GARLAND

AGENDA

CITY COUNCIL WORK SESSION
City of Garland
Work Session Room, City Hall
200 North Fifth Street
Garland, Texas
March 6, 2017
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.

Regular Item: These items generally require discussion between the Council and staff, boards, commissions, or consultants. These items are often accompanied by a formal presentation followed by discussion.

[Public comment will not be accepted during Work Session unless Council determines otherwise.]

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. 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.

2. Written Briefings:

a. 2016-17 Budget Amendment No. 1

Council is requested to amend the 2016-17 Adopted Budget in order to appropriate available funds. Unless otherwise directed by Council, this item will be scheduled for formal consideration at the March 21, 2017 Regular Meeting.

b. 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 Policy, and Statement of Investment Strategy.

3. Verbal Briefings:

a. Charter Review

At the request of Council Member Rich Aubin and Council Member Lori Barnett Dodson, Council is requested to consider a charter review committee. The City Charter requires the Council first convene a Charter Review Committee, composed of not less than nine (9) residents of the City, to make recommendations to the Council on any such amendment. The Council shall establish the Charter Review Committee no later than the second regular meeting of the Council in the October preceding an election in the following May.

4. Regular Items:

a. Adoption of a Resolution Regarding Funding for the IH-635 East Reconstruction Project

At the request of Council Member Rich Aubin and Council Member B.J. Williams, Council is requested to consider the adoption of a resolution regarding funding for the IH-635 East reconstruction project. Unless otherwise directed by Council, this item will be scheduled for formal consideration at the February 21, 2017 Regular Meeting.

b. Consider Equipment Use Policy for City Owned Equipment

Nonprofits, individuals, and other organizations consistently request the use of the Parks, Recreation, and Cultural Arts city owned equipment. It is necessary to develop a policy that guides requests from the public for the use of this equipment. Staff recommends that Council consider and approve this policy that would allow for city staff to review each request on a case by case basis to evaluate the appropriateness and availability of requested equipment.

c. City Council Policy Guiding the Issuance of Tax Credit Support Resolutions

Discuss the development and adoption of a Policy and Application for review and approval of requests for Resolutions of Support for Texas Department Housing and Community Affairs Tax Credit Applications.

d. Review Proposed Changes to Council Policies

Council will continue the discussion of the Council Policies.

e. Downtown Square Design Project

At the request of Council Member Anita Goebel, Council Member David Gibbons and Council Member Rich Aubin, Staff will provide information regarding the Public Hearing for the Downtown Square which was held on February 23, 2017. The purpose of this item is to discuss the Downtown Square Design Project, receive feedback from Council on format of February 23rd public meeting, and receive citizen feedback from meeting.

5. Discuss Appointments to Boards and Commissions

a. <u>Council Member Rich Aubin</u>

- Reta Day - Garland Cultural Arts Commission

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:

1. The City Council will convene in executive session to discuss, deliberate, vote on or take final action regarding the following competitive matters that would, if disclosed, give advantage to competitors or prospective competitors including any matter that is reasonably related to the categories of information described by Sec. 551.806 and Sec. 552.133, TEX. GOV'T CODE.

- **A briefing from the Risk Oversight Committee on GP&L fuel and energy activities for FY2016**
- **Energy trading risk management software system purchase**

---

8. Adjourn

GARLAND
POLICY REPORT

City Council Work Session Agenda **2.a.**

Meeting Date: March 6, 2017
Item Title: 2016-17 Budget Amendment No. 1
Submitted By: Ron Young, Budget Director
Council Goal: Financially Stable Government with Tax Base that Supports Community Needs

---

ISSUE

Amend the 2016-17 Adopted Budget in order to appropriate available funds for the following:

(1) Projects approved in last year's Budget but not completed by the fiscal year-end.
(2) Rollover of open Purchase Orders from the 2015-16 fiscal year.
(3) Grant and other funds recently awarded to the City.
(4) Expenditures not anticipated in the 2016-17 Adopted Budget.

OPTIONS

(A) Approve Budget Amendment No. 1 as proposed.
(B) Approve portions of Budget Amendment No. 1.
(C) Do not approve Budget Amendment No. 1.

RECOMMENDATION

Option (A) – Approve Budget Amendment No. 1 as proposed. Unless otherwise directed by Council, this item will be scheduled for formal consideration at the March 21, 2017 Regular Meeting.

BACKGROUND

(1) <u>Carry-Over of 2015-16 Incomplete Projects</u>

(a) Street Upgrades

The FY 2015-16 Revised Budget for the Infrastructure Repair & Replacement Fund included $387,150 for Street Pavement Improvements for the Street Department. Budget Amendment No. 1 proposes to increase FY 2016-17 operating appropriations by $387,150 to complete drainage, water, sanitary sewer, and paving improvements along Sunnybrook Lane from Devonshire Drive to Westchester Drive.

A Budget Amendment is required due to the timing of the expenditures only. There is no additional financial impact.

(b) Rolled-Forward Equipment Replacement Funds

The FY 2015-16 Revised Budget for the Equipment Replacement Fund included $166,600 to replace Street equipment that did not get purchased by the close of the fiscal year. Budget Amendment No. 1 proposes to increase FY 2016-17 operating appropriations by $166,600 to purchase the previously approved equipment.

A Budget Amendment is required due to the timing of the expenditures only. There is no additional financial impact.

(2) Rolled-Forward Encumbrances from Fiscal Year 2015-16

When an order is placed for goods or services, a Purchase Order is issued that encumbers the budgeted funds. This has the effect of reserving the funds for future payment of the items covered in the Purchase Order. Every year on September 30th, when the fiscal year ends, there are open Purchase Orders related to goods or services that have been ordered but not yet received. Accordingly, the funds reserved for these open Purchase Orders are still in the year-end fund balances since the transactions are not yet completed.

Because the purchase of these open items was authorized by Council in the previous fiscal year (2015-16), the City's practice has been to roll these encumbrances forward into the current fiscal year (2016-17). This has the effect of increasing the current year's appropriation by the amount of the open Purchase Orders or encumbrances. The funding to cover the expenditures is available in the fund balance since payment was not made before the close of the fiscal year.

The projected fund balance for the current fiscal year is unaffected by the "roll-forward" because it was assumed in the 2016-17 Adopted Budget that the expenditures would be completed in the prior year. The presence of the funds in the fund balance is above and beyond what the Budget assumes for the 2016-17 year-end balance.

Budget Amendment No. 1 proposes that encumbrances totaling $5,606,007 be rolled forward to 2016-17. Of the total rollover amount, $541,170 is related to the General Fund. Attachment A provides a detailed listing by fund of individual outstanding encumbrances over $25,000.

A Budget Amendment is required due to the timing of the expenditures only. There is no additional financial impact.

(3) Grant and Other Funds Awarded to the City

(a) Fair Housing Initiatives Program (FHIP) Grant

The Garland Fair Housing Services Department applied for and was selected to receive a Fair Housing Initiatives Program (FHIP) Education and Outreach – General component grant, in the amount of $125,000, from the U.S. Department of Housing and Urban Development (HUD). The City of Garland received notice of selection following the approval of the FY 2016-17 Operating Budget, so no request was submitted. The purpose of the grant is to provide outreach services to the Garland housing community, with the goal of increasing awareness and knowledge about fair housing protections and prohibited actions by housing providers. The FHIP grant will also work to educate the public about the Affirmatively Further Fair Housing rule. Budget Amendment No. 1 proposes appropriating these Federal grant funds for FY 2016-17.

(4) <u>Expenditures Not Anticipated in the 2016-17 Adopted Budget</u>

(a) Water Management Plan Update

The Water Management Plan requires an update to address zoning and population changes that have occurred since the previous study was completed in 2006. Additionally, a new Water Management Plan combined with an updated hydraulic model of the distribution system will allow the City to develop a comprehensive plan that satisfies new Federal and State monitoring requirements.

Budget Amendment No. 1 proposes an increase of $550,000 to the Water Utility Fund for FY 2016-17 that will allow the department to update the comprehensive plan for future development. With the adoption of the new Impact Fee Ordinance in December 2016, fees were identified along with completed projects that would allow the Management Plan to move forward with funding from previously collected impact fees. There will be no impact on rate payers.

(b) Public Utility Commission Filing

The Mayors of Garland, Mesquite, Plano, and Richardson came together on December 14, 2016, in an unprecedented move to announce their cities' intentions to request that the Texas Public Utility Commission conduct a review of their water rates with the North Texas Municipal Water District (NTMWD). It is these cities' contention that the rates set by NTMWD under a six-decades-old water supply contract are discriminatory, inconsistent with water conservation efforts, and not in the public's interest.

Budget Amendment No. 1 proposes an additional $100,000 be added to the Water Utility Fund's FY 2016-17 Operating Budget to pay the City of Garland's share of the filing costs. This funding will come from fund balance reserves in the Water Utility Fund.

(c) Wastewater Customer Contract

At the time the FY 2016-17 Operating Budget was adopted, staff projected costs to provide services to all of our customer cities that included additional meter and maintenance costs with the Town of Sunnyvale. Since then, additional unforeseen services have been provided and expenses incurred on behalf of the City of Rowlett.

The Wastewater Utility Fund requests approval of an additional $60,000 through Budget Amendment No. 1 that will allow its Pretreatment group to address unforeseen service expenses not originally budgeted. Funding for this additional expense will be part of the Cost of Service calculation prepared annually to recover costs from customer cities and will not impact

Garland rate payers.

(d) Wastewater Treatment Vehicle

The Rowlett Creek Wastewater Treatment Plant is in need of a new Cargo Van for its assigned Instrumentation/Electrician staff. The 2002 model year van currently in use is not part of the City's Equipment Replacement Fund and is in need of major repairs. Ongoing maintenance and repair costs are expected to exceed the value of the vehicle, and downtime incurred by staff when the van is unavailable negatively impacts personnel's ability to complete their duties.

The Wastewater Utility Fund requests approval of an additional $24,000 through Budget Amendment No. 1 to purchase a replacement van. Funding for this purchase will come from excess fund balance reserves and will have no impact on rate payers.

CONSIDERATION

The Street Upgrades, street equipment in the Equipment Replacement Fund, and outstanding Purchase Orders carried forward were fully funded in the FY 2015-16 Budget, and the funds required to cover these expenditures remain within each fund's respective fund balance. As a result, there is no financial impact from approval of these items. Federal Grant Funds were awarded to provide outreach services to the Garland housing community and to educate the public about the Affirmatively Further Fair Housing rule. The additional expenses in the Water Utility Fund will be funded by impact fees for the Management Plan and from fund balance reserves for the Public Utility Commission filing. The additional expenses in the Wastewater Utility Fund will be funded by the excess fund balance reserves and the customer cities' cost-of-service fee.

Budget Amendment No. 1 proposes to appropriate funds as follows:

<u>Equipment Replacement Fund</u>	
Vehicle Replacement - Various Departments	$166,600
<u>Fair Housing Grant Fund</u>	
Fair Housing Initiatives Program Grant	$125,000
<u>Infrastructure Repair & Replacement Fund</u>	
Street Repair and Replacement Projects	$387,150
<u>Water Utility Fund</u>	
Water Management Plan Update	$550,000
Public Utility Commission Filing	$100,000
<u>Wastewater Utility Fund</u>	
Wastewater Customer Contract	$60,000
Wastewater Treatment Vehicle	$24,000
<u>Various Funds</u>	
Rollover of Purchase Order Encumbrances	<u>$5,606,007</u>
TOTAL SUPPLEMENTAL APPROPRIATION	$7,018,757

Attachments

Attachment A - Schedule of Open Encumbrances being Rolled Forward

Attachment B - Schedule of Proposed Amendments by Fund

ATTACHMENT A
2015-16 Rollover
(With Detail of PO's Over $25,000)

Fund/Department	*PO Description*	*Amount Outstanding 9-30-16*
General Fund		
Fire	Personal Protective Equipment	$52,243
	Face Masks and Voice Amplifiers	50,581
Parks, Recreation and Cultural Arts	Brush Chipper	$29,870
Planning and Community Development	Neighborhood Survey	$60,000
Police	Body Armor and Riot Shields	$142,182
	Digital System Upgrade	33,009
Various	PO's Under $25,000	$173,285
Sub-Total General Fund		$541,170
Customer Service		
	Software	$90,000
	PO's Under $25,000	16,427
Sub-Total Customer Service Fund		$106,427
Economic Development Fund		
	Image Management - Phase 1	$128,582
	Downtown Square Preservation	29,969
Sub-Total Economic Development Fund		$158,551
Electric Utility Fund		
	Service Contracts	$34,714
	Professional Services	170,438
	Vehicles	74,486
	PO's Under $25,000	185,392
Sub-Total Electric Utility Fund		$465,030
Stormwater Management Fund		
	Materials	$70,851
	PO's Under $25,000	29,892
Sub-Total Stormwater Management Fund		$100,743

ATTACHMENT A
2015-16 Rollover
(With Detail of PO's Over $25,000)

