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 15, 2018
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 Briefings:

a. Consider Garland Cultural Arts Commission Inc. Hotel Occupancy Tax Revenue Budget, Sub-grant Recipients, and Authorize Execution of the Hotel Occupancy Tax Program Management Agreement

Council is requested to consider approving the 2018-2019 budget of the Garland Cultural Arts Commission, Inc. (GCACI), sub-grant recipients, and authorization of the City Manager's execution of the "Hotel Occupancy Tax Program Management Agreement: between the City of Garland and the GCACI. Unless otherwise directed by Council, this item will be scheduled for formal consideration at the October 16, 2018 Regular Meeting.

b. Campbell Road Switching Station Land Purchase

Council is requested to approve the contract for the land purchase from STREAM Data Centers DFW VII, L.P. Unless otherwise directed by Council, this item will be scheduled for formal consideration at the November 6, 2018 Regular Meeting.

c. Strategic Project Portfolio - Work Plan Quarterly Update

Council is receiving a quarterly update on the Strategic Project Portfolio - Work Plan. There are currently 91 projects associated with the portfolio, and the Work Plan serves as a tool to provide Council with periodic updates on the status of each project. The October 2018 report shows the status of projects through the end of September 2018, corresponding with the Fiscal Year calendar.

d. Thoroughfare Plan Amendment - Zion Road

Council is requested to amend the Thoroughfare Plan to include the extension of Zion Road to the IH 30 Frontage Road as shown on in Exhibit A. Unless otherwise directed by Council, this item will be considered for formal consideratin at the November 6, 2018 Regular Session.

e. Policy development for Tree Mitigation & Preservation Program

At the request of Council Member Deborah Morris and Council Member David Gibbons, Council is requested to begin the process of initiating a review of the City's Tree Preservation Ordinance, and begin the process of developing Tree Fund Program policies, guidelines, and administrative support.

f. Boards and Commissions Quarterly Report

In January of 2018 the Council requested that a quarterly report from Boards and Commissions be submitted for their review. The attached is the first such report to be prepared. The attached is the first such report to be prepared. The following Boards did not have activity for the period July 1 - September 30:

- *Unified Building Standards Commission*
- *TIF Zone 3 Board*

g. Consider an amendment to City Council policy requiring the Administrative Services Committee to annually review ad valorem tax exemptions

Council is requested to consider and approve the attached amendment requiring an annual review of ad valorem tax exemptions by the Administrative Services Committee.

h. Policy for Public Comments at Parks and Recreation Board Meetings

Council is requested to approve the proposed Policy, which proposes the addition of a citizen comment period to the Board's agenda. Currently, the agenda of the Parks and Recreation Board does not include a public comment item for individuals wishing to address the Board. Unless otherwise directed by Council, this item will be scheduled for formal consideration at the November 6, 2018 Regular Meeting.

3. Verbal Briefings:

a. Community Multicultural Commission Overview and Update

The Community Multicultural Commission will provide an overview of the 2017-2018 Fiscal Year.

b. Internal Audit Committee Report

Mayor Pro Tem Rich Aubin, Chair of the Internal Audit Committee will provide a committee report on the following items:

- *Weaver Presentation - FY/2018 Annual Audit*
- *Garland Women's Activities Building Council, Inc. Use Agreement Audit*
- *Cash Count Audit*
- *FY/2019 Annual Audit Plan*

c. Update on Progress and Implementation of Proposed 2019 Bond Referendum

Representatives from Kimley-Horn and City Staff will provide an update to the Council regarding public input, community meetings, anticipated timelines and other information related to the proposed 2019 Bond Program.

4. Regular Items:

a. Bond Study Committee Appointment

In accordance with the City Charter, Article X - Section 3, the Council will consider an appointment to the Bond Study Committee.

Council Member Robert Vera

- *Terri Chepregi*

b. Use of Celebratory Fireworks

Council is requested to approve the amendment to Chapter 26, Police-Miscellaneous, of the Code of Ordinances which adds a subsection to prohibit fireworks. Unless otherwise directed by Council, this item will be scheduled for formal consideration at the November 6, 2018 Regular Meeting.

c. Commercial and Oversized Vehicles Parked in Residential Areas

Parking issues in residential areas have become a growing concern for citizenry. Currently, city ordinance provides certain restrictions relating to oversized and commercial vehicles within residential zones; however, many citizens express dissatisfaction with the latitude provided by existing ordinances. Other citizens express contradictory views and oppose existing and/or further restrictions.

d. Rental Bikes and Motorized Scooters

Council is requested to consider an ordinance that would allow Code Compliance to impound unattended rental bikes/scooters. Further, the proposed ordinance would provide for a designated reclamation period. If not reclaimed, the ordinance establishes clear authority to dispose of the property.

5. Discuss Appointments to Boards and Commissions

<u>Council Member David Gibbons</u>

- Ross Montelbano - TIF #3

6. 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.

7. Adjourn

GARLAND
POLICY REPORT

City Council Work Session Agenda **2.a.**

Meeting Date: October 15, 2018

Item Title: Consider Garland Cultural Arts Commission Inc. Hotel Occupancy Tax Revenue Budget, Sub-grant Recipients, and Authorize Execution of the Hotel Occupancy Tax Program Management Agreement

Submitted By: Jermel Stevenson, Managing Director

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

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ISSUE

Staff is seeking Council approval of the 2018-2019 budget of the Garland Cultural Arts Commission, Inc. (GCACI), sub-grant recipients, and authorization of the City Manager's execution of the "Hotel Occupancy Tax Program Management Agreement" between the City of Garland and the GCACI.

OPTIONS

1. Council may follow staff's recommendation to approve the 2018-2019 GCACI budget, the list of sub-grant recipients, and authorize the City's execution of the agreement;
2. Return the item to staff for further review and discussion;
3. Do not approve the 2018-2019 GCACI budget, list of sub-grant recipients, nor authorize execution of the agreement, thereby canceling the $152,559 in revenues, which support cultural arts in Garland.

RECOMMENDATION

Unless otherwise directed by Council, this item will be scheduled for formal consideration at the October 16, 2018 Regular Meeting.

BACKGROUND

In February 1986, the Garland City Council created the nine-member Garland Cultural Arts Commission, to serve as a liaison between the City and all community based, arts related programs, and historical organizations. The Commission's primary goal is to increase the visibility of the arts, promoting an active and diverse arts culture in Garland.

In 1987, the Commission created the private, non-profit Garland Cultural Arts Commission Inc. (GCACI), to pursue various sources of revenue, contributions, and support, in order to grow a cultural arts grant program, providing funding assistance to meritorious arts and historical groups.

The GCACI administers this grant program, funded primarily through revenues received from Hotel Occupancy Tax funds. Since the program's inception in 1987, grant funds have contributed over $1.5 million dollars towards the advancement of local cultural arts organizations. GCACI's extensive promotional efforts have been the foundation for building Garland's cultural tourism, attracting thousands of arts patrons from throughout North Texas to Garland's arts facilities and activities.

CONSIDERATION

The attached "Hotel Occupancy Tax Program Management Agreement", in the amount of $152,559.00, provides the GCACI with fifteen percent of the hotel occupancy tax net revenue from Quarter 3 of 2016 thru Quarter 2 of 2017. As a provision of this agreement, the GCACI annually adopts a budget which details the proposed expenditures of the revenues provided by this program. The attached Exhibits A and B are the GCACI budget, and list of GCACI sub-grant recipients approved October 2, 2018, by the GCACI for this 2018-2019 fiscal year.

Attachments

Exhibit A - 2018-19 GCACI Budget

Exhibit B - 2018-19 Subgrant Recipients

Exhibit C - GCACI HOT Agreement

EXHIBIT A

GARLAND CULTURAL ARTS COMMISSION, INC. (GCACI)
PROPOSED 2018 – 2019 BUDGET
HOTEL OCCUPANCY TAX REVENUES

REVENUES:

$152,559.00	Hotel Occupancy Tax Revenues

EXPENDITURES:

$ 119,000.00	GCACI Grant Program for Arts & Cultural Arts Organizations
$ 4,400.00	Annual High School Senior Juried Visual Arts Competition/GISD
$ 9,492.00	"Arts In Action" Newsletter & Event Advertising
$ 12,667.00	Reimbursement to COG for "Vision of the Arts Sculpture *
$ 7,000.00	Public Art Grants for Downtown and other Garland locations
$152,559.00	Total Expenditures

*As of 10/20/2017, GCAC, Inc. has reimbursed the City of Garland $125,000.00 in payment towards the original $200,000 Agreement.

Therefore, $75,000 is still owed from the original commitment of $200,000. In addition there is another $13,667 which is 2/3 of the $20,500 funding required for the additional bronze and fabrication to Schaefer Foundry. This bring the new total owed to COG at $88,667 to be paid over a period of 7 years. This comes to $12, 667.00 a year.

EXHIBIT B

GARLAND CULTURAL ARTS COMMISSION, INC.
2018-19 SUBGRANT RECIPIENTS

GARLAND ARTS GROUPS – MAJOR

Garland Civic Theatre - $25,500

Garland Summer Musicals - $27,500

Garland Symphony Orchestra - $26,000

GARLAND/GISD Residential Area – MINOR

Achievement Center of Texas - $5,000

Alpine Dancers - $1,500

Breitling Youth Theater - $5,000

CORP - $7,000

Friends of Garland’s Magic Eleventh St. - $2,240

Garland Landmark Society - $2,864

Lake Cities Chorale - $1,500

OTHER

DBC Nutcracker - $14,896

EXHIBIT C

**GARLAND CULTURAL ARTS COMMISSION, INC. (GCACI)
HOTEL OCCUPANCY TAX
PROGRAM MANAGEMENT AGREEMENT**

This Hotel Occupancy Tax Program Management Agreement (this "Agreement") is made and entered into by and between the City of Garland, Texas, a Texas home-rule municipality (the "City") and the Garland Cultural Arts Commission, Inc., a non-profit corporation organized under the laws of Texas ("GCACI").

WHEREAS, Chapter 351, TEXAS TAX CODE authorizes a municipality that levies and collects a hotel occupancy tax to expend a portion of the revenues from such tax for the encouragement, promotion, improvement and application of the arts, and for certain historical preservation and restoration projects, activities and related promotions; and

WHEREAS, Sec. 351.101(c), TEX. TAX CODE, authorizes the governing body of a municipality to delegate by contract the management or supervision of programs and activities funded with revenue from the hotel occupancy tax authorized by Chapter 351, Texas Tax Code; and

WHEREAS, GCACI has agreed to manage and supervise various programs and activities relating to the encouragement, promotion, improvement and application of the arts;

NOW, THEREFORE, in consideration of the following mutual covenants and promises, the City and GCACI agree as follows:

Section 1. <u>General Responsibilities of the GCACI</u>. GCACI shall develop, operate, and administer: (i) programs and activities for the encouragement, promotion, improvement, and application of cultural arts within the City and at City facilities; and (ii) projects, activities, advertising and promotional programs for historical restoration and preservation. A detailed, written description of all such programs, activities, projects, advertisements, and promotions (collectively referred to as the "Program") shall be provided to the City Manager annually upon renewal of this Agreement and shall be updated not less than quarterly as part of the periodic reporting required by Section 4 of this Agreement.

Section 2. <u>Hotel Occupancy Tax Revenues</u>. In consideration of GCACI's development, operation, and administration of the Program, the City shall pay to GCACI $152,559.00. In no event shall the payment under this Agreement exceed the amount City may lawfully allocate under Sec. 351.103(c) or fifteen percent (15%) of the hotel occupancy tax revenue actually received in hand by the City for the applicable fiscal quarter(s) used to calculate the amount. The City shall remit payment of Program funds to GCACI on or before October 30, 2018. GCACI shall maintain all revenues received by the City under this Agreement in a separate account established for that purpose and may not commingle that revenue with any other money.

Section 3. <u>Budget</u>. GCACI shall annually prepare and submit to the City a budget detailing all proposed uses and expenditures of the revenues to be provided to the GCACI under this Agreement, including any and all proposed uses and expenditures of revenues intended to be granted by GCACI to subgrantees. If approved by the City Council of the City, the budget shall be made a part of this Agreement as Exhibit "A", and all of GCACI expenditures of revenues received by the City under this Agreement shall be made in accordance with the approved budget.

Section 4. Limitation on Expenditures; Periodic Reporting.

(A) For the purposes of this agreement, "convention center facilities" means facilities that are primarily used to host conventions and meetings. The term means civic centers, civic center buildings, auditoriums, exhibition halls, and coliseums that are owned by the City or that are managed in whole or part by the City.

(B) Revenue from hotel occupancy taxes paid to GCACI by the City under this Agreement shall be used only to promote tourism and the convention and hotel industry, and that use is limited to the following:

(1) the acquisition of sites for and the construction, improvement, enlarging, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers, or both;

(2) the furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants;

(3) advertising and conducting solicitations and promotional programs to attract tourists and convention delegates or registrants to the City;

(4) The encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creating writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms.

(5) Historical restoration and preservation projects or activities or advertising and conducting solicitations and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums:

(a) at or in the immediate vicinity of convention center facilities or visitor information centers; or

(b) located elsewhere in the City or its vicinity that would be frequented by tourists and convention delegates; and

(6) Any other related purpose authorized by Chapter 351, TEX. TAX CODE, as may be amended from time to time.

(C) None of the hotel occupancy tax revenues provided to GCACI under this Agreement may be spent for:

(1) travel for a person to attend an event or conduct an activity, the primary purpose of which is not directly related to the promotion of tourism and the convention and hotel industry or the performance of the person's job in an efficient and professional manner; or

(2) programs, activities, or any other use located outside the territorial limits of the City of Garland.

(D) GCACI shall provide a written report to the City Council, through the City Manager no less than quarterly each City fiscal year listing the expenditures made by the GCACI with and or the hotel occupancy tax revenue provided to GCACI under this Agreement. Additionally, on an annual basis, GCACI shall send to the City Manager a written report showing the activities conducted under the GCACI program for the preceding year. The report shall also indicate cumulative expenses and revenues for the preceding year. Financial reports shall show the relationship of actual expenses to the authorized budgeted expenses shown in the budget.

(E) In addition to making, submitting, and filing the report in the manner described above, GCACI, if requested by the City shall make an oral presentation of such report at a regular City Council meeting. Minutes and financial reports shall be sent to the City Manager and City's Internal Audit Department after each quarterly meeting.

(F) Subgrants. GCACI may by written contract make subgrants of Program funds for the encouragement, promotion, improvement, and application of the arts, to another person, entity or private organization. Prior to making subgrants of Program funds to third-parties, GCACI must include the proposed subgrant, including detailing the identity of the subgrantee and all proposed uses of the Program funds, in the budget required by above Section 3 and approved by the City Council. Written contracts between GCACI and subgrantees shall require that the subgrantee:

(1) restrict the use of Program funds to the program or activity expressly identified in the approved budget;

(2) at least annually make periodic reports to the governing body of its expenditures of Program funds;

(3) make any and all records of these expenditures available for review by the City; and

(4) return to GCACI any and all Program funds not spent within the budget year in which the funds were granted.

Section 5. Responsibility for Funds; Audit of the GCACI.

(A) GCACI acknowledges that the approval by the City Council of the annual budget of the GCACI for the functions and activities to be undertaken by GCACI pursuant to this Agreement creates a fiduciary duty in the GCACI with respect to the revenue provided by the hotel occupancy taxes that are made available to GCACI under this Agreement.

(B) GCACI shall maintain complete and accurate financial records of all expenditures of revenues provided to GCACI by the City under this Agreement. GCACI shall make all such books and records fully, completely and promptly available to the City through which an operational audit of all funds and activities of the Program may be made by the Internal Auditor of the City.

Section 6. Prohibition on Discrimination. GCACI shall not discriminate against any person in the development, operation or administration of any aspect of the Program on the basis of race, creed, sex, national origin or handicapped status.

Section 7. Termination. Either party may terminate this Agreement, at will and without cause, by giving written notice of termination to the other party not less than thirty-days prior to the date of termination. Upon the termination of this contract, either due to the expiration of the stated term hereof or due to the exercises by either party of the above described right of termination, any balance of funds in the account established for the GCACI program, as well as any equipment or other party which has been purchased from those accounts or transferred from the City shall belong to and be returned to the City. This provision shall not prevent the City and the GCACI from agreeing to use any such fund balance for the continuation of the GCACI program in the event the parties enter into another subsequent contract. The City shall not be responsible for any obligations made outside the contract period.

Section 8. Notices. Any notice required or desired to be given from one party to the other party to this Agreement shall be in writing and shall be given and shall be deemed to have been served and received (whether actually received or not) if (i) delivered in person to the address set forth below; (ii) deposited in an official depository under the regular care and custody of the United States Postal Service located within the confines of the United States of America and sent by certified mail, return receipt requested, and addressed to such party at the address hereinafter specified; or (iii) delivered to such party by a courier receipted delivery. Either party may designate another address within the confines of the continental United States of America for notice, but until written notice of such change is actually received by the other party, the last address of such party designated for notice shall remain such party's address for notice.

Section 9. No Assignment. Neither party shall have the right to assign that party's interest in this Agreement without the prior written consent of the other party.

Section 10. Severability. If any term or provision of this Agreement is held to be illegal, invalid or unenforceable, the legality, validity or enforceability of the remaining terms or provision of this Agreement shall not be affected thereby, and in lieu of each such illegal, invalid or unenforceable term or provision, there shall be added automatically to this Agreement a legal, valid or enforceable term or provision as similar as possible to the term or provision declared illegal, invalid or unenforceable.

Section 11. Waiver. Either City or GCACI shall have the right to waive any requirement contained in this Agreement, which intended for the waiving party's benefit, but except as otherwise provided herein, such waiver shall be effective only if in writing executed by the party for whose benefit such requirement is intended. No waiver of any breach or violation of any term of this Agreement shall be deemed or construed to constitute a waive of any other breach or violation, whether concurrent or subsequent, and whether of the same or of a different type of breach or violation.

Section 12. Governing Law; Venue. This Agreement and all of the transactions contemplated herein shall be governed by and construed in accordance with the laws of the State of Texas. The provisions and obligations of this Agreement are performable in Dallas County, Texas such that exclusive venue for any action arising out of this Agreement shall be in Dallas County, Texas.

Section 13. Paragraph Headings; Construction. The paragraph headings contained in this Agreement are for convenience only and shall in no way enlarge or limit the scope or meaning of the various and several paragraphs hereof. Both parties have participated in the negotiation and preparation of this Agreement and this Agreement shall not be construed either more or less strongly against or for either party.

Section 14. Binding Effect. Except as limited herein, the terms and provisions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, devisees, personal and legal representatives, successors and assigns.

Section 15. Gender. Within this Agreement, words of any gender shall be held and construed to include any other gender, and words in the singular number shall be held and construed to include the plural, unless the contest otherwise requires.

Section 16. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, and all of which shall constitute but one and the same instrument.

Section 17. Exhibits. All exhibits to this Agreement are incorporated herein by reference for all purposes wherever reference is made to the same.

Section 18. Computation of Deadlines. If any deadline contained herein ends on a Saturday, Sunday or a legal holiday recognized by the Texas Supreme Court, such deadline shall automatically be extended to the next day that is not a Saturday, Sunday or legal holiday.

Section 19. Entire Agreement. It is understood and agreed that this Agreement contains the entire agreement between the parties and supersedes any and all prior agreements, arrangements or understandings between the parties relating to the subject matter. No oral understandings, statements, promises or inducements contrary to the terms of this Agreement exist. This Agreement cannot be changed or terminated orally and no written modification of this Agreement shall be effective unless executed by both parties.

Section 20. Relationship of Parties; No Third-Party Beneficiaries. Nothing contained in this Agreement shall be deemed or construed by the parties hereto or by any third party to create the relationship of principal and agent or of partnership, joint venture, or employment, it being expressly understood and agreed that no provision contained in this Agreement nor any act or acts of the parties hereto shall be deemed to create any relationship between the parties other than the relationship of independent parties contracting with each other solely for the purpose of effecting the provisions of this Agreement. Neither party has the authority to enter into contracts or to assume any obligation for the other, nor to make warranties or representations on behalf of the other except in accordance with the express terms of this Agreement or as otherwise authorized in writing by the other. There are no third-party beneficiaries to this Agreement and no third-party beneficiaries are intended by implication or otherwise.

Section 21. Dispute Resolution. In accordance with the provisions of Subchapter I, Chapter 271, TEX. LOCAL GOV'T CODE, the parties agree that prior to instituting any lawsuit or other proceeding arising from a dispute under this agreement, the parties will first attempt to resolve the dispute by taking the following steps: (1) A written notice substantially describing the nature of the dispute shall be delivered by the dissatisfied party to the other party, which notice shall request a written response to be delivered to the dissatisfied party not less than 5 days after receipt of the notice of dispute. (2) If the dissatisfied party shall give notice to that effect to the other party whereupon each party shall appoint a person having authority over the activities of the respective parties who shall promptly meet, in person, in an effort to resolve the dispute. (3) If those persons cannot or do not resolve the dispute, then the parties shall each appoint a person from the highest tier of managerial responsibility within each respective party, who shall then promptly meet, in person, in an effort to resolve the dispute.

Section 22. No Waiver of Immunity or Defense. No party, by execution of this Agreement, waives nor shall be deemed to have waived any immunity or defense that would otherwise be available to it including, without limitation, immunity from liability and suit for damages to one another or to any third-party except as otherwise provided by law.

EXECUTED on the dates indicated below but deemed to be effective as of the ________ day of ___________________________________, 2018.

GARLAND CULTURAL ARTS COMMISSION, INC.

____

DeAnne Driver, Chairman

CITY OF GARLAND, TEXAS

____

Bryan Bradford, City Manager

GARLAND
POLICY REPORT

City Council Work Session Agenda **2.b.**

Meeting Date:	October 15, 2018
Item Title:	Campbell Road Switching Station Land Purchase
Submitted By:	Ross Owen, Director of Transmission & Distr
Strategic Focus Areas:	Reliable, Cost Efficient Utility Services

ISSUE

On July 23, 2018, ONCOR Electric Delivery Company LLC (ONCOR) made a formal request to Garland Power & Light (GP&L) for a 138kV transmission point of delivery to allow ONCOR to serve a customer facility (STREAM Data Centers), as well as additional load in their service territory. City Council has previously been briefed on and has approved the zoning change for the property intended for the ONCOR substation and GP&L point of delivery. GP&L requests to purchase a tract of land containing approximately 2.127 acres (92,654 sq. ft.) situated in the Henry McCullough Survey, Abstract No. 901, City of Garland, Dallas County, as well as modify an existing GP&L electrical utility easement, both near the intersection of Lookout Drive and West Campbell Road. GP&L proposes to build an initial four-position 138kV ring bus switching station, with capability for a future fifth position for a 138kV transmission source, on the 2.127 acre site.

OPTIONS

1. Approve the contract for the land purchase from SDC DFW VII, L.P.

2. Do not approve the contract for the land purchase from SDC DFW VII, L.P.

RECOMMENDATION

Staff recommends Option 1 – Approve the contract for the land purchase from SDC DFW VII, L.P. Unless otherwise directed by Council, this item will be scheduled for formal consideration at the November 6, 2018 Regular Meeting.

BACKGROUND

GP&L has been requested to provide a transmission point of delivery to ONCOR. In order to be able to provide this point of delivery, acquisition of a site to construct the facilities is required. The proposed site of approximately 2.127 acres (92,654 sq. ft.), situated in the Henry McCullough Survey, Abstract No. 901, City of Garland, Dallas County, is ideally suited to establish a connection into GP&L's 138kV Lookout to Firewheel transmission line currently being rebuilt. The site is to be acquired from SDC DFW VII, L.P. (STREAM Data Centers) at the cost per sq. ft. paid by SDC DFW VII, L.P. when it purchased the property in April 2018.

CONSIDERATION

Council has previously been briefed on and has approved the zoning change for this land purchase.

Attachments

Garland Power & Light Contract of Sale

CONTRACT OF SALE

THE STATE OF TEXAS	☐	
	☐	KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF DALLAS	☐	

This CONTRACT OF SALE is made by and between **SDC DFW VII, L.P.**, a Delaware limited partnership, ("Seller"), and **City of Garland, Texas**, a home-rule municipality ("Purchaser"), upon the terms and conditions set forth herein.

This Contract, and all terms and conditions contained herein, is contingent upon the approval of the City Council of the City of Garland, Texas ("City Council"). No term or condition provided herein shall constitute or be construed as a pre-commitment by the Purchaser to purchase the Property prior to the formal approval of the City Council. In the event the City Council of the City of Garland fails to approve this Contract, any earnest money paid by the Purchaser shall be refunded and disbursed to Purchaser, and the Parties will have no further rights or obligations under this Contract.

1. Purchase and Sale. Seller hereby agrees to convey, and Purchaser hereby agrees to pay for, fee title to the tract of land containing approximately 2.127 acres more or less, situated in the Henry McCullough Survey, Abstract No. 901, City of Garland, Dallas County, Texas (hereinafter referred to as the "Property") and an electrical utility easement for the purpose of electrical utility and communication facility construction and access for the consideration and upon and subject to the terms, provisions, and conditions hereinafter set forth. Seller shall reserve unto itself and its successors and assigns forever, all of the oil, gas and other minerals in and under and that may be produced from the Property; provided, however, said mineral rights shall not include any rights of surface use, which surface rights shall be waived. The Property is more particularly described as Tract 1 – City of Garland Tract by metes and bounds and graphical exhibit on **Exhibit "A"** attached hereto and made part hereof.

2. Consideration. Seller agrees to accept and Purchaser agrees to pay as consideration for the sale of the Property a total sum of **Eight Hundred Eighty Thousand Two Hundred Thirteen And No/100 Dollars ($880,213.00)** subject to applicable prorations ("Total Consideration"). Total Consideration calculated on the basis of $9.50 per square foot times the actual square feet shown on the Final Survey. The Total Consideration will be paid in cash at the Closing.

3. Earnest Money. Upon delivery of a fully executed copy of this Contract to Republic Title Company 2626 Howell Street, 10th Floor, Dallas, Texas 75024 ("Title Company"), Attention Clay Arnold, Escrow Officer, Phone: 214-754-7740, FAX: 972-516-5127, Email: carnold@republictitle.com and within five (5) business days of the Effective Date Purchaser will deliver to the Title Company as "Earnest Money" at its option either cash, cashier's check, or bank wire in the amount of **Fifteen Thousand and No/100 Dollars ($15,000.00**). At the Closing, the Earnest Money will be applied to the Total Consideration, or if Closing does not occur, the Earnest Money shall be disbursed to either Seller or Purchaser as provided under this Contract.

4. Due Diligence Materials. Within five (5) business days after the Effective Date hereof, Seller will deliver or cause to be delivered to Purchaser copies of the following documents to the extent the same are in Seller's possession (herein "Due Diligence Materials"):

(a) Survey of the Property obtained by Seller upon Seller's purchase of the Property;

(b) Phase I environmental site assessment related to Seller's purchase of the Property; and,

(c) Seller's title commitment or owner's policy received in connection with Seller's purchase of the Property, along with all exception documents.

All of the Due Diligence Materials are confidential information and shall be treated as such by Purchaser. If the transaction contemplated by this Contract fails to close for any reason whatsoever, Purchaser shall promptly return to Seller all of the Due Diligence Materials and will not retain any copies, extracts or other reproductions in whole or in part thereof. Purchaser acknowledges that Seller does not make any representation or warranty of whatever nature regarding the truth, accuracy, validity, completeness, usefulness, suitability or any other aspect of the Due Diligence Materials, and Seller expressly disclaims any such representation and warranty.

5. Survey and Title Binder.

(a) Within five (5) days after the date of this Contract, Purchaser shall, at Purchaser's expense, deliver or cause to be delivered to Seller and Purchaser a copy of a current on-the-ground survey ("Survey") of the Property made by a duly licensed surveyor reasonably acceptable to Purchaser. The Survey shall be in a form acceptable to the Title Company in order to allow the Title Company to delete the survey exception (except as to "shortages in area") from the Title Policy to be issued by the Title Company. The Survey shall show the location of all improvements on the Property, if any and shall set forth the total number of acres. In addition, within said five (5) day period, Purchaser shall also, at Purchaser's expense, deliver or cause to be delivered to Seller and Purchaser a metes and bounds survey of the electrical utility easement area to be conveyed to Purchaser at Closing, referenced under Paragraph 10.c of this Agreement.

(b) Within thirty (30) days after the date of this Contract, Purchaser shall, at Purchaser's expense, deliver or cause to be delivered to Seller and Purchaser:

(1) A title commitment ("Title Binder") covering the Property binding the Title Company to issue a Texas Owner's Policy of Title Insurance on the standard form of policy prescribed by the Texas State Board of Insurance at the Closing in the full amount of the Purchase price, and

(2) True, correct, and legible copies of any and all instruments referred to in the Title Binder as constituting exceptions or restrictions upon the title of Seller, except that copies of any liens which are to be released at the closing may be omitted.

6. Approval Period and Title.

(a) Purchaser shall have fifteen (15) days from the receipt of the Survey and Title Binder to review them and to deliver in writing to Seller such objections as Purchaser may have to anything contained in them, which objections would materially and adversely affect title to the Property or materially interfere with Purchaser's Intended Use. Any such item to which Purchaser shall not object shall be deemed a "Permitted Exception". Failure of Purchaser to notify Seller of such objections, if any, within such fifteen (15) day period shall constitute a waiver of any objections to matters set forth in the Title Binder or revealed by the Survey, and any such objections shall become Permitted Exceptions. If there are objections by Purchaser, Seller shall in good faith attempt to satisfy them prior to closing. If Seller delivers written notice to Purchaser on or before the closing date that Seller is unable to satisfy such objections, or if, for any reason, Seller is unable to convey title in accordance with Section 10, Purchaser, as its sole and exclusive remedy, may either waive such objections and accept such title as Seller is able to convey or terminate this Contract by written notice to Seller. The lien for current taxes shall be deemed to be Permitted Exceptions.

(b) At the closing, Seller will convey to Purchaser good and marketable title to the Property free and clear of any and all encumbrances except the Permitted Exceptions. Delivery of the Title Policy pursuant to Section 10 shall be deemed to fulfill all duties of Seller as to sufficiency of title required hereunder; provided however, Seller shall not thereby be released from the warranties of Seller's Deed.

(c) Seller, at Closing, shall also deliver to Purchaser the following:

(1) State Law Disclosures. Such disclosures and reports, required by applicable state and local law in connection with the conveyance of real property.

(2) FIRPTA. A Foreign Investment in Real Property Tax Act affidavit executed by Seller. If Seller fails to provide the necessary affidavit and/or documentation of exemption on the Closing Date, Purchaser may proceed with withholding provisions as provided by law.

(3) Additional Documents. Any additional documents that the Title Company may reasonably require for the proper consummation of the transaction contemplated by this Contract.

7. Casualty Loss. All risk of loss to the Property shall remain upon Seller prior to the closing. If, prior to the closing, the Property shall be damaged or destroyed by fire or other casualty, to a material extent, Purchaser may either terminate this Contract by written notice to Seller or close. If Purchaser elects to close, despite said material damage or destruction, there shall be no reduction in the purchase price, and Seller shall assign to Purchaser Seller's right, title and interest in and to all insurance proceeds resulting or to result from said damage or destruction. Unless otherwise provided herein, the term "material" shall mean damage or destruction, the cost of repairing which exceeds ten (10%) percent of the purchase price. In the event of less than material damage or destruction to the Property prior to the closing, Seller shall either repair the same prior to the closing, at Seller's expense, or reimburse Purchaser for the cost of repairing the same by assigning any insurance proceeds resulting therefrom to Purchaser and/or by allowing Purchaser to deduct such cost from the cash payable to Seller at the closing. If the extent of

damage or the amount of insurance proceeds to be made available is not able to be determined prior to the closing date specified in Section 13 below, or the repairs are not able to be completed prior to said date, either party, by written notice to the other, may postpone the date of the closing to such date as shall be designated in such notice, but not more than thirty (30) days after the closing date specified in Section 13 below.

8. Warranties and Representations by Seller. Seller makes the following representations and warranties, all of which will be true and correct as of the date of the Closing and will survive the Closing for a period of six (6) months:

(a) Seller has received no written notice (and has no actual knowledge) of condemnation or contemplated condemnation proceedings affecting the Property or any part thereof.

(b) Seller has not granted to any person, firm or entity, except as set forth herein, any right to acquire the Property or any part thereof.

(c) Seller has received no written notice (and has no actual knowledge) of any litigation or threatened litigation affecting Seller or the Property which would in any way constitute a lien, claim or obligation of any kind against the Property.

9. Express Covenants of Seller. Between the date hereof and the Closing, Seller expressly covenants and agrees that:

(a) Seller will not commit waste of the Property and will keep the Property in a comparable state of repair and condition as exists on the date of this Contract, reasonable and ordinary wear and tear excepted.

(b) Seller will allow, upon execution of this Contract, Purchaser the right to conduct land surveys, an engineering survey and an environmental audit of the property, and in this connection Purchaser or Purchaser's designated agents may enter upon the premises for purposes of boundary and topographical surveys, soil analysis, core drilling, or other tests which may be deemed necessary to Purchaser or Purchaser's engineer. If it should be determined by Purchaser in Purchaser's sole judgment that the property is not suitable for the intended purposes, then and in this event, Purchaser may, on written notice to Seller received on or before November 16, 2018, terminate this agreement and it shall be null and void for all purposes (except with respect to obligations which expressly survive termination) and the earnest money shall be forthwith returned by the title company to Purchaser. Purchaser agrees to indemnify and hold Seller harmless from and against any damages arising directly from Purchaser's inspection and testing of the Property; provided, however, the forgoing indemnity shall not apply with respect to any claims, damages, liabilities or expenses arising out of the mere discovery by Purchaser, or the failure to report any pre-existing conditions, or any acts or omissions of Seller, its agents, employers, contractors, officers or invitees. This obligation to indemnify and hold Seller harmless shall survive the closing and any termination of this Contract and shall, to the extent Purchaser fails to purchase the Property or terminates this Contract as provided herein, include Purchaser's obligation to promptly restore any portions of the Property damaged or disturbed in connection with Purchaser's tests and surveys to its condition on the date hereof.

10. Seller's Obligations at Closing. At closing, in addition to the other items herein

required to be delivered to Purchaser by Seller, Seller at Seller's sole cost and expense, will deliver to Purchaser the following:

(a) Seller's executed Special Warranty Deed, substantially in the form as attached hereto as **Exhibit "B"**, conveying the Property to Purchaser, duly acknowledged and in form for recording, which deed will convey to Purchaser good, indefeasible and marketable fee simple title to the Property, free and clear of all liens, encumbrances, covenants, conditions, restrictions, rights-of-way, easements and other matters affecting title to the Property except those approved by Purchaser pursuant to Section 6 above or otherwise waived in writing.

