City Manager's Office
215 E. McKinney St., Denton, TX 76201 • (940) 349-8307

MEMORANDUM

DATE: November 20, 2026
TO: The Honorable Mayor Watts and Council Members
FROM: Cassey Ogden, Interim City Manager
SUBJECT: Friday Staff Report

Upcoming Meetings

None

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)

Upcoming Community Events and Public Meetings

Please visit the City of Denton website for upcoming community events and details.

Updates to Council

A. General Information & Status Updates.....3
B. Responses to Council Member Requests for Information.....4

Informal Staff Reports

A. 2027-006 Neighborhood Empowerment Grant Program 6

Information

A. Council Requests for Information 47
B. Public Meetings Calendar 48
C. Future Work Session Items 50
D. Street Closure Report (link)

General Information & Status Updates

A. Holiday Friday Staff Reports – City facilities will be closed in observance of Thanksgiving on Nov. 26 and 27. There will be no Friday Staff Report on Nov. 27. Wishing you and yours a safe and happy holiday season. Staff contact: Kristi Fogle, City Manager's Office

B. Economic Development Dallas Business Journal Ranking – The City of Denton achieved a significant milestone this year, earning the #4 ranking among 22+ regional economic development agencies in the Dallas Business Journal's annual rankings for annual deals done in 2025. This marks the first time Denton has placed in the top five, reflecting the city's success in attracting new investment, supporting business expansion, creating quality jobs, and advancing transformative development projects throughout the community. Additionally, it reflects the collective success of strategic projects completed across multiple City departments The recognition highlights Denton's growing influence in the North Texas economy and reinforces its position as a premier destination for business growth, innovation, and investment. Staff contact: Brittany Sotelo, Economic Development

Responses to Council Member Requests for Information

A. TxDOT Road Safety – On Nov. 16, Council Member Rumohr shared an inquiry regarding lighting and traffic control for the I-35 merge project near Rayzor Ranch. TxDOT has been notified of the inquiry. Staff contact: Farhan Butt, Transportation

B. Sycamore and Mulberry Traffic Signals – On Nov. 10, Council Member Rumohr shared questions raised during a recent John B. Denton Neighborhood Meeting regarding the traffic signals on Carroll Boulevard at the intersections of Sycamore Street and Mulberry Street, specifically when the Sycamore signal would be activated and whether the Mulberry signal would be removed. Staff activated the Sycamore signal on Nov. 17, and there are currently no plans to remove the signal at Mulberry. For additional information, please contact Chandra Muruganandham, Transportation Services.

C. Development Site Inquiry – On Nov. 17, Council Member Rumohr shared an inquiry from a resident regarding any future developments at the former Chevron on W University Drive at I-35. This site is currently in development as a fast-food restaurant. This project is listed on the City's Active Development Map, where residents can track the progress through development and construction or check other sites for development activity. Staff contact: Jacob Crocker, Development Services

D. Windsor Closure Detour – On Nov. 17, Council Members Holland and Rumohr shared inquiries regarding the Windsor Road closure on Nov. 16. Capital Projects staff coordinated with the contractor to relocate the detour route to Hinkle Drive and install message boards beginning at Parkside Drive. In addition, signage and barricades were modified to improve access to the softball fields and recreation center.Staff will continue to monitor the traffic control measures and make adjustments as needed to minimize impacts to the public. The Discuss Denton page was updated on Nov. 17 with the corrected information about the Windsor detour to Hinkle Drive. Staff contact: Seth Garcia, Capital Projects & Street Operations

E. Meadowlands Drive Sidewalk – On Nov. 11, Council Member Holland shared an inquiry regarding the sidewalk near a Meadowlands Drive residence. There are no plans for connecting this sidewalk, either from the city or from proposed developments. Transportation Services maintains a list of sidewalk gaps that are prioritized and completed based on available funding, and this gap has been added to that list. Staff contact: Charlie Rosendahl, Development Services

F. Sherman Crossing Detention Basin Cleanup – On Oct. 9, Mayor Pro Tem Stevens shared an inquiry from a resident regarding ongoing litter issues in the Sherman Crossing Drainage Basin. Community Services staff inspected the site, issued a Notice of Violation, and have worked with the HOA that maintains the property on a remediation timeline. As of Friday, Nov. 13, the HOA mowed and cleaned the basin to an acceptable standard. Staff will continue working with the HOA and conducting periodic inspections of the site. Staff contact: Jesse Kent, Community Services

G. Video Remote Interpreting – On Nov. 17, Council Member Ferrie shared an inquiry about implementing Video Remote Interpreting (VRI) for Council Meetings and other accessibility opportunities. The City is committed to making public meetings accessible through a variety of accommodation options, including live and on-demand access to more than 100 public meetings each year. While the City does not currently utilize VRI for public meetings, sign language interpretation is available upon request. The City is also expanding accessibility services and investing significant resources to meet federal ADA digital accessibility requirements by April 2027. Additional accessibility enhancements, including VRI, may be evaluated in the future.

Current Accessibility Options

Special Accommodations: Residents may request accommodations, including sign language interpretation, by contacting the City Secretary's Office at least 48 hours before a scheduled meeting at (940) 349-8303.

eComment: For meetings that offer electronic public comment, residents can submit written comments remotely through the eComment link included with the agenda.

Closed Captioning: English and Spanish closed captioning is available for several public meetings, including City Council and Planning and Zoning Commission. The City continues to expand captioning services with the goal of providing this feature for all televised public meetings.

Digital Accessibility: The City is working to ensure its digital content and online services meet federal ADA accessibility standards by April 26, 2027.

Staff contact: Kayla Herrod, Marketing and Communications

INFORMAL STAFF REPORT
TO MAYOR AND CITY COUNCIL

SUBJECT:

Neighborhood Environmental Grant Program

BACKGROUND:

On October 27, 2026, Mayor Pro Tem Stevens submitted a Two-Minute Pitch seeking a work session *"to discuss re-launching the Neighborhood Empowerment Grant but with expanded areas of eligibility. The new Neighborhood Environmental Grant Program would provide funding, training, and in-kind support to neighborhoods and HOAs seeking to implement environmental improvements. This program could include funding neighborhood park infrastructure and landscaping, supported green space development aligned with city goals, and advanced walkability. As an option, I am proposing utilizing existing funding mechanisms that receive impact fees or ROI funding and whose purpose is to advance environmental action within the city: Tree Fund, Parkland Dedication Fund, and Sustainability Fund."*

The City maintains several Special Revenue funds used to account for the receipt of specific revenue sources that are restricted to expenditures for a specified purpose. The Tree Mitigation Fund, Park Land Dedication Fund, and the Sustainability Fund are all examples of Special Revenue Funds of the City.

Neighborhood Empowerment Program

The Neighborhood Empowerment Program (NEP) was originally adopted in 2001 and revised in 2013. Established under Chapter 14, Article VI of the City's Code of Ordinances, Council established the NEP "to provide matching city funds or in-kind services to help improve the quality of life in the city's neighborhoods" and set criteria for the eligibility, selection, and funding on the basis of merit, up to a maximum of $10,000. Funding for the NEP varies year to year, with $30,000 in the current FY26-27 General Fund budget. The program has not received an application since FY22-23, as the program has strict requirements for eligibility and usage set by the ordinance.

Tree Mitigation Fund

Under the Denton Development Code 7.7.4, the City specifies the purpose and intent of Tree Preservation, including the requirement that the City maintain a Tree Fund (7.7.4.L) to further the City's Tree Preservation goals. It specifies that the city shall administer and use the tree fund to purchase, plant, and maintain trees; maintain conservation easements; preserve wooded property; inventory trees; educate residents and developers; and increase the tree canopy, including through community tree giveaway programs.

Park Land Dedication

The City's Code of Ordinances outlines the fees established and the park land dedication required of residential development in Chapter 22, Article III. Council specifies in the ordinance that all funds "shall be used solely for the acquisition or leasing of park land and the development, improvement, upgrades, or restoration/renovation of new and existing parks" and that they must be spent in specified areas designed in the ordinance based on proximity to the development they were collected from.

Sustainability Framework Fund

The Sustainability Framework Fund was created by City Ordinance 21-1689 adopted August 17, 2021. Funds are guided by an annual work plan recommended by the Sustainability Framework Advisory Committee and approved by City council. The FY2027 Sustainability Fund Workplan adopted September 22, 2026 (Resolution 26-1399) focuses on community rebates, energy efficiency upgrades, ecosystem protection, and mobility connections. Sustainability Initiatives are intended to improve, enhance, or protect areas of Denton. Improving water quality or the ecosystem would be a fit cautioning against subsidizing legal obligations such as retention basin management to meet design requirements.

DISCUSSION:

Council could consider amending Chapter 14, Article VI through an ordinance to expand the scope of the NEP and streamline eligibility requirements to increase the utilization of the program. Examples of opportunities to streamline eligibility include:

1. Reduce the neighborhood required match from 100% to a lower amount
2. Move program guidance from an ordinance to a program manual reviewed and approved regularly by City Council
3. Expansion of allowable projects
4. Elimination of staff board
5. Clarify identification requirements

This program could be directed to focus on collaboration with neighborhood groups to enhance the quality of public spaces and take on larger impact projects with supplemental funding from the City's Special Revenue Funds that align with program goals. Because the proposal is intended to utilize existing funds, any allocation from existing funds would likely impact service levels in other areas.

