



GARLAND

AGENDA

CITY COUNCIL WORK SESSION

City of Garland

Work Session Room, City Hall

William E. Dollar Municipal Building

200 North Fifth Street

Garland, Texas

Monday, August 14, 2023

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.

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

- (1) Pending/contemplated litigation, settlement offer(s), and matters concerning privileged and unprivileged client information deemed confidential by Rule 1.05 of the Texas Disciplinary Rules of Professional Conduct. Sec. 551.071, Tex. Gov't Code.
- (2) The purchase, exchange, lease or value of real property, if the deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third person. Sec. 551.072, Tex. Gov't Code.
- (3) A contract for a prospective gift or donation to the City, if the deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third person. Sec. 551.073, Tex. Gov't Code.
- (4) Personnel matters involving the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear a complaint against an officer or employee. Sec. 551.074, Tex. Gov't Code.
- (5) The deployment, or specific occasions for implementation of security personnel or devices. Sec. 551.076, Tex. Gov't Code.
- (6) Discussions or deliberations regarding commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the territory of the City and with which the City is conducting economic development negotiations; or to deliberate the offer of a financial or other incentive to a business prospect of the sort described in this provision. Sec. 551.087, Tex. Gov't Code.
- (7) Discussions, deliberations, votes, or other final action on matters related to the City's competitive activity, including information that would, if disclosed, give advantage to competitors or prospective competitors and is reasonably related to one or more of the following categories of information:
 - generation unit specific and portfolio fixed and variable costs, including forecasts of those costs, capital improvement plans for generation units, and generation unit operating characteristics and outage scheduling;
 - bidding and pricing information for purchased power, generation and fuel, and Electric Reliability Council of Texas bids, prices, offers, and related services and strategies;
 - effective fuel and purchased power agreements and fuel transportation arrangements and contracts;
 - risk management information, contracts, and strategies, including fuel hedging and storage;
 - plans, studies, proposals, and analyses for system improvements, additions, or sales, other than transmission and distribution system improvements inside the service area for which the public power utility is the sole certificated retail provider; and
 - customer billing, contract, and usage information, electric power pricing information, system load characteristics, and electric power marketing analyses and strategies. Sec. 551.086; Tex. Gov't Code; Sec. 552.133, Tex. Gov't Code]

1. Public Comments on Work Session Items

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

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

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

2. Consider the Consent Agenda

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

3. Written Briefings:

a. Proposed Part-time Associate Judge Appointment

Written staff presentation and recommendation regarding the proposed appointment of Donna Winfield for a part-time position of Associate Judge, prepared by Kristen Smith, Managing Director of Human Resources. Unless otherwise directed by Council, this item will be scheduled for formal consideration at the August 15, 2023 Regular Meeting.

b. Municipal Setting Designation request at 1901 Northwest Highway

Written staff presentation and recommendation regarding a Municipal Setting Designation (MSD) application that has been submitted for 1901 Northwest Highway, prepared by Will Guerin, Director of Planning. Unless otherwise directed by Council, this item is scheduled for formal consideration at the August 15, 2023 Regular Meeting.

c. City Council Committees - Pending Items List

Written staff presentation regarding the City Council Committees Pending Items List, prepared by Judson Rex, City Manager.

d. Consider an ordinance authorizing the issuance of tax notes of approximately \$40.3 million.

Written staff presentation recommendation regarding an ordinance authorizing the issuance of tax notes of approximately \$40.3 million, prepared by Matthew Watson, Managing Director of Financial Services. Unless otherwise directed by Council, this item will be scheduled for formal consideration at the September 5, 2023 Regular Meeting.

e. Garland Development Code Ordinance 1.51 - Engineering Review and Inspection Fee

Written staff presentation and recommendation regarding approval of amendments to the Garland Development Code Ordinance 1.51 - Engineering Review and Inspection Fee, prepared by Michael Polocek, Director of Engineering. Unless otherwise directed by Council, this item will be scheduled for formal consideration at the August 15, 2023 Regular Meeting.

f. Consider assistance for 2023 Labor Day Parade

Written staff presentation and recommendation regarding the Noon Exchange Club of Garland's request to consider waiving expenditures for City services required for their event, Labor Day Parade in Downtown Garland on Monday, September 4, 2023, prepared by Dana Lodge, Convention and Visitors Bureau and Events Director. Unless otherwise directed by Council, staff will proceed with the proposed assistance for the special event.

g. Investment Portfolio Summary

Written staff presentation regarding the City of Garland, Investment Portfolio Quarterly report to Council, prepared by Matthew Watson, Managing Director of Financial Services.

4. Verbal Briefings:

a. Home Improvement Incentive Program Update

Hear a presentation prepared by Scott Bollinger, Neighborhood Resource Manager and receive Council direction regarding the Home Improvement Incentive Program (HIIP) as it closes out its fourth year of existence.

b. Charter Review Process

Hear a presentation prepared by Brian England, City Attorney, and receive Council direction regarding the City Council initiating a Charter Review Process.

c. Continue department presentations and Council discussions on the 2023-24 Proposed Budget

Hear a presentation prepared by Police Chief Jeff Bryan, and receive Council direction regarding the FY 2023-24 Proposed Budget.

5. Discuss Appointments to Boards and Commissions

a. Mayor Scott LeMay

- Jennifer Nguyen – Community Multicultural Commission
- Elvia Flores – Community Multicultural Commission
- Mitch Carr – Cultural Arts Commission
- Ken Risser – Environmental and Community Advisory Board
- Don Koerner – Parks and Recreation Board
- Wayne Dalton – Plan Commission
- David Perry – Property Standards Board
- Shirley Robnett – Senior Citizens Advisory Board
- Allan Stafford – Tax Increment Finance #1 Downtown Board
- Patrick Abell – Tax Increment Finance #3 Board

b. Mayor Pro Tem Jeff Bass

- Beena Varnan - Cultural Arts Commission
- Nancy Janssen - Parks and Recreation Board

c. Council Member Dylan Hedrick

- John VanPelt - Cultural Arts Commission
- Terri Chepregi - Library Board
- David Parrish - Parks and Recreation Board
- Mike Rose - Plan Commission
- Martha Melaku - Property Standards Board
- Charlotte Piercy - Senior Citizens Advisory Board
- Tony Bui - Tax Increment Finance #1 Downtown Board

6. Announce Future Agenda Items

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

7. Council will move into Executive Session

**EXECUTIVE SESSION
AGENDA**

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

The City Council will adjourn into executive session pursuant to Sections 551.071, 551.072, 551.086, and 551.087 of the Texas Government Code to deliberate or discuss:

- 1. Economic development matters related to commercial or financial information that the City has received from one or more business prospects that the City seeks to have locate, stay, or expand in or near the territory of the City in the vicinity of 635 and South Garland Avenue with which the City is conducting economic development negotiations (551.087); and attorney/client matters concerning privileged and unprivileged client information related to the same (551.071).**
- 2. Economic development matters related to commercial or financial information that the City has received from one or more business prospects that the City seeks to have locate, stay, or expand in or near the territory of the City in the vicinity of President George Bush Turnpike (PGBT) and Firewheel Parkway with which the City is conducting economic development negotiations (551.087); and attorney/client matters concerning privileged and unprivileged client information related to the same (551.071).**
- 3. The purchase, exchange, lease or value of real property located within the City in the vicinity of the historic downtown district (551.072); and attorney/client matters concerning privileged and unprivileged client information related to the same (551.071).**

8. Adjourn



GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Work Session Agenda

3. a.

Meeting Date: August 14, 2023

Item Title: Proposed Part-time Associate Judge Appointment

Submitted By: Kristen Smith, HR Director

Summary of Request/Problem

SUMMARY

At the request of Presiding Judge, John Sholden, a part-time Associate Judge is requested to fulfill the following duties in the absence of regular full-time judges on a temporary contract basis...

- arraign arrested persons;
- set bail for arrested persons;
- preside over municipal court trials and other court proceedings as needed and in accordance with a schedule established by the Garland Municipal Court;
- consider and execute, as appropriate under the Constitutions and laws of the United States and this State, arrest, search, and seizure warrants and protective orders; and
- otherwise perform and fully report on such duties as may be assigned by the Garland Municipal Court.

Cost Impact

Proposed services will be utilized on an as-needed basis, per the following pay scale...

- All court docket assignments or duties will be charged at an hourly rate of \$100.00, not to exceed \$500.00 per day.
- Daily jail duties will be charged at a flat rate of \$400.00. These duties include, but are not limited to, arraigning arrested persons, setting bail, issuing emergency protective orders, reviewing post-incarceration warrants, reviewing warrant requests from legal and police departments, setting any additional bond requirements.
- After hours duties (nights, weekends, and holidays) will be charged at a flat rate as follows:
 - Blood Warrants \$100.00 each
 - Arrest/Search Warrants \$100.00 each
 - Juvenile arraignments \$150.00 each

Recommendation/Action Requested and Justification

Recommendation

Judge Sholden has reviewed and requested City Council to consider the appointment of Donna Winfield to the part-time position.

- Ms. Winfield has been an attorney in private practice since 1994.
- In addition, she has served in various capacities for Dallas County and several district courts.
- She holds a Juris Doctorate from Texas Tech School of Law and a Bachelor of Arts from Midwestern State University.

Full details of her experience and qualifications can be found in Attachment A.

Attachments

DWinfield_Resume&ProfRef
DraftTermsofEngagement

Attachment A

Resume' and Professional References



Donna M. Winfield

Dallas, TX

Attorney, Private Practice 1994-Present

Private practice attorney with over 200 jury trials including first degree felonies and death penalty

Experience

Associate Judge: 304th and 305th Judicial District Courts (*Part-time*)
1995-2014

- Juvenile Detention Docket
- Adoptions, CPS cases, bench trials
- Truancy Court Judge

Dallas County District Attorney's Office- *Assistant District Attorney*
August 1989-August 1994

- Organized Crime Division
- Felony Child Abuse Prosecutor

Dallas Court of Appeals Fifth Judicial District- *Briefing Attorney*

- Assigned to Justice Warren Whitham
- Prepared briefs and assisted in writing opinions

Education

Texas Tech School of Law - *Juris Doctor-May 1988*

Midwestern State University - *Bachelor of Arts-cum laude-May 1985*

Personal

Member State Bar of Texas

Admitted to U.S. Federal Court for the Northern District of Texas

Served as Appointed Special Prosecutor for Dallas County

Languages

- Spanish—Studied at the Spanish Language Institute in Cuernavaca, Mexico
- French—Studied at the Alliance Francaise in Paris, France

References

Honorable John Creuzot, District Attorney
Dallas County, Texas
Frank Crowley Courts Building, LB 19
133 N. Riverfront Boulevard
Dallas, Texas 75207
214-653-3600

- Honorable Tracy Holmes
Judge 363rd Judicial District Court
Frank Crowley Courts Building
133 N. Riverfront Boulevard 5th Floor
Dallas, Texas 75207
214-653-5892

- William T. Knox, Attorney
900 Jackson Street, Suite 650
Dallas, Texas 75202
214-500-0000

- Honorable Jane Roden
Retired Judge County Criminal Court #8
1001 Belleview Street #501
Dallas, Texas 75215
214-674-8015

Attachment B

Draft Terms of Engagement



GARLAND
TEXAS MADE HERE

Ms. Donna Winfield
7226 Dalewood Lane
Dallas, TX 75214

RE: Terms of Engagement as an Associate Judge

Dear Ms. Winfield:

This letter sets forth the terms of your engagement, as an independent contractor, for the position of associate judge of the City of Garland, Texas (the "City").

In your capacity as an associate judge, you have agreed to fulfill temporarily the duties of the full time judges during their necessary absences. In general, you will arraign arrested persons; set bail for arrested persons; preside over municipal court trials and other court proceedings as needed and in accordance with a schedule established by the Garland Municipal Court; consider and execute, as appropriate under the Constitutions and laws of the United States and this State, arrest, search, and seizure warrants and protective orders; and otherwise perform and fully report on such duties as may be assigned to you by the Garland Municipal Court.

You agree to submit a monthly accounting of your hours worked each day and an invoice to the City detailing your hours worked and a descriptive summary of services provided, which invoice shall be subject to the review and approval of the Garland Municipal Court. You will be paid for your services on a monthly basis in accordance with the following fee schedule:

All court docket assignments or duties will be charged at an hourly rate of \$100.00 not to exceed \$500.00 per day.

Daily jail duties will be charged at a flat rate of \$400.00. These duties include, but are not limited to, arraigning arrested persons, setting bail, issuing emergency protective orders, reviewing post-incarceration warrants, reviewing warrant requests from legal and police departments, setting any additional bond requirements.

After hours duties (nights, weekends, and holidays) will be charged at a flat rate as follows:

- Blood Warrants \$100.00 each
- Arrest/Search Warrants \$100.00 each
- Juvenile arraignments \$150.00 each

You acknowledge that you are being retained as an independent contractor and not as an employee. You are solely responsible for the payment of all income, social security, employment withholding or other taxes incurred by you as a result of your performance of services under this agreement, and for all obligations, reports, and notifications relating to those taxes. You will not be entitled, under this agreement or otherwise, to vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability, unemployment, or other employee benefits from the City of any nature. The City has no obligation to pay or withhold such taxes. Nothing in this agreement obligates the City to assign a minimum, or any, amount of work to you.

This agreement terminates upon the expiration of your Garland City Council appointed term of office, your removal from office, or failure to hold the qualifications required of a municipal judge of a municipal court of record under the laws of the State of Texas. This agreement is not assignable by either party.

Please indicate your acceptance of the terms of this engagement letter by signing below in the space indicated, and returning the original of this letter to me.

Sincerely,

Kevin Slay
Managing Director
City of Garland



GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Work Session Agenda

3. b.

Meeting Date: August 14, 2023

Item Title: Briefing on Municipal Setting Designation application MSD 23-01

Submitted By: Will Guerin, Planning Director

Summary of Request/Problem

A Municipal Setting Designation (MSD) application has been submitted for 1901 Northwest Highway. Per the Texas Commission on Environmental Quality (TCEQ), a Municipal Setting Designation (MSD) is an official state designation given to property within a municipality or its extraterritorial jurisdiction that certifies that designated groundwater at the property is not used as potable water, and is prohibited from future use as potable water because that groundwater is contaminated in excess of the applicable potable-water protective concentration level. The prohibition must be in the form of a city ordinance, or a restrictive covenant that is enforceable by the city and filed in the property records.

A former dry cleaning business on the subject property used tetrachloroethene (PCE) based solvents. Approval of the MSD by the City of Garland will prohibit the use of the groundwater on the shopping center property, while allowing the applicant to reinvest in the existing shopping center and possibly redevelop in the future. The groundwater is safely contained and will not adversely impact drinking water in the area.

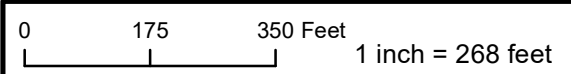
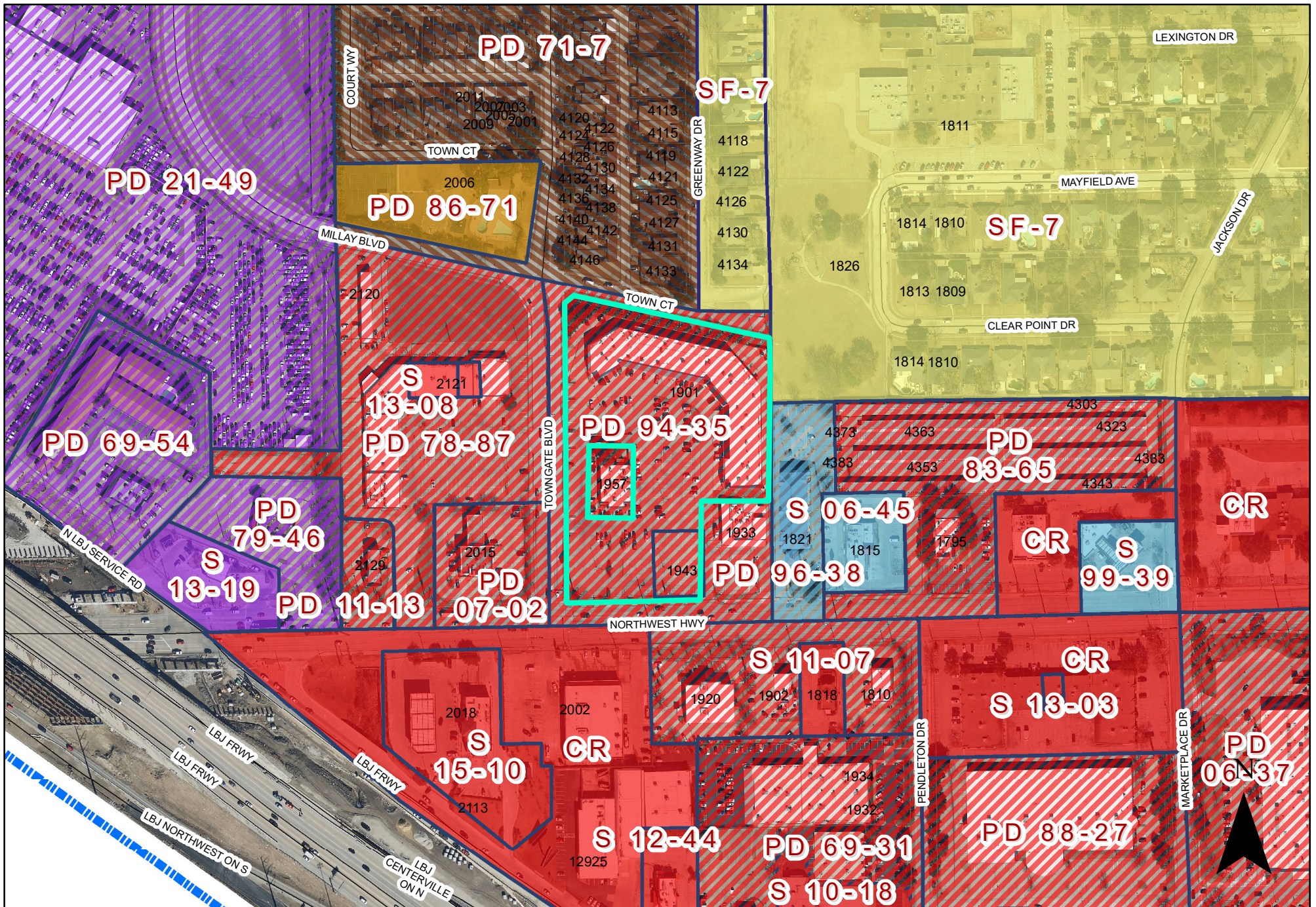
A public meeting has been scheduled for Thursday, August 10 for interested individuals who were notified about the request, while the City Council public hearing and ordinance approval are scheduled for the August 15 Regular City Council meeting.

