



GARLAND
INTERNAL AUDIT

**Garland Women's
Activities Building
Council, Inc.
Use Agreement**



City Auditor:
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October 15, 2018
Report 201810

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Executive Summary

On October 5, 1976, the City of Garland (City) entered into a Use Agreement with the Garland's Women's Activities Building Council, Inc. (WABC) for use, maintenance, and operation of the Women's Activities Building located in downtown Garland. Per this agreement, the WABC agreed to provide programs of interest to the public, including, but not limited to, educational, social, and cultural seminars which promulgate participation from all segments of the City. Also, as stated in the WABC's Articles of Incorporation, the purpose of WABC is to provide those programs to stimulate interest in the areas of art, literature, and crafts for all women of the City of Garland.

According to the WABC Board, upon execution of this agreement they were very active in the community for several years and offered a variety of programs. Membership records from 1991, show that the WABC had over 200 members. However, membership has gradually declined and currently only has 30 members.

During the scope of the audit, the WABC offered limited programs of interest to the public. They currently do not have any outreach programs to identify the interest of various segments of Garland Women and to attract new members and/or officers. The building is mainly used as a rental facility for non-profit organizations (including 5 women's groups) and citizens.

The building office is open Monday through Thursday from 8 AM – 2 PM. Office duties are not segregated and records are not consistently maintained to mitigate risks and provide audit trails.

There are two areas where the WABC is not in compliance with the Use Agreement:

- They do not provide supervision for all functions held at the facility.
- Internal developed House Rules have not been presented to the City for approval.

The City has provided subsidies and services to the WABC in accordance with the Use Agreement. This averages approximately \$21K per year. Based on IA's analysis of the WABC's financials, they will not be able to continue its operation (as it is) without the City's continuing support.

IA recommends the City to re-evaluate the Use Agreement with the WABC to determine the best method to serve the needs and activities of Garland Citizens, especially women.

Authorization

This audit was conducted under the authority of Article IV, Section 8 of the Garland City Charter and in accordance with the Annual Audit Plan approved by the Garland City Council.

Objective(s)

A. Determine if the City's Use Agreement with the WABC and current operation serve the needs and activities of Garland Citizens.

B. Verify if the WABC and the City are in compliance with the terms and conditions listed in the Use Agreement.

Scope and Methodology

IA conducted this performance audit in accordance with Generally Accepted Government Auditing Standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

The scope of this audit is from June 1, 2013 (FY/2014) through May 31, 2018 (FY/2018), with the exception of WABC's programs (October 2011–May 2018), WABC's membership rosters (FY/1991–FY/2018), WABC Annual Contracts (January 2018–July 2019), WABC Individual contracts (June 2018–December 2018) and building repairs (August 2012 and June 2018). Please note WABC's Fiscal Year starts in June and ends in May.

To adequately address the audit objectives and to describe the scope of our work on internal controls, IA:

- Conducted interviews with the WABC Board/Staff and reviewed supporting evidence to understand the mission and types of educational, social, cultural and/or other programs of public interest provided by the WABC. (Obj. A & B)
- Performed a walkthrough of the facility to evaluate furnishings, landscaping, and building condition. (Obj. B)
- Obtained and reviewed House Rules, membership details, booking calendars, third-party rental agreements, financial records, board meeting minutes, etc. to understand the WABC's operation. (Obj. A & B)
- Conducted surveys of cities for benchmarking purposes. (Obj. A)
- Conducted meetings and inquiries with various City departments and reviewed supporting evidence to evaluate the services provided by the City. (Obj. B)
- Obtained and reviewed insurance policies from both the WABC and the City to determine if coverage is adequate. (Obj. B)
- Reviewed the WABC's treasury reports and tax returns to assess the WABC's financial independence without the City's subsidy and/or services. (Obj. B)
- Reviewed City Council minutes and City Secretary records to identify details regarding Federal Revenue sharing funds. (Obj. A & B)

To assess the reliability of City reports originated from Customer Service, Parks and Facilities departments, IA interviewed the respective departments and compared the reports to the applicable systems and financial records to verify accuracy. The intent of this assessment was to estimate costs of City services provided to WABC, not a detailed study of each system. As a result of our assessment, IA determined the data was reliable and sufficient for purposes of this report.

