



GARLAND

AGENDA

CITY COUNCIL WORK SESSION

City of Garland

Work Session Room, City Hall

William E. Dollar Municipal Building

200 North Fifth Street

Garland, Texas

October 16, 2017

6:00 p.m.

DEFINITIONS:

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

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

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

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

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

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

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

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

(4) Personnel matters involving the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear a complaint against an officer or employee. Sec. 551.074, Tex. Gov't Code.

(5) The deployment, or specific occasions for implementation of security personnel or devices. Sec. 551.076, Tex. Gov't Code.

(6) Discussions or deliberations regarding commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the territory of the City and with which the City is conducting economic development negotiations; or to deliberate the offer of a financial or other incentive to a business prospect of the sort described in this provision. Sec. 551.087, Tex. Gov't Code.

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

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

1. Consider the Consent Agenda

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

2. Written Briefing(s):

a. Consider the abandonment of a utility easement in the RaceTrac Garland Avenue subdivision.

Council is requested to approved the abandonment of a 10-ft portion of the existing utility easement as part of the proposed Replat of Lot 2 of Race Trac Garland Avenue subdivision. Unless otherwise directed by Council, this item will be scheduled for formal consideration at the November 7, 2017 Regular Meeting.

b. Report on Council Official Travel

Council Policy Section 6 (E) A Councilmember shall provide a brief report on any meeting attended at the expense of the City at the next regular meeting of the Council. If multiple Councilmembers attended the same event, a joint report may be made. The City Manager will provide the City Council with an annual written briefing on Council travel and related expenses.

3. Verbal Briefing(s):

a. AT&T Infrastructure Asset Management

At the request of Council Member B.J. Williams and Council Member Anita Goebel, a representative from AT&T will present and answer questions regarding their infrastructure management in the south Garland service area.

b. Richland College Council Briefing

At the request of Council Members B. J. Williams and Anita Goebel a Richland College representative will present an update on the Garland Campus.

c. Transportation Update

The Transportation Director will provide an update on the strategic transportation initiatives in the City of Garland.

- d. **The City Attorney will provide a report on the activities of the Charter Review Committee.**

e. **Internal Audit Committee Report**

Council Member Rich Aubin, chair of the Internal Audit Committee, will provide a committee report on the following items:

- *Weaver Presentation*
- *Firewheel Internal Control Audit*
- *Court Citation and Warrant Processing Audit Follow-Up*
- *Cash Count Audit*
- *FY 2018 Annual Audit Plan*
- *Customer Service Meter Reading and Billing Audit*

- f. **Lincoln Financial Group to assist with the implementation of a Retirement Stability Benefit (RSB) for Civil Service Employees.**

Council is requested to provide staff direction on whether or not to retain Lincoln Financial Group to assist with the implementation of a Retirement Stability Benefit (RSB) for Civil Service Employees.

4. **Regular Item(s):**

- a. **Sachse Park Pals Request for Use of Bunker Hill Park for an Interim Dog Park**

Council is requested to provide direction on the request for use of Bunker Hill Park for an interim dog park.

- b. **Dog Park/Skate Park Chronology of discussions and decisions and the estimated value of the existing Armory site**

At the request of Council Members B. J. Williams and Rich Aubin, staff will present a chronology of presentations and/or discussions related to the dog park/skate proposals.

- c. **Discuss the establishment of an online message board**

At the request of Council Members Smith and Aubin, the Council will discuss establishing an online message board for public/council communication

5. Announce Future Agenda Items

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

6. Discuss Appointments to Boards and Commissions

Mayor Douglas Athas

- Bao Vinh - Plan Commission

Council Member Vera

- Hazel Blanton - Senior Citizens Advisory Board

Council Member Scott LeMay

- Karla Pajot - Garland Cultural Arts Commission
- Moses Uvere - Community Multicultural Commission
- Charlotte Piercy - Senior Citizens Advisory Commission (reappointment)

7. Council will move into Executive Session

**EXECUTIVE SESSION
AGENDA**

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

The City Council will convene in executive session pursuant to Sec. 551.087, to discuss or deliberate commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the territory of the City and with which the City is conducting economic development negotiations or to deliberate the offer of a financial or other incentive to a business prospect of the sort described in this provision regarding a proposed development to be located near the intersection of SH 190 and SH 78.

The City Council will convene in executive session pursuant to Section 551.072, of the Texas Government Code to consider the purchase, exchange, lease or value of real estate property regarding a tract of land generally situated in the southwest portion of Garland.

8. Adjourn



GARLAND POLICY REPORT

City Council Work Session Agenda

2.a.

Meeting Date: October 16, 2017

Item Title: Abandonment of Portion of Utility Easement in the RaceTrac Garland Avenue Subdivision

Submitted By: Michael Polocek, Engineering Director

Council Goal: Sustainable Quality Development and Redevelopment
Financially Stable Government with Tax Base that Supports Community Needs
Safe, Family-Friendly Neighborhoods

ISSUE

Consider the abandonment of a portion of a 10-foot Utility Easement in the RaceTrac Garland Avenue subdivision.

OPTIONS

1. Abandon the portion of the easement.
2. Take no action.

RECOMMENDATION

Approve Option 1. Unless otherwise directed by Council, this item will be scheduled for formal consideration at the November 7, 2017 Regular Meeting.

BACKGROUND

On August 21, 1964, the City acquired a utility easement as part of the former development of this property. The easement was used solely by GP&L for electric service.

A new car wash is currently being developed over a portion of the existing utility easement as part of the proposed Replat of Lot 2 of RaceTrac Garland Avenue subdivision. The current plat of RaceTrac Garland Avenue subdivision dedicated a new utility easement for the electric service line.

In consideration of the fact that the developer has dedicated and relocated the electric line to the newly dedicated 10-foot utility easement, the Engineering Department recommends abandoning the portion of the Utility Easement to the current property owner, FWLB Garland, LP.

Council action is required to abandon the portion of the easement.

CONSIDERATION

The current configuration of the utility easement is no longer required due to proposed improvements being constructed by the developer. The improvements include a new electric service line, loop water line, and utility easements. The abandonment would allow the developer to better utilize the property.

Attachments

Original Contract

Exhibit A

Easement Location Map

8/25
THE STATE OF TEXAS *

UTILITY EASEMENT.

COUNTY OF DALLAS *

KNOW ALL MEN BY THESE PRESENTS:

That John J. Meyers
of Dallas County, Texas, for and in consideration of the
sum of \$ 1.00 cash in hand paid to John J. Meyers
by the City of Garland, Texas, receipt of which is hereby acknowledged,
and other good and valuable considerations, one of said considerations
being the benefits to be derived by grantor on account of the con-
struction, reconstruction and maintenance by the City of Garland of said
Utilities in and through those certain premises owned by the grantor
and which are hereinafter described, do hereby give and grant to the
said City of Garland, a municipal corporation of Dallas County, Texas,
the right to construct, reconstruct and perpetually maintain utility
facilities upon and across the following described property:
Being a tract of land situated in the City of Garland, Dallas County,
Texas and being out of the J. Casey survey, abstract #351.

Said easement consisting of land described as follows:

Beginning at the southwest corner of the intersection of Kingsley Road
and South Garland Road.Thence S 31°14' W, 185.4' ± along the west R.O.W. line of So. Garland
Road to a point of beginning of said utility easement, also being
the northeast property corner of the above tract of land.

Thence N 85°46' W, 200.0' along the north property line.

Thence, S 31°14' W, 245.0' parallel to South Garland Road and the east
property line

Thence, S 85°46' E, 10.0' parallel to the north property line.

