



## **AGENDA**

**CITY COUNCIL WORK SESSION  
City of Garland  
Duckworth Building, Goldie Locke Room  
217 North Fifth Street  
Garland, Texas  
September 2, 2014**

**6:00 p.m.**

### **DEFINITIONS:**

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

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

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

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

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

(1) Pending/contemplated litigation, settlement offer(s), and matters concerning privileged and unprivileged client information deemed confidential by Rule 1.05 of the Texas Disciplinary Rules of Professional Conduct. Sec. 551.071, TEX. GOV'T CODE.

(2) The purchase, exchange, lease or value of real property, if the deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third person. Sec. 551.072, TEX. GOV'T CODE.

(3) A contract for a prospective gift or donation to the City, if the deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third person. Sec. 551.073, TEX. GOV'T CODE.

(4) Personnel matters involving the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear a complaint against an officer or employee. Sec. 551.074, TEX. GOV'T CODE.

(5) The deployment, or specific occasions for implementation of security personnel or devices. Sec. 551.076, TEX. GOV'T CODE.

(6) Discussions or deliberations regarding commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the territory of the City and with which the City is conducting economic development negotiations; or

to deliberate the offer of a financial or other incentive to a business prospect of the sort described in this provision. Sec. 551.087, TEX. GOV'T CODE.

(7) Discussions, deliberations, votes, or other final action on matters related to the City's competitive activity, including information that would, if disclosed, give advantage to competitors or prospective competitors and is reasonably related to one or more of the following categories of information:

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

**1. Written Briefings:**

**a. Associate Judges**

*State law provides that judges of a municipal court are appointed for a term of two years. If no action is taken within 90 days of the end of the term, the judge is deemed reappointed for another term. Due to minor turnover in the Municipal Court, it is necessary to reappoint one of the current associate judges and disclaim the reappointment of a former associate judge. This item is scheduled for formal consideration at the September 2, 2014 Regular Meeting.*

**b. Change Order No. 1 for Asphalt Road Materials**

*Council is requested to consider authorizing Change Order No. 1 in the amount of \$102,000 to BL 5579 with APAC-Texas, Inc. for the delivery of hot mix asphalt to Street Department asphalt paving projects sites. This item is scheduled for formal consideration at the September 2, 2014 Regular Meeting.*

**c. Regulation of Smoke Shops**

*The Plan Commission held a public hearing on August 11, 2014 and unanimously recommended amendment of the Comprehensive Zoning Ordinance as proposed by the Development Services Committee with the exception that smoke shops would also be allowed (with the approval of a Specific Use Permit) in the Shopping Center, General Business and Commercial 1 and 2 districts, in addition to Industrial 1. A public hearing is scheduled at the October 7 Regular Meeting to consider amendment of the Comprehensive Zoning Ordinance.*

Item	Key Person
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**2. Verbal Briefings:**

**a. Transportation Report**

**Dean/Schaffner**

*Dean International, the City's transportation consultant, will update Council on the following:*

- *Project Updates*
  - *IH-635*
  - *IH-30*
- *Update on Texas Transportation Commission Meetings*

**b. Update on the City of Garland's Summer Water Consumption** **Baker**

*Staff will update Council on the City of Garland's summer water consumption.*

**c. Administrative Services Committee Report**

*Mayor Pro Tem Jim Cahill, chair of the Administrative Services Committee, will provide a committee report on suggested revisions to City Council Policy OPNS-23, Council Committees.*

**3. Regular Items:**

**a. Discussion of 2014-15 Proposed Budget (Contingency Only)** **Young**

*This item is being posted in the event that Council wishes to continue discussions, deliberations, or staff presentations related to the 2014-15 Proposed Budget.*

**4. Discuss Appointments to Boards and Commissions** **Council**

- *Gail Belton – Senior Citizens Advisory Committee (District 5)*
- *Larry Daniels – Plumbing and Mechanical Codes Board (District 4)*
- *Noelia Garcia – Housing Standards Board (District 5)*
- *Edwina Garner – Library Board (District 5)*
- *Howard Gay – Garland Cultural Arts Commission (District 5)*
- *LeAnn Hampton – Community Multicultural Commission (District 2)*
- *Guy Hull – Board of Adjustment (District 5)*
- *Dorothy McAllister – Library Board (District 6)*
- *Patsy Rogers – Parks and Recreation Board (District 5)*
- *Anthony Tyson – Garland Youth Council (District 4)*
- *Truett Welborn – Plan Commission (District 5)*