CONCLUSION:

The proposed Neighborhood Environmental Grant Program could be established by expanding the NEP and supplementing funding from special revenue funds with intersecting allowable uses.

Upon receipt of the Informal Staff Report, Mayor Pro Tem Stevens may indicate if the information provided satisfies their request. If not, the item will be considered by the Agenda Committee for placement on a future Work Session agenda and routing through an appropriate board, commission, or committee.

ATTACHMENTS

1. Neighborhood Project Matching Grant Information Guide

STAFF CONTACT:

Jesse Kent
Director of Community Services
Jesse.Kent@cityofdenton.com
(940) 349-7234

Jen Basham
Director of Parks and Recreation
Jen.Basham@cityofdenton.com
(940) 349-7460

Michael Gange
Director of Environmental Services and Sustainability
Michael.Gange@cityofdenton.com
(940) 349-7165

REQUESTOR: Mayor Pro Tem Stevens
STAFF TIME TO COMPLETE REPORT: 2
PARTICIPATING DEPARTMENTS: Community Services



NEIGHBORHOOD PROJECT MATCHING GRANT
INFORMATION GUIDE

The purpose of the Neighborhood Project Matching Grant is to empower citizens to improve the overall quality of life in their neighborhoods through citizen and government partnerships. The grant matches City and neighborhood resources to complete neighborhood-proposed projects that foster self-help, self-management, and neighborhood pride, as well as enhance and beautify the neighborhood.

Funds are awarded on the basis of merit with a maximum of $10,000 per project. This is a reimbursement grant. Funding will not be released until the project is completed and proper financial documentation is submitted to the City of Denton Neighborhood Planning Program (CDNPP).

WHO MAY APPLY

Neighborhood associations, homeowner associations, tenant associations, and neighborhood groups may apply.

- All projects are required to have a Citizen Project Coordinator as the liaison between the City and the neighborhood during project development and implementation.

- Matching fund awards will not be made to individuals, single businesses, universities, hospitals, institutions, foundations, political, fraternal, or religious organizations. Government and public agencies, social services district councils, citywide groups, and city developments are also not eligible for the program. Eligible applicants may form partnerships with any of these ineligible groups to plan and implement the project. But the eligible applicant must retain the primary role in the partnership and remain responsible for performing the project.

PROGRAM DESCRIPTION

Eligible neighborhood groups or associations may apply upon the following contingencies:

- Project appropriateness
- Funding availability
- The ability of the applicant to match the award at 100 percent through financial contributions, in-kind donations, or volunteer hours

Qualifying projects must take place within the City of Denton, provide a communal benefit as determined by the Neighborhood Empowerment Grant Advisory Board, and fall within one or more of the categories listed below as a qualifying project.

QUALIFYING PROJECTS

1. **Physical improvements** to neighborhood entryways, perimeter areas, street borders and medians, parks, playgrounds, tot lots, and other neighborhood amenity areas. Such improvements may include landscaping, tree plantings, signage, equipment, decorative structures, and similar beautification or enhancement projects. Physical improvement projects must be performed in a public right-of-way or on public property. Projects on property owned by a neighborhood or homeowners association will be considered on a case-by-case basis if it shows to provide a communal benefit to the neighborhood.

2. **Public safety programs or initiatives** such as safety training, crime or fire prevention programs, traffic deterrent, or calming projects or studies.

3. **Cultural, educational, and recreational programs** including literacy programs, leadership training, computer labs, after-school enrichment programs, cultural arts programs, and summer camps.

4. **Neighborhood master plan or comparable studies** that focus on enhancing the neighborhood. These may not contain plans currently being developed by the City.

PROJECT CRITERIA

If applicable, qualifying projects must meet the following criteria:

1. Provide long-term, public benefit to the neighborhood
2. Be located on publicly accessed property (right-of-way, neighborhood common area, etc.)
3. Have demonstrated neighborhood support
4. Be compatible with adjacent properties
5. Directly involve neighborhood residents in all phases
6. Have goals that may be typically accomplished within 12 months or less
7. Must demonstrate appropriate long-term maintenance
8. Be within the City's legal authority and comply with existing City of Denton policies and codes

PROJECT EVALUATION

The Neighborhood Empowerment Grant Advisory Board reviews, evaluates (in accordance to the evaluation sheet), and selects successful applications for final approval by the City Manager. The Advisory Board will evaluate each application based on the following criteria:

- Project Description and Statement of Qualifications - the precise description of the project, including needs, benefits to the neighborhood, and sound budget.

- Implementation Tasks and Schedule - a clear demonstration of how the project will be accomplished

- Volunteers, Participation, and Donations Registered with the CDNPP - demonstrated participation of residents in the project and documented match in forms of letters, in-kind services, or donations.

Neighborhood Project Matching Grant funds are limited. Awards are based on a project's rating, and the most highly rated projects will be awarded first. Projects must take place within the boundaries of the neighborhood; however, exceptions may be made for donated space outside the neighborhood when sufficient space within the neighborhood is not available. Improvement projects that are targeted under the City of Denton Capital Improvement Plan will not be funded under this grant program.

CRITERIA FOR FUNDING APPROVAL

To be considered for funding approval, eligible neighborhood groups with qualifying projects must:

- Successfully complete the grant application process
- Provide original signatures for all volunteer pledged hours
- Provide evidence that the project qualifies for this funding program
- Provide evidence that the requested grant and project was favored by a majority vote of neighborhood association members or a neighborhood group that has received support from 60 percent of the households or businesses to sign a petition for the project
- Assume the lead role and responsibility for the project (Partnerships with non-eligible individuals or groups such as businesses, religious, fraternal or community organizations, educational institutions, political groups and non-eligible neighborhoods may be permitted.)
- Provide advance notice of all other funding sources, both public and private, for the same project
- Contribute to and ensure resident involvement in all phases of the project by making a significant neighborhood donation in dollars, goods, or in-kind services such as volunteer hours (At least one quarter of the neighborhood match must come from volunteer efforts. For example, 25 percent of a $2,500 matching grant is $625; and at the approved rate of $18 per hour, 35 volunteer hours would be required.)

Note: Association officers or members who may provide project consulting or planning services are not entitled to receive a salary or payment for project-related services or operating expenses. Requests for salaries or operating expenses will only be considered for contracted, professional service providers.

CRITERIA FOR DISQUALIFICATION OR FUNDING DENIAL

Applicants may be disqualified or denied grant funding for any one of the following reasons:

- A grant application is submitted after the deadline.
- Required original pledged volunteer signatures are not submitted.
- One quarter of the neighborhood match does not come from volunteer efforts.
- A grant application is incomplete or missing supporting documents such as a budget or volunteer hours.
- The matching labor funds and other donations are not equal to or greater than the full amount of the matching grant.
- The mandatory technical grant workshop is not attended.
- The association, group, or partner has no bank account or Federal Tax ID number.
- Funding under this matching grant program was previously provided, but the neighborhood association or group has not successfully completed the funded project.
- Requests to support the ongoing operating budgets of organizations are not eligible.

APPLICATION PROCEDURES AND TRAINING

Step 1: Schedule to attend a grant-training workshop. The City of Denton may be contacted for training workshop dates, times, and locations. For convenience, training workshops may be scheduled in-person, virtual, or by on-demand recording. Each session will address how to complete the Neighborhood Project Matching Grant application and how to implement a project. Additional information will include an explanation of grant requirements and examples of technical assistance provided.

Step 2: Obtain a grant application by contacting Community Development at (940) 349-7726 or download the application at www.cityofdenton.com/grants.

Step 3: Complete the application. Deliver by mail or hand deliver the original to the City of Denton Community Development at the Development Service Center, 401 N. Elm St., Denton, TX 76201; or email a completed application to CommunityDevelopment@cityofdenton.com.

SELECTING PROJECTS FOR GRANT FUNDING

The Neighborhood Empowerment Grant Advisory Board – consisting of representatives from the following Departments/Divisions:

- Parks and Recreation;
- Engineering;
- Planning;
- Police;
- Economic Development;
- Community Improvement Services (Code Enforcement); and
- Community Development.

1. The Neighborhood Empowerment Grant Advisory Board screens each application and determines if the applicant meets the criteria for funding approval.

2. Applications are then reviewed and ranked using an "Evaluation Criteria Ranking Sheet."

3. Ranked projects are presented for City Manager's review and approval.

4. The number of grants awarded will be based on available funding and the Evaluation Criteria Ranking Sheet.

THE APPEAL PROCESS

The City reserves the right to deny any grant request for a project or activity deemed to be inappropriate, offensive, or discriminatory, or for any other reason within the City's sole discretion.

In the event a grant proposal is denied by the Board, other than for a lack of funding in which no appeal is authorized, the applicant has 30 days to appeal the Board's decision, as applicable, to either the City's Human Services Advisory Committee or the Community Development Advisory Committee.

The Human Services Advisory Committee will review appeals associated with:

1. Public safety programs or initiatives such as safety training, crime or fire prevention programs, traffic deterrent, or calming projects or studies.
2. Cultural, educational, and recreation programs including literacy programs, leadership training, computer labs, after-school enrichment programs, cultural arts programs, and summer camps.
3. Neighborhood master plan or comparable studies that focus on enhancing the neighborhood. These must not contain plans currently being developed by the City.