Fund/Department	*PO Description*	*Amount Outstanding 9-30-16*
Equipment Replacement Fund		
GP&L - Distribution Operations	Digger Derrick with Auger and Motor	$434,864
GP&L - Distribution Operations	Digger Derrick	413,260
GP&L - Distribution Operations	Altec AT37G Aerial Truck	114,405
Water - Construction	12-Yard Dump Truck	102,783
Wastewater - Distribution & Transmission	Ford F-750 with 7-Ton Hoist Crane	136,658
Wastewater - Collection	6-Yard Dump Truck	85,320
Sub-Total Equipment Replacement Fund		$1,287,290
Facilities Management Fund		
	Wrought Iron Fence	$130,970
	PO's Under $25,000	38,807
Sub-Total Facilities Management Fund		$169,777
Fleet Services Fund		
	Landfill Equipment Maintenance & Repairs	$96,043
Sub-Total Fleet Services Fund		$96,043
Information Technology Fund		
	Service Contracts	$210,453
	Servers	33,265
	PO's Under $25,000	77,082
Sub-Total Information Technology Fund		$320,800
Information Technology Replacement Fund		
	Network Switch Replacement	$67,725
	Servers and Enclosures	96,344
	PO's Under $25,000	132,236
Sub-Total Information Technology Replacement Fund		$296,305

ATTACHMENT A
2015-16 Rollover
(With Detail of PO's Over $25,000)

Fund/Department	*PO Description*	*Amount Outstanding 9-30-16*
Infrastructure Repair & Replacement Fund		
	Paving Services	$277,504
	Engineering Services	169,528
	Mack Truck for Heavy Haul	150,194
	Rental of Mixer/Reclaimer Machinery	35,524
	PO's Under $25,000	31,479
Sub-Total Infrastructure Repair & Replacement Fund		$664,229
Narcotic Seizure Fund		
	Control Station System	$28,149
	PO's Under $25,000	408
Sub-Total Narcotic Seizure Fund		$28,557
Water Utility Fund		
	Professional Services	$50,000
	PO's Under $25,000	71,291
Sub-Total Water Utility Fund		$121,291
Wastewater Utility Fund		
	Professional Services	$728,476
	Equipment Maintenance	332,891
	PO's Under $25,000	100,397
Sub-Total Wastewater Utility Fund		$1,161,764
All Other Funds	PO's Under $25,000	$88,030
TOTAL OUTSTANDING PO's		$5,606,007

ATTACHMENT B

Proposed Budget Amendment
FY 2016-17 Operating Budget

REVENUES AND EXPENDITURES	BA #1	BA #1 PO Rollover	Total Budget Amendments
Sources of Funds:			
Additional Revenue - Fair Housing Grant Fund	$125,000	$0	$125,000
Fund Balance - Prior Year	1,287,750	5,606,007	6,893,757
Total Funds Provided	$1,412,750	$5,606,007	$7,018,757
Use of Funds - Expenditures:			
General Fund (See Detail in Notes)	$0	$541,170	$541,170
Electric Utility Fund	0	465,030	465,030
Water Utility Fund	650,000	121,291	771,291
Wastewater Utility Fund	84,000	1,161,764	1,245,764
Environmental Waste Services Fund	0	19,565	19,565
Infrastructure Repair & Replacement Fund	387,150	664,229	1,051,379
Stormwater Management Fund	0	100,743	100,743
Firewheel Fund	0	11,935	11,935
Recreation Performance Fund	0	28,500	28,500
SafeLight Fund	0	2,252	2,252
Economic Development Fund	0	158,551	158,551
Housing Reinvestment Fund	0	7,348	7,348
Group Health Insurance Fund	0	18,430	18,430
Fair Housing Grant Fund	125,000	0	125,000
Narcotic Seizure Funds	0	28,557	28,557
Equipment Replacement Fund	166,600	1,287,290	1,453,890
Customer Service Fund	0	106,427	106,427
Facilities Management Fund	0	169,777	169,777
Fleet Services Fund	0	96,043	96,043
Information Technology Fund	0	320,800	320,800
IT Replacement Fund	0	296,305	296,305
Total Expenditures	$1,412,750	$5,606,007	$7,018,757

Notes:

General Fund -			
City Attorney	$0	$8,717	$8,717
Code Compliance	0	4,989	4,989
Emergency Management	0	1,496	1,496
Engineering	0	10,196	10,196
Fire	0	149,057	149,057
Health	0	4,524	4,524
Human Resources	0	921	921
Municipal Court	0	6,258	6,258
Parks, Recreation & Cultural Arts	0	68,499	68,499
Planning & Community Development	0	85,701	85,701
Police	0	198,118	198,118
Purchasing	0	2,694	2,694
Sub-Total General Fund	$0	$541,170	$541,170

GARLAND

CITY COUNCIL ITEM SUMMARY SHEET

City Council Work Session Agenda **2.b.**

Meeting Date: March 6, 2017

Item Title: Portfolio Summary

Submitted By: Matt Watson, Finance Director

Summary of Request/Problem

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 Policy, and Statement of Investment Strategy.

Recommendation/Action Requested and Justification

The December 31, 2016 Portfolio Summary is presented to inform the Council. Staff will be available to discuss the report with Council.

Attachments

Portfolio Summary Report

GARLAND

March 6 2017

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 December 31, 2016 report is in compliance 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.

Steve Anderson
Investment & Debt Director

Matt Watson
Finance Director

Kathryn Ritchie
Controller

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.

<u>Treasury Portfolio</u>
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.

<u>General Obligation Interest & Sinking Portfolio</u>
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.

<u>Rate Mitigation Portfolio</u>
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

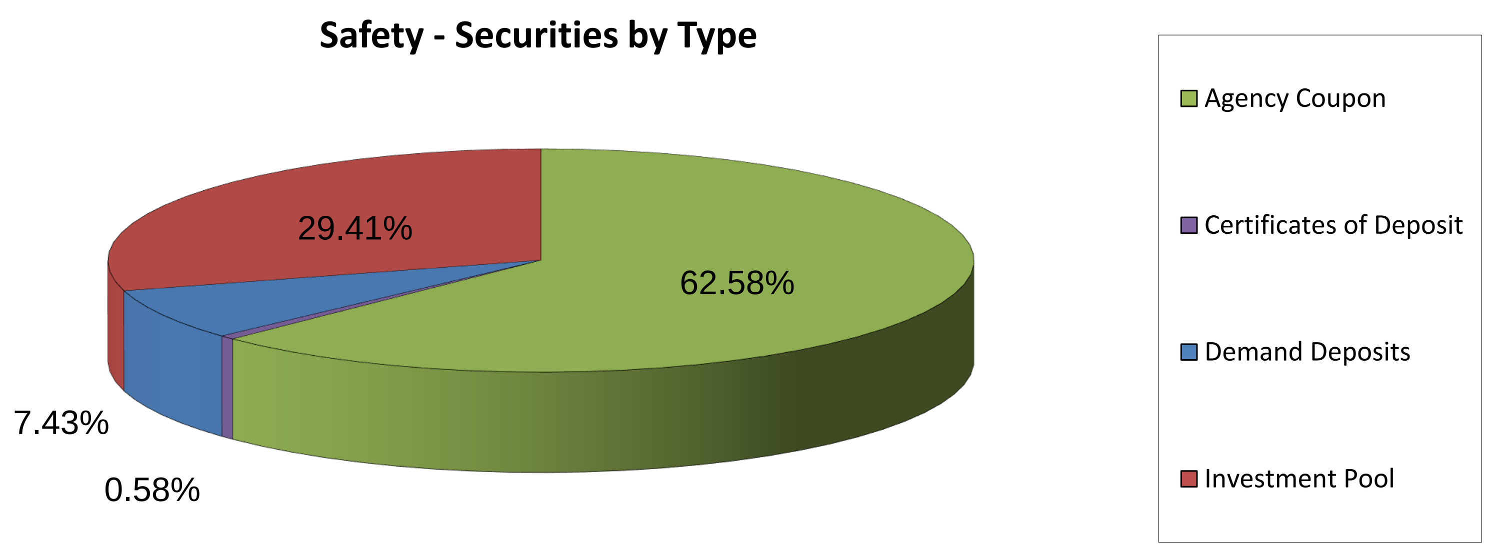
The CIP Interim Financing Portfolio is comprised of funds which will be spent in the General Obligation, the Electric Utility and the Water & Sewer Utility Capital Improvement Programs. The funds are managed to achieve maximum liquidity.

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
December 31, 2016

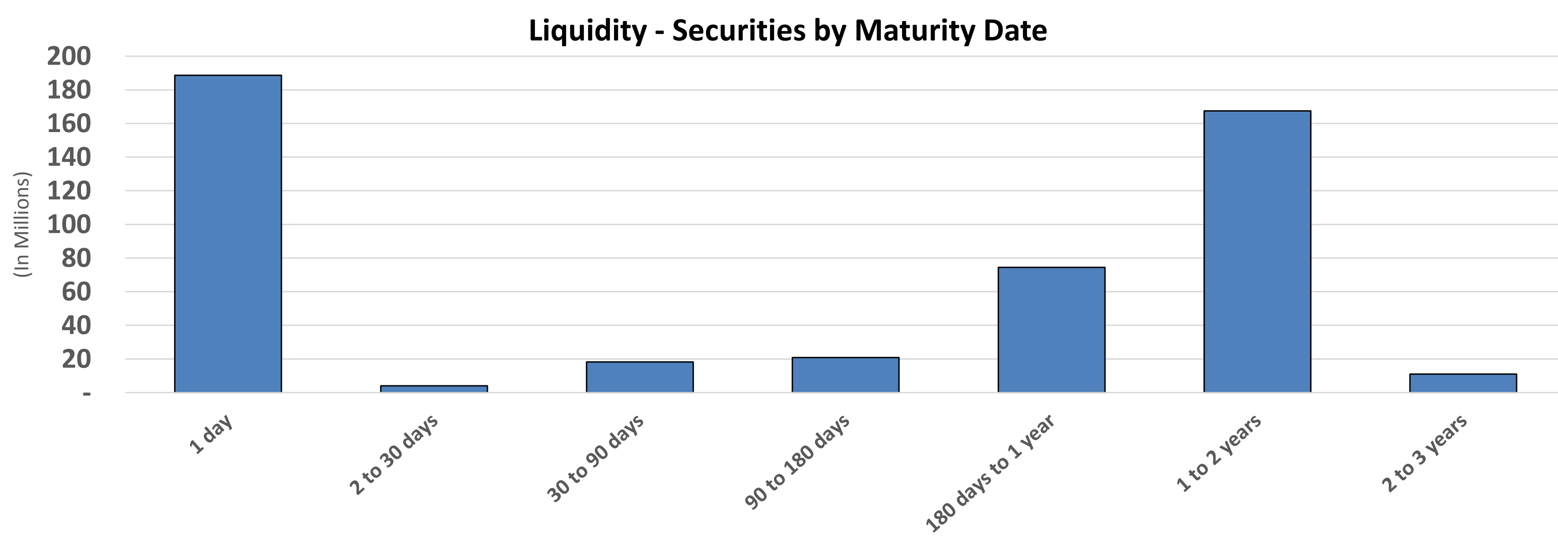
Security Type	Treasury	GO I & S	Rate Mitigation	Economic Development	CMH Landfill	Water & Sewer Reserve	CIP Interim Financing	Grants & Other	Total Book Value	Percent
Agency Coupon	$147,560,518	$ -	$147,105,578	$ 3,999,820	$ 4,799,701	$ -	$ -	$ -	$303,465,617	62.58%
Certificates of Deposit	-	-	-	-	-	2,798,000	-	-	2,798,000	0.58%
Demand Deposits	34,283,731	1,750,331	-	-	-	-	-	-	36,034,062	7.43%
Investment Pool	58,611,736	22,939,028	31,232,172	3,668,727	3,335,113	3,835,922	17,720,173	1,292,909	142,635,780	29.41%
Total	$240,455,985	$ 24,689,359	$178,337,750	$ 7,668,547	$ 8,134,814	$ 6,633,922	$ 17,720,173	$ 1,292,909	$484,933,459	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
December 31, 2016