Recommendation/Action Requested and Justification

A public hearing is scheduled for the August 15, 2023 Regular City Council meeting. The Council may also consider approval of the MSD 23-01 ordinance during the August 15 Regular City Council meeting. Staff's recommendation is approval of the ordinance.

Attachments

MSD 23-01 Location Map



ZONING MAP MSD 23-01

 INDICATES AREA OF REQUEST

1901 Northwest Highway



**GARLAND
CITY COUNCIL ITEM SUMMARY SHEET**

City Council Work Session Agenda

3. c.

Meeting Date: August 14, 2023

Item Title: City Council Committees - Pending Items List

Submitted By: Jud Rex, City Manager

Summary of Request/Problem

The Pending Items List for the Council Committees is being provided for Council's review.

Committees that did not submit reports have no pending items.

- Audit Committee - No items pending Committee discussion
- Administrative Services - Pending Items list attached
- Community Services - Pending Items list attached
- Development Services - Pending Items list attached
- Public Safety - No items pending Committee discussion
- Transportation Infrastructure & Mobility Committee - No items pending Committee discussion

Recommendation/Action Requested and Justification

Information only.

Attachments

Administrative Services Committee Pending Items List

Community Services Committee Pending Items List

Development Services Committee Pending Items List

**Administrative Services Committee
Pending Items List**

Revised:
08/01/2023

Robert J. Smith – District 8, Chairman
Deborah Morris – District 2
Dylan Hedrick – District 7
Brian England, City Attorney
Phillip Urrutia, Assistant City Manager, Staff Liaison
Rene Dowl, City Secretary, Recording Secretary

Item	Assigned by Council	Discussed by Committee	Anticipated Date for Presentation to Council
1. Naming suggestions during the stakeholder process (05/01/23)	Lucht/Morris	08/01/23	
2. Create requirements/parameters for renaming requests or monetary donations (05/01/23)	Lucht/Morris	08/01/23	
3. Juneteenth addition to the City's Holiday calendar (06/16/23)	Morris/Williams	06/19/23	
4. Charter Review Process (06/19/23)	Morris/Williams	06/19/23	07/17/23

**Community Services Committee
Pending Items List**

Revised:
08/01/2023

Deborah Morris – District 2, Chair
Ed Moore – District 3
Margaret Lucht – District 5
Kevin Slay, Managing Director, Staff Liaison
Mikayla Ray, Recording Secretary

Item	Assigned by Council	Discussed by Committee	Anticipated Date for Presentation to Council
1. Discussion of Mobile Ice Cream Sales (05-01-23)	Smith/Morris	05/11/23, 7/11/23, 08/22/23	05/15/23
2. Review Spring 2023 Neighborhood Matching Grant Applications		6/6/23	
3. Discuss Food Truck Event Fees and Other Requirements	Morris/Moore	07/11/23	

Development Services Committee Pending Items List

Dylan Hedrick, Chair
Jeff Bass
Deborah Morris

Andy Hesser, Staff Liaison
Courtney Vanover, Secretary

Total Number of Items Assigned: 9

Number brought forward to Council for Discussion/Action: 0

As of August 14, 2023 the Development Services Committee has 9 assigned item listed below.

Item	Assigned by Council	Discussed by Committee	Reported to Council
Comprehensive Review of Submittal Requirements for Zoning, Engineering and Utility Plans	February 20, 2023	March 20, 2023 May 15, 2023	
Hybrid Zoning Designations		May 15, 2023 – Postponed June 19, 2023	
Chapter 380 Agreements to Incentivize Major Home Renovations	May 1, 2023	May 15, 2023 - Postponed	
Parking for Bicycles in the Downtown Area	June 5, 2023	June 19, 2023 August 14, 2023	
Tree Mitigation Waivers	June 5, 2023	June 19, 2023	
Discuss Policy Options for the Re-use of Vacant Commercial Buildings	June 20, 2023	July 17, 2023 (Tabled) August 14, 2023	

Item	Assigned by Council	Discussed by Committee	Reported to Council
Auto Repair Uses in Community Retail Zoning	July 10, 2023	July 17, 2023 (Tabled) August 14, 2023	
DART ILA Timing	July 10, 2023	July 17, 2023	
Review the Current I-30 Corridor Zoning in District 3	August 1, 2023	August 14, 2023	



GARLAND POLICY REPORT

City Council Work Session Agenda

3. d.

Meeting Date: August 14, 2023

Item Title: Consider an Ordinance to Issue Tax Notes, Series 2023

Submitted By: Matt Watson, Finance Director

Strategic Focus Areas: Sound Governance and Finances

ISSUE

Consider an ordinance authorizing the issuance of tax notes of approximately \$40.3 million.

OPTIONS

1. Approve an ordinance to authorize the issuance of tax notes.
2. Do not approve the issuance of tax notes.

RECOMMENDATION

Unless otherwise directed by Council, this item will be scheduled for formal consideration at the September 5, 2023 Regular Meeting.

BACKGROUND

The City utilizes commercial paper notes as an interim financing tool for construction of voter-approved bond projects. Commercial Paper typically carries a low interest rate than long-term debt, and principal payments are not made until the debt is rolled over into long-term General Obligation Bonds. In most years, savings generated from the Commercial Paper Program provide the City with the ability to issue a Short-Term Tax Note. Proceeds from Tax Notes have become an important funding source for the City's annual Street Reconstruction and Improvement Program, which totals \$37.6 million in the FY 2023-24 Proposed Budget. In addition, tax notes allow the City to manage the debt service tax rate and fund capital improvements without increasing the City's long-term debt burden. The City has the capacity to issue tax notes in FY 2023-24 in the amount of approximately \$40.3 million. The notes will be paid off within one year.

CONSIDERATION

Approval of this request will provide additional funding in the FY 2023-24 Proposed Budget for street and infrastructure improvements with no impact to the debt service tax rate.



GARLAND POLICY REPORT

City Council Work Session Agenda

3. e.

Meeting Date: August 14, 2023

Item Title: Garland Development Code Ordinance 1.51 - Engineering Review and Inspection Fee

Submitted By: Michael Polocek, Engineering Director

Strategic Focus Areas: Well-Maintained City Infrastructure
Sound Governance and Finances
Future-Focused City Organization

ISSUE

Consider amendments to Chapter 1: Article 3, Division 2, Section 1.51 "Engineering Review and Inspection Fees" of the Garland Development Code (GDC) Ordinance.

OPTIONS

1. Approve the proposed amendments to Chapter 1: Article 3, Division 2, Section 1.51 "Engineering Review and Inspection Fees" of the Garland Development Code Ordinance.
2. Take no action.

RECOMMENDATION

Option 1 - Approval of the proposed amendments to Chapter 1: Article 3, Division 2, Section 1.51 "Engineering Review and Inspection Fees" of the Garland Development Code Ordinance.

Unless otherwise directed by Council, this item will be scheduled for formal consideration at the August 15, 2023 Regular Meeting.

BACKGROUND

The City of Garland has been assessing an Engineering Review and Inspection Fee for all private development that includes public works improvements as part of the development. This fee was calculated as a percentage of the total Opinion of Probable Construction Costs (OPCC) of the public works improvements to be accepted and maintained by the City. The current rate is 5% of the OPCC and is assessed and collected prior to releasing the Developer's plans for construction.

As a result of the 2023 Texas State Legislation Session, House Bill 3492 (HB 3492) was adopted. Summarizing, the bill states that Cities may no longer assess an engineering review

and inspections fee based on the percentage of the OPCC or quantity of public works improvements. The bill states that the fee must be based on "...the city's actual cost to review and process the engineering or construction plan or to inspect the public infrastructure improvement...". In addition, the bill further states cities must have its fee structure in compliance with this State Law by September 1, 2023.

Coincidentally, the Engineering Department has tracked staff's time dedicated to review and inspections of private development projects for the past few years. Staff members compiled a typical year of data and estimated the amount of time spent on different types of development projects. HB 3492 also requires that the City to annually publish the fee, hourly rates and estimated direct time incurred by city employees for reviewing engineering plans and inspecting construction of private development projects. The engineering review and inspection fee justification is included and will be published on the City's website. Using salaries for various staff that are involved in the development review and inspections process, a flat rate system of the Engineering Review and Inspection Fee was calculated for the various types of developments. The calculations of these flat rate fees do not exceed the actual time required to review and inspect the different types of development projects and complies with the State's requirements for HB 3492.

CONSIDERATION

1. Council action is required to approve the proposed amendments to Chapter 1: Article 3, Division 2, Section 1.51 "Engineering Review and Inspection Fees" of the Garland Development Code Ordinance.
2. The proposed amendments have been reviewed and prepared by the City Attorney's Office.

Attachments

Proposed GDC Amendments 1.51 Engineering Fees

ORDINANCE NO.

AN ORDINANCE AMENDING SECTION 1.51, "ENGINEERING REVIEW AND INSPECTION FEES," OF ARTICLE 3, "FEES," OF CHAPTER 1, "GENERAL PROVISIONS," OF THE GARLAND DEVELOPMENT CODE AND THE MASTER FEE AND RATE SCHEDULE OF CHAPTER 10 OF THE CITY OF GARLAND, TEXAS; PROVIDING A SAVINGS CLAUSE; PROVIDING A PENALTY UNDER THE PROVISIONS OF SECTION 10.05 OF THE CODE OF ORDINANCES OF THE CITY OF GARLAND, TEXAS; PROVIDING A SEVERABILITY CLAUSE; AND SETTING AN EFFECTIVE DATE.

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

Section 1

That Section 1.51, "Engineering Review and Inspection Fees," of Article 3, "Fees," of Chapter 1, "General Provisions," of the Garland Development Code of the City of Garland, Texas, is hereby amended to read as follows:

"Section 1.51 Engineering Review and Inspection Fees

(A) All improvements and facilities placed or constructed in public rights-of-way, access, pedestrian, utility, drainage, and street easements requiring future maintenance by the City or land disturbance of one acre or more shall be assessed an engineering review and inspection fee to recover administration and inspection costs. Improvements and facilities include, but not limited to, street paving, alley paving, traffic signals, screening walls, drainage facilities, wastewater mains, lift stations, water mains, meters, fire hydrants, drainage structures, detention ponds, channels, and appurtenances, and grading, land disturbance and surface drainage alterations. Applicable engineering fees, in the amounts designated in the Master Fee and Rate Schedule, Article VII, Section 10.85, of Chapter 10 of the Code of Ordinances, shall be charged when issuing a Site Permit for the proposed project type and additional flat fees shall be assessed based on certain site elements that exist or are being proposed within the project limits as applicable.

(B) In the event a permit is to be issued for a project not shown in the Master Fee and Rate Schedule, a fee shall be charged based upon a project type shown which most

resembles the project type intended or based upon the base zoning for the property.

(C) For any special use or project type not included in the categories specified in the Master Fee and Rate Schedule, the City may set a fee in an amount consistent with the provisions of Section 212.906 of the Texas Local Government Code, *as amended*.

(D) In the event the City does not have available resources to complete the review or inspections of a project, the City may charge the applicant for the actual costs assessed to the City by a third-party entity that provides those services to the City in an amount consistent with Section 212.906 of the Texas Local government Code, *as amended*.

(E) Following the issuance of a site permit, if the construction plans need to be amended or revised, the fee prescribed in the Master Fee and Rate Schedule, Article VII, Section 10.85, of the Code of Ordinances, for a construction plan revision shall be assessed. The Director of Engineering may waive the fee if the plan revision is necessitated because of an oversight during permit review and deemed critical to a public improvement.

(F) The review of the first submittal of construction plans and two resubmittals of corrected construction plans are included in the base project fee. If more than two resubmittals are needed, then the additional fee prescribed shall be assessed for each resubmittal.

(G) Fee payments shall be made payable to the City of Garland. The City shall not issue a site permit until the applicant pays all applicable fees in full and the City shall not approve any amendments to a permit until applicant has paid all additional fees required by such amendment.

(H) Engineering review and inspection fees collected by the City are nonrefundable.

(I) The City Manager, or his or her designee, may waive up to 50% of any engineering fee for projects in which the City determines, in its sole discretion, that the scope is not consistent with the fee prescribed by the Master Fee and Rate Schedule.

Section 2

That Chapter 10, "Administration," of the Code of Ordinances of the City of Garland, Texas, is hereby amended *in part* to amend the Master Fee and Rate Schedule of Section 10.85(c) (7) to include certain engineering fees consistent with Section 1.51 of the Garland Development Code and to read as follows:

". . .

(7) Engineering

Category	Fee ⁽¹⁾	Reference (s)
FEMA LOMA		
SFR property	\$100.00	31.07
Non-SFR property	\$100.00 per structure	
PROJECT TYPES		
<i>Grading only, no improvements</i>		
1-5 acres	\$1,600.00	
Greater than 5 acres	\$3,100.00	
*Mass grading only with one acre or more in disturbance		
<i>Utility tap only</i>	\$500.00	
*Adding a fire, water, wastewater or drainage service tap only		
<i>SF Residential tap and grading</i>		
Less than 1 acre	\$2,000.00	
1 to 5 acres	\$2,500.00	
Greater than 5 acres	\$4,000.00	
*A proposed residential (SF, SFA, Duplex) project on a singular (infill) lot only		
<i>Residential Sub with taps - no streets</i>		
Less than 1 acre	\$5,000.00	
1 to 5 acres	\$7,000.00	
Greater than 5 acres	\$9,000.00	
*New single family or SFA residential subdivision that contains proposed individual lots of record that front onto existing paved streets and R.O.W.		
<i>Residential Sub with proposed streets</i>		
Less than 1 acre	\$12,800.00	
1 to 5 acres	\$20,600.00	
Greater than 5 acres	\$37,600.00	
		GDC 1.51

*New single family or SFA residential subdivision that contains individual lots of record and proposed new streets	
<i>Multi-family on one lot of record - no proposed streets</i>	
Less than 1 acre	\$10,400.00
1 to 5 acres	\$17,900.00
Greater than 5 acres	\$31,700.00
*Residential use, excluding SF or SFA, on one lot of record (e.g., MF, mixed use with residential, independent living, nursing facility)	
<i>Multi-family on one lot - proposed streets</i>	
Less than 1 acre	\$11,600.00
1-5 acres	\$21,400.00
Greater than 5 acres	\$37,300.00
*Residential use, excluding SF or SFA, on one lot of record (e.g., MF, mixed use with residential, independent living, nursing facility) with a proposed public street(s)	
<i>Commercial, Retail, Office</i>	
Less than 1 acre	\$10,200.00
1-5 acres	\$12,400.00
Greater than 5 acres	\$29,500.00
*Any non-residential use associated with commercial, retail, or office use	
<i>Commercial, Retail, Office with public street</i>	
Less than 1 acre	\$12,300.00
1-5 acres	\$17,400.00
Greater than 5 acres	\$33,200.00
* Any non-residential use associated with commercial, retail, or office use with proposed public street(s)	
<i>Warehouse and Industrial - no streets</i>	
Less than 1 acre	\$9,800.00
1-5 acres	\$12,000.00
Greater than 5 acres	\$29,100.00
*Any non-residential use associated with warehouse, data center, industrial use	
<i>Warehouse and Industrial - streets</i>	
Less than 1 acre	\$11,700.00
1-5 acres	\$17,000.00
Greater than 5 acres	\$33,600.00
*Any non-residential use associated with warehouse, data center, industrial use with a proposed public street(s)	
Additional Fees	GDC 1.51

Resubmittals beyond three reviews (additional reviews) ⁽¹⁾	\$900.00	
Sites with Stormwater Detention Pond(s)	\$3,400.00	
Sites with floodplain(s) or erosion hazard setbacks but no floodplain encroachment(s)	\$500.00	
Sites with floodplain encroachment(s) requiring a flood study review	\$2,200.00	
Construction plan revisions after permitting (site revisions) ⁽²⁾	\$500.00	
Off-site public improvements or off-site public easements	\$700.00	
Sites with turn lane(s)	\$500.00	
Proposed traffic signal	\$350.00	
Utility tap(s) in divided thoroughfare lane	\$300.00	
TxDOT permit(s) needed	\$500.00	

⁽¹⁾ The review of the first submittal of construction plans and two resubmittals of corrected construction plans are included in the base project fee. If more than two resubmittals are needed, then the additional fee prescribed shall be assessed for each resubmittal.