**5. Consider the Consent Agenda** **Council**

*A member of the City Council may ask that an item on the consent agenda for the next regular meeting be pulled from the consent agenda and considered separate from the other consent agenda items. No substantive discussion of that item will take place at this time.*

**6. Announce Future Agenda Items** **Council**

*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. Adjourn** **Council**



**Meeting: Work Session**

**Date: September 2, 2014**

# Policy Report

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## ASSOCIATE JUDGES

### ISSUE

State law provides that judges of a municipal court are appointed for a term of two years. If no action is taken within 90 days of the end of the term, the judge is deemed reappointed for another term. Due to minor turnover in the Municipal Court, it is necessary to reappoint one of the current associate judges and disclaim the reappointment of a former associate judge. The reappointment and disclaimer of appointment must be done by ordinance.

### OPTIONS

1. Reappoint a current associate judge for a definite period and disclaim the reappointment of a further associate judge.
2. Take no action. If no action is taken the former associate judge will be deemed reappointed by operation of law even though he no longer functions as an associate judge of the Municipal Court.

### RECOMMENDATION

Option 1 - Adopt an ordinance appointing Stephen Crane to a two-year term of office commencing September 4, 2014 and terminating the appointment of John Weddle. This item is scheduled for formal consideration at the September 2, 2014 Regular Meeting.

### COUNCIL GOAL

Fully Informed and Engaged Citizenry  
Consistent Delivery of Reliable City Services

### BACKGROUND

Associate judges perform judicial functions in a part-time capacity, generally serving as magistrates to arraign arrestees, set bonds, and review applications for arrest and search warrants. Stephen Crane and John Weddle were hired as associate judges some years ago. Stephen Crane is still an active associate judge, John Weddle is not. The two-year term of appointment for Stephen Crane needs to be formally made and

formal action must be taken with respect to John Weddle so that his term of office does not automatically extend under the “evergreen” provision of State law. As a part-time associate judge, Stephen Crane is paid under an independent contractor agreement rather than as an employee. A copy of the form of letter agreement, the appointing ordinance, and the Constitutionally-required statement and oath of office is attached.

Submitted By:

Brad Neighbor  
City Attorney

Date: August 26, 2014



Meeting: Work Session

Date: September 2, 2014

# Policy Report

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## **CHANGE ORDER NO. 1 TO BL 5579 TERM CONTRACT FOR ASPHALT ROAD MATERIALS (HOT AND COLD ASPHALT)**

### **ISSUE**

Council is requested to consider authorizing Change Order No. 1 to BL 5579 in the amount of \$102,000 to provide delivery of hot mix asphalt to Street Department asphalt paving project sites.

### **OPTIONS**

1. Authorize the City Manager to execute Change Order No. 1 with APAC-Texas, Inc. and allocate the additional funds necessary for the change order.
2. Take no action.

### **RECOMMENDATION**

Staff recommends that Council consider approval of Option 1 and direct the City Manager to execute Change Order No. 1 in the amount of \$102,000 with APAC-Texas, Inc. This item is scheduled for formal consideration at the September 2, 2014 Regular Meeting.

### **COUNCIL GOAL**

Consistent Delivery of Reliable City Services

### **BACKGROUND**

On February 7, 2012, the City Council awarded Bid No. 2733-12 in the amount of \$660,800 to APAC-Texas, Inc. for the acquisition of hot and cold mix asphalt products. This contract has subsequently been renewed two times, and the current renewal, Blanket Order BL 5579, expires on January 31, 2015.

### **CONSIDERATION**

The Street Department will begin several asphalt rehabilitation projects in the month of September. These projects will require approximately 12,000 tons of Type D hot mix asphalt. The current contract with APAC-Texas, Inc. contains items for the purchase of various types of asphalt materials; however, there is no item for the delivery of asphalt to a construction site. To ensure the timely delivery of asphalt with the appropriate type

of trucks necessary for asphalt paving, the Street Department negotiated a change order with APAC-Texas, Inc. for the delivery of asphalt from their plant to the project sites. The unit price for delivery of the 12,000 tons of asphalt is \$8.50/ton, for a total change order of \$102,000, which is 15.4% of the original contract amount.

To prevent this asphalt delivery problem from recurring in the future and to eliminate the need for future change orders, the Street Department will include a bid item for asphalt delivery in all future asphalt road material bids.

**ATTACHMENT**

Quote from APAC-Texas, Inc.