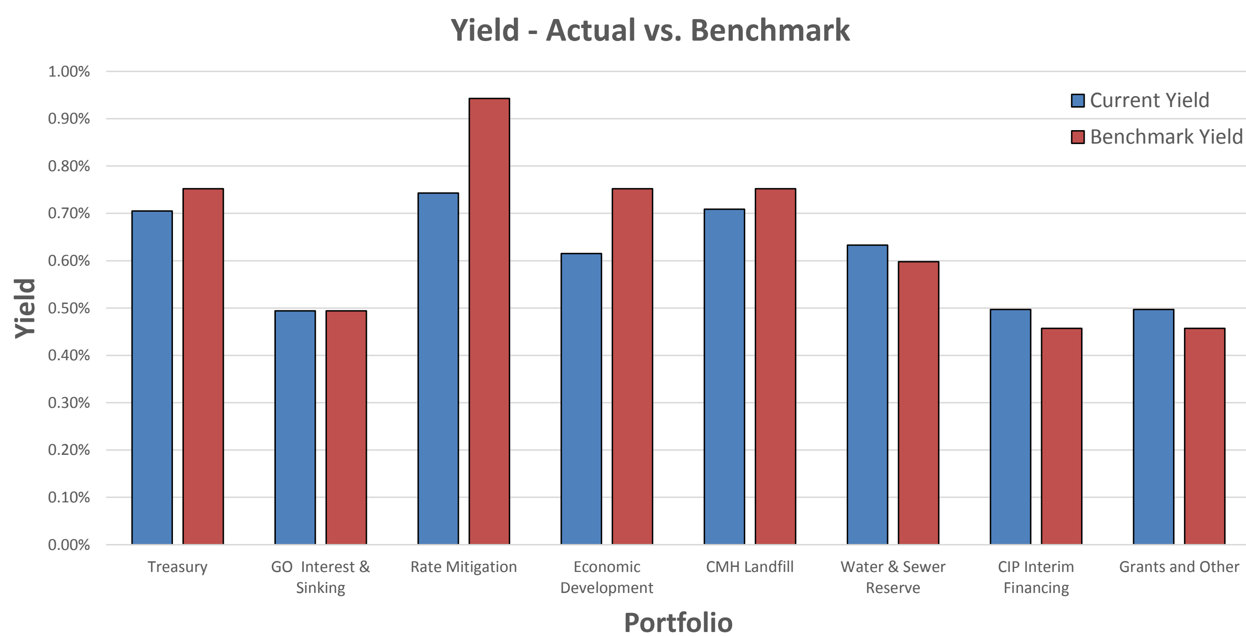
	Treasury	GO I & S	Rate Mitigation	Economic Development	CMH Landfill	Water & Sewer Reserve	CIP Interim Financing	Grants & Other	Total Par Value	Percent
1 day - Pools & Demand Deposits	$ 98,895,467	$ 24,689,359	$ 35,232,172	$ 3,668,727	$ 3,335,113	$ 3,835,922	$ 17,720,173	$ 1,292,909	$ 188,669,842	38.92%
2 to 30 days	2,000,000	-	2,000,000	-	-	-	-	-	4,000,000	0.83%
30 to 90 days	6,000,000	-	12,000,000	-	-	228,000	-	-	18,228,000	3.76%
90 to 180 days	8,000,000	-	10,000,000	2,000,000	-	926,000	-	-	20,926,000	4.32%
180 days to 1 year	40,000,000	-	27,500,000	2,000,000	3,800,000	1,204,000	-	-	74,504,000	15.37%
1 to 2 years	74,500,000	-	91,500,000	-	1,000,000	440,000	-	-	167,440,000	34.54%
2 to 3 years	11,000,000	-	-	-	-	-	-	-	11,000,000	2.27%
	$ 240,395,467	$ 24,689,359	$ 178,232,172	$ 7,668,727	$ 8,135,113	$ 6,633,922	$ 17,720,173	$ 1,292,909	$ 484,767,842	100.00%
Weighted Average Maturity Days	278	1	343	106	205	142	1	1	273	



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
December 31, 2016

Portfolio	Interest Income Fiscal YTD	Current Yield	Benchmark Yield	Unrealized Gain (Loss)
Treasury	$400,576	0.705%	0.752%	($518,493)
GO Interest & Sinking	$10,076	0.494%	0.494%	$0
Rate Mitigation	$328,246	0.743%	0.943%	($542,846)
Economic Development	$11,108	0.615%	0.752%	($1,922)
CMH Landfill	$13,797	0.709%	0.752%	($4,608)
Water & Sewer Reserve	$11,106	0.633%	0.598%	$244
CIP Interim Financing	$25,413	0.497%	0.457%	$0
Grants and Other	$1,326	0.497%	0.457%	$0
Total Portfolios	$801,648			($1,067,625)



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. Unrealized Gain / Loss is reported to draw attention to possible gains or losses if securities were sold prior to maturity.

GARLAND

City of Garland Selected Funds
Texas Compliance Summary
Sorted by Investment Class
October 1, 2016 - December 31, 2016

City of Garland
-

Investment Class			Par Value	Market Value	Book Value	Accrued Interest
> 1 Year FV	Value beginning	10/01/2016	**300,514,320.36**	**300,659,904.94**	**300,703,799.16**	**519,377.37**
	Net Change		**-7,690,320.36**	**-8,738,990.26**	**-7,715,979.59**	**190,496.31**
	Value ending	12/31/2016	**292,824,000.00**	**291,920,914.68**	**292,987,819.57**	**709,873.68**
< 1 Year AC	Value beginning	10/01/2016	**161,825,285.42**	**161,834,530.76**	**161,828,199.13**	**27,783.21**
	Net Change		**30,118,556.76**	**30,110,386.74**	**30,117,440.87**	**-1,240.46**
	Value ending	12/31/2016	**191,943,842.18**	**191,944,917.50**	**191,945,640.00**	**26,542.75**
Total	Value beginning	10/01/2016	**462,339,605.78**	**462,494,435.70**	**462,531,998.29**	**547,160.58**
	Net Change		**22,428,236.40**	**21,371,396.48**	**22,401,461.28**	**189,255.85**
	Value ending	12/31/2016	**484,767,842.18**	**483,865,832.18**	**484,933,459.57**	**736,416.43**

GARLAND

City of Garland Selected Funds
Texas Compliance Details
Sorted by Investment Class
December 31, 2016

City of Garland
-

CUSIP	Investment #	Fund	Issuer	Investment Type	Par Value	Maturity Date	Call Date	Current Rate	Market Price	Market Date	Market Value	Book Value
Investment Class: > 1 Year FV												
3133EE3Y4	2191	100	Federal Farm Credit Bank	FAC	3,000,000.00	01/13/2017		0.500	100.005	12/30/2016	3,000,159.00	3,000,000.00
3133EE3Y4	2192	214	Federal Farm Credit Bank	FAC	2,000,000.00	01/13/2017		0.500	100.005	12/30/2016	2,000,106.00	2,000,000.00
3130A75B7	2263	100	Federal Home Loan Bank	FAC	3,000,000.00	01/25/2017		0.650	100.007	12/30/2016	3,000,228.00	3,000,000.00
3130A75B7	2264	214	Federal Home Loan Bank	FAC	2,000,000.00	01/25/2017		0.650	100.007	12/30/2016	2,000,152.00	2,000,000.00
3130A4TD4	2164	214	Federal Home Loan Bank	FAC	2,000,000.00	02/01/2017		0.625	99.959	12/30/2016	1,999,192.00	2,000,000.00
3130A4AQ5	2152	100	Federal Home Loan Bank	FAC	2,000,000.00	02/13/2017		0.750	100.024	12/30/2016	2,000,498.00	2,000,000.00
3133EFLM7	2235	100	Federal Farm Credit Bank	FAC	3,000,000.00	03/27/2017		0.520	100.007	12/30/2016	3,000,216.00	3,000,000.00
3133EFLM7	2236	214	Federal Farm Credit Bank	FAC	2,000,000.00	03/27/2017		0.520	100.007	12/30/2016	2,000,144.00	2,000,000.00
3133EEZR4	2169	100	Federal Farm Credit Bank	FAC	3,000,000.00	04/21/2017		0.600	100.008	12/30/2016	3,000,255.00	3,000,000.00
3133EEZR4	2170	214	Federal Farm Credit Bank	FAC	2,000,000.00	04/21/2017		0.600	100.008	12/30/2016	2,000,170.00	2,000,000.00
3133EFKR7	2250	214	Federal Farm Credit Bank	FAC	4,000,000.00	04/21/2017		0.500	99.973	12/30/2016	3,998,956.00	3,999,719.32
3133EEN48	2174	100	Federal Farm Credit Bank	FAC	2,000,000.00	05/22/2017		0.625	99.985	12/30/2016	1,999,708.00	2,000,000.00
3133EEN48	2175	214	Federal Farm Credit Bank	FAC	3,000,000.00	05/22/2017		0.625	99.985	12/30/2016	2,999,562.00	3,000,000.00
3134G6R70	2306	100	Federal Home Loan Mort. Corp.	FAC	3,000,000.00	05/26/2017		0.750	100.047	12/30/2016	3,001,419.00	3,002,696.73
465076HV2	2260	233-02	First Financial	NC2	84,000.00	06/11/2017		1.000	100.074	12/30/2016	84,062.83	84,000.00
3133EFBS5	2215	214	Federal Farm Credit Bank	FAC	3,000,000.00	07/03/2017		0.680	99.973	12/30/2016	2,999,202.00	3,000,000.00
3133EFBS5	2216	215	Federal Farm Credit Bank	FAC	2,000,000.00	07/03/2017		0.680	99.973	12/30/2016	1,999,468.00	2,000,000.00
3133EE4K3	2199	100	Federal Farm Credit Bank	FAC	3,000,000.00	07/21/2017		0.720	99.995	12/30/2016	2,999,862.00	3,000,000.00
3133EE4K3	2200	214	Federal Farm Credit Bank	FAC	2,000,000.00	07/21/2017		0.720	99.995	12/30/2016	1,999,908.00	2,000,000.00
3130A5ZU6	2203	100	Federal Home Loan Bank	FAC	3,000,000.00	07/27/2017		0.800	99.923	12/30/2016	2,997,699.00	3,000,000.00
3130A5ZU6	2204	214	Federal Home Loan Bank	FAC	2,000,000.00	07/27/2017		0.800	99.923	12/30/2016	1,998,466.00	2,000,000.00
3133EE5T3	2207	100	Federal Farm Credit Bank	FAC	3,000,000.00	08/03/2017		0.750	99.925	12/30/2016	2,997,762.00	3,000,000.00
3133EE5T3	2208	214	Federal Farm Credit Bank	FAC	2,000,000.00	08/03/2017		0.750	99.925	12/30/2016	1,998,508.00	2,000,000.00
3133EE7C8	2212	215	Federal Farm Credit Bank	FAC	2,000,000.00	08/14/2017		0.750	99.921	12/30/2016	1,998,430.00	1,999,820.36
3134G7MJ7	2197	100	Federal Home Loan Mort. Corp.	FAC	3,000,000.00	08/25/2017		0.750	99.870	12/30/2016	2,996,121.00	3,000,000.00
3134G7MJ7	2198	214	Federal Home Loan Mort. Corp.	FAC	2,000,000.00	08/25/2017		0.750	99.870	12/30/2016	1,997,414.00	2,000,000.00
3133EFEM5	2222	100	Federal Farm Credit Bank	FAC	3,000,000.00	09/25/2017		0.900	100.087	12/30/2016	3,002,637.00	3,003,960.00
3133EFEM5	2223	214	Federal Farm Credit Bank	FAC	2,000,000.00	09/25/2017		0.900	100.087	12/30/2016	2,001,758.00	2,002,640.00
3136G0J28	2163	100	Fed National Mort Assoc	FAC	2,000,000.00	09/27/2017		1.250	100.297	12/30/2016	2,005,954.00	2,005,130.84
3133EFHY6	2243	100	Federal Farm Credit Bank	FAC	3,000,000.00	10/13/2017		0.650	99.784	12/30/2016	2,993,538.00	2,998,645.92
3133EFHY6	2244	214	Federal Farm Credit Bank	FAC	2,000,000.00	10/13/2017		0.650	99.784	12/30/2016	1,995,692.00	1,999,097.28
3130A4TR3	2165	635	Federal Home Loan Bank	FAC	3,800,000.00	10/16/2017		0.875	100.007	12/30/2016	3,800,292.60	3,800,000.00

