GARLAND

AGENDA

CITY COUNCIL WORK SESSION
City of Garland
Duckworth Building, Goldie Locke Room
217 North Fifth Street
Garland, Texas
August 15, 2016
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. Written Briefings:

a. IH-30 Corridor Catalyst Area Revitalization Plan

Council is requested to consider a contract with Freese and Nichols, Inc. for consulting services for the IH-30 Corridor Catalyst Area Revitalization Plan. Unless otherwise directed by Council, this item will be scheduled for formal consideration at the August 16, 2016 Regular Meeting.

b. Issuance of Tax Notes

Council is requested to consider approving an ordinance authorizing the issuance of tax notes of approximately $7,350,000 to provide funding for street improvements plus issuance costs. Unless otherwise directed by Council, this item will be scheduled for formal consideration at the September 6, 2016 Regular Meeting.

c. Consider Assistance Request for Nonprofit Special Event

City Council Policy OPNS-29, Special Event Policies and Guidelines, states that the City Manager or his designee is authorized to consider and approve requests from nonprofit organizations for in-kind City services that meet the policy requirements in amounts up to $5,000, within available budgeted funds. The Noon Exchange Club of Garland has requested the waiving of expenditures for City services in the amount of $9,965 for the Labor Day parade through Downtown Garland on Monday, September 5, 2016. Because the request for City services is over $5,000, Council approval is requested. Unless otherwise directed by Council, Staff will proceed with the proposed assistance for the Special Event.

d. Investment Policy and Strategy

The Public Funds Investment Act (Chapter 2256, Tx. Govt. Code) (PFIA) requires an annual review of the City's written Investment Policy, Investment Strategy and approved broker list. By Council Policy, amendments to City Council Policy FIN-05, Statement of Investment Strategy and FIN-06, Statement of Investment Policy require Council's approval. Staff is requesting no amendments to Council Policy FIN-06 and is requesting no amendments to Council Policy FIN-05. Unless otherwise directed by Council, this item will be scheduled for formal consideration at the September 6, 2016 Regular Meeting.

2. Verbal Briefings:

a. Interlocal Agreement with City of Georgetown

The City of Garland is seeking consulting services to provide assistance in requirements development, assessment, evaluation and implementation planning of a potential Customer Information System (CIS). The City has interviewed consulting firms and determined that Westin Engineering, Inc. has the expertise and personnel

to best lead this process. Unless otherwise directed by Council, this item will be scheduled for formal consideration at the September 6, 2016 Regular Meeting.

b. Transportation Update

Staff will provide an update of the activity of the previous month regarding major transportation initiatives.

3. Discuss Appointments to Boards and Commissions

Council Member David Gibbons

- Scott Roberts - Plan Commission
- Julius Irozuru - Library Board
- Jaques "Jack" Loraine - Senior Citizens Advisory Committee
- Harlan Seagren - Cultural Arts Commission
- Ed Seghers - Parks and Recreation Board
- Barbara Powers - Citizens Environmental and Neighborhood Advisory Committee
- Cheryl Hagan - Community Multicultural Commission
- Nicholas Oliver - Property Standards Board
- John Young - Board of Adjustment
- Aaron Miller - Building and Fire Codes Board

Council Member Anita Goebel

- Sharon Carstens - Parks and Recreation Board
- LeAnn Hampton - Community Multicultural Commission
- Dwight Nichols - Plumbing and Mechanical Code Board
- Claudia Porras - Cultural Arts Commission
- Wayne Wilmany - Senior Citizens Advisory Committee
- Rodney Blount - Property Standards Board
- Patricia Boone - Library Board
- Arlene Beasley - Board of Adjustment
- Louis Moore - Plan Commission

Council Member BJ Williams

- David Perry - Property Standards Board
- Blanca Sanchez - Cultural Arts Commission
- Shibu Samuel - Community Multicultural Commission
- Weldon Bradley - Building & Fire Codes Board
- Jim Bookhout - Board of Adjustment
- Gwendolyn Daniels - Senior Citizens Advisory Committee
- Katherine Creech - Citizens Environmental and Neighborhood Advisory Committee
- Larry Daniels - Plumbing and Mechanical Codes Board
- James Hall, Jr. - Plumbing and Mechanical Codes Boards
- Corsharra Jackson - Library Board

- John O'Hara - Plan Commission
- Michael Pendleton - Parks and Recreation Board

Council Member Rich Aubin

- Guy Hull, II - Board of Adjustment
- Kenneth Puckett - Building and Fire Codes Board
- Betty Roberts - Citizens Environmental and Neighborhood Advisory Committee
- Donna Nelson - Community Multicultural Commission
- Howard Gay - Cultural Arts Commission
- Edwina Garner - Library Board
- Margaret Lucht - Parks and Recreation Board
- Truett Welborn - Plan Commission
- Noelia Garcia - Property Standards Board
- Gail Belton - Senior Citizens Advisory Commission

4. Consider the Consent Agenda

A member of the City Council may ask that an item on the consent agenda for the next regular meeting be pulled from the consent agenda and considered separate from the other consent agenda items. No substantive discussion of that item will take place at this time.

5. Announce Future Agenda Items

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

6. Council will move into Executive Session

EXECUTIVE SESSION
AGENDA

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

1. The City Council will adjourn into executive session under Sec. 551.071, TEX. GOV'T CODE and Sec. 551.087, TEX. GOV'T CODE to discuss the creation of a public improvement district under Chapter 372, TEX. LOCAL GOV'T CODE or the provision of other forms of economic development incentives relating to the development and construction of a residential subdivision on approximately 100 acres of land located generally at the southwestern intersection of Buckingham Road and Shiloh Road in Garland, Texas.

a. • 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.

b. • 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.

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7. Adjourn

GARLAND
POLICY REPORT

City Council Work Session Agenda **Work Session Item 1. a.**

Meeting Date: August 15, 2016

Item Title: IH-30 Corridor Catalyst Area Revitalization Plan

Submitted By: Will Guerin, Planning Director

Council Goal: Sustainable Quality Development and Redevelopment

ISSUE

Consider a contract with Freese and Nichols, Inc. for consulting services for the IH-30 Corridor Catalyst Area Revitalization Plan

OPTIONS

Unless otherwise directed by City Council, staff will place the approval of a contract with Freese and Nichols, Inc., in the amount of $137,500 for the development of the IH-30 Corridor Catalyst Area Revitalization Plan on the August 16, 2016 regular Council agenda. This amount reflects the addition of the IH-30/Broadway Target Investment Area (TIA). A draft of the proposed scope of services and contract is attached. Each document has been reviewed by the City Attorney's Office.

BACKGROUND

The Envision Garland Plan, adopted in 2012, identifies seven catalyst areas for strategic reinvestment. Catalyst areas are intended to highlight key opportunities to revitalize and modernize the City's development pattern. Each area's unique character highlights the importance of area-specific redevelopment strategies. A high visibility corridor, IH-30 has the potential for reinvestment and image enhancement to attract residents, visitors, businesses, and passersby to the area.

At the previous work session on August 1, 2016, there was discussion of possibly adding the IH-30/Broadway Target Investment Area (TIA) to the scope of the program. The consultant has added the TIA into the scope of services, and the updated fee of $137,500 reflects this change; the previous fee which did not include the IH-30/Broadway TIA was $110,000.

CONSIDERATION

1. The Envision Garland Plan, Economic Development Goal 5, recommends an aggressive approach to encourage new development and redevelopment in select catalyst areas and to make strategic public investments to leverage private investment and reinvestment in residential, commercial, and mixed-use development.

2. The IH-30 Corridor has many assets, including greenfield sites along a high volume

interstate highway, with the potential to draw additional visitors into Garland. The IH-30 Corridor provides prime potential for reinvestment and image enhancement for Garland. Completing a plan for the area offers an opportunity to better position the City to address the impacts of development in adjacent communities.

3. The scope of work for the IH-30 Corridor plan formalizes the Envision Garland Plan Catalyst Area program to create a sustainable physical and economic development program for the future. Project deliverables will provide a market assessment providing a base of information for the identification of market-driven opportunities along the corridor. Detailed assessments will identify both short-term and long-term strategies for implementation. Area stakeholders will be engaged throughout the planning process.