The Community Development Advisory Committee will review appeals associated with:

1. Physical improvements to neighborhood entryways, perimeter areas, street borders and medians, parks, playgrounds, tot lots, and other neighborhood amenity areas. Such improvements may include landscaping, tree plantings, signage, equipment, decorative structures, and similar beautification or enhancement projects. Physical improvement projects must be performed in a public right-of-way or on public property. Projects on property owned by a neighborhood or homeowners association will be considered on a case by case basis, if it is shown to provide a communal benefit to the neighborhood.

At a public hearing relative to an appeal, each appeals Committee shall render their decision based on if the grant proposal has met the following criteria:

- Provide long-term, public benefit to the neighborhood
- Be located on publicly accessed property (right-of-way, neighborhood common area, etc.)
- Have demonstrated neighborhood support
- Be compatible with adjacent properties
- Involve neighborhood residents directly in all phases
- Have goals which can be accomplished normally in 12 months or less
- Must demonstrate appropriate long-term maintenance
- Be within the City's legal authority and comply with existing City of Denton policies and codes

The decisions of the appeals Committees will be final; however, in no event will the denial of a grant application preclude the applicant from reapplying to subsequent grant cycles.

GRANT PROGRAM CONDITIONS

Once the City awards a grant, the following documents must be signed:

- Neighborhood Project Matching Grant Agreement; and
- City of Denton Release and Waiver of Claims, Hold Harmless and Indemnity Agreement.

After the documents are executed, a check may be prepared and disbursed for the necessary materials or supplies included in the approved application/budget. Funding for volunteer hours, in-kind donations, or project services identified in the budget may not be reimbursed until after such service is rendered and verified by the City. Checks will be made out to associations or project partners with Tax ID only. A W-9 form is required with every application.

Grant funding recipients must submit a monthly project status report that may include pictures, a description of completed portions of the project, and financial records such as invoices, receipts, contracts, and vouchers. A final project report with original documentation must be submitted to the CDNPP no later than thirty (30) days after the completion of the project.

Projects are to be completed within the period specified in the grant award. If no significant progress has been made after six months following the award of the grant funds, the Neighborhood Empowerment Grant Advisory Board will assess the status of the project and determine if it should be continued or terminated. Any project scheduled for completion by the end of the fiscal year (ends Sept. 30) must be completed and approved for reimbursement no later than Sept. 1 of that year. If this deadline is not met, the project may not be continued until a new application is submitted and approved. In addition, if the deadline for reporting and completing the project is not met, the association or group could be denied the opportunity to receive future grant funds under this or other grant programs.
The grant program recipient as a whole is responsible for repairing any public or privately owned fixtures, sidewalks, vegetation, or other features that may be damaged during the course of implementing the project.

Grant recipients must comply with all applicable laws, rules and regulations, as well as obtain all required permits for signs, structures, right-of-way work, etc.

Unless the City agrees to other arrangements in advance, the City will only continue its current level of maintenance in and around the project site after the project is completed. Maintenance of the project area over and above the City's routine maintenance remains the responsibility of the grant recipients. Exceptions will be considered on a case-by-case basis by the Neighborhood Empowerment Grant Advisory Board, as well as by the City Manager or his designee. Approval will be rendered on the basis of benefit to the public.

NEIGHBORHOOD PROJECT MATCHING GRANT
GLOSSARY OF TERMS

Budget estimate – projected expenses for project materials, applicant match, volunteer hours, in-kind donations, cash, etc.

Citizen Project Coordinator – neighborhood resident who is the liaison between the City and the neighborhood.

Deadline – a specified time or date after which completed applications will no longer be considered.

Donations – goods or services with a measurable value given to an association and/or applicant.

Homeowner's Association (HOA) – a mandatory association that is formed when a subdivision is planned and dues are assessed.

In-kind – a value placed on materials, supplies, and/or professional service donations that may be counted toward the grant match. (For example, a donation of landscape material that retails for $100 would count as a $100 match).

Maintenance – the applicant's ongoing care of the project and surrounding area, such as weeding, mowing or watering a landscaped median area.

Match – applicant-provided cash, goods, services, and volunteer hours that are equal to the grant request. (Volunteer hours are valued at $18/hour).

Neighborhood Group – individuals from five or more neighboring businesses and/or households within the city limits of Denton.

Neighborhood Association – a voluntary group of people living in a specific area who came together for the betterment of the neighborhood. (May include HOAs and tenant association).

Tenant Association – renters at an apartment complex.

Public benefit – the positive effects of a project or program upon the community or city-at-large.

Public property – any City-owned land, facility or structure such as recreation centers, parks, or public rights-of-ways.

Right-of-way – any street, avenue, boulevard, highway, sidewalk, alley, or similar place dedicated for vehicular and/or pedestrian use which is controlled by the city, state, or federal government.

FREQUENTLY ASKED QUESTIONS

1. **How many times may my association apply for funding?**

   Associations or groups may apply one time each fiscal year. The City of Denton's fiscal year begins Oct. 1 and ends Sept. 30.

2. **How do I access funds allocated to my project?**

   Upon prior approval of the City Manager and completion of project or implementation of program, neighborhood organizations or project partners that have a Federal Tax ID number may receive a check in the amount of the grant to be deposited into the organization's bank account.

3. **What if my application is not approved?**

   You may request feedback on your application with the Neighborhood Empowerment Grant Advisory Board and are welcome to resubmit your application or you may exercise the appeal process. Community Development is available to assist you with your application.

ELIGIBLE PROJECTS

Below are examples of eligible projects. This is not an all-inclusive list. Applicants are encouraged to submit creative ideas for matching grants.

- Community gardens and landscaping
- Educational program such as lawn care and property maintenance
- Neighborhood signage or identity
- Public art or amenity
- Neighborhood parks and related improvements
- Right-of-way improvements
- Environmental improvements
- Youth programs
- Senior programs
- Programs for persons with disabilities
- Traffic safety
- Community health fair
- Community festivals

(Food cost may not exceed ten percent of the project's total costs.)

INELIGIBLE PROJECTS OR PROJECT EXPENSES

- Motor vehicles of any kind for any purpose
- Payment to individuals or companies to provide services that are available from the City of Denton
- Purchase of real property in the name of the association or any other group, individual, or organization
- Mobile phones, services, associated air time, or similar electronic devices
- Money for individuals, organizations, or groups for their private use or for uses that do not benefit the neighborhood at large (This includes payment for services as rent, telephones, utilities, and internet.)
- Social, political, or fraternal organization memberships
- Field trips or admissions
- Cash prizes
- Yard equipment, chainsaws, weed-eaters, lawnmowers, or similar equipment, unless part of an approved community tool shed (Rental of equipment is permitted.)



NEIGHBORHOOD PROJECT MATCHING GRANT APPLICATION

- Complete the application in full, do not leave any part of the application blank
- If any questions do not apply to your project or event, write or type "N/A"
- Additional sheets may be used if necessary
- Submit the completed application to the City of Denton at 215 W. Hickory St. or email a PDF with all supporting documents to pz@cityofdenton.com
- All applications must be received no later than 5 p.m. on the closing date published on the City's website.
- If you have questions regarding this grant or the application, please call (940) 349-8541.
- For additional information, visit ww nton.com/neighborhoc

1. **Project Title** Amenity Center / Common Area Upgrade

2. **Name of Neighborhood Association or Group**
   Sundance Ranch HOA

3. **Name of Partner (if applicable)**
   NA

4. **The number of Households in your Neighborhood Association or Group** 552

5. **Is your Neighborhood Association or Group registered with the City of Denton Neighborhood Planning Program?** ☐ Yes ☑ No

6. **Federal tax I.D. number (if applicable)**

Page - 1

7. Name, address, phone numbers, and email of **Neighborhood Association or Group** contact person(s):

   a. Name _____

   b. Mailing address _____

   c. City and zip code Denton, Texas 76210

   d. Phone number – day _____ evening _____

   e. email _____

   f. Signature _____ Date 8.31.17

8. Name, address, phone numbers, and email of **Partner(s)** (if applicable):

   a. Name NA

   b. Mailing address _____

   c. City and zip code _____

   d. Phone number - day _____ evening _____

   e. email _____

   f. Signature _____ Date _____

9. Check one or more of the appropriate category your project falls within:

☑ Physical improvements to neighborhood entryways, perimeter areas, street borders and medians, parks, playgrounds, tot lots, and other neighborhood amenity areas. Such improvements may include landscaping, tree plantings, signage, equipment, decorative structures, and similar beautification or enhancement projects. Physical improvement projects must be performed in a public right-of-way or on public property. Projects on property owned by a neighborhood or homeowners association will be considered on a case-by-case basis, if it is shown to provide a communal benefit to the neighborhood.

☐ Public safety programs or initiatives such as safety training, crime or fire prevention programs, traffic deterrent, or calming projects or studies.

☐ Cultural, educational, and recreation programs including literacy programs, leadership training, computer labs, after-school enrichment programs, cultural arts programs, and summer camps.

☐ Neighborhood master plan or comparable studies that focus on enhancing the neighborhood. These must not contain plans currently being developed by the City.

10. Project Description (describe needs, location, partnerships, and expected results).

The Sport Court had missing tiles and became a safety issue. We removed them, now the court will be painted and last many more years. We only have three swings with a baby swing. We wanted to provide more physical play so we added outside slide, spring toys and taller taller. For safety we needed more mulch as the area became larger. Indoor play gym was a safety issue with rotted wood. It had to be replaced and more mulch added. All projects are located @ Amenity Center Complex.