⁽²⁾ Fee is for the complete review and approval of each plan revision occurrence. The Director of Engineering may waive the fee if the plan revision is necessitated because of an oversight during permit review and deemed critical to a public improvement.

Section 3

That a violation of any provision of this Ordinance shall be a misdemeanor punishable in accordance with Sec. 10.05 of the Code of Ordinances of the City of Garland, Texas.

Section 4

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

Section 5

That this Ordinance shall be and become effective September 1, 2023 upon and after its passage and approval.

PASSED AND APPROVED this the ____ day of _____, 2023.

CITY OF GARLAND, TEXAS

Mayor

ATTEST:

City Secretary

PUBLISHED:



GARLAND POLICY REPORT

City Council Work Session Agenda

3. f.

Meeting Date: August 14, 2023
Item Title: Consider assistance for 2023 Labor Day Parade
Submitted By: Dana Lodge, CVB & Events Director
Strategic Focus Areas: Commercially Thriving Downtown
Enhanced Quality of Life through Amenities, Arts, and Events

ISSUE

The Noon Exchange Club of Garland has requested the City Council consider waiving expenditures for City services required for their event, Labor Day Parade in Downtown Garland on Monday, September 4, 2023. The City Council Policy on Special Events states that requests from nonprofit organizations for donated services in excess \$5,000 be brought to the City Council for consideration.

OPTIONS

The City Council may:

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

RECOMMENDATION

Staff recommends the City Council approve funding assistance (waiving fees and charges for City services) in the amount of \$27,200 for the parade.

For the 2023 Labor Day Parade, planning discussions via email to each necessary department has been conducted to capture costs and layout plans for the event. In addition, meetings between representatives from Transportation, Police, Health, Environmental Waste, Fire, Park Maintenance, and Cultural Arts were held throughout May, June, and July to prepare for this event.

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

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

Based off of these planning meetings, it has been determined that this year's estimated costs for Labor Day Parade will be:

CITY SERVICE	Monday, September 4, 2023	DESCRIPTION:
Police	\$15,000	Security and safety/Overtime rate
Transportation Services	\$1,200	Oversight of street closures
Environmental Waste Services	\$500	Delivery and removal of (50) waste containers and (1) dumpster
Equipment Rental	\$4,000	Public restrooms (11), Jeeps (11)
Contracted Cleaning Services	\$5,000	Post-Event Cleanup
In-Kind Equipment & Services	\$1,500	Parks Staff OT, Misc. Equipment
TOTAL:	\$27,200	

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

BACKGROUND

This annual event spotlights the unity among Garland's diverse community. By assisting various nonprofit organizations through the donation of City services for nonprofit special events, the City promotes and celebrates the diversity and vitality of the community.

From parades and festivals to various multicultural events, the City of Garland is showcased through the efforts of these nonprofit organizations.

CONSIDERATION

The 2022-23 annual operating budget has \$106,500 budgeted in the General Fund to provide assistance in covering fees and charges for City services for special events held by nonprofit organizations. The proposed assistance for the Labor Day Parade is within the budgeted amount.

Attachments

501C3

Labor Day Parade Application

Labor Day Assistance Request

Labor Day Parade PR

S U S A N

C O M B S

TEXAS COMPTROLLER *of* PUBLIC ACCOUNTS

WWW.WINDOW.STATE.TX.US



December 1, 2010

Mr. Javier Solis
Noon Exchange Club of Garland
P. O. Box 472791
Garland, Texas 75047-2791

Dear Mr. Solis:

Noon Exchange Club of Garland is exempt from the Texas franchise tax effective Sept. 4, 1998, and from the Texas sales and use tax effective Oct. 26, 2010, as a 501(c)(3) organization. The exemption does not extend to the hotel occupancy tax.

We have assigned Texas taxpayer number 32000953797 to the organization. Please reference this number in correspondence with us. The assignment of the taxpayer number does not mean the organization is permitted to collect or remit Texas taxes. Exempt organizations must collect taxes on most of their sales. Please give our Tax Assistance section a call at (800) 252-5555 if you need a sales tax permit.

The sales tax exemption extends to goods and services purchased for use by your organization. The exemption does not apply if the purchase is for the personal benefit of an individual or private party, or is not related to the organization's exempt purpose. For more information, please see our publication # 96-122, *Exempt Organizations - Sales and Purchases*.

The enclosed exemption certificate can be issued instead of paying tax when buying taxable items necessary to the exempt purpose of the organization. Make as many copies of the exemption certificate as you need. The exemption certificate does not need a taxpayer number to be valid, but you may provide your taxpayer number if the seller requests it. Additional copies of the exemption certificate can be obtained online at <http://www.cpa.state.tx.us/taxinfo/taxforms/01-339.pdf>

Changes to the organization's registered agent and registered office address must be filed with the Texas Secretary of State. The changes can be made online at <http://www.sos.state.tx.us/corp/sosda/index.shtml> or you can download the forms and instructions from http://www.sos.state.tx.us/corp/forms_option.shtml. You can also contact them at corpinfo@sos.state.tx.us or by calling (512) 463-5582. It is important to maintain current registered agent information, because this is how we will contact you if we have reason to believe that your organization no longer qualifies for exemption.

Our goal is to provide you with prompt, professional service. Please take a moment to complete our survey; enclosed or online at <http://aixtcp.cpa.state.tx.us/surveys/tpsuv2/index.html>.

Sign up for ongoing e-mail updates for any tax or subject you are interested in. Join an e-mail group online at <http://www.window.state.tx.us/subscribe>.

If you have any questions, write to us at exempt.orgs@cpa.state.tx.us or P. O. Box 13528, Austin, Texas 78711-3528, or call us toll-free at (800) 531-5441, ext. 66922. The fax number is (512) 475-5862. Also, our publications and other helpful information are online at <http://www.window.state.tx.us/taxinfo/exempt>.

Sincerely,

WynNelle Leeth

WynNelle Leeth
Exempt Organizations Section

Third Party Special Event Application

Row 64

Event Name/Title Noon Exchange Labor Day Parade

Event - Start Date 09/04/23

Event - End Date 09/04/23

Event - Start Time 8:00 am

Event - End Time 12:00 pm

Event Location Garland Downtown

Name of Event Location Noon Exchange Labor Day Parade

Address of Event Location Glenbrook Dr. to Downtown Garland

Host Organization Noon Exchange Club of Garland

Applicant Name Jajvier Solis

Applicant Phone Number 2148372878

Applicant Email Address javier.solis1962@gmail.com

Organization Type Non-Profit - 501 (c)(3) or (c)(6) Certificate required

Organization Type: Other

Host Organization Address PO Box 472791 Garland TX 75047

Event Type Parade/March

Other

Event - Setup Date 09/03/23

Event - Teardown Date	09/04/23
----------------------------------	-----------------

Event - Set-Up Start Time	5:00 pm
--------------------------------------	----------------

Event - Teardown End Time	12:00 pm
--	-----------------

Is this a Multiple Day Event?	No
--	----

**List Additional
Event Dates and
Times if
Applicable**

Event Entertainment	No, there will not be any event entertainment.
--------------------------------	--

**Entertainment
Type**

**List
Entertainment**

Stage	No, there will not be a stage at the event.
--------------	---

Stage Type

Event Flyer

Portable Restrooms	Yes - I will be providing portable restrooms for the event.
-------------------------------	---

Expected Attendance	Yes - I expect 100 or more attendees at my event
--------------------------------	--

Reasonable Number of Attendees Expected	2000
--	------

Signage	No, there will NOT be any signage for my event.
----------------	---

**Signage
Description**

Amplified Sound/PA System	Yes, I will have Amplified Sound at my event
--	--

Food/Food Vendors	Yes, I will have Food or Food Vendors at my event
------------------------------	---

Food Vendors Kona Ice

Jumpers/Bounce Houses No - There will NOT be Jumpers/Bounce Houses at my event

Bounce Structures

Tents Yes, I will be providing tents for my event.

Number of 10x10 Tents 2

10x10 Tent Type Canopy

Large Tent(s) No, there will not be any tents larger than 10x10 in my footprint.

Number of Large Tents

Large Tent Size

Large Tent Type

Animals No, there will not be any animals at my event.

Animal Type

Electricity

Electrical Source

Event Description <http://www.noonexchangeclubofgarland.org/>

Additional Comments

Link to Event Website



Special Event Assistance Program Application

Date Submitted 4-17-2023 (Must be minimum 45 days prior to event)

Please type or print legibly

SECTION 1: Event Information

Event title: Noon Exchange Labor Day Parade

Event location: Glenbrook to Downtown Garland

Event date(s): 9-4-2023 Start time: 9:00 AM End time: 12:00 PM

Event description: Community parade

Is this a new event? Yes No - If no, # years event has been held prior to current year: 77th year running

Previous Attendance: 5000 Estimated Attendance this year: 5000

Event Purpose/Mission? Community celebration of Labor Day and Americanism

How will this event benefit the Garland community?

How will the proceeds of this event be used?

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

Applicant's Name (event host): Javier Solis

Applicant's Address: PO Box 472791, Garland 75047

Best Phone (on-site): 214-837-2878 Email: javier.solis1962@gmail.com

Host Organization: Noon Exchange Club of Garland

Organization's Address: PO Box 472791, Garland 75047

Organization tax ID #: 31-1058827

Non- Profit Status: (circle one) 501(c)3 | 501(c)4 | 501(c)6 | Neither

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

SECTION 3: Event Logistics

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

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

Services Available through City

- Barricades
- Park Use (Approval by Director of Parks Dept.)
- Police/ Security
- Preparation of City-owned Facility/ Property
- Street Closures
- Traffic/ Crowd Control
- Trash/ Recycling Containers

Applicant's Responsibility

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

SECTION 4: Supplemental Application Materials

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

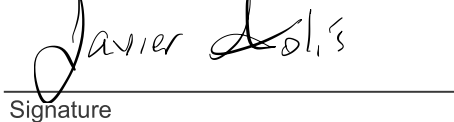
- Copy of proposed event site plan and/or route plan (parades/runs)
- Proof of 501(c)3, 501(c)4, 501(c)6 status (official IRS letter)
- Third Party Special Event Application
- Copy of the group's Insurance Certificate, listing City of Garland as additional insured
(due no later than 10 days prior to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

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

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

Javier Solis

Print name



Signature

Parade Chair

Title

4-14-2023

Date

PRE-EVENT BUDGET

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

PROJECTED REVENUE

Admission fees/ticket sales	<u>0</u>
Booth sales/rental	<u>0</u>
Souvenir/merchandise sales	<u>0</u>
Concession sales	<u>0</u>
Donations	<u>0</u>
Sponsorships	<u>0</u>
Other <u>Entry fees</u>	<u>\$975</u>
Total projected revenue	<u>\$975</u>

PROJECTED EXPENSES

Administrative Expenses:

Staff	<u>0</u>
Facility rental	<u>0</u>
Supplies	<u>\$1000</u>

Operating Expenses:

Entertainment	<u>0</u>
Portable restrooms	<u>0</u>
Generators Tent	<u>0</u>
Stage/sound/lighting	<u>0</u>
Food, lodging	<u>0</u>
Decorations/signage	<u>0</u>
Rental expense (tables, chairs, etc.)	<u>0</u>
Other _____	<u>0</u>

Advertising/Promotion Expenses:

Posters/flyers (design & printing)	<u>0</u>
Brochures (design & printing)	<u>0</u>
Print ads	<u>0</u>
Radio/television ads	<u>0</u>

Total projected expense

0

PROJECTED PROFIT OR (LOSS)

-\$25

Javier Dolis
Signature of organization representative

4-17-2023

Date

POST-EVENT BUDGET REPORT

(from previous year)

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

REVENUE

Admission fees/ticket sales	0
Booth sales/rental	0
Souvenir/merchandise sales	0
Concession sales	0
Donations	0
Sponsorships	0
Other _____	0
Total Revenues	<u>0</u>

EXPENSES

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

PROFIT OR (LOSS) -\$1000

Labor Day Parade Route September 4th, 2023



Float participants will continue to college parking lot

Non-Float participants will continue to N 5th Street

End

Parade turns right onto Austin Street

Parade ends at Austin Street and N 6th Street

Parade begins at Glenbrook Drive and Avenue F

Start



GARLAND
TEXAS MADE HERE



GARLAND POLICY REPORT

City Council Work Session Agenda

3. g.

Meeting Date: August 14, 2023
Item Title: Investment Portfolio Summary
Submitted By: Matt Watson, Finance Director
Strategic Focus Areas: Sound Governance and Finances

ISSUE

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

RECOMMENDATION

The June 30, 2023 Portfolio Summary is presented to inform the Council of the current status of the City's invested funds. Staff will be available to discuss the report with Council.

Attachments

June 30, 2023 Investment Report



August 14, 2023

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

The Portfolio Summary report is presented to Council each quarter. We certify that the June 30, 2023 report complies with the requirements of the Public Funds Investment Act. Management of the City's portfolios is maintained in accordance with the City Council Financial Policy, Statement of Investment Policy and Statement of Investment Strategy.

A handwritten signature in black ink, appearing to read "Matt Watson", written over a horizontal line.

Matt Watson
Finance Director

A handwritten signature in black ink, appearing to read "Kathryn Ritchie", written over a horizontal line.

Kath yn Ritchie
Controller

A handwritten signature in black ink, appearing to read "Don Daugherty", written over a horizontal line.

Don Daugherty
Cash & Debt Manager

City of Garland

Portfolio Summary

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

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

Treasury Portfolio

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

General Obligation Interest & Sinking Portfolio

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

Rate Mitigation Portfolio

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

Economic Development Portfolio

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

CMH Landfill Portfolio

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

Water & Sewer Reserve Portfolio

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

CIP Interim Financing Portfolio

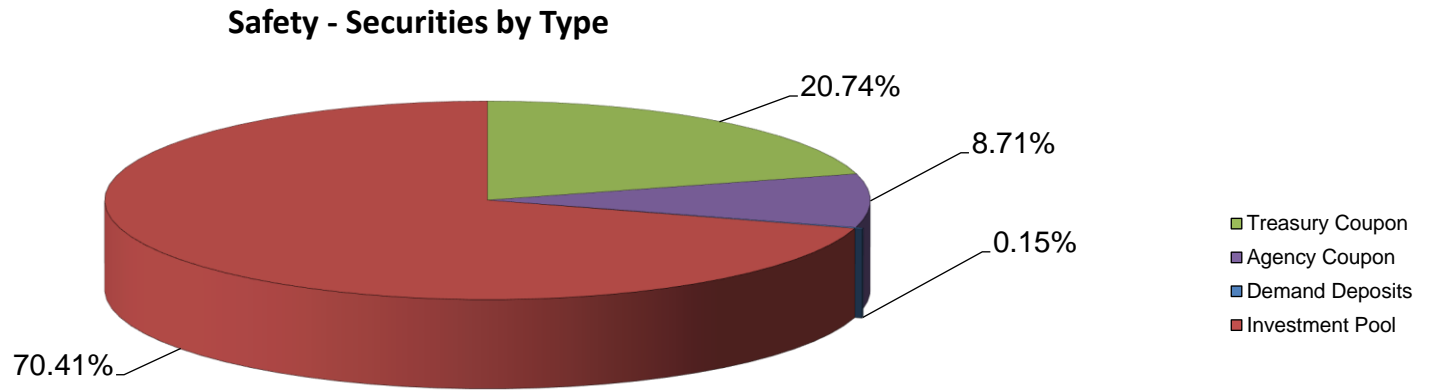
The CIP Interim Financing Portfolio is comprised of funds which will be spent in the General Obligation, the Electric Utility and the Water & Sewer Utility Capital Improvement Programs. The funds are managed to achieve maximum liquidity.

