



MEMORANDUM

DATE: Dec. 13, 2024
TO: The Honorable Mayor Hudspeth and Council Members
FROM: Sara Hensley, City Manager
SUBJECT: Friday Staff Report

Upcoming Meetings

- A. Board of Ethics on **Monday, December 16, 2024, at 5:30 p.m.** in the City Council Work Session Room.
- B. Zoning Board of Adjustment on **Monday, December 16, 2024, at 5:30 p.m.** at the Development Service Center.
- C. **CANCELED** Denton City Public Facility Corporation on **Tuesday, December 17, 2024, at 1:00 p.m.** in Council Chambers.
- D. Work Session of the City Council on **Tuesday, December 17, 2024, at 2:00 p.m.** in the City Council Work Session Room followed by a Regular Meeting at **6:30 p.m.** in the Council Chambers.
- E. Mobility Committee on **Wednesday, December 18, 2024, at 10:00 a.m.** in the City Council Work Session Room.
- F. Community Partnership Committee on **Friday, December 20, 2024, at 9:00 a.m.** in the City Council Work Session Room.

Please check the City of Denton website for final meeting days and times as information is subject to change after the Friday Report is published. [Public Meetings & Agendas | Denton, TX \(civicplus.com\)](https://www.denton-tx.gov/civicplus)

OUR CORE VALUES

Inclusion • Collaboration • Quality Service • Strategic Focus • Fiscal Responsibility

General Information & Status Updates

- A. Stream Clean 2024 – The City hosted Stream Clean 2024 on Saturday, Dec. 7. Sixty-two volunteers from Denton made the event a success. One-and-a-half tons of waste was collected from the City's local waterways, comprised of 143 bags of trash and various large items including tires, shopping carts, bike frames, and a box fan. Staff contact: Julissa Amador, Environmental Services and Sustainability



Figure 1 and 2: Denton Stream Clean 2024 Volunteers

- B. City of Denton American Public Works Association Accreditation – The City is pursuing American Public Works Association (APWA) accreditation, a distinction highlighting excellence in public works operations and alignment with national standards. Water Utilities and Streets Operations is leading the project, with participation from other departments, including Capital Projects, Community Services, City Manager’s Office, Fire Department, Development Services, Airport, Solid Waste and Recycling, Parks and Recreation, Facilities Management, Finance, Human Resources, and Technology Services. Once APWA accepts the application, the city will have three years to complete the self-assessment, peer review, and formal evaluation processes necessary for accreditation. Staff Contact: Jewel Lanning, Water Utilities Administration

Responses to Council Member Requests for Information

- A. Woodbrook Street and Hollyhill Lane – On Nov. 7, Mayor Pro Tem Meltzer shared an inquiry from a resident regarding an all-way stop sign evaluation. The existing traffic volumes on Woodbrook and Hollyhill are low and do not meet the criteria for all-way stop signs. Staff will add two “cross traffic does not stop” signs for Woodbrook Street and a “no parking here to the corner” sign for the westbound movement of Hollyhill Lane to prevent vehicles from parking close to the intersection. Staff anticipates completion by Jan. 10. Staff contact: Chandra Muruganandham, Development Services

Upcoming Community Events and Public Meetings

Please visit the City of Denton [website](#) for upcoming community events and details.

Attachments

Informal Staff Report

- A. 2025-013 Public Facilities Corporation
- B. Travel Expenses
- C. Catalyst Funds.....
- D. Petition Counts.....

Information

- A. Council Requests for Information
- B. Public Meetings Calendar
- C. Future Work Session Items
- D. Street Closure Report

**INFORMAL STAFF REPORT
TO MAYOR AND CITY COUNCIL**

SUBJECT:

Denton City Public Facility Corporation initial meeting to approve the By-Laws and complete Election of Officers.

BACKGROUND:

On [May 7, 2024](#), the City Council approved the formation of the Denton City Public Facility Corporation, under Chapter 303 of the Texas Local Government Code, including the Articles of Incorporation and initial Bylaws ([ID 24-992](#)).

A **Public Facility Corporation (PFC)** is a nonprofit corporation created by a local government entity to hold title to, and provide funding for, property used for public purposes. It is authorized under Chapter 303 of the Texas Local Government Code and established through the Texas Secretary of State.

The public benefit of a PFC for Affordable Housing

- **Affordable Housing Development:** Multifamily residential developments that partner with a PFC can qualify for a **100% property tax exemption** by committing at least:
 - 40% of homes for low-income households (below 80% AMI).
 - 10% of homes for very low-income households (below 50% AMI).
- **Strategic Impact:**
 - Incentivizes affordable housing in line with the City's Affordable Housing Strategic Toolkit and Affirmatively Furthers Fair Housing goals.
 - Allows negotiation of deeper affordability, revenue sharing, and renter protections.

DISCUSSION:

To formalize the PFC, the Board of Directors will hold its first meeting on December 17th to:

1. **Approve the Bylaws** (Exhibit 1)
2. **Election of Board Officers**, including:
 - **President:** Oversees operations, executes contracts, and leads board meetings.
 - **Vice President:** Supports the President and assumes leadership as needed.
 - **Treasurer:** Oversees finances and collaborates with the City's CFO or designee, who serves as Assistant Treasurer.
 - **Secretary:** Maintains official records and ensures compliance with notice and documentation requirements.

Support Structure

- **General Manager:** The City Manager or their designee will oversee day-to-day operations and coordinate Board activities.
- **PFC Board Liaison:** Designated by the General Manager to provide administrative support to the Board. This includes coordinating meeting logistics, preparing agendas, and ensuring compliance with public notice and documentation requirements.
- **Third-Party Support:**
 - **Financial Advisor:** Provides fiscal oversight and fund management.
 - **Legal Counsel:** Ensures legal compliance and advises on governance including any legal considerations impacting the Corporation.

Board Roster

Upon approval of the initial Bylaws, the Board will consist of:

- Gerard Hudspeth
- Vicki Byrd
- Brian Beck
- Paul Meltzer
- Joe Holland
- Brandon Chase McGee
- Jill Jester

EXHIBITS:

1. Exhibit 1 – Resolution and DCPFC Bylaws

STAFF CONTACT:

Leia Atkinson, Housing Programs Coordinator

REQUESTOR:

City Council

STAFF TIME TO COMPLETE REPORT:

1 hour

PARTICIPATING DEPARTMENTS:

N/A

RESOLUTION NO. PFC-

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DENTON CITY PUBLIC FACILITY CORPORATION, APPROVING THE BYLAWS OF THE CORPORATION PURSUANT TO CHAPTER 303 OF THE TEXAS LOCAL GOVERNMENT CODE AND RESOLUTION NO. 24-992 OF THE CITY OF DENTON; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Denton, Texas (the "City") has created the Denton City Public Facility Corporation ("DCPFC") as a public facility corporation pursuant to Chapter 303 of the Texas Local Government Code, as amended ("Act"); and

WHEREAS, the purpose of the DCPFC is to provide for the financing, refinancing, acquisition, and construction of public facilities as defined in Section 303.003 of the Act, including, but not limited to, multifamily housing; and

WHEREAS, the Secretary of State of the State of Texas has certified the formation of the DCPFC, a Texas Public Facility Corporation and instrumentality of The City of Denton; and

WHEREAS, the initial board of directors of the DCPFC shall approve the initial Bylaws, attached hereto as Exhibit "A"; NOW, THEREFORE,

THE DENTON CITY PUBLIC FACILITY CORPORATION BOARD OF DIRECTORS HEREBY RESOLVES:

SECTION 1. That the Directors of the Corporation approve the Bylaws of Denton Public Facility Corporation, a Texas Public Facility Corporation, and instrumentality of The City of Denton, attached hereto as Exhibit "A".

SECTION 2. This Resolution shall be effective upon its approval and passage by Directors of the Corporation. The Directors will signify their consent and adoption of the Bylaws, consisting of thirteen (13) pages, as the official Bylaws of this Corporation by signing the Adoption of Bylaws provision in Exhibit "A".

The motion to approve this Resolution was made by _____ and seconded by _____, the Resolution was passed and approved by the following vote [___ - ___]:

Acting Board Chair

EXHIBIT A

BYLAWS OF
DENTON CITY PUBLIC FACILITY CORPORATION

a Texas Public Facility Corporation and Instrumentality of The City of Denton

ARTICLE I
PURPOSE AND POWERS

Purpose. Denton City Public Facility Corporation, a Texas public facility corporation and public nonprofit corporation ("Corporation") is incorporated for the purposes set forth in its Articles of Incorporation, in accordance with the Public Facility Corporation Act, as amended, Chapter 303, Texas Local Government code ("Act"), and other applicable laws.