12. Budget Information

a. Total project expenses: $ ~~20,379.91~~ 17,643.91

b. Total amount of money requested (up to $10,000): $ ~~10.00000~~ 8,821.95

c. Neighborhood Match

1. Neighborhood Association Matching Funds: $ 7264.00
2. In-kind donations/Services
   - Volunteer Hours - A minimum **25 percent** of Neighborhood Match must come from volunteer hours, at a rate of **$18 per hour**. For example, 25 percent of a $10,000 matching grant is $2,502, a total of 139 volunteer hours would be required.

     $ 2736.00
   - Monetary Donations $ 0
   - Donated Materials or Supplies $ 0
   - Donated Professional Services $ 0

Total amount of Neighborhood Match: $ 10,000.00

13. Provide an itemized budget showing cost of product(s) and expenditures. A separate sheet may be used if necessary.

See attached

13. **Explain how your association/group plans to accomplish the proposed project. Provide anticipated beginning and completion dates. (Projects must be completed and Programs held by September 1).**

April 2017 is when started ordering material such as playground equipment, mulch, paint for the Sport Court. Projected will be completed September 11, 2017

14. **Explain how your project promotes long term, public benefit to the neighborhood by improving the appearance of the neighborhood, enhancing the quality of life of residents, and establishing community pride in the neighborhood.**

Our Amenity Center will become a gathering place for more members of the Community because we will have upgraded the areas with more and better equipment that will last longer and be much more inviting to our Homeowners to gather and want to use. We will enhance the quality of life and pride in our neighborhood.

15. **Explain how your project promotes maintenance of the neighborhood and improves the public safety and improves public health residents by preserving and enhancing the environment.**

We will be replacing old worn out materials with new modern that are designed to last longer.

16. **Explain how your project is supported by the neighborhood and involves participation from residents in all phases of the project.**

We had volunteers to remove Sport Court pads and clean it.

We had volunteers to remove old mulch and spread new.

17. **Explain how your project promotes "neighborhood," builds relationships, and promotes cooperation among neighbors?**

We had neighbors who did not know one another come together. The Volunteered and became friends. They shared tools and time. All the while building relationships.

18. **Explain how your proposed project involves diverse interests (e.g., business owners and residents, people of different income levels, racial and ethnic groups, or tenants and homeowners)?**

All our residents are at different income levels and ethnic groups. It did not stop any of them from getting down & dirty, hot, sweaty, and tired all together for a common Cause.

19. **Provide the criteria your group has established in order to measure the success of your project or event.**

The Community came together so the Standards of our community could remain in tact and grow and become a place people wanted to move to not from.

20. **Describe the long-term maintenance required for the project, who will perform the maintenance, and how often.** ***(Note: maintenance of the project area is the responsibility of the grant recipient, unless specified herein.)***

We need to insure that the areas improved stay clean and hazardous free. Equipment will be regularly checked by Property Manager and Board of Directors.

Please note in addition to a completed application, the following are required **BEFORE** the project:

- [x] Attend a Neighborhood Project Matching Grant Workshop
- [x] Volunteer Hours Pledge Sheet (A minimum 25 percent of the of Neighborhood Match must come from volunteer hours)
- [x] W-9 Form
- [ ] Neighborhood Project Matching Grant Agreement
- [ ] City of Denton Release and Waiver of Claims, Hold Harmless and Indemnity Agreement.
- [x] Photos of the site prior to any work being conducted

Please note **AFTER** the project the following documentations/materials are required:

- [ ] Final Project Report (no later than 30 days upon completion of the project)
- [ ] Financial Records (invoices, original receipts, contracts, etc.)
- [ ] Photos of finished Project or of Program

VOLUNTEER HOURS PLEDGE SHEET

Project Title: Amenity Center / Common Area Upgrade

Name of Neighborhood Association or Group:

Sundown Ranch HOA

152

NAMES	ADDRESS	DESCRIPTION OF WORK PERFORMED	HOURS PLEDGED
[redacted]	[redacted]	removed spent sg shoveled mulch	28
		removed spent sg	2
		removed spent sg	7
		removed spent sg	4
		removed spent sg	4
		removed spent sg	8
		removed spent sg	8
		remove spent sg	8
		remove spent sg	8
		remove spent sg	8
		layed mulch	1
		layed mulch	2 1/4
		shoveled mulch	2
		shoveled mulch	2
		shoveled mulch	4
		shoveled mulch	4
		shoveled mulch	4
		shoveled mulch	4
		shoveled mulch	4
		shoveled mulch	4
		shoveled mulch	2
		" "	2
		" "	4
		" "	8

VOLUNTEER HOURS PLEDGE SHEET

Project Title: Amenity Center / Common Area Upgrade

Name of Neighborhood Association or Group:

Sundown Ranch HOA

NAMES	ADDRESS	DESCRIPTION OF WORK PERFORMED	HOURS PLEDGED
[redacted]	[redacted]	Shoveled mulch	8
[redacted]	[redacted]	Shoveled mulch	8
[redacted]	[redacted]	Shoveled mulch	4

140 Total

VOLUNTEER HOURS PLEDGE SHEET

Project Title: Play yard at Sundown Ranch

Name of Neighborhood Association or Group:

Sundown Ranch HOA

119

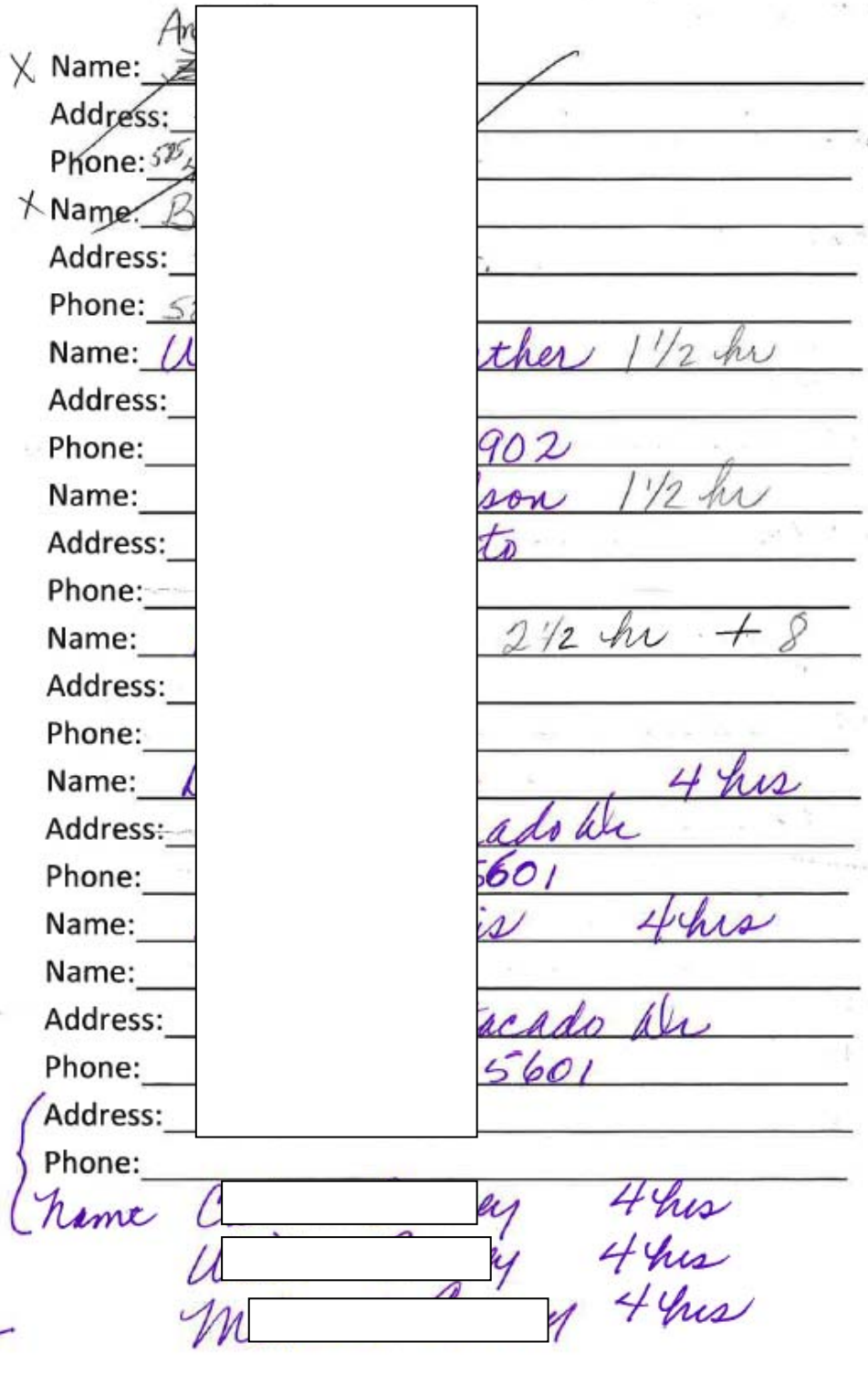
13 needed

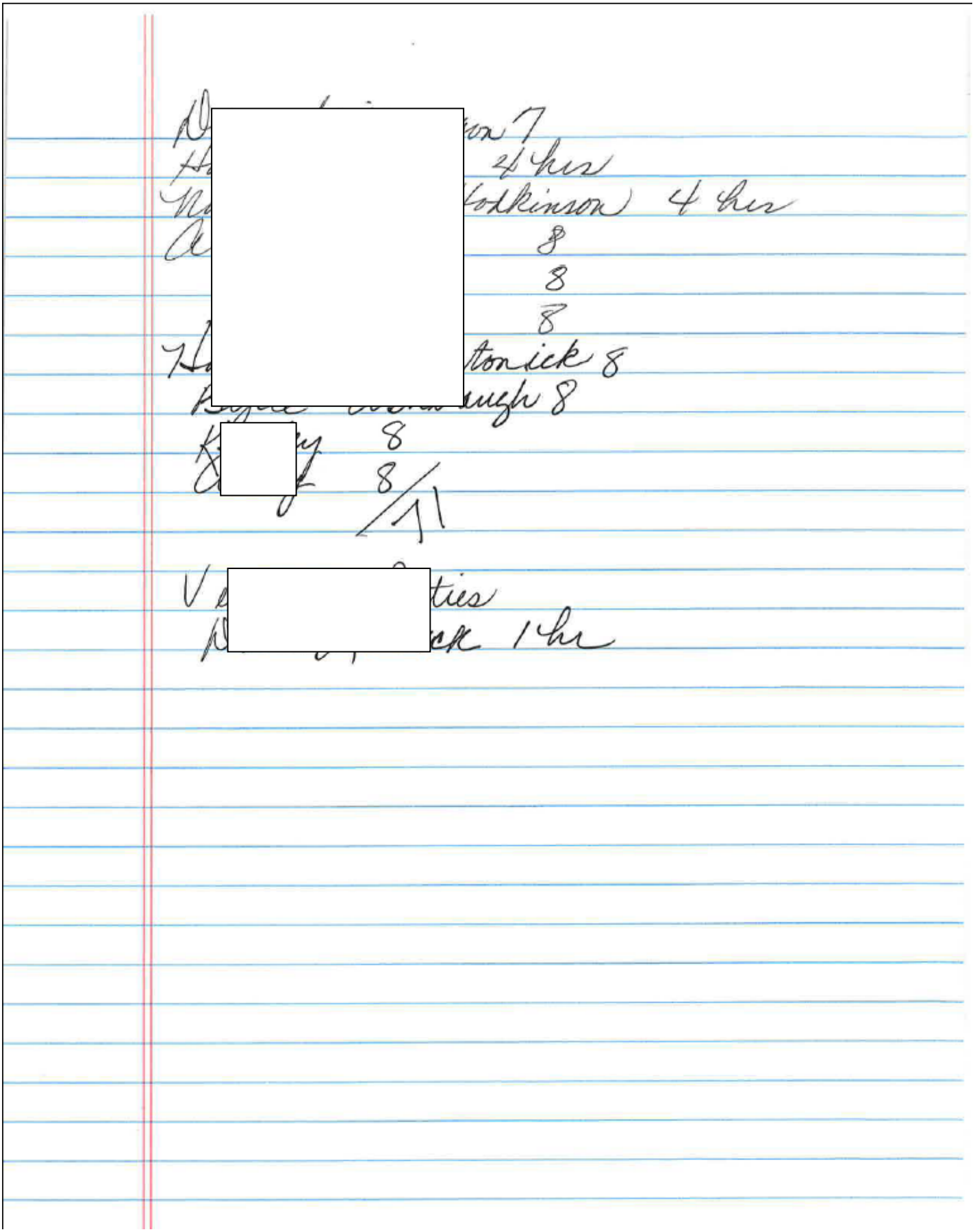
NAMES	ADDRESS	DESCRIPTION OF WORK PERFORMED	HOURS PLEDGED
[redacted]	[redacted]	* meet to discuss	28
[redacted]	[redacted]	meet to discuss	~~28~~ 6
[redacted]	[redacted]	meet to discuss	~~28~~ 6
[redacted]	[redacted]	~~meet to discuss~~	~~28~~ 6
[redacted]	[redacted]	~~meet to discuss~~	~~28~~
[redacted]			26
[redacted]		removed sport sqs	16 hrs.
[redacted]		" " "	2 hrs.
[redacted]		" " "	2 hrs
[redacted]			2 hrs
[redacted]		" " "	7 hrs
[redacted]		" " "	4 hrs
[redacted]		" " "	4 hrs
[redacted]			8 hrs
[redacted]			8 hrs
[redacted]			8 hrs
[redacted]			8 hrs
[redacted]			8 hrs
[redacted]			1 hr 78

* first meeting to discuss and decide what play equipment needed and cover for Sport Court the rest of hours will be earned by putting play equipment in place

Signup Sheet for Volunteers:

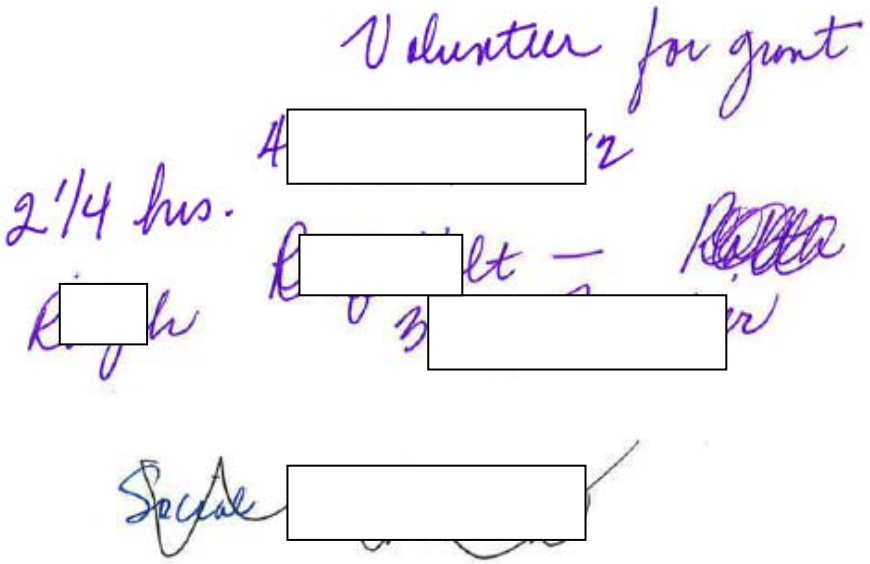
1. To remove mulch





D[redacted]on 7
H[redacted] 4 hrs
N[redacted]odkinson 4 hrs
A[redacted] 8
[redacted] 8
[redacted] 8
H[redacted]tonick 8
[redacted]ugh 8
K[redacted]y 8
A[redacted] 8/71

V[redacted]ties
D[redacted]ck 1 hr


Volunteer for grant
2 1/4 hrs.

3. Help Spread New Mulch

Name:_____
Address:_____
Phone:_____
Name:_____
Address:_____
Phone:_____
Name:_____
Address:_____
Phone:_____
Name:_____
Address:_____
Phone:_____
Name:_____
Address:_____
Phone:_____
Name:_____
Address:_____
Phone:_____
Name:_____
Address:_____
Phone:_____
Name:_____
Address:_____
Phone:_____











Sundown Ranch Community HOA					
DATE	QTY	VENDOR	DESCRIPTION OF PURCHASED OR DONATED ITEM	AMOUNT	TOTAL COST OF PROJECT
Physical Improvements					17,229.91
3/28/2017	1.00	APC Play	4' Freestanding Wave Slide	$3,249.00	13,980.91
3/28/2017	1.00	APC Play	Jet Plane Spring Rider-Double Seat	$1,240.00	12,740.91
3/28/2017	1.00	APC Play	Classic Teeter Totter	$725.00	12,015.91
3/28/2017	1.00	APC Play	Whale Spring Rider	$578.00	11,437.91
3/28/2017	1.00	APC Play	Frog Spring Rider	$578.00	10,859.91
3/28/2017	1.00	APC Play	2-Hump M-Style Bike Rack in ground mount	$384.00	10,475.91
3/28/2017	1.00	APC Play	Shipping and Handling	$769.00	9,706.91
3/28/2017	1.00	APC Play	Tax	$557.21	9,149.70
					9,149.70
7/19/2017	60 yards	Child's Play, Inc	Wood Fiber Engineered Mulch	$1,560.00	7,589.70
7/19/2017	1.00	Child's Play, Inc	Tax	$128.70	7,461.00
					7,461.00
8/22/2017	2.00	Bull's Eye Design	BB court Outside surface and lines, 4900		7,461.00
			Repaint indoor lines for hoops only 2975	~~$4,725.00~~	2,736.00
					2,736.00
	152.00	Work dates were several weeks	Volunteer Hours	~~$2,736.00~~	0.00
					0.00
					0.00
					0.00
		Note: The figures turned in are not the			0.00
		same as originally sent in because			0.00
		the shipping, handling, and tax were			0.00
		not included as they are on this			0.00
		spread sheet.			0.00
					0.00
					0.00
					0.00
				~~$ 17,229.91~~	

17,643.91

APC★PLAY

PLAY... It's What We Do Best!

