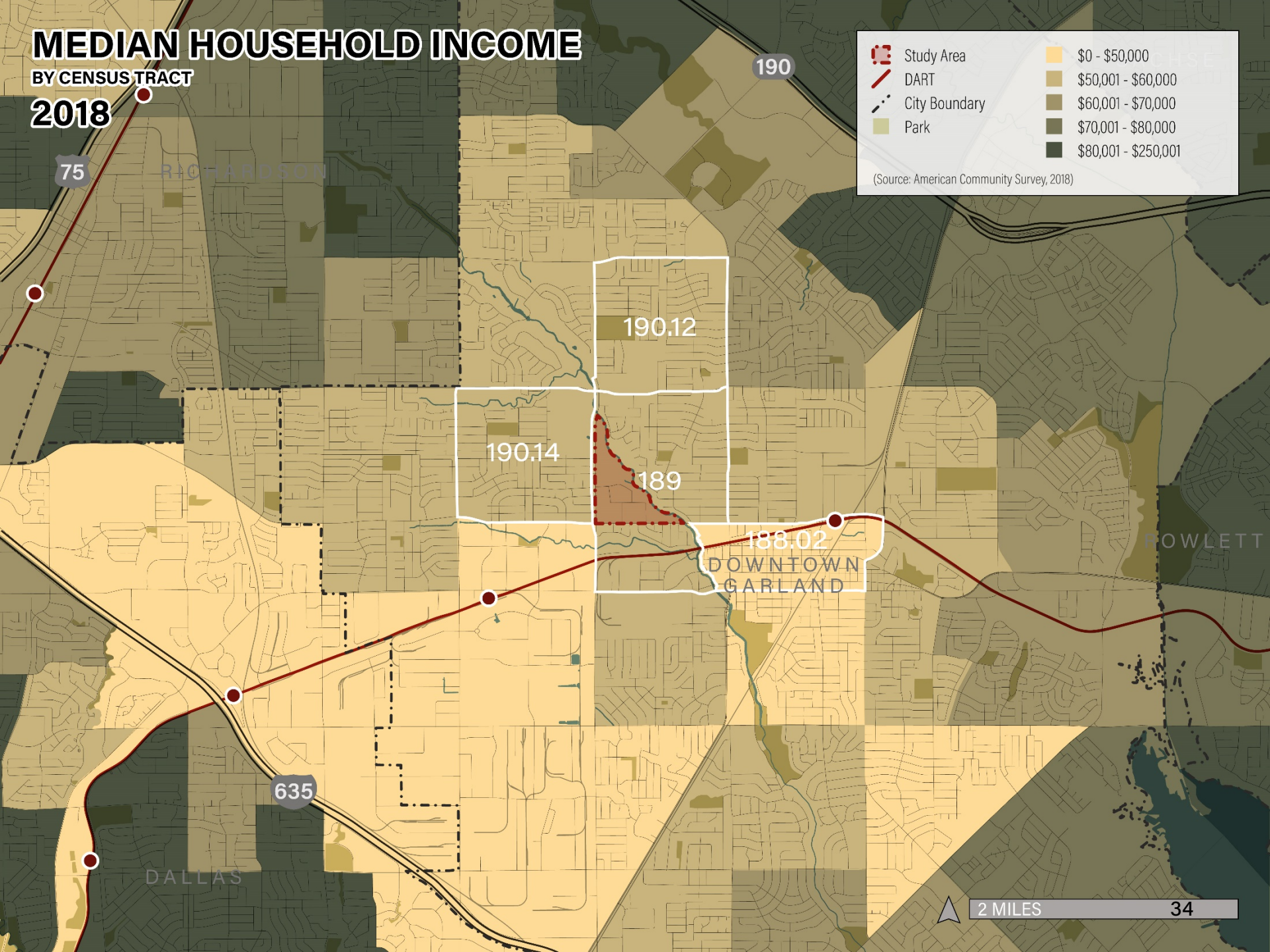
(Source: US Census, 2000)



MEDIAN HOUSEHOLD INCOME

BY CENSUS TRACT

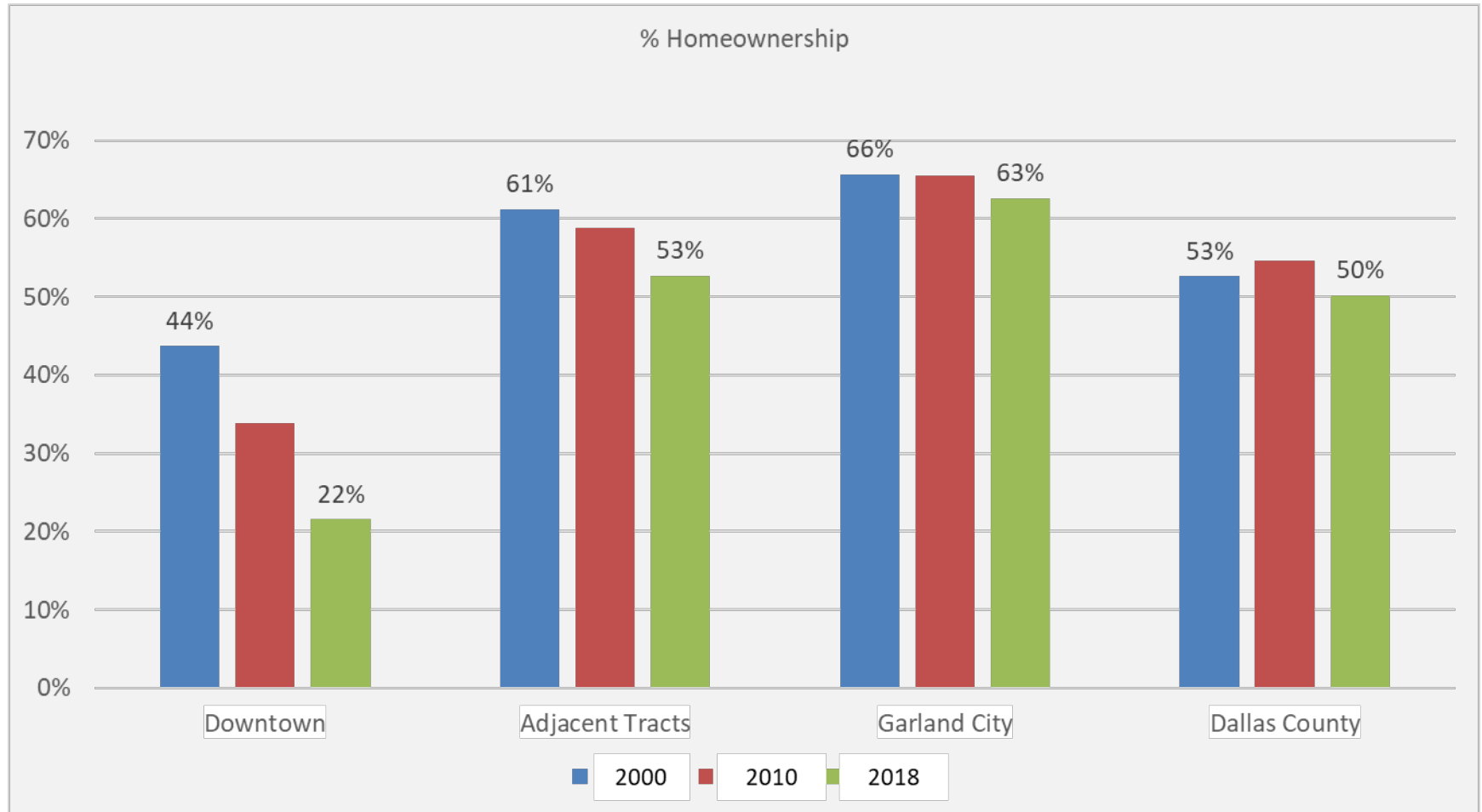
2018



A grayscale aerial photograph of a suburban neighborhood. A river flows through the center of the image, with a bridge crossing it. The surrounding area is filled with residential streets and houses. The word "HOUSING" is overlaid in large, bold, dark blue capital letters across the middle of the image.

HOUSING

Home ownership rates are changing faster than the city

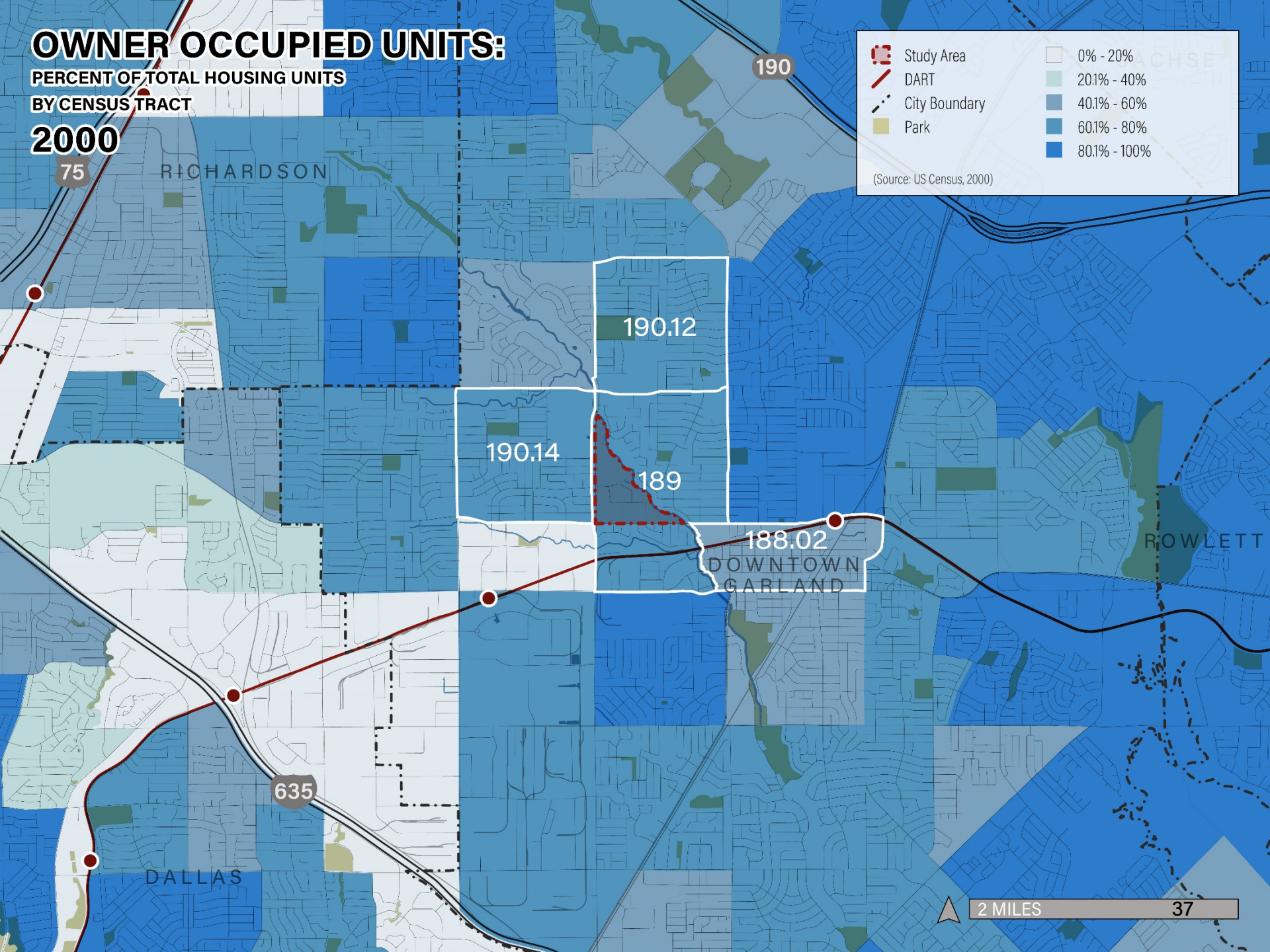


OWNER OCCUPIED UNITS:

PERCENT OF TOTAL HOUSING UNITS

BY CENSUS TRACT

2000



OWNER OCCUPIED UNITS:

PERCENT OF TOTAL HOUSING UNITS

BY CENSUS TRACT

2010

75

RICHARDSON

190



Study Area



DART



City Boundary



Park

0% - 20%

20.1% - 40%

40.1% - 60%

60.1% - 80%

80.1% - 100%

(Source: US Census, 2010)

190.12

190.14

189

188.02

DOWNTOWN
GARLAND

ROWLETT

635

DALLAS

2 MILES

38

OWNER OCCUPIED UNITS:

PERCENT OF TOTAL HOUSING UNITS

BY CENSUS TRACT

2018

75

RICHARDSON

190



Study Area

DART

City Boundary

Park

0% - 20%

20.1% - 40%

40.1% - 60%

60.1% - 80%

80.1% - 100%

(Source: American Community Survey, 2018)

190.12

190.14

189

188.02

DOWNTOWN
GARLAND

ROWLETT

635

DALLAS

2 MILES

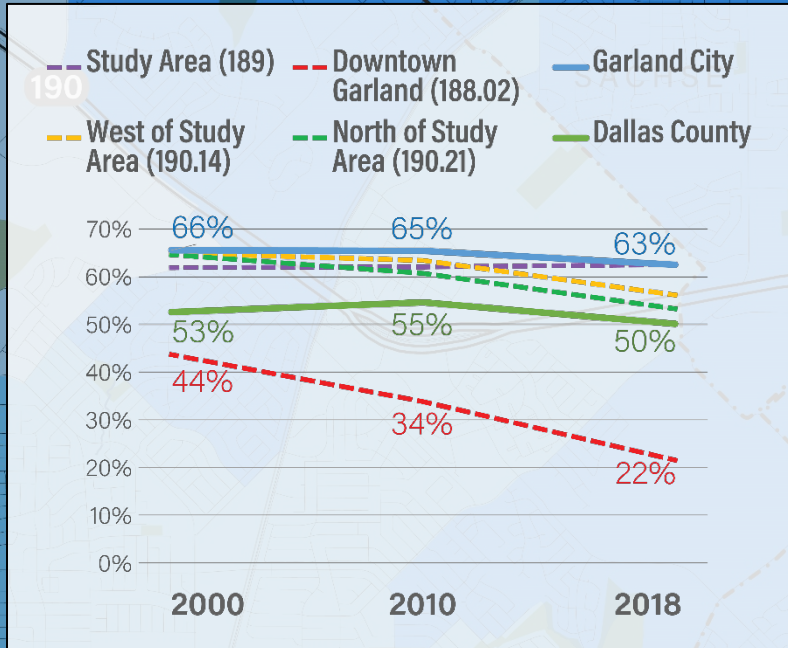
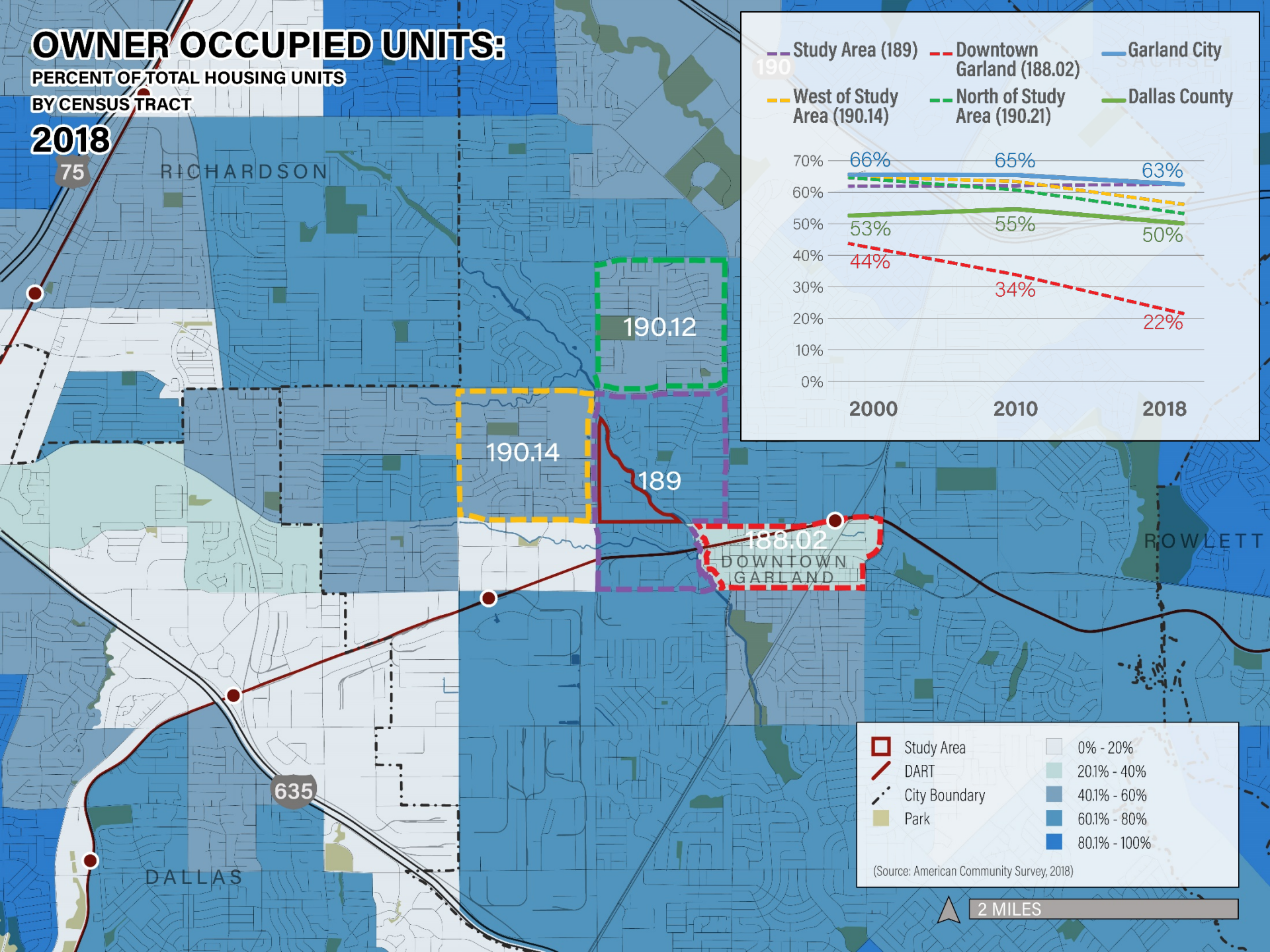
39

OWNER OCCUPIED UNITS:

PERCENT OF TOTAL HOUSING UNITS

BY CENSUS TRACT

2018



Study Area

DART

City Boundary

Park

0% - 20%

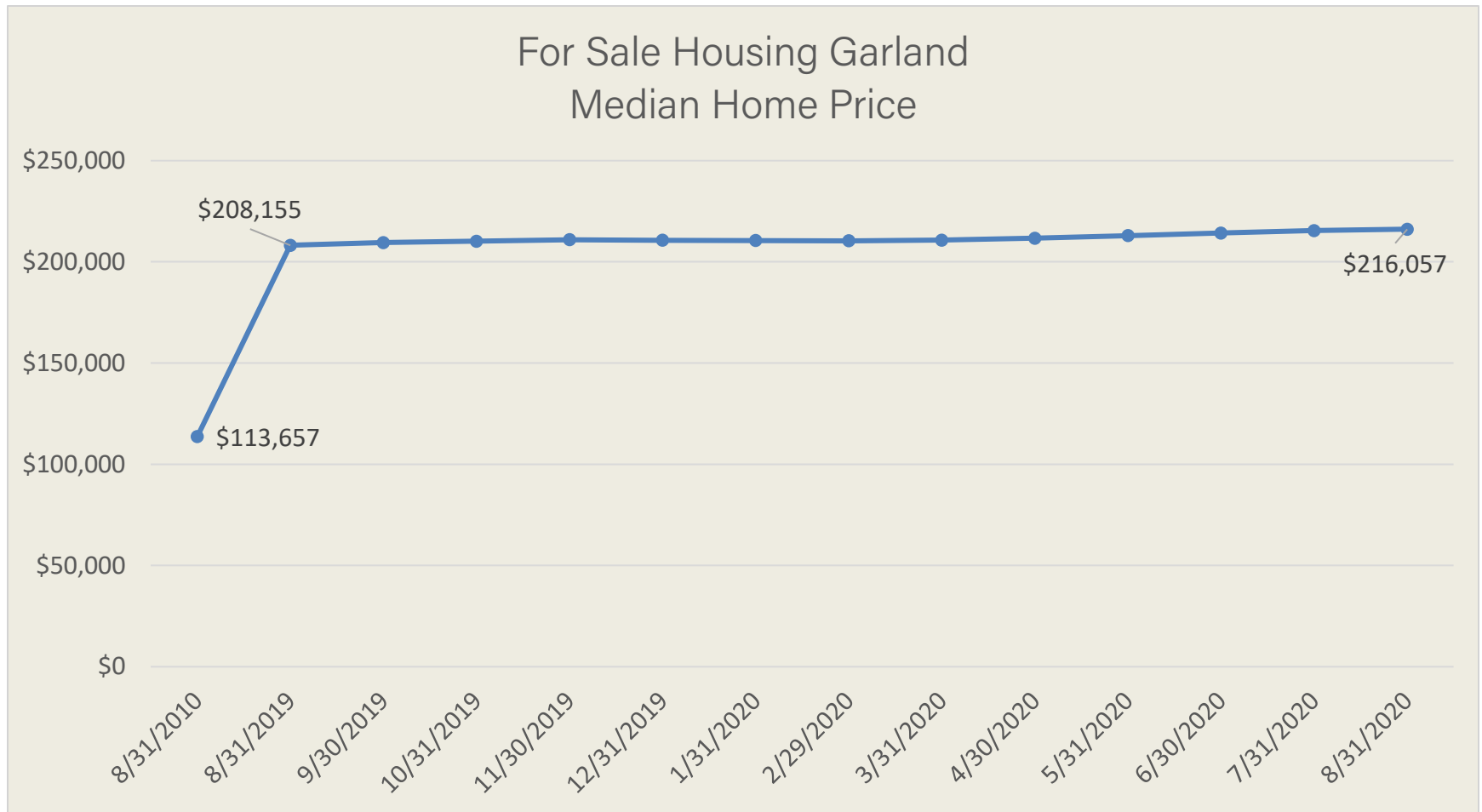
20.1% - 40%

40.1% - 60%

60.1% - 80%

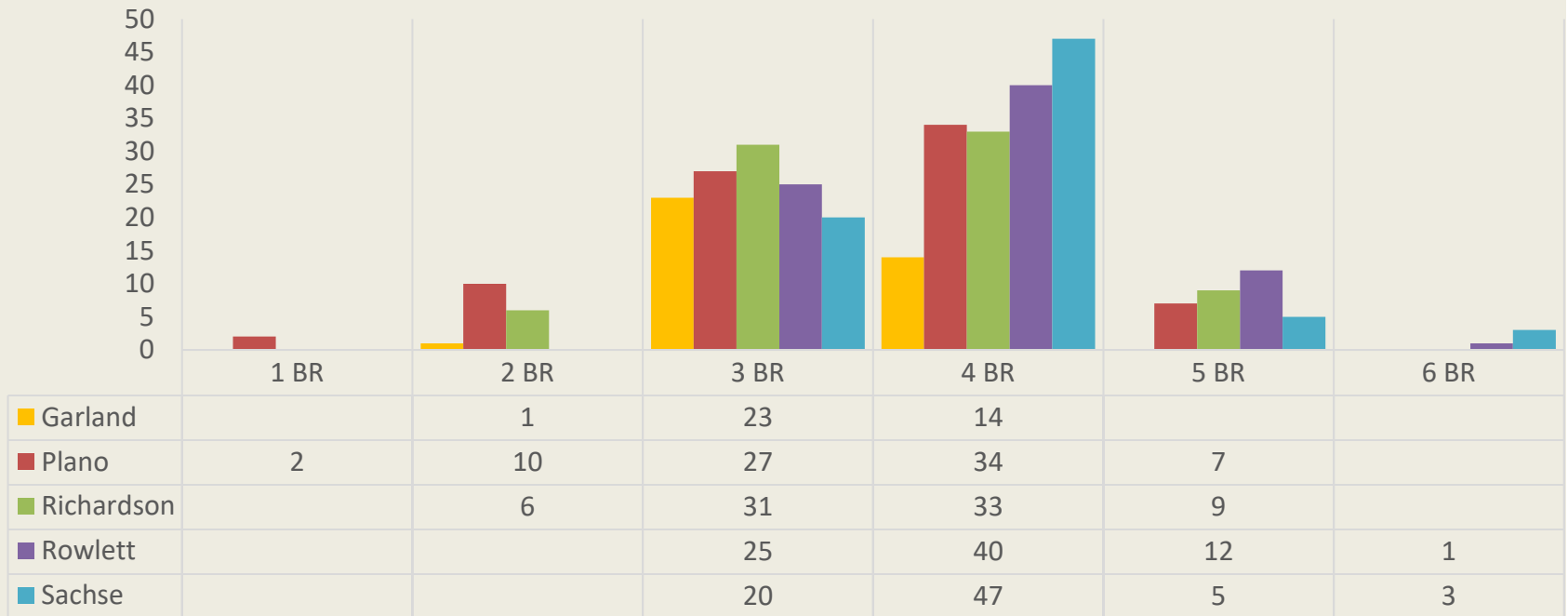
80.1% - 100%

Housing prices have doubled since Aug 2010, and have continued to increase every month since Aug 2019



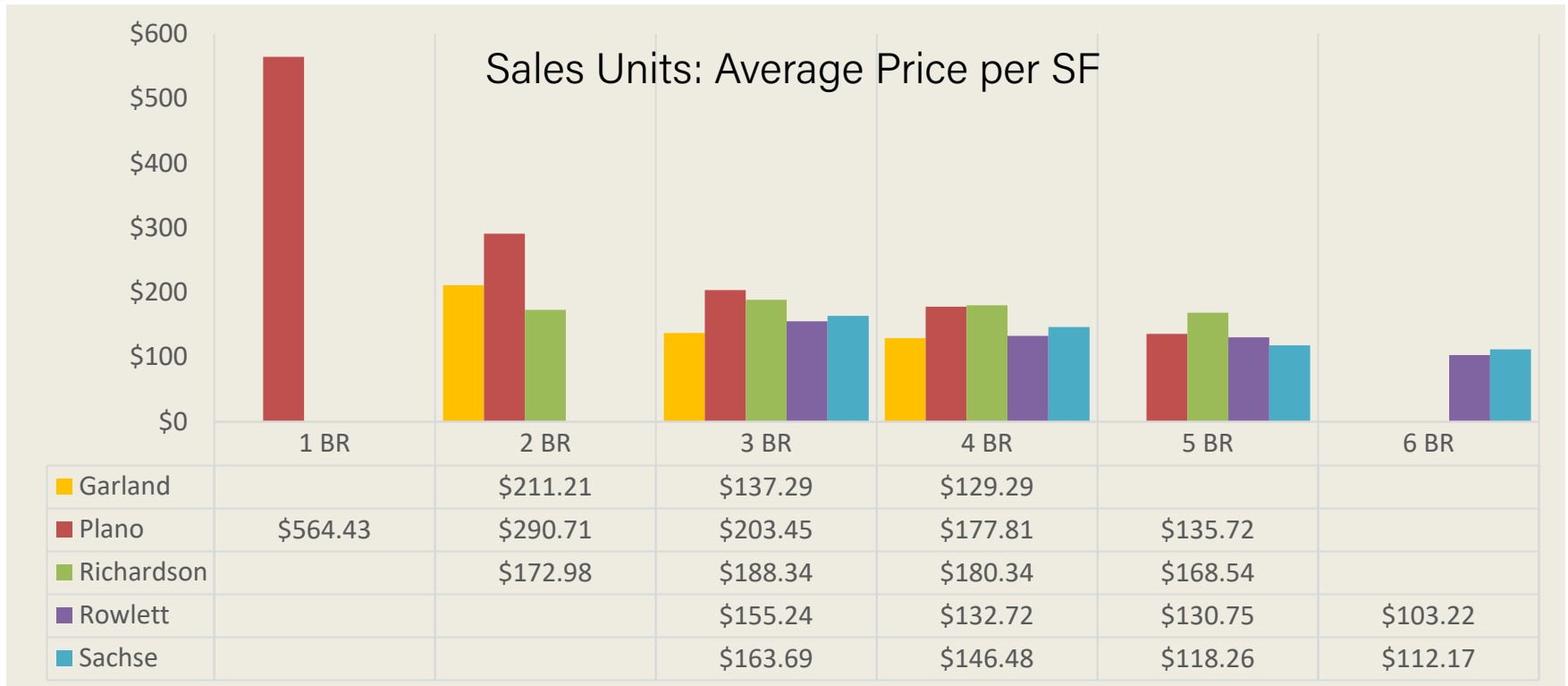
There is limited availability of for sale housing in Garland

Sales Units: Availability by Type



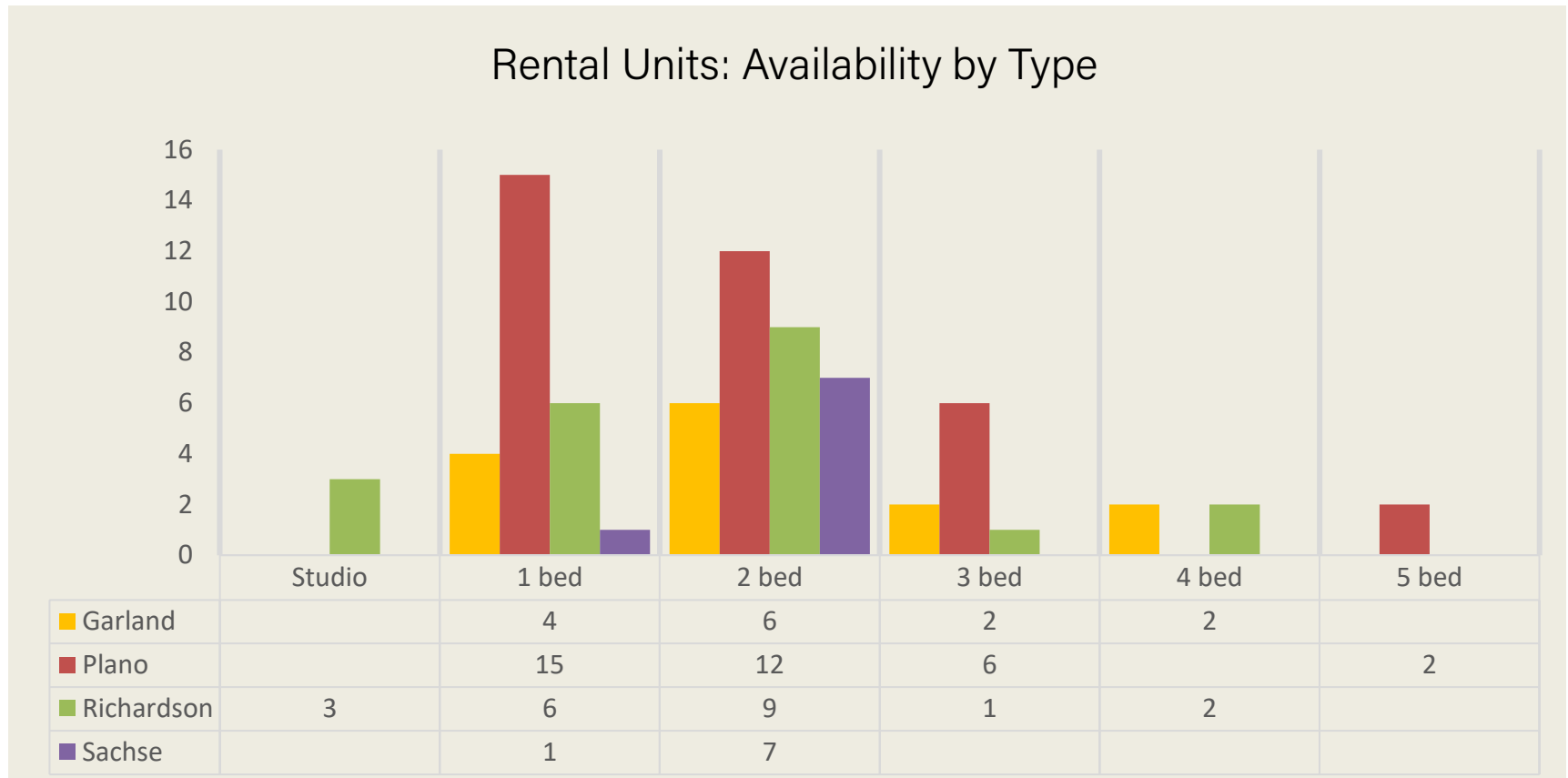
Data pulled from Zillow.com in September of 2020.

From a sales perspective Garland is among the most affordable communities in the region



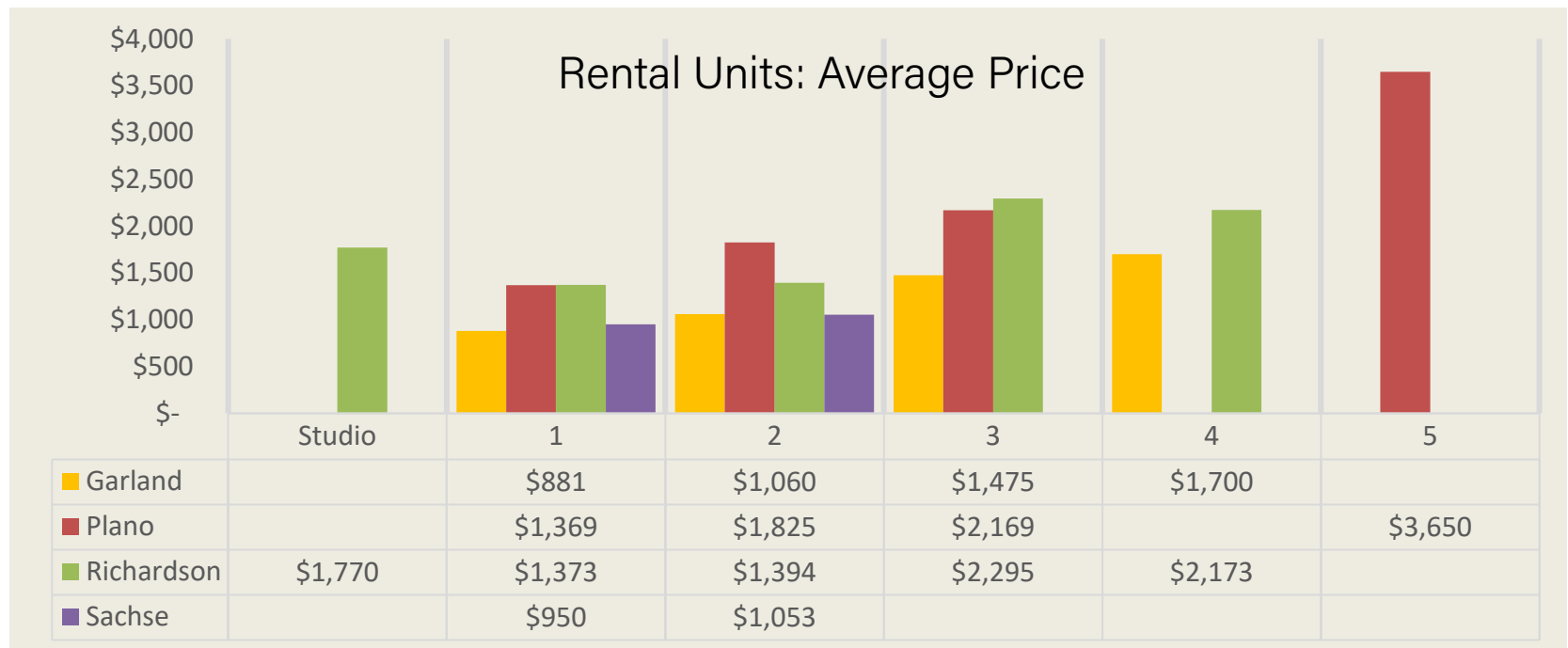
Data pulled from Zillow.com in September of 2020.

Garland has relatively few rental units available



Data pulled from Apartments.com in September of 2020.

For rent housing in Garland is among the most affordable in the region



Data pulled from Apartments.com in September of 2020.

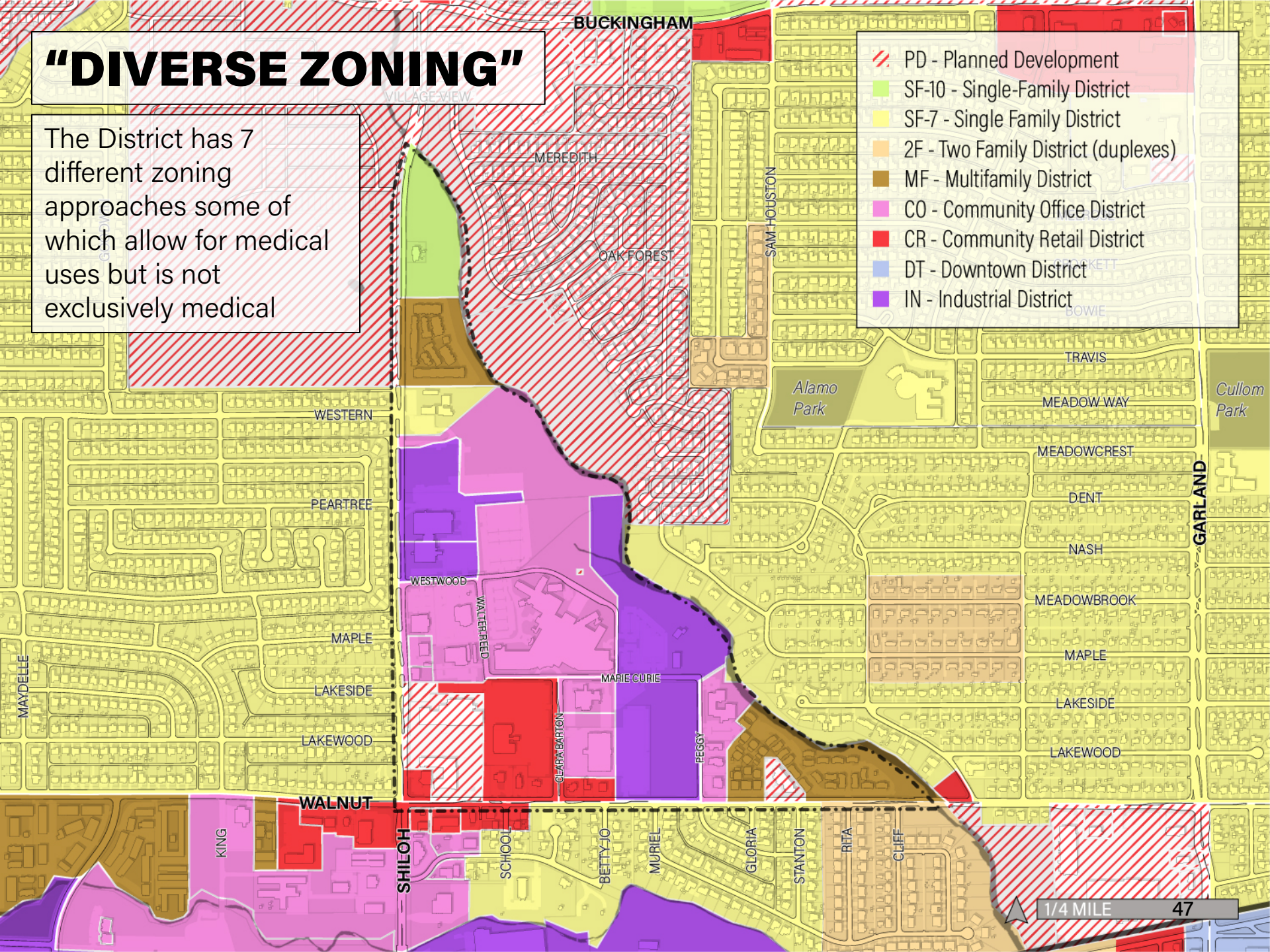
The background is a grayscale aerial photograph of a suburban neighborhood. A river flows through the center of the map. The surrounding areas are filled with residential lots, many of which are outlined in white. A specific lot on the right side of the river is highlighted with a darker gray fill and contains a small white icon of a house. The text "SITE ANALYSIS" is overlaid in the center of the image.

SITE ANALYSIS

"DIVERSE ZONING"

The District has 7 different zoning approaches some of which allow for medical uses but is not exclusively medical

- PD - Planned Development
- SF-10 - Single-Family District
- SF-7 - Single Family District
- 2F - Two Family District (duplexes)
- MF - Multifamily District
- CO - Community Office District
- CR - Community Retail District
- DT - Downtown District
- IN - Industrial District



Zoning Classifications

SINGLE FAMILY (SF-10)

Intended to provide for development of primarily low-density detached, single-family residences up to a 10,000 square-foot lot size. Churches, schools, and public parks also allowed.

SINGLE FAMILY (SF-7)

Intended to provide for development of primarily low-density detached, single-family residences up to a 7,000 square-foot lot size. Churches, schools, and public parks also allowed.

MULTIFAMILY (MF)

Attached residential district at a maximum density of 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 also allowed.

COMMUNITY OFFICE (CO)

Medium and higher intensity office and professional uses. Examples of allowed uses in a CO district are: professional offices, campus-style corporate office, research, and assembly operations that may be large in scale but that are conducted wholly within a building(s) with very limited or no outside storage.