To assess the reliability of the WABC Treasury Reports, IA traced transactions to available source documents and conducted interviews with the Building Manager. IA was not able to obtain all of the supporting documentation for expenses and Individual Renter contracts. However, IA was able to assess the reliability of Annual rental fees, City subsidy and services for purpose of this report.

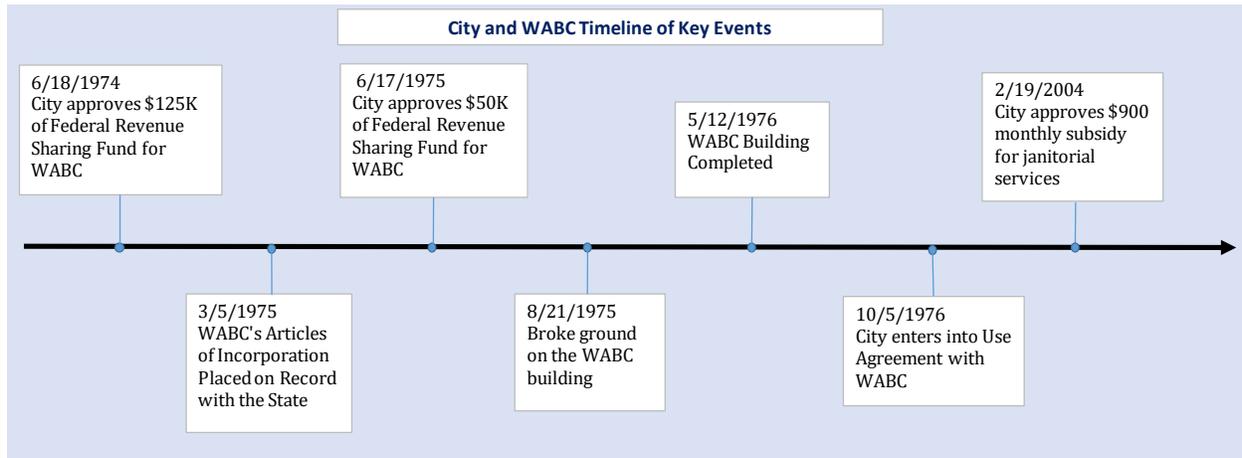
Background

During the mid-1900s, the women of Garland had many clubs and societies of one sort or another, however, they did not have their own building or proper space to meet. They met in different members' homes and churches. In 1970, the Garland Federation of Women's Clubs (Federation) formed a committee entitled Future Women's Building in order to fund construction of a meeting space for women's organization. Data was collected from a survey that showed an active interest in the project. There were more than 35 member clubs in the Federation in Garland during this time. In 1973, the various clubs decided to combine their efforts to obtain support from politicians. In 1974, the Federation led the charge and requested the City Council to allocate funding from the Federal Revenue Sharing Fund* to construct a building. The City Council approved this request and granted \$125K from the Federal Revenue Sharing Fund. The following year, the City Council approved another \$50K from the same source. During this time frame, the WABC was formed and played a significant role in raising additional funds for the building from various individuals, businesses and organizations.¹

On October 5, 1976, City Council approved Resolution no. 2617 authorizing the City Manager to enter into a Use Agreement with the Garland Women's Activities Building Council, Inc. for use, maintenance, and operation of the Women's Activities Building located at 713 Austin Street, Garland, Texas.

* IA was not able to locate any details/restrictions regarding the Federal Revenue Sharing Fund.

The timeline¹ below summarizes key dates leading up to and following the Use Agreement:



Use Agreement

The Use Agreement contains several conditions to be met by both the City and the WABC. Some of those requirements include:

City Services (Section II)

The City agrees to perform the following:

1. Provide fire and comprehensive liability coverage for the premises, except that coverage beyond that included in the City's general policy shall be responsibility of the WABC.
2. Provide police surveillance on a regular basis as provided other municipal facilities.
3. Provide electricity, sewer, and water utilities at the expense of the City, as is provided all other municipal buildings.
4. Provide garbage and trash pickup on a regular basis.
5. Provide heating/air conditioning maintenance with regular inspections of roof units and repair when necessary.
6. Provide landscape maintenance on a weekly basis with watering, as needed, during all times of the year.