Attachments

IH-30 Corridor Catalyst Area Attachments

IH-30 Corridor Catalyst Area Draft Contract

Attachment A
Scope of Work IH 30 Corridor

Task 1- Catalyst Area Program

Task 1 will include the Consultant outlining a recommendation for a Catalyst Area Program for Garland to formalize the Catalyst Area initiative as defined by Envision Garland. The Catalyst Area Program will give examples of an encompassing program to help coordinate economic development, revitalization, and planning activities. The Catalyst Area Program's purpose is to define a sustainable program that can be used for multiple areas over multiple years. The goal of the program is to help to illustrate the desired development vision, define action steps and set in place metrics to monitor a plan's progress.

1.1 Development of the Catalyst Area Program

The Consultant will prepare an executive summary-style recommendation to define Garland's Catalyst Area Program. The intent of this task will be to define a sustainable program which can be on-going for all the catalyst areas in Garland. This will not be specific to any geographic area, but rather will provide overall guidance for development of a program that can be used for all existing and future catalyst areas.

Task 1 Deliverable

- Recommendation of the Catalyst Area Program

Task 2- Catalyst Area Project Plan for the IH 30 Corridor

Task 2 will focus on three Targeted Investment Areas, one being located at Harbor Point, one being located at Broadway and the third being located at IH-30 and Rosehill.

The Project Plan will be based on the example developed as part of Task 1-Catalyst Area Program. The Consultant will work with the appointed PAC members and identified stakeholders to create and review Project Plan recommendations. Task 2 will include four subtasks:

- 2.1 Base Economic and Real Estate Market Outlook
- 2.2 Targeted Investment Area Concept Plan
- 2.3 Implementation Strategies
- 2.4 Project Plan Report

2.1 Base Economic and Real Estate Market Outlook

The Consultant will complete a high-level market assessment and establish a base of information designed to identify the overall supply/demand characteristics that will govern the market-driven opportunities for the corridor. This will include:

a. Conduct a demographic analysis three (3) Targeted Investment Area competitive market area and compare/contrast to the local and regional market areas. We will analyze a range of variables including population and household growth, households by income and age, owner vs. renter propensity, retail expenditures, ratio of population to

commercial and retail space, and other variables that help to indicate the depth of the market for appropriate land uses.

b. Survey a select number of competitive projects for the purpose of assessing market supply conditions and performance.
c. Determine the level of future competition in the local area via discussions with the subject property owners, local government officials, and the brokerage community.
d. Identify planned competitive concentrations.
e. Analyze the demand potential per candidate land use at a high level based on the following considerations: anticipated increases in primary demand sources, local real estate patterns, market conditions and trends, successful sale/lease-up/absorption of comparable product, market entry of major competition, economic development efforts at the City, and the location strengths of the nodes.

2.1.1 Initial Corridor Assessment

a. Based upon the above market assessment, the Consultant will prepare an initial assessment for three (3) nodes. This will include the following: Develop a Strengths, Weaknesses, Opportunities and Threats analysis for each of the areas in the context of the above analyses.
b. Identify priority areas for development/redevelopment and dedication of economic development funding.

2.1.2 Detailed Small Area Level Analyses

Based upon the outcome of the above, the Consultant will create land use recommendations:

a. Identify the "best" use assumptions for those areas that have the most near- (0-5 years) to medium-term (5-10 years) development potential. This will include the magnitude of market support by land use expressed in acres, units, pricing, market audience profiles, and general competitive positioning. Comment on critical success factors identified from our observations in the market as well as our experience with similar properties and developments.
b. For longer-term opportunities, outline necessary ingredients to facilitate their ability to materialize.
c. Collaborate with all team members to identify strategies appropriate to realize the potential/value of the corridor. We will identify site improvements that could enhance the site's ability to capture a greater share of market demand.

2.1.3 Physical Assessment

The City will be responsible for all GIS mapping for Task 2.1.3. The Consultant will review the City's mapping and work with the City to document existing conditions with heavy emphasis on GIS mapping and assessment. It is important to document and analyze the physical factors that will ultimately contribute to the study area's form and content. A series of general analysis maps will be produced by the City. It is anticipated the Consultant will request the City to produce approximately 12 maps per TIA area as part of this task. The Consultant will provide an accompanying brief documentation for the analysis. Potential mapping topics to be conducted by the City could include:

a. Base map with parcels
b. Current municipal boundaries and regulatory elements

c. Major physical features
d. Existing transportation system and plans
e. General existing land uses, historical sites, block patterns, land values, existing buildings, and pavement
f. City-owned parcels and public services
g. Vacant and underutilized parcels, ownership patterns, and the potential for assembly of significant parcels for new development or redevelopment in catalyst locations
h. Site Analysis or conclusion map which identifies opportunities for building on existing strengths

2.2 Targeted Investment Area Concept Plans

The Consultant will illustrate a Conceptual Site Plan for three (3) Targeted Investment Areas. The Conceptual Site Plans will illustrate existing buildings, proposed infill buildings by land use type, general parking, and district elements. The purpose of the concept plans is to provide an example infill concept plan based on area goals and market findings.

2.3 Implementation Strategies

The implementation section will be structured into a coordinated action program covering regulatory, CIP, and financial and market issues. The priority for each item may be presented for discussion at the final PAC meeting. The implementation section will also identify action item priorities or timeline.

The Consultant can work with the City's staff to craft one or more potential implementation strategies that may involve land acquisition, use of a variety of incentives (TIF, 380 Agreements, etc.), development of parking garages, etc. Ultimately, the goal is to draft one or more paths to implementation utilizing mechanisms the City may be open to utilizing/leveraging to help catalyze the project.

Also, our team will build a financial model to serve as a tool to help the City evaluate the above draft implementation strategies and alight upon an optimal strategy to realize the vision. The model would help determine which of the potential strategies produces an acceptable return on investment to the City while also making the project feasible to a potential developer partner. The Consultant will provide the following for each proposed development project:

a. Strategy Scenarios. Assist the City in selecting one or more implementation strategies towards realization of a viable first phase (or multiple phases) of redevelopment.
b. Financial Testing. Develop a dynamic financial model, leveraging the market analysis work discussed above. Test various incentives available in the City's arsenal to assess their impact on improving the development economics for a prospective developer in the near-term (the going-in assumption is that a developer will not take on the entire risk of acquiring the land and developing the plan as currently envisioned without the City being a public partner in the process) while ensuring a long-term economic benefit for the City (improved tax base and other economic benefits the project may bring including future improvements to surrounding land uses).
c. Development Strategy Selection. Based upon the above financial analysis, settle on one or more viable implementation strategies to move forward with, recognizing that there

may be multiple paths (or no paths) that deliver the desired outcome given the City's constraints, development economics, etc.

As part of Task 2.3, the Consultant will also prepare a general Land Use Plan. The Consultant will prepare a generalized land use plan that describes the potential mix of uses. The land use strategies will include descriptions for recommended land use category. To accompany the regulatory strategies, the Consultant will identify areas to rezoning based on the land use plan. The identified areas with zoning conflicts will be based on uses and not a detailed zoning diagnostic.

2.4 Project Plan Report

The Consultant will prepare one (1) concise, executive summary-style report that will document Task 2 items. It will present a clear narrative with accompanying graphics and figures, as necessary, to describe the intentions of the area. The draft will be provided to the City, PAC, and other parties the City wishes to include for review and comments. The City will gather all comments and provide as a single submittal back to the Consultant so as to minimize revision submittals. FNI will incorporate comments and proceed to prepare implementation items.

The plan document will be created in digital format, including both text and mapping, such that it will be easily reproducible. Integration of document maps or files to the City's website will be conducted by the City. Draft documents will be prepared as part of the plan process. Any comments provided by City staff to FNI shall be in one set of consolidated comments. Electronic files will also be provided to the City.

All mapping will be prepared using ESRI's ArcGIS software. It is assumed that the City will coordinate available mapping data and prepare analysis maps in compatible electronic format in order to generate necessary mapping.