Grants & Other Portfolio

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

Safety - Securities by Type
City of Garland, Texas
June 30, 2023

<u>Security Type</u>	<u>Treasury</u>	<u>GO I & S</u>	<u>Rate Mitigation</u>	<u>Economic Development</u>	<u>CMH Landfill</u>	<u>Water & Sewer Reserve</u>	<u>CIP Interim Financing</u>	<u>Grants & Other</u>	<u>Total Book Value</u>	<u>Percent</u>
Treasury Coupon	\$ 97,940,171	\$ -	\$ 68,578,542	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 166,518,713	20.74%
Agency Coupon	49,879,155	-	20,019,996	-	-	-	-	-	69,899,151	8.71%
Demand Deposits	1,195,633	-	-	-	-	-	-	-	1,195,633	0.15%
Investment Pool	292,175,153	9,978,403	169,079,511	1,997,909	8,556,312	8,760,898	18,384,252	56,402,096	565,334,534	70.41%
Total	<u>\$ 441,190,112</u>	<u>\$ 9,978,403</u>	<u>\$ 257,678,050</u>	<u>\$ 1,997,909</u>	<u>\$ 8,556,312</u>	<u>\$ 8,760,898</u>	<u>\$ 18,384,252</u>	<u>\$ 56,402,096</u>	<u>\$ 802,948,031</u>	<u>100.00%</u>

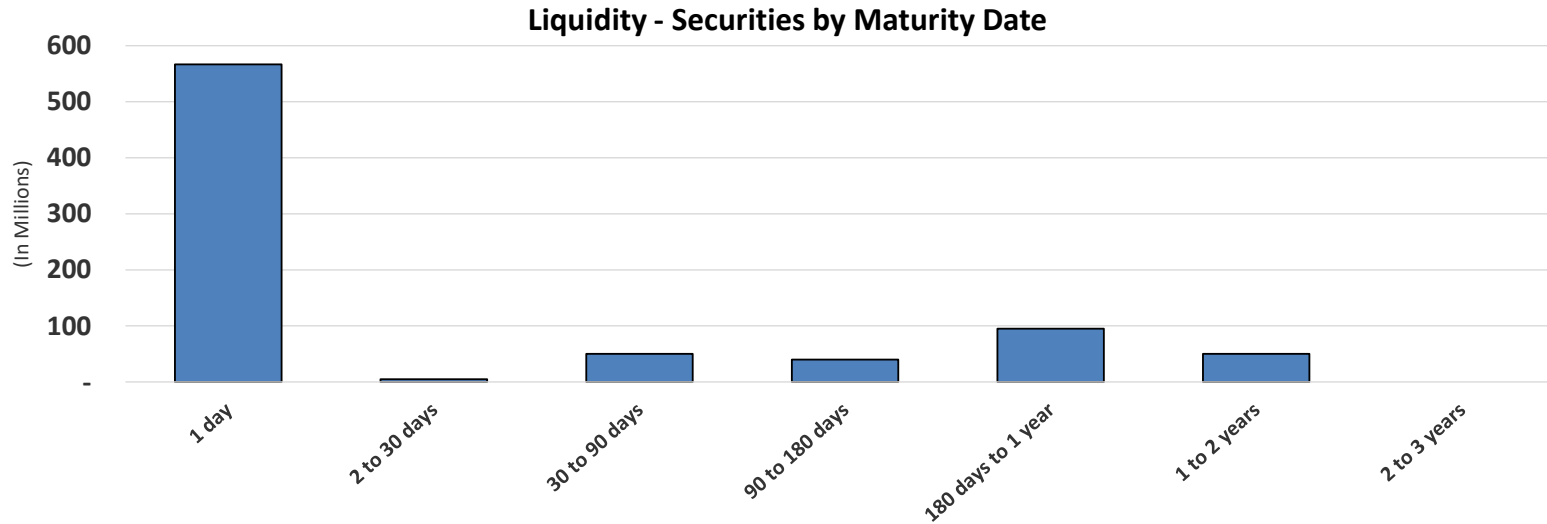


Note:

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

Liquidity - Securities by Maturity Date
City of Garland, Texas
June 30, 2023

	<u>Treasury</u>	<u>GO I & S</u>	<u>Rate Mitigation</u>	<u>Economic Development</u>	<u>CMH Landfill</u>	<u>Water & Sewer Reserve</u>	<u>CIP Interim Financing</u>	<u>Grants & Other</u>	<u>Total Par Value</u>	<u>Percent</u>
1 day - Pools & Demand Deposits	\$ 293,370,786	\$ 9,978,403	\$ 169,079,511	\$ 1,997,909	\$ 8,556,312	\$ 8,760,898	\$ 18,384,252	\$ 56,402,096	\$ 566,530,167	70.24%
2 to 30 days	5,000,000	-	-	-	-	-	-	-	5,000,000	0.62%
31 to 90 days	40,000,000	-	10,000,000	-	-	-	-	-	50,000,000	6.20%
91 to 180 days	20,000,000	-	20,000,000	-	-	-	-	-	40,000,000	4.96%
181 days to 1 year	55,000,000	-	40,000,000	-	-	-	-	-	95,000,000	11.78%
1 to 2 years	30,000,000	-	20,000,000	-	-	-	-	-	50,000,000	6.20%
Total	<u>\$ 443,370,786</u>	<u>\$ 9,978,403</u>	<u>\$ 259,079,511</u>	<u>\$ 1,997,909</u>	<u>\$ 8,556,312</u>	<u>\$ 8,760,898</u>	<u>\$ 18,384,252</u>	<u>\$ 56,402,096</u>	<u>\$ 806,530,167</u>	<u>100.00%</u>
Weighted Average Maturity Days	81	1	92	1	1	1	1	1	75	

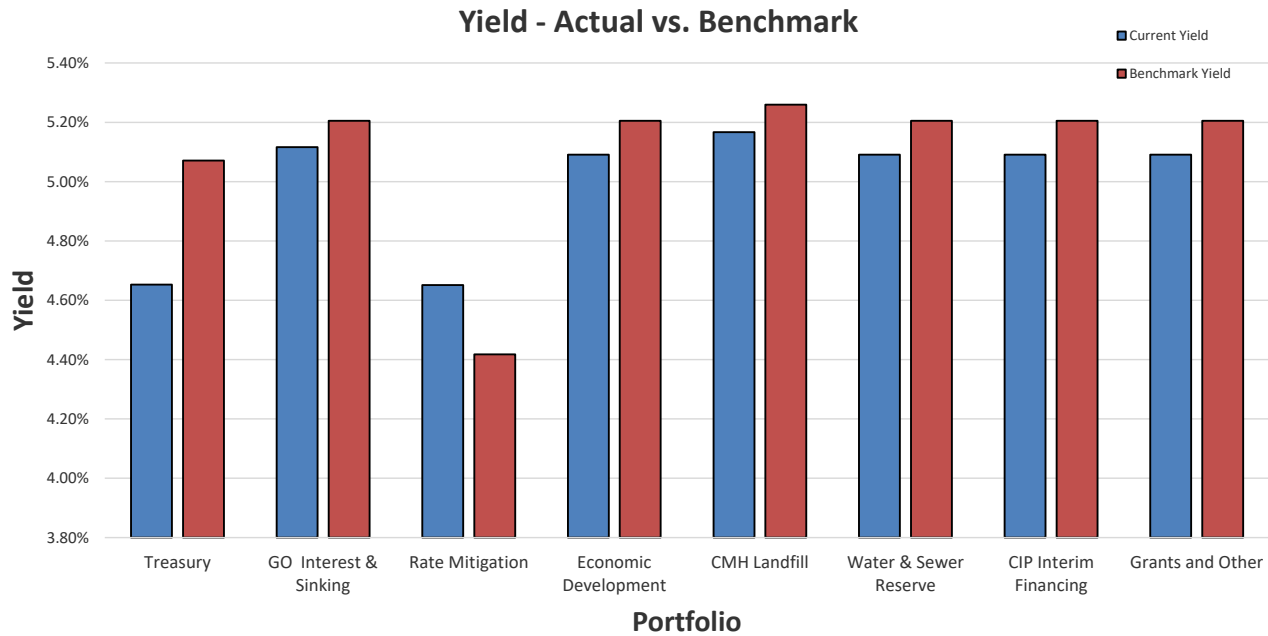


Note:

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

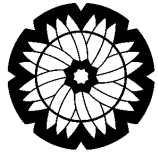
**Yield - Interest Income
City of Garland, Texas
June 30, 2023**

Portfolio	Interest Income	Current Yield	Benchmark Yield	Over (Under) Benchmark	Benchmark Source
	Fiscal YTD	Yield	Yield	Benchmark	Source
Treasury	\$ 12,411,346	4.653%	5.071%	-0.418%	Average 6 month CMT
GO Interest & Sinking	649,034	5.116%	5.205%	-0.089%	Average 1 month CMT
Rate Mitigation	6,786,866	4.651%	4.418%	0.233%	Average 1 year CMT
Economic Development	72,044	5.091%	5.205%	-0.114%	Average 1 month CMT
CMH Landfill	298,441	5.166%	5.259%	-0.093%	Average 3 month CMT
Water & Sewer Reserve	275,867	5.091%	5.205%	-0.114%	Average 1 month CMT
CIP Interim Financing	632,971	5.091%	5.205%	-0.114%	Average 1 month CMT
Grants and Other	1,805,295	5.091%	5.205%	-0.114%	Average 1 month CMT
Total Portfolios	\$ 22,931,863				



Note:

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



GARLAND

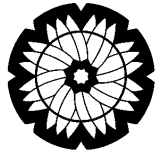
City of Garland Texas Compliance Summary Sorted by Issuer October 1, 2022 - June 30, 2023

City of Garland

Issuer		Par Value	Market Value	Book Value	Accrued Interest
Federal Farm Credit Bank	Value beginning 10/01/2022	0.00	0.00	0.00	0.00
	Net Change	10,000,000.00	9,976,419.40	9,979,446.25	154,166.67
	Value ending 06/30/2023	10,000,000.00	9,976,419.40	9,979,446.25	154,166.67
Federal Home Loan Bank	Value beginning 10/01/2022	0.00	0.00	0.00	0.00
	Net Change	30,000,000.00	29,781,171.80	30,039,992.02	202,694.44
	Value ending 06/30/2023	30,000,000.00	29,781,171.80	30,039,992.02	202,694.44
Federal Home Loan Mort. Corp.	Value beginning 10/01/2022	20,000,000.00	19,308,458.40	19,465,502.88	5,138.89
	Net Change	0.00	551,311.60	446,793.26	12,500.00
	Value ending 06/30/2023	20,000,000.00	19,859,770.00	19,912,296.14	17,638.89
Federally Insured Cash Account	Value beginning 10/01/2022	11,628.26	11,628.26	11,628.26	0.00
	Net Change	361.31	361.31	361.31	0.00
	Value ending 06/30/2023	11,989.57	11,989.57	11,989.57	0.00
Fed National Mort Assoc	Value beginning 10/01/2022	0.00	0.00	0.00	0.00
	Net Change	10,000,000.00	9,948,484.60	9,967,416.46	87,048.61
	Value ending 06/30/2023	10,000,000.00	9,948,484.60	9,967,416.46	87,048.61
Insured Cash Shelter Account	Value beginning 10/01/2022	1,148,951.36	1,148,951.36	1,148,951.36	35.09
	Net Change	34,692.01	34,692.01	34,692.01	0.00
	Value ending 06/30/2023	1,183,643.37	1,183,643.37	1,183,643.37	35.09

City of Garland
Texas Compliance Summary
October 1, 2022 - June 30, 2023

Issuer			Par Value	Market Value	Book Value	Accrued Interest
TEXPOOL Investement Pool	Value beginning	10/01/2022	509,610,728.31	509,610,728.31	509,610,728.31	0.14
	Net Change		-25,922,032.85	-25,922,032.85	-25,922,032.85	0.02
	Value ending	06/30/2023	483,688,695.46	483,688,695.46	483,688,695.46	0.16
Texpool Prime Investment Pool	Value beginning	10/01/2022	58,472,083.29	58,472,083.29	58,472,083.29	0.00
	Net Change		2,019,174.60	2,019,174.60	2,019,174.60	0.00
	Value ending	06/30/2023	60,491,257.89	60,491,257.89	60,491,257.89	0.00
TXSTAR	Value beginning	10/01/2022	20,487,221.34	20,487,221.34	20,487,221.34	0.00
	Net Change		667,359.29	667,359.29	667,359.29	0.00
	Value ending	06/30/2023	21,154,580.63	21,154,580.63	21,154,580.63	0.00
United States Treasury	Value beginning	10/01/2022	200,000,000.00	194,903,175.00	198,866,505.72	328,792.49
	Net Change		-30,000,000.00	-29,561,033.25	-32,347,792.53	-218,289.47
	Value ending	06/30/2023	170,000,000.00	165,342,141.75	166,518,713.19	110,503.02
Total	Value beginning	10/01/2022	809,730,612.56	803,942,245.96	808,062,621.16	333,966.61
	Net Change		-3,200,445.64	-2,504,091.49	-5,114,590.18	238,120.27
	Value ending	06/30/2023	806,530,166.92	801,438,154.47	802,948,030.98	572,086.88



GARLAND

City of Garland Texas Compliance Details Sorted by Issuer June 30, 2023

City of Garland

CUSIP	Investment #	Fund	Investment Type	Investment Class	Par Value	Maturity Date	Call Date	Current Rate	Market Price	Market Date	Market Value	Book Value
Issuer: Federal Farm Credit Bank												
3133EPCW3	2566	100	Federal Agency Coupon Securities	> 1 Y	10,000,000.00	03/10/2025		5.000	99.764	06/30/2023	9,976,419.40	9,979,446.25
				Subtotal	10,000,000.00						9,976,419.40	9,979,446.25
Issuer: Federal Home Loan Bank												
3130ATNX1	2565	214	Federal Agency Coupon Securities	> 1 Y	10,000,000.00	04/26/2024	07/26/2023	5.000	99.401	06/30/2023	9,940,155.70	10,000,000.00
3130ATVD6	2571	100	Federal Agency Coupon Securities	> 1 Y	5,000,000.00	09/13/2024		4.875	99.279	06/30/2023	4,963,992.30	5,007,655.70
3130ATVD6	2572	214	Federal Agency Coupon Securities	> 1 Y	5,000,000.00	09/13/2024		4.875	99.279	06/30/2023	4,963,992.30	5,007,655.70
3130AUX58	2567	100	Federal Agency Coupon Securities	> 1 Y	5,000,000.00	01/06/2025		4.650	99.130	06/30/2023	4,956,515.75	5,012,340.31
3130AUX58	2568	214	Federal Agency Coupon Securities	> 1 Y	5,000,000.00	01/06/2025		4.650	99.130	06/30/2023	4,956,515.75	5,012,340.31
				Subtotal	30,000,000.00						29,781,171.80	30,039,992.02
Issuer: Federal Home Loan Mort. Corp.												
3137EAEV7	2561	100	Federal Agency Coupon Securities	> 1 Y	20,000,000.00	08/24/2023		0.250	99.298	06/30/2023	19,859,770.00	19,912,296.14
				Subtotal	20,000,000.00						19,859,770.00	19,912,296.14
Issuer: Federally Insured Cash Account												
FICA1	1944	100	CD's Rolling	< 1 Y	11,989.57			4.851	100.000	04/30/2021	11,989.57	11,989.57
				Subtotal	11,989.57						11,989.57	11,989.57
Issuer: Fed National Mort Assoc												
3135G0U43	2564	100	Federal Agency Coupon Securities	> 1 Y	10,000,000.00	09/12/2023		2.875	99.484	06/30/2023	9,948,484.60	9,967,416.46
				Subtotal	10,000,000.00						9,948,484.60	9,967,416.46
Issuer: Insured Cash Shelter Account												
ICSA	1991	100	CD's Rolling	< 1 Y	1,183,643.37			4.850	100.000	04/30/2021	1,183,643.37	1,183,643.37
				Subtotal	1,183,643.37						1,183,643.37	1,183,643.37
Issuer: TEXPOOL Investement Pool												
TREASURY	1825	100	Investment Pool Accounts	< 1 Y	227,278,534.68			5.091	100.000	10/30/2020	227,278,534.68	227,278,534.68
DEBTSVC	1814	111	Investment Pool Accounts	< 1 Y	8,947,857.27			5.091	100.000	10/30/2020	8,947,857.27	8,947,857.27
RATE	1815	214	Investment Pool Accounts	< 1 Y	155,994,342.75			5.091	100.000	10/30/2020	155,994,342.75	155,994,342.75