WABC Services (Section III)

WABC agrees to perform the following:

1. Furnish the building and keep all furnishings in good repair, as well as maintain the building on a daily basis to insure that same is maintained in good repair.
2. Provide staff for the building on a part-time or full-time basis, as needed.
3. Supervise all functions to be held on the premises.
4. Provide landscaping for the premises, as needed, and fund such improvements.
5. Provide programs of interest to the public, including, but not limited to, educational, social, and cultural seminars which promulgate participation from all segments of the City.

6. Provide custodial maintenance as needed (daily, bi-weekly, weekly, etc.) including litter control on the grounds as well as the traditional custodial services.
7. Be responsible for its own liability coverage if such coverage is desired.
8. Provide fire and casualty insurance coverage beyond the coverage limits and deductible provisions of the City's General Policy as desired by the WABC.

House Rules (Section IV)

The WABC shall adopt reasonable rules and regulations for the daily operation of the buildings. House Rules developed by WABC must be approved by the City. Amendments to the House Rules must be approved by the City Manager or his designee.

Use of the Premises (Section V)

The WABC agrees to make available meeting room space to all groups, including, but not limited to, service clubs, political organizations, non-partisan organizations, community service organizations, as well as individuals on a first-come first-serve equal basis, under the rules and regulations of the WABC.

The City reserves the right to utilize the building for public-oriented functions, provided that said use does not conflict with any use or function previously scheduled by WABC.

Non-Discrimination Clause (Section VI)

No person, firm, corporation or group shall be denied use of the premises because of race, sex, color, or national origin.

Modifications (Section VII)

Structural modifications, improvements, remodeling, painting, attachment of signs and poles, etc. must first be approved in writing by the City Manager or his designated representative.

Internal Matters (Section X)

Use fees, bylaws, custodial maintenance, etc. and the manner of handling same are the responsibility of the WABC, provided that the City shall have the right to periodically audit and require operational and/or policy revisions of these internal matters.

Term (Section XI)

This Agreement shall be for a term of one year from the date hereof, but shall automatically be extended from year to year, unless either party gives the other party thirty (30) day notice in writing that this Agreement shall not be extended.

Ownership (Section XIV)

The City is recognized as retaining sole and complete ownership of the building and all parts thereof, all adjacent structures, and the grounds on which the building and other structures stand, as well as any equipment or material the City provides for the maintenance and improvement of the entire facility or any part thereof.

The WABC shall be recognized as sole owner of all contents of the building, including furnishings, paintings, etc., that are purchased with funds of WABC. However, the WABC shall not have the right to claim ownership of any article of property provided by the City or some other governmental unit, private citizen or organization.

City Subsidy²

On February 19, 2004, the City agreed to provide an annual subsidy of \$10,800 (\$900/month) for janitorial services to cover maintenance activities such as carpet cleaning and window washing to help preserve the City's asset.

WABC Articles of Incorporation

The WABC's Articles of Incorporation was filed with the Office of the Secretary of State on 3/5/1975. Some of those requirements include:

Article 4 – The purpose for which the Corporation is organized is to provide educational, civic, and social activities for all women of the City of Garland, Texas, with the view towards stimulating interests in the areas of art, literature, and crafts.

Article 8 – The Corporation shall promote and provide educational, civic, and social activities for all women in the City of Garland, Texas. All properties of the Corporation shall be for the use and benefit of the public, and no part of the income of the Corporation shall inure to the benefit of any private person. Upon dissolution or liquidation of the Corporation, all assets and properties belonging to the Corporation shall be transferred and conveyed to the City of Garland, Texas as designated in the Bylaws of the Corporation.

WABC Bylaws

The WABC is governed by Bylaws. Some of those requirements include:

Article II Object - The object of WABC shall be to provide the educational, civic, and social activities for all women of the City of Garland, Texas with a view toward stimulating interest in the areas of art, literature, and crafts; to obtain and administer funds for construction, maintenance and/or repair of the Women's Activities Building of Garland as they become necessary and as approved by the City of Garland; and to establish and enforce regulations for the use of the Women's Activities Building of Garland. No individual shall ever derive any personal monetary benefit from this organization other than in giving and receiving of services to be performed in connection with the purpose above stated.