Powers. In the fulfillment of its corporate purpose, the Corporation shall be governed by the Act, and shall have all the powers set forth and conferred in its Articles of Incorporation, in the Act, and in other applicable law, subject to the limitations prescribed therein and herein and to the provisions thereof and hereof.

Nonprofit Corporation. The Corporation shall be a public, nonprofit corporation and no part of its set earnings remaining after payment of its bonds and expenses shall inure to the benefit of any person other than the City of Denton (the "City").

ARTICLE II
BOARD OF DIRECTORS

Powers. The property and affairs of the Corporation shall be managed by a board of directors (the "Board") which shall be appointed by the City Council of the City of Denton ("Governing Body"). The powers of the Board shall be subject to the limitations imposed by law and described in these Bylaws and the Articles of Incorporation.

Initial Board of Directors. The directors constituting the initial Board shall be those directors named in the Articles of Incorporation.

Number of Directors. The number of directors may be changed by amendment to these Bylaws, but such number must be at least equivalent to the total number of seated City Council Members.

Term. Each director shall hold office for the term for which the director is appointed, or for one year if no term is stated in the resolution appointing the director, unless sooner removed or unless the director sooner resigns. Each director, including the initial directors, shall be eligible for reappointment. If a director is a member of the Governing Body, that director's term shall terminate upon their removal from the Governing Body unless earlier terminated pursuant to these Bylaws.

Removal of a Director. Any director may be removed from office at any time, with or without cause, by resolution passed by the Governing Body. A director who is a member of the Governing Body may only be removed by resolution passed by a supermajority of the Governing Body.

Vacancies. Vacancies on the Board may be caused by the death, resignation, or removal of any director, when the size of the Board is increased pursuant to these Bylaws, or upon expiration of the term of the director if no new director has been appointed. Any vacancy on the Board shall be filled by appointment by written resolution of the Governing Body. A director appointed to fill a vacancy arising other than as a result of the completion of the term of a director shall be appointed for the unexpired term of his or her predecessor in office.

Committees of the Board. The Board may designate two (2) or more directors to constitute an official committee of the Board but any committee shall be limited in size so as not to constitute a quorum of the directors. Any such committee shall act in the manner provided in such resolution to exercise such authority, as approved by resolution of the Board. It is provided, however, that only the Board may exercise all final, official actions of the Corporation. Each committee so designated shall keep regular minutes of the transactions of its meetings and shall cause such minutes to be recorded in books kept for that purpose in the principal office of the Corporation and any such meetings must be conducted in accordance with the provisions of the Texas Open Meetings Act, as amended, Chapter 551, Texas Government Code, if applicable.

Compensation of Directors. Directors of the Board shall not receive any salary or compensation for their services as directors. However, they shall be reimbursed for their actual expenses incurred in the performance of their official duties as directors of the Corporation which are authorized by a majority vote of the Board present at a properly-called meeting of the Board at which a quorum is present.

Additional Powers. In addition to the powers and authorities by these Bylaws expressly conferred upon them, the Board may exercise all such powers of the Corporation and do all lawful acts and things as are not by statute, other law, or by these Bylaws prohibited. Without prejudice to such general powers and other powers conferred by statute, other law, and by these Bylaws, and except as specifically prohibited by these Bylaws, it is hereby expressly declared that the Board shall have the powers necessary for the Corporation to exercise the powers set forth in Section 303.041 of the Act, as amended.

Qualifications. Directors of the Board shall be of the age of majority in the State of Texas. A person is only eligible to serve as a director of the Board if he or she is a member of the Governing Body, an employee or officer of the City, or a permanent resident of the City of Denton.

Additional Board and Meeting Requirements. Except where in conflict with the provisions of these Bylaws or the Corporation's Articles of Incorporation, the Board and individual members of the Board shall be subject to the provisions of the City of Denton Code of Ordinances, Article III - Boards, Commissions, and Committees.

ARTICLE III
OFFICERS, GENERAL MANAGER, AND ADMINISTRATORS

Titles of Officers. The officers of the Corporation shall be a President, a Vice President, a Secretary, and a Treasurer, and such other officers as the Board may from time to time elect or appoint. All officers of the Corporation, except the secretary and treasurer, shall be members of the Board.

Terms of Office. Officers shall serve for one-year terms. Upon the expiration of the terms, each officer shall have the right to be re-appointed or re-elected.

Removal of an Officer. All officers shall be subject to removal from office, with or without cause, at any time by a vote of a majority of the Board.

Vacancies. A vacancy in an officer position shall be filled by a vote of a majority of the Board.

President. The president shall be the chief operating executive officer of the Corporation, and subject to the direction of the City and the Board, the president shall be in general charge of the properties and affairs of the Corporation, and execute all contracts, conveyances, franchises, bonds, deeds, assignments, mortgages, leases, notes and other instruments in the name of the Corporation; provided, however, that the president may not execute any instrument on behalf of the Corporation without the prior written approval of the Board. The president shall preside over the meetings of the Corporation.

Vice President. The vice president shall have such powers and duties as may be prescribed by the Board and shall exercise the powers of the president during that president's absence or inability to act. Any action taken by the vice president in the performance of the duties of the president shall be conclusive evidence of the absence or inability to act of the president at the time such action was taken.

Treasurer. The treasurer shall be the chief fiscal officer of the Corporation and shall have the responsibility to see to the handling, custody, and security of all funds and securities of the Corporation in accordance with these Bylaws. When necessary or proper, the treasurer may endorse and sign, on behalf of the Corporation, for collection or issuance, checks, notes, and other obligations in or drawn upon such bank, banks or depositories as shall be designated by the Board consistent with these Bylaws. The treasurer shall see to the entry in the books of the Corporation full and accurate accounts of all money received and paid out on account of the Corporation. The treasurer shall, at the expense of the Corporation, give such bond for the faithful discharge of his/her duties in such form and amount as the Board may require.

- a. **City's Chief Financial Officer.** The Board shall appoint the Chief Financial Officer ("CFO") of the City or his or her designee to serve as an Assistant Treasurer, who shall have the same level of access to the books and records of the Corporation as the Treasurer. The Assistant Treasurer may perform any duty required of or power granted to the Treasurer in these Bylaws and/or in any resolution or order approved by the Board.

Secretary. The secretary shall keep the minutes of all meetings of the Board in books provided for that purpose; shall cause the giving and serving of all notices; may sign with the president in the name of the Corporation, and/or attest the signature thereto, all contracts, conveyances, franchises, bonds, deeds, assignments, mortgages, notes and other instruments of the Corporation; shall have charge of the corporate books, records, documents and instruments, except the books of account and financial records and securities, and such other books and papers as the Board may direct, all of which shall at all reasonable times be open to public inspection upon application at the office of the Corporation during business hours; and shall in general perform all duties incident to the office of secretary subject to the control of the Board. The Board may appoint one or more persons to serve as an Assistant Secretary, which person may, but need not, be a director. The Assistant Secretary may perform any duty required of or granted to the Secretary in these Bylaws and/or in any resolution or order approved by the Board, other than the execution of documents.

General Manager. The general manager shall exercise such powers and perform such duties as are set forth herein and as determined from time to time by the Board. The general manager of the Corporation shall be the City Manager of the City or their designee. The City Manager may provide other staff support as deemed necessary by the City Manager. The powers and duties of the general manager shall include the following:

- a. In cooperation with the Corporation's legal counsel, to ensure that all actions of the Board are in compliance with all applicable laws, ordinances, orders, and resolutions that are in effect;
- b. Except as otherwise herein provided, to hire and remove all subordinates, employees, agents, or contractors of the Corporation;
- c. To manage the day to day operations of the Corporation, subject to the Act, the Articles of Incorporation, these Bylaws, and any policies and procedures adopted by the Board;
- d. To review all contracts of the Corporation to ensure each contract is in accordance with the directives of the Board and execute such contracts when directed by the Board;
- e. To attend and participate in all meetings and deliberations of the Board to the extent allowed by TOMA, but shall not possess the power to vote;
- f. To recommend to the Board for adoption such measures as he or she may deem necessary or expedient to further the goals and priorities of the Governing Body;
- g. In collaboration with the treasurer, keep the Board at all times fully advised of the financial condition of the Corporation including providing monthly financial statements or reports;
- h. To spend Corporation funds up to \$25,000.00 without prior approval from the Board when the general manager deems it necessary to pay a refundable option fee

or earnest money in connection with any contract for the sale, purchase, or lease of real property or real property interests, provided that the general manager shall first execute an enforceable written agreement which makes all funds paid fully refundable at the Board's discretion. Any such agreement or pledge of funds shall be approved by the Board prior to execution or acceptance of an agreement that would render the funds non-refundable; and

- i. To act as budget supervisor with the treasurer and as such prepare and submit to the Board the annual budget.
- j. The general manager shall execute all necessary documents in performance of the duties specified in this section.
- k. The general manager may appoint an assistant general manager who shall perform such duties of the general manager as may be assigned by the general manager and shall exercise the powers of the general manager during the general manager's absence or inability to act. The assistant general manager shall be removable, with or without cause, at any time by the general manager. The assistant general manager shall not be an officer of the Board.
- l. The general manager shall make recommendations to the Board regarding the engagement and retainment of contractors for professional services, as needed by Corporation.