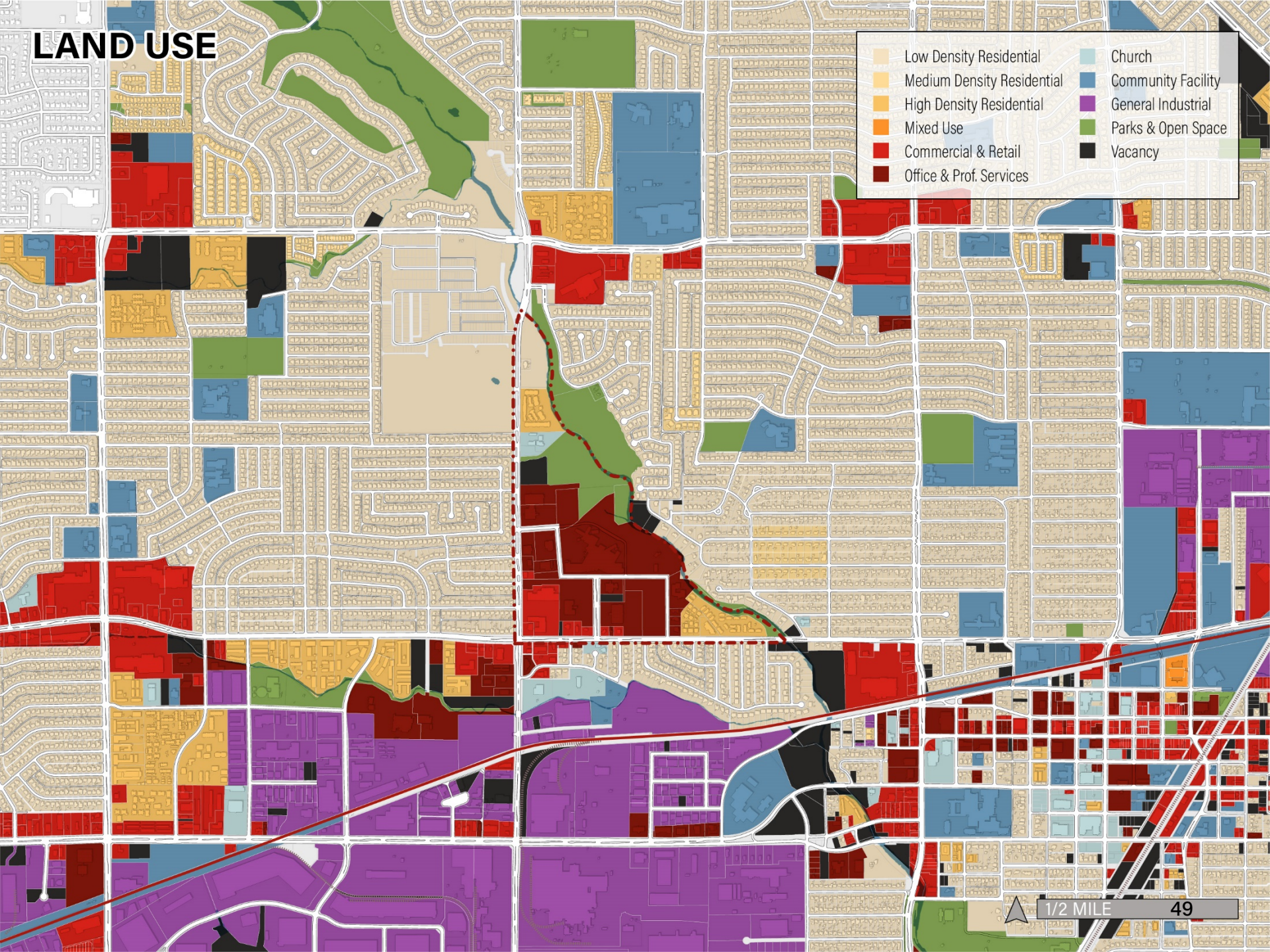
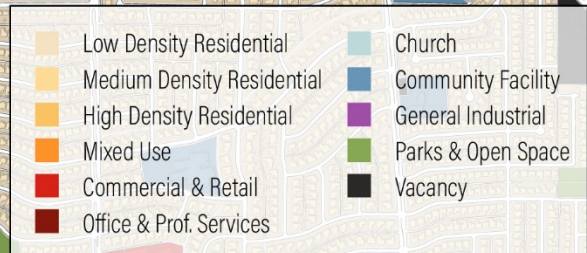
COMMUNITY RETAIL (CR)

Accommodates a variety of retail, service, and business establishments that may or may not be designed in a shopping center configuration. An example of allowed use in a CR district is a retail shopping area that may be large in scale with very limited or no outside storage.

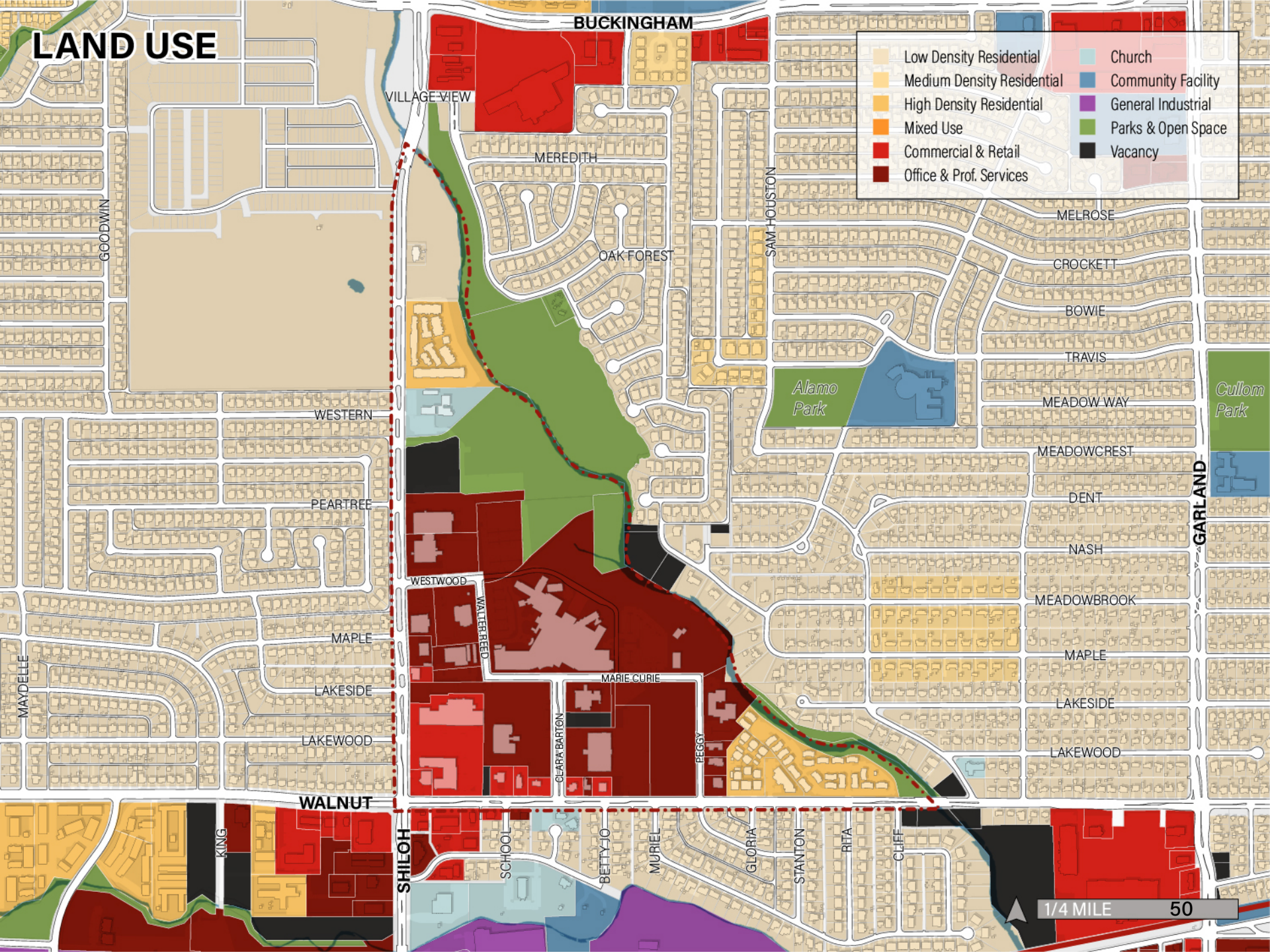
INDUSTRIAL (IN)

Provides 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.

LAND USE



LAND USE



A grayscale map of a city grid, showing streets, buildings, and parks. The word "MOBILITY" is overlaid in the center in a large, bold, dark blue font. The map is oriented with North at the top. The word "MOBILITY" is centered horizontally and vertically, with its letters spanning across several city blocks. The background map shows a dense urban layout with a mix of residential and commercial areas. A large, dark, irregular shape, possibly a park or a large building, is visible in the lower-left quadrant. The overall tone is professional and urban.

MOBILITY

Mobility Considerations

Pedestrian

- Sidewalks are present on both sides of the street on Walnut St and Forest Ln, but there are many curb cuts
- Many sidewalk gaps are present on Shiloh Rd, meaning pedestrian connections would be difficult to make between the Medical District and the Forest/Jupiter DART station
- Additionally, there are no paved or off-street trails in the area that would create connections

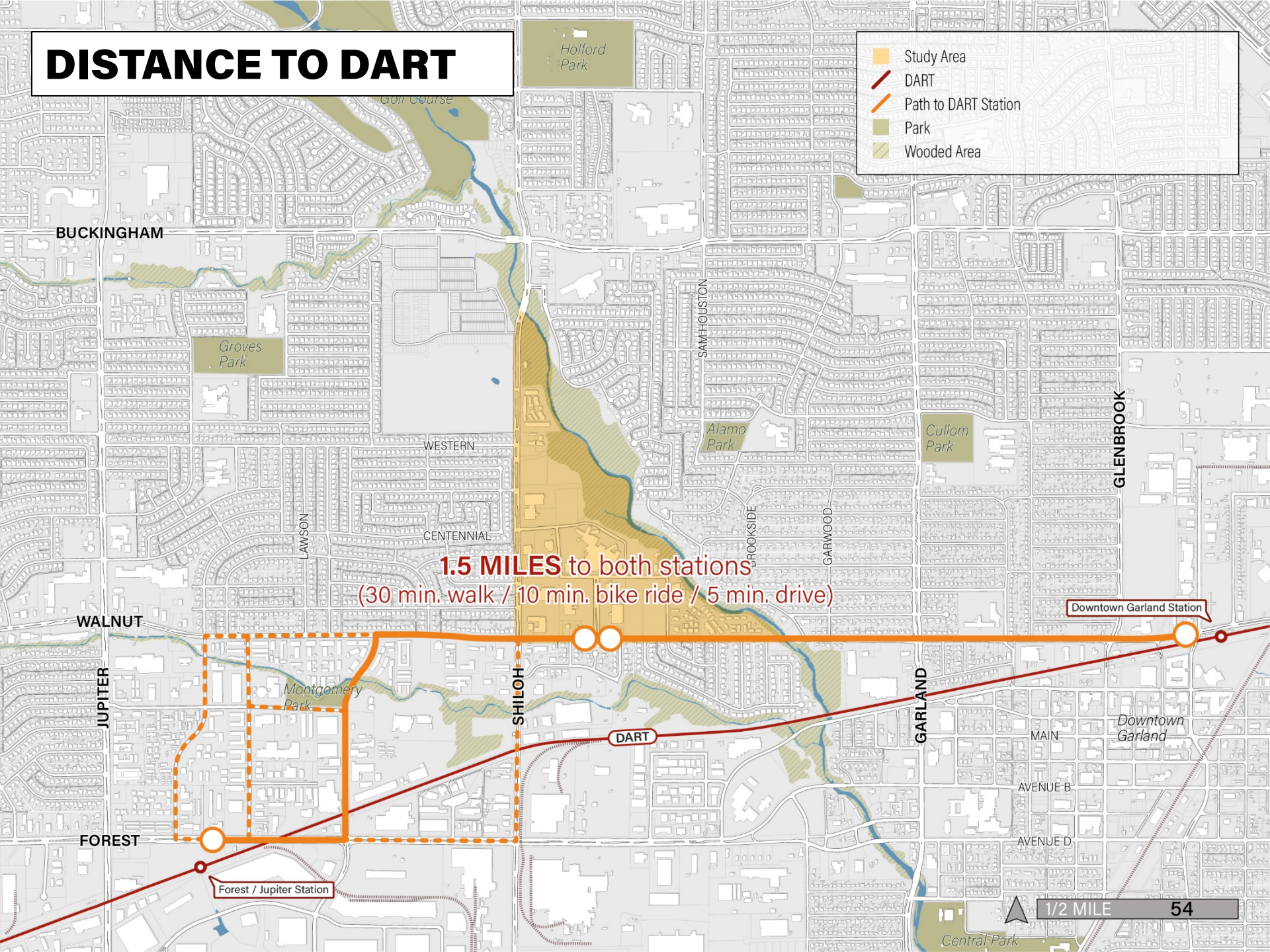
Bicycle

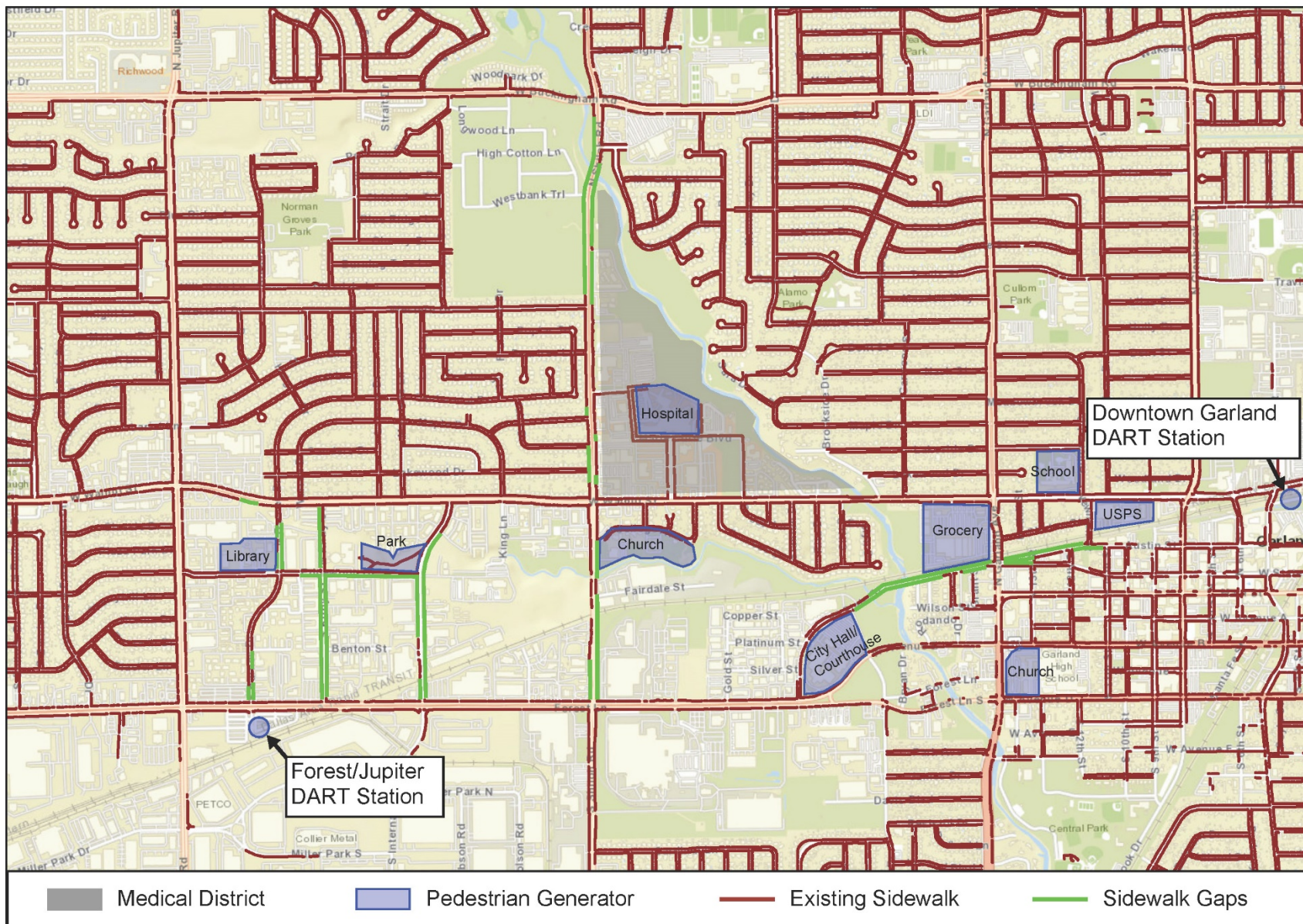
- There are no bike lanes in the immediate area of the Medical District that would make connections to the Forest/Jupiter DART station or the Downtown DART station
- There are bike lanes in the downtown area (on Main St and Glenbrook Dr) but these are not along the direct path between the Medical District and the Downtown DART station (along Walnut St)
- As previously noted, due to the lack of paved and off-street trails, safe cycling is not an option in this area

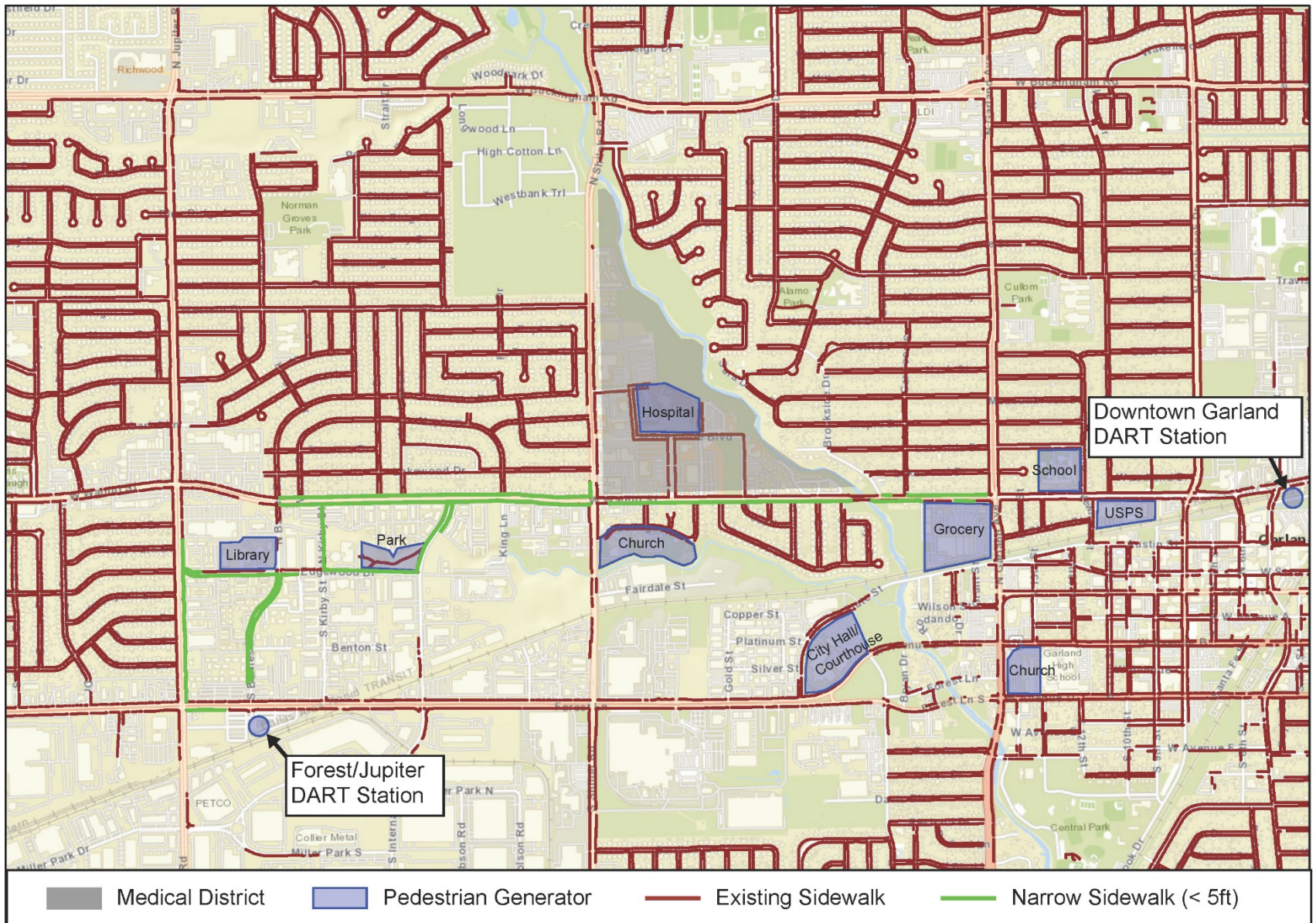
Parking

- There is more parking than needed throughout the Medical District but the SW corner in particular has much more parking than is needed considering the land uses
- The amount of parking is more or less consistent with suburban Texas parking ratios, but the SW corner is likely higher (i.e., provides more parking than necessary) than the Texas norm

DISTANCE TO DART









IDEAS



DEVELOPMENT SCENARIOS

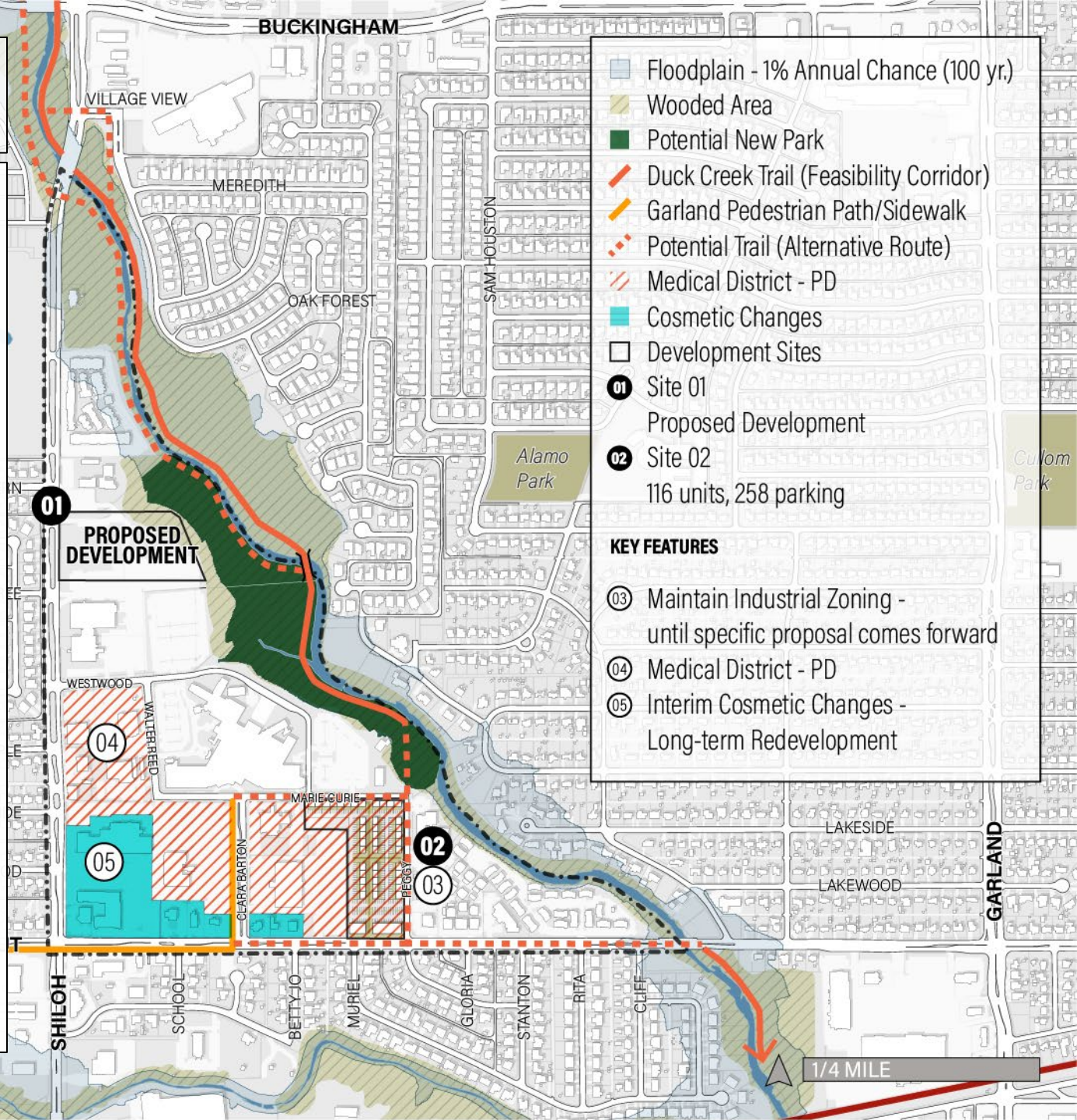
DEVELOPMENT SCENARIO 01

Development Scenario 1 explores how much housing could be built on Site 02 without building a parking deck.