Article III Policy - The policy of this organization shall be non-partisan, non-sectarian, and for the benefit of the public as a whole.

Article V Officers and Elections (Term of Office Section 2) - The elected officers of WABC shall serve a term of office in their elected capacities for one year, or until their successors are

elected, and may be re-elected to serve one additional year in the same office. A term of office shall begin June 1. No member shall hold more than one office at a time.

Article VIII – Membership and Meetings

- Regular Meetings Section 1 - Two regular meetings of WABC shall be held at the Women’s Activities Building, Garland, Texas, on the first Monday of May and October, unless otherwise ordered by the Executive Board.
- Annual Meetings Section 2 - The May meeting shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

Article IX – Committees

- Roster of Standing Committee Section 1 - At the discretion of the president, the following committees may be appointed as needed: House Rules, Inventory, Auditing, Finance, Building Maintenance, Grounds, History and Publicity, and Acquisitions.
- Appointment Section 2 – Unless otherwise provided in these bylaws or by the assembly, each standing committee shall consist of at least three members, the chairman of which shall be appointed by the president from the roster of the Executive Board within thirty days after she takes office.
- Duties of Standing Committee Section 4, include but not limited to:
 - Auditing – Prior to June of each year the president shall appoint a committee of three who shall conduct an audit to examine the treasurer’s accounts, making preliminary report to the Executive Board and a final report to the membership meeting in October.
 - Finance – The finance committee, of which the treasurer shall be chairman, shall prepare an annual budget which shall be submitted to the Executive Board for approval at its September meeting and to the members at the general meeting in October for ratification. The committee shall have general supervision of all expenditures.
 - History and Publicity – The history and publicity committee shall be responsible for recording the history of WABC during its term and for submitting to news media all information regarding WABC to be released to the public. The committee shall maintain a scrapbook of the activities of WABC and shall prepare a narrative account of the account activities during its term, which when approved by the assembly, will become a permanent part of the official history of WABC.

Article X Fiscal Year – The fiscal year of WABC shall be June 1 through May 31.

Article XIII Dissolution – Upon dissolution or liquidation of WABC all assets and properties of the organization shall be transferred and conveyed to the City of Garland, Texas.

Sources:

1. WABC formation, building completion and ground breaking dates were obtained from a guest commentary by Ruth Buchholz (First President of the WABC) published in The Garland News (1997). City Council approvals were obtained from meeting minutes.
2. Letter addressed to Ruth Buchholz from Bob Day, Mayor.