City of Garland Selected Funds
Texas Compliance Details
December 31, 2016

CUSIP	Investment #	Fund	Issuer	Investment Type	Par Value	Maturity Date	Call Date	Current Rate	Market Price	Market Date	Market Value	Book Value
Investment Class: > 1 Year FV												
3133EFKM8	2245	100	Federal Farm Credit Bank	FAC	3,000,000.00	10/20/2017		0.710	99.618	12/30/2016	2,988,561.00	2,999,148.81
3133EFKM8	2246	214	Federal Farm Credit Bank	FAC	2,000,000.00	10/20/2017		0.710	99.618	12/30/2016	1,992,374.00	1,999,432.54
3130A6LZ8	2305	100	Federal Home Loan Bank	FAC	3,000,000.00	10/26/2017		0.625	99.846	12/30/2016	2,995,383.00	3,001,311.80
3134G73X7	2240	214	Federal Home Loan Mort. Corp.	FAC	2,000,000.00	10/27/2017		0.720	99.941	12/30/2016	1,998,836.00	2,000,000.00
3133EFPH4	2252	100	Federal Farm Credit Bank	FAC	3,000,000.00	11/17/2017		0.930	99.983	12/30/2016	2,999,517.00	3,000,000.00
3133EFPH4	2253	214	Federal Farm Credit Bank	FAC	2,000,000.00	11/17/2017		0.930	99.983	12/30/2016	1,999,678.00	2,000,000.00
3133EFWC7	2265	100	Federal Farm Credit Bank	FAC	3,000,000.00	11/27/2017		0.875	99.934	12/30/2016	2,998,029.00	3,000,000.00
3133EFWC7	2266	214	Federal Farm Credit Bank	FAC	2,000,000.00	11/27/2017		0.875	99.934	12/30/2016	1,998,686.00	2,000,000.00
3133EE6J4	2211	100	Federal Farm Credit Bank	FAC	2,000,000.00	12/07/2017		0.875	99.913	12/30/2016	1,998,278.00	2,000,000.00
3133EFYM3	2272	100	Federal Farm Credit Bank	FAC	3,000,000.00	12/11/2017		0.800	99.986	12/30/2016	2,999,604.00	3,000,000.00
3133EFYM3	2273	214	Federal Farm Credit Bank	FAC	2,000,000.00	12/11/2017		0.800	99.986	12/30/2016	1,999,736.00	2,000,000.00
3137EADX4	2304	100	Federal Home Loan Mort. Corp.	FAC	3,000,000.00	12/15/2017		1.000	100.076	12/30/2016	3,002,289.00	3,010,965.00
3133EFWW3	2267	100	Federal Farm Credit Bank	FAC	3,000,000.00	12/27/2017		0.875	99.908	12/30/2016	2,997,267.00	2,999,984.52
313381ME2	1918	214	Federal Home Loan Bank	FAC	2,500,000.00	12/28/2017		0.600	99.465	12/30/2016	2,486,647.50	2,500,000.00
3134G34W7	1927	214	Federal Home Loan Mort. Corp.	FAC	2,000,000.00	01/30/2018		1.250	100.055	12/30/2016	2,001,114.00	2,003,220.06
3133EGAS4	2295	100	Federal Farm Credit Bank	FAC	3,000,000.00	02/16/2018		0.750	99.554	12/30/2016	2,986,644.00	2,999,614.29
3133EGAS4	2296	214	Federal Farm Credit Bank	FAC	5,000,000.00	02/16/2018		0.750	99.554	12/30/2016	4,977,740.00	5,000,000.00
3133EGAS4	2297	214	Federal Farm Credit Bank	FAC	7,000,000.00	02/16/2018		0.750	99.554	12/30/2016	6,968,836.00	6,999,842.50
3133EFF51	2312	214	Federal Farm Credit Bank	FAC	2,000,000.00	02/26/2018		0.850	99.603	12/30/2016	1,992,070.00	2,000,000.00
3137EADP1	2331	214	Federal Home Loan Mort. Corp.	FAC	3,000,000.00	03/07/2018		0.875	99.870	12/30/2016	2,996,109.00	3,002,399.41
313378A43	2224	100	Federal Home Loan Bank	FAC	2,000,000.00	03/09/2018		1.375	100.357	12/30/2016	2,007,154.00	2,012,289.78
3130A7CX1	2277	100	Federal Home Loan Bank	FAC	3,000,000.00	03/19/2018		0.875	99.838	12/30/2016	2,995,161.00	3,000,000.00
3130A7CX1	2332	214	Federal Home Loan Bank	FAC	3,000,000.00	03/19/2018		0.875	99.838	12/30/2016	2,995,161.00	3,002,029.34
3130A4GJ5	2317	214	Federal Home Loan Bank	FAC	4,000,000.00	04/25/2018		1.125	100.077	12/30/2016	4,003,088.00	4,020,955.79
313379DT3	2319	214	Federal Home Loan Bank	FAC	5,000,000.00	06/08/2018		1.250	100.227	12/30/2016	5,011,380.00	5,034,790.60
3133EGEQ4	2299	214	Federal Farm Credit Bank	FAC	2,500,000.00	06/13/2018		0.875	99.491	12/30/2016	2,487,290.00	2,504,768.62
3133EGEQ4	2301	214	Federal Farm Credit Bank	FAC	4,000,000.00	06/13/2018		0.875	99.491	12/30/2016	3,979,664.00	4,006,298.99
3134G9A31	2302	100	Federal Home Loan Mort. Corp.	FAC	4,750,000.00	06/29/2018		0.920	99.477	12/30/2016	4,725,190.75	4,750,000.00
3133EGML6	2308	214	Federal Farm Credit Bank	FAC	7,500,000.00	07/18/2018		0.750	99.369	12/30/2016	7,452,690.00	7,495,300.31
3133EGML6	2309	100	Federal Farm Credit Bank	FAC	2,500,000.00	07/18/2018		0.750	99.369	12/30/2016	2,484,230.00	2,498,433.44
3134G73Q2	2241	100	Federal Home Loan Mort. Corp.	FAC	3,000,000.00	07/27/2018		1.000	99.303	12/30/2016	2,979,090.00	3,000,000.00
3134G73Q2	2242	214	Federal Home Loan Mort. Corp.	FAC	2,000,000.00	07/27/2018		1.000	99.303	12/30/2016	1,986,060.00	2,000,000.00
3133EGPL3	2313	100	Federal Farm Credit Bank	FAC	6,000,000.00	07/27/2018		0.830	99.480	12/30/2016	5,968,800.00	5,998,207.67
3133EGPL3	2314	214	Federal Farm Credit Bank	FAC	3,000,000.00	07/27/2018		0.830	99.480	12/30/2016	2,984,400.00	2,999,103.83
3133EGPL3	2315	635	Federal Farm Credit Bank	FAC	1,000,000.00	07/27/2018		0.830	99.480	12/30/2016	994,800.00	999,701.28
3136G1AK5	2221	100	Fed National Mort Assoc	FAC	2,000,000.00	07/30/2018		1.000	99.717	12/30/2016	1,994,344.00	1,999,800.55

City of Garland Selected Funds
Texas Compliance Details
December 31, 2016

CUSIP	Investment #	Fund	Issuer	Investment Type	Par Value	Maturity Date	Call Date	Current Rate	Market Price	Market Date	Market Value	Book Value
Investment Class: > 1 Year FV												
3136G1AK5	2300	214	Fed National Mort Assoc	FAC	1,500,000.00	07/30/2018		1.000	99.717	12/30/2016	1,495,758.00	1,505,585.73
3133EE6G0	2210	100	Federal Farm Credit Bank	FAC	2,000,000.00	08/06/2018		1.150	99.978	12/30/2016	1,999,576.00	2,000,000.00
3130A6XE2	2310	100	Federal Home Loan Bank	FAC	4,000,000.00	08/10/2018		1.250	99.973	12/30/2016	3,998,944.00	4,029,012.59
3130A6XE2	2311	214	Federal Home Loan Bank	FAC	4,000,000.00	08/10/2018		1.250	99.973	12/30/2016	3,998,944.00	4,029,012.59
3130A8TF0	2320	100	Federal Home Loan Bank	FAC	10,000,000.00	08/15/2018		0.800	99.337	12/30/2016	9,933,710.00	10,004,627.32
3133EGSB2	2336	100	Federal Farm Credit Bank	FAC	4,000,000.00	08/24/2018		0.850	99.491	12/30/2016	3,979,640.00	3,997,769.61
3130A9CX7	2337	214	Federal Home Loan Bank	FAC	3,000,000.00	09/07/2018	09/07/2017	1.000	99.431	12/30/2016	2,982,933.00	3,001,863.25
3133EGUK9	2321	100	Federal Farm Credit Bank	FAC	10,000,000.00	09/19/2018	09/19/2017	0.930	99.292	12/30/2016	9,929,210.00	10,000,000.00
3133EGUK9	2322	214	Federal Farm Credit Bank	FAC	10,000,000.00	09/19/2018	09/19/2017	0.930	99.292	12/30/2016	9,929,210.00	10,000,000.00
3133EGUK9	2323	214	Federal Farm Credit Bank	FAC	10,000,000.00	09/19/2018	09/19/2017	0.930	99.292	12/30/2016	9,929,210.00	9,994,850.00
3133EGUY9	2335	214	Federal Farm Credit Bank	FAC	3,000,000.00	09/20/2018		0.875	99.356	12/30/2016	2,980,701.00	2,999,546.42
3130A9LV1	2338	100	Federal Home Loan Bank	FAC	3,000,000.00	09/27/2018		0.900	99.446	12/30/2016	2,983,380.00	3,000,801.42
949763BK1	2324	233-02	First Financial	BCD	115,000.00	09/28/2018		1.150	100.000	12/30/2016	115,000.00	115,000.00
949763BK1	2325	223-02	First Financial	BCD	110,000.00	09/28/2018		1.150	100.000	12/30/2016	110,000.00	110,000.00
55266CTF3	2326	223-02	First Financial	BCD	105,000.00	09/28/2018		1.050	100.000	12/30/2016	105,000.00	105,000.00
55266CTF3	2327	233-02	First Financial	BCD	110,000.00	09/28/2018		1.050	100.000	12/30/2016	110,000.00	110,000.00
3134GAMV3	2328	214	Federal Home Loan Mort. Corp.	FAC	5,000,000.00	09/28/2018	09/28/2017	1.000	99.490	12/30/2016	4,974,530.00	5,003,270.17
3130A9AE1	2333	214	Federal Home Loan Bank	FAC	3,000,000.00	10/01/2018		0.875	99.449	12/30/2016	2,983,491.00	3,000,053.47
3130A9AE1	2334	100	Federal Home Loan Bank	FAC	2,000,000.00	10/01/2018		0.875	99.449	12/30/2016	1,988,994.00	2,000,000.00
3136G2R58	2249	100	Fed National Mort Assoc	FAC	4,000,000.00	10/26/2018		1.040	99.797	12/30/2016	3,991,908.00	4,000,000.00
3136G2PF8	2239	100	Fed National Mort Assoc	FAC	2,000,000.00	10/29/2018		1.125	99.410	12/30/2016	1,988,210.00	2,000,000.00
3135G0G72	2251	100	Fed National Mort Assoc	FAC	3,000,000.00	12/14/2018		1.125	99.793	12/30/2016	2,993,811.00	2,998,739.49
3134G9ZR1	2303	100	Federal Home Loan Mort. Corp.	FAC	1,250,000.00	12/28/2018	06/28/2017	1.000	99.422	12/30/2016	1,242,785.00	1,250,000.00
3134GAQT4	2329	100	Federal Home Loan Mort. Corp.	FAC	3,000,000.00	01/17/2019	01/17/2017	1.000	99.313	12/30/2016	2,979,405.00	3,000,000.00
3134GAQT4	2330	214	Federal Home Loan Mort. Corp.	FAC	2,000,000.00	01/17/2019	01/17/2017	1.000	99.313	12/30/2016	1,986,270.00	2,000,000.00
3133EFWD5	2262	100	Federal Farm Credit Bank	FAC	5,000,000.00	01/25/2019	01/25/2017	1.230	99.400	12/30/2016	4,970,005.00	5,000,000.00
3134G9U88	2316	100	Federal Home Loan Mort. Corp.	FAC	3,000,000.00	01/25/2019	01/25/2017	1.000	99.032	12/30/2016	2,970,981.00	2,999,377.93
3133EGPD1	2318	100	Federal Farm Credit Bank	FAC	3,000,000.00	08/01/2019	08/01/2017	1.180	99.195	12/30/2016	2,975,868.00	3,000,000.00
				Subtotal	**292,824,000.00**						**291,920,914.68**	**292,987,819.57**
Investment Class: < 1 Year AC												
TEXSTAR	1822	100	TXSTAR	RRP	5,087,956.01			0.414	100.000	12/30/2016	5,087,956.01	5,087,956.01
TREASURY	1825	100	TEXPOOL Investement Pool	RRP	53,523,780.24			0.497	100.000	12/30/2016	53,523,780.24	53,523,780.24
FICA1	1944	100	Federally Insured Cash Accunt	RR2	25,201,061.82			0.427	100.000	12/30/2016	25,201,061.82	25,201,061.82
ICSA	1991	100	Insured Cash Shelter Account	RR2	9,082,668.88			0.459	100.000	12/30/2016	9,082,668.88	9,082,668.88
ICSA	1945	111	Insured Cash Shelter Account	RR2	1,750,330.69			0.459	100.000	12/30/2016	1,750,330.69	1,750,330.69