Submitted By:

Steven L. Oliver, P.E.  
Director of Streets

Date: August 25, 2014

Approved By:

William E. Dollar  
City Manager

Date: August 25, 2014



APAC-Texas, Inc.  
 P.O. Box 224048, Dallas, Texas 75222-4040  
 Phone: 972-248-2492, FAX: 972-248-0422

Date: 8/9/2014

**Materials Quotation**

Customer No: \_\_\_\_\_

Customer Name: **City of Garland**

Customer Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Purchase Order # \_\_\_\_\_ **Note: Purchase order required 48 hours prior to shipment**

Project Name: **City overlays**

Project Location: **Garland Texas**

Delivery Zone: **20** Estimated Start Date: \_\_\_\_\_ Estimated Complete Date: **30 days**

PLANT	TYPE MATERIAL	QUANTITY	PRICE FOB PLANT	HAUL CHARGE	TOTAL
<b>Sunnyvale or Leston</b>	<b>TyD(64) Rap</b>	<b>12,000</b>	<b>\$56.00</b>	<b>\$8.50</b>	<b>\$64.50</b>

**Till end of Contract 1-31-15  
 Various Streets**

**Terms and Conditions:**

1. Seller is not responsible for delays due to circumstances beyond their control.
2. Demurrage charges start thirty minutes after truck arrives at job site.  
 Rate \$60 per hour for tandems, all other trucking equipment \$90 per hour.
3. Trucks ordered and dispatched to one of our hot mix plants have a minimum two hour charge.
4. Tax Status: (TAXES WILL BE CHARGED UNTIL CERTIFICATE IS RECEIVED IN OUR OFFICE)  
 TAX ( ) TAX EXEMPT ( )  
 If exempt give tax number: \_\_\_\_\_
5. This quotation shall be void if not accepted within 30 days.
6. Terms Net 30 days. A late payment charge of 1 1/2% per month (18% annual rate) will be added to all unpaid balances over 30 days.

**Comments:**

PRICE INQUIRY BY: **Joey McGee**  
 QUOTED BY: **Luke Warner**

ACCEPTED BY: \_\_\_\_\_  
 DATE: \_\_\_\_\_



Meeting: Work Session

Date: September 2, 2014

# Policy Report

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## REGULATION OF SMOKE SHOPS

### ISSUE

The Plan Commission has forwarded a recommendation to City Council for amendment of the Comprehensive Zoning Ordinance regarding the regulation of Smoke Shops. .

### OPTIONS

1. Call a public hearing for the October 7<sup>th</sup> Council meeting to consider amendment of the Comprehensive Zoning Ordinance.
2. Do not call a public hearing to amend the Comprehensive Zoning Ordinance.

### RECOMMENDATION

Plan Commission held a public hearing on August 11<sup>th</sup> and recommended, by a vote of 8 to 0, amendment of the Zoning Ordinance as proposed by the Development Services Committee with the exception that Smoke Shops would also be allowed, with approval of a Specific Use Permit (SUP), in the Shopping Center, General Business and Commercial 1 and 2 districts, in addition to Industrial 1. The Development Services Committee had recommended they be allowed only in the Industrial 1 district, with approval of an SUP.

### COUNCIL GOAL

Sustainable Quality Development and Redevelopment

### BACKGROUND

At the May 5<sup>th</sup> Work Session, the Development Services Committee recommended City Council consider amending the Zoning Ordinance to regulate the sale of products, devices and equipment for use in the smoking or ingestion of certain substances. The Council subsequently reviewed a draft ordinance amendment proposed by the Development Services Committee at its May 19<sup>th</sup> Work Session and forwarded it to the Plan Commission for consideration and recommendation. A copy of the draft ordinance is attached. The Plan Commission reviewed the draft ordinance during its June 23<sup>rd</sup> and July 14<sup>th</sup> pre-meetings, and held a public hearing on August 11<sup>th</sup>. As noted above, the Plan Commission has recommended expanding the districts within which Smoke Shops would be allowed (with approval of an SUP) to include most of the districts which allow retail businesses.

## CONSIDERATIONS

1. The draft ordinance creates a new land use termed “Smoke Shop” and provides a definition as follows: “A commercial establishment to which the public is admitted or invited which, as its principal business purpose, offers for sale, distribution or exchange, for any form of consideration, electronic smoking devices, tobacco products, tobacco paraphernalia or any combination thereof, or devices, equipment, instruments, paraphernalia or products for use in the smoking or ingestion of any substance, including but not limited to, tobacco, salts, incense, marijuana, hashish, hashish oil, cocaine or other “controlled substance,” as that term is defined in the Health and Safety Code of State of Texas.”