City of Garland
Texas Compliance Details
June 30, 2023

CUSIP	Investment #	Fund	Investment Type	Investment Class	Par Value	Maturity Date	Call Date	Current Rate	Market Price	Market Date	Market Value	Book Value
Issuer: TEXPOOL Investement Pool												
LANDFILL	1812	635	Investment Pool Accounts	< 1 Y	5,922,806.64			5.091	100.000	10/30/2020	5,922,806.64	5,922,806.64
WTR-RES-OTHER	1833	223-02	Investment Pool Accounts	< 1 Y	3,647,162.21			5.091	100.000	10/30/2020	3,647,162.21	3,647,162.21
SWR-RES-OTHER	1834	233-02	Investment Pool Accounts	< 1 Y	4,744,450.54			5.091	100.000	10/30/2020	4,744,450.54	4,744,450.54
HCV	1865	822-01	Investment Pool Accounts	< 1 Y	838,686.54			5.091	100.000	10/30/2020	838,686.54	838,686.54
FSS ESCROW	1866	822-02	Investment Pool Accounts	< 1 Y	203,895.97			5.091	100.000	10/30/2020	203,895.97	203,895.97
SEIZURE OTHR	1905	923	Investment Pool Accounts	< 1 Y	68,206.84			5.091	100.000	10/30/2020	68,206.84	68,206.84
ED FD	2186	694	Investment Pool Accounts	< 1 Y	1,997,908.90			5.091	100.000	10/30/2020	1,997,908.90	1,997,908.90
GO CP	2268	601	Investment Pool Accounts	< 1 Y	14,403,923.46			5.091	100.000	10/30/2020	14,403,923.46	14,403,923.46
ELEC CP	2269	210	Investment Pool Accounts	< 1 Y	40,063.25			5.091	100.000	10/30/2020	40,063.25	40,063.25
WATER CP	2270	220	Investment Pool Accounts	< 1 Y	1,066,474.73			5.091	100.000	10/30/2020	1,066,474.73	1,066,474.73
SEWER CP	2271	230	Investment Pool Accounts	< 1 Y	2,374,881.00			5.091	100.000	10/30/2020	2,374,881.00	2,374,881.00
JAG-2018	2469	871-18	Investment Pool Accounts	< 1 Y	0.01			5.091	100.000	10/30/2020	0.01	0.01
TWDB ESCROW	2475	228-02	Investment Pool Accounts	< 1 Y	164,330.92			5.091	100.000	10/30/2020	164,330.92	164,330.92
TWDB RESERVE	2477	228-03	Investment Pool Accounts	< 1 Y	369,284.91			5.091	100.000	10/30/2020	369,284.91	369,284.91
COVID 19	2502	941	Investment Pool Accounts	< 1 Y	54,766.00			5.091	100.000	10/30/2020	54,766.00	54,766.00
RTR PROJECT	2504	692	Investment Pool Accounts	< 1 Y	334,578.39			5.091	100.000	10/30/2020	334,578.39	334,578.39
JAG-2019	2521	871-19	Investment Pool Accounts	< 1 Y	1.39			5.091			1.39	1.39
JAG-2020	2522	871-20	Investment Pool Accounts	< 1 Y	2.27			5.091			2.27	2.27
ARP	2524	943	Investment Pool Accounts	< 1 Y	55,236,536.79			5.091			55,236,536.79	55,236,536.79
				Subtotal	483,688,695.46						483,688,695.46	483,688,695.46
Issuer: Texpool Prime Investment Pool												
SYS2417	2417	100	Investment Pool Accounts	< 1 Y	43,742,038.02			5.337	100.000	10/30/2020	43,742,038.02	43,742,038.02
SYS2418	2418	214	Investment Pool Accounts	< 1 Y	13,085,168.71			5.337	100.000	10/30/2020	13,085,168.71	13,085,168.71
SYS2418	2419	635	Investment Pool Accounts	< 1 Y	2,633,505.27			5.337	100.000	10/30/2020	2,633,505.27	2,633,505.27
SYS2418	2420	111	Investment Pool Accounts	< 1 Y	1,030,545.89			5.337	100.000	10/30/2020	1,030,545.89	1,030,545.89
				Subtotal	60,491,257.89						60,491,257.89	60,491,257.89
Issuer: TXSTAR												
TEXSTAR	1822	100	Investment Pool Accounts	< 1 Y	21,154,580.63			5.076	100.000	10/30/2020	21,154,580.63	21,154,580.63
				Subtotal	21,154,580.63						21,154,580.63	21,154,580.63
Issuer: United States Treasury												
91282CCN9	2554	100	Treasury Coupon Securities	> 1 Y	5,000,000.00	07/31/2023		0.125	99.614	06/30/2023	4,980,726.15	4,996,294.81
91282CCU3	2540	100	Treasury Coupon Securities	> 1 Y	5,000,000.00	08/31/2023		0.125	99.180	06/30/2023	4,959,009.90	4,999,299.17

City of Garland
Texas Compliance Details
June 30, 2023

CUSIP	Investment #	Fund	Investment Type	Investment Class	Par Value	Maturity Date	Call Date	Current Rate	Market Price	Market Date	Market Value	Book Value
Issuer: United States Treasury												
91282CCU3	2541	214	Treasury Coupon Securities	> 1 Y	5,000,000.00	08/31/2023		0.125	99.180	06/30/2023	4,959,009.90	4,999,299.17
91282CAK7	2550	214	Treasury Coupon Securities	> 1 Y	5,000,000.00	09/15/2023		0.125	98.978	06/30/2023	4,948,943.95	4,992,990.45
91282CAK7	2551	100	Treasury Coupon Securities	> 1 Y	5,000,000.00	09/15/2023		0.125	98.978	06/30/2023	4,948,943.95	4,992,990.45
91282CDD0	2552	214	Treasury Coupon Securities	> 1 Y	10,000,000.00	10/31/2023		0.375	98.425	06/30/2023	9,842,578.10	9,980,644.23
91282CDD0	2553	100	Treasury Coupon Securities	> 1 Y	10,000,000.00	10/31/2023		0.375	98.425	06/30/2023	9,842,578.10	9,980,644.23
91282CDM0	2548	214	Treasury Coupon Securities	> 1 Y	5,000,000.00	11/30/2023		0.500	98.031	06/30/2023	4,901,562.50	4,996,495.23
91282CDM0	2549	100	Treasury Coupon Securities	> 1 Y	5,000,000.00	11/30/2023		0.500	98.031	06/30/2023	4,901,562.50	4,996,495.23
91282CBA8	2562	214	Treasury Coupon Securities	> 1 Y	5,000,000.00	12/15/2023		0.125	97.722	06/30/2023	4,886,132.80	4,901,840.73
91282CBA8	2563	100	Treasury Coupon Securities	> 1 Y	5,000,000.00	12/15/2023		0.125	97.722	06/30/2023	4,886,132.80	4,901,840.73
912828V80	2579	100	Treasury Coupon Securities	> 1 Y	10,000,000.00	01/31/2024		2.250	98.183	06/30/2023	9,818,359.40	9,827,407.74
912828V80	2580	214	Treasury Coupon Securities	> 1 Y	5,000,000.00	01/31/2024		2.250	98.183	06/30/2023	4,909,179.70	4,913,703.86
91282CBM2	2573	100	Treasury Coupon Securities	> 1 Y	5,000,000.00	02/15/2024		0.125	96.796	06/30/2023	4,839,843.75	4,849,376.72
91282CBM2	2574	214	Treasury Coupon Securities	> 1 Y	5,000,000.00	02/15/2024		0.125	96.796	06/30/2023	4,839,843.75	4,849,376.72
91282CBR1	2575	100	Treasury Coupon Securities	> 1 Y	5,000,000.00	03/15/2024		0.250	96.464	06/30/2023	4,823,242.20	4,836,941.97
91282CBR1	2576	214	Treasury Coupon Securities	> 1 Y	5,000,000.00	03/15/2024		0.250	96.464	06/30/2023	4,823,242.20	4,836,941.97
91282CBV2	2560	100	Treasury Coupon Securities	> 1 Y	15,000,000.00	04/15/2024		0.375	96.117	06/30/2023	14,417,578.20	14,679,556.17
91282CBV2	2577	100	Treasury Coupon Securities	> 1 Y	5,000,000.00	04/15/2024		0.375	96.117	06/30/2023	4,805,859.40	4,824,203.46
91282CBV2	2578	214	Treasury Coupon Securities	> 1 Y	5,000,000.00	04/15/2024		0.375	96.117	06/30/2023	4,805,859.40	4,824,203.46
912828WJ5	2569	100	Treasury Coupon Securities	> 1 Y	5,000,000.00	05/15/2024		2.500	97.503	06/30/2023	4,875,195.30	4,900,106.54
912828WJ5	2570	214	Treasury Coupon Securities	> 1 Y	5,000,000.00	05/15/2024		2.500	97.503	06/30/2023	4,875,195.30	4,900,106.54
91282CCG4	2581	100	Treasury Coupon Securities	> 1 Y	10,000,000.00	06/15/2024		0.250	95.218	06/30/2023	9,521,875.00	9,544,147.00
91282CCG4	2582	214	Treasury Coupon Securities	> 1 Y	5,000,000.00	06/15/2024		0.250	95.218	06/30/2023	4,760,937.50	4,772,073.49
91282CCL3	2583	100	Treasury Coupon Securities	> 1 Y	5,000,000.00	07/15/2024		0.375	94.953	06/30/2023	4,747,656.25	4,760,560.62
91282CCL3	2584	214	Treasury Coupon Securities	> 1 Y	5,000,000.00	07/15/2024		0.375	94.953	06/30/2023	4,747,656.25	4,760,560.62
912828D56	2585	100	Treasury Coupon Securities	> 1 Y	5,000,000.00	08/15/2024		2.375	96.734	06/30/2023	4,836,718.75	4,850,305.94
912828D56	2586	214	Treasury Coupon Securities	> 1 Y	5,000,000.00	08/15/2024		2.375	96.734	06/30/2023	4,836,718.75	4,850,305.94
					Subtotal	170,000,000.00					165,342,141.75	166,518,713.19
					Total	806,530,166.92					801,438,154.47	802,948,030.98



**GARLAND
CITY COUNCIL ITEM SUMMARY SHEET**

City Council Work Session Agenda

4. a.

Meeting Date: August 14, 2023

Item Title: Home Improvement Incentive Program Update

Submitted By: Scott Bollinger, Neighborhood Resource Manager

Summary of Request/Problem

Neighborhood Vitality staff will provide an update on the Home Improvement Incentive Program (HIIP) as it closes out its fourth year of existence.

Recommendation/Action Requested and Justification

Funds for the Home Improvement Incentive Program (HIIP) have already been requested in the Fiscal Year 23-24 Operating Budget. Staff will inform City Council about the updated citywide median appraised value, most common improvements, average rebate disbursement, and additional summary data.

Attachments

Home Improvement Incentive Program Update Staff Presentation



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Home Improvement Incentive Program

City Council Work Session – Verbal Briefing
August 14, 2023



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Purpose and Goals

Purpose

Encourage homeowners to make improvements to their property via a financial incentive

Goals

- Preventing blight
- Improve property values
- Inspire surrounding homeowners to reinvest in their properties
- Increase the competitive draw of Garland neighborhoods



Implementation Timeline

Fiscal Year 20

- ▶ Allocation of \$250,000
- ▶ Funding Substantially committed by approximately July 27, 2020

Fiscal Year 21

- ▶ Allocation of \$250,000
- ▶ Funding substantially committed within approximately 4 months

Fiscal Year 22

- ▶ Allocation of \$500,000
- ▶ Funding substantially committed within approximately 3 months

Fiscal Year 23

- ▶ Allocation of \$500,000
- ▶ Funding substantially committed within approximately 2 months



Current Program Highlights

- ▶ Cash rebate for 50% of the cost of qualified improvements
- ▶ Minimum investment of \$1,000 and a maximum rebate of \$10,000
- ▶ Single Family Detached Homes
- ▶ Property must be at least 30 years old and cannot exceed a total DCAD value of the median appraised value for the single-family detached homes in Garland
- ▶ Rental properties are eligible



Current Program Highlights

	FY 23	FY 22	FY 21	FY 20
Applications Approved	104	77	44	51
Rebates Distributed (Total) <i>to date</i>	\$343,797	\$394,377	\$232,179	\$242,305
Average Actual Rebate	\$4,710*	\$5,477	\$5,804	\$4,945
Committed Funds Remaining	\$257,100	\$17,570 (was rolled into FY23)	\$0	\$0
Total Actual Investment	\$912,432**	\$832,730	\$589,953	\$479,092
Average Investment	\$12,500	\$11,566	\$14,389	\$9,777
Most Common Improvement	Replace Windows (48)	Replace Windows (41)	Replace windows (23)	Replace windows (20)
Rental Properties	6.7% (7)	7.8% (6)	11.4% (5)	7.8% (4)

FY23 as of July 27, 2023

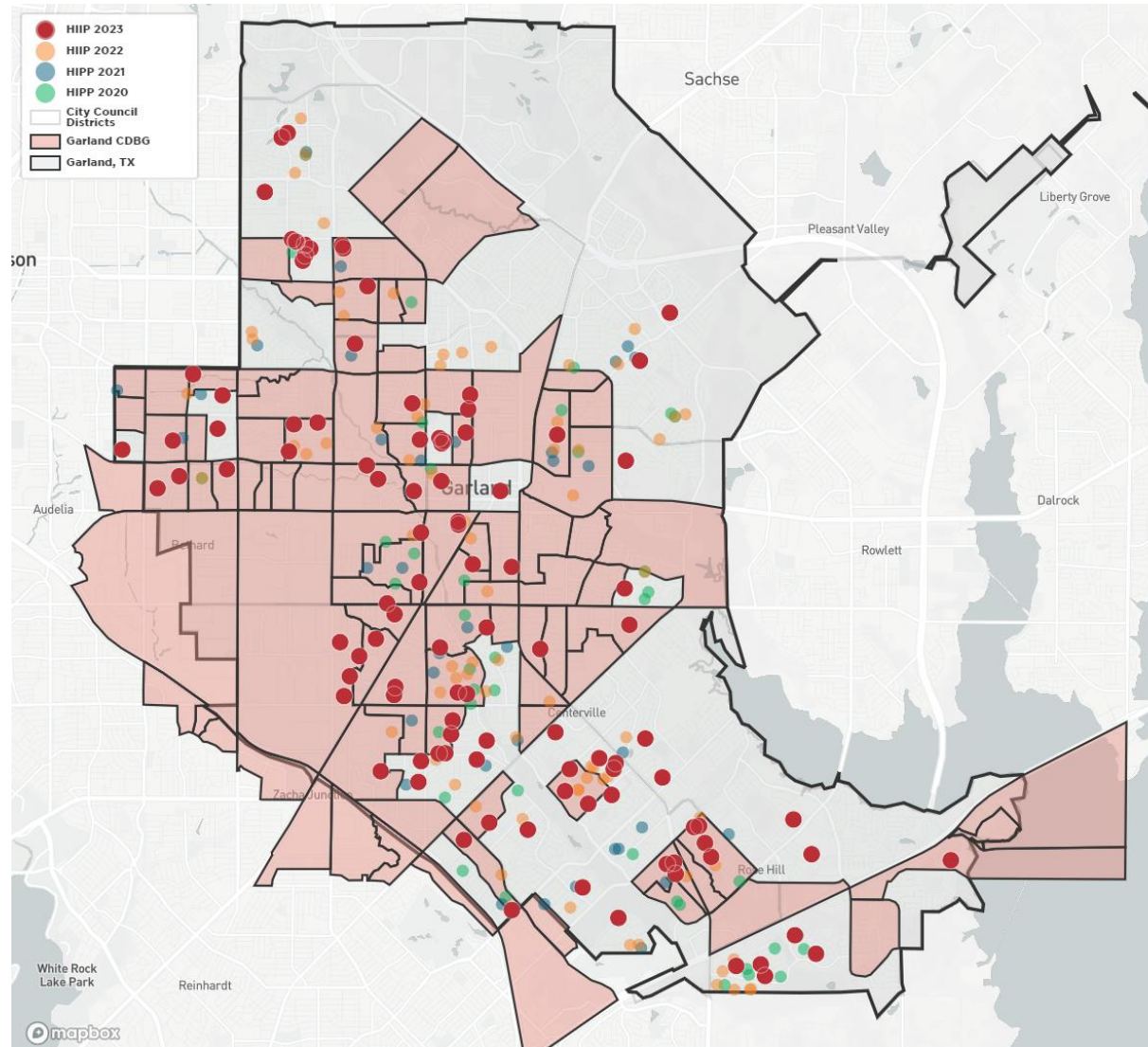
**Projected Average of Actual Rebate \$5,532*

***Projected Total of Actual Investment \$1,481,620*



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Current Program Highlights





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Current Program Highlights

Repair Type	FY23	FY22	FY21	FY20
Replace windows	24% (48)	26% (41)	24% (23)	20% (20)
Replace fence	19.5% (39)	18% (28)	14% (13)	18% (18)
Repaint house	13% (26) ↑ 1	9% (14)	11% (10)	12% (12)
Replace exterior doors	11% (22) ↓ 1	10% (16)	13% (12)	6% (6)
Install/replace gutters	9% (18)	9% (14)	6% (6)	7% (7)
Replace siding	5.5% (11) ↑ 2	5% (8)	5% (5)	7% (7)
Roof	4.5% (9) ↓ 1	7% (11)	4% (4)	5% (5)
Soffit and fascia	4% (8) ↓ 1	7% (11)	5% (5)	8% (8)
Add/repair front porch	4% (8) ↑ 1	2% (3)	3% (3)	2% (2)
Foundation repair	3% (6) ↑ 1	1% (2)	8% (8)	6% (6)
Replace driveway	2.5% (5) ↓ 2	5% (8)	4% (4)	8% (8)
Remove accessory	0%	1% (2)	1% (1)	1% (1)
Add or repair garage	0%	1% (1)	2% (2)	0% (0)
Total	100% (200)	100% (159)	100% (96)	100% (100)



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Current Program Highlights

Compliments

“Thank you very much I appreciate the help and the detailed information! It’s been a blessing to work with the City of Garland and your department! We look forward to more opportunities for improvements to the neighborhood with Garland and again thank you very much.”

-- M. Ventura

“Feel like I bought a new house without having to move.”

-- M. Balanciere

“This program is great. The staff was great to work with. This is a great program.”