Legal Advisor. The City Attorney's Office (or any outside attorney retained by the City Attorney's Office) may provide general counsel services for the Board, including advice regarding TOMA, parliamentary procedure, and matters relating to governance, as well as any other necessary legal matters.

Compensation. Officers who are members of the board of directors shall not receive any salary or compensation for their services, except that they shall be reimbursed for the actual expenses incurred in the performance of their official duties as officers. Officers who are employees of the City shall receive no compensation from the Corporation for the performance of their duties.

ARTICLE IV
MEETINGS OF DIRECTORS

Meetings of Directors. The Board may hold their meetings at any place authorized by the Act as the Board may from time to time determine; provided that, in the absence of any such determination by the Board, the meetings shall be held at the principal office of the Corporation.

Regular Meetings. Regular Meetings of the Board shall be held at such times and places as shall be designated, from time to time, by the Board.

Special Meetings. Special Meetings of the Board shall be held whenever called: (i) by the President or Secretary of the Board; (ii) by simple majority of the directors; (iii) or upon advice of or request by the Governing Body.

Open Meetings Act. Meetings of the Board are subject to the Texas Open Meetings Act, Texas Government Code, Chapter 551 as amended ("TOMA"), and the Corporation is subject to the Texas Public Information Act, Texas Government Code, Chapter 552.

Public Notice of Meetings; Open Meetings. Written notice of the date, hour, place, and subject of each meeting of the Board shall be posted before each meeting at such times and in such places as prescribed by TOMA. Every meeting of the Board shall be open to the public, except as otherwise permitted by TOMA.

Quorum. The greater of a simple majority of every position on the Board, including any vacant positions, is a quorum, unless law requires the act of a greater number.

Conduct of Business.

- a. At the meetings of the Board, matters pertaining to the purposes of the Corporation shall be considered in such order as from time to time the Board may determine.
- b. At all meetings of the Board, the president shall preside. In the absence of the president, the vice president shall preside. In the absence of both the president and vice president, a member of the Board selected by the members present shall preside.
- c. The secretary of the Corporation shall act as secretary of all meetings of the Board, but in the absence of the secretary, the presiding officer may appoint any person to act as secretary of the meeting. The treasurer, secretary and any assistant secretary may, at the option of the Board, be employees of the City, and each member of the Board with the exception of the president, vice president, treasurer, or secretary, may be appointed as an assistant secretary.

ARTICLE V
FUNCTIONAL CORPORATE DUTIES AND REQUIREMENTS

Books, Records, and Audits.

- a. The Corporation shall keep and properly maintain in accordance with generally accepted accounting principles, complete books, records, accounts, and financial statements pertaining to its corporate funds, activities, and affairs.

- b. At the direction of the City, the accountants, staff and personnel of the City may maintain the books, records, accounts, and financial statements of the Corporation for the Corporation.
- c. The Corporation, or the City if the option of subsection (b) is selected, shall cause its books, records, accounts, and financial statements to be studied at least once each fiscal year by an outside, independent auditing and accounting firm selected by the City. Such an audit shall be at the expense of the Corporation and shall be delivered to the City within 150 days of the end of the fiscal year of the Corporation.
- d. All books and records of the Corporation may be inspected by any director or his or her agent or attorney for any purpose at any reasonable time and at all times the City shall have access to the books, records, and financial statements of the Corporation.
- e. The Corporation is a governmental body pursuant to Section 552.03, therefore the Corporation's documents, books, records, accounts, and financial statements are subject to the Texas Public Information Act, Texas Government Code Chapter 552,

Deposit and Investment of Corporation Funds.

- a. All proceeds from loans or from the issuance of bonds, notes, or other debt instruments (“Obligations”) issued by the Corporation in accordance with the provisions of the Act shall be deposited and invested as provided in the resolution, order, indenture, or other documents authorizing or relating to their execution or issuance.
- b. Subject to the requirements of contracts, loan agreements, indentures or other agreements securing Obligations, all other money of the Corporation, if any, shall be deposited, secured, and/or invested in the manner provided for the deposit, security and/or investment of the public funds of the City. The Board shall designate the accounts and depositories to be created and designated for such purposes, and the methods of withdrawal of funds therefrom for use by and for the purposes of the Corporation upon the signature of its treasurer and such other persons as the Board designates. The CFO of the City or designee of the CFO shall perform the accounts, reconciliation, and investment of such funds and accounts.
- c. Funds of the Corporation, the proceeds from the sale of property, revenues generated by and payable to the Corporation pursuant to the Act or any other source of revenues, and the proceeds derived from the sale of Obligations may be expended by the Corporation for any of the purposes authorized by the Act. Expenditures that are permitted to be made from a fund created with the proceeds of Obligations and expenditures of money derived from sources other than the proceeds of Obligations may be used for the purpose of financing or otherwise

providing for the acquisition, construction, rehabilitation, renovation, repair, equipping, furnishing and placement in service of public facilities of the City under the terms of the Act.

Issuance of Obligations. No Obligations, including refunding obligations, shall be authorized or sold and delivered by the Corporation unless the City approves such Obligations by action taken prior to the date of initial delivery of the Obligations to the initial purchasers thereof.

ARTICLE VI
PROVISIONS REGARDING ARTICLES OF INCORPORATION AND BYLAWS

Effective Date. These Bylaws shall become effective upon the occurrence of the following events:

- a. the approval of these Bylaws by the City, which approval may be granted prior to the creation of the Corporation; and
- b. the adoption of the Bylaws by the Board.

Amendments to Bylaws. These Bylaws may be amended as set forth in the Articles of Incorporation.

Interpretation of Bylaws. These Bylaws and all the terms and provisions hereof shall be liberally construed to effectuate the purposes set forth herein. If any word, phrase, clause, sentence, paragraph, section, or other part of these Bylaws or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, the remainder of these Bylaws and the application of such word, phrase, clause, sentence, paragraph, section, or other part of these Bylaws to any other person or circumstance shall not be affected thereby.

ARTICLE VII
GENERAL PROVISIONS

Principal Office. The principal office and the registered office of the Corporation shall be 215 E McKinney St, Denton, TX 76201.

Fiscal Year. The fiscal year of the Corporation shall be the same as the fiscal year of the City.

Seal. No seal of the Corporation shall be required.

Notice and Waiver of Notice. Whenever any notice whatsoever is required to be given under the provisions of the Act, the Articles of Incorporation, or these Bylaws, such notice shall be deemed to be sufficient if sent by U.S. Mail, with proper postage, certified mail return receipt requested or by a nationally recognized overnight delivery service addressed to the person entitled thereto at

his or her post office address, as it appears on the books of the Corporation, and such notice shall be deemed to have been given three business days following such mailing. Attendance of a Director at a meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called or convened. Neither the business to be transacted at nor the purpose of any Regular or Special Meeting of the Board need be specified in the notice of such meeting, unless required by the Board or by the provisions of these Bylaws. A waiver of notice in writing, signed by the person or persons entitled to notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice. Notwithstanding the foregoing, nothing in this section shall be construed to restrict or modify the public notice provisions of TOMA.

Resignations. Any director or officer may resign at any time. Such resignation shall be made in writing and shall take effect at the time specified therein, or, if no time is specified, at the time of its receipt by the president or secretary. The acceptance of resignation shall not be necessary to make it effective, unless expressly so provided in the resignation.