Prepared By	Brian Latture
Email	brian@apcplay.com
Phone	(888) 401-6446 x108
Fax	(888) 723-6231

Contact Name	V[redacted]
Email	vn[redacted]ent.com
Phone	(4[redacted]

Quote Number	[redacted]
Quote Name	Sundown Ranch (Playground Equipment Quote)
Created Date	3/28/2017
Expiration Date	5/1/2017

Bill To Name	Texas Star Community Management
Bill To	6401 Custer Road Suite 2020 Mckinney, Texas 75070

Ship To Name	Texas Star Community Management
Ship To	3449 Sundown Blvd Denton, Texas 76210

Product	Product Code	Line Item Description	List Price	Sales Price	Quantity	Total Price
4' Freestanding Wave Slide	TFR08034XX	4' Freestanding Wave Slide	$3,249.00	$3,249.00	1.00	$3,249.00
Jet Plane Spring Rider - Double Seat	90018316XX	Jet Plane Spring Rider - Double Seat	$1,240.00	$1,240.00	1.00	$1,240.00
Classic Teeter	90017009XX	Classic Teeter	$826.00	$725.00	1.00	$725.00
Whale Rider	90018201XX	Whale Spring Rider features single-piece rotomolded plastic body with spring, hardware, and instructions. • Child Capacity: 1 • Use Zone: 14' x 15'	$578.00	$578.00	1.00	$578.00
Frog Rider	90018202XX	Frog Rider	$578.00	$578.00	1.00	$578.00
2-Hump M-Style Bike Rack - In Ground Mount	MSBR2XX	2-Hump M-Style Bike Rack - In Ground Mount	$384.00	$384.00	1.00	$384.00

Subtotal	$6,754.00	Shipping and Handling	$769.00
		Tax	$557.21
		Grand Total	$8,080.21

Items to Note & Special Instructions

Product normally ships within 3-4 weeks from when your order is processed. Price EXCLUDES: assembly, sitework, underground line location, permits, lift gates & impact fees. Site must be clear, level and accessible at time of installation. If rock, concrete or any obstacle is found during installation, additional charges may apply. Customer is responsible for any taxes that may apply. Specific vendor registration and/or insurance requirements may result in additional fees. If order is cancelled a 25% fee may be assessed.

I APPROVE THIS PROJECT. LETS GET STARTED!

Approval and acceptance of this proposal may be executed by signing below and faxing or emailing back to the contact information listed above. Unless prior arrangements are approved, payment of equipment due in full upon receipt of invoice. By signing below, you agree to the terms and conditions found here: https://apcplay.com/terms-conditions/.

Company: Date:

Authorized Purchaser: Title:



Child's Play, Inc.

10661 Shady Trail
Dallas, TX 75220
(P) 972-484-0600 (F) 972-484-0333

BILL TO
Sundown Ranch
3449 Sundown Ranch
Denton, Tx 75070

SHIP TO
D
S
3
D

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2017	07/19/2017	$1,688.70	08/18/2017	Due on Completion	

P.O. NO.	PROJECT	SALES REP
Signed Quote	EWF for 2 areas	GL

DESCRIPTION	QTY	PRICE EACH	AMOUNT
Wood Fiber Engineered Wood Fiber Quantity is rounded up to nearest 5 yard increment. Total is for 2 play areas Installation is not included.	60	26.00	1,560.00T

SUBTOTAL	1,560.00
TAX (8.25%)	128.70
TOTAL	1,688.70
BALANCE DUE	**$1,688.70**

AUG 1 6 2017 RTM

Bull'sEye Design Concepts
3214 Blackburn St
Dallas, TX 75204
Phone 214-536 7104 Email. derrickturnbull@gmail com

No 71717

Proposal

CUSTOMER

Name [redacted] Sundown Ranch HOA
Address [redacted] Blvd
City Denton State TX Zip 76210
Phone (817) 899 8578 Email [redacted]gmail.com

MISC

Date 7 17 17
Install Date
Rep
FOB

PROJECT

Qty	Description			Total
1	Flexi Pave Acrylic Basketball Court (Surface and lines only) Two Tone Colors with Painted court lines for Basketball HS 3 point line	Approx.	35 x 80	2800 SF	$4 900
1	Repaint the lines for the indoor hoops court				$2 975
			Total		$7875

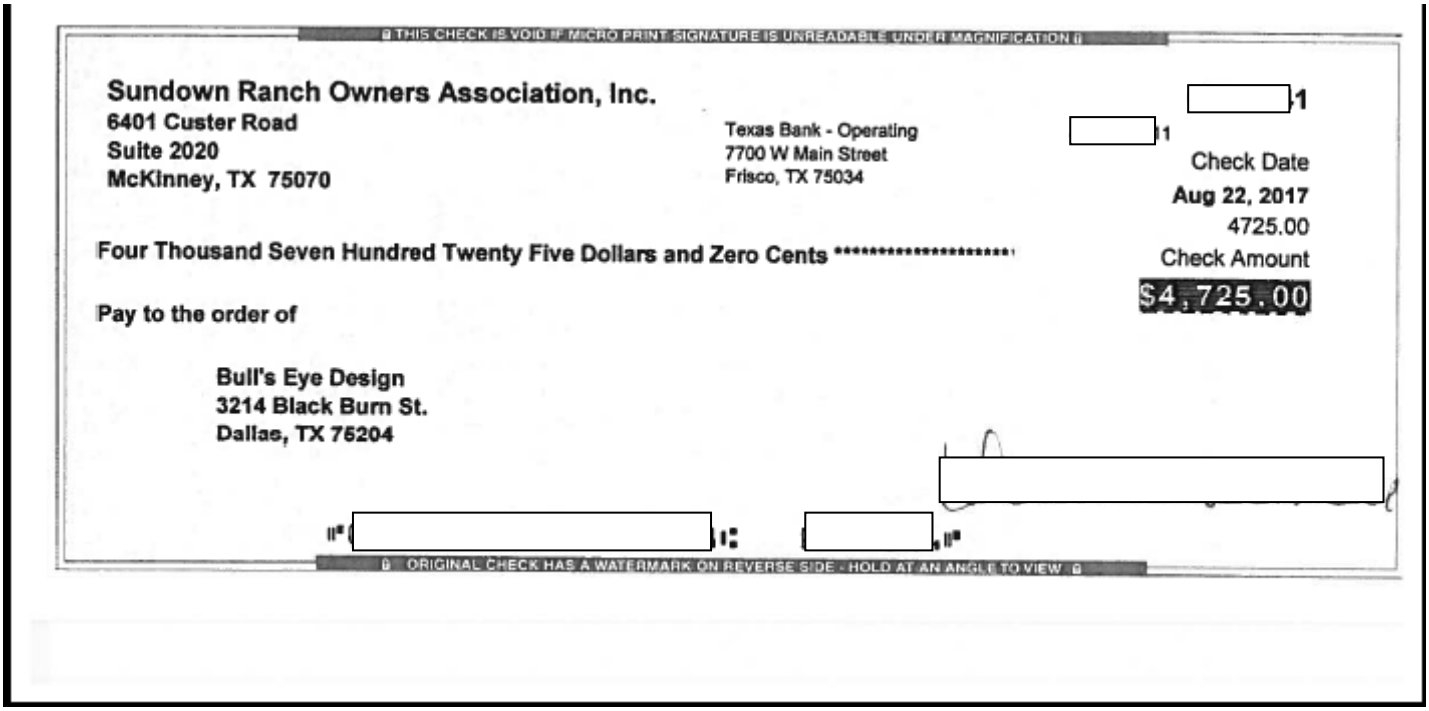
Date

Shipping &Handling
Tax Rate(s) N C
Total Due
Deposit Due

SPECIAL INSTRUCTIONS
Payment terms 60% upon approval of bid 40% upon completion
Pricing good for 30 days from date

We appreciate your business!

[redacted] 8-16-17



THIS CHECK IS VOID IF MICRO PRINT SIGNATURE IS UNREADABLE UNDER MAGNIFICATION

Sundown Ranch Owners Association, Inc.
6401 Custer Road
Suite 2020
McKinney, TX 75070

Texas Bank - Operating
7700 W Main Street
Frisco, TX 75034

[redacted]1

Check Date
Aug 22, 2017
4725.00
Check Amount
$4,725.00

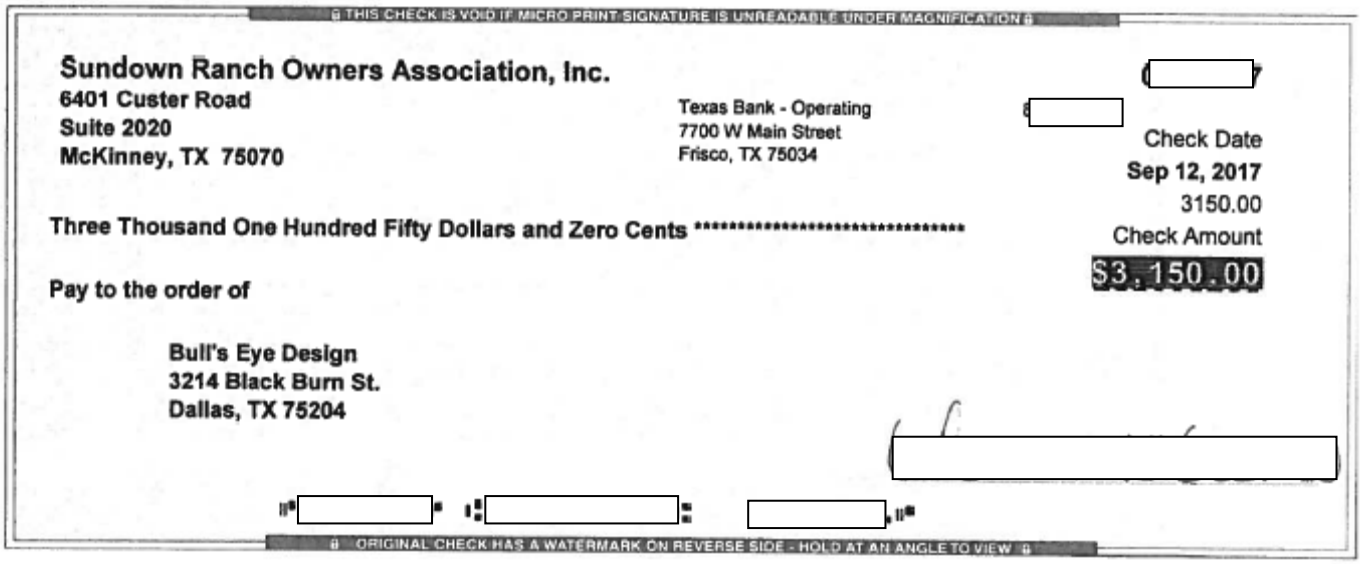
Four Thousand Seven Hundred Twenty Five Dollars and Zero Cents **********