Task 2 Deliverables

- Market Assessment
- Targeted Investment Area Concept Plans
- Implementation Plan
- Project Plan Report

Task 3- Community Engagement

It is envisioned Task 3 will be conducted as an informative engagement and focus less on community visioning input. The Envision Garland's Interstate 30 Catalyst Area goals and policies will form the basis for the plan's community vision. Task 3 will allow the Consultant team to primarily engage a Plan Advisory Committee (PAC) and stakeholders.

a. Throughout the project, the City will be responsible for identifying stakeholders, organizing a Plan Advisory Committee (PAC), securing meeting venues, and sending meeting notifications and invitations.
b. The City will be responsible for conducting associated public meetings.

c. Throughout the project, the Consultant will facilitate up to three (3) meetings with the PAC. FNI staff will attend all three of the meetings. RCLCO staff will attend two PAC meetings (one in person, one by conference call).
d. Stakeholder interviews will be conducted as part of Task 2 market assessments.

3.1 Kick-Off Meeting and Site Tour (Trip 1)

The Consultant will attend one (1) kick-off meeting with the City. The purpose of the meeting will be to review the project's scope, schedule, communication, expectations, deliverables, and Client and Consultant tasks. During the kick-off meeting, the Consultant and City will outline community engagement goals, target groups, communication ideas, meetings and potential branding assistance. FNI staff will attend the meeting. RCLCO staff will participate by conference call.

During Trip One, the Consultant will also facilitate a kick-off meeting with the PAC. The Consultant will introduce the project's purpose, provide an overview of the scope and present findings to date. Following, the Consultant will lead the meeting participants in general discussions and or a group exercise(s) to identify development opportunities and constraints.

The Consultant will lead and the City (and members of the PAC if desired) will participate in a site tour of the study area.

3.2 Plan Advisory Committee (PAC) (Trip 2)

During this meeting, the Consultant will provide project updates and gather feedback. The Consultant will present findings from Task 2 assessments. The Consultant will provide an overview of the existing conditions and market assessment and lead the group in discussions on preliminary ideas to capitalize on the market and physical findings. Elected officials should be invited to attend the meetings.

3.3 Plan Advisory Committee (PAC) (Trip 3)

The Consultant will facilitate a third PAC meeting to present recommendations, plans and implementation strategies. The Consultants will revise the recommendations based on PAC comments in preparation for the draft report.

3.3 Adoption Meeting or Workshop (Trip 4)

The Consultant will attend one (1) final adoption meeting, preferably a joint workshop with elected or appointed officials. The Consultant will provide a project overview to include purpose, area input, existing conditions, analysis, and recommendations. City staff will be responsible for additional adoption meeting necessary.

Task 3 Deliverables

This scope includes a total of four (4) trips. The meetings are organized as follows:

- Trip 1: Kick-off Meeting and Site Tour, PAC Meeting #1
- Trip 2: PAC Meeting #2
- Trip 3: PAC Meeting #3
- Trip 4: Adoption Meeting or Workshop

Attachment B - Fee Schedule

	Item, Meeting or Task	Billing Amount
Milestone #1 Items	Contract Execution	
	Trip 1: Kick-off Meeting/Site Tour/Plan Advisory Committee#1	$ 9,350.00
	Task 1 Catalyst Area Program	
Milestone #2 Items	Task 2 Catalyst Area Project Plan for IH 30 Corridor	
	Task 2.1 Base Economic and Real Estate Market Outlook	
	Task 2.1.1 Initial Corridor Assessment	
	Task 2.1.2 Detailed Small Area Level Analysis	$ 64,000.00
	Task 2.1.3 Physical Assessment	
	Trip 2: Plan Advisory Committee #2	
Milestone #3 Items	Task 2.2 Targeted Investment Area Concept Plan	
	Task 2.3 Implementation Strategies	$ 45,000.00
	Trip 3: Plan Advisory Committee #3	
Milestone #4 Items	Task 2.4 Project Plan Report	$ 14,000.00
Milestone #5 Items	Trip 4: Adoption Meeting or Workshop	
	Final Deliverables	$ 5,150.00

Attachment C - Project Schedule: IH-30 Catalyst Area Program

Item, Meeting or Task	Date	Month														Status
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	
Contract Execution																
Trip 1: Kick-off Meeting/Site Tour/Plan Advisory Committee#1																
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Task 2.1 Base Economic and Real Estate Market Outlook																
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Task 2.1.2 Detailed Small Area Level Analysis																
Task 2.1.3 Physical Assessment																
Trip 2: Plan Advisory Committee #2																
Task 2.2 Targeted Investment Area Concept Plan																
Task 2.3 Implementation Strategies																
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Task 2.4 Project Plan Report																
Trip 4: Adoption Meeting or Workshop																
Final Deliverables																

Attachment A
Scope of Work IH 30 Corridor

Task 1- Catalyst Area Program

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commercial and retail space, and other variables that help to indicate the depth of the market for appropriate land uses.

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b. For longer-term opportunities, outline necessary ingredients to facilitate their ability to materialize.
c. Collaborate with all team members to identify strategies appropriate to realize the potential/value of the corridor. We will identify site improvements that could enhance the site's ability to capture a greater share of market demand.

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a. Base map with parcels
b. Current municipal boundaries and regulatory elements

c. Major physical features
d. Existing transportation system and plans
e. General existing land uses, historical sites, block patterns, land values, existing buildings, and pavement
f. City-owned parcels and public services
g. Vacant and underutilized parcels, ownership patterns, and the potential for assembly of significant parcels for new development or redevelopment in catalyst locations
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The Consultant can work with the City's staff to craft one or more potential implementation strategies that may involve land acquisition, use of a variety of incentives (TIF, 380 Agreements, etc.), development of parking garages, etc. Ultimately, the goal is to draft one or more paths to implementation utilizing mechanisms the City may be open to utilizing/leveraging to help catalyze the project.

Also, our team will build a financial model to serve as a tool to help the City evaluate the above draft implementation strategies and alight upon an optimal strategy to realize the vision. The model would help determine which of the potential strategies produces an acceptable return on investment to the City while also making the project feasible to a potential developer partner. The Consultant will provide the following for each proposed development project:

a. Strategy Scenarios. Assist the City in selecting one or more implementation strategies towards realization of a viable first phase (or multiple phases) of redevelopment.
b. Financial Testing. Develop a dynamic financial model, leveraging the market analysis work discussed above. Test various incentives available in the City's arsenal to assess their impact on improving the development economics for a prospective developer in the near-term (the going-in assumption is that a developer will not take on the entire risk of acquiring the land and developing the plan as currently envisioned without the City being a public partner in the process) while ensuring a long-term economic benefit for the City (improved tax base and other economic benefits the project may bring including future improvements to surrounding land uses).
c. Development Strategy Selection. Based upon the above financial analysis, settle on one or more viable implementation strategies to move forward with, recognizing that there

may be multiple paths (or no paths) that deliver the desired outcome given the City's constraints, development economics, etc.

As part of Task 2.3, the Consultant will also prepare a general Land Use Plan. The Consultant will prepare a generalized land use plan that describes the potential mix of uses. The land use strategies will include descriptions for recommended land use category. To accompany the regulatory strategies, the Consultant will identify areas to rezoning based on the land use plan. The identified areas with zoning conflicts will be based on uses and not a detailed zoning diagnostic.

2.4 Project Plan Report

The Consultant will prepare one (1) concise, executive summary-style report that will document Task 2 items. It will present a clear narrative with accompanying graphics and figures, as necessary, to describe the intentions of the area. The draft will be provided to the City, PAC, and other parties the City wishes to include for review and comments. The City will gather all comments and provide as a single submittal back to the Consultant so as to minimize revision submittals. FNI will incorporate comments and proceed to prepare implementation items.

The plan document will be created in digital format, including both text and mapping, such that it will be easily reproducible. Integration of document maps or files to the City's website will be conducted by the City. Draft documents will be prepared as part of the plan process. Any comments provided by City staff to FNI shall be in one set of consolidated comments. Electronic files will also be provided to the City.

All mapping will be prepared using ESRI's ArcGIS software. It is assumed that the City will coordinate available mapping data and prepare analysis maps in compatible electronic format in order to generate necessary mapping.

Task 2 Deliverables

- Market Assessment
- Targeted Investment Area Concept Plans
- Implementation Plan
- Project Plan Report

Task 3- Community Engagement

It is envisioned Task 3 will be conducted as an informative engagement and focus less on community visioning input. The Envision Garland's Interstate 30 Catalyst Area goals and policies will form the basis for the plan's community vision. Task 3 will allow the Consultant team to primarily engage a Plan Advisory Committee (PAC) and stakeholders.

a. Throughout the project, the City will be responsible for identifying stakeholders, organizing a Plan Advisory Committee (PAC), securing meeting venues, and sending meeting notifications and invitations.
b. The City will be responsible for conducting associated public meetings.

c. Throughout the project, the Consultant will facilitate up to three (3) meetings with the PAC. FNI staff will attend all three of the meetings. RCLCO staff will attend two PAC meetings (one in person, one by conference call).
d. Stakeholder interviews will be conducted as part of Task 2 market assessments.