Site 01 is the location of the proposed housing development.

Site 02 was evaluated as a series of townhouses to provide a different housing option than apartments. This can support 116 units. In addition, Site 02 frontage along Walnut can support commercial building and possibly a hotel to support families with patients at the VA. It is recommended to maintain the industrial zoning until a development proposal comes forward for evaluation.

Area 04 is proposed to be a medical district that would allow clinical, educational, research, training, and supporting uses. This would likely be done as a Planned Development Ordinance.



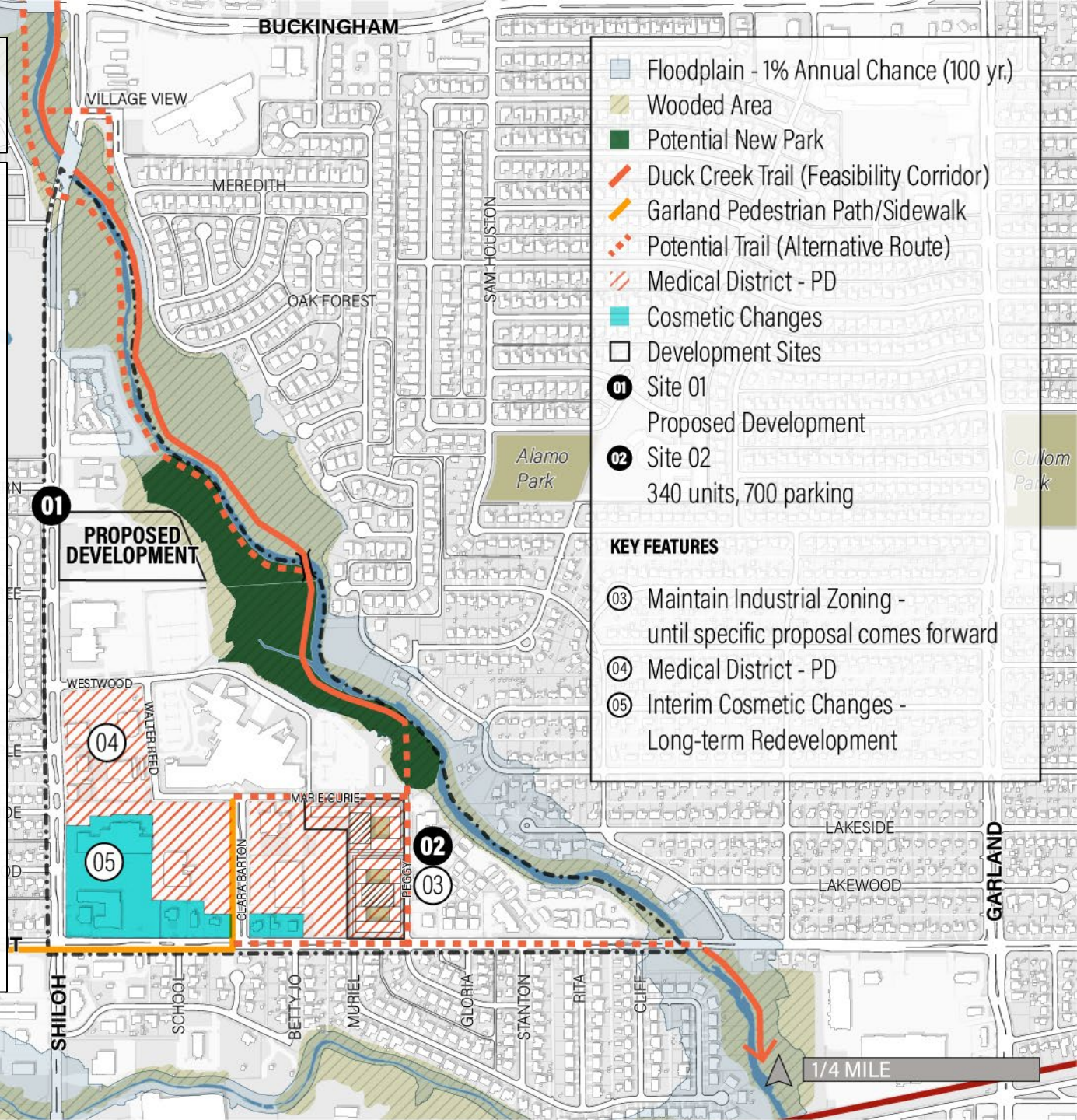
DEVELOPMENT SCENARIO 02

Scenario 2 explores what is the smallest amount housing that could be built on Site 02 that would trigger constructing a parking deck.

Site 01 is the location of the proposed housing development.

Site 02 converts from townhouse to apartments. This can support 340 units and 700 parking spaces. In addition, Site 02 frontage along Walnut first floor could be used for commercial space. It is recommended to maintain the industrial zoning until a development proposal comes forward for evaluation.

Area 04 is proposed to be a medical district that would allow clinical, educational, training, research, and supporting uses. This would likely be done as a Planned Development Ordinance.



DEVELOPMENT SITE 01

SCENARIO A

Numbers Breakdown:

140 Residential Units
280 Parking Spaces

Multi-Family Building

Surface Parking

Shared Open Space

Development Site 1 test fit prior to project announcement. These are test fits to help inform city staff on the amount of units that can be built with and without parking decks.

DEVELOPMENT SITE 01

SCENARIO B

Numbers Breakdown:

230 Residential Units

460 Parking Spaces

Multi-Family Building

Structured Parking

Shared Open Space

Development Site 1 test fit prior to project announcement. These are test fits to help inform city staff on the amount of units that can be built with and without parking decks.

DEVELOPMENT SITE 02

SCENARIO A

Numbers Breakdown:

116 Residential Units
258 Parking Spaces

Shared Open Space

Private Yard

Stacked Townhomes

Commercial Space

Mixed Use Building

These are test fits to help inform city staff on the amount of units that can be built with and without parking decks .

DEVELOPMENT SITE 02

SCENARIO B

Numbers Breakdown:

340 Residential Units

700 Parking Spaces

Shared Open Space

Structured Parking

Commercial Space

Multi-Family Building

These are test fits to help inform city staff on the amount of units that can be built with and without parking decks.

DEVELOPMENT SITE 02

SCENARIO C

Medical Use

Potential Commercial Development

Private Outdoor Space

Surface Parking Lot

Loading

Entrance / Drop-off

Numbers Breakdown:

80,000 sqft

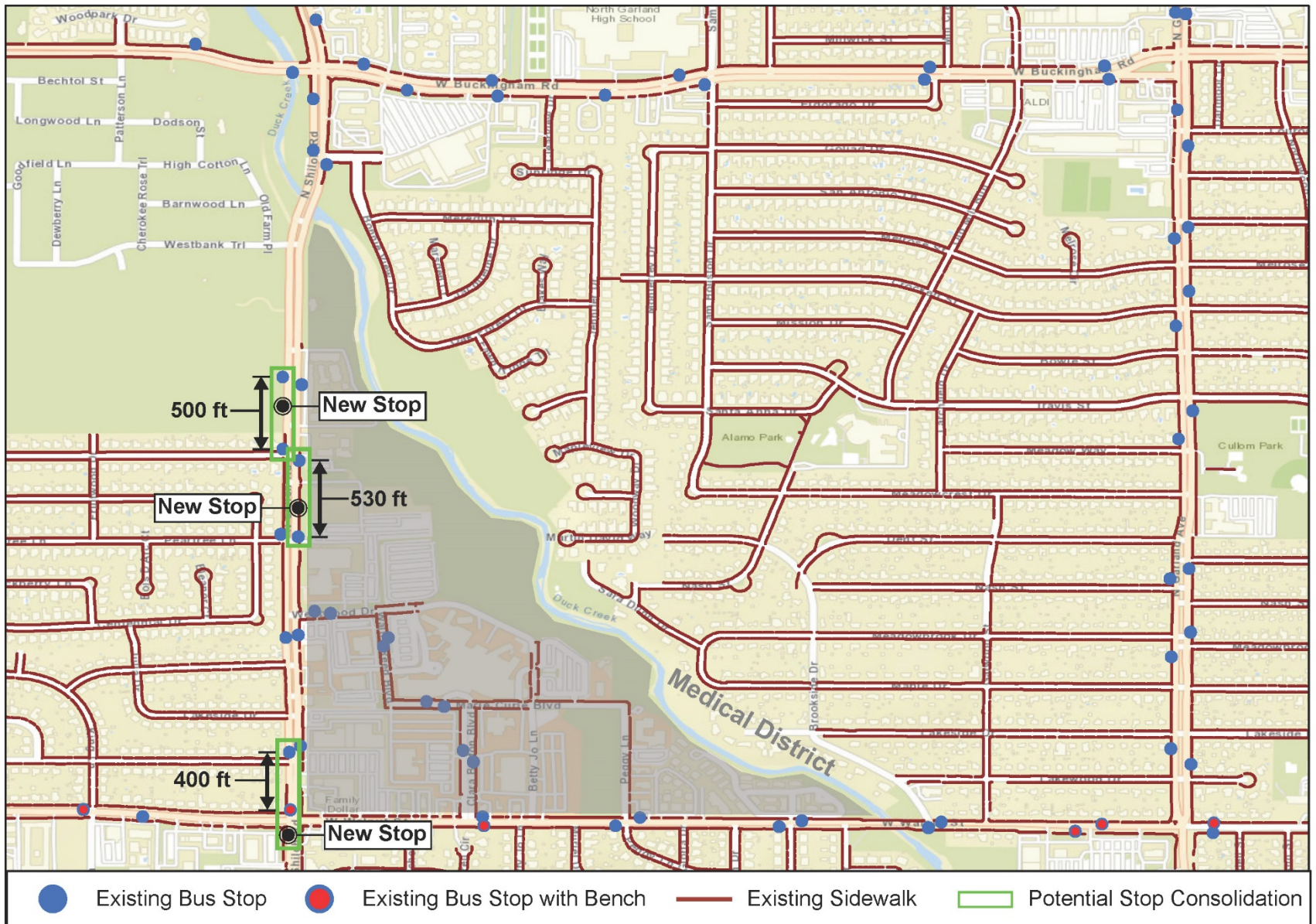
80 Beds

120 Parking Spaces

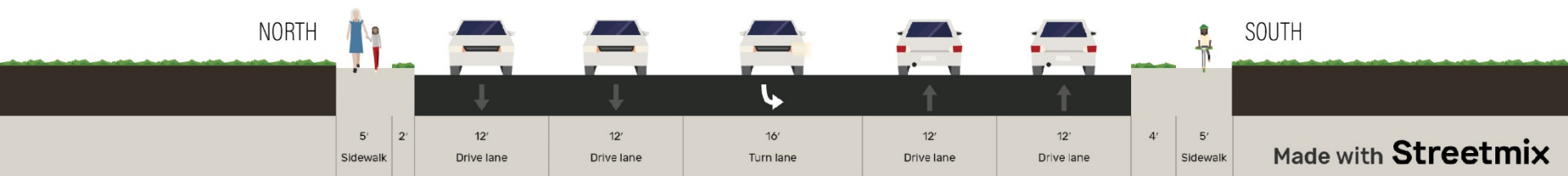
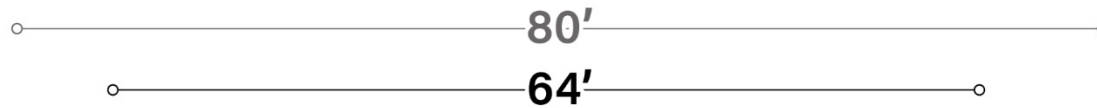
These are test fits to help inform city staff on the amount of units that can be built with and without parking decks.



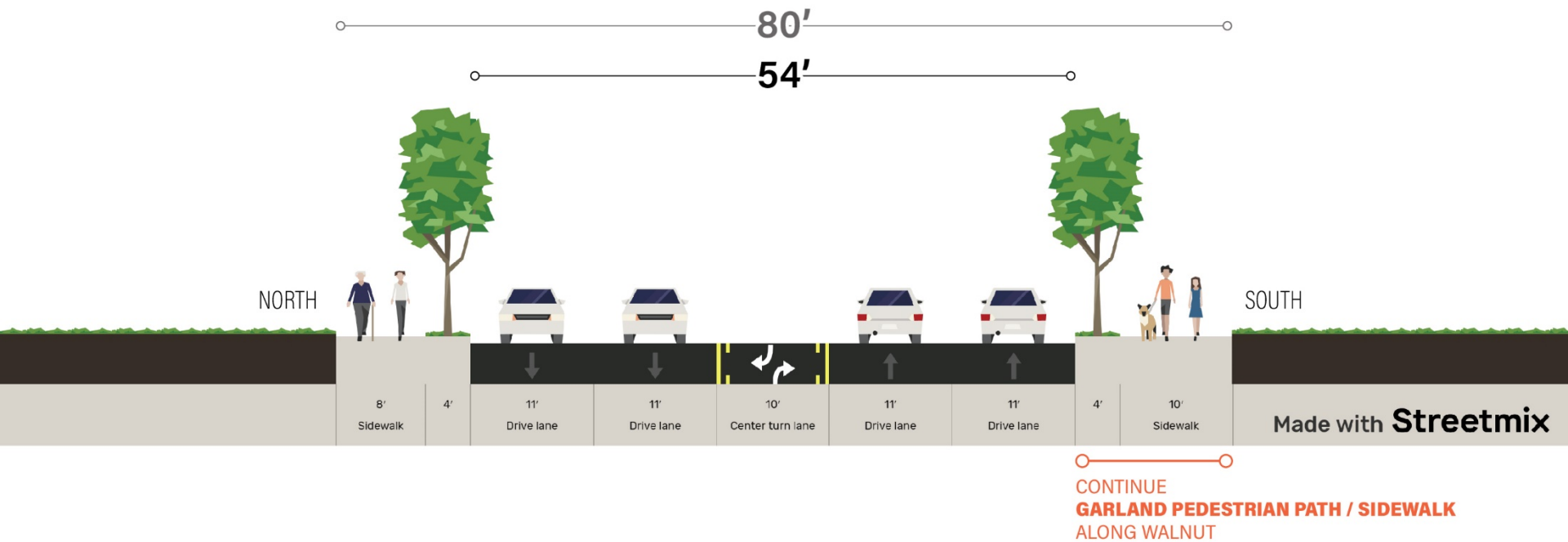
MOBILITY OPTIONS



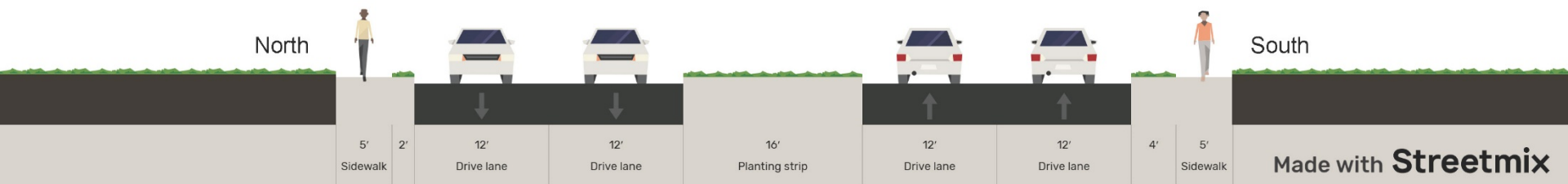
Walnut Street (Existing)



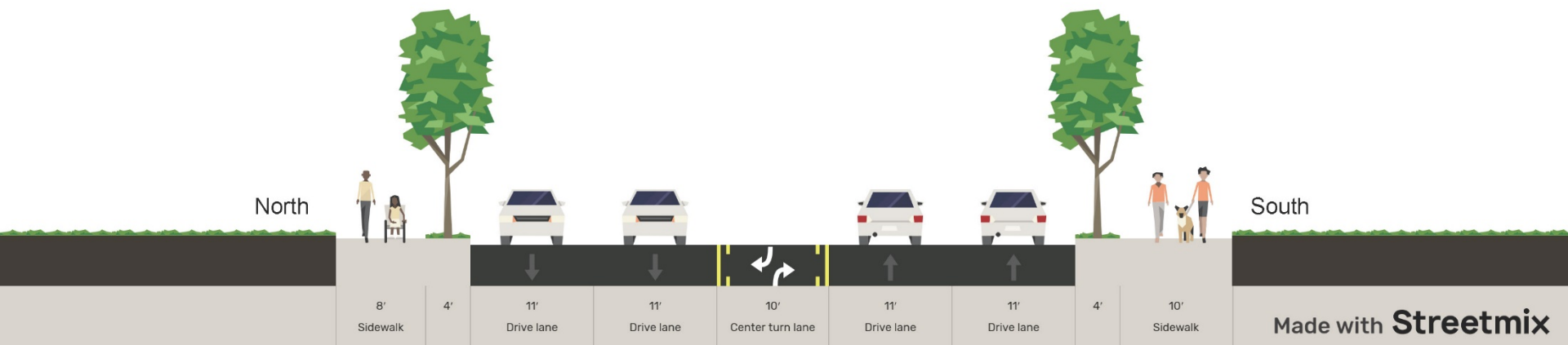
Walnut Street (Potential 1)



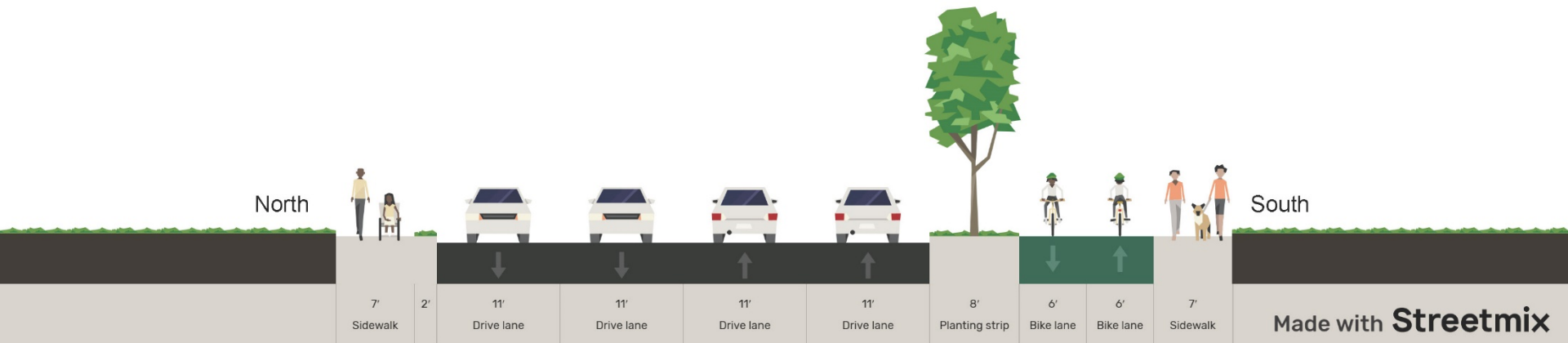
Walnut Street (Existing)



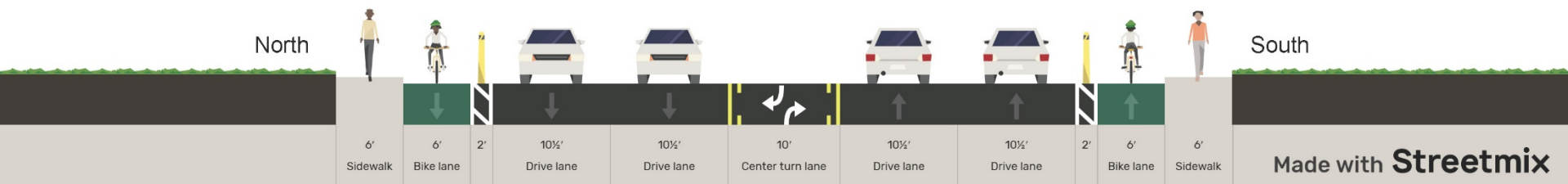
Walnut Street (Potential 1)