City of Garland Selected Funds
Texas Compliance Details
December 31, 2016

CUSIP	Investment #	Fund	Issuer	Investment Type	Par Value	Maturity Date	Call Date	Current Rate	Market Price	Market Date	Market Value	Book Value
Investment Class: < 1 Year AC												
DEBTSVC	1814	111	TEXPOOL Investement Pool	RRP	22,939,028.05			0.497	100.000	12/30/2016	22,939,028.05	22,939,028.05
RATE	1815	214	TEXPOOL Investement Pool	RRP	31,232,172.26			0.497	100.000	12/30/2016	31,232,172.26	31,232,172.26
LANDFILL	1812	635	TEXPOOL Investement Pool	RRP	3,335,113.04			0.479	100.000	12/30/2016	3,335,113.04	3,335,113.04
WTR-RES-2009	1826	223-01	TEXPOOL Investement Pool	RRP	474,873.25			0.497	100.000	12/30/2016	474,873.25	474,873.25
WTR-RES-OTHER	1833	223-02	TEXPOOL Investement Pool	RRP	1,490,103.22			0.497	100.000	12/30/2016	1,490,103.22	1,490,103.22
SWR-RES-2009	1827	233-01	TEXPOOL Investement Pool	RRP	147,810.63			0.497	100.000	12/30/2016	147,810.63	147,810.63
SWR-RES-OTHER	1834	233-02	TEXPOOL Investement Pool	RRP	1,723,135.27			0.497	100.000	12/30/2016	1,723,135.27	1,723,135.27
HCV	1865	822-01	TEXPOOL Investement Pool	RRP	1,146,194.14			0.497	100.000	12/30/2016	1,146,194.14	1,146,194.14
FSS ESCROW	1866	822-02	TEXPOOL Investement Pool	RRP	81,085.17			0.497	100.000	12/30/2016	81,085.17	81,085.17
SEIZURE OTHR	1905	923	TEXPOOL Investement Pool	RRP	62,147.59			0.497	100.000	12/30/2016	62,147.59	62,147.59
JAG-2015	2144	871-15	TEXPOOL Investement Pool	RRP	2,522.70			0.497	100.000	12/30/2016	2,522.70	2,522.70
ED FD	2186	215	TEXPOOL Investement Pool	RRP	3,668,726.92			0.497	100.000	12/30/2016	3,668,726.92	3,668,726.92
GO CP	2268	601	TEXPOOL Investement Pool	RRP	5,937,632.52			0.497	100.000	12/30/2016	5,937,632.52	5,937,632.52
ELEC CP	2269	210	TEXPOOL Investement Pool	RRP	5,884,743.33			0.497	100.000	12/30/2016	5,884,743.33	5,884,743.33
WATER CP	2270	220	TEXPOOL Investement Pool	RRP	3,424,236.64			0.497	100.000	12/30/2016	3,424,236.64	3,424,236.64
SEWER CP	2271	230	TEXPOOL Investement Pool	RRP	2,209,922.03			0.497	100.000	12/30/2016	2,209,922.03	2,209,922.03
JAG-2016	2294	871-16	TEXPOOL Investement Pool	RRP	959.32			0.497	100.000	12/30/2016	959.32	959.32
ELEC NOTES	2298	208	TEXPOOL Investement Pool	RRP	263,638.46			0.497	100.000	12/30/2016	263,638.46	263,638.46
33583CPA1	2166	223-02	First Financial	RR3	110,000.00	04/17/2017		0.750	100.000	12/30/2016	110,000.00	110,000.00
33583CPA1	2167	233-02	First Financial	RR3	118,000.00	04/17/2017		0.750	100.000	12/30/2016	118,000.00	118,000.00
3130A7UG8	2292	214	Federal Home Loan Bank	FAC	4,000,000.00	04/26/2017		0.625	99.988	12/30/2016	3,999,544.00	4,000,000.00
38148JBL4	2112	233-01	First Financial	RR3	185,000.00	05/01/2017		1.150	100.000	12/30/2016	185,000.00	185,000.00
38148JBL4	2114	233-02	First Financial	RR3	63,000.00	05/01/2017		1.150	100.000	12/30/2016	63,000.00	63,000.00
78658QUA9	2274	233-01	First Financial	RR3	19,000.00	05/16/2017		0.850	100.000	12/30/2016	19,000.00	19,000.00
78658QUA9	2275	233-02	First Financial	RR3	73,000.00	05/16/2017		0.850	100.000	12/30/2016	73,000.00	73,000.00
78658QUA9	2276	223-02	First Financial	RR3	70,000.00	05/16/2017		0.850	100.000	12/30/2016	70,000.00	70,000.00
3134G6R70	2307	214	Federal Home Loan Mort. Corp.	FAC	2,000,000.00	05/26/2017		0.750	100.047	12/30/2016	2,000,946.00	2,001,797.82
05965GWG7	2256	223-02	First Financial	NC2	78,000.00	06/09/2017		0.900	100.074	12/30/2016	78,058.42	78,000.00
57116AHY7	2117	233-02	First Financial	RR3	248,000.00	06/30/2017		0.950	100.000	12/30/2016	248,000.00	248,000.00
140420TP5	2206	223-02	First Financial	NCB	106,000.00	07/22/2017		1.150	100.115	12/30/2016	106,121.90	106,000.00
844772AY9	2145	223-02	First Financial	RR3	131,000.00	07/27/2017		0.900	100.000	12/30/2016	131,000.00	131,000.00
319590BY0	2146	233-02	First Financial	RR3	143,000.00	07/28/2017		0.900	100.000	12/30/2016	143,000.00	143,000.00
140420TU4	2205	233-02	First Financial	RR3	109,000.00	07/31/2017		1.150	100.000	12/30/2016	109,000.00	109,000.00
05580ACV4	2219	223-02	First Financial	NC2	69,000.00	09/18/2017		1.200	100.000	12/30/2016	69,000.00	69,000.00
05580ACV4	2220	233-02	First Financial	NC2	72,000.00	09/18/2017		1.200	100.000	12/30/2016	72,000.00	72,000.00
83540RFE8	2285	233-02	First Financial	RR3	72,000.00	09/18/2017		0.800	100.000	12/30/2016	72,000.00	72,000.00

CUSIP	Investment #	Fund	Issuer	Investment Type	Par Value	Maturity Date	Call Date	Current Rate	Market Price	Market Date	Market Value	Book Value
Investment Class: < 1 Year AC												
83540RFE8	2286	223-02	First Financial	RR3	70,000.00	09/18/2017		0.800	100.000	12/30/2016	70,000.00	70,000.00
83540RFE8	2287	233-01	First Financial	RR3	106,000.00	09/18/2017		0.800	100.000	12/30/2016	106,000.00	106,000.00
3133EFN78	2283	214	Federal Farm Credit Bank	FAC	5,000,000.00	09/21/2017		0.900	100.008	12/30/2016	5,000,405.00	5,000,000.00
084601FR9	2288	233-01	First Financial	BCD	184,000.00	09/23/2017		0.850	100.000	12/30/2016	184,000.00	184,000.00
06610QDF5	2289	233-01	First Financial	RR3	248,000.00	09/29/2017		0.850	100.000	12/30/2016	248,000.00	248,000.00
				Subtotal	**191,943,842.18**						**191,944,917.50**	**191,945,640.00**
				Total	**484,767,842.18**						**483,865,832.18**	**484,933,459.57**

GARLAND

CITY COUNCIL ITEM SUMMARY SHEET

City Council Work Session Agenda **3.a.**

Meeting Date: March 6, 2017

Item Title: Charter Review

Summary of Request/Problem

At the request of Council Member Rich Aubin and Council Member Lori Barnett Dodson, Council is requested to consider a charter review committee. The City Charter requires the Council first convene a Charter Review Committee, composed of not less than nine (9) residents of the City, to make recommendations to the Council on any such amendment. The Council shall establish the Charter Review Committee no later than the second regular meeting of the Council in the October preceding an election in the following May.

Recommendation/Action Requested and Justification

Council discussion.

GARLAND

CITY COUNCIL ITEM SUMMARY SHEET

City Council Work Session Agenda **4.a.**

Meeting Date: March 6, 2017

Item Title: Adoption of a Resolution Regarding Funding for the IH-635 East Reconstruction Project

Summary of Request/Problem

At the request of Council Member Rich Aubin and Council Member B.J. Williams, Council is requested to consider the adoption of a resolution regarding funding for the IH-635 East reconstruction project.

Recommendation/Action Requested and Justification

Council discussion.

Attachments

IH-635 East Reconstruction Project Resolution

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF GARLAND, TEXAS URGING THE 85TH TEXAS LEGISLATURE TO PROVIDE FUNDING FOR THE RECONSTRUCTION OF IH-635 EAST FROM US HIGHWAY 75 TO AND INCLUDING THE IH-30 INTERCHANGE; IMPLORING THE 85TH LEGISLATURE TO AUTHORIZE ALL NECESSARY MEANS TO EXPEDITE THAT PROJECT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the segment of IH-635 that passes through or alongside the city limits of Garland was built in the early 1970s and has remained in essentially the same configuration since those days despite an exponential increase in the amount of traffic using that road, which now handles approximately 199,952 vehicles per day;

WHEREAS, through the considerable efforts of state and local leaders, Texas Department of Transportation officials and others over the years, the Western portion of IH-635 between IH-35 and US-75 and the Southeastern portion of IH-635 between IH-30 and US-80, have now been improved and updated to meet the needs of the area, to the benefit of the Dallas region and the people and businesses within it;

WHEREAS, by equal measure and for the same reasons, the Eastern portion of IH-635 from US-75 to IH-30 needs to be improved in the same manner to increase the number of lanes, to increase the carrying capacity of the road, to improve pavement conditions, to provide continuous frontage roads (something that segment of IH-635 has never had in its nearly 50 years of existence), and to provide a new interchange with IH-30;

WHEREAS, improvements on adjacent portions of IH-635 East have created significant additional traffic volume, creating business-choking congestion that has the Dallas area ranked in studies as having the worst congestion in Texas and 16th in the world;

WHEREAS, transportation mobility is critical to the retention and growth of the economic base of North Texas and to maintaining Texas' position as the growth engine of the United States;

WHEREAS, the need for the reconstruction of IH-635 East is now urgent and further delay will risk permanent damage to the region;

WHEREAS, the Texas Department of Transportation has prepared a design for the reconstruction of IH-635 East that is now 90% complete and will shortly be ready to be bid for construction;

WHEREAS, it has been reported that there may be insufficient

Proposition 1 and Proposition 7 funds generated to complete the IH-635 East reconstruction, or that the Texas Legislature may reduce the amount of funds available to be used for projects such as the IH-635 East reconstruction, either of which could delay the project by several years and could delay the necessary reconstruction of the IH-635 to IH-30 interchange;

WHEREAS, no scheme of prioritization of available or predicted funding for the North Texas Region, even if politically possible, would be sufficient to ensure the reconstruction of IH-635 East without significant delays;

WHEREAS, other funding mechanisms for IH-635 East are available and may be viable and that do not shift unknown burdens onto Garland taxpayers or otherwise impose undue costs on the City which could further delay the project;

WHEREAS, the people of Texas have, by their votes on road funding propositions, indicated their desire to fund and prioritize such projects;

WHEREAS, because the people have spoken, it is incumbent on the elected officials within this State to make projects like IH-635 East an immediate reality by approving all necessary funding and funding tools, by providing such other approvals as may be necessary, and by removing whatever roadblocks to funding may currently exist; and

WHEREAS, the Council of the City of Garland, Texas, has previously adopted resolutions supporting the reconstruction of IH-635 from US-75 to IH-30 over the course of the last several sessions of the Texas Legislature;

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

Section 1

That the City Council urges the 85th Texas Legislature to take prompt action to allow for the immediate funding the immediate reconstruction of IH-635 from US-75 to IH-30 and that such action be completed during this current legislative session.

Section 2

That the City Council urges the 85th Texas Legislature to allow for the immediate funding of the IH-635 reconstruction by the most economically viable and expedient means, including the mechanisms of Proposition 1 funds, Proposition 7 funds, Federal funding, other State funding; or a Comprehensive Development Agreement for the entire length of the IH-635 East reconstruction from US-75 to IH-30, inclusive of the IH-30 interchange.

Section 3

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

PASSED AND APPROVED this the _____ day of __________, 2017.

CITY OF GARLAND, TEXAS

Mayor

ATTEST:

City Secretary

GARLAND
POLICY REPORT

City Council Work Session Agenda **4.b.**

Meeting Date: March 6, 2017
Item Title: Consider Equipment Use Policy for City Owned Equipment
Submitted By: Jermel Stevenson, Managing Director
Council Goal: Fully Informed and Engaged Citizenry

ISSUE

Nonprofits, individuals, and other organizations consistently request the use of the Parks, Recreation, and Cultural Arts city owned equipment. It is necessary to develop a policy that guides requests from the public for the use of this equipment.

OPTIONS

The City Council may: 1) approve the proposed policy for equipment use, 2) deny or revise proposed policy, or 3) return the item to staff for further review and recommendations.

RECOMMENDATION

Staff recommends that Council consider and approve this policy that would allow for city staff to review each request on a case by case basis to evaluate the appropriateness and availability of requested equipment.

BACKGROUND

Each year, the Garland Parks, Recreation, and Cultural Arts Department fields requests for use of city owned equipment. Common requests include chairs, tables, fencing, pop up tents, and staging. The current practice is to deliver equipment or schedule a pick-up date prior to the event based on the amount of equipment requested. Current approved use has been limited to non-profit events sponsored through the Special Event Assistance Program, city sponsored events, and city department events.

CONSIDERATION

Staff is proposing the attached criteria for evaluating and approving requests. The current Special Event Assistance application is proposed to be modified to include a section for requesting equipment based on the proposed criteria.