As defined, “Smoke Shop” would include a broad range of establishments such as head shops, e-cigarette or vapor shops, tobacco shops, cigar bars and hookah lounges, where the principal business purpose is as described above. The sale of such products would, however, continue to be allowed as a secondary use, such as in a grocery or convenience store.

2. As proposed by the Development Services Committee, a “Smoke Shop” would be permitted only in the Industrial 1 (I-1) District, and only with approval of a Specific Use Permit. This would preclude the location of such shops in typical retail environments. At the Plan Commission’s request, a list of existing businesses defined as “Smoke Shop” by the proposed ordinance was prepared along with a map depicting their locations. Since such businesses are currently classified by the Zoning Ordinance as Retail Sales/Personal Service, the list and map was derived from an internet search of key words related to the proposed definition (rather than from a search of the City’s Certificate of Occupancy records). As such this information may not be fully complete or accurate, but it does illustrate that there are many such businesses in existence, and they are distributed throughout Garland in a range of nonresidential zoning districts. Existing shops would become legal non-conforming uses and would be allowed to continue subject to the limitations of the Zoning Ordinance.

Given the number and distribution of existing Smoke Shop uses, consideration was then given to expanding the districts, subject to SUP approval, within which shops could be appropriately located to include districts which are intended to accommodate a broad range of retail uses. Requirement of an SUP through the public hearing process provides the opportunity to evaluate the appropriateness of individual locations within such districts.

3. Section 34-300 of the Comprehensive Zoning Ordinance requires that notice of public hearings on proposed changes to the text of the Ordinance be published not less than 15 days prior to the hearing. If the Council so directs, a public hearing to consider amendment of the Zoning Ordinance could be scheduled for the October 7<sup>th</sup> meeting.

**ATTACHMENTS**

1. Draft ordinance amendment proposed by the Development Services Committee.
2. List and map of existing uses classified as Smoke Shop by the proposed amendment.

Submitted By:

Anita Russelmann  
Director of Planning

Date: August 25, 2014

Approved By:

William E. Dollar  
City Manager

Date: August 26, 2014

**DRAFT**

**ORDINANCE NO.**

**AN ORDINANCE AMENDING SECTIONS 10 AND 38 OF ORDINANCE NO. 4647 RELATING TO THE CREATION OF A ZONING CLASSIFICATION FOR SMOKE SHOPS; PROVIDING A PENALTY CLAUSE, A SAVINGS CLAUSE AND A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

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

**Section 1**

That the schedule of uses contained in Section 10-200 of Ordinance No. 4647, the comprehensive zoning ordinance of the City of Garland, Texas is hereby amended by adding, as a land use allowed under the division "Office and Retail" a land use for "Smoke Shop" and designating such use as allowed by specific use permit in the Industrial - I-1 zoning district.

**Section 2**

That Section 38, "Definitions" of Ordinance No. 4647, the comprehensive zoning ordinance of the City of Garland, Texas is hereby amended by adding the following definition:

"212-A. Smoke Shop - A commercial establishment to which the public is admitted or invited which, as its principal business purpose, offers for sale, distribution or exchange, for any form of consideration, electronic smoking devices, tobacco products, tobacco paraphernalia or any combination thereof, or devices, equipment, instruments, paraphernalia or products for use in the smoking or ingestion of any substance, including but not limited to, tobacco, salts, incense, marijuana, hashish, hashish oil, cocaine or other "controlled substance," as that term is defined in the Health and Safety Code of State of Texas."

**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 Ordinance No. 4647, as amended, shall be and remain in full force and effect save and except as amended by this Ordinance.