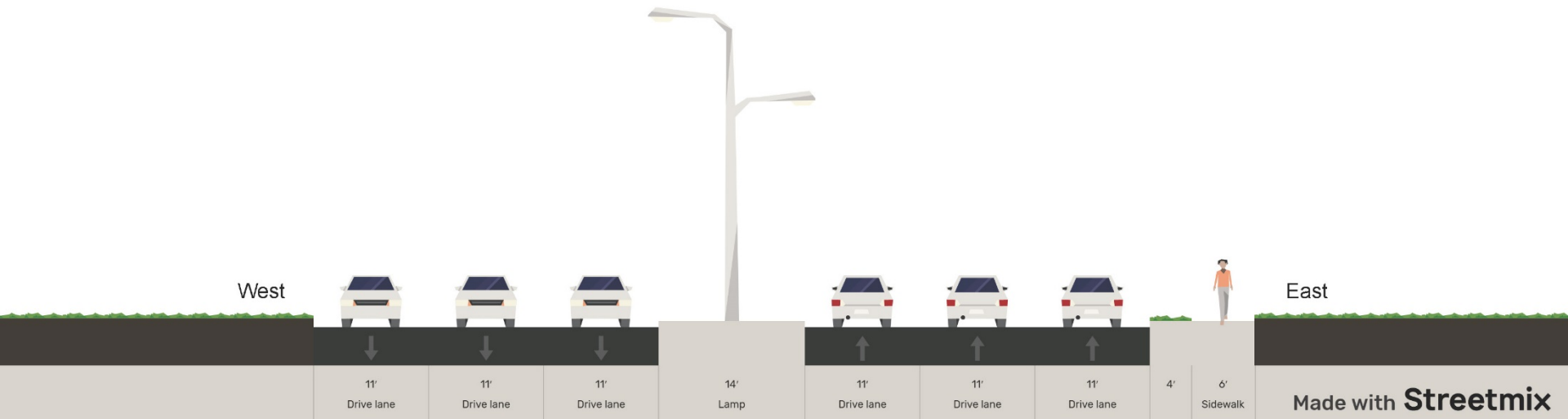
Walnut Street (Potential 2)



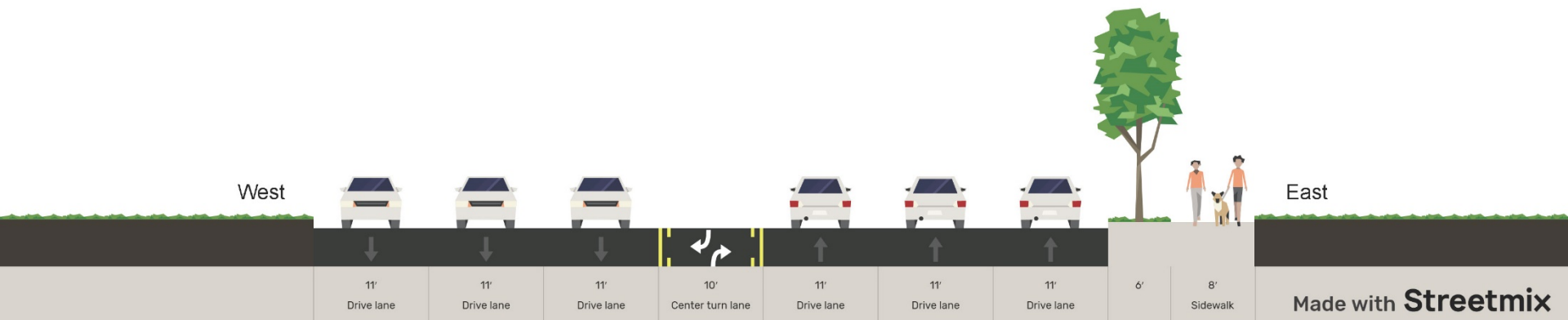
Walnut Street (Potential 3)



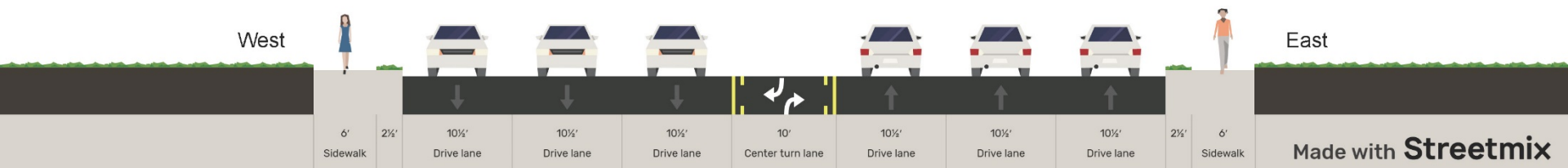
Shiloh Street (Existing)



Shiloh Street (Potential 1)



Shiloh Street (Potential 2)



Shiloh Street (Potential 3)





TRAIL BRIDGE PRECEDENTS

Over Creek Bridge Spring Creek – Richardson



Cantilever Ped Bike Bridge

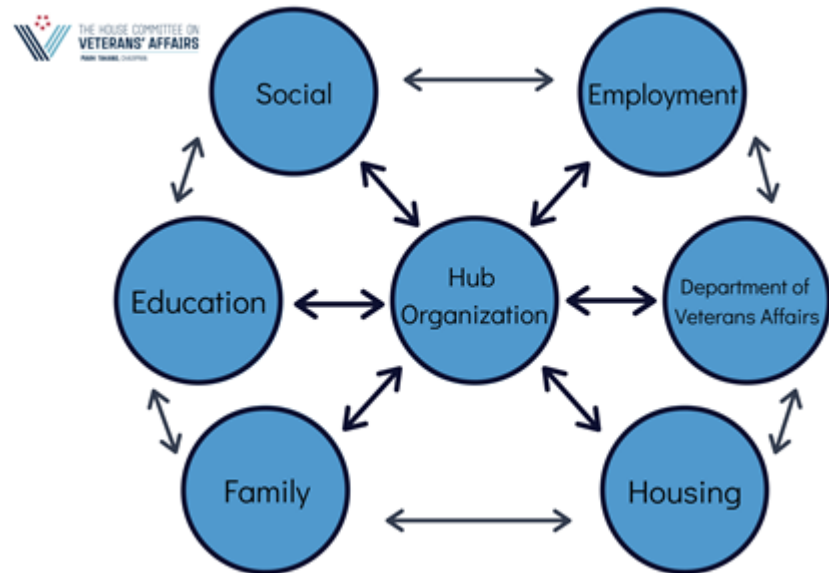


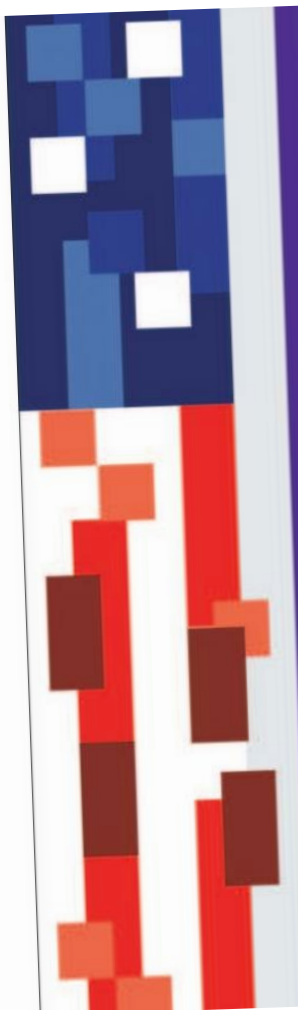
The background is a grayscale aerial photograph of a city, likely San Francisco, showing a dense grid of streets and buildings. A prominent diagonal road, possibly a highway or a major thoroughfare, runs from the top left towards the bottom right. The text 'VETERANS HOUSING' is superimposed in the center of the image in a large, bold, dark blue font.

VETERANS HOUSING

What is the Vets Campus?

- 364k veterans in DFW region
- Takes the idea of a Vets Village (housing), a Vets Hub (one stop services – see graphic) and incorporates VA Learning Hubs (education), research (Dallas VA Research Corporation) and entrepreneurial support and co-locates them into a campus environment
- Leverages VA Economic Communities Initiative – takes it to the next level
- There are developers that specialize in veterans housing, hub models do exist across the country, and there is a growing number of entrepreneur and training programs aimed at veterans





*NYU Tandon Helps Veterans
Make the Move from*

LIFE OF SERVICE to CAREER IN INNOVATION ECONOMY

You've valiantly completed your service to the country. What comes next?

The school's **Veterans Entrepreneurship Training (VET) Program** offers a 10-week course for veterans and military spouses that will introduce them to entrepreneurship while providing the expert mentoring needed to get a business off the ground.

If you don't dream of launching your own business but still want to explore **a new path to a fulfilling and well-paying civilian career**, Tandon can help.

Qualifying vets will receive **full scholarship** to the school's **"Bridge to Tandon"** program, created specifically for those with **non-engineering or non-technical backgrounds**. This program provides the knowledge and tools needed for admission into master's programs at the School of Engineering — including the

VETERANS FUTURE LAB

Veteran-owned start-ups can apply to be part of the **Veterans Future Lab**, Tandon's newest business incubator and the first-ever in New York to be devoted solely to enterprises founded by U.S. vets — the Veterans Future Lab provides tenant companies with a variety of valuable benefits:

- 12 months of free office space
- Mentoring from the city's leading founders, investors, executives, and industry professionals
- Free legal, hosting, design services, and other in-kind benefits worth up to \$400k
- Access to NYU's network of world-renowned faculty, researchers, and technical experts
- An alumni network



HELP Veterans Village
Annapolis MD



Tiny Home Veterans Village – Savannah GA



Veterans Village Wichita KS

Gordon H. Mansfield Veterans Community, Leeds, MA - homeownership

Soldier On's first homeless veterans' ownership housing on a VA campus, and the new Women and Children's Housing Unit, which represents another innovative housing concept for veterans. The idea is for veterans to become homeowners while surrounded by the support services they need throughout their lives.

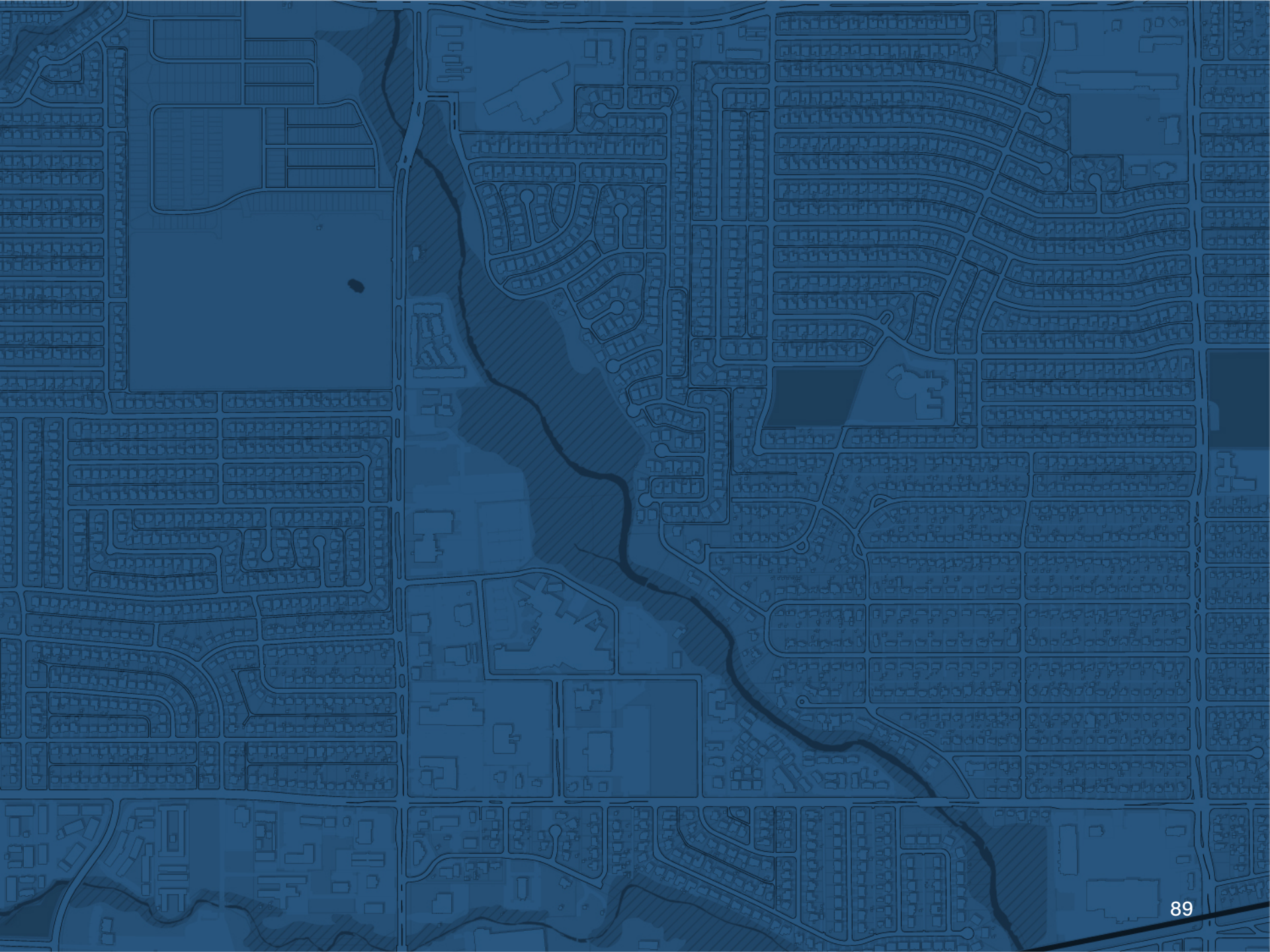
44-unit Gordon H. Mansfield Veterans Community.

Built by Soldier On, in collaboration with the VA Central Western Massachusetts Health Care System

<https://www.gazettenet.com/Homelessness-to-homeownership-on-VA-hospital-grounds-3130369>

<http://npllc.org/blog/2011/09/11/homes-for-heroes-co-op-housing-for-homes-for-veterans/>





Plan Commission

Medical District Study Presentation

July 12, 2021

No.	Summary Comment/ Question	Speaker	Response
1	Are you aware the library is moving?	Commissioner Rose	Yes, the reference to the current location will be removed.
2	International is a straight road to Forest Lane and a few blocks from the DART station. It is a wide lane and would provide a more direct route to the Forest Jupiter Station.	Commissioner Rose	The presentation shows potential stops and demand generators. An alignment would be determined, if the shuttle were funded.
3	Duck Creek goes further north and south. It would be nice if a path could be created through the golf course (Oakridge) to connect to Richardson.	Commissioner Rose	The Trails and Bikeways Master Plan includes connections north and south of the study area, including connections to Richardson.
4	The Plan is thoughtful and well researched, as it relates to the goals of the citywide development goals and policies. It is helpful to continue to adopt a holistic approach that continues to consider all the goals and the economic development chapter. The Plan incorporates a very, very large amount of data, and the strategic challenges are real opportunities for a resilient and robust medical district, avoiding the potential pitfalls of a monoculture area. As you've already indicated, the Plan encourages a spectrum of office and cultural community spaces similar to the City of Richardson's new development at around Beltline. These developments include, as this plan seeks to do, a range of retailers reflecting the needs of the current residents, the pedestrian paths, and the healing garden are imaginative approaches that encourage multimodal activity from a variety of generational groups. One thing that would be, but that one would hope it could be considered in the inclusion of this plan or maybe in the City's infrastructure work is free public Wi-Fi and broadband access point in that area. And they're all clustered in the downtown region to promote and encourage commercial development. One wonders if within the implementation and definition of infrastructure, Wi-Fi can be considered.	Commissioner Jenkins	The shopping center may provide an opportunity to provide public Wi-Fi in the area.

July 21, 2021

AS

Plan Commission

Medical District Study Presentation

July 12, 2021

5	What is it about the type of patients the VA will serve that makes the healing garden important?	Commissioner Dalton	The facility may serve elderly, PTSD, orthopedic, or cancer patients that may benefit from an outdoor space.
6	Did the City include or ask to review the medical uses south of the study area?	Commissioner Dalton	That area was outside of the study boundary.
7	How many restaurants exist in the shopping center now? Are there vacancies?	Commissioner Lucht	Three in the shopping center, plus a café in the grocery store. In addition, there are four restaurants along Walnut Street. There are no known vacancies specific to restaurants, but changes in the area could have occurred since the last visit to the site.
8	Is there a possibility to put a food truck hookup of any kind?	Commissioner Lucht	Yes, it is possible, if City and the landlord allow.
9	What are the plans for the VA?	Commissioner Roberts	The VA is still confirming services for the facility.
10	Is Industrial a good zoning for holding?	Commissioner Roberts	The property, along Walnut Street can be included in the proposed Medical District PD.
11	Did you look at the Garland trail plan?	Commissioner Roberts	Yes
12	Instead of stopping the bus on Shiloh, a separate path or lane for the DART bus stop to allow more time for patients and to avoid traffic congestion.	Commissioner Roberts	Comment noted.
13	Who would do the shuttle?	Commissioner Roberts	The owner and operator of the shuttle, if implemented, has not been confirmed and would require conversations with DART.
14	Is there a direct shuttle connection to Downtown?	Commissioner Roberts	The route shown in the presentation is a test fit and would need to be confirmed with DART.
15	An overall parking agreement for the area would open up more land for development.	Commissioner Roberts	Comment noted.
16	Land should be held for medical uses. An assisted living or rehab facility would be my preference on the land identified from multifamily.	Commissioner Roberts	The proposal shows ideas, but the opportunity for other uses is available.
17	If we could use impact fees for future infrastructure improvements, that would be another source of income.	Commissioner Roberts	Comment noted.

July 21, 2021

AS

Plan Commission

Medical District Study Presentation

July 12, 2021

July 21, 2021

AS



GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Work Session Agenda

4. d.

Meeting Date: August 2, 2021

Item Title: Neighborhood Vitality Matching Grant Guidelines

Submitted By: Scott Bollinger, Neighborhood Resource Manager

Summary of Request/Problem

The Community Services Committee has recommended revisions to the Neighborhood Vitality Matching Grant (NVMG) guidelines. Specifically, the proposed revision is to make costs associated with live plant materials, or "softscape," ineligible for the NVMG.

Recommendation/Action Requested and Justification

If the revisions to the guidelines are approved, the revisions could go into effect immediately, or at a later date as determined by City Council. If the revisions are not approved, no action is required.

Attachments

Neighborhood Vitality Matching Grant Guidelines



NEIGHBORHOOD VITALITY MATCHING GRANT Guidelines

AT A GLANCE

For Whom: Neighborhood Associations (Voluntary or Mandatory)

For What: Neighborhood beautification/enhancement projects on public property.

For....Why?: To build community as you beautify your neighborhood. Projects, challenges, successes—these bring neighbors together, weaving the social fabric necessary to create and sustain self-sufficient, thriving neighborhoods.

Application deadlines are March 23 and September 23. Carefully review the guidelines below and contact the Office of Neighborhood Vitality (ONV) to get started!

DESCRIPTION

The City Council allocated Neighborhood Vitality Matching Grant (NVMG) funds for Garland neighborhood groups to improve the physical features of their neighborhoods. Projects must provide a public benefit which promotes stronger, safer, and healthier communities. These guidelines present the eligibility requirements, funding match contribution, overview of the application process, and other rules governing the grant.

The Office of Neighborhood Vitality (ONV) is available to offer assistance through every step of the process. Contact the ONV by phone at 972-205-2445 or at neighborhoods@garlandtx.gov.

NEIGHBORHOOD ELIGIBILITY

As the NVMG is an investment by the City of Garland, only applications from homeowner and neighborhood associations (voluntary and mandatory) that have been registered for at least one year will be considered. Newly-formed associations that have participated in neighborhood capacity activities through the ONV are eligible to apply within six months. **Not organized or registered? Contact the ONV to learn how to get started.**

Individual residents, nonprofits or businesses are not eligible to receive funding. Associations, as the primary applicant, may collaborate with other associations, businesses, and nonprofits. City staff and departments can also partner with associations as co-applicants.

Age of the neighborhood and number of residential units impacted are factors in determining which projects to award matching funds, but all associations are encouraged to apply, or to work with staff to prepare for application.

PROJECT ELIGIBILITY

Physical improvements or additions to the neighborhood, located within city limits on public property or the public right-of-way, that provide a wide public benefit are eligible through the NVMG.

Generally, projects cannot involve private property; however, residents are encouraged to work with ONV staff to assist with solutions that may involve private property. Other factors that affect project eligibility include:

Maintenance projects

Funds that would typically appear in the operating budget of a neighborhood association or individual homeowner's operating budget are not eligible for NVMG funding. This includes grounds keeping, common area and equipment upkeep, and the tools and equipment required for maintaining neighborhood features. Project must not require ongoing maintenance from the City of Garland.

Landscaping

Live plant materials, also known as "softscape," or costs associated with the installation, removal, modification, or restoration of vegetation, are not eligible. Applicants are encouraged to consider the installation and maintenance of softscape and may include them in their projects where feasible, but the costs associated with live plant materials are not eligible for reimbursement. Hardscape costs are eligible.

Inadequate public benefit or neighborhood support

Applications that benefit only a small portion of the residents of a neighborhood or do not demonstrate widespread support among the neighborhood's residents are not eligible for NVMG funding. Mandatory association applications must be signed by a duly designated officer of the association capable of representing the interests of the association.

Conflicts with City of Garland

Proposals must comply with applicable City of Garland codes and policies, and applicable federal, state, and local laws. Projects cannot create a public safety hazard or conflict with existing or approved municipal projects.

Not intended to be exhaustive, the following provides examples of project eligibility:

Eligible	Not Eligible
Sign Toppers	Sidewalk Construction/Repairs
Entry Features (new construction)	Costs associated with vegetation , or "softscape"
Common Area or Recreational Improvements (new construction)	Repairs or Maintenance of Existing Structures or Facilities
Picnic tables, benches or pavilions	Speed Humps
Neighborhood Park Improvements	Lighting Upgrades, Irrigation Upgrades
Safety Lighting (new installation)	Projects Incurring Costs Before Grant is Approved
Neighborhood Art Installation	Security Cameras

APPLICATION PROCESS

Application Deadlines

NVMG applications are accepted twice per year. To be considered for award, applications must be submitted by March 23 and September 23, respectively. Application packets are available from the City of Garland website, GarlandTx.gov, or can be obtained through the ONV.

The NVMG application packets have all the requirements fully explained. All applicants are highly encouraged to contact ONV for assistance during any part of the application process.