Attachments

Special Event Equipment Use Policy

GARLAND

TEXAS MADE HERE

Special Event Equipment Use Policy

Select pieces of equipment owned by the City of Garland Parks, Recreation and Cultural Arts Department may be made available without remuneration to individuals or organizations that meet certain requirements. Each request for equipment will be addressed on a case by case basis with priority given first to city wide events, events sponsored by a city department, or an event co-sponsored by the city.

Requesting party must make a formal written request to the city via the *Special Event Assistance Program Application* to solicit equipment use. Application can be submitted to the Parks and Recreation Administrative Offices, 634 Apollo Rd. The City Manager or staff designee is authorized to consider and approve requests that meet the policy requirements.

To request the use of any equipment, the following requirements should be met:

1. Events should be held within the City of Garland city limits
2. No individual may use the equipment for the purposes of personal gain or benefit
3. Requesting party cannot make more than two requests within a calendar year
4. Requesting party should meet the eligibility requirements of the City of Garland Special Event Assistance Program:
    A. The organization must be a civic, cultural, educational, religious, service group, and/or a neighborhood or homeowner's association.
    B. Written evidence must be provided verifying the organization is a non-profit in accordance with Section 501(c)3 or 501(c)4 of the Internal Revenue Service Code. This requirement is waived for neighborhood and homeowner's associations.
    C. The event must be of economic benefit to the Garland community, and/or contribute to the quality of life in Garland.
    D. The event must be open to the public for participation. This requirement is waived for neighborhood and homeowner's associations.

5. The requesting party should submit a 'Temporary Activity Permit' with the equipment request. A Temporary Activity Permit is required per Chapter 30.210 of the Code of Ordinances if:
    A. Closing a public street;

B. Blocking or restriction of public property;
C. Sale of merchandise, food or beverages on public property, or on private property where otherwise prohibited by ordinance;
D. Erection of a tent on public property, or on private property where otherwise prohibited by ordinance;
E. Installation of a stage, bandshell, trailer, van, portable building, grandstand or bleachers on public property, or private property where otherwise prohibited by ordinance;
F. Placement of portable toilets on public property, or on private property where otherwise prohibited by ordinance; or
G. Placement of temporary no-parking signs in a public right-of-way.

6. All requests are dependent on availability of equipment
7. All requests must be submitted at least 45 days prior to use
8. If equipment will be kept overnight, staff must approve how equipment will be stored and secured
9. Storage and transportation must be approved prior to approval of equipment requests
10. Equipment must be returned in good condition the next available business day
11. Lost or damaged equipment must be reimbursed to the city per predetermined replacement cost
12. Use of City owned equipment will require users/borrowers, to waive any and all liability and indemnify the City for any injury or damage arising from use of City equipment.

GARLAND
POLICY REPORT

City Council Work Session Agenda **4.c.**

Meeting Date: March 6, 2017
Item Title: City Council Policy Guiding the Issuance of Tax Credit Support Resolutions
Submitted By: Rick Vasquez, Managing Director
Council Goal: Sustainable Quality Development and Redevelopment

ISSUE

Discuss the development and adoption of a Policy and Application for the review and approval of requests for Resolutions of Support for Texas Department of Housing and Community Affairs Tax Credit Applications.

OPTIONS

1. Continue current practice to accept request for Tax Credit Resolutions on an ad-hoc basis.
2. Adopt the attached Tax Credit Policy and Application.

RECOMMENDATION

Adopt the attached Tax Credit Policy and Application.

BACKGROUND

The Low-Income Housing Tax Credit (LIHTC) is the largest federal resource for creating affordable housing in the United States today. The credits are also commonly called Section 42 credits in reference to the applicable section of the Internal Revenue Code. The tax credits are more attractive than tax deductions as the credits provide a dollar-for-dollar reduction in a taxpayer's federal income tax, whereas a tax deduction only provides a reduction in taxable income. Created by the Tax Reform Act of 1986, the LIHTC program gives States the equivalent of nearly $8 billion in annual budget authority to issue tax credits for the acquisition, rehabilitation, or new construction of rental housing targeted to lower-income households. An average of over 1,420 projects and 107,000 units were placed in service annually between 1995 to 2014, according to HUD's National Low Income Housing Tax credit (LIHTC) database: Projects Placed in Service through 2014.

The Texas Department of Housing and Community Affairs (TDHCA) is the only entity in the state of Texas with the authority to allocate tax credits under this program. TDHCA must develop a plan for the selection of eligible developments; this plan is known as the Qualified Allocation Plan and Rules (QAP). The QAP defines a series of point based selection criteria to ensure that the housing proposed in the application is consistent with the program's goals. The QAP is revised annually and is formalized for the following year when signed by the Governor.

Tax credits are allocated in accordance with Section 2306.111 of the Texas Government Code, which requires that the credits be allocated on a regional basis. There are 13 state service regions; each of the state service regions is further divided into Rural and Urban/Exurban areas each of which is targeted to receive a pre-determined amount of the tax credits each year. The amount per area is based on a regional allocation formula (RAF) which is generated by TDHCA. The US Department of Housing and Urban Development (HUD) designates QCTs for purposes of the LIHTC program. The Small Business Act defines a QCT as having the meaning set forth in Section 42 of the Internal Revenue Code of 1986. That section of the tax code defines a QCT for purposes of the Low Income Housing Tax Credit (LIHTC) program. The LIHTC statute provides two criteria for QCT eligibility. A census tract must have either: 1) a poverty rate of at least 25 percent; or 2) 50 percent or more of its householders must have incomes below 60 percent of the area median household income.

Further, the LIHTC statute requires that no more than 20 percent of the metropolitan area population reside within designated QCTs (This limit also applies collectively to the nonmetropolitan counties in each state). Thus, it is possible for a tract to meet one or both of the above criteria, but not be designated as a QCT.

CONSIDERATION

Council is being requested for tax credit projects to review and establish an application process. This would allow for proposed tax credit projects to be properly and objectively evaluated before the City Council is asked to approve a resolution of support.

Attachments

MF Tax Credit Policy

GARLAND

Housing Tax Credit

Resolution Application Packet

Low Income
Housing Tax Credit (LIHTC) Resolution Process

Texas Department of Housing and Community Affairs (TDHCA) offers non-competitive 4% and competitive 9% LIHTC application processes. Non-competitive LIHTC applications may be received year round and are evaluated as received. Competitive 9% LIHTC applications follow a different process which typically begins in January of each year. Below is the timeline and application process for developers seeking resolutions for their Garland LIHTC TDHCA application:

City of Garland Application Timeline

Applications must be submitted to the Department of Housing and Community Services 90 days prior to the date the applicant is requesting delivery of the Resolution.

Support Resolution Requirements

Staff will use the information submitted by the developer with the application (see attached) to determine whether a Resolution of Support (17 TDHCA application points) or a Resolution of No Objection (14 TDHCA application points) will be recommended to City Council.

Required Documentation

1. Completed application packet
2. Fee: $10.00 per proposed unit.
3. Site with conforming zoning; or letter of support for rezoning from City Council member and written evaluation of zoning amendment request from Planning Department.
4. Preference shall be given to tax credit proposals in the following order:
    a. Demolition and Reconstruction of an existing substandard multi-family development.
    b. Rehabilitation of an existing multi-family development.
    c. New Construction of housing for special needs populations such as senior households, AIDS or other disabilities.
5. The application must address a housing need or problem identified in the City of Garland's Consolidated Plan.
6. The Developer must have demonstrated experience with the TDHCA tax credit programs from several municipalities.
7. The location must be within ½ mile of Dart station or stop.
8. Preference shall be given to mixed-income development where at least 33% of the units are market based.
9. Preference shall be given to developments that include a minimum of four energy efficient or sustainable/green build components.
10. The public shall be given the opportunity to comment on the request for a resolution of support at a public hearing after notice is provided to property owners within four-hundred feet of the proposed tax credit site.
11. Location, height and density of the proposed tax credit project is compatible with surrounding development.
12. Preference shall be given to tax credit projects that provided full-time on-site management.
13. Preference shall be given to tax credit projects that provide a complete market analysis which demonstrates the ability of the market to absorb the new dwelling units.
14. Preference shall be given to tax credit projects that are in the best interest of the City of Garland.

9% H Housing Tax Credit
Resolution of Support Application

9 % Low Income Housing Tax Credit Application

All applications must be submitted with a completed Application Form and Application Checklist, and all materials listed in the appropriate checklist. Housing and Community Services staff is available to advise you on any requirements. Applications are due by ______________________________

Project Name: ____

Property Information

Property Address:	
Legal Description:	
Zoning District:	
Do you intend to request funding for your project through the City of Garland Grant Process? YES☐ NO☐	
Do you intend to request additional funding from the City for development? YES☐ NO☐	

Applicant Information (property owner or authorized agent) Applicant will be used as the City's Official Contact

Name:	
Address:	
City/State/Zip:	
Work Phone:	Cell Phone:
Email:	
Do you have site control or owner's consent to apply for LIHTC funding on this site? YES☐ NO☐	

Property Owner Information

Owner Name:	
Address:	
City/State/Zip:	DUNS Number:
Work Phone:	Cell Phone:
Email:	

Applicant Signature:	
Printed Name:	Date:
By signing this form, the owner of the property authorizes the City of Garland to begin proceeding in accordance with the process for this request. The owner further acknowledges that submission of an application does not in any way obligate the City of Garland to approve the application and that although City Staff may make certain recommendations regarding this applications, the decision making authority may not follow that recommendation and may make a final decision that does not conform to the staff's recommendation.	

9 % Low Income Housing Tax Credit / Resolution of Support Checklist

This Checklist is intended to provide the information and data that is necessary to assess the merits of the project proposal.

Incomplete applications cannot be accepted for review. If all the information noted in the "Items Required for Submittal" section of this checklist is not provided, the application may not be accepted for processing.

Items Required for Submittal	
Application Form with required fees	☐
All required City of Garland documentation on pages 2 and 3 of this packet	☐
Proposed Development name, Developer/Applicable owner(s) and/or Program name to be referenced in the City Resolution	☐
If a 501(c)3 organization, a copy of the IRA Letter of Determination	☐
Letter of Project Intent with Detailed Information listed below:	☐
Detailed Information	
Location Map of the Property	☐
Site Development:	☐
• *List the number of units.*	☐
• *List the breakdown of rental rates by unit and income restrictions.*	☐
• *Will rental rates change over time and how are they determined?*	☐
• *How many accessible units are included?*	☐
• *If the development includes market rate units, do these units differ from the income restricted units in anyway?*	☐
• *List the amenities included in individual units as well as those for the entire site*	☐
• *Describe energy efficiency components that will be installed*	☐
	☐
Background of the development company and management company	☐
• *Have there been any changes in company names or reorganizations?*	☐
• *History of similar projects and complexes managed*	☐
• *How many tax credit and/or HOME projects have you developed and managed?*	☐
	☐
Financial:	☐
• *List the funding sources to be used*	☐
• *List any past or current funding programs (state or federal) for which the property is under contract (USDA, Section 8, Etc.)*	☐
• *Provide the anticipated breakdown of the development costs.*	☐
• *Will the site be tax exempt after development?*	☐
• *What is the affordability period requirement for this project?*	☐
• *Provide a Pro Forma statement for the project.*	☐
• *Will this development require extensive capital improvements?*	☐
Please list any additional information or letters that you will be requesting from the City of Garland for the TDHCA application requirements.	☐
	☐

4% Low-Income Housing Tax Credit
Resolution of Support Application

4 % Low Income Housing Tax Credit
Resolution of Support Application

All applications must be submitted with a completed Application Form and Application Checklist, and all materials listed in the appropriate checklist. Housing and Community Services staff is available to advise you on any requirements. Applications are due by ______________________________

Project Name: ____

Property Information

Property Address:	
Legal Description:	
Zoning District:	
Do you intend to request funding for your project through the City of Garland Grant Process? YES☐ NO☐	
Do you intend to request additional funding from the City for development? YES☐ NO☐	

Applicant Information (property owner or authorized agent) Applicant will be used as the City's Official Contact

Name:	
Address:	
City/State/Zip:	
Work Phone:	Cell Phone:
Email:	
Do you have site control or owner's consent to apply for LIHTC funding on this site? YES☐ NO☐	

Property Owner Information

Owner Name:	
Address:	
City/State/Zip:	DUNS Number:
Work Phone:	Cell Phone:
Email:	

Applicant Signature:	
Printed Name:	Date:
By signing this form, the owner of the property authorizes the City of Garland to begin proceeding in accordance with the process for this request. The owner further acknowledges that submission of an application does not in any way obligate the City of Garland to approve the application and that although City Staff may make certain recommendations regarding this applications, the decision making authority may not follow that recommendation and may make a final decision that does not conform to the staff's recommendation.	

GARLAND

4 % Low Income Housing Tax Credit / Resolution of Support Checklist

This Checklist is intended to provide the information and data that is necessary to assess the merits of the project proposal.