Thence, N 31°14' E, 235.0' parallel to the east property line and
South Garland Road,Thence, S 85°46' E, 190.0' to the east property line and also the west
R.O.W. line of South Garland RoadThence, N 31°14' E, 10.0' along the east property line to a point
terminating said utility easement.

TO HAVE AND TO HOLD the same perpetually to the City of Garland, and its
successors, together with the right and privilege at any and all times to
enter said premises, or any part thereof; for the purpose of constructing,
reconstructing and maintaining said Utility Facilities, and for making
connections therewith; all upon the conditions that the City of Garland
will at all times, after doing any work in connection with the construc-
tion, reconstruction or repair of said utility or facilities, restore said

385 683

EXHIBIT "A"
ABANDONMENT OF
A PORTION OF A 10' UTILITY EASEMENT
RACETRAC GARLAND AVENUE ADDITION
LOT 2, BLOCK 1
0.0536 ACRES
(2,336 SQUARE FEET)

BEING a 0.0536 acre tract of land situated in the John Casey Survey, Abstract No. 351, in the City of Garland, Dallas County, Texas, and being a portion of that 10-foot Utility Easement as recorded in Volume 385, Page 683 of the Deed Records of Dallas County, Texas, (D.R.D.C.T.) and being part of that tract of land conveyed to FWLB, LP in deed recorded in Instrument Number 201700062935 of the Official Public Records of Dallas County, Texas, (O.P.R.D.C.T.), and being part of Lot 2, Block 1 of Racetrac Garland Avenue Addition, Lots 1 and 2, Block 1, an addition to the City of Garland as recorded in Instrument Number 201500033334, O.P.R.D.C.T., said tract being more particularly described by metes and bounds as follows;

COMMENCING at a punch hole in brick for the common northeast corner of said Lot 2, Block 1 of Racetrac Garland Avenue Addition and southeast corner of Lot 1, Block 1 of Wysong Addition, an addition to the City of Garland, as recorded in Volume 74230, Page 1216, Map Records of Dallas County, Texas., (M.R.D.C.T.), said corner being on the westerly right-of-way line of South Garland Avenue (a.k.a. Highway 78, a variable width public right-of-way, 100-foot wide at this point);

THENCE North 59 degrees 49 minutes 08 seconds West, departing said right-of-way line and along the common southerly line of said Lot 1, Block 1 and northerly line of said Lot 2, Block 1, same being the northerly line of said 10-foot utility easement, as recorded in Volume 385, Page 683, D.R.D.C.T., a distance of 200.00 feet to a 5/8-inch iron rod with a yellow plastic cap stamped "RPLS 3047" found for the common southwest corner of said Lot 1, Block 1 and the southeast corner of Lot 8R, Block 1 of Walmart Super Center 2 Addition, an addition to the City of Garland, as recorded in Volume 87242, Page 5919, M.R.D.C.T., said point also being an angle point in said northerly line of said 10-foot utility easement;

THENCE South 30 degrees 05 minutes 20 seconds West, departing said common line and along a westerly line of said 10-foot utility easement and over and across said Lot 2, Block 1, a distance of 11.68 feet to a point (not monumented) for the POINT OF BEGINNING of the herein described tract;

THENCE North 88 degrees 56 minutes 34 seconds East, over and across said 10-foot utility easement and said Lot 2, Block 1, a distance of 3.25 feet to a point (not monumented) for corner;

THENCE South 59 degrees 49 minutes 08 seconds East, continuing over and across said 10-foot utility easement and said Lot 2, Block 1, a distance of 7.22 feet to a point (not monumented) for corner at an angle point in the southerly line of said 10-foot utility easement;

THENCE South 30 degrees 05 minutes 21 seconds West, continuing over and across said Lot 2, Block 1 and along said southerly line of a 10-foot utility easement, a distance of 234.05 feet to a point for corner at the most southerly, southeast corner of said 10-foot utility easement;

THENCE North 57 degrees 36 minutes 45 seconds West, continuing over and across said Lot 2, Block 1 and along the most southwesterly line of said 10-foot utility easements, a distance of 10.00 feet to a point (not monumented) for an angle point in said 10-foot utility easement;

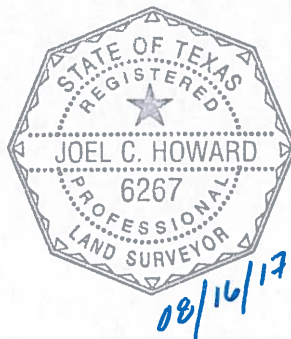
EXHIBIT "A"
ABANDONMENT OF
A PORTION OF A 10' UTILITY EASEMENT
RACETRAC GARLAND AVENUE ADDITION
LOT 2, BLOCK 1
0.0536 ACRES
(2,336 SQUARE FEET)

THENCE North 30 degrees 05 minutes 20 seconds East, continuing over and across said Lot 2, Block 1 and along the northerly line of said 10-foot utility easement, a distance of 231.96 feet to the POINT OF BEGINNING and CONTAINING 0.0536 acres or 2,336 square feet of land, more or less.

The Basis of Bearings is the Texas Coordinate System of 1983, North Central Zone (4202).

This description is accompanied by an exhibit of even date.


Joel C. Howard
RPLS No. 6267



0 30' 60' 120'

1" = 60'

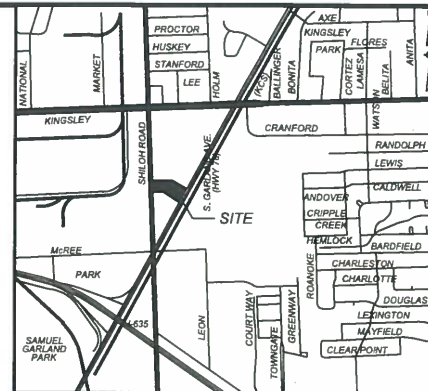


LEGEND:

D.R.D.C.T. DEED RECORDS, DALLAS COUNTY, TEXAS
O.P.R.D.C.T. OFFICIAL PUBLIC RECORDS, DALLAS COUNTY, TEXAS

NOTES:

1. The Basis of Bearing is the Texas Coordinate System of 1983, North Central Zone (4202) as derived from GPS measurement made from the Leica SmartNET RTK network.
2. This survey was prepared without the benefit of a title commitment.
4. This exhibit is accompanied by a description of even date.



LOT 8R, BLOCK 1
WALMART SUPER CENTER 2 ADDITION
VOL. 87242, PG. 5919
M.R.D.C.T.

10' UTILITY EASEMENT
INST. NO. 201500033334
O.P.R.D.C.T.

5/8" IRON ROD WITH YELLOW
CAP STAMPED "RPLS 3047"

S30°05'20"W
11.68'

N88°56'34"E

376.07'

N88°56'34"E 3.25'

POINT OF BEGINNING

LOT 1, BLOCK 1
WYSONG ADDITION
VOL. 74230, PG. 1216
M.R.D.C.T.

N59°49'08"W

N59°49'08"W

POINT OF COMMENCING
PUNCH HOLE IN BRICK

(OWNER)
FWLB GARLAND, LP
INST. NO. 201700062935
O.P.R.D.C.T.

PORTION OF
10' UTILITY EASEMENT
VOL. 385, PG. 683
D.R.D.C.T.
TO BE ABANDONED
0.0536 ACRES
(2,336 SQ. FT.)