DRAFT

**Section 5**

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

**Section 6**

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

**PASSED AND APPROVED** this the \_\_\_\_ day of \_\_\_\_\_, 2014.

**CITY OF GARLAND, TEXAS**

\_\_\_\_\_  
Mayor

**ATTEST:**

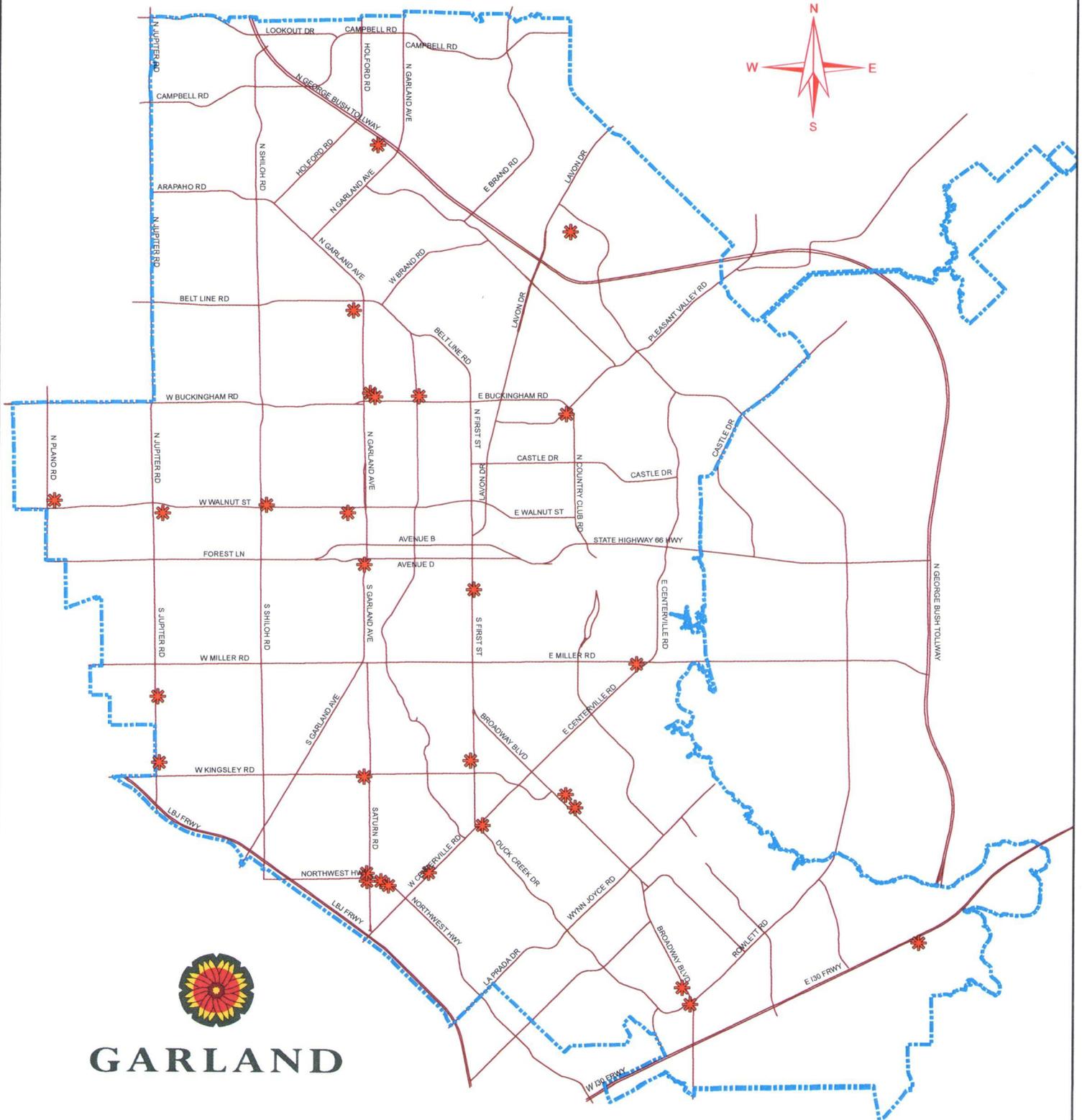
\_\_\_\_\_  
City Secretary

**Existing Businesses Defined as "Smoke Shop"  
by Proposed Ordinance, July 2014\***

<b>Business Name</b>	<b>Address</b>
A Discount Vapor	149 W. Kingsley Road #262
Aqua Hookah Lounge	910 E. Interstate 30
Bag Pipe	3420 Broadway Blvd, Ste. 115
Blue Phoenix	2918 S. Jupiter Road
Cigar Shop and More	5435 N. Garland Avenue
Cigarette Town	120 E. Centerville Road
Ciggy Shack	3338 Broadway, Ste. 115
Cleurette Heaven E Cigs	928 S. First Street
Conscious Vapors	1303 W. Buckingham Road, Ste. 101
Discount Cigarettes	441 N. Garland Avenue
Elite Cigars & Accessories	5435 N. Garland Avenue, Ste. 185
Extreme Vapors	5501 Broadway Blvd
Garland Tobacco	4413 W. Walnut
Garland Tobacco	1402 Northwest Hwy
Gas Pipe	5707 Broadway
Hookah Lounge	1215 W. Buckingham
Marrak Hookah	PO Box 462154
Nicotine Patch	517 S. Garland
Papa's Smoke Shop	3460 W. Walnut
Payless Cigarette	2018 N. Glenbrook Road
PJ Tobacco	1401 Northwest Hwy
Purple Haze	609 W. Centerville Road
Seven Star Trading, Inc.	1456 Belt Line Road
Simply Vaping	2218 S. Jupiter Road, Ste. 106
Smokes and More	1426 W. Kingsley Road
Smoke Shop	1138 Pleasant Valley Road
The Vapor Club	1250 Northwest Highway, Ste. A
Tobacco Leaf	1206 Northwest Highway
Tobacco Stop	2425 W. Walnut
Tobacco Talk	1918 E. Miller Road
Vapor Rising	115 Cedar Sage Drive