Incomplete applications cannot be accepted for review. If all the information noted in the "Items Required for Submittal" section of this checklist is not provided, the application may not be accepted for processing.

Items Required for Submittal	
Application Form with required fees	☐
All required City of Garland documentation on pages 2 and 3 of this packet	☐
Proposed Development name, Developer/Applicable owner(s) and/or Program name to be referenced in the City Resolution	☐
If 501(c) 3 organization, a cop of the IRS letter of Determination	☐
Letter of Project Intent, with detailed information listed below:	☐
Detailed Information	
Location Map of the Property	☐
Site Development:	☐
• *List the number of units.*	☐
• *List the breakdown of rental rates by unit and income restrictions.*	☐
• *Will rental rates change over time and how are they determined?*	☐
• *How many accessible units are included?*	☐
• *If the development includes market rate units, do these units differ from the income restricted units in anyway?*	☐
• *List the amenities included in individual units as well as those for the entire site*	☐
• *Describe energy efficiency components that will be installed*	☐
	☐
Background of the development company and management company	☐
• *Have there been any changes in company names or reorganizations?*	☐
• *History of similar projects and complexes managed*	☐
• *How many tax credit and/or HOME projects have you developed and managed?*	☐
	☐
Financial:	☐
• *List the funding sources to be used*	☐
• *List any past or current funding programs (state or federal) for which the property is under contract (USDA, Section 8, Etc.)*	☐
• *Provide the anticipated breakdown of the development costs.*	☐
• *Will the site be tax exempt after development?*	☐
• *What is the affordability period requirement for this project?*	☐
• *Provide a Pro Forma statement for the project.*	☐
• *Will this development require extensive capital improvements?*	☐
Please list any additional information or letters that you will be requesting from the City of Garland for the TDHCA application requirements.	☐
	☐

GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Work Session Agenda **4.d.**

Meeting Date: March 6, 2017

Item Title: Review Proposed Changes to Council Policies

Summary of Request/Problem

Continuation of the discussion of Council Policies.

Recommendation/Action Requested and Justification

Council discussion.

Attachments

Council Rules of Order and Policies

The attached is the working draft with suggested changes submitted by Councilmember Aubin and discussed by the City Council in work session on February 20. Changes indicated in green highlight are those suggested by Councilmember Williams during the 2-20 work session discussion

2017

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 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.* ~~Tape~~Audio and/or visual recordings of proceedings, other than executive session proceedings, are maintained by the City Secretary as required by law. ~~Tape~~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 ~~need~~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, ~~published by Persus Publishing,~~ (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. 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.

(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.

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 furtherance of the interests of the City or the conduct of City business, including providing an endorsement or recommendation of an individual, business or issue, 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

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
- Review and recommend approval to the City Council of Expense Reports and requests to amend the budget for Council expenses, as provided in Section 6
- 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, state and national legislative changes as they relate to or may affect public safety
- Updates on policy modifications relating to public safety

(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 ~~After the annual~~ City Council election, a Council Committee Interest Form (see sample attached) shall be completed by each member of the City Council. Within ten business days ~~F~~following the submission of the Council Committee Interest Form~~at~~, ~~appointments~~nominations to committees will be ~~made~~delivered to the City Council by the Mayor.~~,~~ Nominations shall be designed to assure continuity on the committees and outside boards. The nominations shall be placed on the agenda for the next regular city council work session and meeting, not less than five business days after the delivery of the nominations to the City Council. ~~with the consent of the City Council, as soon as practicable after the annual City Council election.~~The City Council may accept the Mayor's nominations in whole, or in part, and Councilmembers may make their own nominations. The Mayor shall make new ~~appointments~~nominations as needed to fill vacancies in order to assure continuity on the committees.

(I) Term of office

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

(J) Chair

The Chair of each committee shall be selected by the members of the Committee at the first meeting following the annual confirmation of the Committee membership. ~~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.

(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;
- Attendance by the Mayor at the semi-annual meetings of the U.S. Conference of Mayors; and
- Attendance by the Mayor or other members of the City Council at other City-related meetings, events, and functions as approved by the City Council.

(C) The Mayor or another member of the City Council shall be reimbursed for reasonable expenses related to attendance at City-related meetings, events, and functions that, due to circumstances, could not have been anticipated at the time the budget for Council expenses is approved, and the urgency of such business does not afford sufficient time to convene the full City Council for deliberation and approval. Examples include attendance at legislative proceedings (federal/state/local), expenses made necessary by natural disasters, 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 such expenses). Expenses that could have been, or were, anticipated, but were not budgeted, will not be approved. The City Council shall annually review the incidental or undesignated funds approved by the Mayor/Mayor Pro Tem.

(D) The following general rules apply to travel 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 business.* The City will pay for meals up to the current published U.S. General Services Administration (GSA) allowance if the purchase of meals is directly attributable to the conduct of City business (other than simply meeting constituents) while on authorized travel. 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. The GSA allowance will be reduced pro-rata for meals provided at a conference, seminar or social event related to the City business and for meals provided as part of the airfare or other form of transportation, the purchase price of registration, or provided as part of a social or other business function related to City business. 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. Unused portions of the GSA allowance may not be accumulated or carried over.

- *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.* 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. Other travel-related expenses not specifically covered in this policy require the approval of the ~~Mayor or~~ City Council.

- *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.

Council members shall provide a brief report on meetings attended at the expense of the City at the next regular meeting of the Council. If multiple Council members attended the same event, a joint report may be made.

(E) 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"

The City recognizes the need for local business travel by its local elected officials (City Council) and through this policy, assigns the responsibilities connected with local travel for City-related business purposes.

This local travel policy applies to business travel expenses incurred by City elected officials when the trip does not involve overnight travel. The City's ethics ordinance is incorporated into this policy by reference.

The primary purpose of all local travel must serve a public interest related to the City. Business travel satisfies the "public interest" requirement if the authorized trip's primary purpose is to accomplish work-related tasks or for professional development.

All local travel expenses must be approved by the Mayor and reviewed by the full Council at least annually. The City will reimburse allowable and documented business expenses incurred by a Council member, while engaged in the conduct of City-related business locally.

LOCAL TRAVEL REIMBURSEMENT:

Eligible expenses for local travel

* Registration Fees: Actual cost for registration fees (and meals if included in fee) at a conference or meeting when attendance is approved in advance and is in the interest of the City. Such fees must be supported by receipts and other documentation as required (e.g., brochures) by the approving official.

* Mileage to locations: An Internet mapping source, such as mapquest.com, shall be used to calculate mileage and attached to the expense report.

* Mileage Reimbursement: Mileage reimbursement will be made for authorized business-related travel that occurs after the Council member reaches his/her the site of the city-business to be conducted.

* Mileage Reimbursement Rates: Guidelines for mileage reimbursement rates associated with the use of a personal vehicle are published by the IRS and may be considered when establishing the current mileage reimbursement rate. Notice of rate revision will be made by the Director of Finance, without further alteration to or revision of this policy.

* Travel Authorization Mileage Reimbursement: For use of a personally owned vehicle associated with a Travel Authorization Request Form (Appendix B) must be calculated on the Travel Expense Report (Appendix -) and submitted within ten (10) calendar days after returning from the trip or completion of city-related business.

* Occasional Mileage Reimbursement: For use of a personally owned vehicle, not associated with a Travel Authorization Request shall be considered for denial if the reimbursement requests are not filed in the above prescribed manner.

* Ineligible expenses applicable for local travel include:

- Reimbursement for meals, outside of those included in the registration fee;
- Alcoholic beverages;
- Personal vehicle mileage reimbursement for local travel if the Council member receives a monthly car allowance.
- Car rental insurance;
- Travel expenses between the Council member's residence and City Hall or other designated place of work.
- Other expenses determined by the approving authority (Mayor or Council) to be non-essential or otherwise, unrelated to City business.

(F) Pursuant to the City Charter, the Mayor and the members of the City Council may be reimbursed for certain expenses. Neither the Mayor nor and Councilmember may hold a 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. If a completed, signed expense report is not timely submitted or, if a completed expense report appears to contain non-allowed or disallowed expenses, the office of the City Manager shall report the same to the ~~Mayor (or to the Mayor Pro Tem if the report pertains to the Mayor)~~Audit Committee. A late report or a report that contains non-allowed or disallowed expenses shall be discussed by a member of the Audit Committee~~the Mayor or Mayor Pro Tem~~ directly with the person who incurred the expenses. If the matter is not resolved within ten days, the matter will be referred to the City Council for resolution. The City Council is responsible for enforcing this policy.

Procurement Card (P-Card) Use Option

Use of a city-issued credit card (P-card) shall be permissible for the reimbursable expenses listed herein, if the Mayor or a Council member so chooses. The credit card may not be used at any time for personal expenses, even if the Council member subsequently reimburses the City.

Upon Council's review, modification and approval of expansion of the City's Procurement Card Program Policies and Procedures Purchasing Policies to include Council members, that document shall govern the issuance and use of P-Card by Mayor and Council members. Violations of this policy including falsifying expense reports may result in any or all of the following: (1) loss of reimbursement privileges, (2) demand for restitution to the City, (3) any other applicable state and federal penalties, including criminal prosecution. The City Council shall consider (1) or (2) above only at a publicly noticed Council meeting at which a hearing shall be held to determine whether or not a Council member has violated the policy and what the appropriate penalty shall be. The determination as to whether or not to hold such a hearing may be made only after a vote of a majority of the Council members present at any meeting during which the matter is considered. The hearing shall not be a full adversarial evidentiary hearing, and there shall be no direct or cross examination of witnesses except by the Council. The Council member who is being accused of violating the policy shall be entitled to present any evidence to the Council as to the validity and propriety of expenditures for which reimbursement was sought. The Council member being accused of violating the policy shall not participate in either the decision to hold the hearing or the decision on the hearing.

(G) The ~~Mayor (or the Mayor Pro Tem, if the report pertains to the Mayor)~~Audit Committee shall review the travel and other expense reports submitted by a Councilmember or the Mayor to determine whether the report contains disallowed expenses. If so, the ~~Mayor (or Mayor Pro Tem, as the case may be)~~Audit Committee shall reject the report and return it to the person who submitted it for correction or for submission to the full City Council at the person's request. If the report does not contain any disallowed expenses, the report shall be recommended for approval by the Audit Committee and forwarded to the City Council to be approved and processed as provided in this policy. All expenses, including all expense reports, receipts, P-Card reports, and other documents pertaining to Council expenses are public records.

(H) 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 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.

(I) 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 Appointments to boards and commissions

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.

Section 11 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), council appointees are employed under contract, the term of which shall not exceed one year. The performance of and compensation afforded to council appointees shall be reviewed and evaluated by the City Council annually.

(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.

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 6 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 five members of the City Council then present, is required to grant a motion for reconsideration. If a motion for reconsideration is granted, the case shall be re-advertised and placed on the next appropriate agenda of the City Council. A denial of a motion 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.

<u>Financial Condition</u>:

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

    - <u>General Fund</u> - 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.

    - <u>Enterprise Funds</u> - 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 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, nor the Mayor, shall unilaterally direct the City Manager or 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 match anticipated cash flow projections with their stated final maturities with 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 two year rolling average yield for the two year Treasury note.

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 fund portfolios 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 six month rolling average yield for the 180 day Treasury bill.

<u>Reserve Funds</u>:

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 three year rolling average yield for the three year Treasury note.

(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 Investment and Debt Administrator and the Accounting Administrator. 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) Each investment officer shall attend a training session not less than once in a two year period and must receive not less than ten hours of instruction relating to investment responsibilities. Training must be provided by an independent source approved by the City

Council and shall relate to investment responsibilities under the City's Statement of Investment Strategy and Statement of Investment Policy.

(4) 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.

(5) 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.

(6) The City's investment officers shall be governed by the standard of care applicable to a prudent investor. 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.

(7) 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.

(8) 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.

(9) 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.

(10) 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), Federal Home Loan Bank (FHLB), Federal Farm Credit Bank (FFCB), Student Loan Marketing Association (SLMA), and Federal Home Loan Mortgage Corporation (FHLMC).

- 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 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 Government Code.

- SEC registered no-load money market mutual funds with a dollar-weighted average portfolio maturity of 90 days or less. Assets will consist exclusively of those securities listed in 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 90 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 180 days or less from the date of purchase. No more than 2% 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.

(11) 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.

(12) 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.

(13) 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

(14) 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.

(15) 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.

(16) 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.

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

(18) 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.

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

(20) 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.

(21) 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.

(22) 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.

(23) 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 Garland city boundaries may be considered to participate in the request for application process provided the City has adopted a policy permitting it. 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 Chapter 2257 of the Texas Government Code.

(24) Eligible securities as defined in Chapter 2257, Texas Government Code, and identified below shall be deposited with a third party custodian prior to the deposit of City funds. The City shall reserve 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.