(b) An irrevocable commitment from the Title Company to issue an owner's policy of title insurance required under the Title Binder upon recording the documents to be recorded and closing and receipt of the premium for such policy; (i) with the standard exception concerning discrepancies or conflicts in boundary lines, encroachments or any overlapping of improvements and the exception for parties in possession deleted; and (ii) with the exception as to the lien for taxes shall be limited to the year of closing and shall be endorsed "Not Yet Due and Payable".

(c) Seller's executed Electrical Utility Easement, substantially in the form as attached hereto as **Exhibit "C"**, duly acknowledged and in form for recording.

11. Purchaser's Obligation at Closing. At the closing Purchaser will pay in cash the balance of the Total Consideration.

12. Prorations. All taxes, general and special and all assessments, including state, county, school, municipal, and all other taxes whatsoever (exclusive of rebates, penalties or interest) in connection with the Property will be prorated at closing with an effective proration date being as of the date of such closing. In the event taxes for the current year are computed and prorated at closing hereunder on the basis of an estimate using taxes for the calendar year prior to said closing and actual taxes for the calendar year of said closing are more or less than such estimate, then Seller or Purchaser, as applicable, will pay to the other the proper adjustment so that such proration will be accurate in immediately available funds when such actual taxes are determined and within ten (10) days after notice thereof. Taxes for the years prior to the year of closing will be paid by Seller. Purchaser will be responsible for any subsequent tax assessment including rollback taxes, due to a change in land usage or ownership or both.

13. Closing. The closing shall be handled through the escrow services of the Title Company, on or before November 16, 2018, unless the time, date and place for Closing is changed pursuant to agreement of Seller and Purchaser.

14. Delivery of Possession. On the date of closing, Seller will deliver possession of the Property to Purchaser in its then-present condition.

15. Remedies. In the event Seller tenders full performance of its obligations hereunder and this transaction is not consummated through default on the part of the Purchaser, then Seller may, as Seller's sole and exclusive remedy, terminate this Contract and receive the Earnest Money as liquidated damages for Purchaser's breach. In the event this transaction is not consummated because of default or breach by Seller, then the Purchaser, if an exclusive remedy or right is expressly provided elsewhere herein for such default or breach, will be limited exclusively to the right or remedy therein provided for such default, and if specific exclusive

remedies are not provided for such default, then Purchaser, at Purchaser's option, (i) will be entitled to a return of the Earnest Money and this Contract will be null and void (except with respect to obligations which expressly survive termination), or (ii) may avail itself to the remedy of a suit for specific performance. All parties hereto agree that Seller's actual damages, in event of default by Purchaser, would be very difficult to ascertain because of the uncertainties of the real estate market and fluctuating property values between the date of this Contract and date of breach, and the difference of opinion with reference to such matters; consequently, the parties have thus agreed upon the liquidated damages as provided herein. In the event either party hereto becomes entitled to the Earnest Money as liquidated damages or upon cancellation of this Contract in accordance with its terms, Purchaser and Seller covenant and agree to deliver a letter of instruction to the Title Company directing the disbursement of the Earnest Money to the party entitled thereto. In the event either party hereto fails or refuses to sign or deliver such an instruction letter when the other party is entitled to a disbursement of the Earnest Money, the party so failing or refusing to sign or deliver such letter will pay, upon the final order of the court with appropriate jurisdiction that such other party is entitled to a disbursement of the Earnest Money, all reasonable attorney's fees and other third-party costs incurred by the party so entitled to the Earnest Money in connection with its recovery thereof.

16. Closing Costs. **Seller agrees to pay**:

(a) Seller's own attorney's fees incurred in regard hereto;

(b) All charges incurred by Seller for the procurement, preparation and recording of any releases, waivers or other instruments Seller elects to execute with respect to clearing Seller's title for conveyance of the Property in accordance with the provisions hereof, and owner policy of title insurance, described above; and

(c) One half (1/2) of any escrow fees charged by the Title Company pursuant hereto.

Purchaser agrees to pay:

(a) All charges for tax certificates;

(b) All recording costs except those related to Seller's clearing of title;

(c) One half (1/2) of any escrow fees charged by the Title Company pursuant hereto

(d) All costs related to Purchaser's inspection of the Property and any other costs incurred in connection with the transaction contemplated hereby; and

(b) Purchaser's own attorney's fees incurred in regard hereto.

17. Condemnation Prior to Closing. If, prior to closing, all or any portion of the Property will be taken for any public or quasi-public purpose by a lawful power of authority by the exercise of the right of condemnation or eminent domain or by agreement in lieu thereof, Purchaser will have the option of; (i) terminating this Contract, in which event the Earnest Money will be returned to Purchaser and all parties will be relieved of all further obligations under this Contract (except those which expressly survive termination), or (ii) proceed to close this Contract, in which event

Seller will assign to Purchaser all of Seller's right, title and interest in and to any award or other payment in lieu thereof for such condemnation, eminent domain or other taking by any governmental authority, and Purchaser and Seller will otherwise proceed to close this Contract as provided herein.

18. Zoning, Governmental Approvals and Restrictive Covenants. The Parties acknowledge that Purchaser intends to utilize the Property for an electric transmission and distribution substation and/or switching station ("**Purchaser's Intended Use**"). Seller shall have until November 16, 2018 to obtain the written approvals of all applicable governmental authorities and property owner associations or related entities, if any, for Purchaser's Intended Use, including the development plat approval for the proposed improvement of the Property, with terms and conditions reasonably acceptable to Purchaser (the "**Approvals**"). Purchaser agrees to reasonably cooperate with Seller and the applicable governmental authorities throughout the approval process to ensure that Seller is not delayed in securing the Approvals, provided that Purchaser shall not be obligated to incur any liability, obligation, cost or expense in connection therewith.

19. Environmental. Seller has no actual knowledge of any violation of Environmental Laws with respect to the Property or the presence or release of Hazardous Materials on or from the Property. Seller has not manufactured, introduced, released or discharged from or onto the Property any Hazardous Materials, in violation of Environmental Laws, and Seller has not used the Property or any part thereof for the generation, treatment, storage, handling or disposal of any Hazardous Materials, in violation of any Environmental Laws. The term "Environmental Laws" includes without limitation the Resource Conservation and Recovery Act and the Comprehensive Environmental Response Compensation and Liability Act and other federal laws governing the environment as in effect on the Effective Date of this Contract together with their implementing regulations and guidelines as of the Effective Date of this Contract, and all state, regional, county, municipal and other local laws, regulations and ordinances that are equivalent or similar to the federal laws recited above or that purport to regulate Hazardous Materials. The term "Hazardous Materials" includes petroleum, including crude oil or any fraction thereof, natural gas, natural gas liquids, liquefied natural gas, or synthetic gas usable for fuel (or mixtures of natural gas or such synthetic gas), asbestos and asbestos containing materials and any substance, material waste, pollutant or contaminant listed or defined as hazardous or toxic under any Environmental Laws.

20. Assignment of Contract. This Contract may not be assigned by either party without the prior written consent of the other.

21. Notices. Any notice to be given by either party to this Contract will be given in writing and may be effected by personal delivery or by placing such in the U.S. Mails, certified mail, return receipt requested, postage prepaid, and addressed as follows:

(a) To Purchaser:

City of Garland
P.O. Box 469002
Garland, Texas 75046-9002
Attention: Brian C. England
Office: 972-205-2380
Fax: 972-205-2389
Email: bengland@garlandtx.gov

(b) To Seller:

Christopher Kincaid, Senior V.P.
Stream Data Centers

2001 Ross Avenue, Suite 400
Dallas, Texas 75201
Phone: 214-267-0487
Email: ckincaid@streamdatacenters.com

(c) With copy to: ________________________________
____
____

22. Real Estate Commission. Seller and Purchaser hereby agree that they will at all times hereafter indemnify and hold harmless one another and their heirs, executors, successors and assigns, from and against any and all claims, losses, costs, expenses, liabilities and/or damages, including reasonable attorneys' fees, which the other, its heirs, executors, successors or assigns, may hereafter incur, suffer or be required to pay to any individual or entity by reason of a real estate commission due by the indemnifying party in connection with the purchase and sale contemplated under this Contract.

23. Modification of this Agreement. This Contract may not be modified or amended except by a subsequent agreement in writing signed by the Seller and the Purchaser. The Purchaser and Seller may waive any of the conditions contained herein or any of the obligations of the other party hereunder, but any such waiver will be effective only if in writing and signed by the party waiving such condition or obligation.

24. Binding Effect. This Contract will be binding upon and inure to the benefit of the parties hereto and their respective heirs, successors, legal representatives and assigns, and it is further understood that Purchaser may, at Purchaser's option, assign Purchaser's rights under the terms of this Contract to an affiliate at closing without the consent or approval of Seller herein; provided, however, no such assignment shall relieve Purchaser of its obligations hereunder.

25. Entire Agreement. This Contract constitutes the entire agreement and understanding between the parties hereto and supersedes all prior and contemporaneous agreements and understandings of the parties in connection therewith. No statements, agreements, understandings, representations, warranties or conditions not expressed in this Contract will be binding upon the parties hereto, or will be effective to interpret, change or restrict the provisions of this Contract unless such is in writing signed by both parties hereto and by reference made a part hereof.

26. Survival. All covenants and agreements contained herein and intended to be performed subsequent to any closing hereunder will survive the execution and delivery by Seller of the deed, described above, and other closing documents required hereby and will specifically not be deemed to be merged into or waived by any instrument of closing, but will expressly survive and be binding upon the Seller. Any liability of the Seller for misrepresentation or breach of warranty under Section 8 above will survive the execution and delivery of said deed and other closing documents required hereby, will specifically not be deemed to be merged into or waived by any instruments of closing, and such liability will expressly survive and be binding upon the Seller for the period of time set forth in Section 8.

27. Governing Law. This Contract will be construed and interpreted in accordance

with the laws of the State of Texas and venue for any legal proceedings instituted regarding this Contract shall be exclusively in Dallas County, Texas.

28. Captions. The captions in this Contract are inserted for convenience of reference only and in no way define, describe or limit the scope or intent of this Contract or any provisions hereof.

29. Time Of The Essence. Time is of the essence of the performance of Seller's and Purchaser's obligations hereunder.

30. Gender and Number. Words of any gender used in this Contract will be construed to include any other gender and words in the singular number will be construed to include the plural, and vice versa, as the context may require herein.

31. Confidentiality. Seller and Purchaser agree to keep the terms and conditions of this Contract, including but not limited to the amount of Total Consideration, confidential, provided that: (i) Seller and Purchaser may reveal the terms and conditions of this Contract to their respective principals, employees, accountants, attorneys and other professionals; (ii) the terms and conditions of this Contract may be provided to the Title Company; (iii) the terms and conditions of this Contract may be provided by Purchaser to prospective lenders; and (iv) the terms and conditions of this Contract may be revealed when required by subpoena, court order or other legal process. The terms and conditions of this Section shall survive the delivery of Seller’s deed and the Closing.

32. Multiple Counterparts.This Contract Of Sale may be executed in multiple counterparts, each of which shall constitute an original, but none of which shall be binding on any party unless and until all parties have executed a counterpart. For purposes of this provision, signatures delivered via facsimile transmission or electronic mail shall be deemed good as an original for all purposes.

33. Effective Date. The Effective Date of this Contract is the later date it is signed by Seller or Purchaser.

[Signatures on Following Page(s)]

This instrument has been executed by Purchaser on this the _______ day of ______________, 2018

PURCHASER:

City of Garland, Texas, a home rule municipality

By: ________________________________

Name: ________________________

Title: ________________________

This instrument has been executed by Seller on this the ________ day of __________________, 2018

SELLER:

SDC DFW VII, L.P., a Delaware limited partnership

By: Stream Development XXIII, L.L.C., a Texas limited liability company, its General Partner

By:___________________________________
Name:_________________________________
Title:_________________________________

By: SOM Garland Member, LLC, a Delaware limited liability company, its Limited Partner

By: Principal Life Insurance Company, an Iowa corporation, for its Group Annuity Contract No. GA 4-43579, its Managing Member

By: Principal Real Estate Investors, LLC, a Delaware limited liability company, its authorized signatory
By: _________________________
Name:______________________
Title: ______________________

By: _________________________
Name:______________________
Title: ______________________

By: Stream Garland DC Investors, L.P., a Texas limited partnership, its Limited Partner

By: Stream Garland DC Investors GP, L.L.C., a Texas limited liability company, its General Partner

By: _________________________
Name:______________________
Title: ______________________

TITLE COMPANY ACKNOWLEDGMENT

The Title Company has joined herein for the purposes of (i) acknowledging unto Seller that it has received the Earnest Money required hereunder, and (ii) evidencing its agreement to act as the Title Company for both Purchaser and Seller in accordance with the terms of this Contract.

Republic Title Company

By: ________________________________

Name: _____________________________

Title: ______________________________

EXHIBIT “A”

Legal Description and Graphical Exhibit for Tract “1” – City of Garland Tract

EXHIBIT A

2.127-ACRE TRACT OF LAND
PART OF THE HENRY McCULLOUGH SURVEY, ABST. No. 901
IN GARLAND, DALLAS COUNTY, TEXAS

General Description

BEING a 2.127-acre tract of land in The City of Garland, and in the Henry McCullough Survey, Abstract No. 901, Dallas County, Texas, and also being a portion of Lots 33, 34 and 35 of Pot O' Gold Gardens according to the plat thereof recorded in Volume 17, at Page 79 of the Deed Records of Dallas County, Texas, said tract being more particularly described as follows:

Particular Description

Point of Beginning

BEGINNING at a 5/8-inch steel rod found with an orange plastic cap stamped "PBS&J" on the northerly right-of-way (R.O.W.) line of the current Campbell Road (Blackburn Road as shown on the above cited plat of Pot O' Gold Gardens), said steel rod also marking the common corners of Lots 35 and 36 of said Pot O' Gold Gardens, and having coordinates of:

X = 2,535,421.00 feet

Y = 7,045,426.42 feet;

THENCE S. 88°29'14" W., with the northerly R.O.W. line of said Campbell Road, the same being southerly line of Lots 35, 34 and 33 of Pot O' Gold Gardens at a distance of 100.46 feet pass the northeast corner of a 28,507 square-foot tract of land described in the Abandonment Deed without Warranty dated August 27, 2018, from the City of Garland, Texas to Robson/I-35 W Investors, LP, and recorded in Document No 201800232056 of the Official Public Records of Dallas County, Texas, and continue on the same course with the northerly line of said Campbell Road and the northerly line of said 28,507-square-foot tract for an additional distance of 305.69 feet for a total distance of 406.15 feet;

THENCE N. 00°11'14" W., for a distance of 233.28 feet;

THENCE N 89°48'46"E for a distance of 404.61 feet to a point in the common line between Lots 35 and 36 of Pot O' Gold Gardens;

THENCE S. 00°33'10" E., with said common line between Lots 35 and 36 for a distance of 223.89 feet to the POINT OF BEGINNING and containing 92,654 square feet, or 2.127 acres of land.

SURVEYOR
PRELIMINARY
DO NOT FILE
SEAL

Preliminary, this document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document.

A graphical exhibit of even date accompanies this description.

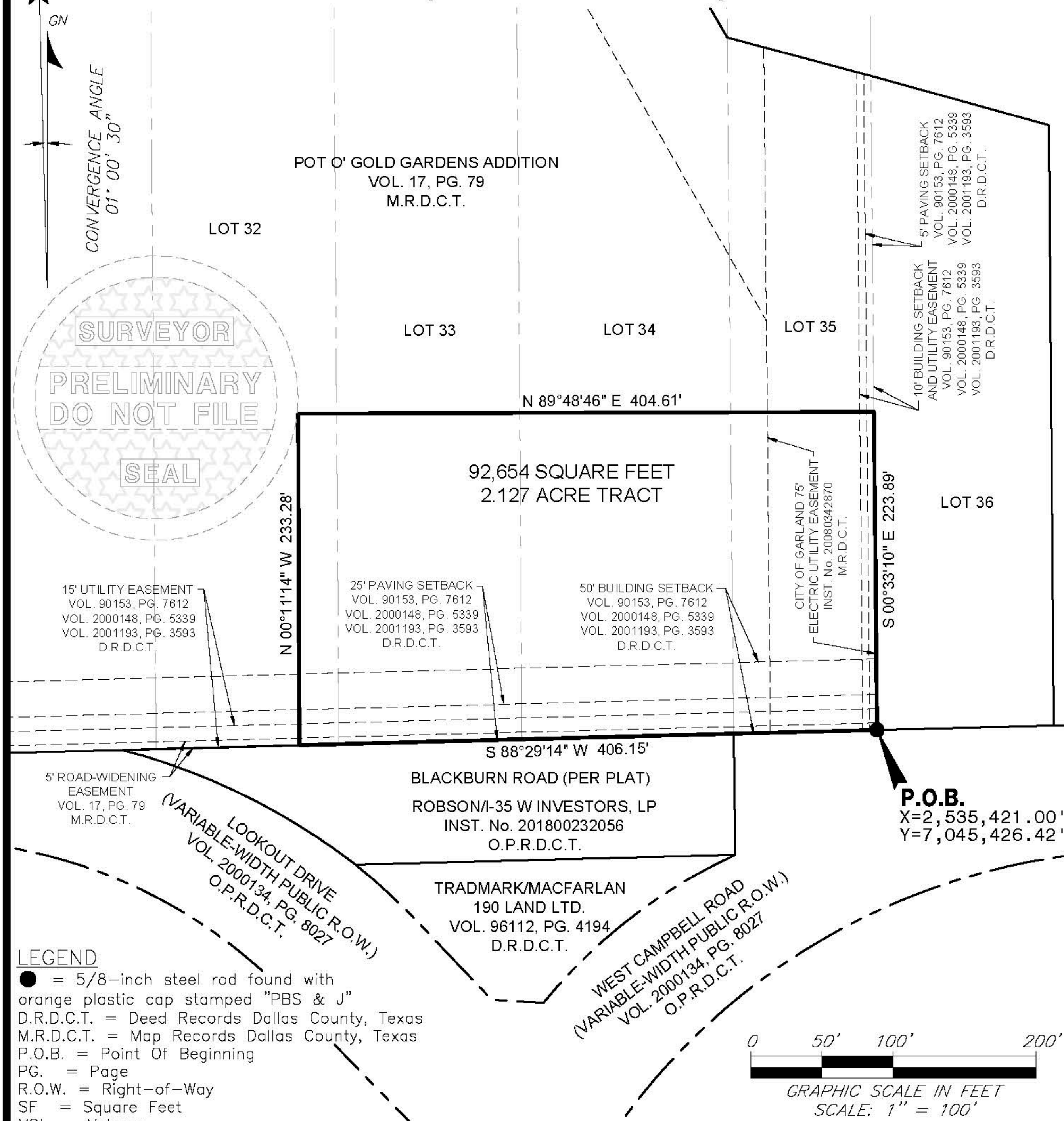
The coordinates and bearings shown hereon are NAD83 (CORS 96, EPOCH 2002) tied to the Texas Coordinate System of 1983, North Central Zone (4202) using the Leica SmartNet Network. The convergence angle at P.O.B. is +01 degree 00 minutes 30 seconds. All distances are reported as horizontal surface measurements.

September 24, 2018	2653-18	Sheet 1 of 2

r.delta ENGINEERS
618 Main Street
Garland, TX 75040
Ph. (972) 494-5031
Fax (972) 487-2270
www.rdelta.com
TBPE No. F-1515
TBPLS No. 10155000

EXHIBIT A

2.127-ACRE TRACT OF LAND
PART OF THE HENRY McCULLOUGH SURVEY, ABST. No. 901
IN GARLAND, DALLAS COUNTY, TEXAS



LEGEND

● = 5/8-inch steel rod found with orange plastic cap stamped "PBS & J"
D.R.D.C.T. = Deed Records Dallas County, Texas
M.R.D.C.T. = Map Records Dallas County, Texas
P.O.B. = Point Of Beginning
PG. = Page
R.O.W. = Right-of-Way
SF = Square Feet
VOL. = Volume

A description of even date accompanies this exhibit.

The coordinates and bearings shown hereon are NAD83 (CORS 96, EPOCH 2002) tied to the Texas Coordinate System of 1983, North Central Zone (4202) using the Leica SmartNet Network. The convergence angle at P.O.B. is +01 degree 00 minutes 30 seconds. All distances are reported as horizontal surface measurements.

September 24, 2018	2653-18	Sheet 2 of 2

r.delta ENGINEERS
618 Main Street
Garland, TX 75040
Ph. (972) 494-5031
Fax (972) 487-2270
www.rdelta.com
TBPE No. F-1515
TBPLS No. 10155000

EXHIBIT “B”

Special Warranty Deed

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

SPECIAL WARRANTY DEED

THE STATE OF TEXAS	§	
	§	KNOW ALL PERSONS BY THESE PRESENTS:
COUNTY OF DALLAS	§	

That **SDC DFW VII, L.P., a Delaware Limited Partnership** (“Grantor”), for and in consideration of the sum of Ten and no/100 dollars ($10.00), and other valuable consideration to it in hand paid by **City of Garland, Texas**, a home-rule municipality (“Grantee”), whose address is P.O Box 469002, Garland, Texas 75046-9002, the receipt and sufficiency of which are hereby acknowledged, has Granted, Sold and Conveyed, and by these presents does Grant, Sell and Convey unto said Grantee all that certain tract or parcel of land (the “Property”) situated in ____________________ Survey, ___________ County, Texas, more particularly described in **Exhibits “A” and “B”** attached hereto and made a part hereof for all purposes.

THIS CONVEYANCE IS EXPRESSLY MADE SUBJECT TO THE FOLLOWING: Easements, rights-of-way, and prescriptive rights, whether of record or not; all presently recorded restrictions, reservations, covenants, conditions, mineral severances, and other instruments, other than liens and conveyances, that affect the property; rights of adjoining owners in any walls and fences situated on a common boundary; any discrepancies, conflicts, or shortages in area or boundary lines; any encroachments or overlapping of improvements.

Grantor expressly reserves and excepts from this conveyance to Grantee, for Grantor and Grantor’s heirs, successors and assigns, all of Grantor’s right, title and interest, in and to (i) all of the oil, gas and other minerals and (ii) all of the oil royalty, gas royalty and royalty in casinghead gas, gasoline and royalty in other minerals, in and under the Property, PROVIDED HOWEVER, that Grantor shall not have the right to produce, drill for or mine such minerals on or from the surface of the Property, (the “Mineral Estate Reservation”).

TO HAVE AND TO HOLD, Grantor, for the consideration and subject to the above stated exceptions and reservations, including but not limited specifically the Mineral Estate Reservation from conveyance, grants, sells and conveys to Grantee the Property, together with all and singular the rights and appurtenances thereto in any wise belonging, to have and hold it to Grantee, Grantee's heirs, executors, administrators, successors, or assigns forever. Grantor binds Grantor and Grantor’s successors and assigns, to warrant and forever defend all and singular the Property to Grantee and Grantee's heirs, executors, administrators, successors, and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof, except as to the above stated exceptions, by, through or under Grantor but not otherwise.

Executed this _________ day of _________________, 20__

GRANTOR

____

By: __________________________________
Name and Title

THE STATE OF ___________	§	
	§	KNOW ALL PERSONS BY THESE PRESENTS:
COUNTY OF _________	§	

BEFORE ME, the undersigned authority, on this day personally appeared _________________________, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed, in the capacity therein stated and he/she is authorized to do so.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this _______________ day of ________________, A. D. 20__

____
Notary Public in and for the State of ________

AFTER RECORDING, PLEASE RETURN TO:
City of Garland, Texas
Attn: Brian C. England
P.O. Box 469002
Garland, Texas 75046-9002

EXHIBIT “C”

ELECTRICAL UTILITY EASEMENT

STATE OF TEXAS §
§ **KNOW ALL BY THESE PRESENTS:**
COUNTY OF DALLAS §

That **SDC DFW VII, L.P., a Delaware Limited Partnership** (“Grantor”) for and in consideration of Ten and No/100 Dollars ($10.00) and other good and valuable consideration to Grantor, including the benefits to be obtained by Grantor by reason of the construction of the improvements contemplated herein, the sufficiency of which is hereby acknowledged, paid in hand by the City of Garland, Texas, a Texas home-rule municipality, ("Grantee"), has **GRANTED AND CONVEYED**, and by these presents does **GRANT AND CONVEY** unto Grantee a perpetual privilege, right, and easement (the "Easement") in all that certain lot, tract, or parcel of land situated in the County of Dallas, State of Texas, and more particularly described in Exhibit "A-1" attached hereto and incorporated herein by reference (the “Easement Area”).

The Easement hereby granted is for the purpose of giving to Grantee, its successors and assigns (including its franchised or authorized utilities), the right to:

(1) construct, reconstruct, alter, rebuild, enlarge, improve, connect to, and perpetually maintain poles, wires, conduits, manholes and other electric utility and communication facilities over, under, upon, across and within the Easement Area;

(2) enter the Easement Area to inspect, operate, repair, replace, alter, expand, and remove those facilities;

(3) enter upon, pass through, and have ingress and egress to the adjoining property of Grantor for the purpose of obtaining access to the Easement Area;

(4) trim or remove trees or shrubbery within the Easement Area to the extent reasonably necessary to prevent actual, threatened, or possible harm to or interference with the electric facilities; and

(5) prevent the construction of or remove any buildings, structures, fences or other obstructions that may endanger or interfere with the efficiency, safety or operation of the electric facilities or access thereto.

The Easement hereby granted is for the purpose of giving to Grantee, its successors and assigns the right to construct, reconstruct, alter, rebuild, and perpetually maintain poles, wires, conduits, manholes, and other electrical utility and communication facilities over, under, upon, across and within the Easement Area together with the right to enter the Easement Area over the adjoining property of the grantor to inspect, operate, repair, replace, and remove those facilities.

TO HAVE AND TO HOLD the Easement, together with all and singular the rights and appurtenances thereto and in anywise belonging unto Grantee, its successors, assigns, and the public forever.

EXECUTED this the _____ day of _______________, 2018.

GRANTOR:

____
Signature

____
Printed Name and
Title

ACKNOWLEDGMENT

STATE OF TEXAS §
§
COUNTY OF DALLAS §

This instrument was acknowledged before me on the _____ day of ________________, 2018, by

_____________________________.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the _____ day of

_____________________, 2018.

____
Notary Public in and for the State of Texas

____
Typed or Printed Name of Notary

My Commission Expires:_________________

AFTER RECORDING, PLEASE RETURN TO:
City of Garland, Texas
Attn: Brian C. England
P.O. Box 469002
Garland, Texas 75046-9002

EXHIBIT “A-1”

Legal Description and Graphical Exhibit for Electrical Utility Easement

EXHIBIT A-1

0.562-ACRE TRACT OF LAND
PART OF THE HENRY McCULLOUGH SURVEY, ABST. No. 901
IN GARLAND, DALLAS COUNTY, TEXAS

BEING a 24,483-square foot tract of land across a portion of Lots 33, 34 and 35 of the Pot O' Gold Gardens Addition an addition to Dallas County, Texas according to the plat thereof recorded in Volume 17, at Page 79 of the Plat Records of Dallas County, Texas, and being in the Henry McCullough Survey, Abstract No. 901, in The City of Garland, Dallas County, Texas, and being more particularly described as follows:

BEGINNING at a 5/8-inch steel rod with a cap inscribed "CARTER & BURGESS" found at the most northerly northeast corner of Lot 34 of the Pot O' Gold Gardens Addition and having coordinates of:
X = 2,535,214.79 feet
Y = 7,046,088.97 feet;

THENCE S. 29° 53' 24" E. with the northeast line of Lot 34 for a distance of 202.42 feet to a 3/8-inch steel rod found at the most easterly northeast corner of Lot 34 and being the northwest corner of Lot 35 of the Pot of Gold Gardens Addition;

THENCE S. 75°01'51" E. with the northeast line of Lot 35 for a distance of 104.47 feet to a 3/8-inch steel rod found marking the northeast corner of said Lot;

THENCE S. 00°33'10" E. with the common line between Lots 35 and 36 for a distance of 36.30 feet;

THENCE S. 89°48'46" W. for a distance of 151.12 feet;

THENCE N. 29°53'24" W. running parallel with and 75 feet southwest of the northeast line of Lot 34 of the Pot O' Gold Gardens Addition for a distance of 273.59 feet to a point in the north line of Lot 33 of the Pot of Gold Gardens Addition;

THENCE N. 88°36'56" E. with the north line of the Pot of Gold Gardens Addition for a distance of 85.35 feet to the PLACE OF BEGINNING and containing 24,483 square feet or 0.562 acres of land.

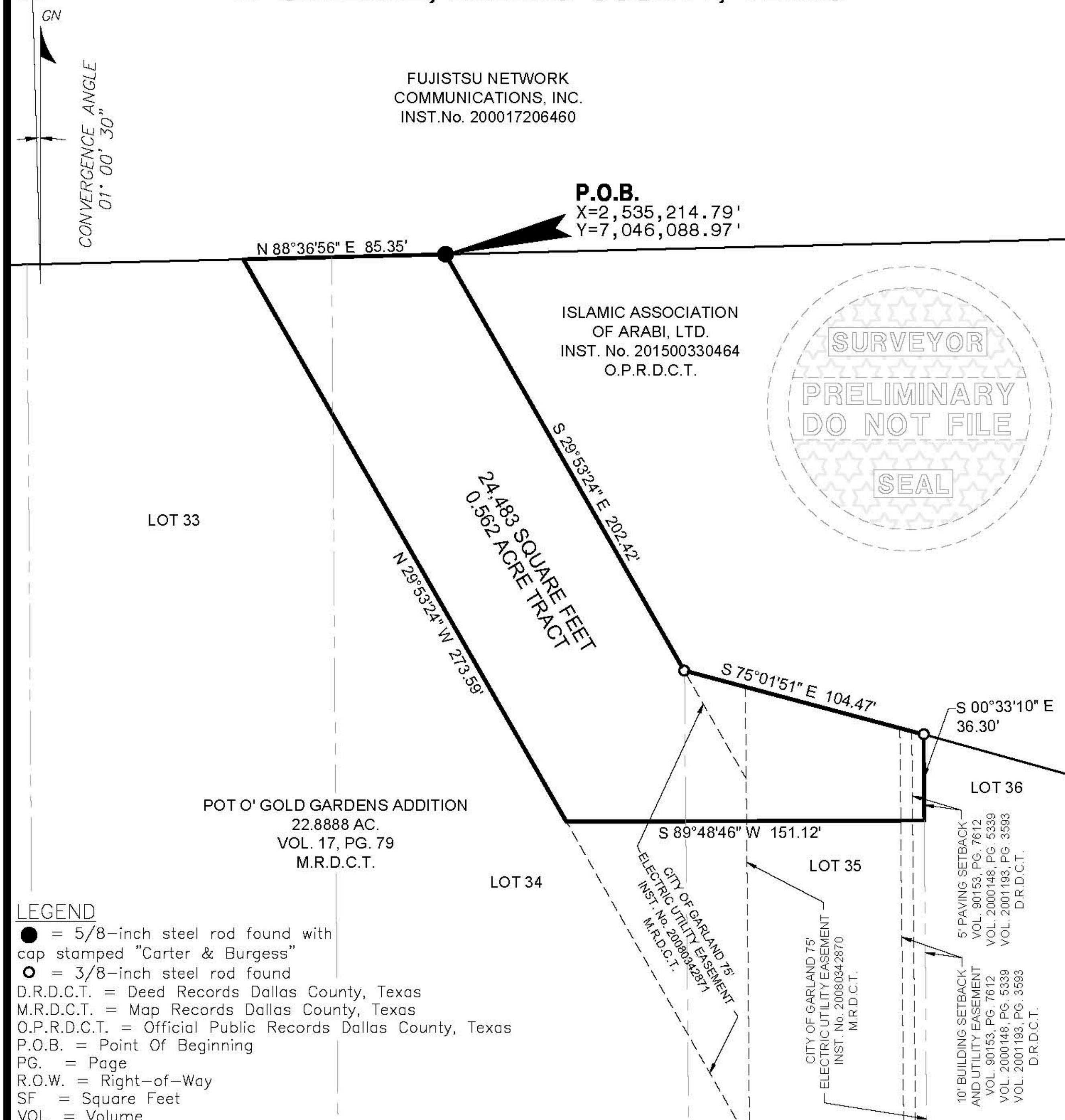
A graphical exhibit of even date accompanies this description.

The coordinates and bearings shown hereon are NAD83 (CORS 96, EPOCH 2002) tied to the Texas Coordinate System of 1983, North Central Zone (4202) using the Leica SmartNet Network. The convergence angle at P.O.B. is +01 degree 00 minutes 30 seconds. All distances are reported as horizontal surface measurements.

September 18, 2018	2653-18	Sheet 1 of 2

r.delta ENGINEERS
618 Main Street
Garland, TX 75040
Ph. (972) 494-5031
Fax (972) 487-2270
www.rdelta.com
TBPE No. F-1515
TBPLS No. 10155000

EXHIBIT A-1
0.562-ACRE TRACT OF LAND
PART OF THE HENRY McCULLOUGH SURVEY, ABST. No. 901
IN GARLAND, DALLAS COUNTY, TEXAS



LEGEND

- ● = 5/8-inch steel rod found with cap stamped "Carter & Burgess"
- O = 3/8-inch steel rod found
- D.R.D.C.T. = Deed Records Dallas County, Texas
- M.R.D.C.T. = Map Records Dallas County, Texas
- O.P.R.D.C.T. = Official Public Records Dallas County, Texas
- P.O.B. = Point Of Beginning
- PG. = Page
- R.O.W. = Right-of-Way
- SF = Square Feet
- VOL. = Volume

A description of even date accompanies this exhibit.

The coordinates and bearings shown hereon are NAD83 (CORS 96, EPOCH 2002) tied to the Texas Coordinate System of 1983, North Central Zone (4202) using the Leica SmartNet Network. The convergence angle at P.O.B. is +01 degree 00 minutes 30 seconds. All distances are reported as horizontal surface measurements.

September 18, 2018	2653-18	Sheet 2 of 2

r.delta ENGINEERS

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TBPLS No. 10155000

GARLAND
POLICY REPORT

City Council Work Session Agenda **2.c.**

Meeting Date:	October 15, 2018
Item Title:	Strategic Project Portfolio - Work Plan Quarterly Update
Submitted By:	Becky King, Managing Director
Strategic Focus Areas:	Growing Economic Base Commercially Thriving Downtown Well-Maintained City Infrastructure Enhanced Quality of Life through Amenities, Arts, and Events Safe Community Vibrant Neighborhoods and Commercial Centers Reliable, Cost Efficient Utility Services Customer-Focused City Services Sound Governance and Finances Future-Focused City Organization

ISSUE

Council is receiving a quarterly update on the Strategic Project Portfolio - Work Plan. There are currently 91 projects associated with the portfolio, and the Work Plan serves as a tool to provide Council with periodic updates on the status of each project.