-- L. Turner



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Appraised Value Cap

Last year, the City Council agreed to set the appraised value cap at the median appraised value cap for single-family detached homes. For FY24, that will be:

\$268,000

Applications with a total DCAD appraised value of over \$268,000 (land plus improvement, what the DCAD website sometimes calls "market value") will not be considered.



CDBG-Eligible Area

Last year, the City Council directed Neighborhood Vitality to set aside at least 50% of the available HIIP funding to be spent in CDBG-eligible areas.

Category	Dollars	Percentage of Total Projects	Cumulative by Category
Committed CDBG	\$126,654	21.1%	57.4% ✓
Actual CDBG	\$218,103	36.3%	
Committed Non-CDBG	\$123,169	20.5%	42.6%
Actual Non-CDBG	\$132,971	22.1%	

As of 7-27-2023



Promotional Strategy

Assuming a 7-month preferred cycle from application window opening to funds being committed at or near 100%, approximately 14% should be committed every month.

- Launch City website, Garland City Press, Neighborhood Chatter, and other social media channel announcements in January
- If 28% is not committed by the end of the second month, digital and social media messaging will expand (NextDoor, Neighborhood Chatter, website).
- If 42% is not committed by the end of the third month, the messages will be repeated more frequently, and we will submit for publication in the Garland City Press.
- The promotional message would appear in the Garland City Press in the fifth month of the 7-month cycle.



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Coming Soon

Staff is researching a new home reinvestment program designed to incentivize large-scale renovations to single-family homes across Garland.

This proposal, as HIIP was done, will be brought before the Development Services Committee in the coming months for study and fine-tuning, and then presented to the full City Council.



**GARLAND
CITY COUNCIL ITEM SUMMARY SHEET**

City Council Work Session Agenda

4. b.

Meeting Date: August 14, 2023

Item Title: Charter Review Process

Submitted By: Brian England, City Attorney

Summary of Request/Problem

Charter Review Process

City Attorney, Brian England will outline the steps necessary for conducting a Charter Review.

Recommendation/Action Requested and Justification

Discussion and direction.



**GARLAND
CITY COUNCIL ITEM SUMMARY SHEET**

City Council Work Session Agenda

4. c.

Meeting Date: August 14, 2023

Item Title: Department Presentation and Discussion of 2023-24 Proposed Budget

Submitted By: Allyson Bell Steadman, Budget Director

Summary of Request/Problem

1. Department Presentation
 - Police, Police Grants and Narcotic Seizure – *Bryan*
2. Council Discussion

Recommendation/Action Requested and Justification

Council discussion.



**GARLAND
CITY COUNCIL ITEM SUMMARY SHEET**

City Council Work Session Agenda

5. a.

Meeting Date: August 14, 2023

Item Title: Board and Commission Appointment

Submitted By: Tracy Allmendinger, Deputy City Secretary

Summary of Request/Problem

Mayor Scott Lemay

- Jennifer Nguyen – Community Multicultural Commission
- Elvia Flores – Community Multicultural Commission
- Mitch Carr – Cultural Arts Commission
- Ken Risser – Environmental and Community Advisory Board
- Don Koerner – Parks and Recreation Board
- Wayne Dalton – Plan Commission
- David Perry – Property Standards Board
- Shirley Robnett – Senior Citizens Advisory Board
- Allan Stafford – Tax Increment Finance #1 Downtown Board
- Patrick Abell – Tax Increment Finance #3 Board

Recommendation/Action Requested and Justification

Attachments

Jennifer Nguyen

Elvia Flores

Mitch Carr

Ken Risser

Don Koerner

Wayne Dalton

David Perry

Shirley Robnett

Allan Stafford

Patrick Abell



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AUG 07 2023
CITY SECRETARY

Application for City of Garland Boards/Commissions/Committees

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

Please Type or Print Clearly:

Date: AUGUST 6, 2023

Name: JENNIFER NGUYEN Phone: [REDACTED]

Address: 2210 COUNTRY OAKS DR Phone: [REDACTED]

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

Resident of Garland for 38 years Resident of Texas for 38 years
 Dallas County Voter Registration Number [REDACTED] Garland City Council District Number 01

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.

- GARLAND ASIAN AMERICAN TASK FORCE
 - DFW ASIAN AMERICAN CITIZEN COUNCIL CHAIR EMERITUS
 - VIETNAMESE AMERICAN COMMUNITY CENTER FOUNDING MEMBER
- If you have previously served on a City Board or Commission, please specify and list dates of service.
Community Multicultural Commission since 2007

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

What is your educational background?

MBA

What is your occupational experience?

Retired

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

Signature of Applicant

Board or Commission of first, second and third choice:		
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Garland Cultural Arts Commission	<input type="checkbox"/> Parks and Recreation Board
<input type="checkbox"/> Citizens Environmental and Neighborhood Advisory Committee	<input type="checkbox"/> Garland Youth Council **	<input type="checkbox"/> Plan Commission *
<input type="checkbox"/> Civil Service Commission	<input type="checkbox"/> Library Board	<input type="checkbox"/> Senior Citizens Advisory Committee
<input checked="" type="checkbox"/> Community Multicultural Commission	<input type="checkbox"/> Property Standards Board	<input type="checkbox"/> Unified Building Standards Commission

** Garland Youth Council has a separate application

FOR OFFICE USE ONLY

Ad Valorem Tax Status Current Past Due Date Appointed _____
 Utility Account Status Current Past Due Appointed By _____
 CSO Suit/Claim Filed Yes No Date Notified _____
 Clerk Signature & Date Courtney Vanover Disclosure Form Filed _____

8.7.23



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Application for City of Garland Boards/Commissions/Committees

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

Please Type or Print Clearly:

Date: _____

Name: ELVIA P. FLORES Phone: _____

Address: 1906 Melrose St Phone: _____

City, State, Zip: 75042 Email: _____



Resident of Garland for 50 years Resident of Texas for 75 years

Dallas County Voter Registration Number _____ Garland City Council District Number 8

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

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

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

I was first Hispanic to be elected to GISD Board, Served on GISD Multi Ethnic Committee, attend ^{help at} Unidos meetings. If you have previously served on a City Board or Commission, please specify and list dates of service. Multicultural Committee - 2019??

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

GISD School Board CFCG Good Samaritan Region 10 ESC GCPAAA etc. Kiwanis Club Hope Clinic

What is your educational background?

Univ. College

What is your occupational experience?

mostly volunteering in several organizations & serving on their boards

I hereby affirm that all statements herein are true and correct. *Elvia P. Flores*

Board or Commission of first, second and third choice:		
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Garland Cultural Arts Commission	<input type="checkbox"/> Parks and Recreation Board
<input type="checkbox"/> Citizens Environmental and Neighborhood Advisory Committee	<input type="checkbox"/> Garland Youth Council **	<input type="checkbox"/> Plan Commission *
<input type="checkbox"/> Civil Service Commission	<input type="checkbox"/> Library Board	<input type="checkbox"/> Senior Citizens Advisory Committee
<input checked="" type="checkbox"/> Community Multicultural Commission	<input type="checkbox"/> Property Standards Board	<input type="checkbox"/> Unified Building Standards Commission

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

FOR OFFICE USE ONLY

Ad Valorem Tax Status	Current <input checked="" type="checkbox"/>	Past Due <input type="checkbox"/>	Date Appointed _____
Utility Account Status	Current <input checked="" type="checkbox"/>	Past Due <input type="checkbox"/>	Appointed By _____
CSO Suit/Claim Filed	Yes <input type="checkbox"/> No <input type="checkbox"/>		Date Notified _____
Clerk Signature & Date	<i>Courtney Knover</i>		Disclosure Form Filed _____

8.9.23



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Application for City of Garland Boards/Commissions/Committees

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

Please Type or Print Clearly:

Date: 7/25/23

Name: Mitch Carr

Phone

(Home)

Address: 2116 Windy Drive

Phone

(Other)

City, State, Zip: Garland TX 75044

Email:

Resident of Garland for 30+ years

Resident of Texas for 40+ years

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

Have you ever been convicted of a felony? Yes No

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

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

Theater work with Garland Civic Theater, Garland Summer Musicals, etc. Work in broadcasting since 1967

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

Current member of Garland Cultural Arts Commission

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

Garland Civic Theater board/and served as Exec Director for one year.

What is your educational background?

Some college

What is your occupational experience?

Broadcasting ..Radio/TV/Voiceover since 1967

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

Mitch Carr
City Secretary

Board or Commission of first, second, and third choice:		
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Garland Youth Council **	<input type="checkbox"/> Parks and Recreation Board
<input type="checkbox"/> Citizens Environmental and Neighborhood Advisory Committee	<input type="checkbox"/> Property Standards Board	<input type="checkbox"/> Plan Commission
<input type="checkbox"/> Community Multicultural Commission	<input type="checkbox"/> Library Board	<input type="checkbox"/> Senior Citizens Advisory Committee
<input type="checkbox"/> Garland Cultural Arts Commission		<input type="checkbox"/> Unified Building Standards Commission

**Garland Youth Council has a separate application

FOR OFFICE USE ONLY

Ad Valorem Tax Status

Current

Past Due

Date Appointed _____

Utility Account Status

Current

Past Due

Appointed By _____

CSO Suit/Claim Filed

Yes No

Date Notified _____

Clerk Signature & Date

Courtney Vanover 7.25.23



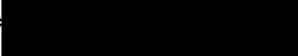
GARLAND
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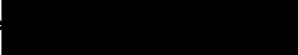
Application for City of Garland Boards/Commissions/Committees


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


Please Type or Print Clearly:

Date: 8/8/2023

Name: Ken Risser Phone:  (Home)

Address: 4130 Carrington Dr Phone:  (Other)

City, State, Zip: Garland TX 75043 Email: 

Resident of Garland for 22 years Resident of Texas for 37 years
Dallas County Voter Registration Number  Garland City Council District Number 3

Have you ever been convicted of a felony? Yes No

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

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

Served as Mayor's Appointee to CENAC/ECAB since 2009; HOA board (Shores of Wellington) since 2012; Board member - Keep Garland Beautiful since 2009; Events Committee- SPCA of TX since 2010;

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

Mayor's Appointee to CENAC/ECAB since 2009;

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

Heavily involved in my community- HOA, orchestrate regular neighborhood and city cleanups with KGB, have been the Route manager for SPCA Strut You Mutt Race since 2014 as a member of the Event Committee

What is your educational background?

BAAS- (Political Science) Univ of North TX

What is your occupational experience?

have worked for the FDIC (Information Specialist) since 2008; 25 previous years in travel/hospitality industry

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

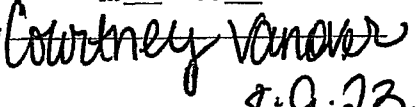

Signature of Applicant

Board or Commission of first, second and third choice:

- | | | |
|---|---|--|
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Garland Cultural Arts Commission | <input type="checkbox"/> Parks and Recreation Board |
| <input type="checkbox"/> Citizens Environmental and Neighborhood Advisory Committee | <input type="checkbox"/> Garland Youth Council ** | <input type="checkbox"/> Plan Commission * |
| <input type="checkbox"/> Civil Service Commission | <input type="checkbox"/> Library Board | <input type="checkbox"/> Senior Citizens Advisory Committee |
| <input type="checkbox"/> Community Multicultural Commission | <input type="checkbox"/> Property Standards Board | <input type="checkbox"/> Unified Building Standards Commission |

** Garland Youth Council has a separate application

FOR OFFICE USE ONLY

Ad Valorem Tax Status	Current <input checked="" type="checkbox"/>	Past Due <input type="checkbox"/>	Date Appointed _____
Utility Account Status	Current <input checked="" type="checkbox"/>	Past Due <input type="checkbox"/>	Appointed By _____
CSO Suit/Claim Filed	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Date Notified _____
Clerk Signature & Date			Disclosure Form Filed _____

8.9.23



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Application for City of Garland Boards/Commissions/Committees

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

Please Type or Print Clearly:

Date: 08/03/2023

Name: Donald M Koerner Phone: _____

(Home)

Address: 7121 Wills drive Phone: _____

(Other)

City, State, Zip: Garland TX 75043 Email: _____

Resident of Garland for 41 years Resident of Texas for 41 years

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

Have you ever been convicted of a felony? Yes No

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

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

I am currently a Board member of South Garland Little League, been on that Board for 29 years. I have been on the Boards of Pee Wee Football and Basketball. I started the SRO and NPO program for Garland PD back in 1989. I started the Garland Police youth program. I served as a Garland policeman for 37 years. I've always If you have previously served on a City Board or Commission, please specify and list dates of service. I have been on the PARKS Board since Jan.2019 to present.

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

along with what is listed above I was a member of the Garland Kiwanis Club. I started to 4th and 5th grade clubs through the Kiwanis called K Kids.

What is your educational background?

High school graduate and some college.

What is your occupational experience?

Was a Garland policeman for 37 years.

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

Board or Commission of first, second and third choice:

- | | | |
|---|---|--|
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Garland Cultural Arts Commission | <input checked="" type="checkbox"/> Parks and Recreation Board |
| <input type="checkbox"/> Citizens Environmental and Neighborhood Advisory Committee | <input type="checkbox"/> Garland Youth Council ** | <input type="checkbox"/> Plan Commission * |
| <input type="checkbox"/> Civil Service Commission | <input type="checkbox"/> Library Board | <input type="checkbox"/> Senior Citizens Advisory Committee |
| <input type="checkbox"/> Community Multicultural Commission | <input type="checkbox"/> Property Standards Board | <input type="checkbox"/> Unified Building Standards Commission |

** Garland Youth Council has a separate application

FOR OFFICE USE ONLY

Ad Valorem Tax Status	Current <input checked="" type="checkbox"/>	Past Due _____	Date Appointed _____
Utility Account Status	Current <input checked="" type="checkbox"/>	Past Due _____	Appointed By _____
CSO Suit/Claim Filed	Yes _____ No <input checked="" type="checkbox"/>		Date Notified _____
Clerk Signature & Date	<u>Courtney Vanover 8/3/23</u>		



GARLAND

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Application for City of Garland Boards/Commissions/Committees

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

Please Type or Print Clearly:

Date: 5-18-2023

Name: Wayne Dalton

Phone: _____

(Home)

Address: 1309 Peaceway

Phone: _____

(Other)

City, State, Zip: Garland, Tx 75043

Email: _____

Resident of Garland for 20 years Resident of Texas for 76 years
✓ Dallas County Voter Registration Number _____ and City Council District Number 3

Have you ever been convicted of a felony? Yes No

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

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

Extensive experience in building and construction

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

Current Commissioner. Former Utility Advisory Board, Lake Ray Hubbard Appeals, TIC

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

Garland RACES. Citizens Police Academy, Citizens Fire Academy

What is your educational background?

Some College, Technical School

What is your occupational experience?

Communications experience. Fire Protection Experience

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

Signature of Applicant _____

Board or Commission of first, second and third choice:		
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Garland Cultural Arts Commission	<input type="checkbox"/> Parks and Recreation Board
<input type="checkbox"/> Citizens Environmental and Neighborhood Advisory Committee	<input type="checkbox"/> Garland Youth Council **	<input checked="" type="checkbox"/> Plan Commission *
<input type="checkbox"/> Civil Service Commission	<input type="checkbox"/> Library Board	<input type="checkbox"/> Senior Citizens Advisory Committee
<input type="checkbox"/> Community Multicultural Commission	<input type="checkbox"/> Property Standards Board	<input type="checkbox"/> Unified Building Standards Commission

** Garland Youth Council has a separate application

FOR OFFICE USE ONLY

Ad Valorem Tax Status	Current <input checked="" type="checkbox"/>	Past Due _____	Date Appointed _____
Utility Account Status	Current <input checked="" type="checkbox"/>	Past Due _____	Appointed By _____
CSO Suit/Claim Filed	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Date Notified _____
Clerk Signature & Date	<u>Courtney Vander</u>		Disclosure Form Filed _____
	<u>5-19-23</u>		

Revised 05/2021





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CITY OF GARLAND
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MAY 26 2023
CITY SECRETARY

Application for City of Garland Boards/Commissions/Committees

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

Please Type or Print Clearly: _____ Date: May 24, 2023

Name: **David Perry** _____ Phone: [REDACTED] _____
(Home)

Address: **4010 Wallingford Drive** _____ Phone: [REDACTED] _____
(Other - Cell)

City, State, Zip: **Garland, Texas 75043** _____ Email: [REDACTED] _____

Resident of Garland for **26** _____ years Resident of Texas for **59** _____ years

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

Have you ever been convicted of a felony? Yes No

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

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

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

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

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

What is your occupational experience? **Internal Auditor (20 plus years); Business/Program Manager (13 years); Senior Manager – Operations & Budget (1yr)**

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

David Perry

Signature of

Board or Commission of first, second and third choice:		
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Garland Cultural Arts Commission	<input type="checkbox"/> Parks and Recreation Board
<input type="checkbox"/> Citizens Environmental and Neighborhood Advisory Committee	<input type="checkbox"/> Garland Youth Council **	<input checked="" type="checkbox"/> 2_ Plan Commission *
<input type="checkbox"/> Civil Service Commission	<input type="checkbox"/> Library Board	<input type="checkbox"/> Senior Citizens Advisory Committee
<input type="checkbox"/> Community Multicultural Commission	<input checked="" type="checkbox"/> 1_ Property Standards Board	<input type="checkbox"/> Unified Building Standards Commission

** Garland Youth Council has a separate application

FOR OFFICE USE ONLY

Ad Valorem Tax Status Current Past Due Date Appointed _____

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

Appointed By _____
Clerk Signature & Date *Courtney Vanover 5.30.23*

Disclosure Form Filed _____

Revised 05/2021

Democracy in Action

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

Process For Selection

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

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

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

Qualifications

The Garland Charter and Code of Ordinances establish certain qualifications

that must be met by members of boards and commissions. In addition to special qualifications for service, a board member must:

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

Boards and Commissions

Board of Adjustment

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

Citizens Environmental and Neighborhood Advisory Committee

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

Civil Service Commission

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

Community Multicultural Commission

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

Garland Cultural Arts Commission

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

Garland Youth Council

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

Library Board

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



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JUN 01 2023
CITY SECRETARY


Application for City of Garland Boards/Commissions/Committees


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

Please Type or Print Clearly:

Date: 6-1-23

Name: ROBNETT, SHARLEY Phone: 

Address: 1713 RUSSELL Phone: 

City, State, Zip: GARLAND, TX 75040 Email: 

Resident of Garland for 50 years Resident of Texas for 89 years

Dallas County Voter Registration Number  Garland City Council District Number 2

Have you ever been convicted of a felony? Yes No

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

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

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

SENIOR ADVISORY COMM.