Services of City Staff and Officers. To the extent possible, the Corporation shall utilize the services and the staff employees of the City. All requests for staff time or inquiries of staff will be requested through the secretary or the general manager. City staff may also hire contractors for professional services and/or outside legal counsel to provide such services. The Corporation shall pay reasonable compensation for such services, and the performance of such services shall not materially interfere with the other duties of such personnel of the City.

Action Without a Meeting of Directors or Committees. Any action which may be taken at a meeting of the Board or of any committee may be taken without a meeting if a consent in writing, setting forth the action to be taken, shall be signed by all of the Directors, or all of the members of the committee, as the case may be, subject to TOMA. Such consent shall have the same force and effect as a unanimous vote and may be stated as such in any articles or document filed with the Texas Secretary of State, or any other person.

Approval or Advice and Consent of the Governing Body. To the extent these Bylaws or the Articles of Incorporation refer to any approval by the City or refer to advice and consent by the City, such approval or advice and consent shall be evidenced by a certified copy of a resolution or motion duly adopted by the Governing Body.

Termination. Upon the termination of the Corporation after payment of all obligations of the Corporation, all remaining assets of the Corporation shall be transferred to the City.

Governmental Unit. The Corporation is, for the purposes of the Texas Tort Claims Act (Subchapter A, Chapter 101, Texas Civil Practices and Remedies Code), a governmental unit and its actions are governmental functions.

ARTICLE VIII
PUBLIC FACILITY CORPORATION POWERS AND LIMITATIONS

Purpose and Powers. The Corporation is organized exclusively for the purpose of assisting the City in financing, refinancing or providing "public facilities," as defined in the Act and as approved by the Governing Body pursuant to the provisions of these Bylaws and the Articles of Incorporation. The Corporation shall have and possess all powers to finance the acquisition of obligations issued or incurred in accordance with existing law, to provide for the acquisition, construction, rehabilitation, renovation, repair, equipping, furnishing, and placement in service of public facilities as allowed by the Governing Body and pursuant to the Act. The Corporation is authorized to issue bonds, as defined and permitted by the Act; provided, however, no bonds, notes, or other evidence of indebtedness may be issued by the Corporation unless such bonds are first approved by resolution of the Governing Body.

Governing Body Oversight. The Governing Body, in its sole discretion, may alter the Corporation's structure, name, organization, programs, and activities, including dissolution of the Corporation, consistent with the Act and subject to any limitations provided by law relating to the impairment of contracts entered into by the Corporation. Before the consummation of the sale and delivery of any bonds or the application of any available tax exemption to a Public Facility or the user of a Public Facility, as permitted by the Act, the Corporation shall obtain approval by the Governing Body by written resolution. In the exercise of its powers, the Corporation may enter into loan, lease, or other agreements as authorized by the Act that are necessary and appropriate to the fulfillment of the public purpose of the Corporation, all of which agreements, and any specific uses and methods of withdrawals and expenditure of bond proceeds, are subject to the prior approval of the Governing Body by written resolution.

ARTICLE IX
MULTIFAMILY RESIDENTIAL DEVELOPMENT

Net Revenue of the Corporation. Any net revenue generated by any Public Facility related to multifamily residential development by this Corporation shall be used solely in furtherance of the City of Denton housing programs, policies, and initiatives.

Limits on Participation. The Corporation shall not participate in any Public Facility related to multifamily residential development unless approved by the Governing Body by resolution stating that (i) the development of the Public Facility could not be feasible but for the Corporation's participation and (ii) the development of the Public Facility is in furtherance of the City's housing programs, policies, and initiatives and is carried out pursuant to the provisions of these bylaws and the Act.

Solicitation of Development Proposals and Third-Party Services. The Corporation shall solicit multifamily residential proposals and third-party services through an open application process. Any Public Facility, including multifamily residential developments, developed on City or other publicly-owned land shall be solicited through a request for proposals or similar method in accordance with all laws, ordinances, orders, resolutions, criteria, and policies that are applicable to the City.

Fair Housing. Any Public Facility related to multifamily residential development must adhere to Chapter 14, ARTICLE III of the City of Denton Code of Ordinances, as amended.

ARTICLE X
CODE OF ETHICS

Conflicts of Interest. Directors and Officers are subject to the ethics provisions of ARTICLE XI, - ETHICS of the City of Denton Code of Ordinances, as amended. It is the policy of the Corporation that Directors and Officers conduct themselves in a manner consistent with sound business and ethical practices; that the public interest always be considered in conducting corporate business; that the appearance of impropriety be avoided to ensure and maintain public confidence in the Corporation; and that no Officer, employee, or member of the Board should have an interest, financial or otherwise, direct or indirect, or engage in any business, transaction, or professional activity or incur any obligation of any nature which is in conflict with the proper discharge of his or her duties and are not to use their position for personal gain.

ARTICLE XI
INDEMNIFICATION OF DIRECTORS, OFFICERS AND EMPLOYEES

Indemnification of Directors. A Director of the Corporation shall not be personally liable to the Corporation for monetary damages for any act or omission in such Director's capacity as a Director, except that this Article does not authorize the elimination or limitation of the liability of a Director to the extent the Director is found liable for: (i) a breach of a Director's duty to the Corporation; (ii) an act or omission not in good faith that constitutes a breach of duty of the Director to the Corporation or an act or omission that involves intentional misconduct or a knowing violation of the law; (iii) a transaction from which a Director received an improper benefit, whether or not the benefit resulted from an action taken within the scope of the Director's office; or (iv) an act or omission for which the liability of a Director is expressly provided for by an applicable statute. The foregoing elimination of liability shall not be deemed exclusive of any other rights, limitations of liability, or indemnity to which a Director may be entitled under any other provision of the Articles of Incorporation or these Bylaws, any contract or agreement, vote of Directors, principle of law, or otherwise. Any repeal or amendment of this Article shall be prospective only, and shall not adversely affect any limitation on the personal liability of a Director of the Corporation existing at the time of such repeal or amendment. In addition to the circumstances in which a Director of the Corporation is not personally liable as set forth in the foregoing provisions of this Article, a Director shall not be liable to the full extent permitted by any amendment to the Texas Business Organizations Code or the Act hereafter enacted that further eliminates or authorizes the elimination of the liability of a Director.

Indemnification of Officers and Employees. The Corporation shall indemnify each of its officers and its employees and each employee of the City, to the fullest extent permitted by law, against any and all liability or expense, including attorney's fees, incurred by any of such persons by reason of any actions or omissions that may arise out of the sanctions and activities of the Corporation; provided, however, that the Corporation may not provide indemnity in any manner if the officer, employee, or agent is guilty of negligence or misconduct in relation to the matter.

The legal counsel for the Corporation is authorized to provide a defense for members of the board of directors, officers, and employees of the Corporation in relation to acts or omissions arising out of the sanctions and activities of the Corporation to the extent that such representation does not conflict with representation of the Corporation and is not adverse to the interests of the Corporation.

Directors and Officers Insurance. The Corporation shall indemnify Directors, Officers, employees, and agents of the Corporation to the fullest extent permitted by law, subject in each case to the restrictions, if any, of this Article. The Corporation shall have the power to purchase and maintain at its cost and expense insurance on behalf of such persons to the fullest extent permitted by law.

ADOPTION OF BYLAWS

We, the undersigned, are all of the initial Directors of the Corporation, and we consent to, and hereby adopt, the foregoing Bylaws, consisting of thirteen (13) pages, as the Bylaws of this Corporation.

Date: _____

By: _____

Gerard Hudspeth, Director

By: _____

Vicki Byrd, Director

By: _____

Brian Beck, Director

By: _____

Paul Meltzer, Director

By: _____

Joe Holland, Director

By: _____

Brandon Chase McGee, Director

By: _____

Chris Watts, Director

INFORMAL STAFF REPORT TO MAYOR AND CITY COUNCIL

SUBJECT:

Publishing Council Member Travel Expenses

BACKGROUND:

On Oct. 16, 2024, Council Member McGee presented a two-minute pitch to publish all council member travel records and expenses on the City website and update the public records quarterly or as the City Manager determines necessary. On Oct. 22, 2024, the Council gave direction to provide an Informal Staff Report to discuss how much work it will take to complete the request and requirements for publishing travel records.

DISCUSSION:

Council travel expense reports will be posted to the City's website by January 2025. In addition to the publication of Council travel expense reports, the City Auditor's Office will provide an annual report to summarize spending and review policy compliance of council member expenses based on existing access to City records. Policy compliance would generally include (1) verification of approval appropriateness, (2) evaluation of support documentation adequacy, and (3) assessment of travel expense report submission timeliness. Completing this review and preparing and publishing the corresponding report would likely take less than ten hours.