3.1 Kick-Off Meeting and Site Tour (Trip 1)

The Consultant will attend one (1) kick-off meeting with the City. The purpose of the meeting will be to review the project's scope, schedule, communication, expectations, deliverables, and Client and Consultant tasks. During the kick-off meeting, the Consultant and City will outline community engagement goals, target groups, communication ideas, meetings and potential branding assistance. FNI staff will attend the meeting. RCLCO staff will participate by conference call.

During Trip One, the Consultant will also facilitate a kick-off meeting with the PAC. The Consultant will introduce the project's purpose, provide an overview of the scope and present findings to date. Following, the Consultant will lead the meeting participants in general discussions and or a group exercise(s) to identify development opportunities and constraints.

The Consultant will lead and the City (and members of the PAC if desired) will participate in a site tour of the study area.

3.2 Plan Advisory Committee (PAC) (Trip 2)

During this meeting, the Consultant will provide project updates and gather feedback. The Consultant will present findings from Task 2 assessments. The Consultant will provide an overview of the existing conditions and market assessment and lead the group in discussions on preliminary ideas to capitalize on the market and physical findings. Elected officials should be invited to attend the meetings.

3.3 Plan Advisory Committee (PAC) (Trip 3)

The Consultant will facilitate a third PAC meeting to present recommendations, plans and implementation strategies. The Consultants will revise the recommendations based on PAC comments in preparation for the draft report.

3.3 Adoption Meeting or Workshop (Trip 4)

The Consultant will attend one (1) final adoption meeting, preferably a joint workshop with elected or appointed officials. The Consultant will provide a project overview to include purpose, area input, existing conditions, analysis, and recommendations. City staff will be responsible for additional adoption meeting necessary.

Task 3 Deliverables

This scope includes a total of four (4) trips. The meetings are organized as follows:

- Trip 1: Kick-off Meeting and Site Tour, PAC Meeting #1
- Trip 2: PAC Meeting #2
- Trip 3: PAC Meeting #3
- Trip 4: Adoption Meeting or Workshop

Attachment B - Fee Schedule

	Item, Meeting or Task	Billing Amount
Milestone #1 Items	Contract Execution	
	Trip 1: Kick-off Meeting/Site Tour/Plan Advisory Committee#1	$ 9,350.00
	Task 1 Catalyst Area Program	
Milestone #2 Items	Task 2 Catalyst Area Project Plan for IH 30 Corridor	
	Task 2.1 Base Economic and Real Estate Market Outlook	
	Task 2.1.1 Initial Corridor Assessment	
	Task 2.1.2 Detailed Small Area Level Analysis	$ 64,000.00
	Task 2.1.3 Physical Assessment	
	Trip 2: Plan Advisory Committee #2	
Milestone #3 Items	Task 2.2 Targeted Investment Area Concept Plan	
	Task 2.3 Implementation Strategies	$ 45,000.00
	Trip 3: Plan Advisory Committee #3	
Milestone #4 Items	Task 2.4 Project Plan Report	$ 14,000.00
Milestone #5 Items	Trip 4: Adoption Meeting or Workshop	
	Final Deliverables	$ 5,150.00

Attachment C - Project Schedule: IH-30 Catalyst Area Program

Item, Meeting or Task	Date	Month														Status
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	
Contract Execution																
Trip 1: Kick-off Meeting/Site Tour/Plan Advisory Committee#1																
Task 1 Catalyst Area Program																
Task 2 Catalyst Area Project Plan for IH 30 Corridor																
Task 2.1 Base Economic and Real Estate Market Outlook																
Task 2.1.1 Initial Corridor Assessment																
Task 2.1.2 Detailed Small Area Level Analysis																
Task 2.1.3 Physical Assessment																
Trip 2: Plan Advisory Committee #2																
Task 2.2 Targeted Investment Area Concept Plan																
Task 2.3 Implementation Strategies																
Trip 3: Plan Advisory Committee #3																
Task 2.4 Project Plan Report																
Trip 4: Adoption Meeting or Workshop																
Final Deliverables																

GARLAND
POLICY REPORT

City Council Work Session Agenda **Work Session Item 1. b.**

Meeting Date: August 15, 2016
Item Title: Issuance of Tax Notes
Submitted By: Matt Watson, Finance Director
Council Goal: Financially Stable Government with Tax Base that Supports Community Needs

ISSUE

Consider an ordinance authorizing the issuance of tax notes of approximately $7,350,000 to provide funding for street improvements plus issuance costs.

OPTIONS

1. Consider approval of an ordinance to authorize the issuance of tax notes at the September 6, 2016 Regular Agenda Meeting.
2. Do not approve the issuance of tax notes.

RECOMMENDATION

Unless otherwise directed by Council, this item will be scheduled for formal consideration at the September 6, 2016 Regular Meeting.

BACKGROUND

Tax notes will not increase the General Obligation Debt Service tax rate because of savings realized from the commercial paper program. Staff is requesting Council to authorize the issuance of tax notes to fund street improvements and pay issuance costs.

CONSIDERATION

Approval of this request will provide additional funding for infrastructure improvements with no impact to the General Obligation Debt Service tax rate.

GARLAND
POLICY REPORT

City Council Work Session Agenda **Work Session Item 1. c.**

Meeting Date: August 15, 2016

Item Title: Consider Assistance Request for Nonprofit Special Event

Submitted By: Jermel Stevenson, Managing Director

Council Goal: Fully Informed and Engaged Citizenry
Consistent Delivery of Reliable City Services
Safe, Family-Friendly Neighborhoods

ISSUE

City Council Policy OPNS-29, Special Event Policies and Guidelines, states that the City Manager or his designee is authorized to consider and approve requests from nonprofit organizations for in-kind City services that meet the policy requirements in amounts up to $5,000, within available budgeted funds. The Noon Exchange Club of Garland has requested the waiving of expenditures for City services in the amount of $9,965 for the Labor Day parade through Downtown Garland on Monday, September 5, 2016. Because the request for City services is over $5,000, Council approval is requested.

OPTIONS

The City Council may: 1) approve the proposed recommendations for special events assistance, 2) deny or revise proposed funding levels, or 3) return the item to staff for further review and recommendations.

RECOMMENDATION

Staff recommends the City Council approve assistance for the Garland Labor Day Exchange Event by waiving fees and charges for City services in the amount of $9,965.

City departmental fees to be waived include:

Police	$8,500	(traffic control & security)
Transportation	$900	(installation and removal of barricades)
Environmental Waste	$400	(installation and removal of waste containers)
Rental Plaza Theatre	$165	(rental for music and event staging)

Unless otherwise directed by Council, Staff will proceed with the proposed assistance for the special event.

BACKGROUND

By assisting various nonprofit organizations through the donation of City services for nonprofit special events, the City promotes and celebrates the vitality and diversity of the community. From parades and festivals to various multicultural events, the City of Garland is showcased through the efforts of these nonprofit organizations.