*\*This list was derived from an Internet search  
and may not be complete or accurate.*

# Existing Businesses Defined as Smoke Shops by Proposed Ordinance (as of July 9th, 2014)



**GARLAND**

## REPORT & MINUTES

**P.C. Meeting, August 11, 2014 (8 Members Present)**

**Public hearing to consider the amendment of Section 10-200 and Section 38 of the Comprehensive Zoning Ordinance No. 4647 regarding the creation of a zoning classification for Smoke Shops.**

Commissioner Luckie stated he will be supporting the ordinance as it is worded.

Commissioner Fisher stated he would be supporting the ordinance by allowing Smoke Shops with an SUP in the Industrial-1, Shopping Center, Commercial-1, Commercial-2, and General Business Districts.

Chairman Roberts expressed concern regarding the impact of the ordinance on existing businesses. He further went on to say he would support it the way it was stated by Commissioner Fisher.

Commissioners Vera and Johnson also concurred with the wording from Commissioner Fisher.

**Motion** was made by Commissioner Fisher, seconded by Commissioner Vera to close the Public Hearing and amend Section 10-200 and Section 38 of the Comprehensive Zoning Ordinance No. 4647 regarding Smoke Shops to allow with a Specific Use Permit in the Industrial-1, Shopping Center, Commercial-1, Commercial-2, and General Business Districts.  
**Motion carried: 8 Ayes, 0 Nays.**



# City Council Item Summary Sheet

**Work Session**

Date: September 2, 2014

**Agenda Item**

## Transportation Report

### Summary of Request/Problem

Dean International, the City's transportation consultant, will update Council on the following:

- Project Updates
  - IH-635
  - IH-30
- Update on Texas Transportation Commission Meetings

### Recommendation/Action Requested and Justification

Council discussion.

**Submitted By:**

**Approved By:**

**William E. Dollar**  
**City Manager**



# City Council Item Summary Sheet

**Work Session**

Date: September 2, 2014

**Agenda Item**

## City of Garland Summer Water Consumption

### Summary of Request/Problem

Staff will update Council on the City's summer water consumption.

### Recommendation/Action Requested and Justification

Council discussion.

**Submitted By:**

**John Baker**  
**Managing Director of Public Utilities**

**Approved By:**

**William E. Dollar**  
**City Manager**



# City Council Item Summary Sheet

**Work Session**

Date: September 2, 2014

**Agenda Item**

## Administrative Services Committee Report

### Summary of Request/Problem

Mayor Pro Tem Jim Cahill, chair of the Administration Services Committee, will provide a committee report on suggested revisions to City Council Policy OPNS-23, Council Committees.

### Recommendation/Action Requested and Justification

Council discussion.

**Submitted By:**

**Approved By:**

**William E. Dollar**  
**City Manager**



# CITY COUNCIL POLICY

POLICY NO.: OPNS-23

Date of Adoption: 10/17/89

Date Of Revision: 7/21/09

Title:

## Council Committees

Page 1 of 4

### I. Purpose and Need for Policy

Due to the complexity and diversity of some City government issues, a closer view of some issues is required by the Council. In order to provide a mechanism for continuous evaluation and discussion of these various issues beyond the limited time available at regularly scheduled work sessions, the Council desires to develop a policy regarding standing Council Committees.

### II. Policy

A. In addition to the Audit Committee (OPNS-36), the Council shall have the following standing Committees, aligned with the management responsibilities assigned to City Staff as directed by the City Manager:

1. Development Services
2. Administrative Services
3. Community Services
4. Public Safety Services

The Committees shall act only as advisory leaders to the full Council and do not have the authority to make decisions regarding the merits or resolution of matters that require the full support of the Council.

B. Each Committee upon receiving general direction and assignments from the Council as a whole, will: consider policy decisions and actions; study issues; evaluate options; and, develop recommendations.