The City of Denton has earned a transparency star from the Texas Comptroller in each area possible, including traditional finances, contracts and procurement, economic development, public pensions, debt obligation, and open government and compliance. This designation recognizes that the City provides clear financial information by posting financial documents, summaries, and other relevant information.

Currently, the City provides public access to view purchases and other financial information through the [Open Data portal](#). Check, Automatic Clearing House (ACH), and Purchasing Card (P-Card) transactions are published and updated quarterly for transactions the City processes. Transactions can be filtered by date, payment or transaction amount, supplier or merchant name, cardholder name, department, business unit, and account description. P-Card purchases made on behalf of council members can be filtered to show travel expenses listed under the City Council business unit, however, information for individual council members is not available.

CONCLUSION:

Council travel expense reports will be posted to the City's website by January 2025. Starting this fiscal year, Council travel expense reports since Oct. 1, 2024 will be available. Additionally, The City Auditor's Office will publish an annual report reviewing council member travel expenses to ensure compliance.

STAFF CONTACT:

Cassey Ogden
Assistant City Manager
940-349-7195

REQUESTOR:

Council Member McGee

STAFF TIME TO COMPLETE REPORT:

Five hours

PARTICIPATING DEPARTMENTS:

City Manager's Office, Finance, City Auditor's Office

INFORMAL STAFF REPORT TO MAYOR AND CITY COUNCIL

SUBJECT:

Expiring incentives for Economic Development.

EXECUTIVE SUMMARY:

This Informal Staff Report was prepared in response to a two-minute pitch by Council Member Jester on utilizing expiring incentives as a funding mechanism for the Catalyst Fund.

BACKGROUND:

The City Council created the Economic Development Investment Fund in 2016 to increase the City's competitiveness in the recruitment and retention of large or desirable companies. A total of \$150,000 of mixed beverage tax revenue served as the dedicated funding source.

In 2019, the City recognized the need to raise additional funds to support economic development. Municipalities often raise such funds through an economic development sales tax. However, the City reached its State set maximum sales tax in 2004 when voters chose to dedicate the City's remaining 0.5% local sales and use tax to support the Denton County Transportation Authority (DCTA). The City engaged economic development consulting firm TIP Strategies to lead Denton's comprehensive economic development strategic planning process.

Staff and the TIP team worked together for more than a year to engage community stakeholders and develop a strategic plan for economic development that outlines a specific vision for Denton, as well as the strategies and tactics to bring the vision to fruition. The final plan was adopted by City Council on Feb. 9, 2021. A strategy outlined in the plan was the creation of the Catalyst Fund, made up of contributions of various funding sources that would provide support for economic development programs, incentives, and initiatives. The strategy focused on ensuring Denton was well positioned to execute the recommendations and priorities laid out in the Economic Development Strategic Plan.

Several funding mechanisms for the Catalyst Fund were reviewed during the work session on July 26, 2022. Following discussion, the Council gave direction to establish the Catalyst Fund. The ordinance establishing the Catalyst Fund allowed Council to commit a portion of fees, taxes, and other funds. The fund was authorized and approved in the FY2022/23 Budget for \$7.3 million, with the actual fund balance ending at \$4.3 million. The Catalyst Fund was created on September 27, 2022 with the renaming and assigning of the Economic Development Investment Fund via adoption of Ordinance 22-1803. Summaries of the approved flow of funds into the Catalyst Fund since its creation can be seen below. As a Special Revenue Fund, the Catalyst Fund is included in the City's annual budget but is separate from the Economic Development department budget (which is funded through the General Fund).

Catalyst Fund FY 2022-23		<u>Budget</u>	<u>Actual</u>
Beginning Fund Balance		\$1,023,834	\$1,023,834
<u>Resources</u>			
	<u>Definitions:</u>		
Mixed Beverage Tax		\$150,000	\$150,000
Investment Income	Interest on funds	-	118,822
Transfers In	Water and Wastewater Planned line Funds, Utility Line Funds and Franchise Fee Returns	7,000,000	3,000,000
Use of Reserve		143,325	-
Total Resources		\$7,293,325	\$3,268,822
<u>Expenditures</u>			
Capital Outlay		\$7,000,000	\$ -
Operations		293,325	-
Total Expenses		\$7,293,325	\$ -
Ending Fund Balance		\$1,023,834	\$4,292,656

DISCUSSION:

A funding mechanism that is being considered is re-dedicating dollars from sales tax incentives as they terminate to the Catalyst Fund. A 10-year analysis of expiring incentives is detailed in Exhibit 1. If this method of funding is used, eligible expiring Chapter 380 incentives (including mixed beverage, sales tax, construction sales and use tax, and property tax) would generate \$6.9 million for the fund over a 10-year period. In addition, if eligible expiring tax abatements were included, the total would be \$8.8 million.

ATTACHMENT(S):

Exhibit 1 – Expiring Incentive Analysis

STAFF CONTACTS:

Jessica Williams
Chief Financial Officer
(940) 349-8244
Jessica.JWilliams@cityofdenton.com

Brittany Sotelo
Economic Development Director
(940) 349-7259
Brittany.Sotelo@cityofdenton.com

REQUESTOR: Council Member Jill Jester

PARTICIPATING DEPARTMENTS:

Economic Development and Finance

STAFF TIME TO COMPLETE REPORT:

Five hours

Expiring Incentive Summary

Eligible Expiring Incentives Summary

	1	2	3	4	5	6	7	8	9	10	
Incentive	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 203-32	FY 2032-33	FY 2033-34	Eligible Expiring Total
Chapter 380 Ad Valorem	\$38,174	\$55,991	\$253,506	\$336,596	\$352,630	\$369,466	\$371,235	\$389,797	\$409,287	\$429,751	\$3,006,433
Chapter 380 Mixed Beverage and Sales Tax	\$0	\$28,542	\$94,392	\$99,111	\$104,067	\$109,270	\$114,734	\$120,471	\$126,494	\$3,102,006	\$3,899,087
Total Ad Valorem, Mixed Beverage and Sales Tax Rebate	\$38,174	\$84,533	\$347,897	\$435,707	\$456,697	\$478,737	\$485,969	\$510,267	\$535,781	\$3,531,757	\$6,905,520

Incentive	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 203-32	FY 2032-33	FY 2033-34	Eligible Expiring Total
Tax Year		25	26	27	28	29	30	31	32	33	
Tax Abatement Ad Valorem	\$0	\$135,551	\$142,329	\$208,651	\$219,084	\$230,038	\$241,540	\$253,617	\$266,298	\$279,613	\$1,976,721
Total Tax Abatement Ad Valorem	\$0	\$135,551	\$142,329	\$208,651	\$219,084	\$230,038	\$241,540	\$253,617	\$266,298	\$279,613	\$1,976,721

Incentive	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	FY 2033-34	Eligible Expiring Total
Expiring Total	\$38,174	\$220,085	\$490,226	\$644,359	\$675,781	\$708,775	\$727,509	\$763,884	\$802,079	\$3,811,370	\$8,882,241
Cumulative Total	\$38,174	\$258,259	\$748,485	\$1,392,843	\$2,068,625	\$2,777,399	\$3,504,908	\$4,268,793	\$5,070,871	\$8,882,241	\$8,882,241

Ineligible Incentives Summary

Incentive	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	FY 2033-34	Ineligible Expiring Total
Chapter 380 Job-based Expansion/Headquarters/Relocation	\$0	\$0	\$0	\$136,275	\$117,525	\$105,025	\$105,025	\$105,025	\$105,025	\$105,025	\$778,925
Ineligible Total Chapter 380 Job-Based Expansion/Relocation	\$0	\$0	\$0	\$136,275	\$117,525	\$105,025	\$105,025	\$105,025	\$105,025	\$105,025	\$778,925

Ineligible Incentives Summary includes the Chapter 380 Job-based Expansion/Relocation Grants, which are funded through the Catalyst Fund

New not Budgeted Incentives Total **\$2,780,135**

New not budgeted incentives included in their respective categories: Bloomfield (sales tax), Enginetech (ad valorem and Expansion/HQ/Relocation), and Southwire (ad valorem)

**INFORMAL STAFF REPORT
TO MAYOR AND CITY COUNCIL**

SUBJECT:

Prior petition signature counts request.