The October 2018 report shows the status of projects through the end of September 2018, corresponding with the Fiscal Year calendar.

BACKGROUND

At the Council retreat in June 2018, Council was introduced to the new Strategic Project Portfolio. (Project Portfolio Management is a term to describe how we centrally manage projects and programs to achieve strategic objectives.) Along with Project Portfolio Management comes new processes we are putting in place, which Council will gradually see the benefits of over time.

The benefits of Project Portfolio Management include:

- Increased success in project delivery by a) monitoring projects once they are in the pipeline and b) knowing when projects have encountered barriers
- Better decision-making (before projects enter the pipeline)
- Prioritization of high-value projects

Determining what projects should be considered priority and then getting those across the finish line is extremely important at this time in our organization and in the Garland community. In looking organization-wide, there are 91 projects considered “strategic” because they are transforming either our community or our organization. The City Council and/or the City Manager advocates for the projects because they are critical for the community. Standardized / universal status reporting is one of the new processes we are putting in place to better monitor and manage high priority and strategic projects.

The standardized reporting allows us to see at-a-glance where projects are in the pipeline and how smoothly (or not so smoothly) they are progressing, which is reflected in the Work Plan. This will ultimately help more projects advance and cross the finish line.

There are a few things Council should keep in mind when reviewing the Work Plan:

1. The Work Plan reports the status of projects within the Strategic Project Portfolio—not all projects underway within the organization. (It represents a fraction of the projects underway in the organization.)
2. Council-committee items are not included in the portfolio, until a project transitions to staff for implementation.
3. As part of rolling out a new reporting process, each project established a new baseline. This means most projects will initially show a condition of "on target".

CONSIDERATION

1. Council Members should direct questions about a specific project to the Executive Contact listed for the project.
2. Upon request, a project-specific briefing can be scheduled for a future Work Session, providing the Executive Contact and/or Project Manager an opportunity to brief the Council in more detail on a specific project.

Attachments

Strategic Project Portfolio

STRATEGIC PROJECT PORTFOLIO

Work Plan Update

Progress reported through September 2018

2018

STRATEGIC PROJECT PORTFOLIO

Key Focus Areas

2018

Growing Economic Base

Vibrant Neighborhoods and Commercial Centers

Commercially Thriving Downtown

Reliable, Cost Efficient Utility Services

Well-Maintained City Infrastructure

Customer-Focused City Services

Enhanced Quality of Life through Amenities, Arts, and Events

Sound Governance and Finances

Safe Community

Future-Focused City Organization

STRATEGIC PROJECT PORTFOLIO

Understanding this Document - Sample Work Plan Update

1 Project Status

Provides an at-a-glance view of where each project is in the pipeline. Each column represents a different status category. Status is reported as Completed, In Progress – Underway, Scheduled – Up Next, or Future – to Be Scheduled.

2 Project Name / Title

A set of words by which a project is commonly referred to. Projects are listed in alphabetical order within each status category.

3 Project Count

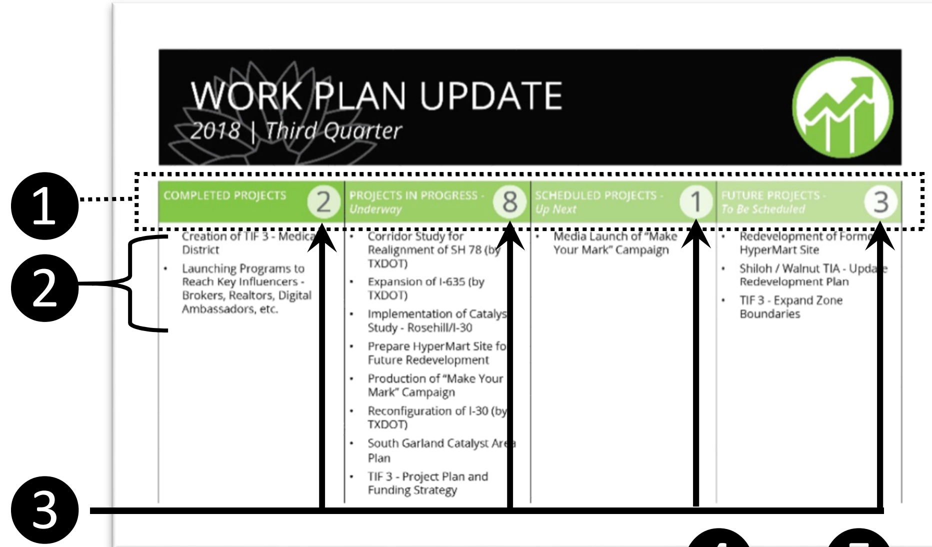
Indicates the total number of projects listed within each project status category (column).

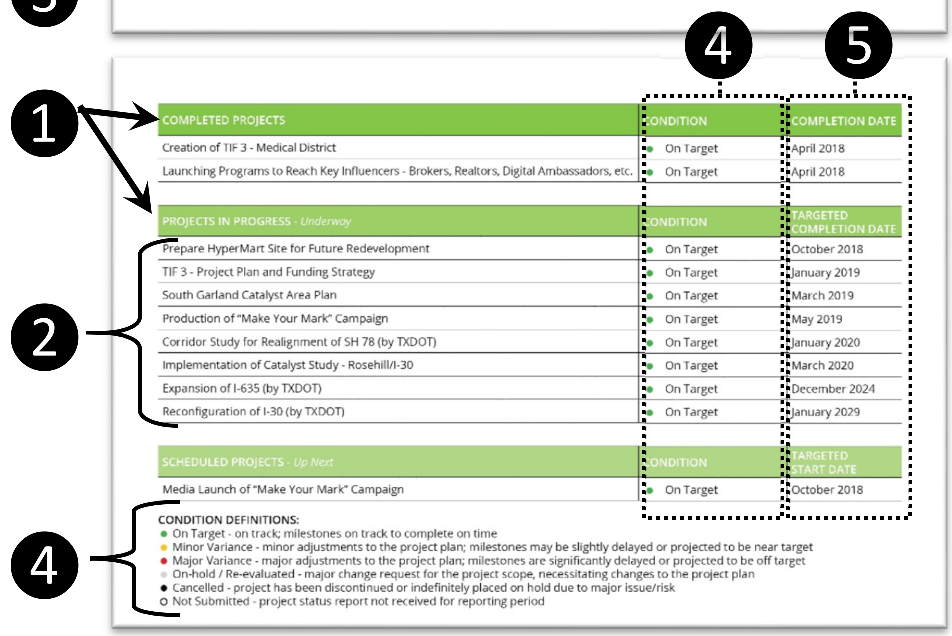
4 Project Condition

Indicates how smoothly (or not so smoothly) each project is progressing. Definitions of the project condition categories are listed at the bottom of the page.

5 Key Date

For each project, a key date is identified to show when each project is anticipated to enter or leave the pipeline. The key date varies by project status. (Completed projects will list the actual completion date, projects in progress will list the projected completion date, and scheduled projects will list the anticipated start date.)





STRATEGIC PROJECT PORTFOLIO

Understanding this Document - Sample Project Descriptions

1 Project Status

Provides an at-a-glance view of where each project is in the pipeline. Each column represents a different status category. Status is reported as Completed, In Progress – Underway, Scheduled – Up Next, or Future – to Be Scheduled.

2 Project Name / Title

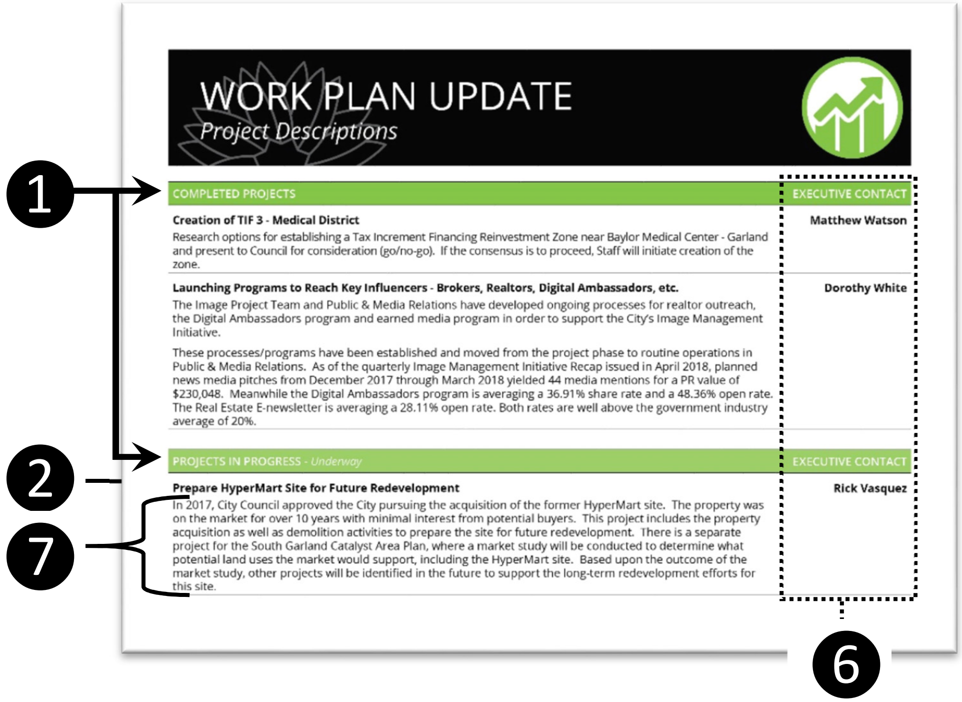
A set of words by which a project is commonly referred. Projects are listed in ascending order by Key Date.

6 Executive Contact

Designates the point of contact at the executive level for project-specific questions and status updates.

7 Project Description

Defines the overall scope of the project and any important background information. Completed projects may include key project achievements and/or metrics.



WORK PLAN UPDATE

Project Descriptions

COMPLETED PROJECTS	EXECUTIVE CONTACT
Creation of TIF 3 - Medical District Research options for establishing a Tax Increment Financing Reinvestment Zone near Baylor Medical Center - Garland and present to Council for consideration (go/no-go). If the consensus is to proceed, Staff will initiate creation of the zone.	**Matthew Watson**
Launching Programs to Reach Key Influencers - Brokers, Realtors, Digital Ambassadors, etc. The Image Project Team and Public & Media Relations have developed ongoing processes for realtor outreach, the Digital Ambassadors program and earned media program in order to support the City's Image Management Initiative. These processes/programs have been established and moved from the project phase to routine operations in Public & Media Relations. As of the quarterly Image Management Initiative Recap issued in April 2018, planned news media pitches from December 2017 through March 2018 yielded 44 media mentions for a PR value of $230,048. Meanwhile the Digital Ambassadors program is averaging a 36.91% share rate and a 48.36% open rate. The Real Estate E-newsletter is averaging a 28.11% open rate. Both rates are well above the government industry average of 20%.	**Dorothy White**

PROJECTS IN PROGRESS - *Underway*	EXECUTIVE CONTACT
Prepare HyperMart Site for Future Redevelopment In 2017, City Council approved the City pursuing the acquisition of the former HyperMart site. The property was on the market for over 10 years with minimal interest from potential buyers. This project includes the property acquisition as well as demolition activities to prepare the site for future redevelopment. There is a separate project for the South Garland Catalyst Area Plan, where a market study will be conducted to determine what potential land uses the market would support, including the HyperMart site. Based upon the outcome of the market study, other projects will be identified in the future to support the long-term redevelopment efforts for this site.	**Rick Vasquez**

STRATEGIC PROJECT PORTFOLIO

2018 | Key Focus Area 1

Growing Economic Base

Key Focus Areas are the long-term priorities for the City of Garland, supported by multi-year goals or Strategic Initiatives. We are striving for a Growing Economic Base. What does success look like?

- Promoting high-quality economic growth and redevelopment that expands and diversifies the tax base, including the customer base for municipal utilities
- Fostering economic and job growth by targeting high-yield industries and business types, and strategically providing support and incentives to secure and retain them
- Identifying and pursuing opportunities where city investments will catalyze significant additional public or private investments
- Improving regional connectivity with agency partners
- Locating high-density mixed-use developments around transit hubs
- Enhancing the city's identity and appearance through well-maintained green space, parks, major corridors, gateways, and medians

Achieving a Growing Economic Base requires our ongoing efforts focused on the following Strategic Initiatives (not listed in order of priority). The Strategic Initiatives explain how we plan to achieve a Growing Economic Base. There may also be specific projects or actions identified to further advance the multi-year goal. The accompanied Work Plan outlines the specific projects (or actions) planned.

STRATEGIC INITIATIVES:

1.1 Enhance Accessibility by Advocating for Regional Transportation Projects

1.2 Redevelopment of Catalyst Areas (and Targeted Investment Areas)

1.3 Campaign to Enhance Garland's Image

1.4 Enhance Physical Appearance in High Impact Areas

GROWING ECONOMIC BASE

Work Plan Update | 3Qtr2018

COMPLETED PROJECTS 2	PROJECTS IN PROGRESS - *Underway* 8	SCHEDULED PROJECTS - *Up Next* 1	FUTURE PROJECTS - *To Be Scheduled* 3
• Creation of TIF 3 - Medical District • Launching Programs to Reach Key Influencers - Brokers, Realtors, Digital Ambassadors, etc.	• Corridor Study for Realignment of SH 78 (by TXDOT) • Expansion of I-635 (by TXDOT) • Implementation of Catalyst Study - Rosehill/I-30 • Prepare HyperMart Site for Future Redevelopment • Production of "Make Your Mark" Campaign • Reconfiguration of I-30 (by TXDOT) • South Garland Avenue Catalyst Area Plan • TIF 3 - Project Plan and Funding Strategy	• Media Launch of "Make Your Mark" Campaign	• Redevelopment of Former HyperMart Site • Shiloh / Walnut TIA - Update Redevelopment Plan • TIF 3 - Expand Zone Boundaries

COMPLETED PROJECTS	CONDITION	COMPLETION DATE
Creation of TIF 3 - Medical District	● On Target	April 2018
Launching Programs to Reach Key Influencers - Brokers, Realtors, Digital Ambassadors, etc.	● On Target	April 2018

PROJECTS IN PROGRESS - *Underway*	CONDITION	TARGETED COMPLETION DATE
Prepare HyperMart Site for Future Redevelopment	● On Target	October 2018
TIF 3 - Project Plan and Funding Strategy	● Minor Variance	January 2019
South Garland Avenue Catalyst Area Plan	● On Target	March 2019
Production of “Make Your Mark” Campaign	● On Target	May 2019
Corridor Study for Realignment of SH 78 (by TXDOT)	● On Target	January 2020
Implementation of Catalyst Study - Rosehill/I-30	● On Target	March 2020
Expansion of I-635 (by TXDOT)	● On Target	December 2024
Reconfiguration of I-30 (by TXDOT)	● On Target	January 2029

SCHEDULED PROJECTS - *Up Next*	CONDITION	TARGETED START DATE
Media Launch of “Make Your Mark” Campaign	● On Target	October 2018

CONDITION DEFINITIONS:

- ● On Target - on track; milestones on track to complete on time
- ● Minor Variance - minor adjustments to the project plan; milestones may be slightly delayed or projected to be near target
- ● Major Variance - major adjustments to the project plan; milestones are significantly delayed or projected to be off target
- ● On-hold / Re-evaluated - major change request for the project scope, necessitating changes to the project plan
- ● Cancelled - project has been discontinued or indefinitely placed on hold due to major issue/risk
- ○ Not Submitted - project status report not received for reporting period

FUTURE PROJECTS - *To Be Scheduled*	CONDITION	TARGETED START DATE
Redevelopment of Former HyperMart Site	TBD	TBD
Shiloh / Walnut TIA - Update Redevelopment Plan	TBD	TBD
TIF 3 - Expand Zone Boundaries	TBD	TBD

CONDITION DEFINITIONS:

- ● On Target - on track; milestones on track to complete on time
- ● Minor Variance - minor adjustments to the project plan; milestones may be slightly delayed or projected to be near target
- ● Major Variance - major adjustments to the project plan; milestones are significantly delayed or projected to be off target
- ● On-hold / Re-evaluated - major change request for the project scope, necessitating changes to the project plan
- ● Cancelled - project has been discontinued or indefinitely placed on hold due to major issue/risk
- ○ Not Submitted - project status report not received for reporting period

GROWING ECONOMIC BASE

Project Descriptions | 3Qtr2018

COMPLETED PROJECTS	EXECUTIVE CONTACT

Creation of TIF 3 - Medical District — **Matthew Watson**

Researched options for establishing a Tax Increment Financing Reinvestment Zone near Baylor Medical Center - Garland and presented to Council for consideration (go/no-go). There was consensus amongst the Council to proceed and Staff initiated creation of the zone. On April 3, 2018, Council approved an ordinance establishing TIF Zone #3.

Launching Programs to Reach Key Influencers - Brokers, Realtors, Digital Ambassadors, etc. — **Dorothy White**

The Image Project Team and Public & Media Relations have developed ongoing processes for realtor outreach, the Digital Ambassadors program and earned media program in order to support the City's Image Management Initiative.

These processes/programs have been established and moved from the project phase to routine operations in Public & Media Relations. As of the quarterly Image Management Initiative Recap issued in April 2018, planned news media pitches from December 2017 through March 2018 yielded 44 media mentions for a PR value of $230,048. Meanwhile the Digital Ambassadors program is averaging a 36.91% share rate and a 48.36% open rate. The Real Estate E-newsletter is averaging a 28.11% open rate. Both rates are well above the government industry average of 20%.

PROJECTS IN PROGRESS - *Underway*	EXECUTIVE CONTACT

Prepare HyperMart Site for Future Redevelopment — **Robby Neill**

In 2017, City Council approved the City pursuing the acquisition of the former HyperMart site. The property was on the market for over 10 years with minimal interest from potential buyers. This project includes the property acquisition as well as demolition activities to prepare the site for future redevelopment. There is a separate project for the South Garland Avenue Catalyst Area Plan, where a market study will be conducted to determine what potential land uses the market would support, including the HyperMart site. Based upon the outcome of the market study, other projects will be identified in the future to support the long-term redevelopment efforts for this site.

PROJECTS IN PROGRESS - *Underway (continued)*	EXECUTIVE CONTACT
TIF 3 - Project Plan and Funding Strategy On April 3, 2018, City Council approved an ordinance establishing Tax Incremental Financing (TIF) Zone #3. The next step is to establish a TIF Board, who will be tasked with making recommendations to City Council regarding a Project and Financing Plan for the zone. The Project and Financing Plan outlines the financial strategy to encourage development and redevelopment and also provides estimates of revenues into the tax increment fund. Per chapter 311 of the tax code, a Project and Financing Plan must be approved by the TIF Board and City Council before TIF funds can be used on a project. The Project and Financing Plan is typically amended periodically based on changes in the tax base and City priorities.	**Matthew Watson**
South Garland Avenue Catalyst Area Plan The South Garland Avenue Catalyst Area Plan formalizes the Envision Garland Plan Catalyst Area program to create a sustainable physical and economic development program for the area. Project deliverables will provide a market assessment providing a base of information for the identification of market-driven opportunities. Detailed assessments will identify both short-term and long-term strategies for implementation. Area stakeholders will be engaged throughout the planning process.	**Rick Vasquez**
Production of "Make Your Mark" Campaign Development and production of marketing material for advertisements, social media messaging, and other promotional efforts, in support of the City's Image Improvement initiative. The Image project aims to improve Garland's image and competitiveness in the DFW area by highlighting positive, unique aspects of the city; and enticing new businesses, residents, and visitors.	**Becky King**
Corridor Study for Realignment of SH 78 (by TXDOT) This is a TxDOT project to examine the feasibility of realigning SH 78 through Downtown Garland such that a continuous roadway without sharp turns is created between the north section of SH 78 (Lavon Drive) and the south section of SH 78 (Garland Avenue) near the downtown square and relieving traffic congestion at the turns and on Avenue B and Avenue D. SH 78 is currently discontinuous through Garland requiring three turns to remain on SH 78. Congestion at these turning points where SH 78 traffic is combined with other major thoroughfares continues to increase. The goal of the study is to determine if a feasible realignment route will increase transportation efficiency and connectivity between the current SH 78 alignment north of Downtown and the area south of Miller Road.	**John Baker**

PROJECTS IN PROGRESS - *Underway (continued)*	EXECUTIVE CONTACT

Implementation of Catalyst Study - Rosehill/I-30 — **Rick Vasquez**

In July 2017, Council adopted the I-30 Corridor Catalyst Area Plan. There will be a series of public-sector projects identified to help implement the recommendations of the approved plan, with the initial focus being in the Rosehill/I-30 Targeted Investment Area (TIA). One of the first steps was to prepare regulations, allowing for development in the TIA to occur in line with the Conceptual Plan presented within the I-30 Corridor Catalyst Area Plan. The regulations are in the form of a Planned Development District, which replaced the Urban Business (UB) zoning. UB zoning did not permit the majority of land uses outlined in the approved plan. Staff will also develop a program, identifying all the interrelated projects/deliverables necessary to fully implement the recommendations for the Rosehill/I-30 TIA.

Expansion of I-635 (by TXDOT) — **John Baker**

This is a TxDOT project to fully reconstruct IH 635 East from US 75 to, and including, the IH 30 Interchange. Continuous frontage roads and an additional general purpose lane in each direction will be added. The managed toll lane will be reconstructed. Full interchanges will be added at Garland Ave and LaPrada. Full project will be brought up to modern standards with bottlenecks removed.

Reconfiguration of I-30 (by TXDOT) — **John Baker**

This is a TxDOT project for the conversion of jughandle interchanges at Rosehill Road, Lyons Road and Bass Pro Drive to more conventional interchanges; reconfiguration of ramping to create greater distance between off ramps and cross street intersections; and extend the frontage roads across Lake Ray Hubbard. An initial phase will complete the frontage roads across Lake Ray Hubbard between Bass Pro Drive and Dalrock Road. These changes will enhance development opportunities along IH 30 in Garland.

SCHEDULED PROJECTS - *Up Next*	EXECUTIVE CONTACT

Media Launch of "Make Your Mark" Campaign — **Becky King**

Image management marketing campaign: official launch of new "Make Your Mark" campaign material, including paid advertisements in various mediums.

The Image project aims to improve Garland's image and competitiveness in the DFW area by highlighting positive, unique aspects of the city; and enticing new businesses, residents, and visitors.

FUTURE PROJECTS - *To Be Scheduled*	EXECUTIVE CONTACT
Redevelopment of Former HyperMart Site Based upon the recommendations of the market study being conducted in conjunction with the South Garland Avenue Catalyst Study, a plan will be developed to redevelop the former HyperMart site. The scope of this project is pending the recommendations of the market study.	**Rick Vasquez**
Shiloh / Walnut TIA - Update Redevelopment Plan Update the market assessment and implementation strategy for the Shiloh/Walnut TIA, as identified in the Forest Jupiter Transit-Oriented Redevelopment Plan. The 2013 redevelopment plan was based on a hospital presence. The hospital closing presents an opportunity to revisit the area's development future.	**Rick Vasquez**
TIF 3 - Expand Zone Boundaries Evaluate the boundaries of TIF Zone #3 for possible expansion to include the former hospital campus. The initial boundaries for the zone excluded properties associated with medical use due to an anticipated decline in property values following the closure of Baylor Scott & White Medical Center - Garland.	**Rick Vasquez**

STRATEGIC PROJECT PORTFOLIO

2018 | Key Focus Area 2

Commercially Thriving Downtown

Key Focus Areas are the long-term priorities for the City of Garland, supported by multi-year goals or Strategic Initiatives. We are striving for a Commercially Thriving Downtown. What does success look like?

- Capitalizing on Garland's authentic historic downtown character to attract new investors, businesses, visitors and residents
- Utilizing the Downtown Urban Design Standards to enhance the streetscapes—improving connectivity, walkability, and pedestrian access
- Driving traffic towards activities, attractions, and businesses in Downtown through coordinated promotions and marketing
- Developing strategies, designs, and incentives to help property owners improve the appearance of downtown buildings and enhance gathering spaces
- Facilitating redevelopment of existing buildings in ways that preserve character or distinctive historic features

Achieving a Commercially Thriving Downtown requires our ongoing efforts focused on the following Strategic Initiatives (not listed in order of priority). The Strategic Initiatives explain how we plan to achieve a Commercially Thriving Downtown. There may also be specific projects or actions identified to further advance the multi-year goal. The accompanied Work Plan outlines the specific projects (or actions) planned.

STRATEGIC INITIATIVES:

2.1 Continuation of Downtown Redevelopment (Phase 3)

2.2 Implementation of Downtown TIF Project Plan

COMMERCIALLY THRIVING DOWNTOWN

Work Plan Update | 3Qtr2018

COMPLETED PROJECTS 1	PROJECTS IN PROGRESS - *Underway* 4	SCHEDULED PROJECTS - *Up Next* 1	FUTURE PROJECTS - *To Be Scheduled* 5
• Update the Downtown TIF Project Plan and Budget	• Downtown Infrastructure Assessment • Recruit and Hire Downtown Coordinator • Walnut Street Pedestrian Corridor (Heritage Crossing) • Wayfinding Program (including Downtown Gateways)	• Downtown Square Redesign	• Austin Streetscapes (Sixth to Glenbrook) • Disposition or Repair of Tinsley-Lyles House • Implement Downtown Façade Improvement Grant Program • Improve Walkability and Streetscapes Beyond the Core • Improved Public Parking in Downtown

COMPLETED PROJECTS	CONDITION	COMPLETION DATE
Update the Downtown TIF Project Plan and Budget	● On Target	May 2018

PROJECTS IN PROGRESS - *Underway*	CONDITION	TARGETED COMPLETION DATE
Recruit and Hire Downtown Coordinator	● On Target	October 2018
Downtown Infrastructure Assessment	● On Target	January 2019
Walnut Street Pedestrian Corridor (Heritage Crossing)	● Minor Variance	May 2019
Wayfinding Program (including Downtown Gateways)	● On Target	December 2019

SCHEDULED PROJECTS - *Up Next*	CONDITION	TARGETED START DATE
Downtown Square Redesign	● On Target	February 2019

FUTURE PROJECTS - *To Be Scheduled*	CONDITION	TARGETED START DATE
Austin Streetscapes (Sixth to Glenbrook)	TBD	TBD
Disposition or Repair of Tinsley-Lyles House	TBD	TBD
Implement Downtown Façade Improvement Grant Program	TBD	TBD
Improve Walkability and Streetscapes beyond the Core	TBD	TBD
Improved Public Parking in Downtown	TBD	TBD

CONDITION DEFINITIONS:

- ● On Target - on track; milestones on track to complete on time
- ● Minor Variance - minor adjustments to the project plan; milestones may be slightly delayed or projected to be near target
- ● Major Variance - major adjustments to the project plan; milestones are significantly delayed or projected to be off target
- ● On-hold / Re-evaluated - major change request for the project scope, necessitating changes to the project plan
- ● Cancelled - project has been discontinued or indefinitely placed on hold due to major issue/risk
- ○ Not Submitted - project status report not received for reporting period

COMMERCIALLY THRIVING DOWNTOWN

Project Descriptions | 3Qtr2018

COMPLETED PROJECTS	EXECUTIVE CONTACT
Update the Downtown TIF Project Plan and Budget The Downtown TIF has begun accumulating a fund balance, with an estimated $3.1m available for programming over the remaining six years of the TIF. A list of requests and possible projects were evaluated and recommended by the TIF Board and taken to public hearing prior to Council consideration. In May 2018, Council adopted a modified TIF Financing and Project Plan. Staff may now begin implementing the newly-approved projects. (The scope of this project was limited to approval of the TIF plan; implementation of the projects specified within the TIF plan falls outside this project's scope.)	**Becky King**

PROJECTS IN PROGRESS - *Underway*	EXECUTIVE CONTACT
Recruit and Hire Downtown Coordinator Recruit, vet, and hire a Downtown Coordinator for the purpose of implementing the Downtown TIF Project Plan, promoting Downtown as a destination, and increasing economic activity and vitality of the Downtown business district.	**Becky King**
Downtown Infrastructure Assessment Detailed study of the downtown area around the Downtown Square and adjacent streets to develop a concept plan for future street and sidewalk improvements for a more pedestrian friendly downtown area and better interface with the Downtown Square. Project also includes a detailed parking study to better accommodate daily business traffic and event parking.	**John Baker**
Walnut Street Pedestrian Corridor (Heritage Crossing) Establish a pedestrian corridor and linear space on the south side of Walnut Street, along the DART rail line, between Fifth Street and Sixth Street that will include outdoor amenities for pedestrians in order to facilitate access and enhance the entrance to Downtown.	**Jermel Stevenson**

PROJECTS IN PROGRESS - *Underway (continued)*	EXECUTIVE CONTACT
Wayfinding Program (including Downtown Gateways) The Wayfinding Program provides a user-friendly navigational system that guides visitors and residents to and from City of Garland destinations. The program markets Garland assets, including entertainment, cultural, historical, outdoor and other venues and activities.	**Rick Vasquez**

SCHEDULED PROJECTS - *Up Next*	EXECUTIVE CONTACT
Downtown Square Redesign The Downtown Square project will provide design recommendations to create a more functional and inviting public space for large gatherings, as well as individual activity. Current efforts include the Downtown Infrastructure Study, identifying recommendations for infrastructure improvements to confirm design proposals and programming to grow user interest in the space.	**Rick Vasquez**

FUTURE PROJECTS - *To Be Scheduled*	EXECUTIVE CONTACT
Austin Streetscapes (Sixth to Glenbrook) The streetscapes along Austin Street between Sixth and Glenbrook will be improved to be consistent with the Downtown Urban Design Standards. (Portions of the streetscapes, but not all, have been improved as redevelopment has occurred in the area. This project will bridge the gaps, so there is one continuous and consistent design.)	**Robby Neill**
Disposition or Repair of Tinsley-Lyles House As part of the FY18 Operating Budget, Council directed staff to identify potential uses of the Tinsley-Lyles House and to hire a Preservation Architect to document a refurbishment plan and cost estimate for work required.	**Becky King**
Implement Downtown Façade Improvement Grant Program Council will establish a policy for a Downtown Facade Improvement Program (as a separate project). Once the policy is established, staff will identify roles and responsibilities as well as supporting processes necessary to implement the grant program in Downtown Garland.	**Rick Vasquez**

FUTURE PROJECTS - *To Be Scheduled (continued)*	EXECUTIVE CONTACT
Improve Walkability and Streetscapes beyond the Core In August 2017, the Texas Downtown Association conducted an assessment within Downtown Garland. It was recommended to add sidewalk connections to popular destinations beyond the core of Downtown, enhancing walkability. The scope of this project includes development of a phased implementation plan for sidewalks and streetscapes as well as associated cost estimates for the broader Downtown area.	**John Baker**
Improved Public Parking in Downtown In August 2017, the Texas Downtown Association completed an assessment of Downtown Garland and recommended improved public parking to encourage tourism and growth in Downtown. (There is a separate project underway to conduct a parking inventory survey. The survey will help designate additional parking needs.) Based upon the outcome of the survey, this project includes activities associated with adding one improved surface parking lot in Downtown, such as land acquisition, design, and construction.	**John Baker**

STRATEGIC PROJECT PORTFOLIO

2018 | Key Focus Area 3

Well-Maintained City Infrastructure

Key Focus Areas are the long-term priorities for the City of Garland, supported by multi-year goals or Strategic Initiatives. We are striving for Well-Maintained City Infrastructure. What does success look like?

- Continuous improvement to the quality of infrastructure, including: city buildings, streets, alleys, sidewalks, street lights, and underground utilities
- Striving for cost- and energy-efficient infrastructure, both new and retrofit
- Delivering a Capital Improvement Program (CIP) that will meet our community's needs
- Enhancing connectivity through walkability and pedestrian access

Achieving a Well-Maintained City Infrastructure requires our ongoing efforts focused on the following Strategic Initiatives (not listed in order of priority). The Strategic Initiatives explain how we plan to achieve a Well-Maintained City Infrastructure. There may also be specific projects or actions identified to further advance the multi-year goal. The accompanied Work Plan outlines the specific projects (or actions) planned.