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

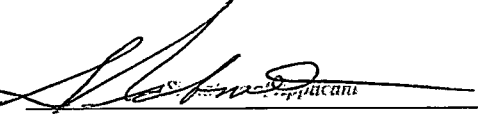
POLICE, FIRE & DPS CITIZENS CLASSES & CLUBS
VOLUNTEER ANIMAL SERVICES, POLICE & FIRE

What is your educational background?

MASTER IN BUS.

What is your occupational experience?

AOOTG

I hereby affirm that all statements herein are true and correct 

Board or Commission of first, second and third choice:		
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Garland Cultural Arts Commission	<input type="checkbox"/> Parks and Recreation Board
<input type="checkbox"/> Citizens Environmental and Neighborhood Advisory Committee	<input type="checkbox"/> Garland Youth Council **	<input type="checkbox"/> Plan Commission *
<input type="checkbox"/> Civil Service Commission	<input type="checkbox"/> Library Board	<input checked="" type="checkbox"/> Senior Citizens Advisory Committee
<input type="checkbox"/> Community Multicultural Commission	<input type="checkbox"/> Property Standards Board	<input type="checkbox"/> Unified Building Standards Commission

** Garland Youth Council has a separate application

FOR OFFICE USE ONLY

Ad Valorem Tax Status Current Past Due Date Appointed _____

Utility Account Status Current Past Due Appointed By _____

CSO Suit/Claim Filed Yes No Date Notified _____

Clerk Signature & Date Courtney Vanover
6.5.23 Disclosure Form Filed _____



GARLAND

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CITY OF GARLAND
RECEIVED
JUL 27 2023
CITY SECRETARY

Application for City of Garland Boards/Commissions/Committees

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

Please Type or Print Clearly:

Date: July 27, 2023

Name: Allan Stafford

Phone: _____

(Home)

Address: 505 W State St

Phone: _____

(Other)

City, State, Zip: Garland, TX 75040

Email: _____

Resident of Garland for 74 years Resident of Texas for 75 years

Dallas County Voter Registration Number _____ Garland City Council District Number 2

Have you ever been convicted of a felony? Yes No

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

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

Previous service on TIFF and Community Board

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

TIFF
Community Board

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

TIFF Member

What is your educational background?

Garland High School Diploma
Dallas Baptist University BA
SMU Law School JD

What is your occupational experience?

Attorney 1973 to present

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

Board or Commission of first, second and third choice:

- | | | |
|---|---|--|
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Garland Cultural Arts Commission | <input type="checkbox"/> Parks and Recreation Board |
| <input type="checkbox"/> Citizens Environmental and Neighborhood Advisory Committee | <input type="checkbox"/> Garland Youth Council ** | <input type="checkbox"/> Plan Commission * |
| <input type="checkbox"/> Civil Service Commission | <input type="checkbox"/> Library Board | <input type="checkbox"/> Senior Citizens Advisory Committee |
| <input type="checkbox"/> Community Multicultural Commission | <input type="checkbox"/> Property Standards Board | <input type="checkbox"/> Unified Building Standards Commission |

** Garland Youth Council has a separate application

TIFF #1

FOR OFFICE USE ONLY

Ad Valorem Tax Status Current Past Due _____ Date Appointed _____
 Utility Account Status Current Past Due _____ Appointed By _____
 CSO Suit/Claim Filed Yes No _____ Date Notified _____
 Clerk Signature & Date Courtney Vanover Disclosure Form Filed _____

7.27.23



GARLAND

TEXAS MADE HERE

Application for City of Garland Boards/Commissions/Committees

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

Please Type or Print Clearly:

Date: 5-14-2023

Name: Patrick L. Abell Phone: [REDACTED]

Address: 4005 Princeton Dr Phone: [REDACTED]

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

Resident of Garland for 25 years Resident of Texas for 45 years

Dallas County Voter Registration Number [REDACTED] Garland City Council District Number 6a

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.

Served on Boards for years

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

T.I.F. 1 and T.I.F. 3

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

Numerosity type of involvement

What is your educational background?

Bachelor's Degree and Professional Training

What is your occupational experience?

Banking, Retail and Real Estate

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

Board or Commission of first, second and third choice:

<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Garland Cultural Arts Commission	<input type="checkbox"/> Parks and Recreation Board
<input type="checkbox"/> Citizens Environmental and Neighborhood Advisory Committee	<input type="checkbox"/> Garland Youth Council	<input type="checkbox"/> Past Commissioner
<input type="checkbox"/> Civil Service Commission	<input type="checkbox"/> Library Board	<input type="checkbox"/> Senior Citizens Advisory Committee
<input type="checkbox"/> Community Mutual Fund Commission	<input type="checkbox"/> Delivery Standards Board	<input type="checkbox"/> Unified Building Standards Commission

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

All Valerem Tax Status

Utility Account Status

CSO Suit/Claim Filed

Clerk Signature & Date

Current

Current

Yes

No

FOR OFFICE USE ONLY

Current

Current

Yes

No

Past Due

Past Due

Past Due

Past Due

Date Appointed

Date Appointed

Appointed By

Date Notified

Courtney Vanover

6-5-23

Revised 05/2021

CITY OF GARLAND
RECEIVED

JUN 01 2023

CITY SECRETARY



**GARLAND
CITY COUNCIL ITEM SUMMARY SHEET**

City Council Work Session Agenda

5. b.

Meeting Date: August 14, 2023

Item Title: Board and Commission Appointment

Submitted By: Tracy Allmendinger, Deputy City Secretary

Summary of Request/Problem

Mayor Pro Tem Jeff Bass

- Beena Varnan - Cultural Arts Commission
- Nancy Janssen - Parks and Recreation Board

Recommendation/Action Requested and Justification

Attachments

Beena Varnan

Nancy Janssen



GARLAND

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**CITY OF GARLAND
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JUL 13 2022**

CITY SECRETARY

Application for City of Garland Boards/Commissions/Committees

Return completed application to City Secretary's Office, 200 N. Fifth St., Garland, Texas 75040 | Email: BJD@cityofgarland.com

Please Type or Print Clearly:

Date: 7-8-22

Name: Beena Varnan

Phone

(Home)

Address: 601 Sotogrande Dr.

Phone

(Other)

City, State, Zip: Garland, TX, 75044

Email

✓ Resident of Garland for 21 years Resident of Texas for 26 years

✓ Dallas County Voter Registration Number [REDACTED] Garland City Council District Number 1

Have you ever been convicted of a felony? Yes No

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

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

I have finance background and would like to serve where ever I am needed. In addition, I have been in committees at my current job to make differences.

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

N/A

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

HOA

What is your educational background?

MBA from UTD and undergrad in Social Science with Economic as minor

What is your occupational experience?

I am currently a finance manager at State institution. Prior to that I had worked as auditor, and financial industries

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

Board or Commission of first, second and third choice		
<input checked="" type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Garland Cultural Arts Commission	<input type="checkbox"/> Parks and Recreation Board
<input type="checkbox"/> Environmental & Community Advisory Board	<input type="checkbox"/> Garland Youth Council **	<input checked="" type="checkbox"/> Plan Commission *
<input checked="" type="checkbox"/> Civil Service Commission	<input type="checkbox"/> Library Board	<input type="checkbox"/> Nease Citizens Advisory Committee
<input type="checkbox"/> Community Multicultural Commission	<input type="checkbox"/> Property Standards Board	<input type="checkbox"/> Unified Building Standards Commission

** Garland Youth Council has a separate application

FOR OFFICE USE ONLY

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

Current
Current
Yes No

Past Due
Past Due

Date Appointed _____

Appointed By _____

Date Notified _____

Disclosure Form Filed _____

Clerk Signature & Date

Courtney Vanover
7-13-22

Revised 05/2021



GARLAND

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Application for City of Garland Boards/Commissions/Committees

Return completed application to City Secretary's Office, 200 N. Fifth St., Garland, Texas 75040-11 mail: R.Dowd@GarlandTX.gov

Please Type or Print Clearly:

Date: May 30, 2023

Name: Nancy Janssen

Phone:

(Home)

Address: 1517 Turning Leaf Ln

Phone:

(Other)

City, State, Zip: Garland

Email:

Resident of Garland for 25 years

Resident of Texas for 39 years

Dallas County Voter Registration Number [REDACTED] Garland City Council District Number 1

Have you ever been convicted of a felony? Yes No

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

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

I own a salon and have 43 years of working with the public. I am a great listener, can read between the lines of what people really mean. I also have had my real estate license for 7 years and very involved with the neighborhoods in Garland.

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

NA

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

What is your educational background?

Cosmetology License for 43 years
Real Estate License for 7 years and active

What is your occupational experience?

I own 2 businesses. A hair salon and my real estate business. I do bookwork for both companies, plus my husband's subcontracting job. I have extreme patience and great communication skills. Would like to be active within my city and help with the growth.

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

Nancy Janssen

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

FOR OFFICE USE ONLY

Ad Valorem Tax Status	Current <input checked="" type="checkbox"/>	Past Due	Date Appointed
Utility Account Status	Current <input checked="" type="checkbox"/>	Past Due	Appointed By
ESO Suit/Claim Filed	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Date Notified
Clerk Signature & Date	<i>Courtney Vanover</i>		Disclosure Form Filed

5-31-23



**GARLAND
CITY COUNCIL ITEM SUMMARY SHEET**

City Council Work Session Agenda

5. c.

Meeting Date: August 14, 2023

Item Title: Board and Commission Appointment

Submitted By: Tracy Allmendinger, Deputy City Secretary

Summary of Request/Problem

Council Member Dylan Hedrick

- John VanPelt - Cultural Arts Commission
- Terri Chepregi - Library Board
- David Parrish - Parks and Recreation Board
- Mike Rose - Plan Commission
- Martha Melaku - Property Standards Board
- Charlotte Piercy - Senior Citizens Advisory Board
- Tony Bui - Tax Increment Finance #1 Downtown Board

Recommendation/Action Requested and Justification

Attachments

John VanPelt

Terri Chepregi

David Parrish

Mike Rose

Martha Melaku

Charlotte Piercy

Tony Bui



GARLAND

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CITY OF GARLAND
RECEIVED

JUN 01 2021

CITY SECRETARY

Application for City of Garland Boards/Commissions/Committees

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

Please Type or Print Clearly:

Date:

Name: JOHN "CHIP" VAN PELT

Phone:

Address: 3425 RIDGE OAK DR.

Phone:

City, State, Zip: GARLAND TX 75044

Email:

Resident of Garland for 37 years

Resident of Texas for 66 years

Dallas County Voter Registration Number

Garland City Council District Number 7

Have you ever been convicted of a felony? Yes No

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

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

BACHELOR OF FINE ARTS; AWARD-WINNING ADVERTISING CREATIVE DIRECTOR/GRAPHIC DESIGNER; FINE ARTIST; MUSICIAN (FRONT MAN/LEADER OF BAND); ACTED IN GARLAND CIVIC THEATRE PRODUCTIONS; PHOTOGRAPHER (SHOWN IN RICHARDSON GALLERY); PUBLISHED POET

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

SERVED ON THE BOARD OF THE GARLAND CIVIC THEATRE IN 1990s; MEMBER OF GARLAND CHAMBER OF COMMERCE (2003-2016); HELPED FOUND "FRESH CONNECTIONS" COMMUNITY GARDEN IN 2013; ART INSTITUTE OF DALLAS ADVERTISING DEPT. ADVISORY BOARD

What is your educational background?

BACHELOR OF FINE ARTS, WEST TEXAS A&M UNIVERSITY

What is your occupational experience?

CREATIVE DIRECTOR / GRAPHIC DESIGNER / ADVERTISING ART DIRECTOR FOR THE PAST 45 YEARS

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

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

- | | | |
|---|---|--|
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Garland Youth Council ** | <input type="checkbox"/> Parks and Recreation Board |
| <input type="checkbox"/> Citizens Environmental and Neighborhood Advisory Committee | <input type="checkbox"/> Property Standards Board | <input type="checkbox"/> Plan Commission |
| <input type="checkbox"/> Community Multicultural Commission | <input type="checkbox"/> Library Board | <input type="checkbox"/> Senior Citizens Advisory Committee |
| <input checked="" type="checkbox"/> Garland Cultural Arts Commission | | <input type="checkbox"/> Unified Building Standards Commission |

**Garland Youth Council has a separate application

FOR OFFICE USE ONLY

Ad Valorem Tax Status
Utility Account Status

Current Past Due
Current Past Due

Date Appointed _____

Appointed By _____

CSO Suit/Claim Filed
Clerk Signature & Date

Yes No

Date Notified _____

Courtney Vanover 6.1.21



GARLAND
TEXAS MADE HERE

Application for City of Garland Boards/Commissions/Committees

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

Please Type or Print Clearly: Date: July 25, 2024

Name: Terri Chepregi Phone: [Redacted] (Home)
Address: 1906 Timbercreek Dr Phone: [Redacted] (Other)
City, State, Zip: Garland, TX 75042 Email: [Redacted]

Resident of Garland for 40 years Resident of Texas for 41 years
Dallas County Voter Registration Number [Redacted] Garland City Council District Number 6

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

Please list any experience that qualifies you to serve in the areas you have indicated.
Currently serving as Library Board chair.

If you have previously served on a City Board or Commission, please specify and list dates of service.
Library board, approximately 2013 to present.

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

Leadership Richardson - Class XII (1999)
Literacy Instruction for Texas - past board service

What is your educational background?

Education: BS International Business, MLS
Professional Credentials: CPA, CMA (Certified Management Accountant)

What is your occupational experience?

Accounting. I am the Chief Financial Officer at Jonathan's Place, a nonprofit in Garland.

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

Board or Commission of first, second and third choice:		
<input checked="" type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Garland Cultural Arts Commission	<input type="checkbox"/> Parks and Recreation Board
<input type="checkbox"/> Citizens Environmental and Neighborhood Advisory Committee	<input type="checkbox"/> Garland Youth Council **	<input type="checkbox"/> Plan Commission *
<input type="checkbox"/> Civil Service Commission	<input checked="" type="checkbox"/> Library Board	<input type="checkbox"/> Senior Citizens Advisory Committee
<input type="checkbox"/> Community Multicultural Commission	<input type="checkbox"/> Property Standards Board	<input type="checkbox"/> Unified Building Standards Commission

** Garland Youth Council has a separate application

FOR OFFICE USE ONLY

Ad Valorem Tax Status Current Past Due _____ Date Appointed _____
Utility Account Status Current Past Due _____ Appointed By _____
CSO Suit/Claim Filed Yes No Date Notified _____
Clerk Signature & Date Courtney Vanover 7.25.23 Disclosure Form Filed _____



GARLAND
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Application for City of Garland Boards/Commissions/Committees

Please Type or Print Clearly:

Date: July 27, 2023

Name: David A. Parrish

Phone

(Home)

Address: 2526 Pepperidge Dr

Phone

(Other)

City, State, Zip: Garland, TX 75044

Email

Resident of Garland for 43 years

Resident of Texas for 45 years

Dallas County Voter Registration Number

Garland City Council District Number 7

Have you ever been convicted of a felony? Yes No

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

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

TX Master Naturalist, Volunteer for U.S. Fish & Wildlife Service.

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

Parks & Recreation Board, 2016 - present.

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

Achievement Center of TX, Boy Scouts, Leadership Garland, Oakridge NA, Spring Creek Forest Society, GISD School Gardens, BSA volunteer.

What is your educational background?

BS- Zoology (Ecology option) Oklahoma State University 1975

What is your occupational experience?

Environmental Scientist 36 1/2 years for the U.S. Environmental Protection Agency.