BACKGROUND:

Below are the total number of signatures submitted and the number of excluded signatures for the following petitions filed in the City Secretary's office:

Decriminalize Marijuana in the City of Denton
District 4 Council Member Alison Maguire
District 3 Council Member Jesse Davis
At Large Place 5 Council Member Brandon Chase McGee

Decriminalize Marijuana in the City of Denton (2022)

Total Signatures Received: 2,718

Number of Rejected Signatures: 867

District 4 Council Member Alison Maguire (2022)

Total Signatures Received: 765

Number of Rejected Signatures: 22

District 3 Council Member Jesse Davis (2023)

Total Signatures Received: 276

Number of Rejected Signatures: 5

At Large Place 5 Council Member Brandon Chase McGee (2024)

Total Signatures Received: 2,985

Number of Rejected Signatures: 317

City Secretary's knowledge regarding the Decriminalize Marijuana, District 4 Council Member Alison Maguire, and District 3 Council Member Jesse Davis petitions is limited to reliance on the documents within the City Secretary's possession.

STAFF CONTACT:

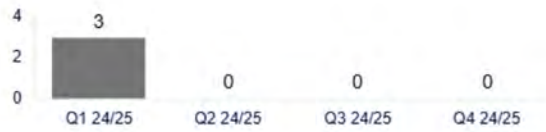
Lauren Thoden, City Secretary

(940) 349-8309

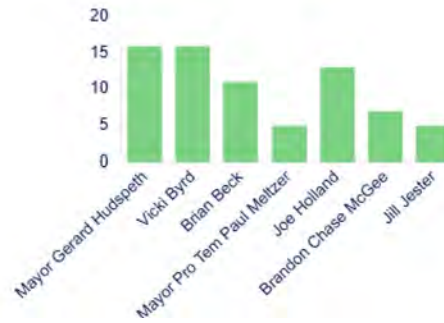
lauren.thoden@cityofdenton.com

FY 24/25 Council Requests

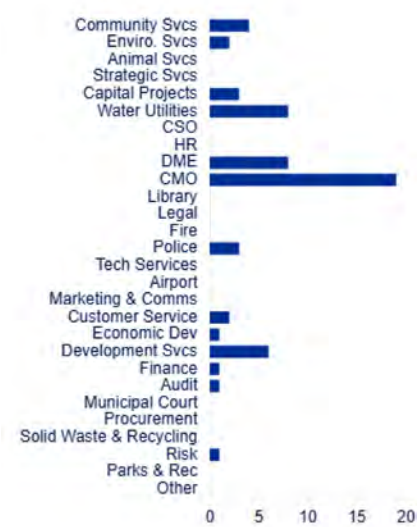
Number of Requests Per Quarter



Total Requests Made by Council Member



Requests by Department



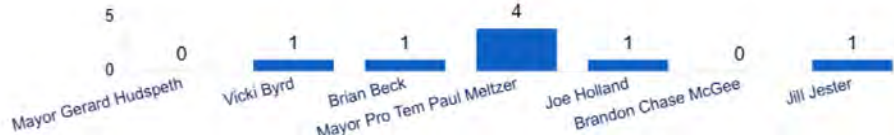
Please Note: the total number of requests per council member or department may not match, as several council members and/ or departments may be associated with a single request.

Council Requests

7



Number of Pending Requests by Council Member



Friday Report - Council Requests

	Summary of Request	Council Member Requestor	Date Received	Staff Assigned	Department	Comments	Status
1	Pedestrian safety lights or flags on Wind River Lane crosswalk	Council Member Holland	11/03/24	Farhan Butt	Public Works-Traffic	Initial audit is complete. The final audit expected by 12/20. Implementation will occur mid January.	
2	No U-Turn signs near business	Council Member Byrd	10/24/24	Farhan Butt	Public Works-Traffic	Evaluation during school hours before final recommendations.	
3	School Zone request for Immaculate Conception Catholic School	Council Member Jester	12/10/24	Farhan Butt	Public Works-Traffic	Staff updated the CM and provided the student leader with the process.	
4	Holiday Lighting Cancelation	Council Member Beck	12/09/24	Bob Martinez, Gary Packan	Fire Parks	Staff updated the Council.	
5	Remote attendance to Board and Commissions	Mayor Pro Tem Meltzer	12/06/24	Sara Hensley	CMO	Staff provided an update to MPT.	
6	Better Ways to Give Signage in High-Traffic Medians	Mayor Pro Tem Meltzer	12/06/24	Danielle Shaw	Community Services	Staff updated MPT.	
7	Affordable Housing Grants for Multifamily	Mayor Pro Tem Meltzer	12/05/24	Danielle Shaw	Community Services	Staff provided update to MPT and providing the landowner with additional information.	
8	Request for 4-Way Stop Sign at Woodbrook/Hollyhill Intersection	Mayor Pro Tem Meltzer	11/07/24	Farhan Butt	Public Works-Traffic	Staff completed evaluation and updated MPT on actions taken.	



City of Denton Meeting Calendar

City Hall
215 E. McKinney St.
Denton, Texas 76201
www.cityofdenton.com

Criteria : Begin Date: 12/16/2024, End Date: 12/20/2024

Date	Time	Meeting Body	Meeting Location
<u>December 2024</u>			
12/16/2024	5:30 PM	Board of Ethics	Council Work Session Room
12/16/2024	5:30 PM	Zoning Board of Adjustment	Development Service Center
12/17/2024	1:00 PM	Denton City Public Facility Corporation	Council Chambers
12/17/2024	2:00 PM	City Council	Council Work Session Room & Council Chambers
12/18/2024	10:00 AM	Mobility Committee	Council Work Session Room
12/20/2024	9:00 AM	Community Partnership Committee	City Council Work Session Room



City of Denton Meeting Calendar

City Hall
215 E. McKinney St.
Denton, Texas 76201
www.cityofdenton.com

Criteria : Begin Date: 12/16/2024, End Date: 3/14/2025

Date	Time	Meeting Body	Meeting Location
<u>December 2024</u>			
12/16/2024	5:30 PM	Board of Ethics	Council Work Session Room
12/16/2024	5:30 PM	Zoning Board of Adjustment	Development Service Center
12/17/2024	1:00 PM	Denton City Public Facility Corporation	Council Chambers
12/17/2024	2:00 PM	City Council	Council Work Session Room & Council Chambers
12/18/2024	10:00 AM	Mobility Committee	Council Work Session Room
12/20/2024	9:00 AM	Community Partnership Committee	City Council Work Session Room
12/25/2024	1:00 PM	Civil Service Commission	Cancelled
12/27/2024	1:00 PM	Sustainability Framework Advisory Committee	Council Work Session Room
12/31/2024	2:00 PM	City Council	Council Work Session Room & Council Chambers
<u>January 2025</u>			
1/6/2025	3:00 PM	Development Code Review Committee	Development Services Center
1/6/2025	6:00 PM	Parks, Recreation and Beautification Board	Civic Center Community Room
1/7/2025	2:00 PM	City Council	Council Work Session Room & Council Chambers
1/8/2025	3:00 PM	Airport Advisory Board	Airport Terminal Meeting Room
1/9/2025	3:00 PM	Health & Building Standards Commission	Development Service Center
1/13/2025	5:30 PM	Historic Landmark Commission	Development Service Center
1/13/2025	5:30 PM	Library Board	South Branch Library
1/14/2025	2:00 PM	City Council	Council Work Session Room & Council Chambers

Meeting Calendar continued...

Date	Time	Meeting Body	Meeting Location
1/15/2025	5:00 PM	Planning and Zoning Commission	Council Work Session Room & Council Chambers
1/22/2025	12:00 PM	Tax Increment Reinvestment Zone Number One Board	Development Service Center
1/24/2025	1:00 PM	Sustainability Framework Advisory Committee	City Council Work Session Room
1/27/2025	3:00 PM	Development Code Review Committee	Development Services Center
1/27/2025	5:30 PM	Zoning Board of Adjustment	Development Service Center
1/29/2025	5:00 PM	Planning and Zoning Commission	Council Work Session Room & Council Chambers

February 2025

2/3/2025	6:00 PM	Parks, Recreation and Beautification Board	Civic Center Community Room
2/4/2025	2:00 PM	City Council	Council Work Session Room & Council Chambers
2/6/2025	8:30 AM	Downtown Economic Development Committee	Development Service Center
2/10/2025	3:00 PM	Development Code Review Committee	Development Services Center
2/10/2025	5:30 PM	Historic Landmark Commission	Development Service Center
2/10/2025	5:30 PM	Library Board	Emily Fowler Central Library
2/12/2025	11:00 AM	Economic Development Partnership Board	Development Service Center
2/12/2025	3:00 PM	Airport Advisory Board	Airport Terminal Meeting Room
2/12/2025	5:00 PM	Planning and Zoning Commission	Council Work Session Room & Council Chambers
2/13/2025	3:00 PM	Health & Building Standards Commission	Development Service Center
2/18/2025	2:00 PM	City Council	Council Work Session Room & Council Chambers
2/24/2025	3:00 PM	Development Code Review Committee	Development Services Center
2/24/2025	5:30 PM	Zoning Board of Adjustment	Development Service Center
2/26/2025	5:00 PM	Planning and Zoning Commission	Council Work Session Room & Council Chambers

March 2025

Meeting Calendar continued...