STRATEGIC INITIATIVES:

3.1 Improve Street and Alley Conditions (Target 85-90 PCI)

3.2 Promote Cost- and Energy-Efficient Infrastructure

3.3 Develop Bond Program for Infrastructure, Facilities, Parks

WELL-MAINTAINED CITY INFRASTRUCTURE

Work Plan Update | 3Qtr2018

COMPLETED PROJECTS 3	PROJECTS IN PROGRESS - *Underway* 3	SCHEDULED PROJECTS - *Up Next* 0	FUTURE PROJECTS - *To Be Scheduled* 1
• Operations Management System - Streets Department • Pothole Repair Process Improvements - Streets Department • Operationalize Additional $5.0 million in Funding for Streets	• Develop Bond Program for Infrastructure, Facilities, Parks • LED Street Light Conversion Program • Project Management Process Improvements - Engineering Department		• Establish Program Management Function for Implementation of 2019 Bond Program

COMPLETED PROJECTS	CONDITION	COMPLETION DATE
Operations Management System - Streets Department	● On Target	August 2018
Pothole Repair Process Improvements - Streets Department	● On Target	August 2018
Operationalize Additional $5.0 million in Funding for Streets	● On Target	September 2018

PROJECTS IN PROGRESS - *Underway*	CONDITION	TARGETED COMPLETION DATE
Project Management Process Improvements - Engineering Department	● Minor Variance	October 2018
Develop Bond Program for Infrastructure, Facilities, Parks	● On Target	March 2019
LED Street Light Conversion Program	● On Target	December 2022

FUTURE PROJECTS - *To Be Scheduled*	CONDITION	TARGETED COMPLETION DATE
Establish Program Management Function for Implementation of 2019 Bond Program	TBD	TBD

CONDITION DEFINITIONS:

- ● On Target - on track; milestones on track to complete on time
- ● Minor Variance - minor adjustments to the project plan; milestones may be slightly delayed or projected to be near target
- ● Major Variance - major adjustments to the project plan; milestones are significantly delayed or projected to be off target
- ● On-hold / Re-evaluated - major change request for the project scope, necessitating changes to the project plan
- ● Cancelled - project has been discontinued or indefinitely placed on hold due to major issue/risk
- ○ Not Submitted - project status report not received for reporting period

WELL-MAINTAINED CITY INFRASTRUCTURE

Project Descriptions | 3Qtr2018

COMPLETED PROJECTS	EXECUTIVE CONTACT
Operations Management System - Streets Department The Streets Department was operating without a work management system and the pavement condition system was outdated/inadequate for the current operational challenges. This project enabled mobile workforce management, asset management, as well as pavement condition management with data analytic capabilities.	**John Baker**
Pothole Repair Process Improvements - Streets Department The Streets Department implemented the results of the pothole repair operations audit. The major results implemented included: (1) Hiring a 6 employee overlay crew to overlay 35 lane miles of streets annually; (2) Improving the efficiency of the pothole repair operations to maximize the amount of repairs made and reduce the driving time between repair locations and to adequately track those improvements; and (3) Replacing the existing pavement management and work management system software with a updated system that eliminates duplication of effort and provides predictive modeling of future pavement conditions. This project is now complete. With implementation of these items, the Streets Department has been able to exceed the goals for asphalt overlays the last two years. The average unit costs for pothole patching and major patching have decreased by 33% and 60%, respectively, from FY 15/16 to FY 17/18.	**John Baker**

COMPLETED PROJECTS (continued)	EXECUTIVE CONTACT
Operationalize Additional $5.0 million in Funding for Streets The Streets Department will operationalize the additional $5.0 million in funding approved in the 2017-18 Fiscal Year. The City Council authorized the hiring of a Sr. Civil Engineer and a Public Works Inspector to manage and inspect the additional construction projects that will be generated due to the additional funding. To facilitate the expenditure of the additional funds, the Streets Department will: (1) Enter into design contracts for 18 street and 11 alley reconstruction projects; (2) Develop a $1 million annual contract to stabilize soil and lift pavements; (3) Develop an $8.5 million annual contract to repair failed concrete pavement on arterial, industrial, collector and residential streets and alleys; and (4) Bid out the street and alley reconstruction projects in several different contracts. The Streets Department has encumbered the necessary funds, bid out the requisite projects and has started construction on those projects required to operationalize the additional $5.0 million in funding approved in the FY 17/18 budget. Some of these projects have been completed, and construction will continue on the remaining projects through FY 18/19. Projects have been identified and design projects are underway to operationalize a like amount of money in FY 18/19 and succeeding years.	**John Baker**

PROJECTS IN PROGRESS - *Underway*	EXECUTIVE CONTACT
Project Management Process Improvements - Engineering Department Assess Engineering's project management processes and procedures to identify areas for improved efficiency. Establish a modified project management procedure and implement utilizing a project management software. Integrate a digital filing system that will store all pertinent information relating to a project stored with the project management software.	**John Baker**
Develop Bond Program for Infrastructure, Facilities, Parks Staff is preparing for a future bond program to be considered by Council in the upcoming year. A consulting company has been hired to assist staff in assessing and identifying a comprehensive list of infrastructure and facility needs, cost estimation, resource planning, and citizen engagement. An internal steering committee will be working closely with the consulting firm to evaluate this list of projects. In addition, the Financial Services Department will be evaluating the tax rate impact of a bond program and developing a financing strategy for City Council consideration.	**John Baker**

PROJECTS IN PROGRESS - *Underway (continued)*	EXECUTIVE CONTACT

LED Street Light Conversion Program — **Jeff Janke**

In the medians/thoroughfares and residential neighborhoods throughout the city, the HPS (High Pressure Sodium) street lights will be replaced with LED (Light Emitting Diode) lights. It also includes the replacement of the streetlight poles and the conversion of 480V circuits to 240V circuits. In addition, a street light management system is being deployed, which will allow more visibility to the health of the system.

FUTURE PROJECTS - *To Be Scheduled*	EXECUTIVE CONTACT

Establish Program Management Function for Implementation of 2019 Bond Program — **John Baker**

City Council is currently considering a General Obligation Bond Election in 2019. If an election is pursued by Council and the voters approve the bond program, there will be numerous projects to implement. To effectively deliver the bond program projects, a Program Management function will be established. Program Management is a best practice used to ensure smoother delivery and improved performance on large scale, multi-faceted projects.

STRATEGIC PROJECT PORTFOLIO

2018 | Key Focus Area 4

Enhanced Quality of Life Through Amenities, Arts, and Events

Key Focus Areas are the long-term priorities for the City of Garland, supported by multi-year goals or Strategic Initiatives. We are striving for Enhanced Quality of Life through Amenities, Arts, and Events. What does success look like?

- Developing a long-term plan for our Parks and Library Systems to meet our community's needs into the future
- Celebrating our community through special events
- Providing recreational, cultural, and educational opportunities desired by the community
- Maintaining excellent library, parks, and recreation services and facilities
- Creating unique, inviting, and connected gathering places

Achieving an Enhanced Quality of Life through Amenities, Arts, and Events requires our ongoing efforts focused on the following Strategic Initiatives (not listed in order of priority). The Strategic Initiatives explain how we plan to achieve an Enhanced Quality of Life through Amenities, Arts, and Events. There may also be specific projects or actions identified to further advance the multi-year goal. The accompanied Work Plan outlines the specific projects (or actions) planned.

STRATEGIC INITIATIVES:

4.1 Update Long-term Master Plans in Parks and Libraries

4.2 Create an Active Events Venue

4.3 Enhance Parks and Amenities

4.4 Explore Concepts for Wind Surf Bay Park

ENHANCED QUALITY OF LIFE THROUGH AMENITIES, ARTS, AND EVENTS

Work Plan Update | 3Qtr2018

COMPLETED PROJECTS 0	PROJECTS IN PROGRESS - *Underway* 7	SCHEDULED PROJECTS - *Up Next* 0	FUTURE PROJECTS - *To Be Scheduled* 2
	• Develop and Adopt City Council Events Policies • Dog Park (Design Phase) • Plan and Implement Expanded Events Calendar • Reorganize Events Staff and CVB Funding • Skate Park (Design Phase) • Update the Long-term Master Plan for Parks and Recreation • Update the Long-term Master Plan for the Library System		• Dog Park (Construction Phase) • Skate Park (Construction Phase)

PROJECTS IN PROGRESS - *Underway*	CONDITION	TARGETED COMPLETION DATE
Plan and Implement Expanded Events Calendar	● On Target	October 2018
Reorganize Events Staff and CVB Funding	● On Target	October 2018
Dog Park (Design Phase)	● On Target	February 2019
Skate Park (Design Phase)	● On-hold/Re-evaluated	TBD
Update the Long-term Master Plan for Parks and Recreation	● On Target	September 2019
Update the Long-term Master Plan for the Library System	● On Target	September 2019
Develop and Adopt City Council Events Policies	● On Target	October 2019

FUTURE PROJECTS - *To Be Scheduled*	CONDITION	TARGETED START DATE
Dog Park (Construction Phase)	TBD	TBD
Skate Park (Construction Phase)	TBD	TBD

CONDITION DEFINITIONS:

- ● On Target - on track; milestones on track to complete on time
- ● Minor Variance - minor adjustments to the project plan; milestones may be slightly delayed or projected to be near target
- ● Major Variance - major adjustments to the project plan; milestones are significantly delayed or projected to be off target
- ● On-hold / Re-evaluated - major change request for the project scope, necessitating changes to the project plan
- ● Cancelled - project has been discontinued or indefinitely placed on hold due to major issue/risk
- ○ Not Submitted - project status report not received for reporting period

ENHANCED QUALITY OF LIFE THROUGH AMENITIES, ARTS, AND EVENTS

Project Descriptions | 3Qtr2018

PROJECTS IN PROGRESS - *Underway*	EXECUTIVE CONTACT
Plan and Implement Expanded Events Calendar Develop a tool and supporting processes to provide a comprehensive list of City-initiated and other civic events happening in Garland. The tool will include capabilities to focus/filter events based upon geographic area, such as the Downtown area.	**Jermel Stevenson**
Reorganize Events Staff and CVB Funding The City Manager's Office is reorganizing the Special Events team to better align with our current organizational needs. The associated funding (HOT funds) will also be re-allocated to align with new organizational structure and responsibilities.	**Rick Vasquez**
Dog Park (Design Phase) The proposed Dog Park is currently planned for Central Park and will be approximately 2-3 acres in size. The Dog Park provides a space for people to lawfully allow their dogs to run freely without a leash in public. The proposed facility will include multiple fenced paddocks for rotation of use in order to retain the health and vigor of the turf as well as to allow for maintenance. The site will include basic site amenities such as lighting, water, seating, shade, landscaping, access to restrooms, and access to other park amenities. (The scope of this project is limited to design; construction phase of the Dog Park will be a separate project.)	**Jermel Stevenson**
Skate Park (Design Phase) The proposed Skate Park will be constructed using poured-in-place concrete to create both plaza-style and transition-style skate features. The proposed facility will accommodate users such as skateboarders, bmx cyclists, and scooters of all ages and skill levels. The types of skate features to be incorporated into the Skate Park will be determined during public engagement, and the site will include basic site amenities such as lighting, water, seating, shade, landscaping, access to restrooms, and access to other park amenities. (The scope of the project is limited to design; the construction phase of the Skate Park will be a separate project.)	**Jermel Stevenson**

PROJECTS IN PROGRESS - *Underway (continued)*	EXECUTIVE CONTACT
Update the Long-term Master Plan for Parks and Recreation The City of Garland recognizes the need to establish a framework for future design and development of parks, recreation, cultural arts, and special events within the City. The Parks and Recreation Master Plan will serve as the guideline for prioritization of future allocation of resources based upon the demand and use communicated by the citizens of Garland as well as the supply and condition of the existing parks, facilities, programs, events, and resources in the City.	**Jermel Stevenson**
Update the Long-term Master Plan for the Library System The purpose of this project is for a Library consultant to update and develop a comprehensive Master Plan that includes a strategic plan, facilities plan, staffing plan, and technology plan for the Nicholson Memorial Library System. The plan will include goals, measurable objectives and specific activities that will meet community expectations for the next three to five years. The process includes an assessment of community demographics, an analysis of the projected effects of future trends and technologies on services, and identification of library service needs (including programs, services, and locations) of the community.	**Becky King**
Develop and Adopt City Council Events Policies Policies for our Special Events will be established and/or amended by staff and presented to Council for consideration/approval.	**Rick Vasquez**

FUTURE PROJECTS - *To Be Scheduled*	EXECUTIVE CONTACT
Dog Park (Construction Phase) The proposed Dog Park is currently planned for Central Park and will be approximately 2-3 acres in size. The Dog Park provides a space for people to lawfully allow their dogs to run freely without a leash in public. The proposed facility will include multiple fenced paddocks for rotation of use in order to retain the health and vigor of the turf as well as to allow for maintenance. The site will include basic site amenities such as lighting, water, seating, shade, landscaping, access to restrooms, and access to other park amenities. (The scope of this project is limited to the construction phase, which will include a formal bid process for construction management at risk.)	**Jermel Stevenson**

FUTURE PROJECTS - *To Be Scheduled (continued)*	EXECUTIVE CONTACT
Skate Park (Construction Phase) The proposed Skate Park is currently planned for Central Park and will be constructed using poured-in-place concrete to create both plaza-style and transition-style skate features. The proposed facility will accommodate users such as skateboarders, bmx cyclists, and scooters of all ages and skill levels. The types of skate features to be incorporated into the Skate Park will be determined during public engagement, and the site will include basic site amenities such as lighting, water, seating, shade, landscaping, access to restrooms, and access to other park amenities. (The scope of this project is limited to the construction phase. This project will be developed utilizing the design/build delivery method, and no further formal bids will be required once design is complete.)	**Jermel Stevenson**

STRATEGIC PROJECT PORTFOLIO

2018 | Key Focus Area 5

Safe Community

Key Focus Areas are the long-term priorities for the City of Garland, supported by multi-year goals or Strategic Initiatives. We are striving for a Safe Community. What does success look like?

- Preparing first responders to effectively respond to all types of emergency situations, both small and large scale
- Monitoring the effectiveness of emergency response services
- Evaluating public safety staffing and facility needs
- Growing community partnerships that increase public communication and education for safety-related issues
- Promoting intervention and educational programs designed to reach at-risk populations (such as the youth, homeless, and mentally ill)
- Fostering operational strategies that build trust and bridge communication between law enforcement and the community
- Supporting residents in need through partnerships with social services agencies and the use of federal, state, and regional resources
- Developing and implementing emergency preparedness, response, and recovery plans across the organization
- Improving safety for all modes of transportation including motorists, pedestrians, and bicyclists.

Achieving a Safe Community requires our ongoing efforts focused on the following Strategic Initiatives (not listed in order of priority). The Strategic Initiatives explain how we plan to achieve a Safe Community. There may also be specific projects or actions identified to further advance the multi-year goal. The accompanied Work Plan outlines the specific projects (or actions) planned.

STRATEGIC INITIATIVES:

5.1 Educate the Public on Fire and Injury Prevention

5.2 Revise EMS Deployment Model due to Hospital Closure

5.3 Improve Effectiveness of Emergency Response

5.4 Enhance Public Safety Staffing

SAFE COMMUNITY

Work Plan Update | 3Qtr2018

COMPLETED PROJECTS 3	PROJECTS IN PROGRESS - *Underway* 5	SCHEDULED PROJECTS - *Up Next* 2	FUTURE PROJECTS - *To Be Scheduled* 0
• Diminish the Impact of Retail Theft through the Big Box Retail Theft Program • Homeless and Mental Health Initiative Designed to Match Needs with Resources • Suppress Gang Activity through Intervention, Education and Directed Enforcement	• All Hazards Specialty Training for Fire Department • Assess Injury Prevention Program Needs in the Community • Develop New Deployment Model for Fire Service Levels • Establish Continuity of Governance Plan • Promote/Install 10-year Sealed Battery Smoke Detectors (Pilot Program)	• Develop Comprehensive Fire and Fall Prevention Program • Develop Home Inspections Program (Pilot Program)	

COMPLETED PROJECTS	CONDITION	COMPLETION DATE
Homeless and Mental Health Initiative Designed to Match Needs with Resources	● On Target	January 2018
Diminish the Impact of Retail Theft through the Big Box Retail Theft Program	● On Target	March 2018
Suppress Gang Activity through Intervention, Education and Directed Enforcement	● On Target	March 2018

PROJECTS IN PROGRESS - *Underway*	CONDITION	TARGETED COMPLETION DATE
Assess Injury Prevention Program Needs in the Community	● On Target	January 2019
Promote/Install 10-year Sealed Battery Smoke Detectors (Pilot Program)	● On Target	January 2019
Establish Continuity of Governance Plan	● On Target	June 2019
All Hazards Specialty Training for Fire Department	● On Target	September 2019
Develop New Deployment Model for Fire Service Levels	● On Target	September 2019

SCHEDULED PROJECTS - *Up Next*	CONDITION	TARGETED START DATE
Develop Comprehensive Fire and Fall Prevention Program	● On Target	February 2019
Develop Home Inspections Program (Pilot Program)	● On Target	February 2019

CONDITION DEFINITIONS:

- ● On Target - on track; milestones on track to complete on time
- ● Minor Variance - minor adjustments to the project plan; milestones may be slightly delayed or projected to be near target
- ● Major Variance - major adjustments to the project plan; milestones are significantly delayed or projected to be off target
- ● On-hold / Re-evaluated - major change request for the project scope, necessitating changes to the project plan
- ● Cancelled - project has been discontinued or indefinitely placed on hold due to major issue/risk
- ○ Not Submitted - project status report not received for reporting period

SAFE COMMUNITY

Project Descriptions | 3Qtr2018

COMPLETED PROJECTS	EXECUTIVE CONTACT

Homeless and Mental Health Initiative Designed to Match Needs with Resources — **Chief Mitch Bates**

The Homeless and Mental Health Initiative is working to address the needs of the homeless population in Garland as well as address criminal complaints.

Project Outcome: A new position was established within the Police Department to conduct frequent outreach to the homeless population. The Homeless Officer makes daily contacts with homeless individuals with the hopes of helping them become self-sufficient, with frequent referrals to shelters, rehabilitation programs and other support systems. The Homeless Officer also handles criminal complaints such as aggressive panhandling, drinking in public and criminal trespass. The officer will continue to be involved in regional discussions involving homeless and mental health concerns.

Diminish the Impact of Retail Theft through the Big Box Retail Theft Program — **Chief Mitch Bates**

The Garland Police Department established a retail theft program to provide retailers with alternatives to calling the Police for misdemeanor thefts. The goal was to help alleviate response demands on the Police Department and provide opportunities to reallocate resources to issues of higher priority or time sensitivity.

The Retail Theft Program has been implemented. The program allows loss prevention personnel to complete and submit a handwritten report, or on-line report, to the Garland Police Department to facilitate the prosecution of misdemeanor shoplifters. The major big box retail stores within Garland are participating in the program, and the Garland Police Department has seen substantial reductions in the number of times an officer responds to misdemeanor theft calls. The retail theft group (consisting of loss prevention officers within the city) is meeting each month at the Garland Police Department to discuss to the program, and to provide a networking opportunity.

COMPLETED PROJECTS (continued)	EXECUTIVE CONTACT
Suppress Gang Activity through Intervention, Education and Directed Enforcement In order to suppress youth gang activity, the Garland Police Department established a Gang Unit, structuring the unit to emphasize intervention, education, and directed enforcement. Project Outcome: The Gang Unit was established in March 2018. The Gang Unit collects intelligences, carries out gang related investigations, and conducts enforcement when necessary. The Gang Unit prioritizes efforts on prevention, education and intervention. The unit utilizes home visits to educate parents of at-risk youth as preventative measures, and educates Garland youth using a variety of programs; including presentations at schools, the Citizens Police Academy, Youth Police Academy, and appearances at neighborhood and HOA groups. The Gang Unit utilizes the Garland Boxing Gym and Karate Programs as an intervention technique to redirect at risk youth.	**Chief Mitch Bates**

PROJECTS IN PROGRESS - *Underway*	EXECUTIVE CONTACT
Assess Injury Prevention Program Needs in the Community Conduct a community risk assessment to identify fire or injury problems that need to be addressed. Identify community resources that may be available to support a fire safety education program. This will then assist with developing a fire safety education program to fit the needs of the community.	**Chief Mark Lee**
Promote/Install 10-year Sealed Battery Smoke Detectors (Pilot Program) This is an ongoing pilot program to install 10-year battery detectors in the homes of Garland when the fire department has responded to the home. This program will be evaluated for its effectiveness September 2018. Information from the risk assessment may determine the usefulness or the need for modification of this program.	**Chief Mark Lee**
Establish Continuity of Governance Plan The continuity of governance plan, also referred to as a COG plan, helps to prepare Garland's elected and appointed officials for emergencies by identifying their legal authorities, order of succession, and alternate facilities prior to an incident. The plan ensures elected officials have a framework for action in effort to prevent precious time wasting clarifying roles, assigning duties, or battling out lines of authority during an emergency. During this project the Office of Emergency Management will research the mission essential functions that must be carried out by local elected and appointed officials during an emergency incident. OEM will work to identify records, systems and equipment the officials will need to carry out their functions. Finally, they will identify in the plan elected officials' orders of succession, legal authorities and alternate worksite locations.	**Becky King**

PROJECTS IN PROGRESS - *Underway (continued)*	EXECUTIVE CONTACT
All Hazards Specialty Training for Fire Department Increase training for specialized rescue crews with emphasis on Swiftwater, Vehicle Extrication and Rope Rescues. Assess current deployment model and address deficiencies in training, deployment, and capital equipment.	**Chief Mark Lee**
Develop New Deployment Model for Fire Service Levels There is a national standard detailing the number of personnel needed on scene within a specified response time to address and mitigate emergency incidents. (NFPA 1710 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments.) This project is an evaluation of our department's current abilities to address the standard, and identification of service delivery deficiencies. A study with recommendations on our current standard of coverage will identify future needs to address deficiencies.	**Chief Mark Lee**

SCHEDULED PROJECTS - *Up Next*	EXECUTIVE CONTACT
Develop Comprehensive Fire and Fall Prevention Program Using the results from the risk assessment project, develop a Fire Safety and fall prevention program to address the risks identified. Risk assessment is expected to be completed by January 2019.	**Chief Mark Lee**
Develop Home Inspections Program (Pilot Program) Community risks that will be identified in the Risk Assessment project can be successfully addressed with the development of a home fire safety inspection program. All of our fire fatalities in the past 5 years have been in homes. A home inspection program will increase the fire safety awareness of the citizens of Garland and create a safer community. This project will begin after the risk assessment project has been completed. The risk assessment is expected to be completed by January 2019 and we anticipate the findings of the risk assessment will support a home fire safety inspection program.	**Chief Mark Lee**

STRATEGIC PROJECT PORTFOLIO

2018 | Key Focus Area 6

Vibrant Neighborhoods and Commercial Centers

Key Focus Areas are the long-term priorities for the City of Garland, supported by multi-year goals or Strategic Initiatives. We are striving for Vibrant Neighborhoods and Commercial Centers. What does success look like?

- Being a community of strong, aesthetically-desirable, and healthy neighborhoods
- Supporting neighborhood vitality through strong partnerships, collaborations and by leveraging resources
- Encouraging reinvestment in our neighborhoods and businesses
- Updating our code compliance process, using innovative enforcement techniques to encourage well-maintained properties
- Developing strategies, designs, and incentives to help property owners improve the appearance of buildings within commercial centers and neighborhood retail businesses
- Providing a diverse range of housing choices and opportunities

Achieving Vibrant Neighborhoods and Commercial Centers requires our ongoing efforts focused on the following Strategic Initiatives (not listed in order of priority). The Strategic Initiatives explain how we plan to achieve Vibrant Neighborhoods and Commercial Centers. There may also be specific projects or actions identified to further advance the multi-year goal. The accompanied Work Plan outlines the specific projects (or actions) planned.

STRATEGIC INITIATIVES:

6.1 Evaluate Home Improvement Incentive Program

6.2 Establish Residential Redevelopment Program

6.3 Establish Commercial Façade Improvement Program

6.4 Improve Commercial Centers Maintenance

6.5 Neighborhood Enhancement Projects

VIBRANT NEIGHBORHOODS AND COMMERCIAL CENTERS

Work Plan Update | 3Qtr2018

COMPLETED PROJECTS 5	PROJECTS IN PROGRESS - *Underway* 5	SCHEDULED PROJECTS - *Up Next* 0	FUTURE PROJECTS - *To Be Scheduled* 0
• Armstrong Park Improvements • Chandler Heights Neighborhood - Median Improvements • Orchard Hills Neighborhood Enhancements • Reorganization of Building Inspections and Code Compliance • Town North Village Neighborhood - Screening Wall Enhancements	• Avenue F and S. Garland Avenue - Neighborhood Enhancements • Duck Creek Park Enhancements • North Garland Avenue and Apollo Road - Neighborhood Enhancements • Rainbow Estates Neighborhood Enhancements • Where the Heart Is Program - Gatewood Neighborhood		

COMPLETED PROJECTS	CONDITION	COMPLETION DATE
Chandler Heights Neighborhood - Median Improvements	● On Target	May 2017
Town North Village Neighborhood - Screening Wall Enhancements	● On Target	May 2017
Armstrong Park Improvements	● On Target	June 2017
Orchard Hills Neighborhood Enhancements	● On Target	July 2018
Reorganization of Building Inspections and Code Compliance	● On Target	September 2018

PROJECTS IN PROGRESS - *Underway*	CONDITION	TARGETED COMPLETION DATE
Duck Creek Park Enhancements	● On Target	October 2018
Rainbow Estates Neighborhood Enhancements	● On Target	January 2019
Where the Heart Is Program - Gatewood Neighborhood	● On Target	October 2020
Avenue F and S. Garland Avenue - Neighborhood Enhancements	● On Target	November 2020
North Garland Avenue and Apollo Road - Neighborhood Enhancements	● On Target	November 2020

CONDITION DEFINITIONS:

- ● On Target - on track; milestones on track to complete on time
- ● Minor Variance - minor adjustments to the project plan; milestones may be slightly delayed or projected to be near target
- ● Major Variance - major adjustments to the project plan; milestones are significantly delayed or projected to be off target
- ● On-hold / Re-evaluated - major change request for the project scope, necessitating changes to the project plan
- ● Cancelled - project has been discontinued or indefinitely placed on hold due to major issue/risk
- ○ Not Submitted - project status report not received for reporting period

VIBRANT NEIGHBORHOODS AND COMMERCIAL CENTERS

Project Descriptions | 3Qtr2018

COMPLETED PROJECTS	EXECUTIVE CONTACT
Chandler Heights Neighborhood - Median Improvements Neighborhood median improvement designed with community input, including landscaping and irrigation.	**Rick Vasquez**
Town North Village Neighborhood - Screening Wall Enhancements Partnership with Town North HOA to paint screening wall, install landscaping, lighting, and irrigation, and design and install decorative metal panels along the wall.	**Rick Vasquez**
Armstrong Park Improvements Community park improvements, including lighting, fitness station installation, and butterfly garden.	**Rick Vasquez**
Orchard Hills Neighborhood Enhancements Installation of entryway features, hardscaping, and message board for Orchard Hills neighborhood. Also replacing the Treasure Island median with hardscaping and low maintenance landscaping.	**Rick Vasquez**
Reorganization of Building Inspections and Code Compliance Commercial zoning and property maintenance enforcement was split between Building Inspection and Code Compliance. This created confusion and unbalanced enforcement. Project brought all commercial enforcement under one team allowing for uniform enforcement with a focus on proactive approach to commercial property conditions.	**Rick Vasquez**

PROJECTS IN PROGRESS - *Underway*	EXECUTIVE CONTACT
Duck Creek Park Enhancements Creation and installation of sculpture at Duck Creek Road and Colonel Drive. Includes design involvement with South Garland High School art students and local artist.	**Rick Vasquez**

PROJECTS IN PROGRESS - *Underway (continued)*	EXECUTIVE CONTACT
Rainbow Estates Neighborhood Enhancements Installation of entryway features, sculpture, and documentary film project.	**Rick Vasquez**
Where the Heart Is Program - Gatewood Neighborhood Comprehensive, coordinated, concentrated neighborhood demonstration project in the Gatewood neighborhood. Activities include a service day, retaining wall cleanup, storm drainage and litter cleanup, and a crosswalk enhancement.	**Rick Vasquez**
Avenue F and S. Garland Avenue - Neighborhood Enhancements Major corridor project featuring neighborhood entryway enhancements, public art, bridge and crosswalk improvements.	**Rick Vasquez**
North Garland Avenue and Apollo Road - Neighborhood Enhancements Major street and neighborhood improvement project, including two crosswalk enhancements, artistic bridge improvement, neighborhood entryway improvements, and retail center partnership improvements.	**Rick Vasquez**

STRATEGIC PROJECT PORTFOLIO

2018 | Key Focus Area 7

Reliable, Cost Efficient Utility Services

Key Focus Areas are the long-term priorities for the City of Garland, supported by multi-year goals or Strategic Initiatives. We are striving for Reliable, Cost Efficient Utility Services. What does success look like?

- Providing safe, reliable and well-designed utility systems
- Responsibly managing utility rates and fees that are reasonable, stable and competitive
- Offering programs and opportunities for residents and business to increase energy conservation or minimize environmental impact
- Implementing conservation efforts where appropriate
- Maintaining a diverse energy portfolio
- Meeting regulatory requirements while supporting programs that go beyond compliance

Achieving Reliable, Cost Efficient Utility Services requires our ongoing efforts focused on the following Strategic Initiatives (not listed in order of priority). The Strategic Initiatives explain how we plan to achieve Reliable, Cost Efficient Utility Services. There may also be specific projects or actions identified to further advance the multi-year goal. The accompanied Work Plan outlines the specific projects (or actions) planned.

STRATEGIC INITIATIVES:

7.1 Citywide Single Stream Recycling

7.2 Pursue NTMWD Water Rates that Reward Conservation

7.3 TMPA Disposition or Operational Strategy

RELIABLE, COST EFFICIENT UTILITY SERVICES

Work Plan Update | 3Qtr2018

COMPLETED PROJECTS 1	PROJECTS IN PROGRESS - *Underway* 2	SCHEDULED PROJECTS - *Up Next* 0	FUTURE PROJECTS - *To Be Scheduled* 0
• Implementation of Citywide Single Stream Recycling Program	• *Pursue NTMWD Water Rates that Reward Conservation (Ongoing)* • *TMPA Disposition or Operational Strategy (Ongoing)*		

COMPLETED PROJECTS	CONDITION	COMPLETION DATE
Implementation of Citywide Single Stream Recycling Program	● On Target	February 2018

PROJECTS IN PROGRESS - *Underway*	CONDITION	TARGETED COMPLETION DATE
Pursue NTMWD Water Rates that Reward Conservation (Ongoing)		Ongoing
TMPA Disposition or Operational Strategy (Ongoing)		Ongoing

CONDITION DEFINITIONS:

- ● On Target - on track; milestones on track to complete on time
- ● Minor Variance - minor adjustments to the project plan; milestones may be slightly delayed or projected to be near target
- ● Major Variance - major adjustments to the project plan; milestones are significantly delayed or projected to be off target
- ● On-hold / Re-evaluated - major change request for the project scope, necessitating changes to the project plan
- ● Cancelled - project has been discontinued or indefinitely placed on hold due to major issue/risk
- ○ Not Submitted - project status report not received for reporting period

RELIABLE, COST EFFICIENT UTILITY SERVICES

Project Descriptions | 3Qtr2018

COMPLETED PROJECTS	EXECUTIVE CONTACT

Implementation of Citywide Single Stream Recycling Program — **Lonnie Banks**

Since 1998, Environmental Waste Services has offered every-other-week recycling collection to Garland residents. To provide customers with a convenient way to recycle more materials into one recycling container, Environmental Waste Services with approval from City Council began a phased approach to implement the Single Stream Recycling Collection Program throughout Garland by offering automated collection service through issuance of 96-gallon blue containers. The program required six (6) phases to fully implement citywide. The phased implementation of Automated Collection Single Stream Recycling Program was completed in February 2018.

PROJECTS IN PROGRESS - *Underway*	EXECUTIVE CONTACT

Pursue NTMWD Water Rates that Reward Conservation (Ongoing) — **John Baker**

The City of Garland is a member of the North Texas Municipal Water District and currently purchases water through what has come to be known as the “take-or-pay” system. The system uses the year of highest usage to establish how much water to bill the cities. Garland’s rate was set several years ago, prior to drought and water conservation efforts. Garland, along with three other municipalities, is pursuing action by the Public Utility Commission of Texas (PUC) to consider re-evaluating the methodology the North Texas Municipal Water District uses to establish its rates. These issues are involved in ongoing litigation and are not for general public information.

TMPA Disposition or Operational Strategy (Ongoing) — **Jeff Janke**

This initiative involves administrative decisions regarding the future of electric generating capabilities of the TMPA and its associated transmission facilities. The issues are competitive matters and are not for general public information.

STRATEGIC PROJECT PORTFOLIO

2018 | Key Focus Area 8

Customer-Focused City Services

Key Focus Areas are the long-term priorities for the City of Garland, supported by multi-year goals or Strategic Initiatives. We are striving for Customer-Focused City Services. What does success look like?

- Achieving a high level of customer satisfaction by providing professional, respectful customer interactions and timely responses to inquiries
- Optimizing the use of technology to drive efficiency and productivity within municipal services
- Offering our customers convenient, innovative ways of conducting business with the City
- Considering the diversity of backgrounds, languages and needs within our community

Achieving Customer-Focused City Services requires our ongoing efforts focused on the following Strategic Initiatives (not listed in order of priority). The Strategic Initiatives explain how we plan to achieve Customer-Focused City Services. There may also be specific projects or actions identified to further advance the multi-year goal. The accompanied Work Plan outlines the specific projects (or actions) planned.