Pay to the order of

Bull's Eye Design
3214 Black Burn St.
Dallas, TX 75204

[redacted]

ORIGINAL CHECK HAS A WATERMARK ON REVERSE SIDE - HOLD AT AN ANGLE TO VIEW



THIS CHECK IS VOID IF MICRO PRINT SIGNATURE IS UNREADABLE UNDER MAGNIFICATION

Sundown Ranch Owners Association, Inc.
6401 Custer Road
Suite 2020
McKinney, TX 75070

Texas Bank - Operating
7700 W Main Street
Frisco, TX 75034

[redacted]7

Check Date
Sep 12, 2017
3150.00
Check Amount
$3,150.00

Three Thousand One Hundred Fifty Dollars and Zero Cents **********

Pay to the order of

Bull's Eye Design
3214 Black Burn St.
Dallas, TX 75204

[redacted]

ORIGINAL CHECK HAS A WATERMARK ON REVERSE SIDE - HOLD AT AN ANGLE TO VIEW

Form **W-9**
(Rev. December 2011)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)
SUNDOWN RANCH OWNERS ASSOCIATION

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☑ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Other (see instructions) ▶

☐ Exempt payee

Address (number, street, and apt. or suite no.)
☐ **LEGACY DRIVE, SUITE** ☐

Requester's name and address (optional)

City, state, and ZIP code
FRISCO, TX 75034

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
☐☐☐ - ☐☐ - ☐☐☐☐

Employer identification number
☐☐-☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here | **Signature of U.S. person** ▶ | **Date** ▶ 10.9.17

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/ disregarded entity name" line.

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/ disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),

2. The United States or any of its agencies or instrumentalities,

3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,

4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or

5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,

7. A foreign central bank of issue,

8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,

9. A futures commission merchant registered with the Commodity Futures Trading Commission,

10. A real estate investment trust,

11. An entity registered at all times during the tax year under the Investment Company Act of 1940,

12. A common trust fund operated by a bank under section 584(a),

13. A financial institution,

14. A middleman known in the investment community as a nominee or custodian, or

15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over $600 required to be reported and direct sales over $5,000 [1]	Generally, exempt payees 1 through 7 [2]

[1] See Form 1099-MISC, Miscellaneous Income, and its instructions.

[2] However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at *www.ssa.gov*. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/businesses* and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: *A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.*

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

Signature requirements. Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account [1]
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor [2]
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee [1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner [1]
5. Sole proprietorship or disregarded entity owned by an individual	The owner [3]
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	**Give name and EIN of:**
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity [4]
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov*. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: *spam@uce.gov* or contact them at *www.ftc.gov/idtheft* or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Friday Report - Council Requests FY 26-27

	Summary of Request or Item	Council Member Requestor	Date Received	Staff Assigned	Department	Comments	Action
1	Safe Routes to School Project FAQ	Council Member Rumohr	11/03/26	Seth Garcia	Capital Projects & Street Ops	Response sent.	Complete
2	Sidewalk Gap on Meadowlands	Council Member Holland	11/11/26	Farhan Butt	Development Services	Response sent.	Complete
3	TxDOT Road Safety	Council Member Rumohr	11/16/26	Farhan Butt	Development Services	Response sent.	Complete
4	Event Noise Exemption	Mayor Pro Tem Stevens	11/16/26	Jen Basham	Parks	Response sent.	Complete
5	Sycamore and Mulberry Signals Timeline	Council Member Rumohr	11/10/26	Seth Garcia	Capital Projects & Street Ops	Response sent.	Complete
6	Development Plan for US 380 Site	Council Member Rumohr	11/17/26	Charlie Rosendahl	Development Services	Response sent.	Complete
7	Oak Street Transportation Safety	Mayor Pro Tem Stevens	11/10/26	Farhan Butt	Development Services	Response sent.	Complete
8	Windsor Closure Detour	Council Member Ferrie Council Member Holland Council Member Rumohr	11/17/26	Seth Garcia	Capital Projects & Street Ops	Response sent.	Complete
9	Status of Lane Closure on US 380	Council Member Rumohr	11/17/26	Seth Garcia	Capital Projects & Street Ops	Response sent.	Complete
10	Sherman Basin Litter Follow Up	Mayor Pro Tem Stevens	10/30/26	Jesse Kent	Community Services	Response sent.	Complete
11	Wiggly Field Dog Incident	Mayor Pro Tem Stevens	11/11/26	Tony Salas	Police	Response sent.	Complete
12	Hodge Elementary Traffic Layout Request	Council Member Ferrie Council Member Holland	11/12/26	Charlie Rosendahl	Development Services	Response sent.	Complete
13	Video Remote Interpreting (VRI) for Meetings	Council Member Ferrie	11/17/26	Kayla Herrod	Marketing and Communication	Response sent.	Complete
14	Windsor and Hanover Intersection Safety	Council Member Ferrie	11/17/26	Farhan Butt	Development Services	Response sent.	Complete
15	Lighting under US 380 and 288 Overpass	Council Member Ferrie	11/17/26	Farhan Butt	Development Services	Response sent.	Complete
16	Two Left Turn Lanes on US 380 at I-35	Council Member Ferrie	11/17/26	Farhan Butt	Development Services	Response sent.	Complete
17	Speed Limit Change Notifications	Council Member Ferrie	11/17/26	Farhan Butt	Development Services	Response sent.	Complete
18	Bonnie Brae Intersection Safety	Council Member Ferrie	11/17/26	Farhan Butt	Development Services	Referred to staff.	In Progress
19	Lakewood Estates Fence	Council Member Holland	11/11/26	Jesse Kent	Community Services	CMO Review	In Progress
20	Illegal Dumping	Mayor Watts	11/16/26	Charlie Rosendahl	Capital Projects & Street Ops Development Services Police	CMO Review	In Progress
21	Fire Sprinkler Permit Requirements	Council Member Ferrie	11/16/26	Kenneth Hedges	Fire	Referred to staff.	In Progress
22	Eagle Creek Litter	Mayor Watts	11/16/26	Jen Basham	Parks	CMO Review	In Progress
23	311 Response Data	Council Member Rumohr	11/18/26	Antonio Puente	DME	CMO Review	In Progress
24	SRTS Sidewalk Clarification	Council Member Rumohr	11/18/26	Farhan Butt, Seth Garcia	Capital Projects & Street Ops Development Services	Referred to staff.	In Progress
25	Street Art Safety Grant Opportunity	Council Member Ferrie Council Member Holland Mayor Pro Tem Stevens	11/19/26	Charlie Rosendahl, Farhan Butt	Development Services	Referred to staff.	In Progress
26	Popo Gonzalez Day Labor Site Facilities	Council Member Ferrie	11/17/26	Christine Taylor	CMO	Referred to staff.	In Progress
27	Cable Held Up by Tree	Council Member Ferrie	11/19/26	Antonio Puente	DME	Referred to staff.	In Progress
28	Request for filming location	Council Member Holland	11/19/26	Brittany Sotelo	Economic Development	Referred to staff.	In Progress
29	Marietta Street Parking Markings Scope Change	Council Member Rumohr	11/20/26	Charlie Rosendahl	Development Services	Referred to staff.	In Progress
30	Riding a Bicycle on North Sherman	Council Member Rumohr	10/26/26	Farhan Butt	Development Services	Feedback shared with TxDOT. Anticipated response from them on 11/19, & staff response scheduled for 11/24	Scheduled

City of Denton

Meeting Calendar

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

Criteria : Begin Date: 11/23/2026, End Date: 2/26/2027

Date	Time	Meeting Body	Meeting Location
December 2026			
12/1/2026	11:00 AM	Denton City Public Facility Corporation	Council Work Session Room
12/1/2026	12:00 PM	City Council	Council Work Session Room & Council Chambers
12/2/2026	12:00 PM	Tax Increment Reinvestment Zone Number One Board	Development Service Center
12/3/2026	8:00 AM	Agenda Committee	Council Work Session Room
12/3/2026	8:30 AM	Downtown Economic Development Committee	Development Service Center
12/3/2026	4:00 PM	Public Art Committee	Civic Center Community Room
12/4/2026	11:00 AM	Tax Increment Reinvestment Zone Number One Board	Development Service Center
12/7/2026	9:00 AM	Public Utilities Board	Council Work Session Room
12/7/2026	6:00 PM	Parks, Recreation and Beautification Board	Civic Center Community Room
12/9/2026	11:00 AM	Economic Development Partnership Board	Development Service Center
12/9/2026	1:00 PM	Sustainability Framework Advisory Committee	City Council Work Session Room
12/9/2026	3:00 PM	Airport Advisory Board	Airport Terminal Meeting Room
12/10/2026	3:00 PM	Health & Building Standards Commission	Development Service Center
12/10/2026	5:30 PM	Capital Improvement Advisory Committee	Development Service Center
12/14/2026		Public Utilities Board	Council Work Session Room
12/14/2026	5:30 PM	Board of Ethics	Council Work Session Room
12/14/2026	5:30 PM	Library Board	North Branch Library
12/14/2026	5:30 PM	Zoning Board of Adjustment	Development Service Center