Date	Time	Meeting Body	Meeting Location
3/3/2025	5:30 PM	Historic Landmark Commission	Development Service Center
3/3/2025	6:00 PM	Parks, Recreation and Beautification Board	Civic Center Community Room
3/4/2025	2:00 PM	City Council	Council Work Session Room & Council Chambers
3/6/2025	8:30 AM	Downtown Economic Development Committee	Development Service Center
3/10/2025	3:00 PM	Development Code Review Committee	Development Services Center
3/10/2025	5:30 PM	Library Board	North Branch Library
3/12/2025	11:00 AM	Economic Development Partnership Board	Development Service Center Training Rooms
3/12/2025	3:00 PM	Airport Advisory Board	Airport Terminal Meeting Room
3/13/2025	3:00 PM	Health & Building Standards Commission	Development Service Center

Tentative Work Session Topics and Meeting Information
Updated: December 13, 2024

Meeting Date	Item	Legistar ID	Departments Involved	Type	Estimated Time
December 17 Work Session (@2:00 p.m.) Regular Called Meeting (@6:30 p.m.)	A. Airport Master Plan Update	24-2288	Airport	City Business	0:45
	B. Bond Program Update	24-2471	Capital Projects	City Business	0:45
	C. Texas Pollutant Discharge Elimination System Permit	24-2479	Water Utilities	City Business	0:30
	D. Two Minute Pitch:	24-1559	City Manager's Office	Council Request	0:30
	Closed Meeting Item(s):		Legal (if any)	City Business	0:30
	Total Est. Time:				
Other Major Items for Meeting:					
January 7 Denton City Public Facility Corporation (@1:00 p.m.) Work Session (@2:00 p.m.) Regular Called Meeting (@6:30 p.m.)	A. Audit of Animal Services	24-2036	Internal Audit	City Business	0:30
	B. Animal Services Update	TBD	Animal Services	City Business	1:00
	C. Annual Boards and Commissions Update	24-2518	City Manager's Office	City Business	0:45
	D. Two Minute Pitch:	24-2514	City Manager's Office	Council Request	0:30
	Closed Meeting Item(s):		Legal (if any)	City Business	0:30
	Total Est. Time:				
Other Major Items for Meeting:					
January 14 Work Session (@2:00 p.m.) Special Called Meeting (Upon conclusion of the Work Session)	A. End of Year Report	TBD	City Manager's Office	City Business	0:30
	B. Airport Rates and Fees	24-2392	Airport	City Business	0:45
	C. Cole Ranch Amendment	24-2099	Development Services	City Business	0:45
	D. Police Firearms Purchase	TBD	Police Department	City Business	0:30
	E. Two Minute Pitch:	TBD	City Manager's Office	Council Request	0:30
	Closed Meeting Item(s):		Legal (if any)	City Business	0:30
Total Est. Time:					3:30
Other Major Items for Meeting: Charter Amendment Election Ordinance					
February 4 Work Session (@2:00 p.m.) Regular Called Meeting (@6:30 p.m.)	A. Financial Policy Discussion	TBD	City Manager's Office	City Business	TBD
	B. Ambassador Program Update	24-2478	Community Services	City Business	0:30
	C. Halloween Update	TBD	Parks and Rec	City Business	0:30
	D. Homelessness Initiative Update Part 2	24-2043	City Manager's Office	City Business	1:00
	E. Two Minute Pitch:	TBD	City Manager's Office	Council Request	0:30
	Closed Meeting Item(s):		Legal (if any)	City Business	0:30
Total Est. Time:					3:00
Other Major Items for Meeting:					
February 18 Work Session (@2:00 p.m.) Regular Called Meeting (@6:30 p.m.)	A. Two Minute Pitch:	TBD	City Manager's Office	Council Request	0:30
	Closed Meeting Item(s):		Legal (if any)	City Business	0:30
	Total Est. Time:				
Other Major Items for Meeting:					
March 4 Work Session (@2:00 p.m.) Regular Called Meeting (@6:30 p.m.)	A. Two Minute Pitch:	TBD	City Manager's Office	Council Request	0:30
	Closed Meeting Item(s):		Legal (if any)	City Business	0:30
	Total Est. Time:				
Other Major Items for Meeting:					
March 25 Work Session (@2:00 p.m.) Special Called Meeting (Upon conclusion of the Work Session)	A. Community Shelter Update	TBD	City Manager's Office	City Business	TBD
	B. Two Minute Pitch:	TBD	City Manager's Office	Council Request	0:30
	Closed Meeting Item(s):		Legal (if any)	City Business	0:30
Total Est. Time:					1:00
Other Major Items for Meeting:					
April 1 Joint Meeting with Denton ISD (@11:00 a.m.)	Closed Meeting Item(s):		Legal (if any)	City Business	0:30
	Total Est. Time:				
Other Major Items for Meeting:					
April 1 Work Session (@2:00 p.m.) Regular Called Meeting (@6:30 p.m.)	A. Two Minute Pitch:	TBD	City Manager's Office	Council Request	0:30
	Closed Meeting Item(s):		Legal (if any)	City Business	0:30
	Total Est. Time:				
Other Major Items for Meeting:					
April 15 Work Session (@2:00 p.m.) Regular Called Meeting (@6:30 p.m.)	A. Two Minute Pitch:	TBD	City Manager's Office	Council Request	0:30
	Closed Meeting Item(s):		Legal (if any)	City Business	0:30
	Total Est. Time:				
Other Major Items for Meeting:					
Work Session To Be Determined	Parking Minimum	TBD	Development Services	Council Request	TBD
	Audit of Park Management & Planning (30 min.)	24-255	Internal Audit	City Business	TBD
	Denton Renewable Resource Plan	24-1910	Denton Municipal Electric	City Business	TBD
	Leak Adjustment Ordinance	24-1632	Water Utilities	City Business	TBD
Other Major Items for Meeting:					
Council Priorities and Significant Work Plan Items to be Scheduled	Item	Dates	Departments	Type	Estimated Work
Approved Council Pitches to be Scheduled	Vote Centers	10/17/2023	City Secretary's Office	Agenda Committee	CM McGee
	Election Day Holiday	6/18/2024	Human Resources	Budget Process	CM McGee
	Board of Ethics develop guidance for interactions with external partners	6/18/2024	Internal Audit	Work Session	CM Beck
	Campaign Finance	9/17/2024	Internal Audit	Work Session	CM McGee
	Amending master plans to renovate Civic Center Pool	10/15/2024	Parks & Recreation	Informal Staff Report	CM Beck
	Increasing tree canopy	10/15/2024	Parks & Recreation	Informal Staff Report	CM McGee
	Publishing Council Member travel records and expenses	10/22/2024	City Manager's Office	Informal Staff Report	CM McGee
	Changes to the building code to increase renewable energy	11/19/2024	Development Services	Informal Staff Report	CM McGee
	Catalyst Fund	11/19/2024	Finance & Economic Development	Informal Staff Report	CM Jester
	Rooftop and wall gardens and solar panels on City buildings	12/3/2024	Environmental Services & Facilities	Informal Staff Report	CM Beck

*This is for planning purposes only. Dates are subject to change.