Application requirements include:

- Contact names for the applicants, project, and association
- Project purpose, description, and benefits
- Project implementation, funding and maintenance plan
- Supporting documentation (photographs, maps, identified donations, estimates)

Letter of Intent

The Letter of Intent, also available on the City of Garland website or through the ONV, is a document that assists residents with identifying obstacles or potential issues with their NVMG application. It is encouraged for projects requiring any type of construction, but is required for projects of \$25,000 or more. Letters of Intent are due two months before full NVMG applications, corresponding to July 23 and January 23 to be considered for the spring and fall cycles, respectively.

Application Review

Applications will be read and evaluated by an internal review board consisting of members from various city departments to ensure that the minimum criteria are met. Any group that does not meet the funding criteria will be notified. Applications approved by the review board will be presented to the City Council for approval.

Eligible NVMG applications will be rated using the following criteria:

Criteria	Explanation of Criteria
Neighborhood Status/ Maturity	The condition and age of the neighborhood demonstrates a need for intervention. The applying association also has the capacity to execute the project and conduct necessary maintenance.
Public Benefit	Project helps improve the quality of life in the neighborhood and/or aesthetics of the area, while also providing widespread public benefit
Project Feasibility	The project is cost effective, achievable, realistic, sufficiently funded, no ongoing maintenance required from the City of Garland.

Community Involvement	Demonstrated and proposed participation by residents in the planning, execution and long-term maintenance of proposed project.
Project Impact	What is the impact this project will have both short term and long term? Does it align with your neighborhood goals? How will implementation or completion of the project impact the environment or surrounding area?
Match	Match is realistic and appropriate to the project. Letters of intent are provided for in-kind donations or cash.

MATCH REQUIREMENTS & FUNDING RESTRICTIONS

Applicants are eligible to receive up to \$100,000 within a five-year time-frame. The completion date of the applicant's first project will serve as the benchmark for the five-year timeframe. An association may not apply for additional funding if a previous grant project has not been completed.

Registered voluntary associations can apply for up to \$10,000 for an eligible project without providing a match. Every dollar over \$10,000 requires a 25% match from the applicant.

Registered mandatory associations can apply for any eligible project based on the match requirement detailed below:

Project Cost	Match Requirement	Type of Match
\$10,000 or less	10%	May include cash, in-kind donations, labor and/or materials
\$10,000.01-25,000	15%	Same as above
\$25,000.01-50,000	20%	Same as above
\$50,000.01 and above	25%	At least half of the match must be a cash match, the remainder may include in-kind donations, labor, and/or materials

Each association will be expected to provide a match based on the size, scope and cost of the project, following the guidelines above. The association match may include cash contributions, materials (specific to the project), or unskilled labor ("sweat equity") where applicable at the rate of \$12.00 per hour. Professional services will be rated at the fair market value for the type of service provided.

Disbursement of Funds

An applicant may not begin to incur costs to be paid by the NVMG before signing a funding agreement with the City of Garland. The applicant will act as the General Contractor for most approved projects. Funds for the project will be disbursed by the city to the neighborhood association after the completion of the project.

Applicant must expend required match as indicated in the proposal prior to the expenditure of City funds and must formally submit a request in writing to the ONV with all supporting documents.

Cancellation of Projects

Failure to meet the terms of the Funding Agreement may result in the cancellation of the project and a one-year application restriction. Applicants must begin implementation within 12 months of City Council approval to avoid termination of the project. Requests for time extensions must be submitted to the Office of Neighborhood Vitality in writing.

For further assistance contact the Office of Neighborhood Vitality at neighborhoods@GarlandTx.gov or 972-205-2445.



**GARLAND
CITY COUNCIL ITEM SUMMARY SHEET**

City Council Work Session Agenda

4. e.

Meeting Date: August 2, 2021

Item Title: Administrative Services Committee Report

Submitted By: Matt Watson, Finance Director

Summary of Request/Problem

Administrative Services Committee Report

Council Member Robert John Smith, chair of the Administrative Services Committee, will provide a committee report on the following items:

- *Garland Foundation for Development Board Makeup*
- *Donation Handling*
- *Council Policy Review*
- *Facility Naming and Dedication Plaques*

Recommendation/Action Requested and Justification

Council Discussion.

Attachments

2021 Council Rules and Procedure Council Policies

2021
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 any) 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 within two weeks for approval.

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

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

- ☐ Executive session (if any)
- ☐ Written briefings
- ☐ Verbal briefings
- ☐ Questions regarding regular agenda items
- ☐ Discuss committee reports/assignments
- ☐ Discuss consent agenda
- ☐ Identify future agenda items
- ☐ 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 follow 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 first obtain the floor by registering in the cue electronically and thereafter being recognized by the Chair. If the electronic cue is inoperative, members of the City Council shall obtain the floor by making a verbal request for the floor to the Chair. The Chair shall recognize any Councilmember who seeks the floor when appropriately entitled to do so.

(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 registering the second electronically. If the electronic voting system is inoperative, members of the City Council shall second a motion through a verbal request to the Chair.

(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

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.

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

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.

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 shall complete a speaker card prior to the close of the citizens' comment period and present it to the City Secretary.

(B) Citizens' comments 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.

(C) 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 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.

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.

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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, a closer view of some issues is required by the City Council. The City Council also appoints 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/Mobility 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.
- ☐ Review of local, state and national legislative changes.
- ☐ 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 in light of 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 replacement 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

(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 continued and which 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 City Attorney, with the assistance of the City Manager, shall apprise the City Council of pending matters of legislation or rule-making that may affect the interests of the City. The Mayor 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 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 at least the following City-related activities:

- ☐ Annual meeting of the Texas Municipal League and affiliates;
- ☐ Texas Municipal League newly-elected officials orientation (for newly-elected members of the City Council);
- ☐ National League of Cities and affiliates annual meeting - Washington, D.C.;
- ☐ National League of Cities annual Congress of Cities (various locations);
- ☐ Attendance at committee or association functions related to the Texas Municipal League or the National League of Cities; and
- ☐ Attendance by the Mayor at meetings of the U.S. Conference of Mayors.

(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 functions 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 subsection (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 brief 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 thousands of 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.

Section 13 Annual performance and compensation review of council appointees

(A) The City Council appoints the City Manager, the City Attorney, the City Secretary, 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 without contract, 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 LAND USE, ZONING, AND DEVELOPMENT PROCEDURES

Section 1 Appeals from recommendations of the Plan Commission

(A) Certain matters decided by the Plan Commission are subject to the right of appeal to the City Council. If an appealable decision is rendered by the Plan Commission, the Department of Planning shall notify the affected applicant of the decision in writing or by electronic communication. The notification shall advise the applicant that the applicant may file an appeal from the decision within the time provided in this policy.

(B) Subject to the provisions of the Garland Development Code, an applicant who is aggrieved by a decision of the Plan Commission may appeal to the City Council, if an appeal to the City Council is provided by the applicable ordinance, by filing a written notice

of appeal. Unless a different procedure is specified in the Garland Development Code, the notice of appeal shall be filed not later than the time provided in the applicable ordinance for the filing of an appeal or, if no such time is provided by ordinance or other law, not later than fifteen days after the date of the Plan Commission decision being appealed. Upon receipt of a timely notice of appeal, the Director of Planning shall set the matter for hearing with the City Council on the earliest available agenda setting.

Section 2 Procedures and deadline for the filing of objections to zoning changes (the “20% rule”)

(A) Section 211.006, TEX. LOCAL GOV’T CODE provides that a proposed zoning change must receive the affirmative vote of not less than three-fourths of the members of the City Council if the change is protested by 20% or more of the owners of the area of the lots or land covered by the proposed change or the area of the lots or land immediately adjoining the area covered by the proposed change and extending 200 feet from that area. That provision is generally referred to as the “20% rule”.

(B) For purposes of clarity: (1) the area to be included in a calculation as to the applicability of the 20% rule is the 200 feet provided by State law, not the extended 400 foot notification area provided by the Garland Development Code; and (2) the three-fourths votes required means 7 affirmative votes, not merely three-fourths of the membership present and voting. For the latter reason, if less than all members of the City Council are present at a meeting on a zoning change in which the application of the 20% rule may be invoked, the City Council may postpone without further debate the hearing on the change.

(C) A protest must be made in writing and timely received by the City in order to be included in the calculation whether the 20% rule has been invoked. A written protest must be filed by each protesting owner – inclusion of an owner’s name on a petition or other collective protest not actually signed by the owner or an authorized representative of the owner will not be counted in the calculation.

(D) A protest will not be considered timely unless it has been submitted in writing prior to the close of public comments on the proposed change. A protest may be submitted by email or other electronic communication form recognized by the City for the receipt of official correspondence, but a protest so submitted must be received no later than noon on the day of the first public hearing at which the zoning change will be considered.

(E) If a zoning change is approved by a majority of the City Council but nonetheless disapproved by operation of the 20% rule and a motion to reconsider has been granted, a new protest must be filed by the affected owner in order to invoke the 20% rule for the zoning change being reheard. If the zoning change is disapproved by a majority of the City Council regardless of the application of the 20% rule and a motion for reconsideration is granted, a written protest timely filed in the initial zoning change case will be carried over and applicable to the case on rehearing.

Section 3 Reconsideration of zoning change denials

(A) The applicant for a change in zoning may request the reconsideration of a denial of a change in zoning. A motion for reconsideration must be filed with the Director of Planning, in writing. The motion must be filed before the close of business not more than five business days following the meeting at which the zoning change request was denied.

(B) The motion for reconsideration must demonstrate that new considerations not known or discoverable at the time of the original hearing constitute good cause for reconsidering the request. The following circumstances generally do not justify the granting of a motion to reconsider:

(1) Failure of the applicant to appear at the hearing of the City Council at which the request was denied;

(2) Failure of the applicant to be adequately prepared for presentation of the request to the City Council; or

(3) Absence of one or more members of the City Council from the meeting at which the request was considered or denied.

Additionally, modifications of a request to address matters identified in the planning report for the zoning change request as reasons for a recommendation of denial are a disfavored basis of reconsideration. Nonetheless, the City Council retains the authority to review each motion for reconsideration on its merits in order to determine if a reconsideration of a request is in the best interest of the public.

(C) A request for reconsideration will be heard by the City Council at the next meeting immediately following the denial of the zoning change request. A motion to grant reconsideration may only be made by a member of the City Council who voted in favor of denial of the request. A motion to grant reconsideration may be seconded by any member of the City Council. A vote of not less than three-fourths of the members of the City Council then present and voting (but not less than five), is required to grant a request for reconsideration. If a request for reconsideration is granted, the case shall be re-advertised and placed on the next appropriate agenda of the City Council. A motion to deny a request for reconsideration may include a motion to waive the one year rule provided in the Garland Development Code that prohibits the consideration of a zoning change request within one year of the denial of a request for a change in zoning for the affected tract of land. A denial of a change in zoning may also be made “without prejudice” to re-filing for the same purpose.

Section 4 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 5 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 6 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 \$99,999.99. 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, Neighborhood Chatter, Nextdoor 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 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.

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 City Manager. 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;

(4) An expense and revenue report for any previous year's event(s) must be included with the application;

(5) If the applicant has not previously obtained City assistance for the event, a projected expense and revenue report must be included with the application; and

(6) 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 a maximum of \$5000.00 per event, within available budgeted funds. 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 Parks, Recreation and Cultural Arts 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 Parks and Recreation Administrative Offices, 634 Apollo Rd, Garland, TX 75044 (or

MET@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

(6) The requestor must complete, sign, and submit with its application a waiver of liability and indemnification agreement pertaining to the equipment and its use in a form approved by the City Attorney.

(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 political sign moratorium

(A) Traditionally, persons who support (or oppose) a candidate or a measure in an election often urge voters arriving at a polling place on election day to vote in the manner endorsed by those supporters through various means of electioneering, including personal contacts, and by displaying signs near the polling place. Under the City's general sign regulations, the placement of political signs on City property and streets is prohibited. This policy is intended to provide for a one-day moratorium on the placement of political signs at a polling place on the official date of an election.

(B) The City Manager is directed to hold in abeyance the enforcement of those provisions of the Code of Ordinances and 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 the official date of an election and ending at 7:00 a.m., the day following the election. The abeyance provided hereby shall apply only to signs containing a political message and only applies if the sign: (a) is no larger than six square feet in area and weighs no more than one pound; (b) is mounted to the ground by means of a stake or stakes, a pedestal, or other temporary, ground mounted, self-supporting means; and (c) does not encroach on the distance barrier prescribed by Sec. 63.100, Texas Election Code.

(C) Nothing contained in this policy shall be construed as allowing the placement or attachment of any sign on any tree, pole, building or other sign or damaging in any manner any City property. This policy is not intended to limit in any manner the authority of the State or election officials regarding electioneering and the placement of signs, and this policy does not require the owner of a polling place not owned by the City to allow the placement of signs on that property. No sign may be placed so as to encroach upon or obstruct any street, driveway, parking space, fire lane, sidewalk or pathway.

(D) If the sign contains a political message, this policy applies, and the City Manager does not have discretion to determine whether the viewpoint expressed on the sign falls within or without the moratorium authorized by this policy. 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 Building 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

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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.

~~Dedication plaques may be placed on new City buildings, City buildings that have undergone major rehabilitation, and on other major capital improvement projects. The dedication plaques, if commemorating members of the City Council, shall include only the names of the mayor and the members of the City Council who initially approved the project. The names of members of the City Council who approved preliminary matters (such as the capital improvements plan) or subsequent matters (such as change orders) need not be included.~~

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.

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

Some homeowners’ associations within the City must submit the by-laws (or amendments to the bylaws) of the association to the City for review and approval. The City Manager shall designate a department for such purposes and shall 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 Restrictions on the representation of third-parties by former City employees (“revolving door policy”)

A former employee of the City who was employed as a departmental director, managing director, senior managing director, or as the City Manager may not make any communication to or appearance before the City Council before the second anniversary of the date the former employee ceased to be employed by the City if the communication or appearance is made: (1) with the intent to influence the City Council; (2) is made or done on behalf of any person other than the former employee in an individual capacity, and; (3) is made or done in connection with any matter on which the former employee seeks official action.

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 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.

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GARLAND

City Council Work Session Agenda

Meeting Date: August 2, 2021

Item Title: Board and Commission Appointment

Submitted By: Courtney Vanover, Department Coordinator I, City Secretary

Summary:

Mayor Scott LeMay

- John Kaiwi - Board of Adjustment
- Jennifer Nguyen - Community Multicultural Commission
- Charles Pickitt - Community Multicultural Commission
- Elvia Flores - Community Multicultural Commission
- Bashir Ashimi - Community Multicultural Commission
- Tiffany Lam - Community Multicultural Commission
- Trayc Claybrook - Cultural Arts Commission
- Ken Risser - Environmental Community Advisory Board
- Bettye Haynes - Library Board
- Don Koerner - Parks and Recreation Board
- Wayne Dalton - Plan Commission
- David Perry - Property Standards Board
- Shirley Robnett - Senior Citizens Advisory Board
- Allan Stafford - Tax Increment Finance #1 Downtown Board
- Patrick Abell - Tax Increment Finance #3 Board
- Mark Tyler - Unified Building Standards Board

Council Member Deborah Morris

- Isaac Abu - Community Multicultural Commission
 - Felecia Fuller - Cultural Arts Commission
 - Daphne Dean - Environmental Community Advisory Board
 - John Ball - Tax Increment Finance #2 South Board
-

Attachments

John Kaiwi - BOA

Jennifer Nguyen - CMC

Charles Pickitt - CMC

Elvia Flores - CMC

Bashir Ashimi - CMC
Tiffany Lam - CMC
Trayc Claybrook - Cultural Arts
Ken Risser - Environmental Community Advisory
Bettye Haynes - Library
Don Koerner - Parks
Wayne Dalton - Plan Commission
David Perry - Property Standards
Shirley Robnett - Senior Citizens Advisory
Allan Stafford - TIF Downtown
Patrick Abell - TIF 3
Mark Tyler - Unified Bldg.
Isaac Abu - CMC
Felecia Fuller - Cultural Arts
Daphne Dean - Environmental
John Ball - TIF 2



GARLAND

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CITY OF GARLAND
RECEIVED
JUL 19 2021

CITY SECRETARY

Application for City of Garland Boards/Commissions/Committees

Return completed application to City Secretary's Office, 200 N. Fifth St., Garland, Texas 75040 | Email: RDowling@GarlandTX.gov

Please Type or Print Clearly:

Date: July 16, 2021

Name: John K. Kaiwi Phone: [REDACTED]

Address: 1505 Hawk Ct. Phone: [REDACTED]

City, State, Zip: Garland, TX 75040 Email: [REDACTED]

Resident of Garland for 26 years

Resident of Texas for 27 years

Dallas County Voter Registration Number [REDACTED] Garland City Council District Number 2

Have you ever been convicted of a felony? ☐ Yes ☒ No

Have you ever been convicted of a Class A misdemeanor? ☐ Yes ☒ No

Please list any experience that qualifies you to serve in the areas you have indicated.

I have lived in Garland and served on and in school & city boards.

If you have previously served on a City Board or Commission, please specify and list dates of service.

I have served on this board for awhile - being appointed by Mayor Ron Jones. (Board of adjustments)

List civic or community endeavors with which you have been involved.

I currently am a member of LULAC and also serve on the Crimestoppers Board.

What is your educational background?

did the levels of elementary - middle & graduated from H.S. in Guam - College -

What is your occupational experience?

Retired from GUSD - currently working @ G'Beilly Auto Parts

I hereby affirm that all statements herein are true and correct.

Board or Commission of first, second and third choice:

☒ 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 ☐

Date Appointed

Utility Account Status

Current ☒

Past Due ☐

Appointed By

CSO Suit/Claim Filed

Yes ☐ No ☒

Date Notified

Clerk Signature & Date

Courtney Vannoy

Date Notified

Disclosure Form Filed

Revised 05/2021

7.18.21



GARLAND

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CITY OF GARLAND
RECEIVED
JUL 12 2021

Application for City of Garland Boards/Commissions/Committees
Return completed application to: City Secretary's Office, 200 North Fifth Street, Garland, Texas 75040

CITY SECRETARY

Please Type or Print Clearly:

Date: MAY 20, 2021

Name: JENNIFER NGUYEN

Phone:

Address: 3210 COUNTRY OAKS DR

Phone:

City, State, Zip: GARLAND TX 75040

Email:

☒ Resident of Garland for 3 1/2 years

Resident of Texas for 36 years

☒ Dallas County Voter Registration Number [REDACTED]

Garland City Council District Number 1

Have you ever been convicted of a felony? ☐ Yes ☒ No

Have you ever been convicted of a Class A misdemeanor? ☐ Yes ☒ No

Please list any experience that qualifies you to serve in the areas you have indicated.

DFW ASIAN AMERICAN CITIZENS COUNCIL CHAIR EMERITUS,
VIETNAMESE COMMUNITY CENTER BOARD MEMBER,
VIET NETWORK DIRECTOR OF PUBLIC RELATIONS FOR TEXAS
If you have previously served on a City Board or Commission, please specify and list dates of service.
COMMUNITY MULTICULTURAL COMMISSION SINCE 2007

List civic or community endeavors with which you have been involved.

VOLTA EDUCATION, ENGLISH AS A SECOND LANGUAGE CLASSES,
MOSAIC FEST, CHILDREN FESTIVAL,

What is your educational background?

BACHELOR IN BUSINESS ADMIN / ACCOUNTING

What is your occupational experience?

REGIONAL ACCOUNT EXECUTIVE - ZEPHIR NORTH AMERICA

I hereby affirm that all statements herein are true and correct.

Jennifer Nguyen

Board or Commission of first, second, and third choice:		
☐ Board of Adjustment	☐ Garland Youth Council	<u>2</u> ☒ Parks and Recreation Board
☐ Citizens' Emergency and Nighttime Street Advisory Committee	☐ Property Standards Board	<u>1</u> ☒ Paid Commissioners
<u>5</u> ☒ Community Multicultural Commission	☐ Library Board	<u>4</u> ☒ Police Officers Advisory Committee
<u>3</u> ☒ Garland Youth Council		☐ United Building Standards Commission

Garland Youth Council has a separate application

FOR OFFICE USE ONLY

Ad Values and Tax Status
Utility Account Status

Current ☒
Current ☒

Paid ☐
Paid ☐

Yes ☐ No ☒

CSO Sign/Claim Filed
Clerk Signature & Date

Courtney Vanover

Date Appointed: _____

Appointed By: _____

Date Notified: _____



GARLAND

TEXAS MADE HERE

CITY OF GARLAND
RECEIVED
 JUL 28 2021
CITY SECRETARY

Application for City of Garland Boards/Commissions/Committees

Return completed application to City Secretary's Office, 200 N Fifth St., Garland, Texas 75040 | Email: RDowd@GarlandTX.gov

Please Type or Print Clearly:

Date: 7-8-2021

Name: Charles W Pickitt Phone: [REDACTED]

Address: 6513 Barclay Ln Phone: [REDACTED]

City, State, Zip: Garland, TX (75044) Email: [REDACTED]

✓ Resident of Garland for 50 years Resident of Texas for 73 years
 ✓ Dallas County Voter Registration Number [REDACTED] Garland City Council District Number 1

Have you ever been convicted of a felony? ☐ Yes ☒ No

Have you ever been convicted of a Class A misdemeanor? ☐ Yes ☒ No

Please list any experience that qualifies you to serve in the areas you have indicated.

Currently member of CMC / HS Principal, Educator
serve many committees @ RFBC - still work w/ UTD

If you have previously served on a City Board or Commission, please specify and list dates of service.

CMC since 2014 - Currently -

List civic or community endeavors with which you have been involved.

Committee member Richardson FBC.

What is your educational background? Master's Ed. (UTU)

What is your occupational experience? Public School Principal - Teacher
Coach - Currently Consultant / Trainer for Ed.