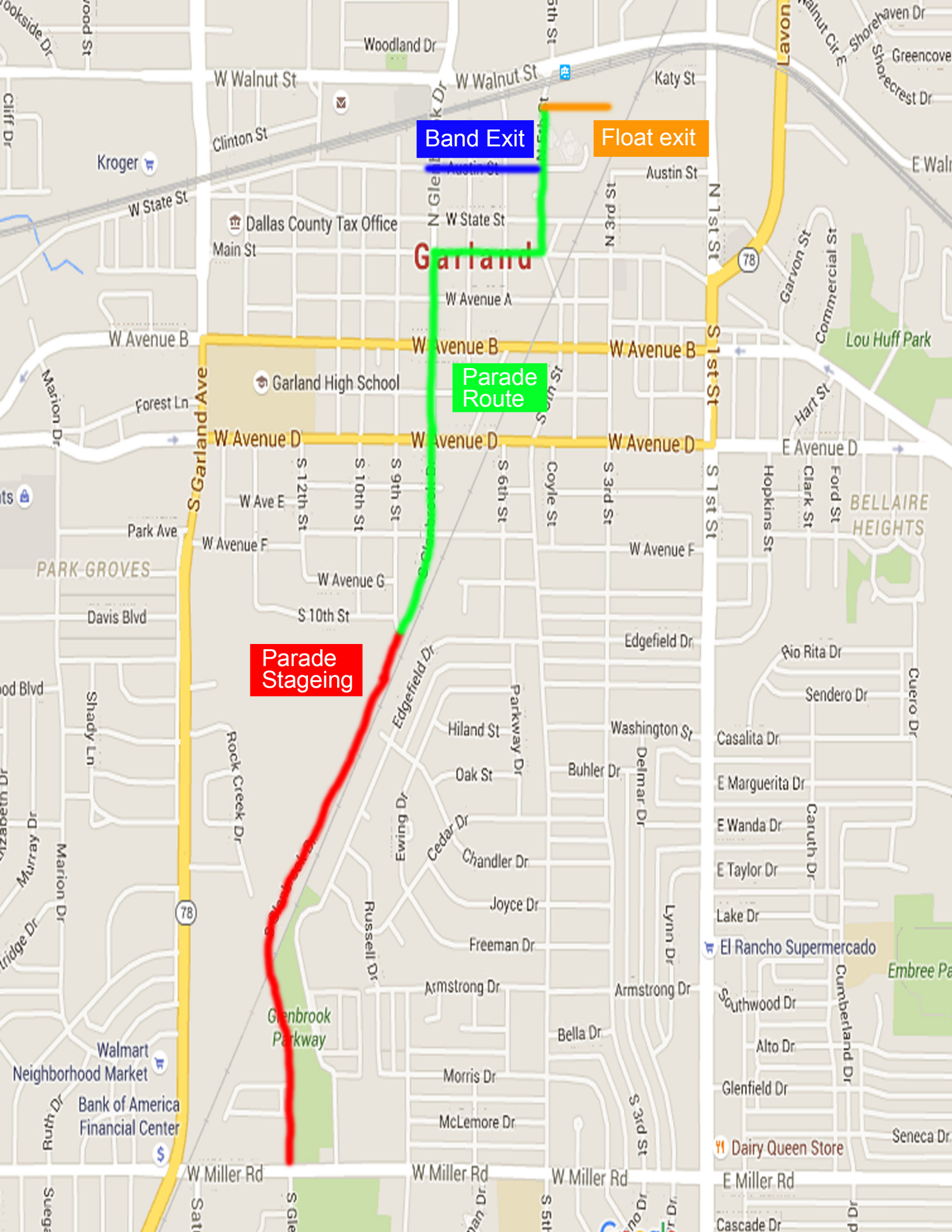
The Garland Labor Day Exchange Event parade will follow a revised route from previous years' Labor Day parades, ending in the Downtown Square. Proceeds from the parade are proposed to benefit the Garland Noon Exchange Club scholarship fund for local students and other youth programs.

CONSIDERATION

The 2015-16 annual operating budget has $30,500 budgeted in the General Fund (non-departmental) to provide assistance in covering fees and charges for City services for special events held by nonprofit organizations.

Attachments

2016 Labor Day Route


Band Exit
Float exit
Parade Route
Parade Stageing
Garland
Dallas County Tax Office
Garland High School
Kroger
Walmart Neighborhood Market
Bank of America Financial Center
El Rancho Supermercado
Dairy Queen Store
Lou Huff Park
Glenbrook Parkway
PARK GROVES
BELLAIRE HEIGHTS
W Walnut St
W State St
Austin St
Main St
W Avenue A
W Avenue B
W Avenue D
W Avenue F
W Avenue G
E Avenue D
S Garland Ave
N 1st St
S 1st St
S 10th St
Edgefield Dr
Davis Blvd
Park Ave
Forest Ln
Hiland St
Oak St
Cedar Dr
Chandler Dr
Joyce Dr
Freeman Dr
Armstrong Dr
Bella Dr
Morris Dr
McLemore Dr
W Miller Rd
E Miller Rd
Cascade Dr
Seneca Dr
Glenfield Dr
Alto Dr
Southwood Dr
Lake Dr
E Taylor Dr
E Wanda Dr
E Marguerita Dr
Casalita Dr
Sendero Dr
Rio Rita Dr
Washington St
Buhler Dr
Woodland Dr
Katy St
Clinton St
Commercial St
Garvon St
Hart St
Hopkins St
Clark St
Ford St
Coyle St
Parkway Dr
Ewing Dr
Delmar Dr
Lynn Dr
Russell Dr
Rock Creek Dr
Shady Ln
Marion Dr
Murray Dr
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78

GARLAND
POLICY REPORT

City Council Work Session Agenda **Work Session Item 1. d.**

Meeting Date: August 15, 2016
Item Title: Investment Policy and Strategy
Submitted By: Matt Watson, Finance Director
Council Goal: Financially Stable Government with Tax Base that Supports Community Needs

ISSUE

The Public Funds Investment Act (Chapter 2256, Tx. Govt. Code) (PFIA) requires an annual review of the City's written Investment Policy, Investment Strategy and approved broker list. By Council Policy, amendments to City Council Policy FIN-05, Statement of Investment Strategy and FIN-06, Statement of Investment Policy require Council's approval. Staff is requesting no amendments to Council Policy FIN-06 and is requesting no amendments to Council Policy FIN-05.

OPTIONS

Review Council Policy FIN-05 and FIN-06 without amendments.

RECOMMENDATION

Unless otherwise directed by Council, this item will be scheduled for formal consideration at the September 6, 2016 Regular Meeting.

BACKGROUND

An annual review of the Statement of Investment Strategy and Investment Policy are required by the Public Funds Investment Act and by City Council Policy. Amendments and additions to the Statements are approved by the City Council. Staff is requesting no amendments to the current Statement of Investment Strategy and Investment Policy.

CONSIDERATION

Periodically, City Council Policy FIN-06, Statement of Investment Policy and City Council Policy FIN-05, Statement of Investment Strategy requires amendments or additions. Staff is requesting Council review Policy FIN-06 and Policy FIN-05. No amendments are being requested to the current documents.

Attachments

Investment Policy

I. Purpose and Need for Policy

Chapter 2256 of Title 10 of the Local Government Code ("Public Funds Investment Act") requires each city to adopt rules governing its investment practices and to define the authority of the investment officer. The following Investment Policy addresses the methods, procedures and practices which must be exercised to ensure effective and judicious fiscal management of City of Garland funds.

II. Policy

The Investment Policy applies to the investment and management of all funds under direct authority of the City of Garland. These funds include all governmental, proprietary, and trust and agency funds which are accounted for in the City's Comprehensive Annual Financial Report. The Employees Deferred Compensation Agency Fund is excluded from coverage under this Policy.

III. Procedure To Accomplish Policy

The Statement of Investment Policy will be accomplished through the following guidelines:

A. Objectives

Investment of funds will be governed by the following investment objectives, in order of priority:

1. Preservation and safety of principal. Preservation of capital is the foremost objective of the City. Each investment transaction shall seek first to ensure that capital losses are avoided, whether the loss occurs from the default of a security or from erosion of market value.

2. Liquidity. The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which can be reasonably anticipated. Liquidity will be achieved by matching investment maturities with forecasted cash flow requirements and by investing in securities with active secondary markets.

3. Yield. The investment portfolio of the City shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into

account the City's investment risk constraints and the cash flow characteristics of the portfolio. The Director of Financial Services will from time to time establish performance measures and goals for the portfolio rates of return. Efforts to seek returns higher than the established goals must be consistent with risk limitations identified in this policy and prudent investment principles.

B. Investment Authority

Management responsibility for the investment program has been assigned to the Director of Financial Services by the City Council. Other individuals authorized as investment officials by the City Council are the Investment and Debt Director and the Accounting Administrator. Investment authority of all investment officers will be limited by conformance with all Federal regulations, State of Texas statutes and other legal requirements including the City Charter and City Ordinances, the Statement of Investment Policy and the Statement of Investment Strategy. The Director shall establish written procedures for the operation of the investment program, consistent with the Statement of Investment Policy. No person may engage in an investment transaction or the management of funds except as provided under the terms of the Statement of Investment Policy, the Statement of Investment Strategy and the procedures established by the Director of Financial Services.