LOT 2, BLOCK 1
RACETRAC GARLAND
AVENUE ADDITION
INST. NO. 201500033334
O.P.R.D.C.T.
2.39 ACRES
(103,927 SQ. FT.)

10' UTILITY EASEMENT
VOL. 5920, PG. 586
D.R.D.C.T.

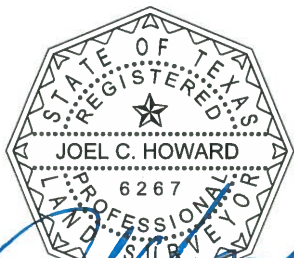
5/8" IRON ROD
WITH YELLOW
CAP STAMPED
"RPLS 3047"

10' PEDESTRIAN &
UTILITY EASEMENT
INST. NO. 201500033334
O.P.R.D.C.T.

LOT 1, BLOCK 1
RACETRAC GARLAND
AVENUE ADDITION
INST. NO. 201500033334
O.P.R.D.C.T.
4.19 ACRES
(182,696 SQ. FT.)

R.O.W. DEDICATION
INST. NO. 201500033334
O.P.R.D.C.T.

SOUTH GARLAND AVE
(STATE HIGHWAY NO. 78)
(A VARIABLE WIDTH RIGHT-OF-WAY)



3 1/4" ALUMINUM DISC/
STAMPED "RACETRAC GARLAND
AVE. ADD" SET ON 5/8" IRON ROD

ACCESS EASEMENT
INST. NO. 201500033334
O.P.R.D.C.T.

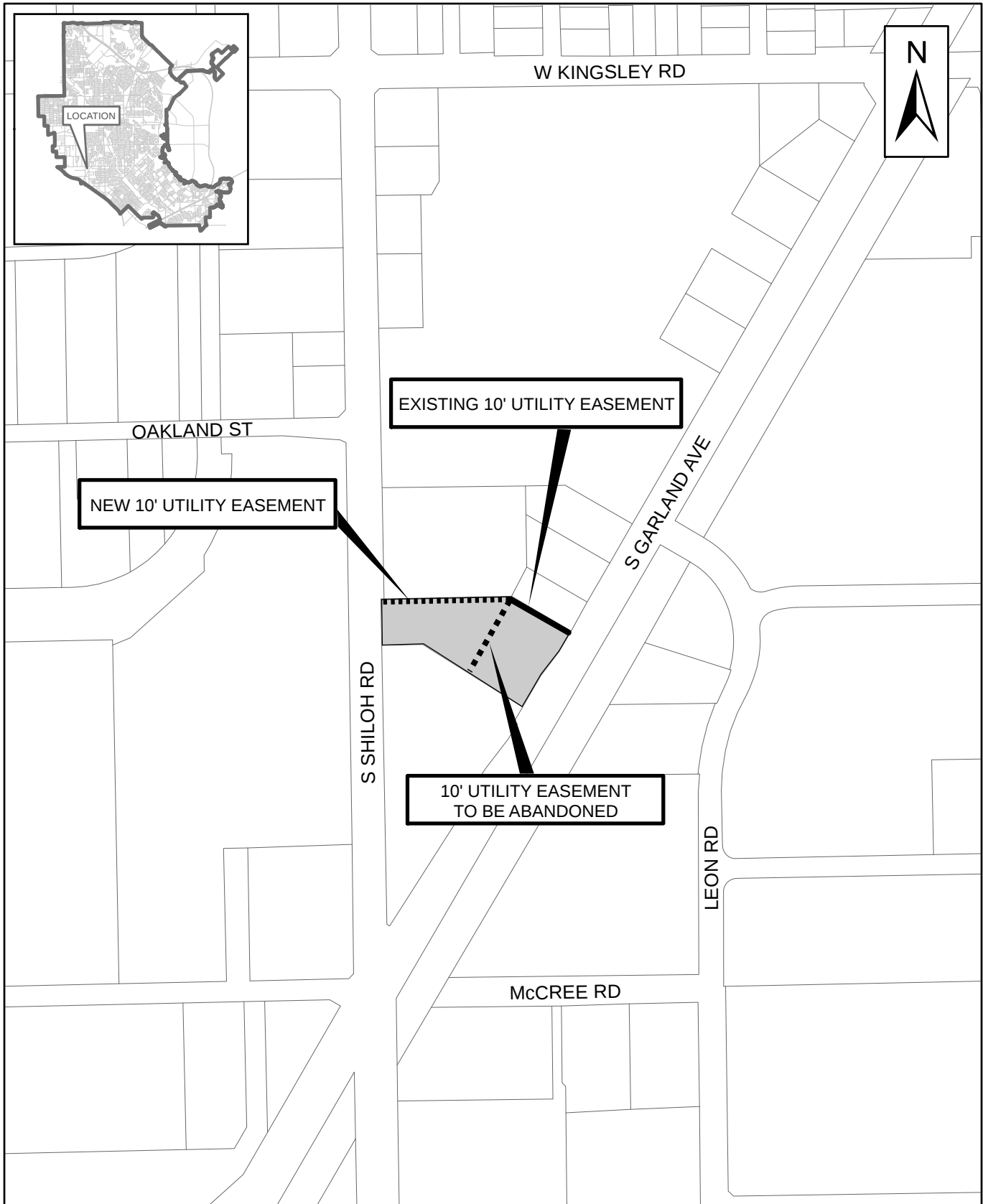
EXHIBIT "A"
ABANDONMENT OF
A PORTION OF
A 10' UTILITY EASEMENT
RACETRAC GARLAND AVENUE ADDITION
LOT 2, BLOCK 1
0.0536 ACRES
(2,336 SQUARE FEET)

JOHN CASEY SURVEY, ABSTRACT NO. 351
CITY OF GARLAND, DALLAS COUNTY, TEXAS

GEONAV

SURVEYING • MAPPING • SCANNING
2081 HUTTON DRIVE, SUITE 107 CARROLLTON, TEXAS 75006
SCALE 1"=60' (972) 243-2409 PROJECT NUMBER: 1225
TBPLS FIRM NO. 10194205

DATED: OCTOBER 03, 2017 DRAWN BY: JCH



10' UTILITY EASEMENT ABANDONMENT
RACETRAC GARLAND AVENUE ADDITION

Scale: 1"=400'
File: Racetrac
Date: 10/03/2017
Drawn: JMK

SHEET
1
OF
1



GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Work Session Agenda

2.b.

Meeting Date: October 16, 2017

Item Title: Mayor's Travel Report

Submitted By: Rene Dowl, City Secretary

Summary of Request/Problem

Council Policy Section 6 (E) A Councilmember shall provide a brief report on any meeting attended at the expense of the City at the next regular meeting of the Council. If multiple Councilmembers attended the same event, a joint report may be made. The City Manager will provide the City Council with an annual written briefing on Council travel and related expenses.

Recommendation/Action Requested and Justification

Information only



**GARLAND
CITY COUNCIL ITEM SUMMARY SHEET**

City Council Work Session Agenda

3.a.

Meeting Date: October 16, 2017

Item Title: AT&T Infrastructure Asset Management

Submitted By: Michael Polocek, Engineering Director

Summary of Request/Problem

At the request of Council Member B.J. Williams and Council Member Anita Goebel, a representative from AT&T will present and answer questions regarding their infrastructure management in the south Garland service area.

Recommendation/Action Requested and Justification

Information only.



**GARLAND
CITY COUNCIL ITEM SUMMARY SHEET**

City Council Work Session Agenda

3.b.