1 Street Closure Report: Upcoming Closures

SCR Dec 16th - 22nd

	Street/ Intersection	From	To	Closure Start Date	Closure End Date	Description	Department	Department Contact	Closure Type
1	Desert Willow Dr	Silktree Ct	@ intersection	01/13/25	02/21/25	Sidewalk and ADA Repair	Streets	Roy San Miguel	Lane Closure
2	Harvest Hill Dr	Waldorf Dr	Harvest Glen Dr	01/06/25	02/07/25	Sidewalk Repair	Streets	Roy San Miguel	Lane Closure
3	Mockingbird Ln	Howard Ct	Lance Ln	01/06/25	02/07/25	Sidewalk and ADA repair	Streets	Roy San Miguel	Lane Closure
4	Precision Dr	Airport Rd	UNT Library Annex	04/01/25	07/31/25	Reconstruction	Engineering Other	Gio Pineiro	Full Closure
5	Willowood St	Westwood Dr	Leslie St	01/02/25	11/30/24	Sanitary sewer, water and storm sewer install	Private Development	Gavin Petner	Lane Closure

2 Street Closure Report: Current Closures

Street/ Intersection	From	To	Closure Start Date	Closure End Date	Description	Department	Department Contact	Closure Type
1 Aileen St	Panhandle St	Broadway St	09/27/24	02/28/25	Utility installations and pavement replacement.	Engineering	Scott Fettig	Full Closure
2 Audra Ln	Stockton St	Mockingbird Ln	07/29/24	02/06/25	Connection new storm drainage to existing City of Denton drainage.	Private Development	Zabdiel Mota	Lane Closure
3 Ave A	Collins St	Eagle Dr	10/08/24	01/01/25	Utility installations and pavement replacement.	Engineering	Scott Fettig	Full Closure
4 Ave B	Fannin St	Margie St	11/22/24	01/31/25	Pavement replacement	Engineering	Scott Fettig	Full Closure
5 Ave C	Eagle Dr	Highland St	08/26/24	12/31/24	Pavement replacement.	Engineering	Scott Fettig	Full Closure
6 Bernard St	Lindsey St	Fannin St	08/26/24	12/31/24	Utility installations and pavement replacement.	Engineering	Scott Fettig	Rolling Closure
7 Bonnie Brae St	Willowood St	Walt Parker Dr	12/17/24	12/20/24	Completing SS line connection	Engineering	Shawn Messick	Full Closure
8 Central Ave	Maple St	Highland St	06/03/24	12/20/24	Utility installations and pavement replacement.	Engineering	Scott Fettig	Full Closure
9 Clover Ln	Robinwood Ln	Glenwood Ln	11/12/24	01/20/25	Full Road Reconstruction	Engineering	Sheldon Gatewood	Full Closure
10 Club View Dr	Creek View Ct	Club View Ct	12/09/24	01/10/25	Street Panel and Sidewalk Repair	Streets	Roy San Miguel	Lane Closure
11 Collins St	Ave A	Bernard St	08/26/24	02/28/25	Utility installations and pavement replacement.	Engineering	Scott Fettig	Full Closure
12 Crescent St	Ector St	Hillcrest St	12/27/23	12/31/24	Utility installations and pavement replacement.	Engineering	Scott Fettig	Full Closure
13 Eagle Dr	Beatty St	Central Ave	11/25/24	01/31/25	Utility installations and pavement replacement.	Engineering	Scott Fettig	Rolling Closure
14 Fannin St	Ave A	Ave B	12/09/24	01/03/25	Storm Drain being installed	Public Works Inspections	Collin Cole	Lane Closure
15 Hickory Creek Rd	Riverpass Dr	FM 1830	03/13/23	12/31/25	Bridge Installation	Engineering	Tracy Beck	Full Closure
16 Hickory St W	Fry St	Welch St S	12/04/24	12/23/24	Metal flashing and masonry replacement	Other	Alexander Cervantes	Lane Closure
17 Hillcrest St	Panhandle St	Crescent St	12/27/23	12/31/24	Utility installations and pavement replacement.	Engineering	Scott Fettig	Full Closure
18 Houston Pl	Thomas St	Bradley St	09/27/24	12/31/24	Utility installations and pavement replacement.	Engineering	Scott Fettig	Full Closure
19 Kenwood St	Wilderness St	Fox Hollow	11/18/24	03/28/25	Reconstruction of the road curb and gutter mill subgrade stabilization	Streets	Jesus Rodriguez	Full Closure
20 Luck Hole Dr	Pine Hills Ln	Penina Trl	11/12/24	01/03/25	Concrete panel Repair	Streets	Roy San Miguel	Lane Closure
21 Margie St	Ave A	Ave B	11/01/24	01/31/25	Utility installations and pavement replacement.	Engineering	Scott Fettig	Full Closure
22 Marietta St	Oak St W	Scripture St	09/27/24	12/31/24	Utility installations and pavement replacement.	Engineering	Scott Fettig	Full Closure
23 Morse St	Loop 288	Mayhill Rd	12/02/24	06/27/25	Water Line Replacement and Road Reconstruction	Public Works Inspections Streets Water	Kristine Stewart	Lane Closure
24 Mulberry St	Welch St	Bernard St	11/29/24	03/31/25	Utility installations and pavement replacement.	Engineering	Scott Fettig	Full Closure
25 Nautical Ln	Hickory Creek Rd	Ocean Dr	12/12/24	01/01/25	Water and Storm line tie ins	Private Development	Gavin Petner	Lane Closure
26 Ocean Dr	Atlantic Dr	Nautical Ln	01/02/25	01/30/25	Sanitary Sewer install	Private Development	Gavin Petner	Full Closure
27 Panhandle St	Ector St	Aileen St	09/27/24	01/31/25	Utility installations and pavement replacement.	Engineering	Scott Fettig	Full Closure
28 Robinwood Ln	Emerson Ln	Live Oak St	11/12/24	01/20/25	Full Road Reconstruction	Engineering	Sheldon Gatewood	Full Closure
29 Thomas St	Panhandle St	Emery St	10/11/24	01/01/25	Utility installations and pavement replacement.	Engineering	Scott Fettig	Full Closure
30 Unicorn Lake Blvd	State School Rd	Wind River Ln	12/17/24	01/30/25	Water and Sanitary Sewer tie ins	Private Development	Gavin Petner	Lane Closure
31 Welch St	Highland St	Hickory St	08/26/24	12/31/24	Utility installations and pavement replacement.	Engineering	Scott Fettig	Rolling Closure
32 Welch St S	Eagle Dr	Hickory St	06/03/24	05/31/25	Utility installations and pavement replacement.	Engineering	Scott Fettig	Full Closure

3 Street Closure Report: Completed Closures

	Street/ Intersection	From	To	Closure Start Date	Closure End Date	Description	Department	Department Contact	Closure Type
1	Abby Way (5313)	Glengary Way	Jeffrey Dr	10/14/24	11/15/24	Curb and Gutter Repair	Streets	Roy San Miguel	Lane Closure
2	Blagg Rd	Mayhill Rd	Geesling Rd	12/02/24	12/10/24	Replacement of storm drainage pipes	Drainage	Tobias Nelson	Full Closure
3	Deerwood Pkwy	Kings Row	Grant Pkwy	11/23/24	11/27/24	Asphalt Restoration	Public Works Inspections	Armando Beltran	Lane Closure
4	Doubleoak St	Mack Dr	Longmeadow St	11/11/24	11/13/24	HVAC EXISTING ATMOS LINE	Atmos	Alex Cervantez	Full Closure
5	Fairfax Rd (2200)	Longridge Dr	@ intersection	11/04/24	11/22/24	ADA / Sidewalk Repair	Streets	Roy San Miguel	Lane Closure
6	Linden Dr W	Eastpark Blvd	Bonnie Brae St N	10/28/24	11/22/24	Underground utility installation	Water	Jason Shipley	Full Closure
7	Medpark Dr	Kings Row	Thomas St	11/04/24	11/15/24	New Fiber Optics Installation via Bore	Public Works Inspections	John Poore	Lane Closure
8	Oak St W	Kings Row	Thomas St	11/04/24	11/15/24	Fiber Optic Installation	Public Works Inspections	John Poore	Lane Closure
9	Panhandle St	Bonnie Brea	Heritage Trl	11/06/24	11/29/24	Panel Replacement	Public Works Inspections	Collin Cole	Lane Closure
10	Sycamore St W	Elm St	Cedar St	11/19/24	11/21/24	Water Service Tap	Water	Thomas Wittmis	Full Closure
11	Wind River Ln (3100)	Unicorn Lake Blvd	I 35 Service Rd	11/12/24	11/29/24	Concrete Panel Repair	Streets	Roy San Miguel	Lane Closure
12	Winston Dr	Waterford Way	Cul-de-sac	11/04/24	11/21/24	Gas Main Installation	Public Works Inspections	Christopher Yanez	Full Closure
13	Winston Dr	Woodlake Dr	Cul-de-sac	11/13/24	12/06/24	SERVICE EXTENSION (UNDERGROUND)	Atmos	Eddie Adams	Full Closure