Each investment officer shall attend a training session not less than once in a two year period and receive not less than 10 hours of instruction relating to investment responsibilities. Training must be provided by an independent source approved by the City Council.

C. Internal Controls

The Director of Financial Services shall establish a system of internal controls which shall be documented in writing. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by investment officials. Controls deemed most important would include: control of collusion, separation of duties, separating transaction authority from accounting and recordkeeping, custodial safekeeping, avoidance of bearer-form securities, clear delegation of authority, specific limitations regarding securities losses and remedial action, written confirmation of telephone transactions, minimizing the number of authorized investment officials, and documentation of and rationale for transactions.

In conjunction with their annual independent audit, the auditor shall review the investment records for the end of each quarter. The independent auditor shall report the results of the review directly to the City Council.

D. Standard of Care

The standard of care to be used by investment officers shall be the "prudent person" rule which states, "Investments shall be made with the exercise of that degree of judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived."

In applying the "prudent person" rule, the investment officer shall exercise prudence with respect to the management and investment of all funds over which the officer has responsibility and control. The investment officer must determine whether investment decisions are consist with the Statement of Investment Policy.

All participants in the investment program will seek to act responsibly as custodians of the public trust. Investment officials will avoid any transaction that might impair public confidence in the City's ability to govern effectively. Investment officers shall recognize that the investment portfolio is subject to public review and evaluation. The overall program shall be designed and managed with a degree of professionalism which is worthy of the public trust. Nevertheless, the City recognizes that in a diversified portfolio, occasional measured losses are inevitable and must be considered within the context of the overall portfolio's investment return, provided that adequate diversification has been implemented.

Investment officers, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for market price changes, provided that these changes are reported immediately and that appropriate action is taken to control adverse developments.

E. Instruments

Investment instruments authorized for purchase by the City are limited to:

1. Direct obligations of the United States government with a stated final maturity of five years or less from the date of purchase.

2. Debentures or discount notes with a stated final maturity of five years or less from the date of purchase issued by, guaranteed by, or for which the credit of any of the following Federal Agencies and Instrumentalities is pledged for payment: Federal National Mortgage Association (FNMA), Federal Home Loan Bank (FHLB), Federal Farm Credit Bank (FFCB), Student Loan Marketing Association (SLMA), and Federal Home Loan Mortgage Corporation (FHLMC).

3. Bonds or other interest bearing obligations having a stated final maturity of five years or less from the date of purchase of which the principal and interest are guaranteed by the full faith and credit of the United States government

4. Repurchase agreements collateralized with U.S. Treasury securities at a minimum market value of 102 percent of the dollar value of the transaction, with any accrued interest accumulated on the collateral included in the calculation. Eligible collateral will have a maximum maturity of ten years.

Repurchase Agreements will be entered into with primary government securities dealers who have executed a City approved Master Repurchase Agreement. Collateral shall be delivered to and held by the City's third party safekeeping agent.

The term Repurchase agreement includes direct security repurchase agreements and reverse security repurchase agreements. A written master repurchase agreement shall be established between the City and the seller prior to purchase. The maximum term for direct security repurchase agreements and reverse security repurchase agreements will be 90 days or less. Funds received under the terms of a reverse security repurchase agreement may not be used to purchase any investment whose final maturity date exceeds the expiration of the reverse.

5. Certificates of Deposit issued by a depository institution that has its main office or branch office in Texas:

(a) And such Certificates of Deposit are:

1. Guaranteed or insured by the Federal Deposit Insurance Corporation or the National Credit Union Share Insurance Fund or their successors; or

2. Secured by obligations described in Section E, 1 and 2 above, and the collateral will be held by the City's third party custodian.

(b) Or such depository institution contractually agrees to place the funds in federally insured depository institutions in accordance with the conditions

prescribed in Section 2256.010(b) of the Government Code (Public Funds Investment Act) as amended.

Certificates of Deposit brokered by an authorized broker/dealer that has its main office or a branch office in Texas who contractually agrees to place the funds in federally insured depository institutions in accordance with the conditions prescribed in Section 2256.010(b) of the Government Code (Public Funds Investment Act) as amended

6. SEC registered no-load money market mutual funds with a dollar-weighted average portfolio maturity of 90 days or less. Assets will consist exclusively of those securities listed in paragraphs 1, 2, 3, and 4 above. The investment objective of the fund is to maintain a stable $1 net asset value. The maximum stated maturity of the fund will be 13 months.

7. State or local investment pools organized under the Interlocal Cooperation Act. The investment pool must be rated no lower than investment grade by at least one nationally recognized rating agency and have a dollar-weighted average portfolio maturity of 90 days or less. Assets will consist exclusively of those securities listed in paragraphs 1, 2, 3 and 4 above. The investment objective of the pool is to maintain a stable $1 net asset value. All securities owned in the pool will have a stated remaining maturity of thirteen (13) months.

8. Commercial paper rated not less than A1 or P1 or an equivalent rating by at least two nationally recognized credit rating agencies or one nationally recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United States or any state. The securities must have a stated maturity of 180 days or less from the date of purchase. No more than 2% of any one issuer may be held and no more than 25% of any fund or group of funds will be invested in commercial paper. Physical delivery securities are ineligible.

9. Obligations of states, agencies, cities, and other political subdivisions of any state rated not less than A or an equivalent rating by at least two nationally recognized credit rating agencies.

The credit rating of Investment instruments will be continuously monitored through daily market participation and through the monthly mark to market pricing of securities.

The liquidation of an investment instrument will be considered if its credit rating falls below minimums stated in the Investment Policy.

The City is expressly prohibited from entering into options trading or futures contracts, hedging or purchasing any security which is not authorized by Texas state law.

F. Investment Strategies

As an integral part of the Statement of Investment Policy, the City shall adopt a separate written Statement of Investment Strategy (See FIN-05) for each fund or group of funds. Each investment strategy shall describe the investment objectives of each fund or group of funds according to the following order of importance:

1. Suitability
2. Preservation and safety of principal
3. Liquidity
4. Marketability of the investment before maturity
5. Diversification
6. Yield

G. Safekeeping and Custody

Securities purchased for the City's portfolios will be delivered by book entry and will be held in third party safekeeping by a Federal Reserve member financial institution designated as the City's custody and safekeeping agent.

The City will execute Safekeeping Agreements prior to utilizing the custodian's safekeeping services. The safekeeping agreement must provide that the safekeeping agent will immediately record and promptly issue and deliver a safekeeping receipt showing the receipt and the identification of the security, as well as the City's interest. All securities owned by the City will be held in a Customer Account naming the City of Garland as the customer.

All security transactions will be on a delivery versus payment basis to the City's third party custody and safekeeping agent through the Federal Reserve Bank wire system. In this manner, the City will always have possession of either the securities or moneys.

Custody and safekeeping procedures will be reviewed annually by the independent auditor.

H. Other Investment Guidelines

The City seeks active portfolio management to enhance total returns within the guidelines of this policy. Investment decisions should not incur unreasonable investment risk in order to obtain investment income. The City will not make investments for the purpose of trading or speculation.

Each investment transaction must be based on competitive quotations from at least three securities dealers authorized to engage investment transactions with the City. Authorized investment officers shall access real-time electronic financial information to monitor the market price of acquired investments. The pricing information will be used to verify the accuracy of quoted prices for a potential purchase or sale to ensure that a fair market price is attained.

The City will comply with all federal, state and City of Garland regulations governing the investment of funds.

In managing its investment portfolio, the City will avoid any purchase of investments, or any investment practice or procedure which is not specifically authorized under this policy.

I. Diversification

It is the policy of the City to avoid concentration of assets in a specific maturity, a specific issuer or a specific class of securities. The allocation of assets in the portfolios should be flexible depending upon the outlook for the economy and the securities markets. In establishing specific diversification strategies, the following general policies and constraints shall apply.

1. Portfolio maturities shall be staggered in a way that avoids undue concentration of assets in a specific maturity sector. Maturities shall be selected which provide for stability of income and reasonable liquidity.

2. To attain sufficient liquidity, the City shall schedule the maturity of its investments to coincide with known disbursements.

3. Risks of market price volatility shall be controlled through maturity diversification.

4. The placement of investment transactions and the gathering of market information shall be diversified among all authorized brokers.