Meeting Date: October 16, 2017

Item Title: Richland College - Garland Campus Update

Submitted By: Rene Dowl, City Secretary

Summary of Request/Problem

At the request of Council Member B. J. Williams a Richland College representative will present an update on the Garland Campus.

Recommendation/Action Requested and Justification

Information Only



**GARLAND
CITY COUNCIL ITEM SUMMARY SHEET**

City Council Work Session Agenda

3.c.

Meeting Date: October 16, 2017

Item Title: Transportation Update

Submitted By: Paul Luedtke, Transportation Director

Summary of Request/Problem

The Transportation Director will provide an update on the strategic transportation initiatives in the City of Garland

Recommendation/Action Requested and Justification

N/A

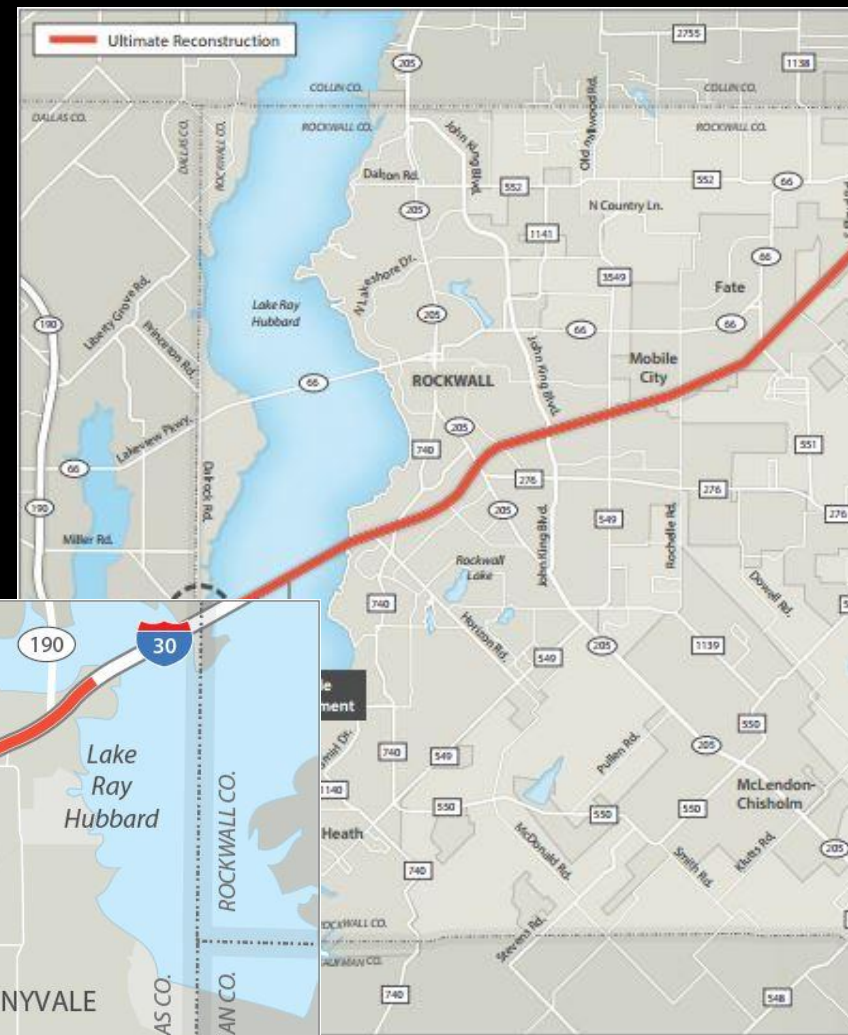
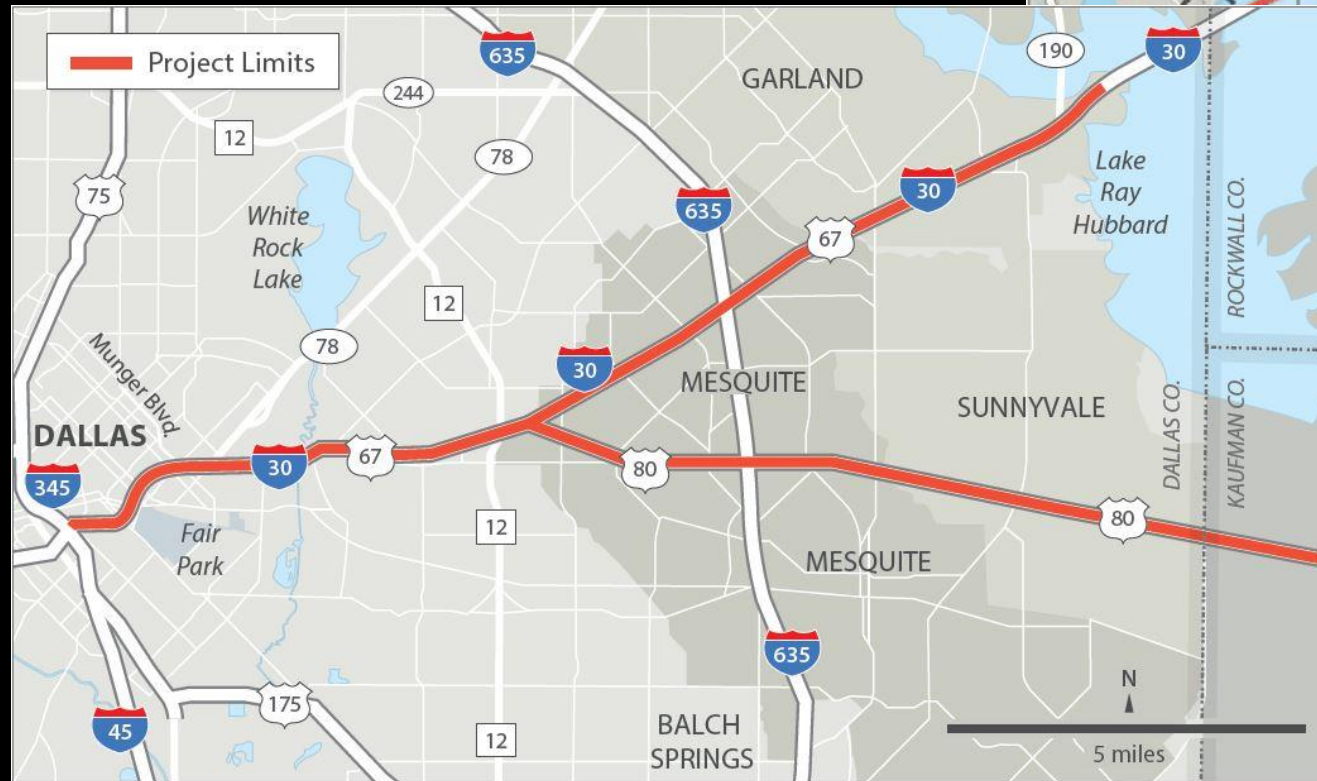
Attachments