C. Committee responsibilities are as follows:

#### Development Services Committee

The Development Committee reviews matters pertaining to policies and ordinances that address the use, development and redevelopment of public and private property within the city. Issues directed to the committee include, but are not limited to:

- Creation of new, or modification to existing, codes and ordinances related to zoning, platting and building, engineering and transportation standards and requirements
- Hearing appeals regarding the administration of the Neighborhood Traffic Management Program

<b>City Council Policy</b>	TITLE: Council Committees	Page: 2 of 4
	SUBJECT: Operations	NO. OPNS-23

Administrative Services Committee

The Administrative Services Committee reviews matters pertaining to the administration of City Council policies and procedures, and also legislative concerns that affect citizens and/or City operations. Issues that are directed to the Administrative Services Committee include, but are not limited to:

- Additions/revisions to Council Policies
- Review of local, state and national legislative changes
- Updates on internal procedural modifications

Community Services Committee

The Community Services Committee (CSC) primarily focuses on issues affecting Garland neighborhoods. Recognizing that strong neighborhoods are a foundation of a strong community, the CSC specifically discusses issues related to neighborhood vitality, stabilization, and improvement. The CSC's ultimate goal is to protect property values while respecting private property rights, enhance the quality of life for Garland residents, and generate pride in our community. Matters directed to the CSC include, but are not limited to:

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

Public Safety Committee

The Public Safety Committee reviews matters of public concern regarding the Police Department, Fire Department, Code Enforcement, Health Department, and/or any other matter of public safety as well as legislative concerns in these areas that may affect citizens and/or City operations. Issues that are directed to the Public Safety Committee include, but are not limited to:

- Additions/revisions to Council Policies as they affect public safety
- Review of local, state and national legislative changes as they affect public safety
- Updates on policy modifications relating to public safety

D. Ad Hoc Committees of Council may be created as deemed necessary by a majority of the Council. Any such Ad Hoc Committee shall comply with the requirements of Section III (5.) of this Policy.

**III. Procedure to Accomplish Policy**

1. The composition of each Committee shall be at least three (3) members of the Council. The Mayor shall serve as ex officio member on each Committee with the right to discuss any matter that is under consideration but shall have no vote at the committee level. Any Council member may attend any Committee meeting, but only appointed members may vote.

<b>City Council Policy</b>	TITLE: Council Committees	Page: 3 of 4
	SUBJECT: Operations	NO. OPNS-23

2. The normal term of office of the members of the Committees shall be for one year. Following the completion of Council Committee Interest Forms (attached) by each Council Member, appointments to Committees will be recommended by the Mayor as soon as practical after the election. Final Committee nominees shall be approved by a majority vote of the Council. The Mayor shall make new appointments as needed to fill vacancies created by resignations in order to assure continuity on the Committees.
  
3. The Chair of each committee shall be selected by the Mayor.
  
4. The Committee Chair shall have the responsibility of convening the Committee as necessary.
  
5. Committees shall keep minutes of their meetings. Minutes shall provide a summary of all business discussed or considered, action taken, and outcome of any votes, as well as record persons present at the committee meetings. When completed, the minutes shall be signed by the Chairperson and filed with the City Secretary's Office for public review and posted on the City's website as soon as practical.

**IV. Responsibility and Authority**

The Mayor shall annually review the activity of existing Committees to identify inactive Committees and provide a report to the Council.

The City Manager shall provide adequate City staff to assist the Committee Chairperson(s) in final preparation and filing of minutes.

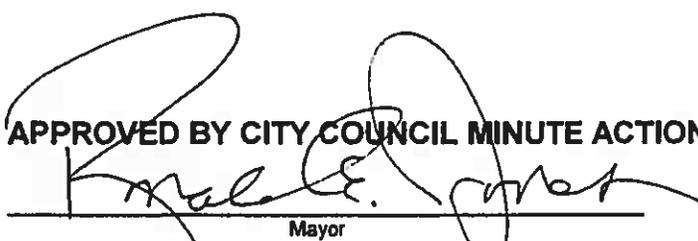
Written/Revised by: Priscilla S. Wilson

Reviewed by: William E. Dollar

Sr. Managing Director

City Manager

**APPROVED BY CITY COUNCIL MINUTE ACTION 7-21-09**

  
 \_\_\_\_\_  
 Mayor

Date: 9-01-2009

<b>City Council Policy</b>	TITLE: Council Committees	Page: 4 of 4
	SUBJECT: Operations	NO. OPNS-23