I hereby affirm that all statements herein are true and correct.

Board or Commission of first, second and third choice:		
☐ Board of Adjustment	☐ Garland Cultural Arts Commission	☐ Parks and Recreation Board
☐ Environmental & Community Advisory Board	☐ Garland Youth Council **	☐ Plan Commission *
☐ Civil Service Commission	☐ Library Board	☐ Senior Citizens Advisory Committee
☒ Community Multicultural Commission	☐ Property Standards Board	☐ Unified Building Standards Commission

** Garland Youth Council has a separate application

FOR OFFICE USE ONLY

Ad Valorem Tax Status
 Utility Account Status
 CSO Suit/Claim Filed

Current
 Yes ☒ No ☒

Past Due
 Past Due ☒

Date Appointed _____

Appointed By _____

Date Notified _____

Disclosure Form Filed _____

Clerk Signature & Date

Courtney Vanover
7.28.21



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: 7-15-2021

Name: ELVIA P. FLORES Phone: [REDACTED]

Address: 1906 Melrose St Phone: [REDACTED]

City, State, Zip: Garland, Tx 75042 Email: [REDACTED]

Resident of Garland for 48 years Resident of Texas for 73 years

✓ Dallas County Voter Registration Number [REDACTED] Garland City Council District Number 8

Have you ever been convicted of a felony? ☐ Yes ☒ No

Have you ever been convicted of a Class A misdemeanor? ☐ Yes ☒ No

Please list any experience that qualifies you to serve in the areas you have indicated.

If you have previously served on a City Board or Commission, please specify and list dates of service.

List civic or community endeavors with which you have been involved.

What is your educational background?

What is your occupational experience?

I hereby affirm that all statements herein are true and correct.

Elvia P. Flores

Board or Commission of first, second and third choice:

☐ Board of Adjustment

☐ Garland Cultural Arts Commission

☐ Parks and Recreation Board

☐ Environmental & Community Advisory Board

☐ Garland Youth Council **

☐ Plan Commission *

☐ Civil Service Commission

☐ Library Board

☐ Senior Citizens Advisory Committee

☐ Community Multicultural Commission

☐ Property Standards Board

☐ Unified Building Standards Commission

** Garland Youth Council has a separate application

FOR OFFICE USE ONLY

Ad Valorem Tax Status

Current

Past Due

Date Appointed

Utility Account Status

Current

Past Due

Appointed By

CSO Suit/Claim Filed

Yes

No

Date Notified

Clerk Signature & Date

Courtney Vanover

Disclosure Form Filed

Revised 05/2021



GARLAND

TEXAS MADE HERE



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: July 5th 2021

Name: Bashir B. Ashimi

Phone

Address: 2613 Big Oaks Dr. Garland,

Phone

City, State, Zip: Garland, Tx. 75044

Email

Resident of Garland for 32 years

Resident of Texas for 43 years

✓ Dallas County Voter Registration Number [REDACTED] Garland City Council District Number 7

Have you ever been convicted of a felony? ☐ Yes ☒ No

Have you ever been convicted of a Class A misdemeanor? ☐ Yes ☒ No

Please list any experience that qualifies you to serve in the areas you have indicated.

Current CMC member

If you have previously served on a City Board or Commission, please specify and list dates of service.

CMC member from 2019

List civic or community endeavors with which you have been involved.

What is your educational background?

BBA, MA

What is your occupational experience?

Retired Civil servant

I hereby affirm that all statements herein are true and correct.

Board or Commission of first, second and third choice:		
☐ Board of Adjustment	☐ Garland Cultural Arts Commission	☐ Parks and Recreation Board
☐ Environmental & Community Advisory Board	☐ Garland Youth Council **	☐ Plan Commission *
☐ Civil Service Commission	☐ Library Board	☐ Senior Citizens Advisory Committee
☐ Community Multicultural Commission	☐ Property Standards Board	☐ Unified Building Standards Commission

**** Garland Youth Council has a separate application**

FOR OFFICE USE ONLY

Ad Valorem Tax Status

Current

Past Due

Date Appointed

Utility Account Status

Current

Past Due

Appointed By

CSO Suit/Claim Filed

Yes

No

Date Notified

Clerk Signature & Date

Wendy Vanover
7-6-21

Disclosure Form Filed

Revised 05/2021



GARLAND

TEXAS MADE HERE

CITY OF GARLAND
RECEIVED
JUN 28 2021

CITY SECRETARY

Application for City of Garland Boards/Commissions/Committees

Return completed application to City Secretary's Office, 300 N. Fifth St., Garland, Texas 75040 | Email: 2Dawley@GarlandTX.gov

Please Type or Print Clearly:

Date: 06/25/2021

Name: TIFFANY LAM

Phone: [REDACTED]

Address: 2529 ROCHDALE ST

Phone: [REDACTED]

City, State, Zip: GARLAND, TEXAS 75040

Email: [REDACTED]

✓ Resident of Garland for 6 years Resident of Texas for 14 years
✓ Dallas County Voter Registration Number [REDACTED] Garland City Council District Number 8

Have you ever been convicted of a felony? ☐ Yes ☒ No

Have you ever been convicted of a Class A misdemeanor? ☐ Yes ☒ No

Please list any experience that qualifies you to serve in the areas you have indicated.

I HAVE BEEN DOING REAL ESTATE AND INSURANCE FOR SEVEN YEARS SO I CAN HELP THE OLDER POPULATION WITH REAL ESTATE RELATED ISSUES. WITH PROPER TRAINING FROM OTHERS, I FEEL CONFIDENT THAT I CAN BE AT GREAT SERVICE TO THE COMMUNITY.

If you have previously served on a City Board or Commission, please specify and list dates of service.

List civic or community endeavors with which you have been involved.

I VOLUNTEERED TO HELP NON ENGLISH SPEAKING CITIZENS RESOLVED ISSUES WITH THEIR MEDICAL BILLS, INSURANCE OR HOUSING NEEDS.

What is your educational background?

TEXAS REAL ESTATE BROKER AND I AM CURRENTLY ATTENDING UNIVERSITY OF TEXAS AT DALLAS FOR MY BUSINESS MANAGEMENT DEGREE GRADUATING 2022.

What is your occupational experience?

TEXAS REAL ESTATE BROKER

I hereby affirm that all statements herein are true and correct.

[Signature] 06-25-21

Board or Commission of first, second and third choice:	
☐ Board of Adjustment	<u>4</u> ✓ ☒ Garland Cultural Arts Commission
☐ Economic Development Advisory Board	☐ Garland Youth Council **
☐ Civil Service Commission	<u>3</u> ☒ Library Board
☒ <u>5</u> ☒ Citizens and Neighborhood Commission	☐ Property Standards Board
	<u>2</u> ✓ ☒ Parks and Recreation Board
	☐ Plan Commission *
	<u>1</u> ✓ ☒ Senior Citizens Advisory Committee
	☐ Unified Building Standards Commission

** Garland Youth Council has a separate application

FOR OFFICE USE ONLY

Ad Valorem Tax Status
Utility Account Status
CNU membership Filed

Current ☒
Current ☒
Yes ☒ No ☒

Past Due ☐
Past Due ☐

Date Appointed

Appointed By

Date Notified

Disclosure Form Filed

Clerk Signature & Date

Courtney Vanover
7-6-21

Revised 05/2021



GARLAND

TEXAS MADE HERE

CITY OF GARLAND
RECEIVED
JUN 06 2021

CITY SECRETARY

Application for City of Garland Boards/Commissions/Committees

Return completed application to City Secretary's Office, 200 N. Fifth St., Garland, Texas 75040 | Email: RDow1@GarlandTX.gov

Please Type or Print Clearly:

Date: 7/1/21

Name: TRAYC CLAYBROOK

Phone:

Address: 311 S. 11TH STREET

Phone:

City, State, Zip: GARLAND TX 75040

Email:

Resident of Garland for 2 1/2 years

Resident of Texas for 28 years

✓ Dallas County Voter Registration Number [REDACTED] and City Council District Number 2

Have you ever been convicted of a felony? Yes ☒ No

Have you ever been convicted of a Class A misdemeanor? Yes ☒ No

Please list any experience that qualifies you to serve in the areas you have indicated.

I OWN A SMALL BUSINESS IN DOWNTOWN GARLAND,
I HAVE A PHD IN ART & TECHNOLOGY, AND I AM CURRENTLY A COLLEGE
If you have previously served on a City Board or Commission, please specify and list dates of service. ART PROF.

List civic or community endeavors with which you have been involved.

I AM THE TREASURER FOR THE GDBA, CURRENT MEMBER
OF THE GARLAND CHAMBER OF COMMERCE.

What is your educational background?

I HAVE A BFA, MFA, AA, PHD.

What is your occupational experience?

I AM A PROFESSIONAL PRACTICING ARTIST, CO-OWNER OF
THE ART LOUNGE IN DOWNTOWN GARLAND, I TEACH FINE ART AT

I hereby affirm that all statements herein are true and correct.

[Signature] Signature of Applicant

THE COLLEGE LEVEL

Board or Commission of first, second and third choice:

☐ Board of Adjustment

☒ Garland Cultural Arts Commission

☐ Parks and Recreation Board

☐ Citizens Environmental and Neighborhood Advisory Committee

☐ Garland Youth Council **

☐ Plan Commission *

☐ Civil Service Commission

☐ Library Board

☐ Senior Citizens Advisory Committee

☐ Community Multicultural Commission

☐ Property Standards Board

☐ Unified Building Standards Commission

** Garland Youth Council has a separate application

FOR OFFICE USE ONLY

Ad Valorem Tax Status

Current ☒

Past Due ☐

Date Appointed

Utility Account Status

Current ☒

Past Due ☐

Appointed By

CSO Suit/Claim Filed

Yes ☐ No ☒

Date Notified

Clerk Signature & Date

Courtney Vannoy
7-6-21

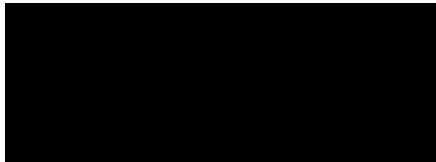
Disclosure Form Filed

Revised 05/2021

T R A Y C

C L A Y B R O O K , M F A

EDUCATOR, ENTREPRENEUR, CREATIVE



in

www.linkedin.com/in/traycclaybrook

www.traycclaybrook.com

SUMMARY

I am a creative, diligent Professor with experience and passion for teaching, managing the classroom, student instruction and projects. I am highly organized, very creative, detail-oriented, and enjoy bringing inspiration to a creative environment. I am versed in the art of managing curriculum, course content, and student needs and resources. The thing that sets me apart is my ingenuity, creativity, and the ability to quickly adapt to any situation. I have spent the last 20 years managing large major motion picture productions all the way down to small college classrooms. I have learned a lot of technology and people skills along the way. I just might be your missing link!

EDUCATION

PhD. Art & Technology
University of Dallas
2007 – 2011

M.F.A Painting & Graphic Design
Texas Woman's University
2000-2004

B.F.A. Painting & Printmaking
The Kansas City Art Institute
1987-1991

A.A. Computer Animation
The Art Institute of Dallas
1993-1995

WORK EXPERIENCE

Professor of Design, Drawing, Painting, Art Appreciation Richland College | 2018 – present

The mission of Richland College is teaching, learning, and community building. Richland College offers courses, programs, and services to empower students to achieve their educational goals and become lifelong learners and global citizens, building sustainable local and world community. I empower my students to model excellence in their education and chosen career path.

- Develop, update, and manage curriculum and rubrics.
- Collaborate with other departments to create more diverse and balanced learning opportunities for students by working with theories and methods outside of the traditional curriculum.
- Organize and develop new curriculum that utilizes the college's growing resources.
- Engage in scholarship/creative activities, provide service to the department, college and community.
- Facilitate interdisciplinary partnerships to provide students learning experiences across departments and platforms.
- Oversee, inspire and mentor students in the creation of portfolios and guide students on a journey to successfully graduate and enter four-year programs.
- Guide, teach and mentor students to create relevant, compelling and on-trend work for their graduating portfolios.

Owner/Operator,

The Frocksy Vintage Vogue | 2017 – present

Business owner, fashion curator, visuals and design

- Design and execute sales floor and window displays.
- Curate all merchandise and make any necessary repairs and cleaning.
- Manage all accounts including buying contracts, rent, utilities, etc.



GARLAND

TEXAS MADE HERE

**CITY OF GARLAND
RECEIVED
JUL 15 2021
CITY SECRETARY**

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: _____

Name: KEN RISSEUR

Phone: _____

Address: 4130 CARRINGTON DRIVE

Phone: _____

City, State, Zip: GARLAND TX 75043

Email: _____

Resident of Garland for 20 years

Resident of Texas for 36 years

✓ Dallas County Voter Registration Number _____ Garland City Council District Number 3

Have you ever been convicted of a felony? ☐ Yes ☒ No

Have you ever been convicted of a Class A misdemeanor? ☒ Yes ☐ No

Please list any experience that qualifies you to serve in the areas you have indicated.

HEAVILY INVESTED IN MY COMMUNITY, GREAT INTEREST & EXPERIENCE IN HELPING INVOLVED IN ENVIRONMENTAL ISSUES - RECYCLING/COMPOSTING/CONSERVING COMMUNITIES BOND & STRIVE TO IMPROVE

If you have previously served on a City Board or Commission, please specify and list dates of service.

CENAC/ECAB - MAYOR'S APPOINTEE SINCE 2009

List civic or community endeavors with which you have been involved. **2009 - PRESENT BOARDS MEMBER ECAB, KEEP GARLAND BEAUTIFUL, SHORES OF WELLINGTON HOA SPCA EVENT COMMITTEE 2010 - PRESENT**

What is your educational background?

B.A.S. - UNT (POLITICAL SCIENCE) MINORS: CRIMINOLOGY, SOCIOLOGY, JOURNALISM

What is your occupational experience?

13 YRS INFORMATION SPECIALIST - FDIC; 25 YRS IN TRAVEL/HOSPITALITY 12 YRS TRAVEL/HOSP. MGMT

I hereby affirm that all statements herein are true and correct.

Ken Rissur

Board or Commission of first, second and third choice:

☒ Board of Adjustment

☐ Environmental & Community Advisory Board

☐ Civil Service Commission

☐ Community Multicultural Commission

☐ Garland Cultural Arts Commission

☐ Garland Youth Council **

☐ Library Board

3 ☐ Property Standards Board

2 ☐ 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

Utility Account Status

CSO Suit/Claim Filed

Clerk Signature & Date

Current

Current

Yes

No

Past Due

Past Due

Date Appointed

Appointed By

Date Notified

Disclosure Form Filed

Revised 05/2021

Courtney Kinaver
7.15.21



GARLAND

TEXAS MADE HERE

CITY OF GARLAND
RECEIVED
MAY 19 2021
CITY SECRETARY

Application for City of Garland Boards/Commissions/Committees

Return completed application to: City Secretary's Office, 200 North Fifth Street, Garland, Texas 75040

Please Type or Print Clearly:

Date

Name: Bettye Haynes Phone

Address: 213 Kingsbridge Dr. Phone

City, State, Zip: Garland Tx 75040 Email

Resident of Garland for 39 years

Resident of Texas for 58 years

✓ Dallas County Voter Registration Number [REDACTED] Garland City Council District Number SV

Have you ever been convicted of a felony? ☐ Yes ☒ No

Have you ever been convicted of a Class A misdemeanor? ☐ Yes ☒ No

Please list any experience that qualifies you to serve in the areas you have indicated.

I presently serve on Library Board. Served on Library Board in McKinney Tx. Volunteered at Library in Paris Tx

If you have previously served on a City Board or Commission, please specify and list dates of service.

Library Board 1980-1983, ~~1983-1992~~ 1992-2002, 2003 to present

List civic or community endeavors with which you have been involved.

Star Spangled Fourth Volunteer, Central Area Plan Implementation Comm, Library Volunteer

What is your educational background?

BA in Eng. 12 hrs on Master of Library Science

What is your occupational experience?

Substitute teacher, Office manager, Admin. Asst

I hereby affirm that all statements herein are true and correct.

Bettye Haynes

Board or Commission of first, second, and third choice:

☐ Board of Adjustment	☐ Garland Youth Council **	☐ Parks and Recreation Board
☐ Citizens Environmental and Neighborhood Advisory Committee	☐ Property Standards Board	☐ Plan Commission
☐ Community Multicultural Commission	☒ Library Board	☐ Senior Citizens Advisory Committee
☐ Garland Cultural Arts Commission		☐ Unified Building Standards Commission

**Garland Youth Council has a separate application

FOR OFFICE USE ONLY

Ad Valorem Tax Status
Utility Account Status

Current ☒
Current ☒

Past Due
Past Due

Date Appointed

Appointed By

Date Notified

Disclosure Form Filed

CSO Suit/Claim Filed
Clerk Signature & Date

Yes ☐ No ☒

Courtney Vanover
5.19.21

Revised 03/2018



GARLAND

TEXAS MADE HERE

**CITY OF GARLAND
RECEIVED
APR 26 2021
CITY SECRETARY**

Application for City of Garland Boards/Commissions/Committees

Return completed application to: City Secretary's Office, 200 North Fifth Street, Garland, Texas 75040

Please Type or Print Clearly:

Date: 4/26/2021

Name: Donald Koerner

Phone

Address: 7121 Wills drive

Phone

City, State, Zip: Garland, TX 75043

Email

Resident of Garland for 40 years

Resident of Texas for 40 years

✓ Dallas County Voter Registration Number [REDACTED] Garland City Council District Number 3 ✓

Have you ever been convicted of a felony? ☐ Yes ☒ No

Have you ever been convicted of a Class A misdemeanor? ☐ Yes ☒ No

Please list any experience that qualifies you to serve in the areas you have indicated.

37 years as a community officer at G.P.D. Kiwanis club, Working with Garland Yout sports 27 years

If you have previously served on a City Board or Commission, please specify and list dates of service.

Yes the past 2 years on the Parks Board.

List civic or community endeavors with which you have been involved.

Kiwanis K Kids, South Garland LL, Founder of the Garland Police Youth Program and SRO in 1989

What is your educational background?

High School and some college

What is your occupational experience?

Worked at the Garland Police Dept for 37 years

I hereby affirm that all statements herein are true and correct

Don Koerner

Board or Commission of first, second, and third choice:

☐ Board of Adjustment	☐ Garland Youth Council **	☒ Parks and Recreation Board
☐ Citizens Environmental and Neighborhood Advisory Committee	☐ Property Standards Board	☐ Plan Commission
☐ Community Multicultural Commission	☐ Library Board	☐ Senior Citizens Advisory Committee
☐ Garland Cultural Arts Commission		☐ Unified Building Standards Commission

**Garland Youth Council has a separate application

FOR OFFICE USE ONLY

Ad Valorem Tax Status
Utility Account Status

Current ☒
Current ☒

Past Due ☐
Past Due ☐

Date Appointed _____

Appointed By _____

Courtney Vanover

4.27.21



CITY OF GARLAND
RECEIVED
JUN 22 2021

CITY SECRETARY

Application for City of Garland Boards/Commissions/Committees

Please Type or Print Clearly:

Date: May 24, 2021

Name: Wayne Dalton

Phone: [REDACTED]

Address: 1309 Peaceway

Phone: [REDACTED]

City, State, Zip: Garland, Tx 75043

Email: [REDACTED]

✓ Resident of Garland for 17 years Resident of Texas for 74 years

✓ Dallas County Voter Registration Number [REDACTED] Garland City Council District Number 3

Have you ever been convicted of a felony? ☐ Yes ☒ No

Have you ever been convicted of a Class A misdemeanor? ☐ Yes ☒ No

Please list any experience that qualifies you to serve in the areas you have indicated.

Background in construction, life safety, communications

If you have previously served on a City Board or Commission, please specify and list dates of service.

Yes. Current Plan Commission At Large, Former Plan Commission District 3, Former Utility Advisory Board

List civic or community endeavors with which you have been involved.

Garland Citizens Police Academy, Garland Citizens Fire Academy, Garland Amateur Radio Club, Garland RACES

What is your educational background?

Some College, Technical training, Multiple training certificates. NICET Level 3 in fire alarm. State licensed Alarm Planning Superintendent

What is your occupational experience?

Involved in company that services and installs fire alarm, sprinkler, audio and video systems.X

I hereby affirm that all statements herein are true and correct.