Transportation Update October

Transportation Update

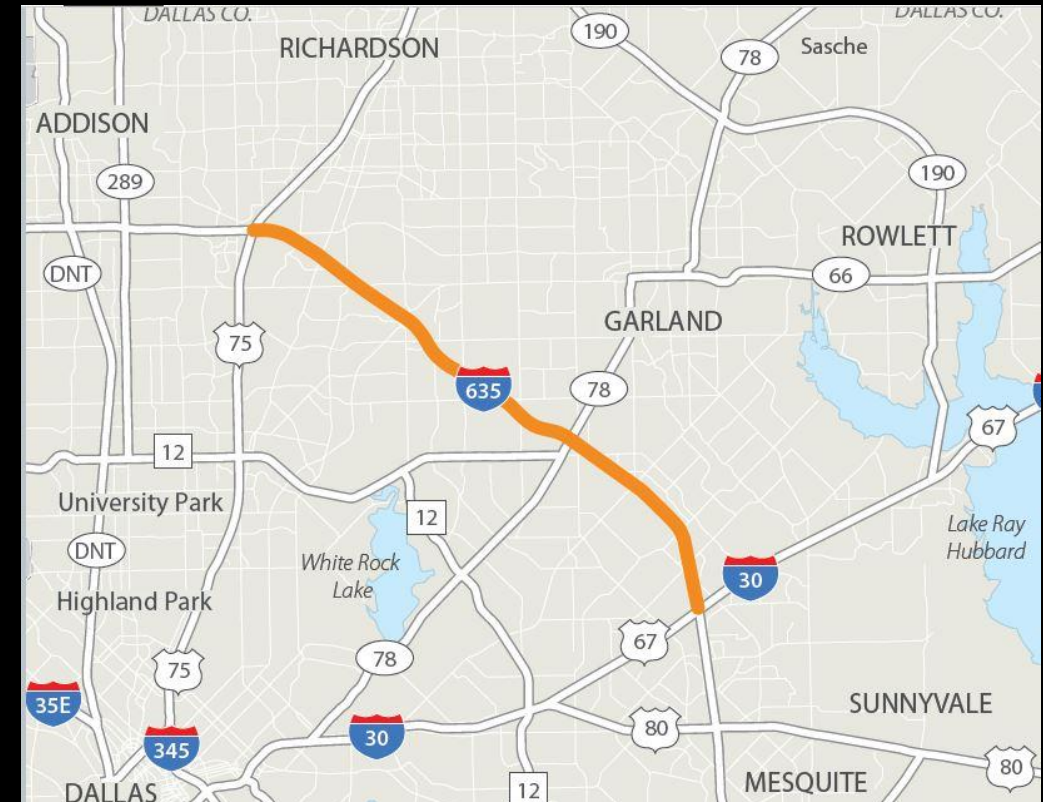
October 16, 2017

IH 30



IH 635 East

- ◆ Technical
 - ◆ TxDOT
 - ◆ Preparing Construction Documents
 - ◆ NCTCOG
 - ◆ Revising
- ◆ Funding
 - ◆ Texas Transportation Commission
 - ◆ Regional Transportation Council





**GARLAND
CITY COUNCIL ITEM SUMMARY SHEET**

City Council Work Session Agenda

3.d.

Meeting Date: October 16, 2017

Item Title: Update on the Charter Review Committee

Submitted By: Brad Neighbor, City Attorney

Summary of Request/Problem

The City Attorney will provide a report on the activities of the Charter Review Committee.

Recommendation/Action Requested and Justification

The Charter Review Committee held its initial meeting on September 28, 2017 and will begin undertaking its review of the City Charter later this month. Council direction is requested as to its expectations for a completion date for the Charter Review Committee's work.



GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Work Session Agenda

3.e.

Meeting Date: October 16, 2017

Item Title: Internal Audit Committee Report

Summary of Request/Problem

Councilman Rich Aubin, chair of the Internal Audit Committee, will provide a committee report on the following items:

- Weaver Presentation
- Firewheel Internal Control Audit
- Court Citation and Warrant Processing Audit Follow-Up
- Cash Count Audit
- FY 2018 Annual Audit Plan
- Customer Service Meter Reading and Billing Audit

Recommendation/Action Requested and Justification

Council discussion.

Attachments

FY 2018 Audit Plan



GARLAND

INTERNAL AUDIT

**AUDIT PLAN
FISCAL YEAR 2018**

**JED JOHNSON
CITY AUDITOR**

Basis for Annual Audit Plan

- Risk Assessment
- Council/Management Request
- Auditor Observation
- Prior Audits
- Time Since Last Audit

Performance Audits

Department	Audit	Preliminary Objective(s)	Hours
City-wide	Cash Count	Validate one-third of City's cash funds are in compliance with City Directives and Financial Policies.	350
GP&L	Power Purchase Contract	Determine if GP&L has adequate processes in place to verify: - The accuracy and timeliness of energy payments - Third-party compliance with energy output, metering and insurance requirements.	450
Environmental Health	Health Inspection and Permit	Determine if permits are issued in accordance with State law and City Ordinance. Verify if Environmental Health (EH) conducts routine inspections and as frequently as required by EH's rules and regulations	450
Public & Media Relations	Social Media	Evaluate the effectiveness of City's various social media networking sites in interacting with Garland citizens. Determine if City's Social Media Policy establishes guidelines and leading business practices for City staff to comply with. Verify City's internal controls and processes in addressing various risks introduced by social media sites	400
Economic Development	Annual Certification Process	Determine the effectiveness of City's Economic Development Department's compliance monitoring and annual certification process.	300
Parks, Recreation & Cultural Arts	Non-profit Sports League	Review City's agreements with various non-profit sporting associations (Permittee) to: - Determine if the City is recouping its expenses associated with the services provided. - Verify the effectiveness of City's monitoring of Permittee's compliance with certain agreed upon terms and conditions.	300
Fire	Fire Permit and Inspection	Verify the fire permit issuance and inspections are conducted in accordance with City rules and regulations. Ensure proper accounting of all funds.	400

Streets	Concrete Recycling Facility Lease Agreement	Verify if Lessee pays rent (In Kind & Supplemental) and pre-existing defaults in accordance with the terms and conditions of the lease agreement.	350
		Determine if minimum insurance coverage is maintained as required by the lease agreement.	
Code	Code Compliance	Evaluate whether Code uses appropriate processes and techniques to maximize the efficiency and effectiveness of code enforcement efforts.	450
Engineering, Transportation & Parks	CIP Billing	Determine if City has appropriate policies and procedures in place to ensure timeliness, accuracy and completeness of CIP reimbursement billing and collection process.	400
Economic Development	Kraft Employee Retention	Ensure Kraft's compliance with the Economic Development Agreement regarding employment of full time staff.	150
			Total 4,000

Audits in Progress

Department	Audit	Objective(s)	Hours
Fire	Inventory Management	Determine if inventories are properly accounted for and access to inventories are closely monitored	200
			Total 200

Audit Follow-ups

Department	Audit Follow-up	Hours
Citywide	Scrap Metal Investigation	100
Human Resources	City Benefits Bill Payment	200
Building Inspection	Alcoholic Beverage Permits	200
Housing and Community Services	Community Development Block Grant Program	250
Risk/Finance	City property Damage Claims Processing and Collection	200
Streets	Pothole Repair Operations	150
Fleet Services	Fleet Services Procurement and Accounts Payable	200
Finance/Hr	Payroll Audit	200
Customer Service	Customer Service Meter Reading and Billing	250
Granville Arts Center	Cultural Arts Revenue Audit	150
		Total 1,900

Other Projects

Projects	Description	Hours
External Audit Assistance	Single Audits, Warehouse Inventory, Utility Billing Testing, Cash Disbursements and Payroll etc.	300
Fleet Fuel Inventory	Observe Year End Fuel Inventory and verify reconciliation	100
Other	Investigations, Special Projects, Advisement, Risk Assessment, Annual Audit Plan, etc.	1,000
Total		1,400

Other Budgeted Hours

Area	Description	Hours
Administrative & Training	Training, Audit Committee, Other Meetings, Budget, IT issues, HR Matters, Employee Appreciation, Performance Evaluation, Time Entry, P-card Review, Invoice Entry, Grow Garland, Order Supplies, Website Maintenance, etc.	1,700
Time Off	Holidays, Vacation, Sick, FMLA, etc.	1,200
Total		2,900
Grand Total		10,400



GARLAND POLICY REPORT

City Council Work Session Agenda

3.f.