STRATEGIC INITIATIVES:

8.1 Digital Government - Online City Services

8.2 Provide Self-Service Options for Customers

CUSTOMER-FOCUSED CITY SERVICES

Work Plan Update | 3Qtr2018

COMPLETED PROJECTS 0	PROJECTS IN PROGRESS - *Underway* 6	SCHEDULED PROJECTS - *Up Next* 1	FUTURE PROJECTS - *To Be Scheduled* 3
	• Alarm Permits - ePermitting Process • Building Permits - ePermitting Process • Land Development Process - ePlan Submittal/Review • Library Patron Self-Service - Radio-Frequency Identification (RFID) • Optimization of City Website • Upgrade Utility Billing Software and Services	• Digital Government Portal - Phase 1	• Commercial Waste Customers - Unattended Automated Scale System • Digital Government Portal - Phase 2 • Digital Government Portal - Phase 3

PROJECTS IN PROGRESS - *Underway*	CONDITION	TARGETED COMPLETION DATE
Library Patron Self-Service - Radio-Frequency Identification (RFID)	● On Target	December 2018
Building Permits - ePermitting Process	● Minor Variance	January 2019
Alarm Permits - ePermitting Process	● On Target	March 2019
Optimization of City Website	● On Target	June 2019
Land Development Process - ePlan Submittal/Review	● Minor Variance	July 2019
Upgrade Utility Billing Software and Services	● On Target	January 2020

SCHEDULED PROJECTS - *Up Next*	CONDITION	TARGETED START DATE
Digital Government Portal - Phase 1	● On Target	March 2019

FUTURE PROJECTS - *To Be Scheduled*	CONDITION	TARGETED START DATE
Commercial Waste Customers - Unattended Automated Scale System	TBD	TBD
Digital Government Portal - Phase 2	TBD	TBD
Digital Government Portal - Phase 3	TBD	TBD

CONDITION DEFINITIONS:

- ● On Target - on track; milestones on track to complete on time
- ● Minor Variance - minor adjustments to the project plan; milestones may be slightly delayed or projected to be near target
- ● Major Variance - major adjustments to the project plan; milestones are significantly delayed or projected to be off target
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CUSTOMER-FOCUSED CITY SERVICES

Project Descriptions | 3Qtr2018

PROJECTS IN PROGRESS - *Underway*	EXECUTIVE CONTACT
Library Patron Self-Service - Radio-Frequency Identification (RFID) This project is for the implementation of RFID asset management to replace existing barcode technology. RFID tagging of new materials began in 2008; all materials were tagged retroactively in June 2015. The project provides inventory control and asset management and security with automated check-in and materials presorting, with modifications to facilities. The project doubles the number of self-check kiosks available to patrons allowing the check-out, renewal of materials, and pick up of on-hold items by patron self-service. The Library also now offers patrons the ability to pay fines and fees online by credit or debit card.	**Becky King**
Building Permits - ePermitting Process The City has used Permits Plus since the 1990's for inspections and permitting in the Building Inspection, Fire, and Engineering departments. While the vendor has released a significant upgrade to the technology with the Accela Automation suite, migrating to the upgraded product is cost prohibitive. The City has successfully implemented similar permitting and inspection functionality using the Microsoft Dynamics CRM platform. Incorporating the Building Inspection, Fire and Engineering functionality onto the same platform moves the City toward a fully integrated, address based data repository.	**Rick Vasquez**
Alarm Permits - ePermitting Process The City of Garland has a city ordinance that regulates residential and business alarms. The ordinance requires permits to operate alarms and fines residences or businesses that have excessive false alarms. Almost all the cities in the North Texas area have switched to commercial companies to manage all the information, permits, and billing for alarms because they are more efficient with their economies of scale. The city currently uses a custom built computer program that was implemented before alarm management companies existed. Our program is about to break with the new police RMS system upgrade, so this project was implemented to increase efficiency and implement new web based features the current system can't support.	**Chief Mitch Bates**

PROJECTS IN PROGRESS - *Underway (continued)*	EXECUTIVE CONTACT
Optimization of City Website Optimize the City Website to: 1) portray the City in a positive manner, 2) offer a satisfying user experience with easily accessible resources, 3) facilitate interactivity between the City and those it serves, 4) integrate with currently-used applications, 5) provide an easily managed CMS with robust tracking, reporting, and governance tools, 6) provide similar services, features and functionality available on the existing website, 7) select a vendor with substantial experience developing websites for municipal governments.	**Dorothy White**
Land Development Process - ePlan Submittal/Review The land development processes are being automated. Automating current processes, as well as providing the capability for electronic submittal and plan review, will streamline the pre-submittal, zoning, platting, and plan review processes.	**John Baker**
Upgrade Utility Billing Software and Services The Customer Service and Environmental Waste Services Departments are implementing a new Customer Information System (CIS) to support the City's current and future utility services needs. The new CIS will include Mobile Workforce Management and a Customer Self-Service portal.	**Kevin Slay**

SCHEDULED PROJECTS - *Up Next*	EXECUTIVE CONTACT
Digital Government Portal - Phase 1 Develop the base web portal which will allow users to log in to access city services.	**Steven Niekamp**

FUTURE PROJECTS - *To Be Scheduled*	EXECUTIVE CONTACT
Commercial Waste Customers - Unattended Automated Scale System Currently, there are two inbound scales and one outbound scale at the Hinton Landfill. Private waste-hauling customers have expressed their concern regarding excessive wait and transaction processing cycle time to enter the facility prior to arriving at the disposal offloading working area. In order to continually attract and retain customers, an additional inbound truck scale containing an automated weighing feature to address this problem was approved through City Council in the 2018 CIP. With the addition of this inbound scale an enhancement to the current Compu-weigh system will be required. This enhancement will include an Unattended Kiosk module that will allow private waste haulers and City vehicles to gain entrance to the landfill through the use of an RF Reader or a Proximity Card Reader feature.	**Lonnie Banks**

FUTURE PROJECTS - *To Be Scheduled (continued)*	EXECUTIVE CONTACT
Digital Government Portal - Phase 2 Provide address and/or visitor specific information, which may include the display of utility billing information, tax bill information, permit registrations, etc., based on the options selected by the registered web site user.	**Steven Niekamp**
Digital Government Portal - Phase 3 Development of analytical reports based on the use of online services and the digital government portal.	**Steven Niekamp**

STRATEGIC PROJECT PORTFOLIO

2018 | Key Focus Area 9

Sound Governance and Finances

Key Focus Areas are the long-term priorities for the City of Garland, supported by multi-year goals or Strategic Initiatives. We are striving for Sound Governance and Finances. What does success look like?

- Structuring our governance to support current and future needs of the community
- Responsibly managing our financial resources with appropriate levels of governance, controls, and accountability
- Promoting transparent and effective communication with City Council, Boards, and Commissions
- Maintaining high bond ratings, in order to issue the debt needed to finance our Capital Improvement Program
- Providing accurate and reliable revenue and expenditure forecasting models

Achieving Sound Governance and Finances requires our ongoing efforts focused on the following Strategic Initiatives (not listed in order of priority). The Strategic Initiatives explain how we plan to achieve Sound Governance and Finances. There may also be specific projects or actions identified to further advance the multi-year goal. The accompanied Work Plan outlines the specific projects (or actions) planned.

STRATEGIC INITIATIVES:

9.1 Improve Current Governance Structures

9.2 Maintain Development Ordinances

SOUND GOVERNANCE AND FINANCES

Work Plan Update | 3Qtr2018

COMPLETED PROJECTS 3	PROJECTS IN PROGRESS - *Underway* 2	SCHEDULED PROJECTS - *Up Next* 0	FUTURE PROJECTS - *To Be Scheduled* 0
• Establish Process to Build Qualified Candidate Pool for Boards and Commissions *(from City Council)* • Evaluate Organization of Electrical/Plumbing and Fire/ Building Boards *(from City Council)* • Review and Amend Charter *(from City Council)*	• Approve Process for Boards and Commissions (Expenditures, Funding, and Term Limits) *(from City Council)* • Changes to GDC Based on Issues Discovered After Adoption		

COMPLETED PROJECTS	CONDITION	COMPLETION DATE
Evaluate Organization of Electrical/Plumbing and Fire/Building Boards (from City Council)	● On Target	January 2018
Establish Process to Build Qualified Candidate Pool for Boards and Commissions (from City Council)	● On Target	May 2018
Review and Amend Charter (from City Council)	● On Target	May 2018

PROJECTS IN PROGRESS - *Underway*	CONDITION	TARGETED COMPLETION DATE
Approve Process for Boards and Commissions (Expenditures, Funding, and Term Limits) (from City Council)	● On Target	October 2018
Changes to GDC Based on Issues Discovered After Adoption		Ongoing

CONDITION DEFINITIONS:

- ● On Target - on track; milestones on track to complete on time
- ● Minor Variance - minor adjustments to the project plan; milestones may be slightly delayed or projected to be near target
- ● Major Variance - major adjustments to the project plan; milestones are significantly delayed or projected to be off target
- ● On-hold / Re-evaluated - major change request for the project scope, necessitating changes to the project plan
- ● Cancelled - project has been discontinued or indefinitely placed on hold due to major issue/risk
- ○ Not Submitted - project status report not received for reporting period

SOUND GOVERNANCE AND FINANCES

Project Descriptions | 3Qtr2018

COMPLETED PROJECTS	EXECUTIVE CONTACT

Evaluate Organization of Electrical/Plumbing and Fire/Building Boards (from City Council) — **Rene Dowl**

At the request of Council, the Administrative Services Committee evaluated three individual boards for possible consolidation. The three boards were the Building & Fire Code, Plumbing and Mechanical Code, and Electrical Code Boards. The Administrative Services Committee directed City Staff to draft an ordinance for review and approval by the City Council that would combine the three construction code boards into one board and to address any Code of Ordinance amendments that would impact this recommended action.

Ordinance No. 6952 was adopted on January 16, 2018, combining the boards.

Establish Process to Build Qualified Candidate Pool for Boards and Commissions (from City Council) — **Rene Dowl**

At the request of Council, the Administrative Services Committee established processes by which to build qualified candidate pools for appointments to boards and commissions.

The Council policies have been updated to reflect the new process. In order to provide timely appointments to outside organizations Council is informed sixty days in advance of an expiring term. Council is also updated on vacancies for advisory boards and commissions as they occur and a compilation of vacancies is provided by July 15, along with all new applications.

Review and Amend Charter (from City Council) — **Rene Dowl**

A Charter Review Committee was appointed by the City Council to review the Charter and provide recommendations to the Council for revisions and/or corrections.

The proposed revisions were taken to the voters in May 2018 and approved.

PROJECTS IN PROGRESS - *Underway*	EXECUTIVE CONTACT
Approve Process for Boards and Commissions (Expenditures, Funding, and Term Limits) (from City Council) At the request of Council, the Administrative Services Committee reviewed the process for funding requests and expenditures for boards and commissions. The committee was also asked to review the Council policy for boards and commissions term limits. The Council policies have been updated and staff is in the final stages of implementing the new expenditure reporting processes.	**Rene Dowl**
Changes to GDC Based on Issues Discovered After Adoption Following its adoption in May 2015, it was understood that the Garland Development Code (GDC) would likely have issues discovered that would need to be amended accordingly. So far, staff has brought forward six rounds of amendments. Most of the amendments are to clean up unintentional conflicts in the code, and others have been policy direction of the City Council. Development codes are always subject to changes; therefore, amendments will be ongoing, as needed.	**Rick Vasquez**

STRATEGIC PROJECT PORTFOLIO

2018 | Key Focus Area 10

Future-Focused City Organization

Key Focus Areas are the long-term priorities for the City of Garland, supported by multi-year goals or Strategic Initiatives. We are striving for a Future-Focused City Organization. What does success look like?

- Fostering professional and rewarding careers
- Attracting, retaining, and motivating a highly-qualified, diverse workforce through our workplace culture and benefits
- Increasing efficiency and productivity through progressive information technology systems that automate work, improve convenience, or support data-driven decision making
- Infusing a mindset focused on initiative, innovation, efficiency and continuous improvement

Achieving a Future-Focused City Organization requires our ongoing efforts focused on the following Strategic Initiatives (not listed in order of priority). The Strategic Initiatives explain how we plan to achieve a Future-Focused City Organization. There may also be specific projects or actions identified to further advance the multi-year goal. The accompanied Work Plan outlines the specific projects (or actions) planned.

STRATEGIC INITIATIVES:

10.1 Establish Required Training for Managers and Learning Management System

10.2 Develop a Plan to Expand Employee Recruitment Efforts and Minority Outreach

10.3 Develop Retirement Stability Benefit (RSB) for Civil Service Employees

10.4 Upgrade and Integrate City Finance Related Systems

FUTURE-FOCUSED CITY ORGANIZATION

Work Plan Update | 3Qtr2018

COMPLETED PROJECTS 6	PROJECTS IN PROGRESS - *Underway* 3	SCHEDULED PROJECTS - *Up Next* 0	FUTURE PROJECTS - *To Be Scheduled* 3
• Establish Plan Design and Polices for Retirement Stability Benefit (RSB) • Develop Youth Police Academy • Rollout Retirement Stability Benefit (RSB) to Civil Service Employees • Upgrade Finance System • Upgrade HR/Payroll System • Upgrade Purchasing System	• Establish City-wide On-line and Classroom (LMS) - pilot project • Expand Diversity and Youth Outreach • Replace Budgeting and Forecasting System - (research phase)		• Develop Fire Ops 101 Course for College Students • Develop Marketing Videos of COG Employees at Work • Establish a Tiered "Required" Management Training Program

COMPLETED PROJECTS	CONDITION	COMPLETION DATE
Upgrade Finance System	● On Target	February 2017
Upgrade Purchasing System	● On Target	February 2017
Establish Plan Design and Polices for Retirement Stability Benefit (RSB)	● On Target	June 2018
Rollout Retirement Stability Benefit (RSB) to Civil Service Employees	● On Target	June 2018
Upgrade HR/Payroll System	● On Target	July 2018
Develop Youth Police Academy	● On Target	September 2018

PROJECTS IN PROGRESS - *Underway*	CONDITION	TARGETED COMPLETION DATE
Expand Diversity and Youth Outreach	● On Target	December 2018
Establish City-wide On-line and Classroom (LMS) - pilot project	● On Target	January 2019
Replace Budgeting and Forecasting System - (research phase)	● On Target	March 2019

FUTURE PROJECTS - *To Be Scheduled*	CONDITION	TARGETED START DATE
Develop Fire Ops 101 Course for College Students	TBD	TBD
Develop Marketing Videos of COG Employees at Work	TBD	TBD
Establish a Tiered “Required” Management Training Program	TBD	TBD

CONDITION DEFINITIONS:

- ● On Target - on track; milestones on track to complete on time
- ● Minor Variance - minor adjustments to the project plan; milestones may be slightly delayed or projected to be near target
- ● Major Variance - major adjustments to the project plan; milestones are significantly delayed or projected to be off target
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- ● Cancelled - project has been discontinued or indefinitely placed on hold due to major issue/risk
- ○ Not Submitted - project status report not received for reporting period

FUTURE-FOCUSED CITY ORGANIZATION

Project Descriptions | 3Qtr2018

COMPLETED PROJECTS	EXECUTIVE CONTACT
Upgrade Finance System The Finance System was upgraded and improved operational efficiency by eliminating work-around processes for deficiencies in the application. The system upgrade also allowed for other applications, such as Cityworks, to interface with the financial system without custom programming.	**Steven Niekamp**
Upgrade Purchasing System The Purchasing System was upgraded and improved operational efficiency by eliminating work-around processes for deficiencies in the application. The system upgrade also allowed for other applications, such as Cityworks, to interface with the financial system without custom programming.	**Steven Niekamp**
Establish Plan Design and Polices for Retirement Stability Benefit (RSB) Per Council direction, Staff explored options to expand FY17-18 retirement investments offers for Civil Service employees.	**Priscilla Wilson**
Rollout Retirement Stability Benefit (RSB) to Civil Service Employees Incorporated on-going review of Retirement Stability Benefit plan, focused on financial sustainability.	**Priscilla Wilson**
Upgrade HR/Payroll System This project had two major deliverables. The first deliverable was to upgrade the HR/Payroll system and then move to a vendor-hosted platform. Now that the upgraded system is in production and stable, the project team will implement time clocks, time management self-service, and the mobile access modules. (These deliverables will be considered as a second phase and tracked as a separate project.)	**Steven Niekamp**

COMPLETED PROJECTS (continued)	EXECUTIVE CONTACT
Develop Youth Police Academy The Youth Police Academy launched on Monday September 24, 2018 with a total of 40 student participants. Within a 6-week period, the students will graduate. This program will continue into the future and one Youth Police Academy will be held each semester (two per school year). The program was designed to be similar to the Garland Citizens Police Academy program, adjusted for teens ages 16-18. The Youth Police Academy was coordinated through the High School SRO's and SRO Supervisors. Juniors and Seniors from each of the High Schools in Garland were eligible to participate.	**Chief Mitch Bates**

PROJECTS IN PROGRESS - *Underway*	EXECUTIVE CONTACT
Expand Diversity and Youth Outreach Establish workplace immersion programs and partnerships that provide education on Municipal/Public Service, promote diversity and create employment pipelines for community youth, trade school, college and university students.	**Priscilla Wilson**
Establish City-wide On-line and Classroom (LMS) - pilot project Configure and deploy the Cornerstone Learning Management System, an organizational software application for the documentation, tracking, reporting and delivery of training and development programs for all employees, toward the overall goal of developing a competent, agile and future-focused City organization.	**Priscilla Wilson**
Replace Budgeting and Forecasting System - (research phase) The current budgeting and forecasting system is outdated and needs to be replaced with current technology. The Budget Office will be researching other software offerings and selecting a replacement for the current system.	**Steven Niekamp**

FUTURE PROJECTS - *To Be Scheduled*	EXECUTIVE CONTACT
Develop Fire Ops 101 Course for College Students The program will be a 1 day Fire Ops 101 Course allowing participants to gain fire service knowledge by participating in "hands-on" operations, education, and demonstrations. Program is designed to promote careers in the fire service while focusing on minority outreach. Goal is to peak the interest of minority college students, while recruiting at their campus by offering this program.	**Chief Mark Lee**

FUTURE PROJECTS - *To Be Scheduled (continued)*	EXECUTIVE CONTACT
Develop Marketing Videos of COG Employees at Work These videos will be used to illustrate the breadth of opportunities available at the City of Garland, as well as the advantages of working here. They will be utilized through social media, at job fairs/events, during presentations, as direct links to potential candidates and additional means as needed. A project plan and schedule is to be determined.	**Priscilla Wilson**
Establish a Tiered “Required” Management Training Program Establish and publish development requirements for supervisors, managers, administrators, directors and above and coordinate opportunities to fulfill the development requirements in an effort to build competence in critical performance areas toward the overall goal of developing the organization’s leadership potential.	**Priscilla Wilson**

GARLAND
POLICY REPORT

City Council Work Session Agenda		**2.d.**
Meeting Date:	October 15, 2018	
Item Title:	Thoroughfare Plan Amendment - Zion Road	
Submitted By:	Paul Luedtke, Transportation Director	
Strategic Focus Areas:	Growing Economic Base Well-Maintained City Infrastructure Vibrant Neighborhoods and Commercial Centers Future-Focused City Organization	

ISSUE

Staff has been working with TxDOT and other interested groups to develop improved access to properties on the north side of IH 30 east of Bass Pro Blvd. Extending Zion Road to intersect with the IH 30 Frontage Road will provide for significantly improved access to all properties north of IH 30 east of Bass Pro Blvd.

RECOMMENDATION

Amend the Thoroughfare Plan to include the extension of Zion Road to the IH 30 Frontage Road as shown in Exhibit A. Unless otherwise directed by Council, this item will be considered for formal consideration at the November 6, 2018 Regular Session.

BACKGROUND

City of Garland staff have been working with TxDOT on the IH 30 Alignment study which includes the extension of the frontage roads to the east across Lake Ray Hubbard, conversion of two way frontage roads to one way and upgrading the current ramps to modern standards.

The existing two way frontage road with the existing off ramp to Bass Pro Drive makes access to the northern side of IH 30 very challenging.

In discussions with TxDOT, this option to extend Zion Road was developed to provide full access to these properties.

This Zion Road extension would require right of way from the City of Dallas Lake Ray Hubbard "take area". Discussions have begun with City of Dallas Lake Ray Hubbard staff to work through these details. Lake Ray Hubbard staff have indicated they are open to working with the City of Garland to assist in making this land available for this extension of Zion Road.

The Parks Department is also interested in extending John Paul Jones Park to the east around

Lake Ray Hubbard to the IH 30 bridge. Parks staff have been involved in these discussions and are interested in this roadway providing additional access to this new section of parkland.

Subsequent to our work with TxDOT, a land developer submitted plans to the City that included a roadway similar to this extension of Zion Road as part of their development. Staff has worked with the developer to incorporate this roadway into their planned development. This roadway would facilitate access to their development and they have agreed to pay for this road extension as part of their development.

CONSIDERATION

Inclusion on the Thoroughfare Plan is needed to facilitate discussions with the City of Dallas and TxDOT.

The extension of Zion Road would provide full access to all properties north of IH 30 and east of Bass Pro Drive.

A developer of one of the vacant properties served by this road is in the process of developing this site and has agreed to pay for this road extension.

Attachments

Zion Road Extension

PRELIMINARY
FOR INTERIM REVIEW ONLY. NOT FOR PERMITTING, BIDDING, OR CONSTRUCTION.
Prepared by or under the Direct Supervision of
JEFF STRONG, P.E. 105180
6/27/2017

NO.	DATE	REVISION	APPROVED

LTRA
LINA T. RAMEY & ASSOCIATES, INC.
3320 Belt Line Rd
Farmers Branch, Texas 75234
Firm Registration No. F-782

Texas Department of Transportation
© 2017

IH 30
BASS PRO DRIVE

SCALE: 1"=400' SHEET 1 OF 1

DESIGN	FED. RD. DIV. NO.	FEDERAL AID PROJECT NO.		HIGHWAY NO.	
LTRA	6	SEE TITLE SHEET		IH 30	
CHECK	STATE	DISTRICT	COUNTY		SHEET NO.
LTRA					
DRAWN	TEXAS	DAL	DALLAS		
LTRA	CONTROL	SECTION	JOB		
CHECK					
LTRA	XXXX	XX	XXX		

...\bass pro #4\Exhibit-BP4.dgn

GARLAND
POLICY REPORT

City Council Work Session Agenda		**2.e.**
Meeting Date:	October 15, 2018	
Item Title:	Policy Development for Tree Mitigation & Preservation Program	
Submitted By:	Rick Vasquez, Assistant City Manager	
Strategic Focus Areas:	Growing Economic Base Well-Maintained City Infrastructure Vibrant Neighborhoods and Commercial Centers	

ISSUE

At the request of Council Member Deborah Morris and Council Member David Gibbons, Council is requested to begin the process of initiating a review of the City's Tree Preservation Ordinance, and to begin the process of developing Tree Fund Program policies, guidelines, and administrative support.

RECOMMENDATION

Refer ordinance to Administrative Services Committee. Staff recommends that a qualified arborist/engineering firm be engaged to assist the committee with the development of the Tree Fund program.

BACKGROUND

The current Tree Preservation & Mitigation (Garland Development Code Chapter 4, Article 4) regulations were adopted in May 2015. The previous development code (Ordinance 4647) had a tree preservation & mitigation section as well, which goes back to a 2003 adoption. The intent is to protect healthy trees and mitigate for tree loss occurring during development. Developers may mitigate their impact on site trees by planting back as much as possible/feasible, or paying into the Tree Fund, or a combination of the two. The Planning Department administers the development permitting sections of the ordinance and the department's role is limited to assessing the fee, reviewing a developer's tree survey and mitigation plan, and collecting the mitigation fee. Once the fee is collected the funds are transferred to a Tree Fund managed by the Finance Department. Presently, a policy or program is not in place to manage the Tree Fund. The current tree mitigation fee rate is $150 per caliper inch.

Waivers to the Tree Preservation Ordinance or the rebate of payments to the Tree Fund may only be authorized by the City Council.

WAIVERS
2018: (DR Rankin [multi-family development], 1961 Arapaho Road): City Council waived $647,325.
2017: (Masterplan [multi-family development], 4221 North Garland Ave.): City Council waived $215,850.
2016: (Buddhist Meditation Association, 3522 North Garland Ave.): City Council waived $47,851.50.
2015: Raging Wire Data Center: City Council waived $306,534.38

REBATES
Wilbow - Estimated to be $48,000 (Due within thirty days of completion of phase one Public Improvements).
Rosehill – Estimated to be $150,000 (Due 45 days from the payment from the developer).
CPF Jupiter – Maximum of $377,000 of Tree Mitigation Fee rebate. To-date we have collected $583,260 and we have rebated $226,200. We expect the total $377,000 will be rebated and have planned for this.
Digital Garland – Rebate not to exceed of $250,000 for inspection fees, permit fees, and all applicable platting or **mitigation fees**. Nothing rebated to date.

Below is a recap of the Tree Mitigation Fund

Revenue Collection from 2003 - 2018	903,925	Year
Walnut Pedestrian Corridor	(100,000)	2013
Arapaho Road (Shiloh to N Garland Ave.)	(14,202)	2004
Shiloh Road	(43,990)	2008
Balance	**745,733**	

GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Work Session Agenda **2.f.**

Meeting Date: October 15, 2018

Item Title: Boards and Commissions Quarterly Report

Submitted By: Rene Dowl, City Secretary

Summary of Request/Problem

In January of 2018 the Council requested that a quarterly report from Boards and Commissions be submitted for their review. The attached is the first such report to be prepared. The following Boards did not have activity for the period July 1 - September 30:

- Unified Building Standards Commission
- TIF Zone 3 Board

Recommendation/Action Requested and Justification

Information only.

Attachments

Board of Adjustment Report
CENAC Report
Community Multicultural Commission Report
Garland Cultural Arts Commission Report
Garland Economic Development Authority Report
Garland Health Facilities Development Corp Report
Garland Youth Council Report
Library Board Report
Parks Board Report
Plan Commission Report
Property Standards Board Report
Sr Citizens Advisory Commission Report
TIF Downtown Report
TIF I-30 Report
TIF Zone 3 Report
Master Attendance Report

Board and Commission Report

Quarterly Report

BOARD: Board of Adjustment

DATE: 10/1/18

Board Summary

July 1 - September 29, 2018 Report

5 Requests were brought before the Board during the reporting period:

- One metal carport accessed and seen from the front street but constructed in the rear yard. Variance was granted;
- One 6' wooden fence to be constructed in the required yard in a key lot. Variance partially approved with modifications of setting the fence back 7.5 feet from property line;
- One 6' ornamental fence with brick columns to be constructed in the required front yard for a church. Variance was granted;
- One metal carport in the front of the residential property. Variance denied; and
- One 6' ornamental fence in the required front yard and non-traditional welded wire fencing in the side and rear yard on residential property surrounded on two (2) sides with commercial properties. Variance was granted.

Attendance	Attendance Roster Attached Absences: July - John McDonald; August - None; September - Susan Nye and John Kaiwi
Funding Requests	None
Annual Report to Council	The Board of Adjustment presented its 2018 annual report to Council on July 9.

Request for Policy Decisions	There are no requests for decisions at this time.
Council Notes	NA
Recap of Quarter 2	NA

Contact Information

BOARD CHAIRPERSON: John Young (no longer on board)/ Jerry DeFeo (Vice Chair)

OFFICE PHONE: 972-240-5800

MOBILE PHONE: 972-897-5800

EMAIL: jerrydef@flash.net

STAFF LIAISON: Jim Olk

OFFICE PHONE: ext. 2304

MOBILE PHONE: 214-850-5077

EMAIL: jolk@garlandtx.gov

Board and Commission Report

Quarterly Report

BOARD: Citizens Environmental and Neighborhood Advisory Committee

DATE: 10/1/18

Board Summary

CENAC convened for three regular meetings during the reporting period of July 1, 2018 - September 30, 2018: July 11, August 8, and September 12.

Attendance	July: Present - Ken Risser, William Keeling, Barbara Powers, Betty Roberts, Caleb Ernst, Reba Collins. Absent: Eric Stuyvesant, Robert Bruns, John Ball August: Present - Barbara Powers, Ken Risser, Robert Bruns, William Keeling, Betty Roberts, Caleb Ernst, Reba Collins. Absent: John Ball. Vacant: District 8 September: Present - James Dobbins, John Ball, Robert Bruns, Betty Roberts, Caleb Ernst, Reba Collins, Jason Collard, Ken Risser. Absent: Dennis Garcia
Funding Requests	None.
Report to Council	The 2018 annual report was presented to Council at the August 6, 2018 Work Session.

Request for Policy Decisions	None at this time.
Council Notes	NA
Recap of Quarter 2	None at this time.

Contact Information

BOARD CHAIRPERSON: Ken Risser

OFFICE PHONE: N/A

MOBILE PHONE: 469-231-5248

EMAIL: KRisser@FDIC.gov

STAFF LIAISON: Lonnie R. Banks

OFFICE PHONE: 972-205-3424

MOBILE PHONE:

EMAIL: LBanks@garlandtx.gov

Board and Commission Report

Quarterly Report

BOARD: Community Multicultural Commission

DATE: 10/1/18

Board Summary

The Community Multicultural Commission convened on the following dates for the reporting period of July 1 - September 30.

July 26, 2018
August 22, 2018
September 18, 2018

Attendance	Report Attached
Funding Requests	Report Attached
Annual Report to Council	The Annual Report will be presented to Council at the October 15, 2018 Work Session.

Request for Policy Decisions	None at this time.
Council Notes	N/A
Recap of Quarter 2	N/A

Contact Information

BOARD CHAIRPERSON: Jennifer Nguyen

OFFICE PHONE:

MOBILE PHONE: 214-274-4128

EMAIL: jennifer.nguyen50@gmail.com

STAFF LIAISON: Denish Simon/Courtney Vanover

OFFICE PHONE: 972-205-3337/972-205-2406

MOBILE PHONE:

EMAIL: dsimon@garlandtx.gov/cvanover@garlandtx.gov

CMC Funding Requests 7/1/18 – 9/30/18

9/20
Main Street Café $38.56
Jennifer, Denish, Courtney
Council Presentation Discussion

9/11
DFWAACC Banquet Ticket $100
Genai Walker-Macklin

9/5
Garland Marking Products $54
Kim Thiehoff
Steven Johnson
Jacobe Chandler

9/5
GAFHA Banquet Ticket $60
Vonda Tyson

8/16
Walmart $33.27
Senior Awareness Day gift card

8/14
Noon Exchange Club $30
Labor Day Parade Entry Form

8/10
Hightech Signs $156.96
CMC Magnetic Logo Signs for Labor Day/MLK Parade

7/31
NAACP Brunch Table $500

7/31
Peyton Group $292.50
CMC Member T-shirts

7/27
Vista Print $112.49
Mission Statement Cards

7/27
Bowtie Boys $300
Donation for the one boy to go to San Antonio

7/2
Garland Marking Products $21.95
Denish Simon Name Plate

Board and Commission Report

Quarterly Report

BOARD: Garland Cultural Arts Commission

DATE: 8/28/18

Board Summary

The Garland Cultural Arts Commission convened one time for the reporting period July 1 - September 30.

Attached for your records are copies of the April 17, 2018 minutes approved by Garland Cultural Arts Commission and Garland Cultural Arts Commission, Inc. on July 17, 2018. Also included are Financial Statements for the three months ending June 30, 2018.

Attendance	Attendance Report Attached
Funding Requests	**$21.65 for refreshments**
Annual Report to Council	The Garland Cultural Arts Commission presented its 2018 annual report to Council on July 9.

Request for Policy Decisions	There are no requests at this time.
Council Notes	NA
Recap of Quarter 2	NA

Contact Information

BOARD CHAIRPERSON: DeAnne Driver

OFFICE PHONE: 972-271-1115

MOBILE PHONE:

EMAIL: sddriver@tx.rr.com

STAFF LIAISON: Patty Granville

OFFICE PHONE: 972-205-2789

MOBILE PHONE:

EMAIL: pgranvil@garlandtx.gov

GARLAND

PARKS, RECREATION
& CULTURAL ARTS

MEMORANDUM

DATE: July 18, 2018

TO: Bryan Bradford, City Manager

FROM: Patty Granville, Director of Cultural Facilities PG

RE: **Garland Cultural Arts Commission**

The City's agreement with Garland Cultural Arts Commission, Inc. asks for a quarterly written report to the City Council, through the City Manager. Attached are approved minutes from Garland Cultural Arts Commission and Garland Cultural Arts Commission, Inc.'s April 17, 2018 meetings, which were approved at their quarterly meeting, held July 17, 2018.

At the July 17, 2018 meeting, Craig Wright, Treasurer, went over the Financial Statements for the three months ending June 30, 2018 which were prepared by Clopton & Company, LLC.

Please advise if further information is needed.

Thank you.

The Garland Cultural Arts Commission of the City of Garland met at 4:00 p.m. in regular session on Tuesday, April 17, 2018 in the Granville Arts Center meeting room.

Members Present: DeAnne Driver, Chair
Craig Wright
Reta Day
Karla Pajot
Claudia Porras
Sheri Stevens
Blanca Sanchez
Joann Traylor

Members Absent: Harlan Seagren

Staff Present: Patty Granville, Director of Cultural Facilities
Debbie McAnally, GAC Business Manager
Raycheal Shaheed, GAC Administrative Assistant

Visitors Present: Jim Bookhout
Scott Bollinger, Neighborhood Resources Manager

1. APPROVAL OF MINUTES

There being no additions or corrections to the minutes of the regular meeting held January 16, 2018, **Motion** was made by Karla Pajot, seconded by DeAnne Driver, to accept the minutes as submitted. **Motion carried** - unanimous.

2. ITEMS FOR INDIVIDUAL CONSIDERATION

A. Review and approve revision to the Rules of Procedure

The Commissioners reviewed the revision made to the Rules of Procedure for both the Garland Cultural Arts Commission and the Garland Cultural Arts Commission, Inc. Article III Officers and Duties. After review, **Motion** was made by Sheri Stevens, seconded by Karla Pajot, to approve the revised Rules of Procedure to change the September meeting date to October. **Motion carried** - unanimous.

B. Report from Scott Bollinger, Neighborhood Resources Manager, on Public Arts Projects of the Office of Neighborhood Vitality

Scott Bollinger, Neighborhood Resources Manager, reported on public arts projects of the Office of Neighborhood Vitality. He explained how he tries to incorporate art into each project. Projects are identified by City Staff and the City Council approves projects before they start. The Garland Cultural Arts Commission will be informed of future art projects since the Commissioners want to be part of any art projects for the City.

C. Monthly Reports for Granville Arts Center for the Months of January, February and March, 2018 (Including The Atrium and Plaza Theatre)
Included in the Director's Report were monthly reports for January, February and March, 2018 for the Granville Arts Center, The Atrium, and the Plaza Theatre. Patty Granville reported revenue totals are ahead for the Granville Arts Center, Plaza Theatre and the Atrium.

3. ADJOURN
There being no further business to come before the Commission, **Motion** was made by Blanca Sanchez, seconded by Sheri Stevens, to adjourn. **Motion carried** – unanimous.

SUBMITTED BY: APPROVED BY:

Patty Granville, Secretary DeAnne Driver, Chairman

The Garland Cultural Arts Commission, Inc. met in regular session following the meeting of the Garland Cultural Arts Commission on Tuesday, April 17, 2018, in the Granville Arts Center meeting room.

Members Present:	DeAnne Driver, Chairman Sheri Stevens, Vice Chairman Craig Wright, Treasurer Reta Day Karla Pajot Claudia Porras Blanca Sanchez Joann Traylor
Members Absent:	Harlan Seagren
Staff Present:	Patty Granville, GAC Director Debbie McAnally, GAC Business Manager Raycheal Shaheed, GAC Administrative Assistant

1. Roll Call
   The meeting was called to order by Chairman Driver.

2. Approval of the Minutes
   There being no additions or corrections to the minutes from the regular meeting held January 16, 2018, **Motion** was made by Karla Pajot, seconded by Craig Wright, to accept the minutes as submitted. **Motion carried** - unanimous.

3. Treasurer's Report
   The financial report, prepared by Cathy Clopton, CPA, Clopton & Company, LLC, for the period ending March 31, 2018, was given by Craig Wright, Treasurer.

4. Sculpture Update and Dedication Reception
   Patty Granville informed the Commission that the sculpture is set to arrive soon. Once in place, it will be welded together and polished out. She reported that Atmos Energy had donated $1,000 to sponsor the reception. The base of the sculpture, engineered by R Delta, is due to be poured as soon as possible, weather permitting, and the plaque and stand are ready to be installed once the sculpture is in place. There are additional costs associated with the sculpture due to the increase in height and the need for additional bronze and the fabrication involved. A change order has been initiated. Craig Wright asked that the Commission be notified as work progresses. The Reception Committee has gathered several arts groups to perform at the reception. Once the date is in place, the entertainment will be confirmed.

5. Appoint Grant Review Committee and Set Date to Meet
   After discussion, it was agreed that a committee is not needed this year for grant revisions. Claudia Porras had a few items she will look over and email any suggestions.

6. Appoint Public Art Policy Committee and Set Meeting Date
At the January meeting, the Commission discussed starting a special funding program for public art beginning in 2018. The goal is to start with $10,000. The Public Art Policy Committee will consist of Blanca Sanchez, Joann Traylor, Craig Wright, Sheri Stevens, DeAnne Driver, and any other Commissioner that would like to join the group. The meeting date is to be determined and the Commission will be notified.

7. Communications and Enclosures
Included in the Agenda was the invitation from Duck Creek District Friends of Scouting Breakfast.