J. Selection of Depository

A qualified financial institution shall be selected to serve as the City's primary depository through a bank services procurement process, which shall include a formal request for application issued at least every five years. In selecting a depository, the City shall consider various criteria as specified prior to the issuance of the request for application. Financial institutions located outside of the city boundaries may be considered to participate in the request for application process provided the City has adopted a policy permitting it.

Upon selection, the financial institution shall comply with the requirements and agreements identified in the request for application. The financial institution is required to comply with Government Code 2257, Collateral for Public Funds.

Eligible securities as defined in Chapter 2257 and identified below shall be deposited with a third party custodian prior to the deposit of City funds. The City reserves the right to accept or reject any form of collateral, at its discretion. The pledged collateral must be maintained at all times during the term of the depository contract at required levels. In order to perfect the City's security interest in the pledged collateral under the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA), it is required that a collateral agreement between the City and the Depository be signed by both parties prior to the deposit of City funds. The collateral agreement must be approved by the Board of Directors or its Loan Committee, which approval shall be reflected in the minutes of said Board or Committee. The signed collateral agreement, Board resolution, and minutes certifying the approval of the collateral agreement must be presented to the City prior to the deposit of City funds.

The following securities are approved as collateral for City funds:

1. United States Treasury notes, bills or bonds or obligations fully and unconditionally guaranteed as to principal and interest by the full faith and credit of the United States,
2. Obligations of the Agencies and Instrumentalities of the United States, including, but not limited to: Federal Home Loan Bank, Federal Home Loan Mortgage Corporation and Federal National Mortgage Association,

3. Mortgage-Backed Securities issued by the United States and its Agencies and Instrumentalities, including but not limited to Government National Mortgage Association.

The use of a Federal Home Loan Bank issued Letter of Credit to meet the required collateral requirements may be proposed by the financial institution for consideration by the City.

K. Selection of Security Broker/Dealer

Government security broker/dealers authorized to engage in investment transactions with the City will be selected on the basis of their financial stability, expertise in cash management for local government and their ability to service the City's account. The qualifications of prospective broker/dealers will be determined from a completed broker/dealer questionnaire, personal interview and reference checks.

Before engaging in investment transactions with the City, a prospective securities broker/dealer must provide a written instrument certifying that the securities broker/dealer has received and has thoroughly reviewed the City's Statement of Investment Policy and has implemented reasonable procedures and controls in an effort to preclude conducting investment transactions that are not authorized by the City's Statement of Investment Policy, except to the extent that this authorization is dependent upon the portfolio over which the broker/dealer has no control or knowledge. A prospective securities broker/dealer must provide evidence of FINRA registration and State of Texas Securities Commission certification. Qualified broker/dealers authorized to engage in investment transactions with the City are required to regularly submit their most recent audited financial statements to the City.

L. Management Reports

The investment officer shall prepare and submit to the City Council and management on a quarterly basis an investment report for each fund and fund group which describes in detail the current investment position, states the beginning market value, the additions and changes to market value, and ending market value for each pooled fund, states the book value and market value of each separately invested asset at the beginning and end of the reporting period, states the maturity date of each separately invested asset, states the fund for which each individual investment was acquired and states compliance of each fund group with the Statement of Investment Strategy, the

Public Funds Investment Act and generally accepted accounting principles. The report shall also summarize and present, on a combined portfolio basis, total market valuation, total realized gains and losses, total unrealized gains and losses, distribution by maturity sector and distribution by security type. The monthly report will also indicate, by portfolio, total investments held and total interest income earned on a full accrual basis.

The report may comment on current investment approaches and other items significant to the investment program. The report shall be signed by the Director of Financial Services and the investment officer.

The investment report presented at the end of the fiscal year may also include a review of the investment activities and earnings for the entire fiscal year for each fund or fund group, discuss investment techniques and suggest improvements which will enhance the investment program and present an investment plan for the ensuing fiscal year. The report may discuss other significant issues related to the investment program.

M. Ethics and Conflicts of Interest

Investment officers of the City shall refrain from personal and business activities involving any of the City's custodians, depositories, broker/dealers or investment advisors which may influence the officers' ability to conduct his duties in an unbiased manner. Investment officers will not utilize investment advice concerning specific securities or classes of securities obtained in the transaction of the City's business for personal investment decisions, will in all respects subordinate their personal investment transactions to those of the City, particularly with regard to the timing of purchase and sales and will keep all investment advice obtained on behalf of the City and all transactions contemplated and completed by the City confidential, except when disclosure is required by law.

N. Responsibility and Authority

The Statement of Investment Policy and the Statement of Investment Strategy will be reviewed annually by the City Council. Upon completion of the review, the City Council will adopt a resolution stating that it has reviewed the Investment Policy and

Investment Strategy. Periodic revisions to the Investment Policy and the Investment Strategy will be approved by resolution of the City Council.

Prepared by: Matt Watson
Finance Director

Reviewed by: Bryan L. Bradford
City Manager

	CITY COUNCIL POLICY	POLICY NO.:	FIN-05
		Date of Adoption:	02/17/98
		Date of Last Revision:	9/17/02
Title:	Statement of Investment Strategy		Page 1 of 4

I. Purpose and Need for Strategy

Chapter 2256 of Title 10 of the Local Government Code (Public Funds Investment Act) requires the City to adopt a separate written investment strategy for each of the funds or group of funds under its control. Effective investment strategy development coordinates the objectives of the Investment Policy and cash management procedures to reduce investment risk and enhance interest income. The following Investment Strategy describes the investment objectives for each fund or group of funds using the following priorities in order of importance:

1. Suitability,
2. Safety of principal,
3. Liquidity,
4. Marketability of the investment before maturity,
5. Diversification,
6. Yield.

II. Strategy

The Investment Strategy applies to the investment and management of all funds under direct authority of the City of Garland. Each of the City's funds or group of funds has varying cash flow requirements and liquidity needs. Specific strategies shall be implemented considering that fund or group of fund's unique requirements. The City's funds are invested according to the following fund types:

1. Operating Funds,
2. Debt Service Funds,
3. Reserve Funds.

III. Procedure to Accomplish Strategy

The Investment Strategy will be accomplished for each fund or fund group as follows:

A. Operating Funds

Investments for operating funds shall be scheduled to match anticipated cash flow projections with their stated final maturities have a stated final maturity of three years or less from the date of purchase. Operating fund portfolios include the Treasury Portfolio.

Suitability - All investments authorized in the Statement of Investment Policy are suitable for Operating Funds.

Safety of Principal - All investments shall be high quality securities with no perceived default risk.

Marketability - Securities with active and efficient secondary markets will be purchased in the event of an unanticipated cash requirement.

Liquidity - Operating Funds have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. Constant $1 NAV investment pools and money market mutual funds shall be an integral component in maintaining daily liquidity. A dollar weighted average maturity of 365 days or less will be calculated using the stated final maturity date for each security. Purchased securities will have a stated final maturity of three years or less from the date of purchase.

Diversification - Maturities shall be staggered throughout the budget cycle to provide cash flows based. on anticipated needs. Investment risks will be reduced through diversification among authorized investments.

Yield - The City's objective is to attain a competitive market yield for comparable securities and portfolio constraints. The benchmark for operating funds shall be the one year rolling average yield for the one year Treasury Bill.

B. Debt Service Funds

Investments for Debt Service Funds shall mature on or before the next debt service date. Purchased securities will be highly liquid with very short term maturities because of the near term cash flow requirements. Debt Service Fund portfolios include the General Obligation Debt Service Fund and the Revenue Bond Debt Service Fund.

Suitability - All short term, high quality securities that are authorized in the Statement of Investment Policy and are in compliance with applicable bond ordinances are suitable for Debt Service Funds.

Safety of Principal - All investments shall be high quality securities with no perceived default risk. Purchased securities shall have a stated final maturity date on or before the next debt service date.

Marketability - Securities with active and efficient secondary markets will be purchased although unanticipated cash requirements are not probable.

Liquidity - Debt Service Funds have predictable cash requirements. Investment maturities shall not exceed the anticipated cash flow requirements.

Diversification - Market conditions will greatly influence the selection of maturities and security types. At no time shall maturities go beyond debt service payment dates.

Yield - The City's objective is to attain a competitive market yield for comparable securities and portfolio constraints. The benchmark for Debt Service Funds shall be the six month rolling average yield for the 180 day Treasury Bill.