### COUNCIL COMMITTEE INTEREST FORM

Name: \_\_\_\_\_

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

- \_\_\_\_\_ Audit Committee
- \_\_\_\_\_ Administrative Services
- \_\_\_\_\_ Community Services
- \_\_\_\_\_ Public Safety Services
- \_\_\_\_\_ Development Services

Do you wish to serve on more than one committee? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you interested in serving as the City's:

- Garland Economic Development Partnership Representative \_\_\_\_\_ Yes \_\_\_\_\_ No
- North Central Texas Council of Governments Representative \_\_\_\_\_ Yes \_\_\_\_\_ No
- Dallas Regional Mobility Coalition Representative \_\_\_\_\_ Yes \_\_\_\_\_ No
- Regional Transportation Council Representative \_\_\_\_\_ Yes \_\_\_\_\_ No
- Emergency Preparedness Planning Council Representative \_\_\_\_\_ Yes \_\_\_\_\_ No

## 9. COUNCIL COMMITTEES

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

Administrative Services Committee  
Audit Committee  
Community Services Committee  
Development Services Committee  
Public Safety Committee

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

- a. Standing Committee Responsibilities** - The standing committees identified below shall have the following general responsibilities:

### Administrative Services Committee

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

- Additions/revisions to Council policies
- Review of local, state and national legislative changes
- Updates on internal procedural modifications
- Specific budget items

### Audit Committee

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

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

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

shall:

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

#### Community Services Committee

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

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

#### Development Services Committee

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

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

#### Public Safety Committee

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

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

**b. Ad Hoc Committees** - Ad hoc committees of the Council shall be created and its members appointed by the Mayor. The Council shall be informed of the creation of, and appointments to, any such committees. Ad hoc

committees shall be appointed for a specific purpose, project or issue and shall continue until the project is completed unless earlier dissolved by the Mayor or Council. To the extent not inconsistent with the nature of Ad hoc committees, Ad hoc committees shall comply with the rules applicable to standing committees.

- c. **Committee Recommendation and Council Consideration** - Each committee shall prepare reports and make recommendations to the City Council at a Work Session regarding every matter assigned or considered.
- d. **Composition of Committees** - Each committee shall be composed of three members of the City Council. The Mayor shall serve as an ex officio member on each committee with the right to discuss any matter that is under consideration, but shall have no vote nor serve as chair at the committee level. Any Council member may attend any committee meeting, but only appointed members may participate in deliberations and voting. Testimony from someone not on the committee shall be permitted at the pleasure of the chair.
- e. **Appointments and Vacancies** - Appointments to committees will be made by the Mayor as soon as practicable after the annual Council election. A Council Committee Interest Form may be used (see sample attached). The Council will be notified of committee appointments. The Mayor shall make new appointments as needed to fill vacancies in order to assure continuity on the committees.
- f. **Term** - The term of office of any member of a standing committee shall begin upon appointment by the Mayor and notice to the City Council. The term shall continue until a replacement is appointed or until a committee member no longer holds a position on the City Council.
- g. **Chair** - The Chair of each committee shall be selected by the Mayor.
- i. **Convening meetings** - The committee chair shall have the responsibility for convening the committee as necessary.
- j. **Minutes** - Committees shall keep minutes of their meetings. Minutes shall provide a summary of all business discussed or considered, action taken, the outcome of any votes, and those persons present at committee meetings. When completed, the minutes shall be signed by the chair and filed with the City Secretary and promptly posted on the City's website.
- k. **Agenda Postings** - Notice of all committee meetings shall be posted in accordance with the Texas Open Meetings Act, and any such notices shall be posted in a manner that contemplates the attendance of, and participation in, agenda items by a quorum of the City Council.

- 1. Recommendation Regarding Continuation of Committees** - The Mayor shall annually review the activity of existing committees to identify inactive committees and provide a report to the Council recommending which committees should be continued and which dissolved.



# City Council Item Summary Sheet

**Work Session**

Date: September 2, 2014

**Agenda Item**

## Discussion of 2014-15 Proposed Budget (CONTINGENCY ONLY)

### Summary of Request/Problem

This item is being posted in the event the City Council wishes to continue discussions, deliberations, or staff presentations related to the 2014-15 Proposed Budget.

### Recommendation/Action Requested and Justification

Council direction regarding the 2014-15 Budget.

**Submitted By:**

**Ron Young**  
Director of Budget & Research

**Approved By:**

**William E. Dollar**  
City Manager