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

Board or Commission of first, second and third choice:

Board of Adjustment

Electrical Board

Parks and Recreation Board

Building and Fire Codes Board

Garland Cultural Arts Commission

Plan Commission *

Citizens Environmental and Neighborhood Advisory Committee

Garland Youth Council **

Plumbing and Mechanical Codes Board

Civil Service Commission

Property Standards Board

Senior Citizens Advisory Committee

Community/Multicultural Commission

Library Board

* Plan Commission members must live in district

** Garland Youth Council has a separate application

Return completed application to:

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

Courtney Vanover
7-31-23
Revised 05/2021



GARLAND

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CITY OF GARLAND
RECEIVED
MAY 23 2023
CITY SECRETARY

Application for City of Garland Boards/Commissions/Committees

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

Please Type or Print Clearly:

Date: 5-18-23

Name: MICHAEL J. ROSE

Phone: [REDACTED]

Address: 2406 LONE OAK TRAIL

Phone: [REDACTED]

City, State, Zip: GARLAND, TX 75044

Email: [REDACTED]

Resident of Garland for 30+ years Resident of Texas for 50+ years

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

Have you ever been convicted of a felony? Yes No

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

Please list any experience that qualifies you to serve in the areas you have indicated.
40+ YRS AS A COMMERCIAL REAL ESTATE BROKER

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

MANY YEARS OF PLAN COMM. MEMBER
CHARTER REVIEW BOARD

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

FORMER PRES OF OAK RIDGE NEIGHBORHOOD

What is your educational background?

BS IN EDUCATION
MS IN AUDIO / VISUAL COMMUNICATIONS

What is your occupational experience?

BEEN IN COMMERCIAL DEVELOPMENT SINCE THE EARLY '70'S

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

Michael J. Rose

Board or Commission of first, second and third choice:

Board of Adjustment

Garland Cultural Arts Commission

Parks and Recreation Board

Citizens Environmental and Neighborhood Advisory Committee

Garland Youth Council **

Plan Commission *

Civil Service Commission

Library Board

Senior Citizens Advisory Committee

Community Multicultural Commission

Property Standards Board

Unified Building Standards Commission

** Garland Youth Council has a separate application

FOR OFFICE USE ONLY

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

Current
Current
Yes No

Past Due
Past Due

Date Appointed _____

Appointed By _____

Date Notified _____

Disclosure Form Filed _____

Clerk Signature & Date

Courtney Vanover
5-23-23



GARLAND

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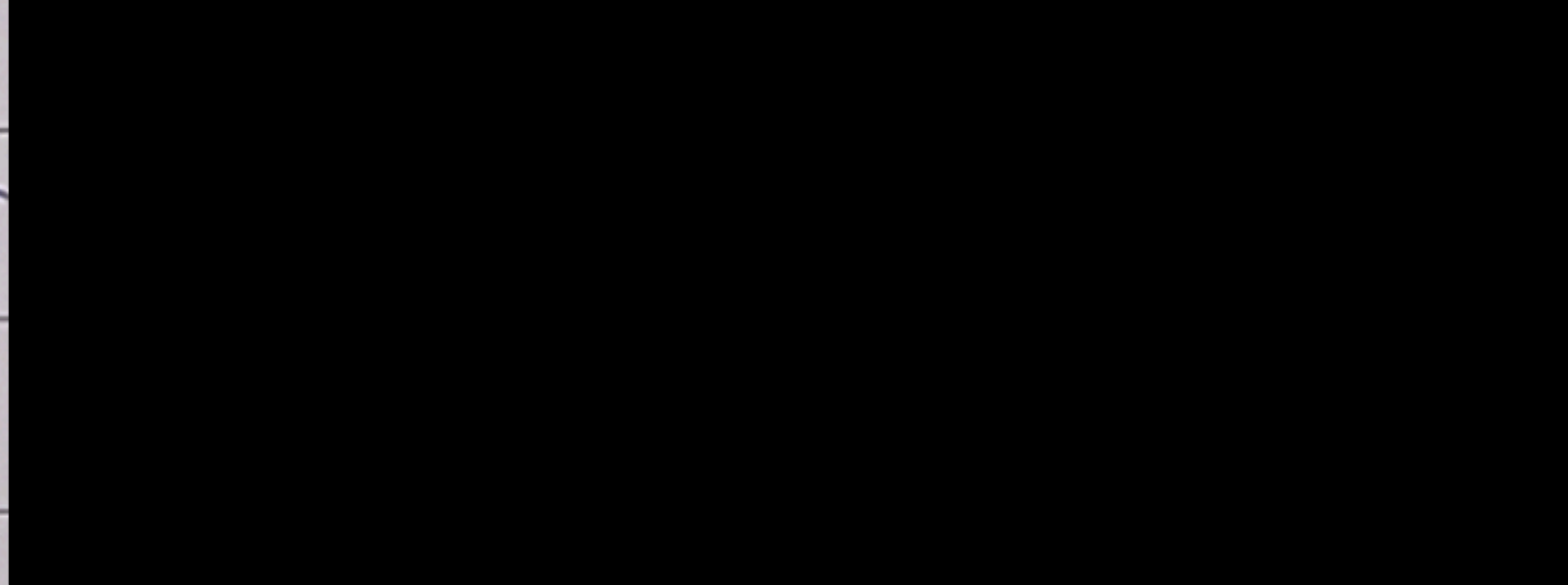
Application for City of Garland Boards/Commissions/Committees

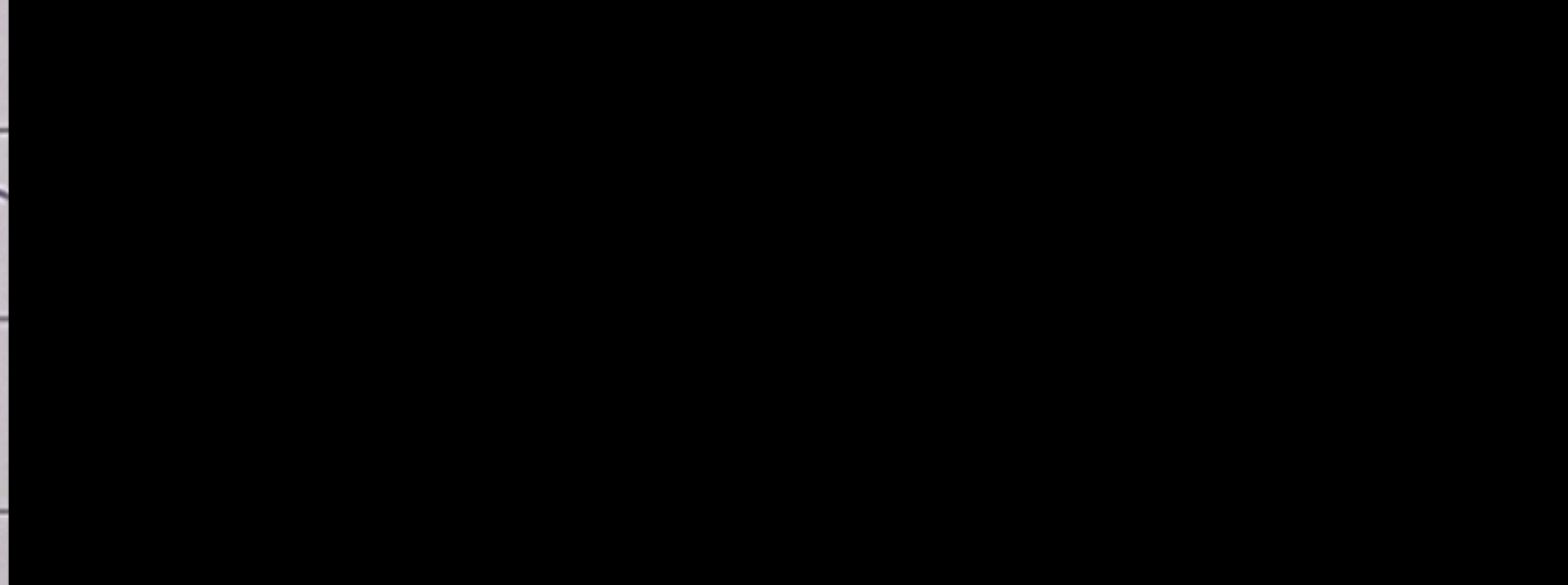
Return completed application to: City Secretary's Office, 200 North Fifth Street, Garland, Texas 75040

Please Type or Print Clearly:

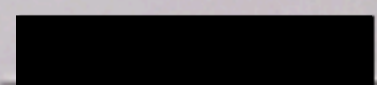
Date: 8.2.23

Name: Martha Melaku Phone: 

Address: 4905 Walton Heath Dr Phone: 

City, State, Zip: Garland TX Email: 

Resident of Garland for 20+ years Resident of Texas for 30+ years

Dallas County Voter Registration Number  Garland City Council District Number 1

Have you ever been convicted of a felony? Yes No

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

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

I have worked in all areas of Real estate, including construction litigation. Property Standards Board is a perfect fit.

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

Garland Community Multicultural Commission 2009-2018
Garland Property Standards Board - 2018-Present

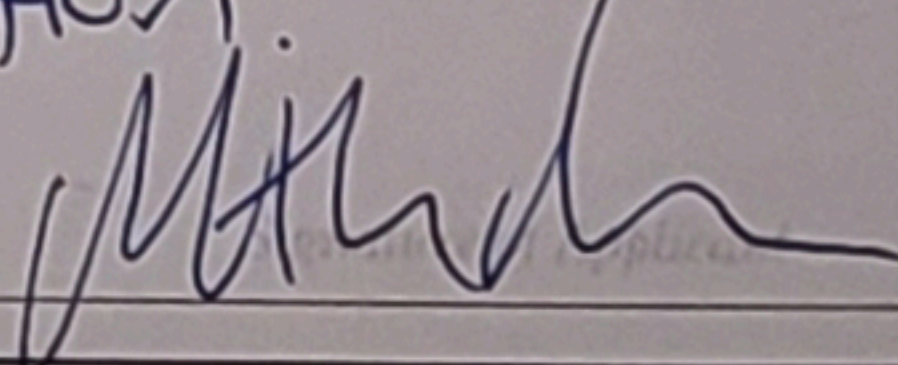
List civic or community endeavors with which you have been involved. DDFW Intertankline

- 2) Dallas Bar Association
- 3) Garland Civic Theater
- 4) Altruss International
- 5) AAAEC of Dallas

What is your educational background? BA from UTA

JD from the University of Oklahoma

What is your occupational experience? Real estate, mortgage servicing and Insurance defense litigation.

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

Board or Commission of first, second, and third choice:		
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Garland Youth Council **	<input type="checkbox"/> Parks and Recreation Board
<input type="checkbox"/> Citizens Environmental and Neighborhood Advisory Committee	<input type="checkbox"/> Property Standards Board	<input type="checkbox"/> Plan Commission
<input type="checkbox"/> Community Multicultural Commission	<input type="checkbox"/> Library Board	<input type="checkbox"/> Senior Citizens Advisory Committee
<input type="checkbox"/> Garland Cultural Arts Commission		<input type="checkbox"/> Unified Building Standards Commission

**Garland Youth Council has a separate application

FOR OFFICE USE ONLY

Ad Valorem Tax Status	Current <input checked="" type="checkbox"/> Past Due <input type="checkbox"/>	Date Appointed _____
Utility Account Status	Current <input checked="" type="checkbox"/> Past Due <input type="checkbox"/>	Appointed By _____
CSO Suit/Claim Filed	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Date Notified _____
Clerk Signature & Date	Courtney Vanover 8/3/23	



GARLAND

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CITY OF GARLAND
RECEIVED
JUL 14 2021
CITY SECRETARY

Application for City of Garland Boards/Commissions/Committees

Please Type or Print Clearly: Date: July 17 2021
Name: CHARLOTTE PIERCE Phone: [REDACTED] (Home)
Address: 303 ARMSTRONG DR Phone: - (Other)
City, State, Zip: GARLAND, TX 75040 Email: -

Resident of Garland for 66 years Resident of Texas for 86 years DOB 11.09.34
✓ Dallas County Voter Registration Number [REDACTED] Garland City Council District Number 2

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

Please list any experience that qualifies you to serve in the areas you have indicated.
PAST SENIOR CITIZEN ADVISORY COMMISSION

If you have previously served on a City Board or Commission, please specify and list dates of service.
REP COUNCIL RICK WILLIAMS ALL TERMS & REPCOUNCIL
REP COUNCIL SCOTT LEWIS ALL TERMS DYLAN HEDRICK
2 YEARS

List civic or community endeavors with which you have been involved.
PAST MEMBER COUNCIL RIGHTS ASSC.
MYSELF AND MEMBERS START NEIGHBORHOOD CRIME WATCH
CITIZEN ON PATROL COORDINATOR

What is your educational background?
HIGH SCHOOL - RUTHERFORD BUSINESS SCHOOL - DALLAS
C. B. H. RICHMOND COLLEGE

What is your occupational experience?
C.I.S.I. TECHNICIAN
GARLAND REPAIR

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

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

- | | | |
|---|---|--|
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Garland Youth Council ** | <input checked="" type="checkbox"/> Senior Citizens Advisory Committee |
| <input type="checkbox"/> Community Multicultural Commission | <input type="checkbox"/> Library Board | <input type="checkbox"/> TIF Downtown |
| <input type="checkbox"/> Environmental and Community Advisory Board | <input type="checkbox"/> Parks and Recreation Board | <input type="checkbox"/> TIF Medical District |
| <input type="checkbox"/> Garland Cultural Arts Commission | <input type="checkbox"/> Plan Commission* | <input type="checkbox"/> TIF South |
| | <input type="checkbox"/> Property Standard Board | <input type="checkbox"/> Unified Building Standards Commission |

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

*Plan Commission members must live in district
**Garland Youth Council has a separate application
Revised (02/2020)

Courtney Vanover
7-14-21



GARLAND

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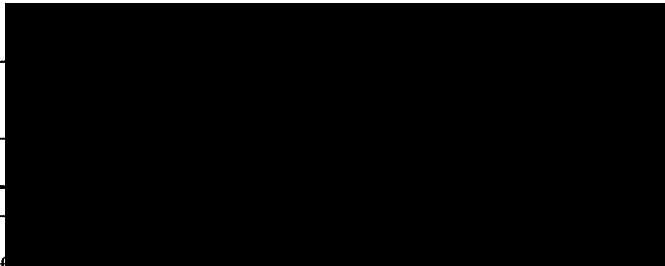


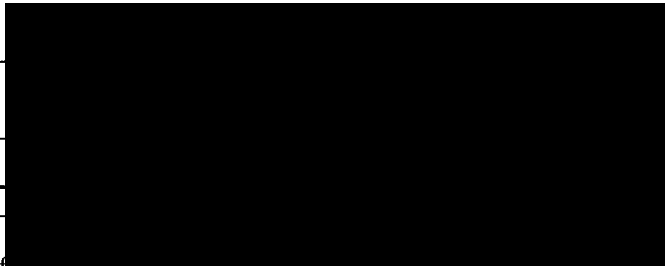
Application for City of Garland Boards/Commissions/Committees

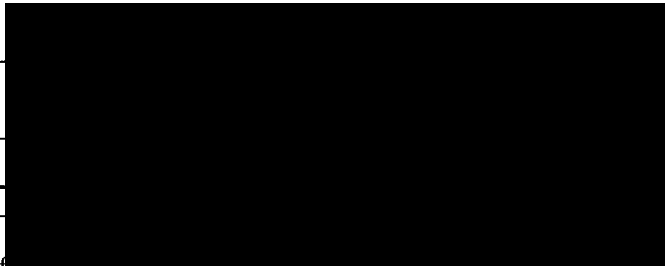
Return completed application to City Secretary's Office, 200 N. Fifth St., Garland, Texas 75040 | Email: RDowl@GarlandTX.gov

Please Type or Print Clearly:

Date: 07/26/2023

Name: TONY N. BUI Phone: 

Address: 2302 LONE OAK TRL Phone: 

City, State, Zip: GARLAND, TX 75044 Email: 

Resident of Garland for 9 years Resident of Texas for 11 years

Dallas County Voter Registration Number  Garland City Council District Number 7

Have you ever been convicted of a felony? Yes No

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

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

LIVE IN DISTRICT 7 OF GARLAND.

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

GARLAND DOWNTOWN TIF 1 BOARD FOR DISTRICT 7.
MAR 2023 TO PRESENT.

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

What is your educational background?

COMPUTER SCIENCE

What is your occupational experience?

IT ENGINEER

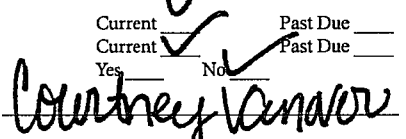
I hereby affirm that all statements herein are true and correct.


Signature of applicant

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

TIF Downtown

FOR OFFICE USE ONLY

Ad Valorem Tax Status	Current <input checked="" type="checkbox"/>	Past Due <input type="checkbox"/>	Date Appointed _____
Utility Account Status	Current <input checked="" type="checkbox"/>	Past Due <input type="checkbox"/>	Appointed By _____
CSO Suit/Claim Filed	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Date Notified _____
Clerk Signature & Date			Disclosure Form Filed _____

7.26.23