Meeting Date: October 16, 2017

Item Title: Retirement Stability Benefit (RSB) for Civil Service Employees

Submitted By: Matt Watson, Finance Director

Council Goal: Financially Stable Government with Tax Base that Supports Community Needs

ISSUE

Provide staff direction on whether or not to retain Lincoln Financial Group to assist with the implementation of a Retirement Stability Benefit (RSB) for Civil Service Employees.

OPTIONS

1. Authorize City Manager to sign a letter of intent to moving forward with engaging Lincoln Financial Group advisors to assist in establishing a Retirement Stability Benefit for Civil Service Employees.
2. Approve researching other vendors that provide similar services.
3. Deny approval to move forward with establishing a Retirement Stability Benefit.

RECOMMENDATION

City staff recommends engaging Lincoln Financial Group to assist City Council and staff in establishing a Retirement Stability Benefit (RSB) for Civil Service Employees to include the following activities:

1. Outline the process necessary to establish the RSB.
2. Provide Plan design options for setting up the RSB.
3. Provide policy guidelines for employee/employer contributions and the disbursement of funds.
4. Determine the fund make-up of the Plan selected.
5. Determine funding mechanism to ensure Plan sustainability.
6. Outline the oversight provisions necessary to ensure Plan compliance with IRS regulations.

BACKGROUND

City staff from Financial Services and Human Resources have begun researching the various Plan options available to fund a Retiree Stability Benefit for Civil Service employees. Staff is recommending the continued use of advisors from Lincoln Financial Group, as the company has provided guidance, support and record keeping for the City's 457 (b) deferred compensation program since 2008. Employees participating in the Lincoln deferred compensation plan have been pleased with the services and customer support provided by the

company. Lincoln Financial Group has indicated that there will not be a cost to the City to establish an additional deferred compensation plan for the City's Civil Service personnel.

CONSIDERATION

City staff members from Financial Services and Human Resources will work closely with City Council and Lincoln Financial to address City Council questions and to complete requested analysis.



GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Work Session Agenda

4.a.

Meeting Date: October 16, 2017

Item Title: Sachse Park Pals Request for Use of Bunker Hill Park for an Interim Dog Park

Submitted By: Jermel Stevenson, Managing Director

Summary of Request/Problem

Submitted for Council discussion and direction.

Recommendation/Action Requested and Justification

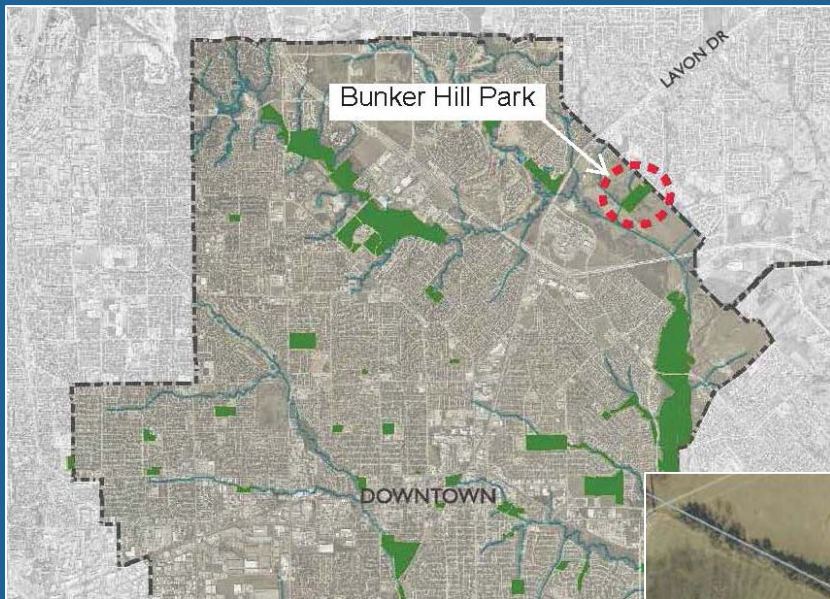
Council discussion.

Attachments

Sachse Pals Presentation

Proposal by “Sachse Park Pals”

**Fenced Off-Leash Dog Park Facility
at Bunker Hill Park**



Location Map

Bunker Hill Park, a 31-acre undeveloped park, is located at 4949 Bunker Hill Road



Proposal by “Sachse Park Pals”

- May 3 - Parks & Recreation Board meeting – Consideration of the proposal submitted by “Sachse Park Pals”, a 501(c) (3) non-profit requesting use of 1.4 acres of Garland’s Bunker Hill Park for an interim, fenced, off-leash dog park facility.

Concerns by the Board: insufficient funding proposed for building a dog park facility, additional required maintenance by park staff, vehicular ingress and egress to Bunker Hill road, proposed parking lot surface, and current efforts by staff towards implementation of the funded Garland Dog Park. The Board made recommendation to deny the request.

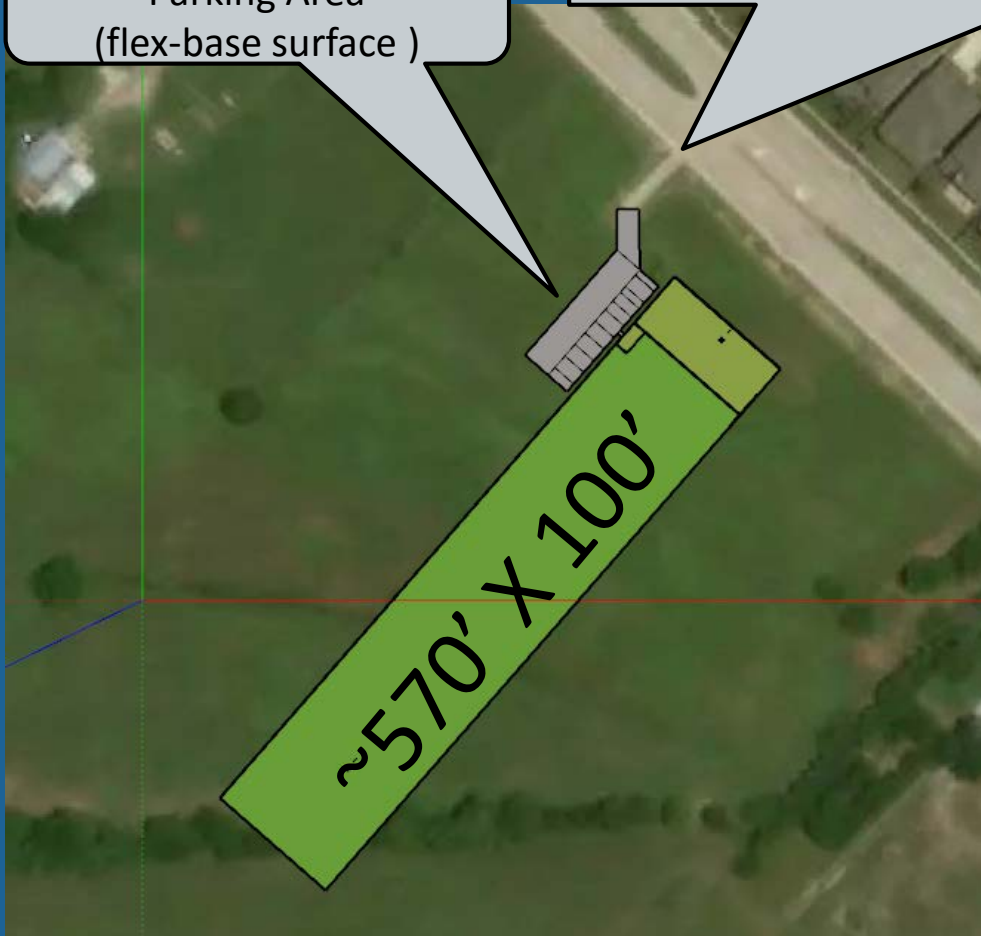
- June 19 - Regular Work Session – Discussion by City Council of the proposal by “Sachse Park Pals” included concerns for: the parking surface material proposed, capacity of parking spaces, ADA accessibility, City maintenance costs, liability, a need for written use agreement with “Sachse Park Pals”.