8. Adjourn
There being no further business on the agenda, **Motion** was made by Blanca Sanchez, seconded by Sheri Stevens, that the meeting adjourn. **Motion carried** – unanimous.

APPROVED BY:

DeAnne Driver

DeAnne Driver, Chairman

GARLAND CULTURAL ARTS COMMISSION, INC.

FINANCIAL STATEMENTS

JUNE 30, 2018

CLOPTON & COMPANY, LLC

Certified Public Accountants

Management is responsible for the accompanying financial statements of Garland Cultural Arts Commission, Inc., which comprise the statement of assets, liabilities, and fund balance as of June 30, 2018 and the related statements of receipts and disbursements for the periods ended June 30, 2018 in accordance with the income tax basis of accounting, and for determining that the income tax basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy of completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the income tax basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit substantially all the disclosures ordinarily included in financial statements prepared in accordance with the income tax basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the company's assets, liabilities, equity, revenue, and expenses. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Clopton & Company, LLC

Clopton & Company, LLC

Garland, Texas

July 2, 2018

Cathy R. Clopton, CPA, Garland Office
610 Main Street
Garland, Texas 75040
Ph 972.272.6478 • Fax 972.272.6470

www.cloptoncpa.com

Rick Clopton, CPA/PFS, Rockwall Office
1020 W. Ralph Hall Pkwy., Suite 103
Rockwall, Texas 75032
Ph 972.772.0987 • Fax 469.402.0304

Garland Cultural Arts Commission, Inc.

Statement of Assets, Liabilities & Fund Balance

June 30, 2018

	Jun 30, 18
ASSETS	
Current Assets	
Checking/Savings	
Chase Operating	14,984.88
Chase Sculpture	8,625.00
Total Checking/Savings	23,609.88
Total Current Assets	23,609.88
TOTAL ASSETS	**23,609.88**
LIABILITIES & EQUITY	
Equity	
Fund Balance-Unrestricted	19,636.76
Fund Balance-Sculpture	8,225.00
Net Income	(4,251.88)
Total Equity	23,609.88
TOTAL LIABILITIES & EQUITY	**23,609.88**

Garland Cultural Arts Commission, Inc.
Statement of Receipts & Disbursements
For the Three Months & Nine Months Ended June 30, 201

	Apr - Jun 18	Oct '17 - Jun 18
Ordinary Income/Expense		
Income		
Grant Income	0.00	135,934.00
Newsletter Sponsorships	0.00	400.00
Art Sculpture Donations	1,000.00	1,800.00
Total Income	1,000.00	138,134.00
Gross Profit	1,000.00	138,134.00
Expense		
Accounting & Legal	0.00	400.00
Art Sculpture	4,781.00	21,281.00
Awards	475.00	3,800.00
Dues & Memberships	0.00	500.00
Grants	0.00	109,600.00
Miscellaneous Expenses	0.00	0.00
Newsletters	4,804.88	6,804.88
Total Expense	10,060.88	142,385.88
Net Ordinary Income	(9,060.88)	(4,251.88)
Net Income	**(9,060.88)**	**(4,251.88)**

Garland Cultural Arts Commission, Inc.
General Ledger
As of June 30, 2018

Date	Num	Name	Memo	Debit	Credit	Balance
Chase Operating						16,136.76
10/09/2017	3147	Clopton & Comp...			200.00	15,936.76
10/10/2017		City of Garland		135,934.00		151,870.76
10/13/2017			Garland Const...	400.00		152,270.76
10/20/2017		Transfer to Sculp...			1,600.00	150,670.76
10/24/2017	3148	City of Garland			10,000.00	140,670.76
11/06/2017	3152	Company of Row...			7,000.00	133,670.76
11/06/2017	3154	Garland Civic Th...			24,000.00	109,670.76
11/06/2017	3155	Garland Summer ...			26,600.00	83,070.76
11/06/2017	3156	Garland Sympho...			25,000.00	58,070.76
11/06/2017	3157	Lake Cities Chor...			1,000.00	57,070.76
11/06/2017	3158	Texas Winds Mu...			1,100.00	55,970.76
11/06/2017	3149	Achievement Cen...			5,000.00	50,970.76
11/06/2017	3150	Alpine Dancers			2,500.00	48,470.76
11/06/2017	3153	Dallas Ballet			14,400.00	34,070.76
11/06/2017	3151	Breitling Youth T...			3,000.00	31,070.76
01/05/2018	3159	Clopton & Comp...			200.00	30,870.76
02/01/2018	3160	Executive Press			2,000.00	28,870.76
02/08/2018	3162	Garland Chamber...			500.00	28,370.76
02/08/2018	3161	Void		0.00		28,370.76
03/07/2018	3163	Schaefer Art Bro...	Installation		6,500.00	21,870.76
03/15/2018	3189	Jennifer Huerta	1st ceramic		175.00	21,695.76
03/15/2018	3166	Jolene Mollenkamp	2nd drawing b...		125.00	21,570.76
03/15/2018	3186	Courtney Huyuh	2nd multi media		125.00	21,445.76
03/15/2018	3195	Esmerelda Pineda	3rd ceramic ve...		100.00	21,345.76
03/15/2018	3184	Eri Reeves	4th printmaking		75.00	21,270.76
03/15/2018	3168	Ladiva Pickron	4th drawing b...		75.00	21,195.76
03/15/2018	3190	Jennifer Huerta	2nd ceramic		125.00	21,070.76
03/15/2018	3171	Zuleyma Juarez	3rd drawing c...		100.00	20,970.76
03/15/2018	3172	Juan Gamez	4th drawing c...		75.00	20,895.76
03/15/2018	3196	Kevin Tavera	4th ceramic ve...		75.00	20,820.76
03/15/2018	3193	Vianney Leos	1st ceramic ve...		175.00	20,645.76
03/15/2018	3194	Emmanuel Ramirez	2nd ceramic v...		125.00	20,520.76
03/15/2018	3180	Tina Khuu	4th sculpture		75.00	20,445.76
03/15/2018	3170	Karla Gutierrez	2nd drawing c...		125.00	20,320.76
03/15/2018	3167	Angelia Demata	3rd drawing b...		100.00	20,220.76
03/15/2018	3181	Jacque Patino	1st printmaking		175.00	20,045.76
03/15/2018	3191	Chloie Lewis	3rd ceramic		100.00	19,945.76
03/15/2018	3179	Chloie Lewis	3rd sculpture		100.00	19,845.76
03/15/2018	3173	Hanna Mateo	1st painting		175.00	19,670.76
03/15/2018	3176	Humberto Cruces	4th painting		75.00	19,595.76
03/15/2018	3164	Aira Naval			100.00	19,495.76
03/15/2018	3169	Aira Naval			175.00	19,320.76
03/15/2018	3174	Bianca Espinoza			125.00	19,195.76
03/15/2018	3177	Julisha Wyatt			175.00	19,020.76
03/15/2018	3182	Joshua Hopkins			125.00	18,895.76
03/15/2018	3185	Kaleb Simpson			175.00	18,720.76
03/15/2018	3187	McKenna Lookaby			100.00	18,620.76

Date	Num	Name	Memo	Debit	Credit	Balance
03/15/2018	3192	Victoria Stanfield			75.00	18,545.76
04/05/2018	3178	Orlanda Garza	2nd sculpture		125.00	18,420.76
04/09/2018	3175	Anabel Medellen			100.00	18,320.76
04/26/2018	3165	Clara Truax			175.00	18,145.76
05/01/2018	3198	Executive Press			4,804.88	13,340.88
05/09/2018	3197	Twin Lakes Mem...			4,781.00	8,559.88
05/15/2018		Transfer to Opera...		6,500.00		15,059.88
06/26/2018	3188	Debani Cossio	4th multi media		75.00	14,984.88
Total Chase Operating				142,834.00	143,985.88	14,984.88
Chase Sculpture						11,725.00
10/20/2017		Transfer to Sculp...		1,600.00		13,325.00
02/01/2018			Dos Banderas,...	800.00		14,125.00
05/15/2018		Transfer to Opera...			6,500.00	7,625.00
05/29/2018		Atmos Energy	Deposit	1,000.00		8,625.00
Total Chase Sculpture				3,400.00	6,500.00	8,625.00
Fund Balance-Unrestricted						-19,636.76
Total Fund Balance-Unrestricted						-19,636.76
Fund Balance-Sculpture						-8,225.00
Total Fund Balance-Sculpture						-8,225.00
Grant Income						0.00
10/10/2017		City of Garland			135,934.00	-135,934.00
Total Grant Income				0.00	135,934.00	-135,934.00
Newsletter Sponsorships						0.00
10/13/2017			Garland Const...		400.00	-400.00
Total Newsletter Sponsorships				0.00	400.00	-400.00
Art Sculpture Donations						0.00
02/01/2018			Dos Banderas,...		800.00	-800.00
05/29/2018		Atmos Energy	Deposit		1,000.00	-1,800.00
Total Art Sculpture Donations				0.00	1,800.00	-1,800.00
Accounting & Legal						0.00
10/09/2017	3147	Clopton & Comp...		200.00		200.00
01/05/2018	3159	Clopton & Comp...		200.00		400.00
Total Accounting & Legal				400.00	0.00	400.00
Art Sculpture						0.00
10/24/2017	3148	City of Garland		10,000.00		10,000.00
03/07/2018	3163	Schaefer Art Bro...	Installation	6,500.00		16,500.00

Garland Cultural Arts Commission, Inc.
General Ledger
As of June 30, 2018

Date	Num	Name	Memo	Debit	Credit	Balance
05/09/2018	3197	Twin Lakes Mem...		4,781.00		21,281.00
Total Art Sculpture				21,281.00	0.00	21,281.00
Awards						0.00
03/15/2018	3189	Jennifer Huerta	1st ceramic	175.00		175.00
03/15/2018	3166	Jolene Mollenkamp	2nd drawing b...	125.00		300.00
03/15/2018	3186	Courtney Huyuh	2nd multi media	125.00		425.00
03/15/2018	3195	Esmerelda Pineda	3rd ceramic ve...	100.00		525.00
03/15/2018	3184	Eri Reeves	4th printmaking	75.00		600.00
03/15/2018	3168	Ladiva Pickron	4th drawing b...	75.00		675.00
03/15/2018	3190	Jennifer Huerta	2nd ceramic	125.00		800.00
03/15/2018	3171	Zulcyma Juarez	3rd drawing c...	100.00		900.00
03/15/2018	3172	Juan Gamez	4th drawing c...	75.00		975.00
03/15/2018	3196	Kevin Tavera	4th ceramic ve...	75.00		1,050.00
03/15/2018	3193	Vianney Leos	1st ceramic ve...	175.00		1,225.00
03/15/2018	3194	Emmanuel Ramirez	2nd ceramic v...	125.00		1,350.00
03/15/2018	3180	Tina Khuu	4th sculpture	75.00		1,425.00
03/15/2018	3170	Karla Gutierrez	2nd drawing c...	125.00		1,550.00
03/15/2018	3167	Angelia Demata	3rd drawing b...	100.00		1,650.00
03/15/2018	3181	Jacque Patino	1st printmaking	175.00		1,825.00
03/15/2018	3191	Chloie Lewis	3rd ceramic	100.00		1,925.00
03/15/2018	3179	Chloie Lewis	3rd sculpture	100.00		2,025.00
03/15/2018	3173	Hanna Mateo	1st painting	175.00		2,200.00
03/15/2018	3176	Humberto Cruces	4th painting	75.00		2,275.00
03/15/2018	3164	Aira Naval		100.00		2,375.00
03/15/2018	3169	Aira Naval		175.00		2,550.00
03/15/2018	3174	Bianca Espinoza		125.00		2,675.00
03/15/2018	3177	Julisha Wyatt		175.00		2,850.00
03/15/2018	3182	Joshua Hopkins		125.00		2,975.00
03/15/2018	3185	Kaleb Simpson		175.00		3,150.00
03/15/2018	3187	McKenna Lookaby		100.00		3,250.00
03/15/2018	3192	Victoria Stanfield		75.00		3,325.00
04/05/2018	3178	Orlanda Garza	2nd sculpture	125.00		3,450.00
04/09/2018	3175	Anabel Medellen		100.00		3,550.00
04/26/2018	3165	Clara Truax		175.00		3,725.00
06/26/2018	3188	Debani Cossio	4th multi media	75.00		3,800.00
Total Awards				3,800.00	0.00	3,800.00
Dues & Memberships						0.00
02/08/2018	3162	Garland Chamber...		500.00		500.00
Total Dues & Memberships				500.00	0.00	500.00
Grants						0.00
11/06/2017	3152	Company of Row...		7,000.00		7,000.00
11/06/2017	3154	Garland Civic Th...		24,000.00		31,000.00
11/06/2017	3155	Garland Summer ...		26,600.00		57,600.00

Garland Cultural Arts Commission, Inc.
General Ledger
As of June 30, 2018

Date	Num	Name	Memo	Debit	Credit	Balance
11/06/2017	3156	Garland Sympho...		25,000.00		82,600.00
11/06/2017	3157	Lake Cities Chor...		1,000.00		83,600.00
11/06/2017	3158	Texas Winds Mu...		1,100.00		84,700.00
11/06/2017	3149	Achievement Cen...		5,000.00		89,700.00
11/06/2017	3150	Alpine Dancers		2,500.00		92,200.00
11/06/2017	3153	Dallas Ballet		14,400.00		106,600.00
11/06/2017	3151	Breitling Youth T...		3,000.00		109,600.00
Total Grants				109,600.00	0.00	109,600.00
Miscellaneous Expenses						0.00
02/08/2018	3161	Void		0.00		0.00
Total Miscellaneous Expenses				0.00	0.00	0.00
Newsletters						0.00
02/01/2018	3160	Executive Press		2,000.00		2,000.00
05/01/2018	3198	Executive Press		4,804.88		6,804.88
Total Newsletters				6,804.88	0.00	6,804.88
TOTAL				**288,619.88**	**288,619.88**	**0.00**

Board and Commission Report

Quarterly Report

BOARD: Garland Economic Development Authority, Inc.

DATE: 10/1/18

Board Summary

Pursuant to the Texas Legislature passing the Development Act of 1979, The Garland Economic Development Authority, Inc. (GEDA) was organized to provide tax-exempt financing to eligible business locating or expanding in the City, with the last financing agreement occurring in the late 1990's. The affairs of GEDA is managed by a Board of Directors which consist of three (3) individuals appointed by the City Council and who hold office for a term of six (6) years. Currently, GEDA has a cash balance of approximately $60,000 that may be allocated to programs or projects eligible under the Development Corporation Act of 1979.

The GEDA Board of Directors has met one time during the reporting period of July 1, 2018 to September 30, 2018. At this meeting the following appointments were made: Dr. Lindy Perkins was elected as President/Chairperson, Herbert Logan was elected as Vice-President, and Ferrin "Hamp" Holcomb was elected as Secretary/Treasurer.

Since April 17, 1990, the individuals serving on The Board of Directors for The Garland Health Facility Development Corporation (GHFDC) have been the same individuals serving on the Board of Directors for GEDA.

Attendance	Ferrin (Hamp) Holcomb Dr. Lindy Perkins Herbert Logan
Funding Requests	None at this time.
Report to Council	The GEDA will provide an Annual Report to City Council at a future Council meeting.

Request for Policy Decisions	None at this time.
Council Notes	NA
Recap of Quarter 2	NA

Contact Information

BOARD CHAIRPERSON: Dr. Lindy Perkins

OFFICE PHONE: 469-543-0023

MOBILE PHONE:

EMAIL: perkyns@hotmail.com

STAFF LIAISON: Matt Watson

OFFICE PHONE: 972-205-2355

MOBILE PHONE:

EMAIL: mwatson@garlandtx.gov

Board and Commission Report

Quarterly Report

BOARD: Garland Health Facilities Development Corporation

DATE: 10/1/18

Board Summary

The Garland Health Facilities Development Corporation (GHFDC) is a non-profit corporation. The primary purpose of GHFDC is to provide financial assistance to Garland based health care organizations. The affairs of the corporation are managed by a board of directors which consist of three (3) individuals appointed by the City Council and who hold office for a term of six (6) years. The board of directors is primarily responsible for reviewing grant applications from qualified Garland based health care organizations and allocating GHFDC resources in a consistent and fair manner. The GHFDC has supported organizations such as the Hope Clinic, New Beginnings Center, and the City of Garland Health Clinic.

The GHFDC Board met one time during the reporting period of July 1, 2018 -September 30, 2018. At this meeting the following appointments were made: Lindy Perkins was elected as President/Chairperson, Herbert Logan was elected as Vice-President, and Hamp Holcomb was elected as Secretary/Treasurer. In addition, the Board discussed establishing the next meeting to interview grant applicants.

GHFDC has a cash balance of approximately $230,000. Currently, a meeting is scheduled on November 7th 2018 to interview grant applicants.

Attendance	Ferrin (Hamp) Holcomb Dr. Lindy Perkins Herbert Logan
Funding Requests	There is not any funding request at this time.
Report to Council	The GHFDC will provide an Annual Report to City Council at a future Council meeting.

Request for Policy Decisions	None at this time.
Council Notes	
Recap of Quarter 2	

Contact Information

BOARD CHAIRPERSON: Lindy Perkins

OFFICE PHONE: 469-543-0023

MOBILE PHONE:

EMAIL: perkyns@hotmail.com

STAFF LIAISON: Matt Watson

OFFICE PHONE: 972-205-2355

MOBILE PHONE: 713-252-3537

EMAIL: mwatson@garlandtx.gov

Board and Commission Report

Quarterly Report

BOARD: Garland Youth Council

DATE: 10/8/18

Board Summary

The Garland Youth Council (GYC) convened two times for the reporting period of July 1 - September 30. In addition to the two GYC meetings listed below, the group also conducted an orientation as well as an induction.

GYC Orientation - August 4, 2018
GYC Induction - August 21, 2018
GYC Meeting - September 11, 2018
GYC Meeting - September 25, 2018

Attendance	The GYC meets twice a month from August to May following the school year. Attached is the attendance record as of October 1.
Funding Requests	See attached
Annual Report to Council	The GYC runs a one year term from August to May. The 2017-18 annual report was presented to City Council on May 14. The GYC is scheduled to present the 2018-19 annual report in May 2019.

Request for Policy Decisions	There are no requests at this time.
Council Notes	NA
Recap of Quarter 2	NA

Contact Information

BOARD CHAIRPERSON: Jazmin Sanchez

OFFICE PHONE:

MOBILE PHONE:

EMAIL:

STAFF LIAISON: Bailey Hebert

OFFICE PHONE: 972-205-2877

MOBILE PHONE:

EMAIL: BHebert@GarlandTX.gov

First Name	Last Name	Total Absences	Retreat 8/4/18	Induction 8/21/18	Mtg 9/11/18	Mtg 9/25/18	Mtg 10/9/18	Mtg 10/23/18	Mtg 11/13/18	COTS 11/29/18	Holiday Party 12/11/18	Mtg 1/8/19	Mtg 1/22/19	Mtg 2/12/19	Mtg 2/26/19	Mtg 3/5/19	Mtg 3/26/19	Mtg 4/9/19	Mtg 4/23/19	Mtg 5/14/19	End of the Year Party 5/28/19
Alexis	Ferrusquia	1	Present	Absent	Present	Present															
Brian	Nguyen	0	Present	Present	Present	Present															
Cynthia	Carillo	0	Present	Present	Present	Present															
Esther	Akapo	0	Present	Present	Present	Present															
Jade	Martinez	4	Present	Present	Absent	Absent	Absent	Absent													
Jazmin	Sanchez	0	Present	Present	Present	Present															
Jibran	Haroon	0	Present	Present	Present	Present															
Julian	Humphrey	0	Present	Present	Present	Present															
Katherine	Sinclair	0	Present	Present	Present	Present															
Leah	Tharakan	1	Absent	Present	Present	Present															
Max	Luna	0	Present	Present	Present	Present															
Max	Lavinsky	0	Present	Present	Present	Present															
Michelle	Nguyen	0	Present	Present	Present	Present															
Olivia	Glick	0	Present	Present	Present	Present															
Patricio	Gonzalez	2	Present	Present	NC	Absent															
Quenton	Busby	0	Present	Present	Present	Present															
Sarah	Cox	0	Present	Present	Present	Present															
Sydney	Colon	0	Present	Present	Present	Present															
Victoria	Penick	0	Present	Present	Present	Present															
Ximena	Coronado	0	Present	Present	Present	Present															

LE - Left Early

L - Late (more than 10 minutes)

NC - Absent w/o notifying

<u>GYC Funding Requests 7/1/18 – 9/30-18</u>

<u>9/9</u>
Walmart $9.92
GYC Meeting Snacks

<u>9/14</u>
Colwick $172.72
Olivia Glick
NLC Plane Ticket

Colwick $172.72
Jibran Haroon
NLC Plane Ticket

Colwick $172.72
Sydney Colon
NLC Plane Ticket

Colwick $172.72
Sarah Cox
NLC Plane Ticket

Colwick $172.72
Leah Tharakan
NLC Plane Ticket

Colwick $172.72
Julian Humphrey
NLC Plane Ticket

Colwick $172.72
Jade Martinez
NLC Plane Ticket

Colwick $172.72
Quenton Busby
NLC Plane Ticket

Colwick $172.72
Ester Akapo
NLC Plane Ticket

Colwick $172.72
Bailey Hebert
NLC Plane Ticket

Colwick $172.72
Katherine Sinclair
NLC Plane Ticket

<u>8/31</u>
GYC Orientation Breakfast $19.27

<u>8/31</u>
GYC Orientation Facility $330.00

<u>8/31</u>
GYC NLC Registration $170

<u>8/21</u>
Sam's $26.86
GYC Induction Cupcakes

<u>8/21</u>
99 Cents Only Store $16
GYC Induction – plates, napkins, forks, plastic trays

8/21
Kroger $115.47
GYC Induction – crackers, water, food trays

Board and Commission Report

Quarterly Report

BOARD: Library Board

DATE: 10/5/18

Board Summary

The Library Board convened twice for the reporting period of July 1, 2018 - September 30, 2018.

The August 13, 2018 Board Meeting was held to allow Board Members to view the South Garland Branch and the new RFID equipment, and to discuss the following items: Texas State Library & Archives Commission Accreditation; FY2018-2019 Operating Budget; City Bond Study Preparation; Library Master Plan Status Report; Temporary (Parks Dept.) Walking Trail on the site of the future North Garland Regional Library; RFID Migration Project Report; Central Library Closure During Life Safety Project Construction; and, the Adult & Children's Summer Reading Programs.

The September 10, 2018 Board Meeting was held for the Library Board to receive a City Bond Study Process Presentation by Kimley Horn, and, to discuss the Library Master Plan Status Report.

Attendance	August 13, 2018 Present: Bettye Haynes, Terri Chepregi, Julius Irozuru, Michael Degen, Melissa Barnett, CorSharra Jackson, Edwina Garner, Dorothy McAllister, and Trellas Gotcher September 10, 2018 Present: Bettye Haynes, Terri Chepregi, Patrick Dullano, Michael Degen, Melissa Barnett, CorSharra Jackson, Edwina Garner, and Dorothy McAllister Absent: Trellas Gotcher
Funding Requests	None.
Report to Council	TBA

Request for Policy Decisions	None.
Council Notes	
Recap of Quarter 2	N/A

Contact Information

BOARD CHAIRPERSON: Bettye Haynes

OFFICE PHONE:

MOBILE PHONE: 972-746-3882

EMAIL: bhaynes6@verizon.net

STAFF LIAISON: Sabrina Ellis

OFFICE PHONE: 972-205-2547

MOBILE PHONE:

EMAIL: sellis@garlandtx.gov

Board and Commission Report

Quarterly Report

BOARD: Park Board

DATE: 10/3/18

Board Summary

The Parks and Recreation Board convened two times for the reporting period of July 1 - September 30.

Those meetings were held on August 1 and September 5.

Attendance	Attendance Report Attached
Funding Requests	July: No meeting August Regular Meeting: 72.84 September Regular Meeting: 100.16 September Tour Meeting: 246.80
Annual Report to Council	TBD

Request for Policy Decisions	There are no requests at this time.
Council Notes	NA
Recap of Quarter 2	NA

Contact Information

BOARD CHAIRPERSON: Molly Bishop

OFFICE PHONE:

MOBILE PHONE: 972-613-7777

EMAIL: molly7bishop@gmail.com

STAFF LIAISON: Yvonne V. Naser

OFFICE PHONE: 972-205-2754

MOBILE PHONE:

EMAIL: Ynaser@garlandtx.gov

The Parks and Recreation Board of the City of Garland, Texas convened in regular session at 7:00 p.m. on Wednesday August 1, 2018 in the Work Session Room at 200 N. Fifth Street with the following members present:

BOARD MEMBERS PRESENT:

Molly Bishop	Chair
David Parrish	Vice Chair
Lisa Roark	Board Member
Margaret Lucht	Board Member
Daphne Stanley	Board Member
Jonathan Ferguson	Board Member

STAFF PRESENT:

Jermel Stevenson	Managing Director
D'Lee Williams	Recreation Director
Barry Swisher	Park Director
Keith Reagan	Business Manager
Ann McGinnes	Senior Park Planner
Megan McGraw	Events Administrator
Yvonne V. Naser	Department Coordinator II

COUNCIL MEMBERS PRESENT:

1. **APPROVAL OF THE MINUTES**

   Motion was made by David Parrish seconded by Margaret Lucht that the minutes of the **JUNE 9, 2018** Regular Meeting be approved as submitted. **Motion carried.**

ITEMS FOR INDIVIDUAL CONSIDERATION

a. **PARKS AND RECREATION DONATION POLICY REVIEW**

   Ongoing review of the department's policies and procedures is practiced in order to keep current with new programs, facilities, or to improve certain practices or procedures. A staff review of the department's "Donation Policy" is underway to improve the administration of donations and donation requests.
   Referred to Policies and Procedures Committee for review.

b. **DEVELOP A POLICY AND PROCEDURE FOR RECEIVING PUBLIC COMMENTS AT PARKS AND RECREATION BOARD MEETINGS**

   Citizens often attend meetings of the Parks and Recreation Board, and at the conclusion of the business of the Board, those in attendance are recognized and may be invited by the Chair to address the Board with their concerns or comments. Currently, it is at the discretion of the Chair, as there is no formal public comment process, with guidelines, to accommodate this process as part of the agenda.
   Referred to Policies and Procedures Committee for review.

c. **CONSIDER BID AWARD – CANOPY REPLACEMENTS AT CARTER SOFTBALL TOURNAMENT FACILITY**

Staff presented the total bid recommendation to the Board, at the meeting. This project provides for replacement of sections of two shade canopies, in spectator seating areas at Carter Softball Tournament Facility. **Postponed for September Park Board meeting.**

d. **WINDSURF BAY PARK MANAGEMENT UPDATE**

Staff updated board on the temporary closure of Windsurf Bay Park to public use on July 4.

e. **BRIEFING ITEMS**

Skate Park Evaluation of Proposals, Proposed 2018-19 Annual Operating Budget, City Prepares for 2019 Garland Bond Program, Recommended Revision to City of Garland Code of Ordinance, Chapter 25, Parks and Recreation, Section 25.16

f. **MONTHLY REPORTS**

The board was provided the following report items:

1. Capital Improvements Projects and Studies – Design & Development Division Update
2. Special Events and Marketing Division Update
3. Recreation Division Update

2. **MISCELLANEOUS**

a. **COMMUNICATIONS/ENCLOSURES**

1. *Silver Scoop*, August, 2018 (enclosed separately)

b. **FUTURE AGENDA ITEMS**

Park Foundation

3. **ADJOURN**

Meeting was adjourned at 8:44 p.m.

Parks and Recreation Board

Signed: Attest:

Molly Bishop, Chair

Jermel Stevenson, Managing Director

The Parks and Recreation Board of the City of Garland, Texas convened in regular session at 7:00 p.m. on Wednesday September 5, 2018 in the Work Session Room at 200 N. Fifth Street with the following members present:

MEMBERS PRESENT:

Chair	Molly Bishop
Board Member	Ed Seghers
Board Member	Lisa Roark
Board Member	Margaret Lucht
Board Member	Daphne Stanley
Board Member	Jonathan Ferguson
Board Member	Kenia Hudson - Ott

STAFF PRESENT:

Managing Director	Jermel Stevenson
Assistant City Manager	Rick Vasquez
Assistant City Manager	John Baker
Staff	Barry Swisher
Staff	D'Lee Williams
Staff	Keith Reagan
Staff	Ann McGinnes
Staff	Ziad Kharrat
Staff	Yvonne V. Naser
Staff	Christopher Hallmark

MEMBERS ABSENT:

Vice Chair	David Parrish

COUNCIL PRESENT:

Councilman Robert John Smith

1. **APPROVAL OF THE MINUTES**

   Motion was made by Daphne Stanley seconded by Margaret Lucht that the minutes of the **AUGUST 1, 2018** Regular Meeting be approved as submitted.
   Motion carried 6 ayes, 0 nays

ITEMS FOR INDIVIDUAL CONSIDERATION

a. **COORDINATED ORGANIZATION – GARLAND SOCCER ASSOCIATION REPORT**

   The President of the Garland Soccer Association, Rachel Beltran, Savion Washington, Robert Mayfield, and Dominque Shertz addressed the Board regarding the benefits the soccer association provides to the citizens of Garland.

b. DISCUSSION OF POTENTIAL 2019 BOND PROGRAM

John Baker and staff from Kimley Horn Consultants provided information to the Board on the bond process and how it relates to the master plan study, provided a list of potential park project ideas to be presented to the Bond Study Committee and gave the Board an opportunity to provide recommendations to the Bond Study Committee.

c. CONSIDER REVISION OF RECREATION CENTER FEE EXEMPTION POLICY

Motion was made by Daphne Stanley and seconded by Lisa Roark that revisions Option 2 to the Recreation Center Fee Exempt Policy as revised be submitted to City Council for consideration.

Motion passed 6 ayes 0 nays

d. CONSIDER POLICY FOR PUBLIC COMMENT AT PARKS AND RECREATION BOARD MEETINGS

Motion was made by Daphne Stanley and seconded by Margaret Lucht that a Public Parks Policy for Public Comment at Parks and Recreation Board meetings be submitted to City Council for consideration.

Motion passed 6 ayes 0 nays

e. RECOMMENDATION FOR FINAL DESIGN CONCEPT FOR DOG PARK

Motion was made by Jonathan Ferguson and seconded by Ed Seghers that board recommend approval of the final design concept as presented and allow staff to proceed with Council approval for construction document preparation for the dog park.

Motion failed 2 ayes 4 nays

f. DISCUSS AND SELECT DATE FOR PARKS SYSTEM TOUR DURING THE MONTH OF SEPTEMBER

Motion was made by Margaret Lucht and seconded by Kenia Hudson - Ott that the board meet on September 15, 2018 for the purpose of a tour of park facilities.

Motion passed 6 ayes 0 nays

g. PARK BOARD CHAIR APPOINTMENTED TO COMMITTEE

Jonathan Ferguson – Policies and Programs Committee
Kenia Hudson – Ott – Facilities and Finance Committee
Daphne Stanley - Policies and Program Chair

h. FISCAL YEAR 2018-19 PROPOSED ANNUAL OPERATING BUDGET

Staff made a brief presentation of the Parks, Recreation & Cultural Arts Department FY2018-19 proposed budget at the City Council Special Budget Work Session meeting on Thursday, August 23. The current schedule calls for the City Council to consider the FY2018-19 Operating Budget at the Tuesday, September 18, Regular City Council meeting.
Staff will provide a budget update at the Board meeting.

i. BRIEFING ITEMS

1. Windsurf Bay Park Labor Day Weekend Update

j. MONTHLY REPORTS

The board was provided the following report items:

1. Capital Improvements Projects and Studies – Design & Development Division Update
2. Special Events and Marketing Division Update
3. Recreation Division Update

2. MISCELLANEOUS

a. COMMUNICATIONS/ENCLOSURES

1. *Silver Scoop*, September, 2018 (enclosed separately)

b. FUTURE AGENDA ITEMS

Member vote break down in minutes

3. ADJOURN

Meeting Recessed at 8:10 p.m.
Reconvened at 8:20 p.m.
Meeting was adjourned at 10:48 p.m.

Parks and Recreation Board

Signed: Attest:

Molly Bishop, Chair

Jermel Stevenson, Managing Director

The Parks and Recreation Board of the City of Garland, Texas convened in a special meeting at 8:30 a.m. on Saturday, September 15, 2018 at the Senior Activity Center, 600 West Avenue A. with the following members present:

MEMBERS PRESENT:

Chair	Molly Bishop
Vice Chair	David Parrish
Board Member	Margaret Lucht
Board Member	Daphne Stanley
Board Member	Jonathan Ferguson
Board Member	Kenia Hudson - Ott

STAFF PRESENT:

Managing Director	Jermel Stevenson
Assistant City Manager	Rick Vasquez
Staff	Barry Swisher
Staff	D'Lee Williams

MEMBERS ABSENT:

Board Member	Lisa Roark
Board Member	Ed Seghers

COUNCIL PRESENT:

Deborah Morris (Council District 2)

1. **ITEMS FOR INDIVIDUAL CONSIDERATION**

   a. **Lunch Break was provided at 12 p.m. at the Senior Activity Center 600 W. Avenue A**

   b. **Park Board Tour of Park Facilities consisted of:**
      1. Senior Activity Center, 600 West Avenue A
      2. Granville Arts Center, 300 North Fifth Street
      3. Tuckerville Park, 1801 State Highway 66
      4. 111 Ranch Park, 2121 Brand Road
      5. Spring Creek Forest, 1770 Holford Road
      6. Holford Park, 2420 North Shiloh Road
      7. Norman Groves Park, 1510 Bobbie Lane
      8. Hollabaugh Park, 3925 West Walnut Street
      9. Cullom Park, 1310 Travis Street
      10. Winters Park, 1330 Spring Creek Drive
      11. Arnold and Carol Ablon Park, 3850 Ablon Trail Drive
      12. Jack Hayes Park at Rosehill, 4644 South Country Club Road
      13. Audubon Park, 342 West Oates Road
      14. Armstrong Park, 1126 Birchwood Drive

15. Lon Wynne Park, 3858 South Glenbrook Drive
16. Rick Oden Park, 1010 West Miller Road
17. Central Park, 1310 West Avenue F
18. Bradfield Park, 1220 Castle Drive

c. **Park Board Tour of Park Facilities consisted of:**
1. Huffines Park, 300 North Plano Road, Richardson Texas

The following locations were not visited due to time constraints:
1. Heights Park, 709 West Arapaho Road, Richardson, Texas
2. Oak Point Park 6000 Jupiter Road, Plano, Texas

2. MISCELLANEOUS

a. Future Agenda Items
Chair requested the 2019 Bond be on all upcoming agendas as a discussion as Council works through the process.