WABC Program Analysis

A. WABC Operation - Does the current operation serve the needs and activities of Garland women and citizens?

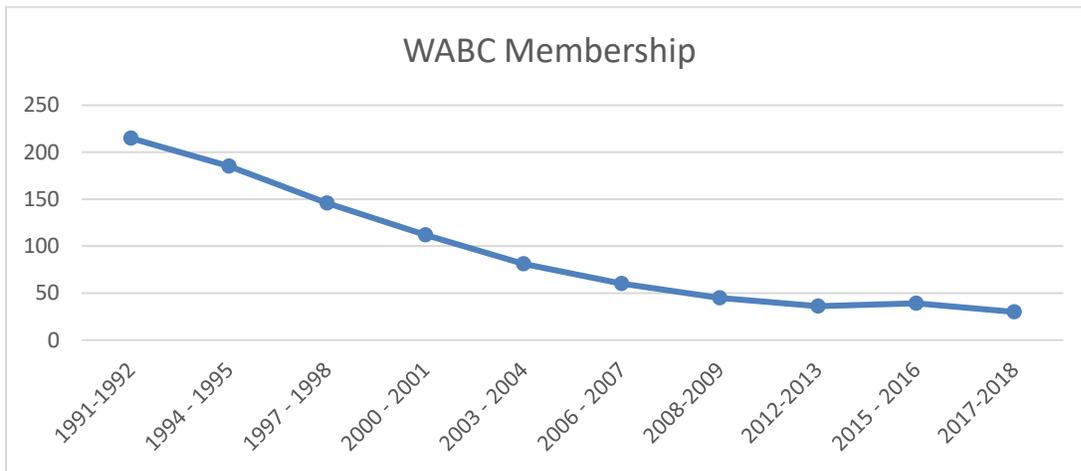
1. Programs of Interest to the Public

The Use Agreement requires the WABC to provide programs of interest to the public, including but not limited to, educational, social, and cultural seminars which promulgate participation from all segments of the City. Also, according to the WABC's Articles of Incorporation, the purpose of WABC is to provide those programs to stimulate interest in the areas of art, literature, and crafts for all women of the City of Garland.

IA reviewed the WABC's programs and identified that four programs are held per year in March, May, October and December. These programs cover various topics such as, history, music, literature, etc. See Exhibit B for examples. The WABC members are encouraged to bring guests to these functions. However, these programs are not advertised on the WABC website, City press or through any other mediums. They also have not done any surveys or outreach measures to identify current/relevant topics that could be of interest to various segments of the Garland women population.

2. WABC Membership and Board

IA reviewed the WABC membership files and identified that membership has been declining over the past 27 years. Since 1991, membership has dropped from 215 members to 30 in 2018. According to the Board, this was mainly due to the aging of the membership population and/or differences in interests as a result of a generational gap.



Source: WABC Membership Book

IA reviewed Board minutes and observed that the WABC has not had a Board election in the recent years. The following illustrates the duration of positions held by the officers:

- President, since 2007
- Vice President, since 2010

- Director, since 2010
- Treasurer, since 1993
- Secretary, since 2010 (*In 2010, the Treasurer also took the role of Secretary*)

The WABC does not have outreach programs to promote or recruit new members or officers. According to the Board, several years ago WABC participated in the City's Annual Board and Volunteer Fair, but the purpose was mainly to invite citizens to rent the facility.

During the audit, IA learned that the Treasurer/Secretary is also the Building Manager of the WABC. The Building Manager is responsible for managing all of the duties, including, but not limited to, reserving rooms, determining rental fee exceptions, signing contracts, collecting payments, processing payroll, cutting checks, record keeping, preparing Treasury reports, filing tax returns, etc. This creates a lack of segregation of duties. There is no continuous oversight of this role other than the Board reviewing Treasury Reports on a quarterly basis. According to the WABC bylaws, an Audit Committee could be assigned to conduct an audit of the treasurer's accounts. However, an Audit Committee has not been established.

3. WABC Building Operation

The building office is open Monday through Thursday from 8AM – 2PM. During business hours, the Building Manager meets with potential renters to tour the facility and book rooms. If the Building Manager is out for an extended period of time, the office is closed for tours and reservations. However, an individual is designated to handle light facility maintenance.

The WABC rents the facility to various types of non-profit organizations, including but not limited to, service, political, non-partisan, and religious groups. Most of these groups rent the facility at least nine times per year and are considered Annual Renters. According to a letter sent out by Ruth Buchholz (First President of the WABC) to the Mayor in 2004, the WABC had 40 annual renters. However, currently that number has reduced to 17, including five women's organizations. Annual Renters pay a reduced rate to rent the facility. Based on the WABC FY/18 data, 60% of rental fees are generated from Annual Renter contracts.

IA verified that rental fees are not consistently charged to the Annual Renters in accordance with the annual user rates, published in the WABC brochure. IA's review of current Annual Renters' contracts revealed that 12 out of 17 rental fees were not calculated based on the current fee schedule, resulting in a shortfall of \$2,960 in rental revenue from January 2018 through July 2019. During the interview with the Building Manager, it was stated that some of the Annual Renters had been utilizing the facility since at least 1989. Therefore, their rates were only slightly increased each year, in order to maintain long term relationships with those Annual renters. However, new organizations are required to pay the current published rate.

The facility is also used by Individual Renters for events such as baby showers, wedding receptions, anniversary, and birthday parties. IA identified only 12 events that are currently reserved for Individual Renters from June – December 2018. IA did not find any major discrepancies in the Individual Renter Fee assessments and/or payments. Records prior to

this time were not maintained by the WABC. Therefore, IA was unable to verify the completeness or accuracy of the Individual Renter fees assessed and received prior to June 2018.