Date	Time	Meeting Body	Meeting Location
12/15/2026	2:00 PM	City Council	Council Work Session Room & Council Chambers
12/16/2026	10:00 AM	Mobility Committee	Council Work Session Room
12/16/2026	5:00 PM	Planning and Zoning Commission	Council Work Session Room & Council Chambers
12/17/2026	5:30 PM	Capital Improvement Advisory Committee	Development Service Center
12/23/2026	1:00 PM	Civil Service Commission	City Hall East Human Resources Training Room
12/31/2026		City Council	Council Chambers
January 2027			
1/12/2027	2:00 PM	City Council	Council Work Session Room & Council Chambers
1/20/2027	6:00 PM	Denton Police Department Chief of Police Advisory Board	Public Safety Training Center 719 E. Hickory Street Denton, Texas 76205
1/27/2027	12:00 PM	Tax Increment Reinvestment Zone Number One Board	Development Service Center
February 2027			
2/2/2027	2:00 PM	City Council	Council Work Session Room & Council Chambers
2/16/2027	2:00 PM	City Council	Council Work Session Room & Council Chambers

Tentative Work Session Topics and Meeting Information
Updated: November 17, 2026

Meeting Date	Item	Legistar ID	Departments Involved	Type	Estimated Time
December 1 Work Session (@12:00 p.m.) Regular Meeting (@ 6:30 p.m.)	A. DME Net Income/Fund Balance Follow-up	26-1889	**Finance**	City Business	0:45
	B. Boards and Commissions Update	26-1855	**City Secretary's Office**	Council Request	1:00
	C. Citizens' Committee of Art and Culture	26-1856	**City Manager's Office**	Council Request	0:30
	D. Minimum Parking Reduction Pilot Program	26-1607	**Development Services**	City Business	0:45
	E. MUD Policy	26-1611	**Development Services**	City Business	1:00
	X. Two Minute Pitch:	26-0637	**City Manager's Office**	Council Request	0:30
	Closed Meeting Item(s): Review candidates and determine semifinalists for in-person interviews.		**Legal (if any)**	City Business	2:00
				Total Est. Time:	6:30
	Other Major Items for Meeting:				
December 15 Work Session (@2:00 p.m.) Regular Meeting (@ 6:30 p.m.)	A. Hold for City Manager Interviews	TBD			0:00
	X. Two Minute Pitch:	26-0638	**City Manager's Office**	Council Request	0:00
	Closed Meeting Item(s): Interviews		**Legal (if any)**	City Business	4:15
				Total Est. Time:	4:15
	Other Major Items for Meeting:				
~2027~					
January 12 Work Session (@2:00 p.m.) Special Called Meeting (Upon conclusion of the WS)	A. New Market Tax Credit	TBD	**City Manager's Office**	City Business	0:30
	B. Monthly Financial Update	TBD	**Finance**	City Business	0:30
	C. Parks Update	TBD	**Parks**	City Business	0:45
	D. 2023 Affordable Housing Bond Update	26-1692	**Community Services**	City Business	0:45
	E. Community Forever Village	26-2429	**Development Services**	City Business	0:45
	F. Financial Planning Audit	25-2153	**Internal Audit**	City Business	0:15
	X. 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:	4:00
	Other Major Items for Meeting:				
February 2, 2027 Work Session (@2:00 p.m.) Regular Meeting (@ 6:30 p.m.)	A. Placeholder - Legislative Session Update	TBD	**City Manager's Office**	City Business	0:10
	B. Monthly Financial Update	TBD	**Finance**	City Business	0:15
	C. HOT Funds & Sponsorship Allocation Process	TBD	**Finance**	City Business	1:00
	D. Ethics Ordinance Update	TBD	**City Manager's Office**	Council Request	0:30
	E. Body-Worn Cameras Audit Follow-up	TBD	**Internal Audit**	City Business	0:15
	F. Franchise Fees Audit Follow-up	TBD	**Internal Audit**	City Business	0:15
	G. Network Management Audit Follow-up (Closed)	TBD	**Internal Audit**	City Business	0:15
	H. Tree and Landscape Code	26-1608	**Development Services**	City Business	1:00
	X. Two Minute Pitch:	TBD	**City Manager's Office**	Council Request	0:30
	Closed Meeting Item(s): Hunter/Cole Impact Fees		**Legal (if any)**	City Business	0:30
				Total Est. Time:	4:30
	Other Major Items for Meeting:				
February 16, 2027 Work Session (@2:00 p.m.) Regular Meeting (@ 6:30 p.m.)	A. Placeholder - Legislative Session Update	TBD	**City Manager's Office**	City Business	0:10
	B. Quakertown Memorial Fund	TBD	**Finance**	Council Request	0:30
	C. City-Wide Fiscal Impact Analysis	TBD		Council Request	0:30
	D. July Fireworks Options	TBD		City Business	0:45
	E. Downtown TIRZ Funding Category Amendments	TBD	**Economic Development**	Council Request	0:30
	F. Development Code Review Committee Work Plan	TBD	**Development Services**	Council Request	0:45
	G. Eco Dev Catalyst Projects	TBD	**Economic Development**	City Business	1:00
	X. Two Minute Pitch:	TBD	**City Manager's Office**	Council Request	0:30
	Closed Meeting Item(s): MUD 12 Update		**Legal (if any)**	City Business	0:30
				Total Est. Time:	5:00
	Other Major Items for Meeting:				
March 2, 2027 Work Session (@2:00 p.m.) Regular Meeting (@ 6:30 p.m.)	A. Placeholder - Legislative Session Update	TBD	**City Manager's Office**	City Business	0:10
	B. Monthly Financial Update	TBD	**Finance**	City Business	0:15
	C.	TBD		City Business	0:00
	D.	TBD		City Business	0:00
	X. 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:	1:15
	Other Major Items for Meeting:				
March 23, 2027 Work Session (@2:00 p.m.) Special Called Meeting (@ 6:30 p.m.)	A. Placeholder - Legislative Session Update	TBD	**City Manager's Office**	City Business	0:10
	B. External Audit	26-0001	**Finance**	City Business	0:30
	C. Long Term Financial Policies	TBD	**Finance**	City Business	1:00
	D. Alternative Schedule Pilot Program	TBD	**City Manager's Office**	City Business	1:00
	X. 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:				
April 7, 2027 Joint Session with Denton ISD (@12:00 p.m.)	A.	TBD		City Business	0:00
	B.	TBD		City Business	0:00
	C.	TBD		City Business	0:00
	D.	TBD		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 7, 2027 Work Session (@2:00 p.m.) Regular Meeting (@ 6:30 p.m.)	A. Demographer	TBD		City Business	1:00
	B. City-funded Construction Projects	TBD	**Capital Projects**	Council Request	0:45
	C. Audit Project 050-Weather Related Preparedness	26-2008	**Internal Audit**	City Business	0:30
	D.	TBD		Council Request	0:30
	Closed Meeting Item(s):		**Legal (if any)**	City Business	0:30
				Total Est. Time:	3:15
	Other Major Items for Meeting:				
	A. Alternative Work Schedules Pilot Program	TBD	**City Manager's Office**	City Business	1:00

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

Meeting Date	Item	Legistar ID	Departments Involved	Type	Estimated Time
May 4, 2027 Work Session (@2:00 p.m.) Regular Meeting (@ 6:30 p.m.)	B. Fee Waiver or Reduction for Affordable Housing	TBD	**Development Services** **Community Services**	Council Request	0:45
	C.	TBD		City Business	0:00
	D.	TBD		Council Request	0:30
	Closed Meeting Item(s):		**Legal (if any)**	City Business	0:30
				Total Est. Time:	2:45
	Other Major Items for Meeting:				
May 11, 2027 Special Called Canvassing (@ 12:00 pm)	A.	TBD		City Business	0:00
	B.	TBD		City Business	0:00
	C.	TBD		City Business	0:00
	D.	TBD		Council Request	0:00
	Closed Meeting Item(s):		**Legal (if any)**	City Business	0:30
				Total Est. Time:	0:30
	Other Major Items for Meeting:				
May 18, 2027 Work Session (@2:00 p.m.) Regular Meeting (@ 6:30 p.m.)	A. HOT Fund & Sponsorship Allocation	TBD		City Business	1:00
		TBD		City Business	0:00
		TBD		City Business	0:00
		TBD		Council Request	0:30
	Closed Meeting Item(s):		**Legal (if any)**	City Business	0:30
				Total Est. Time:	2:00
	Other Major Items for Meeting:				
To Be Scheduled	Denton Housing Authority	26-1002	**Community Services**	City Business	0:45

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