Proposal by “Sachse Park Pals”

Bunker Hill Park Fenced Off-Leash Dog Park

Proposed 4,000 SQ FT
Parking Area
(flex-base surface)

Existing 12-foot wide entrance at Bunker Hill road with
50-foot long concrete driveway to park entrance gate



Proposal Includes:

1. 6-foot high Vinyl-Coated Chain-Link Fence
1. Large Dog Area
2. Small Dog Area
3. Double-Gated Off-Leash Areas
4. ~4,000 Sq. Ft. Parking (Flex Base Surface*)
5. Hours: Sunrise to Sunset
6. Bring Your Own Water
7. Bring Your Own Chair

** Flex Base surface material – this material will require routine maintenance for backfill, leveling and compaction.*

Proposal by “Sachse Park Pals”

Key Points of a Facility Use Agreement

	SACHSE PARK PALS PROPOSAL	SACHSE PARK PALS FUNDED	STAFF RECOMMENDATION	PROJECT CONSTRUCTION COST ESTIMATE
Land 1.4 acres	Bunker Hill Park			
Parking Lot	Flex-base surface; 8-10 spaces with accessible space; requires variance from Garland Development Code for parking surface material.	Yes	25 space (minimum) concrete parking lot, with accessible sidewalk to the entrance of the fenced off-leash area	\$103,000

Proposal by “Sachse Park Pals”

Key Points of a Facility Use Agreement

	SACHSE PARK PALS PROPOSAL	SACHSE PARK PALS FUNDED	STAFF RECOMMENDATION	PROJECT CONSTRUCTION COST ESTIMATE
Entry Drive		No	Two-lane concrete entry approach & 90-ft long driveway (existing is single vehicle entry/exit)	\$35,000
Fencing and Gates	6-foot high, vinyl-coated chain link fencing	Yes		
Pet Waste Removal	Pet waste stations, with weekly waste removal	Yes		

Proposal by “Sachse Park Pals”

Key Points of a Facility Use Agreement

	SACHSE PARK PALS PROPOSAL	SACHSE PARK PALS FUNDED	STAFF RECOMMENDATION	PROJECT CONSTRUCTION COST ESTIMATE
Off-Leash Fenced Area Signage	Off-leash area rules, large and small dog area signs, dog park hours, sponsor signage	Yes	Additional signage for general park rules and regulations	\$1,600
Potable Water Utility Service		No	Water service line and outdoor pedestal-mounted fawcett	\$6,000
			Total	\$145,600

Staff Recommendation

- In order to provide for public vehicular access to the park, it is necessary to replace the existing park entrance approach and driveway to facilitate vehicular ingress and egress onto the four-lane divided Bunker Hill road.
- Variances from the City's Development Code are required to proceed with the proposal as submitted.

Questions ?



**GARLAND
CITY COUNCIL ITEM SUMMARY SHEET**

City Council Work Session Agenda

4.b.

Meeting Date: October 16, 2017

Item Title: Dog Park/Skate Discussions

Submitted By: Rene Dowl, City Secretary

Summary of Request/Problem

At the request of Council Members B. J. Williams and Rich Aubin, the staff will brief the Council on previously held discussion on the Dog/Skate Park.

Recommendation/Action Requested and Justification

Discussion Only



**GARLAND
CITY COUNCIL ITEM SUMMARY SHEET**

City Council Work Session Agenda

4.c.

Meeting Date: October 16, 2017

Item Title: Online message board

Submitted By: Rene Dowl, City Secretary

Summary of Request/Problem

At the request of Council Members Smith and Aubin, the Council will discuss establishing an online message board for public/council communication.

Recommendation/Action Requested and Justification

Discussion only



GARLAND

City Council Work Session Agenda

6.

Meeting Date: October 16, 2017

Item Title: Boards and Commissions

Submitted By: Mayra Sullivan, Assistant to the City Council, City Secretary

Summary:

Discuss Appointments to Boards and Commissions

Mayor Douglas Athas

- Bao Vinh - Plan Commission

Council Member Vera

- Hazel Blanton - Senior Citizens Advisory Board

Council Member Scott LeMay

- Karla Pajot - Garland Cultural Arts Commission
 - Moses Uvere - Community Multicultural Commission
 - Charlotte Piercy - Senior Citizens Advisory Commission (reappointment)
-

Attachments

Bao Vinh

Hazel Blanton

Karla Pajot

Moses Uvere

Charlotte Piercy



GARLAND

TEXAS MADE HERE

CITY OF GARLAND
RECEIVED
SEP 25 2017
CITY SECRETARY

Application for City of Garland Boards/Commissions/Committees

Please Type or Print Clearly:

Date: 9.13.2017

Name: "Bao Vinh" Nhat-Nam N. Pham Phone: [REDACTED] (Home)

Address: 4213 Colgate Lane Phone: [REDACTED]

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

Resident of Garland for 30 years Resident of Texas for 30 years

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

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

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

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

Electric Course in Introduction to Planning at University of North Texas MPA program
City of Irving Field Assignment, City of Denton Field Research on Zoning/Historic Preservation
If you have previously served on a City Board or Commission, please specify and list dates of service.

NA

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

City Council, Seat 6 candidate (2017-2019), St. Joseph Catholic Church Lector Ministry
Vietnamese American Comm. of Greater Dallas (volunteer (former) board of directors member)

What is your educational background?

B.A. Historical Studies, Master's in Public Administration (MPA)
and Doctor of Pharmacy (PharmD)

What is your occupational experience?

Pharmacist

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

[Signature]
Signature of Applicant

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

☐ Board of Adjustment

☐ Building and Fire Codes Board

☐ Citizens Environmental and Neighborhood Advisory Committee

☐ Community Multicultural Commission

☐ Electrical Board

☐ Garland Cultural Arts Commission

☐ Garland Youth Council **

☐ Housing Standards Board

☐ Library Board

☐ Parks and Recreation Board

☒ Plan Commission *

☐ Plumbing and Mechanical Codes Board

☐ Senior Citizens Advisory Committee

* Plan Commission members must live in district

** Garland Youth Council has a separate application

Return completed application to:

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

Revised 03/2015

Utilities: Current
Taxes: Current
Claims: None

MS
9/27/17



GARLAND

TEXAS MADE HERE

BERRIA
DISTRICT 6

CITY OF GARLAND
RECEIVED
OCT 06 2017

Application for City of Garland Boards/Commissions/Committees

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

Please Type or Print Clearly:

Date: 10-5-2017

Name: HAZEL A. BLANTON Phone: [REDACTED] (Home)

Address: 906 ALAMO Phone: [REDACTED] (Other)

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

Resident of Garland for 69 years Resident of Texas for 78 years

Dallas County Voter Registration Number [REDACTED] Garland City Council District Number 17018 Dist.