The WABC is permitted to retain all profits from the rental fees. See Exhibit A for rental fee schedule.

Summary:

During the scope of the audit, the WABC has offered limited programs of interest to the public. They currently do not have any outreach programs to identify the interest of various segments of Garland Women and to attract new members or officers. The building is mainly used as a rental facility for non-profit organizations and citizens. Five out of 17 Annual Renters are women's organizations.

The office is only open Monday through Thursday from 8AM to 2PM, thus limiting building access to potential clients. Office duties are not segregated and records are not consistently maintained to mitigate risks and provide audit trails.

B. Compliance with the Use Agreement - Is the WABC and the City Compliant with the terms and conditions of the Use Agreement?

1. WABC

Per the Use Agreement, the WABC is required to furnish the building, provide staff, supervise functions, provide landscaping, be responsible for custodial maintenance, maintain insurance if desired, submit House Rules to the City for approval, and offer programs of interest to the public (as discussed above in A).

IA's walk through of the facility revealed that the WABC keeps the furniture, building and grounds clean and well maintained. Their staff consists of a part time Building Manager and a contract Custodian. They also maintain a personal property insurance policy to cover the contents inside the building.

However, through further discussion with the Building Manager, and review of documentation, IA identified the following areas where the WABC is not in compliance with the Use Agreement:

- a. Functions held at the WABC are not supervised by the staff. The WABC's business hours are from 8AM-2PM, Monday through Thursday. Most of the functions occur in the evenings and/or weekends. Both Annual and Individual Renters are given keys to the building entrance and the room being reserved. Without proper supervision, the City could be exposed to various risks such as property damage, injuries, alcohol consumption, inappropriate and/or unapproved activities, etc. According to the Building Manager, no issues have been reported in the past.
- b. House Rules or amendments developed by the WABC have not been presented to the City for approval.

2. City of Garland

According to the Use Agreement and amendment from 2004, the City is required to provide the following subsidy and services to the WABC, at the expense of the City:

- \$900/month to subsidize janitorial services.
- Utilities including electricity, sewer, water, garbage and trash pickup.
- Landscape maintenance on a weekly basis with watering as needed, during all times of the year.
- Facility maintenance including heating/air conditioning with regular inspections of the roof units, and repairs when necessary.
- Police surveillance on a regular basis as provided to the other municipal facilities.
- Fire and comprehensive liability coverage for the premises.

IA conducted interviews with various City departments and obtained work order history and financial records to verify City's compliance. Based on IA's review, the City complied with the terms and conditions listed in the Use agreement. The table below summarizes the City's costs of annual services and subsidy provided to the WABC:

	FY14	FY15	FY16	FY17	FY18
Facilities Maintenance*	\$ 1,811	\$ 1,495	\$ 1,306	\$ 1,473	\$ 1,127
Grounds Maintenance	\$ 2,137	\$ 3,327	\$ 3,618	\$ 3,975	\$ 3,633
Utilities	\$ 3,787	\$ 4,623	\$ 4,740	\$ 4,972	\$ 5,959
Total Services	\$ 7,735	\$ 9,445	\$ 9,665	\$ 10,420	\$ 10,720
City Subsidy	\$ 10,800	\$ 10,800	\$ 10,800	\$ 10,800	\$ 10,800
Total Services & Subsidy	\$ 18,535	\$ 20,245	\$ 20,465	\$ 21,220	\$ 21,520

Sources: PARD and Facility Work Order Reports, and Utility Account Entry Revenue Report

*The City also provides major replacement and repairs (i.e., A/C unit in August 2012, \$14,460 and skylight repair in August 2018, \$2,166).