1. ADJOURN

Meeting adjourned at 4:06 p.m.

Parks and Recreation Board

Signed: Attest:

Molly Bishop, Chair Jermel Stevenson, Managing Director

Board and Commission Report

Quarterly Report

BOARD: Plan Commission

DATE: 10/1/18

Board Summary

The Plan Commission convened five (5) times for the reporting period of July 1, 2018 - September 30, 2018.

Cases heard during each meeting listed below:

July 9, 2018
1 Plat - Approved
4 Zoning Cases - 3 Approved/1 Denied

July 23, 2018
Meeting was canceled due to lack of actionable items

August 13, 2018
3 Zoning Cases - Approved

August 27, 2018
2 Plats - Approved
2 Zoning Cases - Approved

September 10, 2018
1 Zoning Case - Approved

September 24, 2018
2 Plats - Approved
2 Zoning Cases - Approved

Attendance	Attendance Report Attached
Funding Requests	Meeting snacks and Meals for this quarter was $682.85
Report to Council	NA

Request for Policy Decisions	There are no requests at this time.
Council Notes	NA
Recap of Quarter 2	N/A

Contact Information

BOARD CHAIRPERSON: Scott Roberts

OFFICE PHONE:

MOBILE PHONE: 972-530-4872

EMAIL: scottr@creative-architect.com

STAFF LIAISON: Will Guerin

OFFICE PHONE: 972-205-2449

MOBILE PHONE:

EMAIL: wguerin@garlandtx.gov

Board and Commission Report

Quarterly Report

BOARD: Property Standards Board

DATE: 10/1/18

Board Summary

The PSB convened one time for the reporting period of July 1, 2018 -September 30, 2018.

The Hearing was held on August 30, 2018 for the property known as 3805 Douglas. Two cases were removed from the Agenda due to management direction.

Attendance	Present: Mark Tyler Nicholas Oliver David Perry Martha Melaku Michael Francis Absent: Jana Bjornson Noelia Garcia
Funding Requests	None. Included in General Fund operating budget. PSB EXPENSES Hearing Date 8/30/2018 # of Cases 1 Postage Fees $21.68 Title Search Fees $350.00 NOP Publishing Fees $132.00 FO Publishing Fees $188.00 Catering Fees $360.00 Drinks and other snacks $25.58 Silverware Expenses $- Totals $1,077.26
Annual Report to Council	The 2018 annual report will be presented to Council at the October 1 Work Session.

Request for Policy Decisions	None at this time.
Council Notes	NA
Recap of Quarter 2	N/A

Contact Information

BOARD CHAIRPERSON: David Perry

OFFICE PHONE:

MOBILE PHONE: 972-835-7817

EMAIL: DP4010@msn.com

STAFF LIAISON: Steve Killen

OFFICE PHONE: 972-485-6400

MOBILE PHONE:

EMAIL: skillen@garlandtx.gov

GARLAND
TEXAS MADE HERE

PROPERTY STANDARDS BOARD
CITY OF GARLAND, TEXAS

The Property Standards Board of the City of Garland, Texas convened in regular session at 7:00 P.M. on May 29, 2018 with the below listed members present.

PRESENT:	Chairman:	David Perry
	At Large:	Mark Tyler
	Board Member:	Nicholas Oliver
	Board Member:	Jena Bjornson
	Board Member:	Noelia Garcia
	Board Member:	Martha Melaku
	Board Member:	Michael Francis
ABSENT:	None	
STAFF PRESENT:	Code Compliance Director:	Steve Killen
	Property Inspection Program Manager:	Shawn Weinstein
	Housing Standards Manager:	Lance Polster
	Housing Standards Supervisor:	Chris Harris
	Business Operations Supervisor:	Lily Gama
	Recording Secretary:	Juanita Rodriguez
	Deputy City Attorney:	Mike Betz

CALL MEETING TO ORDER:

The meeting was called to order at 7:00 p.m. by Chairman David Perry.

1. Mr. Perry welcomed everyone present and read the invitation to participate with the Board in the prayer and Pledge of Allegiance. Michael Francis gave the invocation and Nicholas Oliver led the pledge to the flag.

2. MINUTES: Approval of minutes of the March 1, 2018 hearing; Motion by Mark Tyler and seconded by Mr. Oliver to approve minutes as written. 6 Ayes (Mr. Francis recorded vote but was unofficial-not present at the 3/1/2018 meeting), 0 Nays, 0 Abstentions.

3. OATH: Mr. Perry administered the Oath to those who were to present testimony at this meeting.

4. PROPERTY HEARINGS: Shawn Weinstein presented on all the substandard properties:

4126 Princeton Dr. (Doc# 2017-06)

Mr. Weinstein presented the case to the Board, stating the ownership of the property, the condition of the property, the procedures taken to notify the owner(s) in accordance with law, and staffs' recommendation "That the building be demolished or repaired and a final inspection conducted by July 28, 2018. If the building is not demolished or repaired, as stated on the January 17, 2017 red tag inspection report, and a final inspection is not conducted by the Code Compliance department by July 28, 2018, civil penalties in the amount of $100.00 per day be assessed against the property beginning July 29, 2018 and continue until the building is demolished or repaired and a final inspection is conducted by the Code Compliance department. If the building is not demolished or repaired and penalties have continued to accrue by August 29, 2018 the City is authorized to demolish the property."

Mr. Weinstein presented testimony to the Board regarding the current condition of the property, provided a site map and photographs and answered questions from the Board.

The Board viewed a site map of the property and photographs depicting the current condition.

Speakers: Don Reeder Hudspeth
Exhibits: None

Mr. Tyler made a motion to amend staffs' recommendation to read as follows: "That the building be demolished or repaired and a final inspection conducted by September 28, 2018. If the building is not demolished or repaired, as stated on the January 17, 2017 red tag inspection report, and a final inspection is not conducted by the Code Compliance department by September 28, 2018, civil penalties in the amount of $100.00 per day be assessed against the property beginning September 29, 2018 and continue until the building is demolished or repaired and a final inspection is conducted by the Code Compliance department. If the building is not demolished or repaired and penalties have continued to accrue by October 29, 2018, the City is authorized to demolish the building." Seconded by Mr. Oliver.

Discussion. 7 Ayes, 0 Nays, and 0 Abstentions. Motion carried unanimously.

3933 Amy Ave. (Doc# 2017-12)

Mr. Weinstein presented the case to the Board, stating the ownership of the property, the condition of the property, the procedures taken to notify the owner(s) in accordance with law, and staffs' recommendation "That the building be repaired and a final inspection conducted by July 28, 2018. If the building is not repaired and a final inspection is not conducted by the Code Compliance department by July 28, 2018, civil penalties in the amount of $100.00 per day be assessed against the property beginning July 29, 2018 and continue until the building is repaired and a final inspection is conducted by the Code Compliance department."

Mr. Weinstein presented testimony to the Board regarding the condition of the property, provided a site map and photographs and answered questions from the Board.

The Board viewed a site map of the property and photographs depicting the current condition.

Speakers: Matt Messerli (Counsel for Deutshe Bank)
Exhibits: A & B

Jenna Bjornson made a motion to amend staffs' recommendation to read as follows: "That the building be repaired and a final inspection conducted by October 28, 2018. If the building is not repaired and a final inspection is not conducted by the Code Compliance department by October 28, 2018, civil penalties in the amount of $100.00 per day be assessed against the property beginning October 29, 2018 and continue until the building is repaired and a final inspection is conducted by the Code Compliance department." Seconded by Mr. Tyler.

Discussion. 7 Ayes, 0 Nays, and 0 Abstentions. Motion carried unanimously.

2605 Meadowridge Dr. (Doc# 2017-27)

Mr. Weinstein presented the case to the Board, stating the ownership of the property, the condition of the property, the procedures taken to notify the owner(s) in accordance with law, and staffs' recommendation "That the building be demolished or repaired and a final inspection conducted by July 28, 2018. If the building is not demolished or repaired, as stated on the October 5, 2017 red tag inspection report, and a final inspection is not conducted by the Code Compliance department by July 28, 2018, civil penalties in the amount of $100.00 per day be assessed against the property beginning July 29, 2018 and continue until the building is demolished or repaired and a final inspection is conducted by the Code Compliance department. If the building is not demolished or repaired and penalties have continued to accrue by August 29, 2018, the City is authorized to demolish the building."

Mr. Weinstein presented testimony to the Board regarding the condition of the property, provided a site map and photographs and answered questions from the Board.

The Board viewed a site map of the property and photographs depicting the current condition.

Speakers: John Charles Heinze
James Aaron
Exhibits: A-P

Martha Melaku made a motion to amend staffs' recommendation to read as follows: "That the building be demolished or repaired and a final inspection conducted by November 29, 2018. If the building is not demolished or repaired, as stated on the October 5, 2017 red tag inspection report, and a final inspection is not conducted by the Code Compliance department by November 29, 2018, civil penalties in the amount of $100.00 per day be assessed against the property beginning November 29, 2018 and continue until the building is demolished or repaired and a final inspection is conducted by the Code Compliance department. If the building is not demolished or repaired and penalties have continued to accrue by December 29, 2018, the City is authorized to demolish the building." Seconded by Ms. Bjornson.

Discussion. 7 Ayes, 0 Nays, and 0 Abstentions. Motion carried unanimously.

1005 S. Fifth St. (Doc# 2018-07)

Mr. Weinstein presented the case to the Board, stating the ownership of the property, the condition of the property, the procedures taken to notify the owner(s) in accordance with law, and staffs' recommendation "That the building be repaired and a final inspection conducted by July 28, 2018. If the building is not repaired and a final inspection is not conducted by the Code Compliance department by July 28, 2018, civil penalties in the amount of $100.00 per day be assessed against the property beginning July 29, 2018 and continue until the building is repaired and a final inspection is conducted by the Code Compliance department."

Mr. Weinstein presented testimony to the Board regarding the condition of the property, provided a site map and photographs and answered questions from the Board.

The Board viewed a site map of the property and photographs depicting the current condition.

Speakers: Santiaga Lopez
Exhibits: None

Mr. Tyler made a motion to amend staffs' recommendation to read as follows: "That the building be repaired and a final inspection conducted by September 28, 2018. If the building is not repaired and a final inspection is not conducted by the Code Compliance department by September 28, 2018, civil penalties in the amount of $100.00 per day be assessed against the property beginning September 29, 2018 and continue until the building is repaired and a final inspection is conducted by the Code Compliance department." Seconded by Mr. Oliver.

Discussion. 7 Ayes, 0 Nays, and 0 Abstentions. Motion carried unanimously.

ADJOURNMENT:

With no further business or discussion to come before the Board the meeting was adjourned at 9:13 P.M. by Chairman Mr. Perry.

City of Garland
Signed:

__________________________/dp
David Perry, Chairman

___________________________________/sk
Steve Killen, Secretary to the Property Standards Board

GARLAND

TEXAS MADE HERE

PROPERTY STANDARDS BOARD
CITY OF GARLAND, TEXAS

Minutes of the Pre-Meeting May 29, 2018

The Board convened in pre-meeting session at City Hall-Council Chambers, 200 N. Fifth St, Garland, TX.

PRESENT:	Chairman:	David Perry
	At Large:	Mark Tyler
	Board Member:	Nicholas Oliver
	Board Member:	Jena Bjornson
	Board Member:	Noelia Garcia
	Board Member:	Martha Melaku
	Board Member:	Michael Francis
ABSENT:	None	
STAFF PRESENT:	Code Compliance Director:	Steve Killen
	Property Inspection Program Manager:	Shawn Weinstein
	Housing Standards Manager:	Lance Polster
	Housing Standards Supervisor:	Chris Harris
	Business Operations Supervisor:	Lily Gama
	Recording Secretary:	Juanita Rodriguez
	Deputy City Attorney:	Mike Betz

CALL TO ORDER: Pre-meeting was called to order by Chairman David Perry at 6:30 P.M.

The Board discussed pre-meeting agenda items as follows:

1. Mr. Perry welcomed staff present and requested a poll of board members regarding a change in Property Standards Board pre-meeting and public meeting times. The purpose of the poll was to determine if board members felt moving meetings up one half hour and begin pre-meeting at 6:00 p.m. and the public meeting to 6:30 would be beneficial. Per the poll, no change in times will be made.

2. Board certifications were discussed and concluded current at this time. Mr. Perry asked if board members will need to re-apply for their position since there have been changes of council members in districts two and four. Mr. Killen explained that changes will be at the discretion of these council members and they or the City Secretary would contact board members about re-application. Code Compliance staff will reach out to the new council members.

3. Doug Williams moved to another board and the position of Vice Chair became vacant. Martha Melaku was voted unanimously as the new Vice Chair.

4. Rodney Blount has moved out of Garland and his position on the Board is vacant. There are two vacancies on the Property Standards Board.

5. No future agenda items were discussed.

Mr. Perry adjourned the pre-meeting at 6:45 p.m.

Signed:

______________________________/dp
David Perry, Chairman

______________________________/sk
Steve Killen, Secretary to the Property Standards Board

PSB EXPENSES	
Hearing Date	8/30/2018
# of Cases	1
Postage Fees	$ 21.68
Title Search Fees	$ 350.00
NOP Publishing Fees	$ 132.00
FO Publishing Fees	$ 188.00
Catering Fees	$ 360.00
Drinks and other snacks	$ 25.58
Silverware Expenses	$ -
Totals	**$ 1,077.26**

3805 Douglas Dr

2780 Naaman Dr Removed from PSB-had incurred some expenses

Board and Commission Report

Quarterly Report

BOARD: Senior Citizens Advisory Commission

DATE: 10/1/18

Board Summary

The Senior Citizens Advisory Commission convened two times for the reporting period July 1 - September 30.

The meetings were on August 2 and September 6.

Attendance	Attendance Report Attached
Funding Requests	There were no expenditures or funding requests for the period.
Annual Report to Council	TBD

Request for Policy Decisions	There are no requests at this time.
Council Notes	NA
Recap of Quarter 2	NA

Contact Information

BOARD CHAIRPERSON: Gayle Belton

OFFICE PHONE:

MOBILE PHONE:

EMAIL: jg.belton@att.net

STAFF LIAISON: Kenny McCord

OFFICE PHONE: 972-205-2769

MOBILE PHONE:

EMAIL: KMccord@garlandtx.gov

Board and Commission Report

Quarterly Report

BOARD: Downtown & Forest/Jupiter TIF

DATE: 10/1/18

Board Summary

The primary purpose of the Downtown and Forest/Jupiter TIF Board is to make recommendations to City Council related to the Downtown and Forest/Jupiter TIF Zones Project and Financing Plan. Funds flowing into the Downtown and Forest/Jupiter TIF Fund may only be disbursed according to a Council approved Project and Financing Plan.

The TIF Board convened one time for the reporting period of July 1, 2018 -September 30, 2018.

Attendance	Present: Cary Hudson Jon Six Carlos Porras Wesley Johnson Absent: Allen Stafford Marie Purser Joseph Schroeder Rick Loessberg - Dallas County Representative John Robertson - DCCCD Representative
Funding Requests	None.
Report to Council	Goal is to provide recommendations related to the TIF Project and Financing Plan by January 2019.

Request for Policy Decisions	None at this time.
Council Notes	
Recap of Quarter 2	On April 30th, 3018, the TIF board made a recommendation to City Council to program approximately $3.1 million over the next 6 years into the Project Plan. Projects recommended included Managed District Services, facade improvements, wayfinding signage, public parking, enhanced square programs, public art, and infrastructure improvements. On May 1st, 2018, Council approved the TIF Board recommendations and the Downtown and Forest/Jupiter TIF Project and Financing Plan was updated to reflect these changes.

Contact Information

BOARD CHAIRPERSON: Allan Stafford

OFFICE PHONE:

MOBILE PHONE: 972-276-8321

EMAIL: allenstafford@earthlink.com

STAFF LIAISON: Matt Watson

OFFICE PHONE: 972-205-2355

MOBILE PHONE:

EMAIL: mwatson@garlandtx.gov

Board and Commission Report

Quarterly Report

BOARD: I-30 TIF

DATE: 10/1/18

Board Summary

The primary purpose of the I-30 TIF Board is to make recommendations to City Council related to the I-30 TIF Zones Project and Financing Plan. Funds flowing into the TIF Fund may only be disbursed according to this approved Project and Financing Plan. Currently, the I-30 TIF project plan includes funding to offset a portion of the Harbor Point (Bass Pro) debt service and an Economic Development agreement to rebate the property tax increment associated with the Bass Pro development. The fund is not expected to have additional funding in FY 2018-19 to support additional projects.

The TIF Board did not meet during the reporting period of July 1, 2018 -September 30, 2018.

Attendance	N/A
Funding Requests	None at this time.
Report to Council	None at this time.

Request for Policy Decisions	None at this time.
Council Notes	
Recap of Quarter 2	Last meeting was on March 13, 2018.

Contact Information

BOARD CHAIRPERSON: Morgan Jones

OFFICE PHONE:

MOBILE PHONE: 972.240.1300

EMAIL: mjones@pawnsuperstore.com

STAFF LIAISON: Matt Watson

OFFICE PHONE: 972-205-2355

MOBILE PHONE:

EMAIL: mwatson@garlandtx.gov

Board and Commission Report

Quarterly Report

BOARD: TIF Zone #3

DATE: 10/1/18

Board Summary

City Council authorized the creation of TIF Zone #3 and approved a preliminary Project and Financing Plan on April 3rd, 2018.

The TIF board did not meet during the reporting period of July 1, 2018 -September 30, 2018. Currently, three board members have been appointed by City Council (Bob Duckworth Council District #2, Sal Liberto Council District #4, and Tony Torres Council District #8). Chapter 311 of the Texas Tax Code states that the Board of Directors must consist of at least five members. The primary responsibility for the TIF Zone #3 Board will be to make recommendations related to the Project and Financing Plan for the zone.

Attendance	N/A
Funding Requests	None.
Report to Council	N/A

Request for Policy Decisions	None at this time.
Council Notes	NA
Recap of Quarter 2	NA

Contact Information

BOARD CHAIRPERSON: N/A

OFFICE PHONE:

MOBILE PHONE:

EMAIL:

STAFF LIAISON: Matt Watson

OFFICE PHONE: 972-205-2355

MOBILE PHONE:

EMAIL: mwatson@garlandtx.gov

BOARD & COMMISSION ATTENDANCE REPORT

Board of Adjustment

	Jul 18	Aug	Sep	Oct	Nov	Dec	Jan 19	Feb	Mar	Apr	May	Jun
M) John Kaiwi	P	P	P	N/A								
1) John Young (replaced)	P	P										
1) Jerry VanDyke			P									
2) Herman Puckett	P	P	P									
3) Jerry DeFeo	P	P	P									
4) Bruce Bishop	P	P	P									
5) VACANT												
6) Bruce Astin	P	P	P									
7) Susan Nye	P	P	A									
8) John McDonald	A	P	P									

P – Present
A – Absent
C – Cancelled
E – Excused
N/A - No Meeting

Samantha Morrow
Ext. 2895

BOARD & COMMISSION ATTENDANCE REPORT

Unified Building Standards Commission

	Jul 18	Aug	Sep	Oct	Nov	Dec	Jan 19	Feb	Mar	Apr	May	Jun
M) VACANT	N/A	N/A	N/A									
1) Aaron Miller												
2) Steven Hallman												
3) Calvin Nichols												
4) James Alton Hall Jr.												
5) VACANT												
6) VACANT												
7) VACANT												
8) Ronnie B. Smith												

P – Present
A – Absent
C – Cancelled
E – Excused
N/A – No Meeting

Samantha Morrow Ext 2895

BOARD & COMMISSION ATTENDANCE REPORT

Citizens Environmental & Neighborhood Advisory Committee

	Jul 18	Aug	Sep	Oct	Nov	Dec	Jan 19	Feb	Mar	Apr	May	Jun
M) Ken Risser	P	P	P									
1) Barbara Powers	P	P										
James Dobbins			P									
2) John Ball	A	A	P									
3) Robert Bruns	A	P	P									
4) William Keeling	P	P										
Dennis Garcia			A									
5) Betty Roberts	P	P	P									
6) Caleb Ernst	P	P	P									
7) Reba Ann Collins	A	P	P									
8) VACANT	V	V										
Jason Collard			P									

P – Present
A – Absent
C – Cancelled
E – Excused
V - Vacant

Staff Liaison – Lonnie R. Banks, X3424
Recording Secretary – Samia G. Burns, X3492

BOARD & COMMISSION ATTENDANCE REPORT

Civil Service Commission

	Jul 18	Aug	Sep	Oct	Nov	Dec	Jan 19	Feb	Mar	Apr	May	Jun
Rick Parra												
Marisol Trevizo												
Rick Nall												

P – Present
A – Absent
N/A – No Meeting

Rosie Perez

BOARD & COMMISSION ATTENDANCE REPORT

Ext. 2477

Community Multicultural Commission

	Jul 18	Aug	Sep	Oct	Nov	Dec	Jan 19	Feb	Mar	Apr	May	Jun
M) Charles Pickett	P	P	P									
M) Greg Rogers	P	P	P									
M) Jennifer Nguyen	P	P	P									
M) Bao Ving	A	A	P									
M) Genai Walker-Macklin	P	P	P									
1) Frank Garcia	P	P	P									
2) ~~LeAnne Kite Hampton~~	P	P										
2) Steven Johnson			A									
3) Jason Rodriguez	P	A	A									
~~4) Shibu Samuel~~	A	P										
4) Kim Thiehoff			P									
5) Gina Shanks	P	P	P									
6) V~~ACANT~~	V	V	V									
6) Jacobe Chandler												
7) Moses Uvere	P	A	A									
8) Vonda Tyson	P	P	A									

P – Present
A – Absent
C – Mtg Cancelled
N/A – No meeting

Denish Simon 3337
Courtney Vanover 2406

BOARD & COMMISSION ATTENDANCE REPORT

Garland Cultural Arts Commission

Harlan Seagren (July Dist. 2) Claudia Porras (July Dist. 1)	**Jul** 18	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Jan** 19	**Feb**	**Mar**	**Apr**	**May**	**Jun**	
M) Joann Traylor	P	N/A	N/A	P	N/A	N/A							
1) Steven Phelps	P	N/A	N/A	P	N/A	N/A							2)
Devon Miller	P	N/A	N/A	P	N/A	N/A							
3) DeAnne Driver	P	N/A	N/A	P	N/A	N/A							
4) Blanca Sanchez	P	N/A	N/A	A	N/A	N/A							
5) Reta Day	P	N/A	N/A	P	N/A	N/A							
6) Craig Wright	P	N/A	N/A	P	N/A	N/A							
7) Karla Pajot	P	N/A	N/A	P	N/A	N/A							
8) Sheri Stevens	P	N/A	N/A	P	N/A	N/A							

P – Present
A – Absent
C-Cancelled
E-Excused

Debbie McAnally Ext 2785

BOARD & COMMISSION ATTENDANCE REPORT

Property Standards Board

	Jul 18	Aug	Sep	Oct	Nov	Dec	Jan 19	Feb	Mar	Apr	May	Jun
M) Mark Tyler	N/A	P	N/A	N/A	N/A							
1) Nicholas Oliver		P										
2) VACANT												
3) Jena Bjornson		A										
4) David Perry		P										
5) Noelia Garcia		A										
6) VACANT												
7) Martha Melaku		P										
8) Michael Francis		P										

P – Present
A – Absent
C – Cancelled
E – Excused
V- Vacant

Steve Killen 6404
Lily Gama 6438

BOARD & COMMISSION ATTENDANCE REPORT

Library Board

	Jul 18	Aug	Sep	Oct	Nov	Dec	Jan 19	Feb	Mar	Apr	May	Jun
M) Bettye Haynes	N	P	P									
1) Julius Irozuru/Patrick Dullano	N	P	P									
2) Michael Degen	N	P	P									
3) Melissa Barnett	N	P	P									
4) Corsharra Jackson	N	P	P									
5) Edwina Garner	N	P	P									
6) Dorothy McAllister	N	P	P									
7) Terri Chepregi	N	P	P									
8) Trellas Gotcher	N	P	A									

P – Present
A – Absent
C – Cancelled
N – No meeting
N/A – Vacant/Resigned

Claire Bausch 2543
Sabrina Ellis 2547

BOARD & COMMISSION ATTENDANCE REPORT

Parks & Recreation Board

	Jul 18	Aug	Sep	Oct	Nov	Dec	Jan 19	Feb	Mar	Apr	May	Jun
M) VACANT	NA	NA	NA	NA								
1) Ed Seghers	P	A	P	A								
2) Jonathan Ferguson	NA	P	P	P								
3) Lisa Roark	P	P	P									
Vacant				NA								
4) VACANT	NA	NA										
Molly			P	P								
5) Margaret Lucht	P	P	P	P								
6) Daphne Stanley	P	P	P	P								
7) David Parish	P	P	A	P								
8) Molly Bishop (C)	P	P										
Vacant			NA	NA								

P – Present
A – Absent
C – Cancelled
E – Excused
LOQ – Lack of Quorum

Jermel Stevenson 2759 / Yvonne V. Naser 2754

BOARD & COMMISSION ATTENDANCE REPORT

Plan Commission

	Jul 18	Aug	Sep	Oct	Nov	Dec	Jan 19	Feb	Mar	Apr	May	Jun
M) Wayne Dalton	PC	PP	AP									
1) Scott Roberts	PC	PP	PA									
2) Steven Hallman	-C	PP	PP									
3) Preston Edward	PC	PP	PP									
4) John O'Hara	PC	PP	PP									
5) Truett Welborn	PC	PP	PP									
6) Douglas Williams	PC	PP	AP									
7) Dylan Hedrick	PC	PP	PP									
8) Christopher Ott	PC	PP	PP									

P – Present
A – Absent
C – Cancelled
E - Excused

Tracy Allmendinger 2445

BOARD & COMMISSION ATTENDANCE REPORT

Plumbing & Mechanical Code Board

Senior Citizens Advisory Commission

	Jul 18	Aug 2	Sep	Oct	Nov	Dec	Jan 19	Feb	Mar	Apr	May	Jun
M) Shirley Robnett	P	P										
1) Jack Loraine		P										
2) Wayne Wilmany	P	P										
3) Aaron Floarea	A	P										
4) Gwen Daniels	P	P										
5) Gail Belton	P	P										
6) Hazel Blanton	P	P										
7) Charlotte Piercy	P	P										
8) VACANT												

P – Present
A – Absent
C – Cancelled
E – Excused
L – Lack of Quorum

Kenny McCord 2882
Ext 2882

BOARD & COMMISSION ATTENDANCE REPORT

Tax Increment Finance District Board (Downtown)

	Jul 18	Aug	Sep	Oct	Nov	Dec	Jan 19	Feb	Mar	Apr	May	Jun
M) Allan Stafford												
1) Jon Six												
2) Marie Purser												
3) Wesley Johnson												
4) VACANT												
5) Cary Hodson												
6) Carlos Porras												
7) VACANT												
8) Joseph Schroeder												

This board meets when needed only.

P – Present
A – Absent
C – Cancelled
E - Excused

David Schuler 2355

BOARD & COMMISSION ATTENDANCE REPORT

Tax Increment Finance District Board (South)

	Jul 18	Aug	Sep	Oct	Nov	Dec	Jan 19	Feb	Mar	Apr	May	Jun
M) Morgan Jones												
1) Bill Swisher												
2) Marie Purser												
3) VACANT												
4) Joseph Vu												
5) Tom Jefferies												
6) VACANT												
7) VACANT												
8) Rex Kyle												

This board meets when needed only.

P – Present
A – Absent
C – Cancelled
E – Excuses

BOARD & COMMISSION ATTENDANCE REPORT

Tax Increment Finance District Board (3)

	Jul 18	Aug	Sep	Oct	Nov	Dec	Jan 19	Feb	Mar	Apr	May	Jun
M												
1)												
2) Bob Duckworth												
3)												
4) Sal Liberto												
5)												
6)												
7)												
8) Tony Torres												

This board meets when needed only.

P – Present
A – Absent
C – Cancelled
E – Excuses

GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Work Session Agenda **2.g.**

Meeting Date: October 15, 2018

Item Title: Consider an amendment to City Council policy requiring the Administrative Services Committee to annually review ad valorem tax exemptions

Submitted By: Brad Neighbor, City Attorney

Summary of Request/Problem

At the previous direction of the City Council, the Administrative Services Committee obtained information on the City's procedures regarding ad valorem tax exemptions such as those applicable to persons over 65, persons with disabilities, and the general homestead exemption. Having considered the information provided, the Administrative Services Committee proposes an amendment to the City Council's Rules of Order and Policies that will require the Administrative Services Committee to annually review the type and amount of ad valorem tax exemptions. The proposed amendment would further require the Administrative Services Committee to submit by March of each year its recommendations on whether those exemptions should be adjusted and in what amount. The March deadline was chosen in order to provide budget and financial staff - and the City Council - with sufficient time to determine the impacts and viability of the committee's recommendations.

Recommendation/Action Requested and Justification

Consider and approve the attached amendment requiring an annual review of ad valorem tax exemptions by the Administrative Services Committee.

Attachments

amendment ACS annual review tax exemptions

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* * * * *

[Insert new section 5 to Article II, Division 3 as follows:]

Section 5 Annual review of tax exemption allowances

The Administrative Services Committee shall annually review the type and amount of exemptions from ad valorem taxation provided by State law (such as the homestead exemption, disability exemption, and the exemption for persons over 65) over which the City has authority to adopt or to provide for an adjustment in the amount of the exemption. On or before the first regular meeting of the City Council in March of each year, the Administrative Services Committee shall submit to the City Council, in writing, its recommendations for adjustments, if any, of those exemptions.

GARLAND
POLICY REPORT

City Council Work Session Agenda		**2.h.**
Meeting Date:	October 15, 2018	
Item Title:	Policy for Public Comments at Parks and Recreation Board Meetings	
Submitted By:	Jermel Stevenson, Managing Director	
Strategic Focus Areas:	Sound Governance and Finances	

ISSUE

The Parks and Recreation Board is requesting Council approval of the proposed Policy, which proposes the addition of a citizen comment period to the Board's agendas. Currently, the agenda of the Parks and Recreation Board does not include a public comment item for individuals wishing to address the Board.

RECOMMENDATION

Unless otherwise directed by Council, this item will be scheduled for formal consideration at the November 6, 2018 Regular Meeting.

BACKGROUND

The Parks and Recreation Board, at the discretion of the Chair, regularly acknowledges citizens who are in attendance at Board meetings wishing to speak to specific agenda items, or will listen to those wishing to address the Board on other Parks and Recreation issues.

The Board has requested to formalize this item, where a portion of their regular meeting may be set aside for members of the public to address the Board on any agenda item, or other park and recreation related issue, with appropriate policy guidelines and time periods established.

The draft Policy was prepared for adding the item to the Board agendas, based upon Council's Rules of Order and Procedure, providing the framework for a citizen comment period during Board meetings. After review of the draft Policy by the City Attorney's Office, the Board unanimously approved the Policy at their meeting of September 5, 2018.

Attachments

Public Comment Policy Parks

GARLAND

Parks and Recreation Policy

PUBLIC COMMENT DURING

PARKS AND RECREATION BOARD MEETINGS

(DRAFT)

Approval Date:

Revision Date:

1.0 PURPOSE

To provide an opportunity for anyone wishing to speak for, against, or on agenda items or other concerns regarding Parks and Recreation issues and to provide a set of guide lines for the public addressing the Board.

2.0 PUBLIC COMMENT AT MEETINGS

2.1 DETERMINING WHETHER SPEAKERS ARE PRESENT

Upon opening the public meeting, the Chair shall determine if speakers cards have been submitted by person's who intend to speak or register a position or the Chair may inquire if there is anyone present who desires to speak on a specific agenda item or provide comment on issues regarding Parks and Recreation.

2.2 PUBLIC MEMBER REQUEST TO SPEAK

Any person wishing to address the Board regarding a matter on the agenda shall complete and present a speaker's card to the Park Board Secretary before or as soon as reasonably possible to the start of the meeting. Upon being recognized by the Chair, the person may speak or present testimony relevant to the matter being heard. No person may speak without first being recognized by the Chair. Each person wishing to speak on the matter shall be limited to three minutes.

2.3 IDENTIFICATION OF SPEAKER

When called upon, the person to speak shall come to the podium and state his or her name and address. If speaking for an organization, the speaker shall identify the group represented

2.4 TIME LIMITS

The chair, with concurrence of the Board, may alter any of the enumerated time allocations based on the complexity of the item and the number of persons wishing to speak on the item.

2.5 DESIGNATION OF SPOKESPERSON

To expedite matters and to avoid repetitious presentations, the designation of a spokesperson is encouraged. Whenever any group of individuals wishes to address the Board on the same subject matter, those individuals are encouraged to designate a spokesperson. Any person present at the meeting, in lieu of speaking, designate a spokesperson by indicating the designation on his or her speaker card. With consent of the Board, the Chair may extend the time allocation for the designated spokesperson. In this regard, three or more speakers may yield their time to a single speaker and such speaker will be given two minutes per speakers up to a maximum of ten minutes provided that each of the persons who have agreed to yield their time to the designated speaker have completed a speaker's card and have indicated thereon the person's consent to the designation. The designating person's position on the matter shall be read into the record.

2.6 COMMENTS ADDRESSED TO THE BOARD

All remarks shall be addressed to the Board as a whole and not to individual members or speakers. Questions, if any, shall be directed to the chair who will determine whether, or in which manner, an answer will be provided. Questions shall not be addressed to individual members or to other speakers.

2.7 QUESTIONS OF SPEAKERS

Members of the Board who wish to ask questions of the speaker or each other during the public hearing portion may do so, but only after being recognized by the Chair. Interaction with the speaker shall be limited to a question or questions, rather than an ongoing dialogue.

2.8 MOTION TO EXTEND A SPEAKER'S TIME TO SPEAK

In fairness to all speakers, a question may not be presented solely for the purpose of providing a speaker with more than the allotted time for the speaker unless a motion is made and approved extending the time for the speaker.

2.9 MATERIALS FOR PUBLIC RECORD

All persons interested in the matter being heard by the Board shall be entitled to submit written evidence or remarks. All such evidence presented will be retained by the Board Secretary as part of the record of the hearing, in accordance with the requirements of State law.

2.10 GERMANE COMMENTS

No person will be permitted to speak about matters or present evidence which is not germane to the matter being considered. A determination of relevance shall be made by the Chair, but may be appealed to the full Board.

3.0 CITIZEN COMMENTS

3.1 A portion of the Parks and Recreation Board meeting is set aside for members of the public to address the Board on any item related to Parks and Recreation that is not formally scheduled on the agenda. Members of the public shall complete a speaker card prior to the close of the citizens' comment period and present it to the Board Secretary.