Board or Commission of first, second and third choice:

☐ Board of Adjustment

☐ Electrical Board

☐ Parks and Recreation Board

☒ 2 Building and Fire Codes Board

☐ Garland Cultural Arts Commission

☒ 1 Plan Commission *

☐ Citizens Environmental and Neighborhood Advisory Committee

☐ Garland Youth Council **

☐ Plumbing and Mechanical Codes Board

☐ Civil Service Commission

☒ 3 Property Standards Board

☐ Senior Citizens Advisory Committee

☐ Community Multicultural Commission

☐ Library Board

* Plan Commission members must live in district

** Garland Youth Council has a separate application

Return completed application to:

City Secretary's Office
200 N. Fifth St.
Garland, TX 75040
Fax: 972-205-2504
Email: RDowl@GarlandTX.gov

Courtney Vanover
6.22.21

Revised 05/2021

CITY OF GARLAND
RECEIVED
MAY 19 2021

CITY SECRETARY



GARLAND
TEXAS MADE HERE

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: May 19, 2021

Name: David Perry _____ Phone: _____ (Home)

Address: 4010 Wallingford Drive _____ Phone: _____ (Cell)

City, State, Zip: Garland, Texas 75043

Resident of Garland for 24 years Resident of Texas for 57 years

✓ Dallas County Voter Registration Number _____ Garland City Council District Number 3 ✓

Have you ever been convicted of a felony? ☐ Yes ☒ No

Have you ever been convicted of a Class A misdemeanor? ☐ Yes ☒ No

Please list any experience that qualifies you to serve in the areas you have indicated. **Leadership Garland Graduate (Class XVIII); Board Member-Garland's Property Standards Board (Chairman); City of Garland 2018 Bond Study Committee Member; City of Garland TIF Board #3 (Medical District); Board Member -Union Gospel Mission; Internal Auditor (20 plus years); DART Bus Operations Department – Program Manager (Currently).**

If you have previously served on a City Board or Commission, please specify and list dates of service. **7/98 – 12/08 (South Area Implementation Committee). Board Member-Garland's Property Standards Board (Chairman) 1999-Present; City of Garland 2018 Bond Study Committee Member; City of Garland TIF Board #3 (Medical District) 2019-Current.**

List civic or community endeavors with which you have been involved. **Leadership Garland Graduate (Class XVIII); Board Member -Union Gospel Mission-Dallas; Deacon- North Dallas Community Bible Fellowship**

What is your educational background? **(BS) Accounting**

What is your occupational experience? **Internal Auditor (20 plus years); Business/Program Manager (12 years)**

I hereby affirm that all statements herein are true and correct.
Applicant

David Perry _____ Signature of

Board or Commission of first, second and third choice:		
☐ Board of Adjustment	☐ Garland Cultural Arts Commission	☐ Parks and Recreation Board
☐ Citizens Environmental and Neighborhood Advisory Committee	☐ Garland Youth Council **	☐ 2 Plan Commission *
☐ Civil Service Commission	☐ Library Board	☐ Senior Citizens Advisory Committee
☐ Community Multicultural Commission	☐ 1 Property Standards Board	☐ Unified Building Standards Commission

** Garland Youth Council has a separate application

FOR OFFICE USE ONLY

Ad Valorem Tax Status ☒ Current ☐ Past Due ☐ Date Appointed ☐

Utility Account Status CSO Sui ☐ t/Claim Filed ☒ Cur Yes ☐ rent ☐ No ☐ Past Due ☐ Date Notified ☐

Appointed By Courtney Vanover 5.19.21

Clerk Signature & Date Courtney Vanover 5.19.21

Disclosure Form Filed

Revised 05/2021

Democracy in Action

The American democratic experience is built upon the foundation of concerned and caring residents becoming actively involved in local government. Consistent with this principle, Garland's Charter provides for the City Council to utilize resident volunteers to assist in carrying out the many functions of municipal government by serving on the City's Advisory Boards and Commissions. Please give serious consideration to becoming more involved in helping make Garland the best city possible by applying to serve on a board or commission of your choice. For further information, call 972-205-2404.

Process For Selection

Board members are selected for two-year terms by the City Council in August. Terms are usually staggered whereby at least half of the membership has board experience.

All applicants and incumbents must submit a Board and Commission Application form by July 1. Members of some boards must possess certain technical skills as specified by ordinance. All board and commission members must file a Code of Ethics Disclosure Form with the City Secretary.

Applicants will be notified of acceptance by mail after their appointment. Because vacancies may arise during the year, all applications are kept on file for one year.

Qualifications

The Garland Charter and Code of Ordinances establish certain qualifications that must be met by members of boards and commissions. In addition to special

qualifications for service, a board member must:

- have been a resident of the state of Texas for one year and of Garland for six months prior to the date of appointment;
- be a qualified voter at time of appointment;
- not be in arrears on City taxes, utility service charges or other obligations owed the City;
- have not been convicted of a felony;
- have not been convicted of a Class A misdemeanor;
- not be an adversary party to pending litigation against the City.

Boards and Commissions

Board of Adjustment

- Consists of nine members
- Meets third Wednesday of every month
- Considers applications for variances to zoning ordinance regulation, hears appeals regarding determinations of the Zoning Administrator, and considers action concerning non-conforming uses

Citizens Environmental and Neighborhood Advisory Committee

- Consists of nine members
- Meets second Wednesday of each month
- Reviews, develops and recommends new and expanded projects to the City Council

Civil Service Commission

- Reviews policy and procedures of the Police and Fire departments with primary focus on disciplinary, testing, hiring and promotional procedures

Community Multicultural Commission

- Consists of 13 members
- Meets third Thursday of each month
- Researches issues and makes recommendations to Council concerning the City's changing demographic composition and diverse needs

Garland Cultural Arts Commission

- Consists of nine members
- Meets quarterly
- Advises on policies of the Arts Center, negotiates contracts for usage of Heritage Park, awards grants to arts groups, and promotes the arts in general

Garland Youth Council

- Consists of 20 members; all high school age
- One-year terms
- Meets second Tuesday of every month
- Advises Council of wants and needs of Garland youth and acts as ambassadors for the City of Garland

Library Board

- Consists of nine members
- Meets second Monday of every month
- Advises Council on library services and programs

Property Standards Board

- Consists of nine members
- Meets as needed
- Reviews staff recommendations and issues orders requiring repair/demolition and/or civil penalties

Parks and Recreation Board

- Consists of nine members



GARLAND

TEXAS MADE HERE

CITY OF GARLAND
RECEIVED
MAY 18 2021
CITY SECRETARY

Application for City of Garland Boards/Commissions/Committees

Please Type or Print Clearly:

Date: 05-01-2021

Name: ROBNETT, SHIRLEY Phone: [REDACTED]

Address: 1713 RUSSELL Phone: [REDACTED]

City, State, Zip: GARLAND, TX 75040 Email: [REDACTED]

Resident of Garland for 55 years

Resident of Texas for 86 years DOB [REDACTED]

✓ Dallas County Voter Registration Number [REDACTED] Garland City Council District Number 2 ✓

Have you ever been convicted of a felony? ☐ Yes ☒ No

Have you ever been convicted of a Class A misdemeanor? ☐ Yes ☒ No

Please list any experience that qualifies you to serve in the areas you have indicated.

SENIOR ADVISORY COMMISSION SINCE 2010. ACTING AS CHAIR OR VICE CHAIR MOST OF TIME

If you have previously served on a City Board or Commission, please specify and list dates of service.

SENIOR ADVISORY COMMISSION SINCE MARCH, 2010 SERVING AS EITHER CHAIR OR VICE CHAIR MOST OF THE TIME

List civic or community endeavors with which you have been involved.

CITIZENS FIRE CLUB - TREASURER, CITIZENS POLICE CLUB, CITIZENS DPS CLUB, PRIME WATCH (COPRIID)

What is your educational background?

MASTERS DEGREE IN BUSINESS MANAGEMENT

What is your occupational experience?

PRESIDENT/MANAGER OF FINANCIAL INSTITUTIONS, ACCOUNTANT FOR U.S. TRUSTEE

I hereby affirm that all statements herein are true and correct.

Board or Commission of first (1st), second (2nd), and third (3rd) choice:

☐ Board of Adjustment

☐ Community Multicultural Commission

☐ Environmental and Community Advisory Board

☐ Garland Cultural Arts Commission

☐ Garland Youth Council **

☐ Library Board

☐ Parks and Recreation Board

☐ Plan Commission *

☐ Property Standard Board

☒ Senior Citizens Advisory Committee

☐ TIF Downtown

☐ TIF Medical District

☐ TIF South

☐ Unified Building Standards Commission

Return completed application to:

Courtney Vanover
5-18-21

City Secretary's Office
200 North Fifth Street
Garland, TX 75040
Fax: 972-205-2504
Email: rdowl@GarlandTx.gov

*Plan Commission members must live in district

** Garland Youth Council has a separate application

Revised 02/2020



GARLAND

TEXAS MADE HERE

CITY OF GARLAND
RECEIVED
JUL 12 2021

CITY SECRETARY

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: July 12, 2021

Name: Allan M. Stafford

Phone

Address: 120 W Ave D

Phone

City, State, Zip: Garland, TX 75040

Email

Resident of Garland for 71 years Resident of Texas for 72 years

✓ Dallas County Voter Registration Number [REDACTED] and City Council District Number 2

Have you ever been convicted of a felony? ☐ Yes ☒ No

Have you ever been convicted of a Class A misdemeanor? ☐ Yes ☒ No

Please list any experience that qualifies you to serve in the areas you have indicated.

PAST SERVICE ON TIF

If you have previously served on a City Board or Commission, please specify and list dates of service.

Downtown Tiff

Community Development

List civic or community endeavors with which you have been involved.

Downtown Tiff

What is your educational background?

Garland High School 1966

Dallas Baptist College BA 1970 Southern Methodist University JD 1973

What is your occupational experience?

Attorney

I hereby affirm that all statements herein are true and correct.

[Signature]

Board or Commission of first, second and third choice:

___ Board of Adjustment

___ Environmental & Community Advisory Board

___ 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

TIF Downtown

FOR OFFICE USE ONLY

Ad Valorem Tax Status

Utility Account Status

CSO Suit/Claim Filed

Clerk Signature & Date

Current

Current

Yes

No

Past Due

Past Due

Date Appointed

Appointed By

Date Notified

Disclosure Form Filed

[Signature: Courtney Vanover]
7.12.21

Revised 05/2021



GARLAND

TEXAS MADE HERE

CITY OF GARLAND
RECEIVED
JUL 12 2021

CITY SECRETARY

Application for City of Garland Boards/Commissions/Committees

Return completed application to City Secretary's Office, 200 N. Fifth St., Garland, Texas 75040 | Email: RDowling@GarlandTX.gov

Please Type or Print Clearly:

Date: 7-12-21

Name: Patrick Abell

Phone: _____

Address: 4005 Princeton Dr

Phone: _____

City, State, Zip: Garland TX 75042

Email: _____

Resident of Garland for 23 years

Resident of Texas for 43 years

✓ Dallas County Voter Registration Number _____ and City Council District Number 6

Have you ever been convicted of a felony? ☐ Yes ☒ No

Have you ever been convicted of a Class A misdemeanor? ☐ Yes ☐ No

Please list any experience that qualifies you to serve in the areas you have indicated.

Real Estate Agent, Community Banking and Volunteer work

If you have previously served on a City Board or Commission, please specify and list dates of service.

Bass Pro T.I.F., Current Chair of T.I.F. 3

List civic or community endeavors with which you have been involved.

Storm recovery, Neighborhood Clean Up, Repair request Coordination.

What is your educational background?

High School Diploma. 500+ hours of Professional Development

What is your occupational experience?

Realtor, Branch Management in Banking, Sales

I hereby affirm that all statements herein are true and correct.

Board or Commission of first, second and third choice:		
☐ Board of Adjustment	☐ Garland Cultural Arts Commission	☐ Parks and Recreation Board
☐ Environmental & Community Advisory Board	☐ Garland Youth Council **	☐ Planning Commission *
☐ Civil Service Commission	☐ Library Board	☐ Senior Citizens Advisory Committee
☐ Community Multicultural Commission	☐ Property Standards Board	☐ Unified Building Standards Commission

** Garland Youth Council has a separate application

FOR OFFICE USE ONLY

Ad Valorem Tax Status
Utility Account Status
CSO Suit/Claim Filed

Current ☒
Current ☒
Yes ☐ No ☒

Past Due _____
Past Due _____

Date Appointed _____

Appointed By _____

Date Notified _____

Disclosure Form Filed _____

Clerk Signature & Date

Courtney Vanover
7.12.21

Revised 05/2021



GARLAND

TEXAS MADE HERE

CITY OF GARLAND
RECEIVED
MAY 20 2021

CITY SECRETARY

Application for City of Garland Boards/Commissions/Committees

Please Type or Print Clearly:

Date: 5-19-21

Name: Mark E. Tyler

Phone:

Address: 5809 Harbor Town Drive

Phone:

City, State, Zip: Garland, TX 75044

Email:

Resident of Garland for 52 years

Resident of Texas for 59 years

Dallas County Voter Registration Number

Garland City Council District Number 1

Have you ever been convicted of a felony? ☐ Yes ☒ No

Have you ever been convicted of a Class A misdemeanor? ☐ Yes ☒ No

Please list any experience that qualifies you to serve in the areas you have indicated.

Custom Home Builder, Home Inspector, Firefighter

If you have previously served on a City Board or Commission, please specify and list dates of service.

Property Standards Board

Unified Building Standards Commission

Aug. 2018 - Aug. 2019

Aug. 2019 - present

List civic or community endeavors with which you have been involved.

Dallas Co. Republican Party Executive Committee, Precinct 2708 Chairman (R), Dallas

Co. Election Judge, Dallas Co. Election Clerk, Dallas Christian Firefighters Association,

Texas Baptist Men Disaster Relief

What is your educational background?

South Garland High School - 1980

Tyler Junior College - 1982

What is your occupational experience?

Home Builder - 25 years.

Home Inspector - 23 years.

Dallas Firefighter - 36 years.

I hereby affirm that all statements herein are true and correct.

Mark E. Tyler

Board or Commission of first, second and third choice:

☐ Board of Adjustment

☐ Electrical Board

☐ Parks and Recreation Board

☐ Building and Fire Codes Board

☐ Garland Cultural Arts Commission

☐ Plan Commission *

☐ Citizens Environmental and Neighborhood Advisory Committee

☐ Garland Youth Council **

☐ Plumbing and Mechanical Codes Board

☐ Civil Service Commission

☒ 1 Property Standards Board

☐ Senior Citizens Advisory Committee

☐ Community Multicultural Commission

☐ Library Board

☒ 2 Unified Building Standards Commission

* Plan Commission members must live in district

** Garland Youth Council has a separate application

Return completed application to:

City Secretary's Office

200 N. Fifth St.

Garland, TX 75040

Fax: 972-205-2504

Email: RDowla@GarlandTX.gov

Courtney Vanover
5-20-21

Revised 05/2021



Application for City of Garland Boards/Commissions/Committees

Return completed application to City Secretary's Office, 200 N. Fifth St., Garland, Texas 75040 | Email: RDowling@GarlandTX.gov

Please Type or Print Clearly:

Date: 6/23/2021

Name: Isaac Abu

Phone

(Home)

Address: 809 Mill Branch Dr

Phone

(Other)

City, State, Zip: Garland Tx 75040

Email

Resident of Garland for 20 years

Resident of Texas for 20 years

✓ Dallas County Voter Registration Number [REDACTED] Garland City Council District Number 1709-2

Have you ever been convicted of a felony? ☐ Yes ☒ No

Have you ever been convicted of a Class A misdemeanor? ☐ Yes ☒ No

Please list any experience that qualifies you to serve in the areas you have indicated.

Learned a lot growing up in a civil service household. My late father was an accomplished civil servant and took time to teach me on procedures in civil service. I understand the importance of the service and the important roles it plays in the lives of residents.

If you have previously served on a City Board or Commission, please specify and list dates of service.

N/A

List civic or community endeavors with which you have been involved.

Participated in the annual back to school events run by the Garland local chapter of the NAACP.

What is your educational background?

College educated as well as a training specialist

What is your occupational experience?

An educator and mentor to young men and women seeking a second chance.

I hereby affirm that all statements herein are true and correct.

Board or Commission of first, second and third choice:

☐ Board of Adjustment

☐ Garland Cultural Arts Commission

3 Parks and Recreation Board

☐ Citizens Environmental and Neighborhood Advisory Committee

☐ Garland Youth Council **

☐ Plan Commission *

☒ Civil Service Commission

☐ Library Board

☐ Senior Citizens Advisory Committee

2 Community Multicultural Commission

☐ Property Standards Board

☐ Unified Building Standards Commission

** Garland Youth Council has a separate application

FOR OFFICE USE ONLY

Ad Valorem Tax Status

Current ☒

Past Due ☐

Date Appointed

Utility Account Status

Current ☒

Past Due ☐

Appointed By

CSO Suit/Claim Filed

Yes ☐

No ☒

Date Notified

Clerk Signature & Date

Courtney Valover
6.23.21

Disclosure Form Filed

Revised 05/2021



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: June 30, 2021

Name: Felicia Fuller

Phone

(Home)

Address: 2013 Novel Dr

Phone

(Other)

City, State, Zip: Garland, TX 75040

Email

✓ Resident of Garland for 11 years Resident of Texas for 23 years

✓ Dallas County Voter Registration Number [REDACTED] Garland City Council District Number 2

Have you ever been convicted of a felony? ☐ Yes ☒ No

Have you ever been convicted of a Class A misdemeanor? ☐ Yes ☒ No

Please list any experience that qualifies you to serve in the areas you have indicated.

I have experience in organizing projects, coordinating activities across multiple teams both domestic and international and effective in crisis management. I'm a member of a non-profit organization who's purpose is to provide assistance and support through established programs in the Dallas County Community. The programs

If you have previously served on a City Board or Commission, please specify and list dates of service.

NA

List civic or community endeavors with which you have been involved.

PTA Coyle Middle School, Non-Profit Participation(Voters Registration Drives, Deputy Registrar for area Elections Departments, Letter Writing Campaign, Thanksgiving Food Pantry, Christmas Toy Drive, Back To School Drive)

What is your educational background?

B.S. Computer Information Systems

What is your occupational experience?

I've worked in Information Technology for 23 years and during that time i've held several positions such as software engineer, business analyst and project manager.

I hereby affirm that all statements herein are true and correct.

Board or Commission of first, second and third choice:		
☐ Board of Adjustment	☐ Garland Cultural Arts Commission	☐ Parks and Recreation Board
☐ Citizens Environmental and Neighborhood Advisory Committee	☐ Garland Youth Council **	☐ Plan Commission *
☐ Civil Service Commission	☐ Library Board	☐ Senior Citizens Advisory Committee
☐ Community Multicultural Commission	☐ Property Standards Board	☐ Unified Building Standards Commission
** Garland Youth Council has a separate application		

FOR OFFICE USE ONLY

Ad Valorem Tax Status

Current

Past Due

Date Appointed

Utility Account Status

Current

Past Due

Appointed By

CSO Suit/Claim Filed

Yes

No

Date Notified

Clerk Signature & Date

Courtney Vanover
7.26.21

Disclosure Form Filed

Revised 05/2021



GARLAND

TEXAS MADE HERE

Application for City of Garland Boards/Commissions/Committees

Return completed application to: City Secretary's Office, 200 North Fifth Street, Garland, Texas 75040

Please Type or Print Clearly:

Date: 7/15/2021

Name: Daphne Dean Phone [REDACTED]

Address: 1957 Garrison Way Phone [REDACTED]

City, State, Zip: Garland, Texas 75040 Email [REDACTED]

Resident of Garland for 14 years Resident of Texas for About 20 years

Dallas County Voter Registration Number [REDACTED] Garland City Council District Number 2

Have you ever been convicted of a felony? ☐ Yes ☒ No

Have you ever been convicted of a Class A misdemeanor? ☐ Yes ☒ No

Please list any experience that qualifies you to serve in the areas you have indicated.

I have been involved in the following projects: recycling, community engagement and beautification

If you have previously served on a City Board or Commission, please specify and list dates of service.

No

List civic or community endeavors with which you have been involved.

Garland NAACP, Kimberlin Academy PTA, Mt. Hebron Academy PTF, Delta Sigma Theta, church

What is your educational background?

I hold a M.S. degree (University of North Texas) and a B.A. from (Southern University A&M University).

What is your occupational experience?

I have been an educator and consultant for over 20 years.

I hereby affirm that all statements herein are true and correct.

Daphne Dean
Signature of Applicant

Board or Commission of first, second, and third choice:

☐ Board of Adjustment

☐ Garland Youth Council **

☐ Parks and Recreation Board

☒ Citizens Environmental and Neighborhood Advisory Committee

☐ Property Standards Board

☐ Plan Commission

☐ Community Multicultural Commission

☐ Library Board

☐ Senior Citizens Advisory Committee

☐ Garland Cultural Arts Commission

☐ 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 ☐

Date Appointed _____

Appointed By _____

CSO Suit/Claim Filed

Yes ☐ No ☒

Date Notified _____

Clerk Signature & Date

Courtney Vanover 7/15/21

Disclosure Form Filed _____

Revised



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: 17 July 2021

Name: John Ball

Phone: [REDACTED]

Address: 1121 Shorecrest

Phone: [REDACTED]

City, State, Zip: Garland, Tx. 75040

Email: [REDACTED]

✓ Resident of Garland for 50+ years Resident of Texas for 70+ years

Dallas County Voter Registration Number [REDACTED] Garland City Council District Number 2

Have you ever been convicted of a felony? ☐ Yes ☒ No

Have you ever been convicted of a Class A misdemeanor? ☐ Yes ☒ No

Please list any experience that qualifies you to serve in the areas you have indicated.

I have been a business owner. Previously served on Code Compliance Board and Citizens Environmental Advisory Board.

If you have previously served on a City Board or Commission, please specify and list dates of service.

Code Compliance Board 2002-2015

Citizens Environmental Advisory Board 2015- Present

List civic or community endeavors with which you have been involved.

I have served as a Cub Scout leader, Boy Scout Leader for over 20 years, Sunday School Teacher, Substitute School Teacher

What is your educational background?

BA University of Plano, BA University of Dallas, Trinity International University Post graduate studies, Independent Electrical Contractors Dallas, Texas, Electrical studies, Licensed Electrician, Pilot

What is your occupational experience?

Teacher, Electrician, Welder

I hereby affirm that all statements herein are true and correct.

John Ball

Board or Commission of first, second and third choice:		
☐ Board of Adjustment	☐ Garland Cultural Arts Commission	☐ Parks and Recreation Board
☐ Citizens Environmental and Neighborhood Advisory Committee	☐ Garland Youth Council **	☐ Plan Commission *
☐ Civil Service Commission	☐ Library Board	☐ Senior Citizens Advisory Committee
☐ Community Multicultural Commission	☐ Property Standards Board	☐ Unified Building Standards Commission

** Garland Youth Council has a separate application

TIF#3

FOR OFFICE USE ONLY

Ad Valorem Tax Status
Utility Account Status
CSO Suit/Claim Filed

Current ☒
Current ☒
Yes ☒ No ☒

Past Due ☐
Past Due ☐
Yes ☐ No ☒

Date Appointed _____
Appointed By _____

Date Notified _____

Clerk Signature & Date

Courtney Vanover
7.19.21

Disclosure Form Filed _____

Revised 05/2021