3. WABC Financial Condition

As of September 2018, WABC's checkbook balance is \$28,383. IA conducted the following analysis to assess WABC's financial condition with and without City resources:

	FY14	FY15	FY16	FY17	FY18
Rental Fees	\$ 24,495	\$ 26,965	\$ 30,520	\$ 39,162	\$ 36,060
City Subsidy	\$ 10,800	\$ 10,800	\$ 10,800	\$ 10,800	\$ 10,800
City Services Donation(1)	\$ 7,735	\$ 9,445	\$ 9,665	\$ 10,420	\$ 10,720
Membership Dues	\$ 435	\$ 525	\$ 510	\$ 390	\$ 330
Other (2)	\$ 85		\$ 570	\$ 370	\$ 161
Total Income	\$ 43,550	\$ 47,735	\$ 52,065	\$ 61,141	\$ 58,071
Office Staff Salary	\$ 23,088	\$ 23,280	\$ 26,076	\$ 26,076	\$ 26,184
Contract Custodian & Maintenance	\$ 10,301	\$ 10,034	\$ 10,334	\$ 9,892	\$ 10,255
City Services(1)	\$ 7,735	\$ 9,445	\$ 9,665	\$ 10,420	\$ 10,720
Office Expense(3)	\$ 1,900	\$ 2,087	\$ 2,031	\$ 2,269	\$ 2,003
Building (4)	\$ 432	\$ 1,245	\$ 1,329	\$ 1,947	\$ 857
Insurance	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550
Programs (5)	\$ 848	\$ 1,259	\$ 1,269	\$ 1,475	\$ 1,395
Other (2)	\$ -	\$ -	\$ 385	\$ 385	\$ 340
Total Expenses	\$ 44,855	\$ 47,900	\$ 51,638	\$ 53,014	\$ 52,303
NET INCOME	\$ (1,304)	\$ (165)	\$ 427	\$ 8,127	\$ 5,767
Less: City Subsidy	\$ 10,800	\$ 10,800	\$ 10,800	\$ 10,800	\$ 10,800
City Services Donation	\$ 7,735	\$ 9,445	\$ 9,665	\$ 10,420	\$ 10,720
NET LOSS w/o City Subsidy and Services	\$ (19,840)	\$ (20,410)	\$ (20,038)	\$ (13,093)	\$ (15,752)

Sources: WABC Treasury Reports, PARD and Facility Work Order Reports, Utility Account Entry Revenue Report, and Finance System

Notes:

- 1) Services for facilities, ground maintenance and utilities
- 2) Mostly consists of damage deposits either returned or retained
- 3) Includes fees for internet services
- 4) Includes supplies for restrooms and kitchen
- 5) Program costs -guest speaker fees, food, etc.

Summary:

IA identified two areas where the WABC is not in compliance with the Use Agreement. The WABC does not supervise functions held at the facility, and have not submitted House Rules to the City for approval.

The City has provided subsidies and services to the WABC in accordance with the Use Agreement. This averages approximately \$21K per year. Only 3% of the WABC's operating cost is expended on program cost (Direct cost). Based on IA's analysis of WABC's financials, they will not be able to continue its operation (as it is) without the City's continuing support.

Recommendations

The City should re-evaluate the Use Agreement with the WABC to determine the best method to serve the needs and activities of Garland Citizens, especially women. As part of this evaluation, the following items should be considered to enhance the effectiveness and efficiency of the operation:

- Performance outcome measures
- Outreach efforts
- Subsidy and resource allocation
- Rate review process
- Reporting methods and timeliness
- Segregation of duties and/or compensating internal controls
- Operational hours and staffing needs
- Supervision of functions
- Record Retention policy
- Review of other Cities' arrangements with similar non-profit organizations (See Exhibit C)

Management Response:

Concur

Action Plan:

1. An item will be placed on the City Council's Administrative Service Committee Agenda to re-evaluate the Use Agreement with the WABC.
2. The Committee will then make a recommendation to the entire City Council for their consideration.

Implementation Date:

1. Administrative Committee - November 2018
2. City Council – January 2019

Exhibit A – WABC Rules, Guidelines and Rates

Rules and Guidelines

Minimum rental time is 3 hours for any room.

Set up, decorating and clean up time is to be included in rental time.

The foyer is shared space and for all users. If more than one renter are in the building at the same time, they must share the foyer, restrooms, etc. The kitchen will not be rented to two users at the same time.

The kitchen must be rented for the same amount of time as the meeting rooms.

Renters must be 21 years or older and must sign a rental agreement.