3.2 Citizens' comment are generally permitted at the end of the regular Park and Recreation Board meeting, as specified on the agenda. A speaker's comments shall be limited to three minutes and the citizens' comment period shall not exceed thirty minutes. Speakers shall be allowed to speak on the first- come first to speak basis as determined by the order in which the Board Secretary receives the speaker's card. If at the end of the citizens' comment period all speakers who are still present and willing to speak are not offered an opportunity to speak at the meeting, those who have been allowed to speak at the meeting may not speak during the citizens' comment period at the next following meeting at which the citizens' comment period is offered until all other speakers have been allowed to speak. A speaker who was present and willing to speak at a meeting, but who was unable to speak because time ran out will be given priority in the order of speakers at the following citizens' comment opportunity regardless of the order in which the Board Secretary receives the speaker's card.

3.3 In compliance with the Texas Open Meetings Act, the Board may not question, deliberate or vote on any matter raised in the citizens' comments. The Board Secretary may request staff to provide information requested by a speaker or investigate a matter raised by the speaker.

4.0 RULES OF DECORUM

4.1 Speakers shall not present the same or substantially the same items or arguments to the Board repeatedly or be repetitious in presenting their oral comments. A speaker shall not present argument on a matter previously considered by the Board at the same session.

4.2 Persons attending Parks and Recreation Board meetings should observe the same rules of propriety, decorum and good conduct as they would show in a courtroom, a place of worship, or at any other serious or solemn occasion during which matters of importance are being considered. Visitors will refrain from engaging in chatter, private conversations, and from making other distracting noise while the Board meeting is in session. Phones and other electronic devices should be set to off or silent mode. Visitors should not applaud, boo, clap, or otherwise audibly express approval or disapproval of the speech of another person in a loud and raucous manner calculated to disturb the meeting.

GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Work Session Agenda **3.a.**
Meeting Date: October 15, 2018
Item Title: Community Multicultural Commission Overview and Update

---

Summary of Request/Problem
The Community Multicultural Commission will provide an overview of the 2017-2018 Fiscal Year.

Recommendation/Action Requested and Justification
Information only

Attachments

CMC Presentation

COMMUNITY
MULTICULTURAL
COMMISSION

GARLAND

Mission

To maximize the potential inclusion and quality of life for all citizens in the City of Garland by increasing the number of citizens we reach, teach, educate and involve in what the City of Garland has to offer. To ensure that every citizen regardless of ethnic, racial, religious or cultural backgrounds feels welcomed in the community, neighborhood, businesses or places of worship.

COMMUNITY MULTICULTURAL COMMISSION

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GARLAND

Our Purpose

COMMUNITY MULTICULTURAL COMMISSION

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The Community Multicultural Commission (CMC) is a thirteen member board appointed by the Garland City Council. The CMC serves the City Council and residents of our community by being:

- A **forum for citizens** to share and discuss issues and ideas important to them and critical to the appreciation of Garland's cultural, ethnic and racial diversity,
- An **advocate** for creative and full inclusion of all our residents so that the quality of life is enhanced for all,
- A **team** that encourages cooperative relationships among Garland's diverse groups and individuals who share a common concern and caring for our community.

GARLAND

Mayor's Appointees

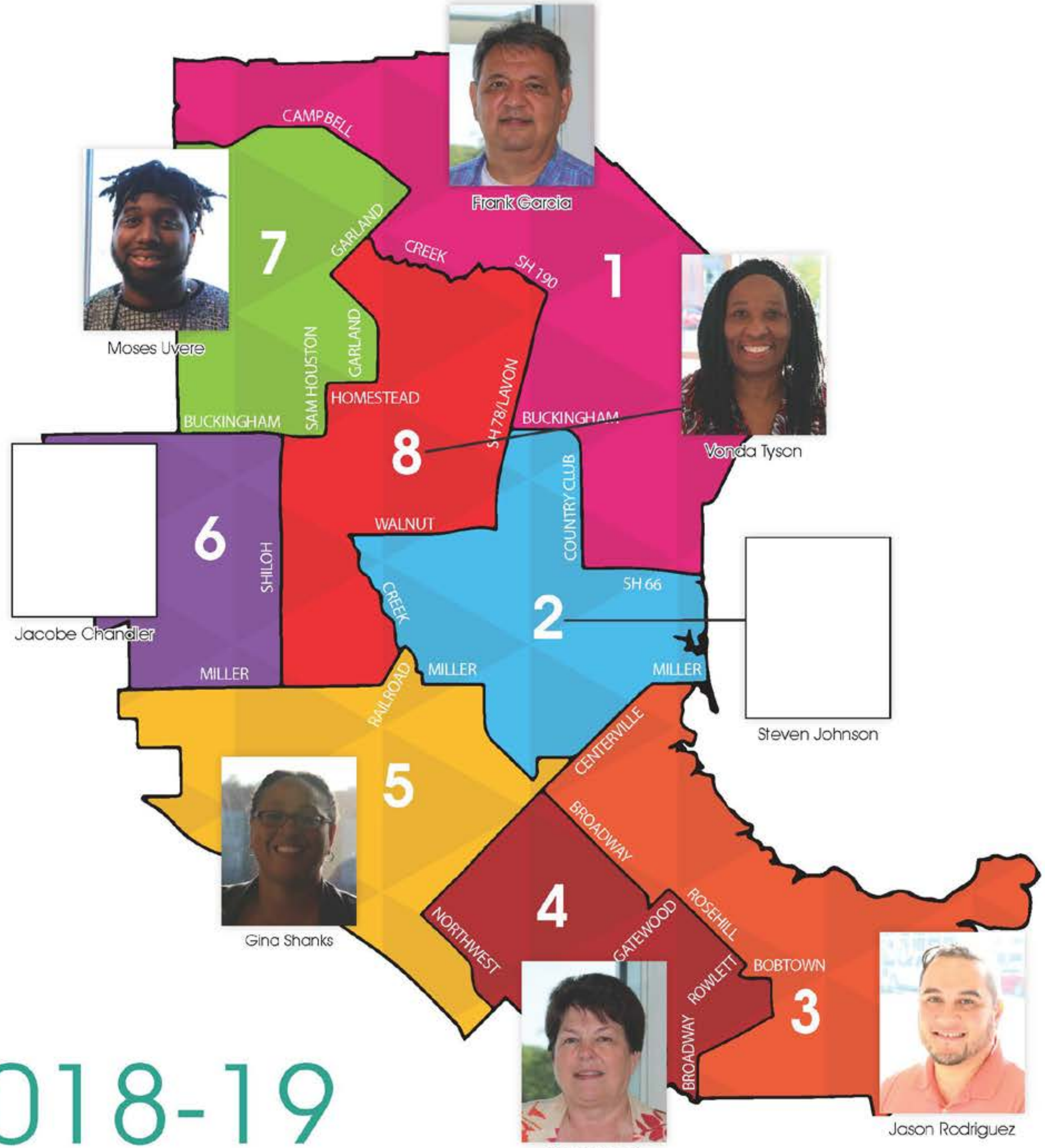

Genai Walker-Macklin
Vice Chair


Jennifer Nguyen
Chair


Charles Pickett


Bao Vinh


Greg Rogers



COMMUNITY
MULTICULTURAL
COMMISSION

2018-19

CMC Board Members

- Jennifer Nguyen, Chair
- Genai Walker-Macklin, Vice Chair
- Greg Rogers
- Jason Rodriguez
- Charles Pickitt
- Moses Uvere
- Frank Garcia
- Vonda Tyson
- Gina Shanks
- Bao Vinh
- Steven Johnson
- Kim Thiehoff
- Jacobe Chandler

COMMUNITY MULTICULTURAL COMMISSION
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City Staff

- Courtney Vanover, Board Secretary
- Denish Simon, Staff Liaison
- Priscilla Wilson, Sr. Managing Director

GARLAND

Sub-Committees

Multicultural Affairs

- Coordinate and present multicultural programs that celebrate the diversity of the citizens of Garland

Community Services

- Provide services to various multicultural and multiethnic communities and organization within Garland

Communication, Learning and Understanding (CLUE)

- Promote and educate the citizens of Garland about the purpose of the CMC

COMMUNITY MULTICULTURAL COMMISSION

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2017 – 2018 Activities

COMMUNITY MULTICULTURAL COMMISSION

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Attended

- 2018 Cali Saigon Mall Children Mid-Autumn Festival
- City of Garland Meet & Greet Dinner
- DFWAACC Annual Award Banquet
- GAFHA Annual Hispanic Heritage Banquet
- Lunar New Year Celebration
- Miss Asia America International Beauty Pageant
- NAACP – Garland I.S.D. Scholar Athlete Program
- NAACP Freedom Fund Brunch
- Philippine Republic Day Celebration
- Pancakes With Santa

Participated

- City Board Fair
- MLK Parade – Participated with a float
- NAACP Back To School Rally
- Neighborhood Meet & Greets
- Park Crest Elementary Multicultural Day
- Senior Awareness Day
- Summer Nutrition Program

GARLAND

City of Garland Fire Department Safety Fest

COMMUNITY MULTICULTURAL COMMISSION

Leadership Breakfast -15th Year Celebration

COMMUNITY MULTICULTURAL COMMISSION

2017 Boards & Commissions Dinner

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2018 NAACP MLK Parade

2018 Park Crest Elementary Multicultural Day

COMMUNITY MULTICULTURAL COMMISSION

2018 Summer Nutrition Program

COMMUNITY MULTICULTURAL COMMISSION

2018 Senior Awareness Day

2018 NAACP Health Fair and Back-to-School Rally

COMMUNITY MULTICULTURAL COMMISSION

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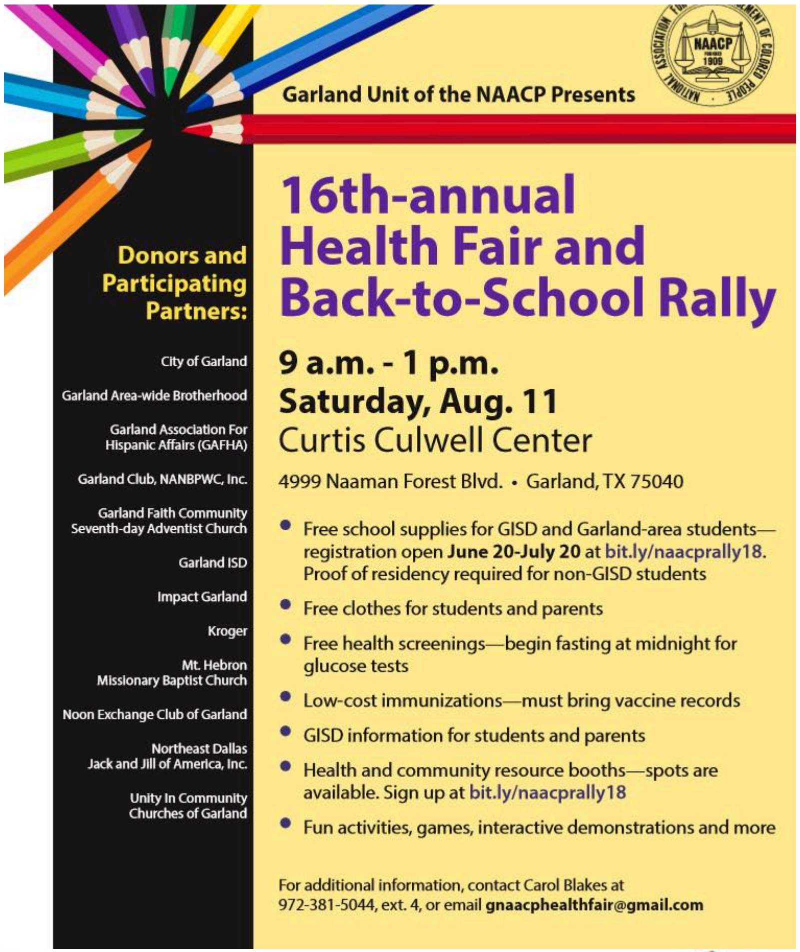
Garland Unit of the NAACP Presents

16th-annual Health Fair and Back-to-School Rally

9 a.m. - 1 p.m.
Saturday, Aug. 11
Curtis Culwell Center

4999 Naaman Forest Blvd. • Garland, TX 75040

- Free school supplies for GISD and Garland-area students—registration open **June 20-July 20** at bit.ly/naacprally18. Proof of residency required for non-GISD students
- Free clothes for students and parents
- Free health screenings—begin fasting at midnight for glucose tests
- Low-cost immunizations—must bring vaccine records
- GISD information for students and parents
- Health and community resource booths—spots are available. Sign up at bit.ly/naacprally18
- Fun activities, games, interactive demonstrations and more

For additional information, contact Carol Blakes at 972-381-5044, ext. 4, or email **gnaacphealthfair@gmail.com**

Donors and Participating Partners:

City of Garland
Garland Area-wide Brotherhood
Garland Association For Hispanic Affairs (GAFHA)
Garland Club, NANBPWC, Inc.
Garland Faith Community Seventh-day Adventist Church
Garland ISD
Impact Garland
Kroger
Mt. Hebron Missionary Baptist Church
Noon Exchange Club of Garland
Northeast Dallas Jack and Jill of America, Inc.
Unity In Community Churches of Garland

GARLAND

2018 City of Garland Meet & Greet Dinner

Tom and Jennifer Nguyen hosted a dinner and invited all the City Leaders and Organizations to come together for fellowship and to share ideas.

COMMUNITY MULTICULTURAL COMMISSION

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2018 NAACP Freedom Fund Brunch

COMMUNITY MULTICULTURAL COMMISSION

2018 Mid-Autumn Children's Festival

COMMUNITY
MULTICULTURAL
COMMISSION

2018 GAHFA Hispanic Heritage Banquet

COMMUNITY MULTICULTURAL COMMISSION

2017- 2018 Awards & Recognition

COMMUNITY MULTICULTURAL COMMISSION

What's To Come

Code Cares

The CMC will assist the City of Garland Code Compliance Department on October 6, 2018, by volunteering to help Garland residents maintain their property.

Safety Fest

The CMC will be a vendor and share information with City of Garland residents about the Multicultural Commission. This event will be held on October 13, 2018.

Our Garland Open House

The CMC will be assist in marketing and will participate at the event by providing information about the CMC. The event will be held on October 27, 2018.

Together We Read

The CMC will be participating in the Garland I.S.D. launch of a Tri-City Reading Campaign with Garland, Sachse and Rowlett. The event will take place at the Curtis Culwell Center on Thursday, January 31, 2019.

Census 2020

The CMC will serve as the Complete Count Committee (CCC) for Census 2020. CMC will encourage Census participation through various promotional opportunities throughout the year. Census Day is April 1, 2020.

COMMUNITY MULTICULTURAL COMMISSION

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GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Work Session Agenda **3.b.**

Meeting Date: October 15, 2018

Item Title: Internal Audit Committee Report

Submitted By: Jed Johnson, Internal Auditor

Summary of Request/Problem

Mayor Pro Tem Rich Aubin, Chair of the Internal Audit Committee will provide a committee report on the following items:

- Weaver Presentation - FY/2018 Annual Audit
- Garland Women's Activities Building Council, Inc. Use Agreement Audit
- Cash Count Audit
- FY/2019 Annual Audit Plan

Recommendation/Action Requested and Justification

Council discussion

Attachments

FY 2019 Internal Audit Plan

GARLAND

INTERNAL AUDIT

AUDIT PLAN
FISCAL YEAR 2019

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)
City-wide	Cash Count	• Verify whether the administration of the City's cash funds is in compliance with the City's Directives, Financial Policies and Procedures. • Determine whether cash is secured.
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.
City-wide	City Facility Usage	• Identify third party agreements with the City regarding utilization of City buildings. • Obtain a sample of these agreements to verify usage purpose, services provided by the City and compliance with terms and conditions.
City-wide	Fixed Assets Management	• Determine whether fixed assets are adequately accounted for, identified, and safeguarded. • Verify if eligible items are classified as part of City's fixed assets in accordance with City Directives.
GP&L	Fuel and Energy Price Risk Management Audit	• Determine if GP&L's energy and fuel transaction processing and counter-party credit limit verification are in accordance with GP&L's Risk Management Policy. • Verify if GP&L has an effective process in place to ensure the accuracy of payment processing and accounts receivable.
Human Resources	City Benefits Program	Determine the accuracy, timeliness, and completeness of benefit enrollment, coverage, claims, and payment processing.
Animal Services	Microchip Program	Evaluate internal controls over the Microchip Program, including chip inventory tracking, accuracy of data entry, record retention, etc.
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.
IT/GP&L	IT Asset Management	Evaluate internal controls over procurement, distribution and disposition of IT Assets.
Economic Development	ED Certification Process	Determine the effectiveness of the ED's compliance monitoring and annual certification process.
IT/GP&L	IT Security Audit	• Determine the effectiveness of physical controls in place to prevent unauthorized access to the Server Room, Data Centers and other IT assets. • Evaluate the existence and adequacy of IT's administrative controls that sets the tone of the

		organization, influencing the controls consciousness of its people, customers, employees, etc. • Review whether technical controls are in place to identify, protect, detect, respond and recover from internal/external threats to the security of the network.
Economic Development	Kraft Employee Retention	Evaluate Kraft's compliance with the Economic Development Agreement regarding employment of full time staff.

Audits in Progress

Department	Audit	Objective(s)
IT	Software Licensing	• Evaluate if the City is utilizing software and in compliance with the terms and conditions listed in the software licensing agreements. • Identify if employees are using software which is unknown to IT. • Evaluate if the City is being accurately charged for software and adhering to the payment terms of the software agreements. • Determine if software contract agreements are retained in accordance with the Texas State Library and Archives Commission's Local Schedule GR requirements.

Audit Follow-ups

Department	Audit Follow-up
Fire Department	Fire Controlled Substance
Housing and Community Services	Community Development Block Grant Program
Environmental Health	Health Inspection & Permit
Building Inspection	Alcoholic Beverage Permits
Risk/Finance	City property Damage Claims Processing and Collection

Other Projects

Projects	Description
External Audit Assistance	Single Audits, Utility Billing Testing, Cash Disbursements, Payroll, etc.
Fleet Fuel Inventory	Observe Year End Fuel Inventory and verify reconciliation

Other	Investigations, Special Projects, Advisement, Risk Assessment, Annual Audit Plan, etc.

GARLAND

CITY COUNCIL ITEM SUMMARY SHEET

City Council Work Session Agenda **3.c.**

Meeting Date: October 15, 2018

Item Title: Update on Progress and Implementation of Proposed 2019 Bond Referendum

Submitted By: John Baker, Assistant City Manager

Summary of Request/Problem

Representatives from Kimley-Horn and City Staff will provide an update to the Council regarding public input, community meetings, anticipated timelines and other information related to the proposed 2019 Bond Program.

Recommendation/Action Requested and Justification

Council discussion.

GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Work Session Agenda **4.a.**

Meeting Date: October 15, 2018

Item Title: Bond Study Committee Appointment

Submitted By: John Baker, Assistant City Manager

Summary of Request/Problem

In accordance with the City Charter, Article X - Section 3, the Council will consider an appointment to the Bond Study Committee. This appointment is to replace the previous appointment of Susan Vaden.

Council Member Robert Vera

- Terri Chepregi

Recommendation/Action Requested and Justification

Council discussion.

Attachments

Terri Chepregi - Bond Study Committee

CITY OF GARLAND
RECEIVED
SEP 1 0 2018
CITY SECRETARY

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: September 9, 2018

Name: Terri Chepregi Phone: [redacted] (Home)

Address: 1906 Timbercreek Dr Phone: [redacted] (Other

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

Resident of Garland for 35 years Resident of Texas for 36 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.

My primary career has been in accounting, including corporate and nonprofit. I am familiar with budgets and financial priority setting. I understand the mechanics of bond issues.

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

Library Board, approximately 2013-present

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

Bike DFW Leadership Richardson

Handbell choir Richardson ISD Bi-Racial Advisory Committee

What is your educational background?

- Certified Public Accountant
- Certified Management Accountant
- Master of Library Science

What is your occupational experience?

- Financial Accounting. Director of Finance for a $2.2m nonprofit in Dallas 2013-present
- Librarian, Richland College 2011-present (part-time)

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

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

___ Board of Adjustment	___ Garland Youth Council **	___ Parks and Recreation Board
___ Citizens Environmental and Neighborhood Advisory Committee	___ Property Standards Board	___ Plan Commission
___ Community Multicultural Commission	___ Library Board	___ Senior Citizens Advisory Committee
___ Garland Cultural Arts Commission		___ Unified Building Standards Commission

**Garland Youth Council has a separate application*

FOR OFFICE USE ONLY

Ad Valorem Tax Status Current ✓ Past Due___ Date Appointed ______

Utility Account Status Current ✓ Past Due___ Appointed By ______

CSO Suit/Claim Filed Yes___ No ✓ Date Notified

Christina Vanover 9/10/18

GARLAND
POLICY REPORT

City Council Work Session Agenda **4.b.**

Meeting Date: October 15, 2018
Item Title: Use of Celebratory Fireworks
Submitted By: Mitch Bates, Chief of Police
Strategic Focus Areas: Safe Community

ISSUE

Council is requested to consider amending Chapter 26, Police-Miscellaneous, of the Code of Ordinances by adding a new subsection, 26.14, prohibiting fireworks.

RECOMMENDATION

Council is requested to approve the amendment to Chapter 26, Police-Miscellaneous, of the Code of Ordinances which adds a subsection to prohibit fireworks. Unless otherwise directed by Council, this item will be scheduled for formal consideration at the November 6, 2018 Regular Meeting.

BACKGROUND

The use of fireworks for celebratory purposes was discussed by the Public Safety Committee (PSC) at the September 18, 2018 meeting. The committee recommended to revise the ordinance which is attached. The revisions primarily make the ordinance easier to enforce.

CONSIDERATION

In addition to the ordinance, the Garland Police Department will be assigning officers to a fireworks task force dedicated to responding to celebratory fireworks calls. This special assignment will occur on major holidays such as July 4th and New Year's Eve when police dispatch receives unusually high volumes of fireworks disturbance calls.

Attachments

Fireworks Ordinance

ORDINANCE NO.

AN ORDINANCE AMENDING CHAPTER 26, "POLICE-MISCELLANEOUS", OF THE CODE OF ORDINANCES OF THE CITY OF GARLAND, TEXAS; PROHIBITING FIREWORKS WITHIN THE CITY LIMITS; PROVIDING A DEFINITION OF FIREWORKS; PROVIDING A PENALTY UNDER THE PROVISIONS OF SEC. 10.05 OF THE CODE OF ORDINANCES OF THE CITY OF GARLAND, TEXAS; PROVIDING A SAVINGS CLAUSE AND A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1

That Chapter 26, "POLICE-MISCELLANEOUS", of the Code of Ordinances of the City of Garland, Texas, is hereby amended by adding a new subsection 26.14 to read as follows:

"Fireworks Prohibited.

(A) *Fireworks*, for purposes of this section, means any device that can be used to produce or is intended for use in obtaining visible or audible pyrotechnic display or a combination of those by the combustion of explosive or flammable composition and includes any firecrackers, cannon crackers, skyrockets, torpedoes, Roman candles, sparklers, smoke bombs, squibs, fire balloons, star shells, or any other items within the commonly accepted meaning of fireworks.

(B) Prohibited Sale, Possession, Use, or Discharge.

(1) It shall be unlawful for any person to transport, sell, offer for sale, offer to another, receive, possess, keep, store, use, handle, discharge, detonate, explode, ignite, or otherwise set into action fireworks within the city limits.

(2) It shall be unlawful for any person to knowingly or intentionally assist a person under 18 years of age to use, handle, discharge, detonate, explode, ignite, or otherwise set into action fireworks within the city limits.

(3) It is an affirmative defense to this section that:

i. The person was operating or was a passenger in a motor vehicle that was being operated in a public place; and

ii. The fireworks were not in the passenger area of the motor vehicle.

iii. For purposes of this section, the *passenger area* means the area of the motor vehicle designated for seating of the operator and passengers of the vehicle. The term does not include:

a. A locked glove compartment or similar locked storage area;

b. The trunk of a vehicle; or

c. The area behind the last upright seat of a vehicle that does not have a trunk.

(C) Exceptions.

This section does not apply to:

(1) Fireworks being transported through the city, stored, used, or displayed in the city in compliance with a valid permit for a public or private display.

(2) Fireworks being transported through the city by a licensed carrier."

Section 2

That a violation of any provision of this Ordinance shall be a misdemeanor punishable in accordance with Sec. 10.05 of the Code of Ordinances of the City of Garland, Texas.

Section 3

That Chapter 26, "POLICE-MISCELLANEOUS", of the Code of Ordinances of the City of Garland, Texas, as amended, shall be and remain in full force and effect save and except as amended by this Ordinance.

Section 4

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

Section 5

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

PASSED AND APPROVED this the _____ day of _______________, 2018.

CITY OF GARLAND, TEXAS

____
Mayor

ATTEST:

____
City Secretary

GARLAND
POLICY REPORT

City Council Work Session Agenda		**4.c.**
Meeting Date:	October 15, 2018	
Item Title:	Commercial and Oversized Vehicles Parked in Residential Areas	
Submitted By:	Steve Killen, Code Compliance Director	
Strategic Focus Areas:	Safe Community Vibrant Neighborhoods and Commercial Centers	

ISSUE

Parking issues in residential areas have become a growing concern for citizenry. Currently, city ordinance provides certain restrictions relating to oversized and commercial vehicles within residential zones; however, many citizens express dissatisfaction with the latitude provided by existing ordinances. Other citizens express contradictory views and oppose existing and/or further restrictions.

OPTIONS

A. Approve the revised ordinance
B. Do not approve and provide direction on how to proceed

If the Council selects Option A, this item will be scheduled for formal consideration at the November 6, 2018 Regular Session.

BACKGROUND

Over 20 percent of total departmental activity relates to parking issues in residential areas. Feedback provided by many citizens indicates a potential need for more restrictive ordinances.

CONSIDERATION

The Public Safety Committee has reviewed parking issues within residentially zoned districts in regards to oversized and commercial vehicles. The committee last convened on September 18, 2018, and directed staff to prepare certain revisions to the applicable city ordinances. The proposed revisions align with the direction provided by the Committee.

Attachments

Commercial Vehicles Parked in Residential Areas

ORDINANCE NO.

AN ORDINANCE AMENDING CHAPTER 32, "PROPERTY SANITATION AND HOUSING SERVICES", OF THE CODE OF ORDINANCES OF THE CITY OF GARLAND, TEXAS; PROVIDING DEFINITIONS UNDER SECTION 32.57 OVERSIZED AND OTHER VEHICLES-RESTRICTIONS IN RESIDENTIAL ZONES; PROVIDING A SAVINGS CLAUSE AND A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1

That Chapter 32, "PROPERTY SANITATION AND HOUSING SERVICES", of the Code of Ordinances of the City of Garland, Texas, is hereby amended by amending subsection 32.57(A) to read as follows:

(1) *Catering truck* means a vehicle from which approved, prepackaged foods are sold or conveyed in such a manner that no direct food contact results.

(2) *Commercial vehicle* shall mean a fleet vehicle, company car or other vehicle used to conduct a business or trade, regardless of whether the vehicle is placarded or registered as a commercial vehicle.

(3) *Mobile food unit* means a vehicle-mounted food service establishment designed to be readily movable.

(4) *Modified vehicle* means and includes a flatbed truck with or without side rails, a truck with permanently mounted equipment including, but not limited to, aerial buckets, platforms, welding equipment, mechanical or hydraulic devices designed to assist in loading or unloading freight or the transporting of other vehicles, and all other truck bodies that are not the standard truck body installed by the original truck manufacturer. The term does not include a passenger vehicle which has been altered to assist the disabled.

(5) *Oversized vehicle* means a tow truck (wrecker), truck tractor, road tractor, semitrailer (whether or not attached to a truck tractor or a road tractor), trailer greater than 12 feet in length (whether or not attached to a truck, truck tractor or a road tractor), box truck, dump truck, dump trailer, passenger motor vehicle designed to

carry more than 16 persons (including the driver), and includes any modified vehicle with a manufacturer's rating of 9,000 GWT (gross weight) or higher. The term does not include any motor vehicle owned or operated by a governmental entity, a vehicle for recreational use, or a vehicle owned or used by a church for church purposes.

(6) *Vehicle for recreational use* means a motor vehicle designed as a temporary living quarters for recreational travel or vacation use, a boat or personal watercraft, and a motorcycle or all-terrain vehicle designed or equipped only for off-road use. The term includes a travel trailer, camping trailer, truck camper, motor home, trailers used to carry boats, personal watercraft, motorcycles and all-terrain vehicles, and utility trailers of not more than 12 feet in length which do not contain equipment or materials that are associated with an occupation.

(7) *Residential zone* means any property zoned single-family, duplex, multifamily or planned development for single-family, duplex or multifamily uses. The term includes both private and public property within such zoning districts.

(8) *Utility trailer* shall mean an enclosed or open cargo trailer designed for the transportation of a variety of products, goods, livestock or vehicles.

Section 2

That Chapter 32, "PROPERTY SANITATION AND HOUSING SERVICES", of the Code of Ordinances of the City of Garland, Texas, as amended, shall be and remain in full force and effect save and except as amended by this Ordinance.

Section 3

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

Section 4

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

PASSED AND APPROVED this the _____ day of ______________, 2018.

CITY OF GARLAND, TEXAS

____
Mayor

ATTEST:

____
City Secretary

GARLAND
POLICY REPORT

City Council Work Session Agenda		**4.d.**
Meeting Date:	October 15, 2018	
Item Title:	Rental Bikes and Motorized Scooters	
Submitted By:	Steve Killen, Code Compliance Director	
Strategic Focus Areas:	Safe Community	

ISSUE

Currently, the City has no regulations in regards to rental bikes and motorized scooters. Bikes and scooters that are left unattended for prolonged periods of time result in inconveniences and/or safety hazards for property owners, drivers and pedestrians.

OPTIONS

A. Approve proposed ordinance
B. Do not approve and provide direction on how to proceed

If the Council selects Option A, this item will be considered for formal consideration at the November 6, 2018 Regular Session.

RECOMMENDATION

Option (A) - Adopt the proposed ordinance.

BACKGROUND

Code Compliance initiated a cooperative program with companies that provide these services within the City. Under this program, Code Compliance would remove unattended rental bikes/scooters and contact the respective company for reclamation. This service was provided free of charge; yet, provided no mechanism for the City to dispose of unclaimed property.

CONSIDERATION

The Public Service Committee has reviewed this issue and directed staff to prepare an ordinance proposal for Council consideration. If adopted, Code Compliance would be legally authorized to impound unattended rental bikes/scooters. Further, the proposed ordinance would provide for a designated reclamation period. If not reclaimed, the ordinance establishes clear authority to dispose of the property.

Attachments

Rental bikes and motorized scooters

ORDINANCE NO.

AN ORDINANCE AMENDING CHAPTER 32, "PROPERTY SANITATION AND HOUSING SERVICES", OF THE CODE OF ORDINANCES OF THE CITY OF GARLAND, TEXAS; ADDING SUBSECTION 32.53(N) REGARDING RENTAL BICYCLES AND RENTAL MOTORIZED SCOOTERS; PROVIDING A SAVINGS CLAUSE AND A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1

That Chapter 32, "PROPERTY SANITATION AND HOUSING SERVICES", of the Code of Ordinances of the City of Garland, Texas, is hereby amended by adding subsection 32.53(N) to read as follows:

(N) Rental Bicycles and Rental Motorized Scooters.

(1) The presence of a rental bicycle or rental motorized scooter that remains on property other than property owned or controlled by the bicycle or scooter rental company, which remains unmoved for more than 24 hours, or is blocking a street or sidewalk, is a nuisance and an offense.

(2) The City shall impound any rental bicycle or rental motorized scooter found on public or private property in violation of this ordinance other than the property of the owner of the rental bicycle or rental motorized scooter.

(3) Impounded rental bicycles or rental motorized scooters shall be held for a minimum of 14 days to allow reclamation by a lawful owner, after which time the rental bicycles or rental motorized scooters are the property of the City.

(4) Rental bicycles or rental motorized scooters, which have been held more than 14 days, shall be disposed of in a manner prescribed by the City.

Section 2

That Chapter 32, "PROPERTY SANITATION AND HOUSING SERVICES", of the Code of Ordinances of the City of Garland, Texas, as amended, shall be and remain in full force and effect save and except as amended by this Ordinance.

Section 3

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

Section 4

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

PASSED AND APPROVED this the _____ day of _______________, 2018.

CITY OF GARLAND, TEXAS

____
Mayor

ATTEST:

____
City Secretary

GARLAND

City Council Work Session Agenda

Meeting Date: October 15, 2018

Item Title: Boards & Commission Appointments

Submitted By: Elisa Morales, Management Services Coordinator , Administration

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Summary:

<u>Council Member David Gibbons</u>

- Ross Montelbano - TIF #3

Attachments

Ross Montelbano - TIF #3

CITY OF GARLAND
RECEIVED
AUG 21 2018
CITY SECRETARY

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: 8/20/18

Name: Ross Montelbano Phone: [redacted]
(Home)

Address: 2709 Cargo Trail Phone:

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

Resident of Garland for 2 years Resident of Texas for 5 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.
Served on many city, state and national committees including HVAC board, Building Officials Assoc of Louisiana, Fire Code Action Committee and Government Relations Committee both for the International Code Council

If you have previously served on a City Board or Commission, please specify and list dates of service.
Heat and A/C board, City of Shreveport, 2000 - 2009

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

What is your educational background?
36 hours college credit, 720 classroom hours National Fire Academy; approximately 60 certificates of training

What is your occupational experience? Firefighter, Fire Inspector, Fire Investigator, Bomb Tech, Internal Affairs Investigator, Chief of Fire Inspections, Chief of Public Education, Director of Fire Prevention (28 years Fire Service). Chief Building Official for 9 years. All in Shreveport, La

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

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

___ Board of Adjustment	___ Garland Youth Council **	___ Parks and Recreation Board
___ Citizens Environmental and Neighborhood Advisory Committee	2 Property Standards Board	3 Plan Commission
___ Community Multicultural Commission	___ Library Board	___ Senior Citizens Advisory Committee
___ Garland Cultural Arts Commission		1 Unified Building Standards Commission

***Garland Youth Council has a separate application*

FOR OFFICE USE ONLY

Ad Valorem Tax Status Current ✓ Past Due___
Utility Account Status Current ✓ Past Due___

CSO Suit/Claim Filed Yes___ No ✓
Clerk Signature & Date Courtney Vanover 8/21/18

Date Appointed ___

Appointed By ___

Date Notified ___

Disclosure Form Filed ___

Revised 03/2018