(25) The following securities are approved as collateral for City funds:

(a) United States Treasury notes, bills or bonds or obligations fully and unconditionally guaranteed as to principal and interest by the full faith and credit of the United States;

(b) Obligations of the Agencies and Instrumentalities of the United States, including, but not limited to: Federal Home Loan Bank, Federal Home Loan Mortgage Corporation and Federal National Mortgage Association;

(c) Mortgage-Backed Securities issued by the United States and its agencies and instrumentalities, including but not limited to Government National Mortgage Association.

(26) The use of a Federal Home Loan Bank issued letter of credit to meet the required collateral requirements may be proposed by the financial institution for consideration by the City.

(27) 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.

(28) 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 this Statement of Investment Policy and has implemented reasonable procedures and controls in an effort to preclude conducting investment transactions that are not authorized by this Statement of Investment Policy, except to the extent that this authorization is dependent upon the portfolio over which the broker/dealer has no control or knowledge. A prospective securities broker/dealer must provide evidence of FINRA registration and State of Texas Securities Commission certification. 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.

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

(30) 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 monthly 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.

(31) 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.

(32) 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 [Reserved]

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 dedication plaques

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.

ATTACHMENTS:

Council Committee Interest Form

Special Events Assistance Program Application

COUNCIL COMMITTEE INTEREST FORM

Council Member: ___________________________________

Please identify the Committee(s) you would prefer to serve on, “1” being your first choice. Indicate at least two choices.

____ Audit
____ Administrative Services
____ Community Services
____ Development Services
____ Public Safety Services

Please check one of the following if you are interested in serving:

Garland Economic Development Partnership	____ YES	____ NO
North Central Texas Council of Governments	____ YES	____ NO
Dallas Regional Mobility Council	____ YES	____ NO

GARLAND

TEXAS MADE HERE

Special Event Assistance Application

Date Submitted ____________________
(Must be minimum 45 days prior to event)

SECTION 1: Event Information

Event title: ______________________________

Organization: ______________________________

Event location: ______________________________

Event date(s): ______________ Start time: _______ End time: ________

Load in date/time: ______________ Load out date/time: ______________

Event description: ______________________________

____

____

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

Attendance last time: ______________ Estimated attendance this year: ______________

What is the purpose of this event? ______________________________

____

How will this event benefit the Garland community? ______________________________

____

How will the proceeds of this event be used? ______________________________

____

SECTION 2: Event Sponsor Information

Event contact 1: ______________ Email: ______________________________

Address: ______________________________

____

Event contact 2: ______________ Phone: ______________________________

Address: ______________________________ Email: ______________________________

Organization tax ID #: ______________

____

Phone: ______________________________

Non-Profit Status: 501(c)3 501(c)4 Neither

NOTE: Upon approval of the event application, and at least ten (10) days prior to the event, the event sponsor 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 sponsor or producer. Please check all in both sections that apply to your event:

Services available through City / Applicant's Responsibility

¨ Police security
¨ Street closures
¨ Barricades
¨ Traffic/crowd control
¨ Trash/recycling containers
¨ Running water (if available at site)
¨ Electrical power (if available at site)
¨ Park use (must be approved by Parks Dept. Director)
¨ Preparation of City-owned facility/property

¨ Concessions/health permits
¨ Portable restrooms
¨ Stage/grandstand
¨ Tents
¨ Amusement rides
¨ Temporary fencing
¨ Signs, banners (City signage ordinances apply)
¨ Merchandising
¨ Sound amplification
¨ Animals (contact Animal Services Dept.)
¨ Overnight security
¨ Open flames
¨ Generators
¨ Off-site parking and transportation
¨ Event insurance
¨ Clean up of facility or event area

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 (fairs, festivals and carnivals) and/or route plan (parades/runs)
¨ Proof of 501(c)3 or 501(c)4 status (official IRS letter)
¨ Temporary Activity Permit

application
¨ Copy of the group's insurance declarations page, 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 this event is sponsored by a non-profit organization. On behalf of the event producer or sponsor, 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 sponsor/producer 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.

______________________ __________________

Signature of organization representative Date

____

Print name of organization representative

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	
Booth sales/rental	
Souvenir/merchandise sales	
Concession sales	________
Donations	________
Sponsorships	________
	________
	________
Other	________
Total projected revenue	________

PROJECTED EXPENSE

Administrative Expenses: Staff	
Facility rental	________
Supplies	________
	________
Operating Expenses: Entertainment	________
Portable restrooms	________
Generators Tent	________
Stage/sound/lighting	________
Food, lodging	________
Decorations/signage	________
	________
Rental expense (tables, chairs, etc.)	
Other	________

Advertising/Promotion Expenses:
Posters/flyers (design & printing)

Brochures (design & printing) Print ads

Radio/television ads ______

Total projected expense ______

PROJECTED PROFIT OR (LOSS) ______

GARLAND
POLICY REPORT

City Council Work Session Agenda **4.e.**

Meeting Date: March 6, 2017
Item Title: Downtown Square Design Project
Submitted By: Angela Self, Comprehensive Planning Administrator
Council Goal: Sustainable Quality Development and Redevelopment

ISSUE

At the request of Council Member Anita Goebel, Council Member David Gibbons and Council Member Rich Aubin, Staff will provide information regarding the Public Hearing for the Downtown Square which was held on February 23, 2017. The purpose of this item is to discuss the Downtown Square Design Project, receive feedback from Council on format of February 23rd public meeting, and receive citizen feedback from meeting.

OPTIONS

Discussion purposes only.

BACKGROUND

The scope of the Downtown Square project addresses potential architectural opportunities to the eastern half of the square which includes the Civic Theater Building and the design of the western Plaza area. An outline of activity is included below:

1. The Downtown Square project was approved by Garland voters as a part of the 2004 Bond Fund. The project scope included the redesign of the Downtown Square to create a more functional and inviting public space for large gatherings, as well as individual activity. In 2012, preliminary design services were completed with a consultant team led by David C. Baldwin, Inc. providing a comprehensive assessment of the project area. An extensive public engagement process concluded with the identification of three (3) design concepts for consideration.

2. In September 2016, three (3) design concepts were presented during a series of public engagement meetings. Each concept presented a unique layout for the Square featuring amenities identified by area stakeholders. Project stakeholders included Downtown user groups; and Downtown merchants, organizations, and property owners.

3. In October 2016, an additional design concept was initiated. It was based on public input and with an emphasis on limited amenities to allow for more open space. Each of these options included the development of open space along State Street in the area formerly occupied by the GP&L Building and retaining the Civic Theater building at 108 Sixth Street, also known as the Crossman Block, with planning for the building identified as "to be determined".

4. A comprehensive asbestos and lead survey and a structural condition assessment were completed for the Civic Theater in September 2016. The assessment concluded that the structure was generally sound with no unknown deficiencies.

5. A streetscape engineering analysis has been initiated to review opportunities to improve accessibility, identity, and safety along properties adjacent to the Downtown Square. This analysis will address fundamental quality of needs, along with the development of a framework for improvements that encourage vital spaces within Downtown.

CONSIDERATION

1. On February 23, 2017, a second public meeting was held at which two (2) design concepts were presented for feedback: Concept C, an option based on public input provided in September 2016 with reduced amenities and b) Concept D, an option with further reduced amenities than those initially identified by the public. Written feedback was collected at and following the February meeting results are shown below:

(A) Receive Council feedback on format of February 23rd Public Input Meeting

(B) Public Input

Scenario C: 11 votes feedback form; 16 votes on dot exercise

Scenario D: 26 votes feedback form; 32 votes on dot exercise

Remove Building: 30 votes

Retain Building: 13 votes

2. In addition, an online poll was placed on MySidewalk in February 2017, and the results were as follows:

Scenario C:	7 votes
Scenario D:	7 votes

Remove Building - Leave open	6
Remove Existing Building - Redevelop	2
Retain Existing Building	8

3. Staff seeks direction on issuing a Request for Qualifications (RFQ) and Request for Proposals (RFP) to identify private partners to submit proposals for the eastern end of the Downtown Square and Civic Theater building.

4. Once Council has made a final decision on design, construction cost estimates will be completed as part of the 2019 Capital Improvement Projects program.

Attachments

Design Scenarios C and D Attachments

City Council Square Update - Staff Presentation

DAVID C. BALDWIN INCORPORATED

LANDSCAPE ARCHITECTURE PLANNING

Prepared for:
CITY OF GARLAND
200 North Fifth Street
Garland, TX 75040

Prepared by:
DAVID C. BALDWIN INC.
Landscape Architecture and Planning
730 East Park Boulevard, Suite 100
Plano, Texas 75074

NORTH

0 10 20 40
SCALE: 1" = 20'-0"

CONCEPTUAL DESIGN **C** / THE ELLIPSE

GARLAND DOWNTOWN SQUARE REDEVELOPMENT

GARLAND · TEXAS

FEBRUARY 2017

DAVID C. BALDWIN INCORPORATED

LANDSCAPE ARCHITECTURE PLANNING

Prepared for:
CITY OF GARLAND
200 North Fifth Street
Garland, TX 75040

Prepared by:
DAVID C. BALDWIN INC.
Landscape Architecture and Planning
730 East Park Boulevard, Suite 100
Plano, Texas 75074

NORTH

0 10 20 40
SCALE: 1" = 20'-0"

CONCEPTUAL DESIGN D / THE GREEN

GARLAND DOWNTOWN SQUARE REDEVELOPMENT

GARLAND · TEXAS

FEBRUARY 2017

Downtown Square

Stakeholder
Views & Outstanding
Design Issues

March 6, 2017

Downtown Stakeholders
Property Owners and Small Businesses

- A large majority of downtown stakeholders support removal of structures; and, oppose development of additional retail space.
- A couple of downtown stakeholders support removal of structures and land banking east-end property until Square is activated and vacant space is consumed by private tenants
- A downtown stakeholder supports removal of structures and supports the development of additional retail space to serve the needs of contemporary retailers.
- A downtown stakeholder supports preservation of existing buildings and public uses of space.
- A downtown stakeholder supports the relocation of the buildings to the east property edge and remodeling for public uses.

Preservationists

- Restore all buildings on the east-end of the Square.
- Restore the Crossman building.
- Move the buildings to eastern edge of Square and restore buildings.
- Move the Crossman building to the eastern edge of the Square and restore the building.
- Build new buildings that appear historic.

Design Issues

- The "Edge" - is a structure or element necessary along the 5th Street Square property line to create an uniform edge along 5th Street?

- Does the removal of the buildings impact the historic context of the Square; relation of open space to buildings, relation of open space to street right-of-ways; scale of buildings to size of square?

Economic Development Issues

- Are the buildings on the Square part of a larger strategy to preserve historic buildings to catalyze economic development opportunities for property owners and retailers in down-town?
- In concert with the effort to secure a place on the National Register of Historic Places, is preservation the preferred redevelopment framework?

Other Outstanding Issues

- Is there an alternative process to identify a preferred Square design and redevelopment strategy?
- Is there a desire to pursue a process to arrive at a significant architectural or open space attraction?

Any Questions?

GARLAND

City Council Work Session Agenda **5.a.**

Meeting Date: March 6, 2017

Item Title: Boards & Commissions

Submitted By: Elisa Morales, Management Services Coordinator , Administration

---

Summary:

<u>Council Member Rich Aubin</u>

- Reta Day - Garland Cultural Arts Commission

Attachments

Reta Day Boards & Commission Application

GARLAND Board & Commission Application

Please Print or Type. PLEASE DO NOT SEND RESUME.

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

Board or Commission of first, second, and third choice: (Utility Advisory Board has a separate application)

___ Board of Adjustment
___ Building and Fire Codes Board
___ Citizens Environmental and Neighborhood Advisory Committee
___ Community Multicultural Commission
___ Electrical Board
\ Garland Cultural Arts Commission
___ Garland Youth Council
___ Housing Standards Board
___ Library Board
___ Parks and Recreation Board
___ Plan Commission *
___ Plumbing and Mechanical Codes Board
___ Senior Citizens Advisory Committee

Full Name: Reta Day

Home Address ___ ___ us. Address: ___

City, State, Zip: ___ City, State, Zip: ___

Home Phone: ___ Phone (Other): ___

Email Address: ___

Resident of Garland for 62 years Resident of Texas for 62 years

Are you a registered voter in Dallas County? ✓ Yes ___ No

Voter Registration No. ___ ..ecinct No. City Council District No. 5

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.

grant management and grant application evaluation experience

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

Cultural Arts Commission began 8/22/2007 to current

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

Cultural Arts

What is your educational background?

Masters in Public Administration, B.S. Business Adm.

What is your occupational experience?

government grant management, US Census Bureau

** Plan Commission members must own property within the city.*

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

Signature of Applicant

FOR OFFICE USE ONLY

			Signatures
Ad Valorem Tax Status	Current___	Past Due___	*Tax Clerk*
Status of Utility Accounts	Current___	Past Due___	*Accounting Clerk*
Suit/Claim Filed in City Secretary's Office	Yes___	No___	*City Secretary*

Date Appointed ___
Appointed By ___
Date Notified ___
Date Disclosure Form Filed ___

Revised 4/2008