Rental fees and damage deposits are due and payable at the time the building is reserved. Rental and damage deposit must be paid in full to put your event on the calendar.

Commercial users not charging admission may use the building for meetings, seminars, etc. Under federal guidelines, the building may not be used for profit. Fundraising by non-profit groups is excluded.

Annual user rates are available for groups meeting 9 times a year or more.

Price List

	Individual User		Annual User (9+ rentals/year)		
	Hourly Rate	Damage Deposit	Hourly Rate	Hourly Rate	Damage Deposit
			Mon-Thurs	Fri-Sun	
Assembly Room 100 Chairs 12 Round Tables 60" 12 Rectangle Tables 8' x 30" Podium Screen 70" Upright Piano	\$80	\$300	\$20	\$40	\$100
Room 2 40 Chairs 9 Card Tables 1 Rectangle Table 6' Podium	\$40	\$200	\$10	\$20	\$75
Kitchen Double Oven Electric Stove Refrigerator Microwave Oven 100 Glass Punch Cups 200 Glass Plates 100 12 & 16 oz. Glasses 100 White Luncheon Plates 100 White Salad Plates 100 White Cups and Saucers Silverware for 100	\$15	\$100	\$10	\$10	\$40

per meeting



Garland Activities Building

718 Austin Street
Garland, Texas 75040

GarlandActivitiesBuilding.com

972-272-5024

Exhibit B – WABC Programs

GAB
garland
activities
building

2017-2018
GWAB Council Programs
9:30 AM - 11:00 AM
RSVP: 972-272-5024

Oct. 2, 2017 Mary Martin Review
Dec. 4, 2017 Holiday Hand Bell Choir
Mar. 5, 2018 Bingo & Prizes
May 7, 2018 Rose-Mary Rumbley

GAB
garland
activities
building

2016-2017
GWAB Council Programs
RSVP: 972-272-5024

Oct. 3, 2016 Caleb Pirtle, Award-winning Author
Dec. 5, 2016 Austin Jazz Band, Holiday Music
March 6, 2017 Kay Moore, Local Historian
May 1, 2017 Rose-Mary Rumbley, Humorist

GARLAND WOMEN'S ACTIVITIES BUILDING
972.272.5024

Oct. 7, 2013 Jill Rumbley-Beam, the daughter
Dec. 2, 2013 Jo Ellen Long sings holiday songs
March 3, 2014 Jacquelynn Floyd, DMN writer
May 5, 2014 Rose-Mary Rumbley, the mother

GARLAND WOMEN'S ACTIVITIES BUILDING
972.272.5024

Oct. 1, 2012 Chihuly: Dallas Arboretum
Dec. 3, 2012 Holiday Handbell Choir
March 4, 2013 Opera: Jennifer Glidden
May 6, 2013 Rose-Mary Rumbley

GARLAND WOMEN'S ACTIVITIES BUILDING
972.272.5024

Oct. 3, 2011 Hayslip's Garland History
Dec. 5, 2011 Drakes' Holiday Music
March 5, 2012 Edmonds' Silver Jewelry
May 7, 2012 Rose-Mary Rumbley

Exhibit C – Surveys

To identify how other cities handle similar arrangements with women’s organizations, IA surveyed eight cities in the Dallas Fort Worth Metroplex and the results are listed below:

- City of Richardson has a Use Agreement with the Richardson’s Woman’s Club (RWC). According to their website and IA’s inquiry with the City of Richardson, the organization is actively involved in the community, and events are advertised to the public. RWC has over 100 members to help organize events such as golf tournaments, festivals and annual community projects. They also provide scholarships to Richardson Independent School District students. Per the agreement, RWC is required to provide an annual report to the City.
- The remaining seven cities that IA surveyed did not have similar agreements as Garland or Richardson. However, 4 out of 7 cities either waive or apply discounts for non-profit organizations (including women’s clubs).

Facility Rental Fees Survey	
City	Fees waived or Discounted for Non-Profit
Irving*	Waived
Mesquite*	Waived
Plano*	Discounted
Highland Village*	Waived
Coppell	No
Rockwall	No
Flower Mound	No

**Each City has certain criteria that must be met to qualify for waived or discounted fees.*