Have you ever been convicted of a felony? ☐ Yes ☒ No

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

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

RUN AND OPERATED A BUSINESS 20 YRS

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

NO

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

GARLAND GRAD 4 CLASS REUNION BOARD 1957

What is your educational background?

GARLAND GRAD. 4 CLASS REUNION BOARD 1957

What is your occupational experience?

HAIR DRESSER FOR 55 YRS

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

Hazel A. Blanton

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

- | | | |
|---|---|--|
| ☐ Board of Adjustment | ☐ Garland Cultural Arts Commission | ☐ Parks and Recreation Board |
| ☐ Building and Fire Codes Board | ☐ Garland Youth Council ** | ☐ Plan Commission * |
| ☐ Citizens Environmental and Neighborhood Advisory Committee | ☐ Property Standards Board | ☐ Plumbing and Mechanical Codes Board |
| ☐ Community Multicultural Commission | ☐ Library Board | ☐ Senior Citizens Advisory Committee |
| ☐ Electrical Board | | |

* Plan Commission members must live in district ** Garland Youth Council has a separate application

FOR OFFICE USE ONLY

Ad Valorem Tax Status
Utility Account Status

Current ☒
Current ☒

Past Due ☐
Past Due ☐

Date Appointed _____

Appointed By _____

Date Notified _____

CSO Suit/Claim Filed
Clerk Signature & Date

Yes ☐ No ☒

MS 10/9/17



GARLAND

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Application for City of Garland Boards/Commissions/Committees

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

Please Type or Print Clearly:

Date: 10-3-17

Name: Karla Pajot Phone: [REDACTED] (Home)

Address: 10522 Lynch Lane Phone: _____ (Other)

City, State, Zip: Garland, Tx 75044 Email: [REDACTED]

Resident of Garland for 40 years Resident of Texas for 69 years

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

Have you ever been convicted of a felony? ☐ Yes ☒ No

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

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

Strong interest and experience in cultural arts

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

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

Garland Summer Musicals Board & Officer 35 years
Garland Civic Theater Board & Pres. Children on Stage
Garland Jr. League Charter Member

What is your educational background?

BA, Theatre Arts, Texas Tech Univ.
MA, Drama, Univ. of North Texas

What is your occupational experience?

Manager Garland Womens Activities Bldg. - 25 years

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

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

☐ Board of Adjustment	☒ Garland Cultural Arts Commission	☐ Parks and Recreation Board
☐ Building and Fire Codes Board	☐ Garland Youth Council *	☐ Plan Commission
☐ Citizens Environmental and Neighborhood Advisory Committee	☐ Property Standards Board	☐ Plumbing and Mechanical Codes Board
☐ Community Multicultural Commission	☐ Library Board	☐ Senior Citizens Advisory Committee
☐ Electrical Board		

* Garland Youth Council has a separate application

FOR OFFICE USE ONLY

Ad Valorem Tax Status
Utility Account Status

Current ☒
Current ☒

Past Due _____
Past Due _____

Date Appointed _____

Appointed By _____

Date Notified _____

CSO Suit/Claim Filed
Clerk Signature & Date

Yes _____ No ☒

[Signature] 10/5
[Signature]

Disclosure Form Filed _____

Revised 03/20



GARLAND

TEXAS MADE HERE

Application for City of Garland Boards/Commissions/Committees

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

Please Type or Print Clearly:

Date: 10/6/17

Name: Moses Uvere

Phone:

(Home)

Address: 1009 W Ave F

Phone:

(Other)

City, State, Zip: Garland, TX 75040

Email:

Resident of Garland for 4 years

Resident of Texas for 31 years

Dallas County Voter Registration Number

Garland City Council District Number 2

Have you ever been convicted of a felony? ☐ Yes ☒ No

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

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

Positions of Pastor, musician and TV personality have enabled me to hone works skills, relate across gen

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

No

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

Working in a faith based organization to identify any needs in teens and to model responsible adult behav

What is your educational background?

Theology degree from CFNI, an internationally known institution

What is your occupational experience?

Musician: 10 years and Pastor: 4 years

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

Moses Uvere

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

☐ Board of Adjustment

☐ Garland Cultural Arts Commission

☐ Parks and Recreation Board

☐ Building and Fire Codes Board

☐ Garland Youth Council *

☐ Plan Commission

☐ Citizens Environmental and Neighborhood Advisory Committee

☐ Property Standards Board

☐ Plumbing and Mechanical Codes Board

☒ Community Multicultural Commission

☐ Library Board

☐ Senior Citizens Advisory Committee

☐ Electrical Board

* Garland Youth Council has a separate application

FOR OFFICE USE ONLY

Ad Valorem Tax Status

Utility Account Status

CSO Suit/Claim Filed

Clark, S. J. & P. J.

Current

Current

Past Due

Past Due

Yes

No

Date Appointed

Appointed By

Date Notified

10/19/17



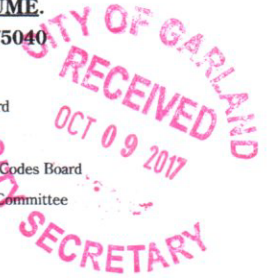
Board & Commission Application

Please Print or Type. **PLEASE DO NOT SEND RESUME.**

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

Board or Commission of first, second, and third choice: (Utility Advisory Board has a separate application)

- | | | |
|---|---|--|
| ☐ Board of Adjustment | ☐ Garland Cultural Arts Commission | ☐ Parks and Recreation Board |
| ☐ Building and Fire Codes Board | ☐ Garland Youth Council | ☐ Plan Commission * |
| ☐ Citizens Environmental and Neighborhood Advisory Committee | ☐ Housing Standards Board | ☐ Plumbing and Mechanical Codes Board |
| ☐ Community Multicultural Commission | ☐ Library Board | ☒ Senior Citizens Advisory Committee |
| ☐ Electrical Board | | |



Full Name: CHARLOTTE M. PERCY
 Home Address: 303 ARMSTRONG DR Bus. Address: ---
 City, State, Zip: GARLAND, TX 75040 City, State, Zip: ---
 Home Phone: [REDACTED] Phone (Other): [REDACTED]
 Email Address: ---

Resident of Garland for 62 years Resident of Texas for 82 years

Are you a registered voter in Dallas County? ☒ Yes ☐ No

Voter Registration No. [REDACTED] Precinct No. 1711 City Council District No. 2

Have you ever been convicted of a felony? ☐ Yes ☒ No

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

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

NEIGHBORHOOD ASSOCIATION - START MEMBER N.E.C.I.M. WATCH
 CITIZEN ON PATROL - S.C.A.C. TOURS

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

S.C.A.C. 2006 - NOW

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

ABOVE LISTED

What is your educational background?

BEN KUAL - ASSO. DEGREE

What is your occupational experience? TEACHERS AND C.F.S.D.

RENTOR

* Plan Commission members must own property within the city.

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

Charlotte M. Percy
 Signature of Applicant

FOR OFFICE USE ONLY

Ad Valorem Tax Status Current ☒ Past Due ☐

Status of Utility Accounts Current ☒ Past Due ☐

Suit/Claim Filed in City Secretary's Office Yes ☐ No ☒

Date Appointed _____
 Appointed By _____
 Date Notified _____
 Date Disclosure Form Filed _____

Signatures
[Signature] Tax Clerk
[Signature] Accounting Clerk
[Signature] 10/00/17 City Secretary