C. Reserve Funds

Investments for Reserve Funds have as their primary objective the ability to generate a dependable revenue stream with a low degree of volatility. Purchased securities will be of high quality with short to intermediate term maturities. Reserve Fund portfolios include the Revenue Bond Reserve Fund and the Rate Mitigation Fund.

Suitability – All securities that are authorized in the Statement of Investment Policy except as may be restricted by bond ordinance are suitable for Reserve Funds.

Safety of Principal - All investments shall be short to intermediate term, high quality securities, with no perceived default risk.

Marketability - Securities with active and efficient secondary markets will be purchased in the event of an unanticipated cash requirement.

Liquidity - Unless there are anticipated cash flow requirements, Reserve Funds generally do not require a high degree of daily liquidity. Purchased securities shall have a stated final maturity date of five years or less from the date of purchase.

Diversification - Market conditions will greatly influence the selection of maturities and security types. Securities shall be of high quality, with short to intermediate term

maturities. A dollar weighted average maturity of 3 years or less will be calculated using the stated final maturity date for each security.

Yield - The City's objective is to attain a competitive market yield for comparable securities and portfolio constraints. The benchmark for Reserve Funds shall be the one year rolling average yield for the three year Treasury Notes.

The City Council shall review the Statement of Investment Strategy not less than annually. Changes to the Statement of Investment Strategy shall be approved by City Council Resolution.

Prepared by: Matt Watson
Finance Director

Reviewed by: Bryan L. Bradford
City Manager

GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Work Session Agenda **Work Session Item 2. a.**
Meeting Date: August 15, 2016
Item Title: Interlocal Agreement with City of Georgetown
Submitted By: Gary Holcomb, Purchasing Director

Summary of Request/Problem

The City of Garland is seeking consulting services to provide assistance in requirements development, assessment, evaluation and implementation planning of a potential Customer Information System (CIS). The City has interviewed consulting firms and determined that Westin Engineering, Inc. has the expertise and personnel to best lead this process.

The City of Georgetown has an existing contract with Westin Engineering, Inc. to provide comparable CIS consulting services. As Georgetown and Garland utilities are similar, Westin is uniquely qualified to assist with the CIS development and implementation project. Westin Engineering, Inc. has agreed to offer Garland the same discounted rates used for the Georgetown CIS selection project. This will allow Garland to capitalize on the discounted rates without the necessity of a separate Request for Proposal process.

State law allows for cooperative purchasing among governmental entities in order to avoid the cost and delay of duplicative efforts to comply with State purchasing laws. Thus, if a governmental entity has undertaken the required procurement process (such as seeking bids, or soliciting a request for proposals), another governmental entity may be able to purchase the same goods or services through the same vendor provided that (1) the vendor agrees, and (2) the two governmental entities enter into a cooperative purchasing agreement by way of an interlocal agreement. By law, the governing bodies of the parties must first approve the interlocal agreement between the two governmental entities and then the purchasing entity may enter into a separate agreement with the vendor.

This request is to enter into an Interlocal Agreement with the City of Georgetown to utilize the consulting services and discounted rates offered by Westin Engineering, Inc.

Recommendation/Action Requested and Justification

Adopt a Resolution authorizing the City Manager to execute the Interlocal Agreement with City of Georgetown. Unless otherwise directed by Council, this item will be considered for formal consideration at the September 6, 2016 Regular Meeting.

Attachments

Resolution

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN INTERLOCAL AGREEMENT WITH CITY OF GEORGETOWN AND AUTHORIZING THE PURCHASE OF CUSTOMER INFORMATION SYSTEM CONSULTING SERVICES PURSUANT TO THAT INTERLOCAL AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1

That the City Manager is hereby authorized to execute an interlocal agreement with City of Georgetown in substantially the form and substance of that attached as an exhibit hereto and to purchase Customer Information System Consulting Services pursuant to the provisions of the interlocal agreement.

Section 2

That this Resolution shall be and become effective immediately upon and after its adoption and approval.

PASSED AND APPROVED this the 16 day of August, 2016.

CITY OF GARLAND, TEXAS

_____
Mayor

ATTEST:

_____
City Secretary

INTERLOCAL AGREEMENT BETWEEN THE CITY OF GEORGETOWN AND THE CITY OF GARLAND RELATING TO THE PROCUREMENT OF CONSULTANT SERVICES

THIS INTERLOCAL AGREEMENT for participation in the direct expenses for the procurement of consultant services ("Agreement") is entered into between the City of Georgetown ("Georgetown") and the City of Garland ("Garland"), both Texas home-rule municipalities. In this Agreement, Georgetown and Garland are sometimes individually referred to as "Party" and collectively referred to as "the Parties."

WHEREAS, the Interlocal Cooperation Act, Texas Government Code Chapter 791 (the "Act") provides that local governments may contract with each other for the performance of governmental functions or services, including procurement of consultant services, for the mutual benefit and in the mutual interest of the Parties; and

NOW, THEREFORE, in consideration of the foregoing premises, and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged, Georgetown and Garland agree as follows:

I. DUTIES AND OBLIGATIONS OF THE PARTIES

1.01 Georgetown and Garland may cooperate in the purchase of non-engineering consultant services commonly utilized by the Parties, where available and applicable, and may purchase goods and services from vendors under present and future contracts.

1.02 Georgetown and Garland shall each be individually responsible for payments directly to the vendor and for the vendor's compliance with all conditions of delivery and quality of purchased items under such contracts. Georgetown and Garland shall each make their respective payments from current revenues available to the paying Party.

1.04 Term. This Agreement shall commence upon execution of this Agreement and shall end at such time as this Agreement is fully performed by the Parties or terminated by either party by sending a thirty (30) notice of termination to the other party.

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II. GENERAL PROVISIONS

2.01 Authority. This Agreement is entered, in part, pursuant to the authority of the Interlocal Cooperation Act, Texas Government Code Chapter 791 (the "Act"). The provisions of the Act are incorporated in this Agreement and this Agreement shall be interpreted in accordance with the Act.

2.02 Severability. The provisions of this Agreement are severable and, if any provision of this Agreement is held to be invalid for any reason by a court or agency of

competent jurisdiction, the remainder of this Agreement will not be affected and this Agreement will be construed as if the invalid portion had never been included.

2.03 Cooperation. The Parties agree to cooperate at all times in good faith to effectuate the purposes and intent of this Agreement.

2.04 Entire Agreement. This Agreement constitutes the entire agreement of the Parties and supersedes all prior or contemporaneous understandings or representations, whether oral or written, regarding the subject matter of this Agreement. No promise, statement or representation that is not expressly stated in this Agreement has been made by any Party to induce execution of this Agreement.

2.05 Amendments. Any amendment of this Agreement shall be in writing and will be effective if signed by the authorized representative of each Party.

2.06 Waiver. Lack of enforcement of any right under this Agreement by either Party shall not constitute a waiver of that right or any other in the future.

2.07 Independent Relationship. Each Party, in the performance of this Agreement, shall act in an individual capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agents of one Party shall not be deemed or construed to be the employees or agents of the other Party for any purpose.

2.08 No Waiver of Immunities. Nothing in this Agreement shall be deemed to waive, modify or amend any legal defense available at law or in equity to either Party. Neither Party waives, modifies, or alters to any extent whatsoever the availability of the defense of governmental immunity.

2.09 No Third Party Beneficiaries. This Agreement is entered into for the sole and exclusive benefit of the Parties. Nothing in this Agreement, express or implied, is intended to confer or shall be construed as conferring any rights, benefits, remedies, or claims upon any other person or entity.

2.10 No Assignment. This Agreement may not be assigned in whole or in part by either Party.

2.11 Applicable Law; Venue. This Agreement will be construed in accordance with Texas law. Venue for any action arising hereunder will be in Williamson County, Texas.

2.12 Notices. Notices given under this Agreement will be effective if forwarded to a Party by hand-delivery, transmitted to a Party by confirmed fax or deposited with the U.S. Postal Service, certified mail, postage prepaid, to the address of the Party indicated below:

GEORGETOWN: P.O. Box 409, Georgetown, Texas 78627
300-1 Industrial Ave, Georgetown, Texas 78626
Attn: Trina Brickford

Telephone: (512) 930-3647
Email: Trina.Brickford@georgetown.org

GARLAND:

Either Party may from time to time designate any other address for notice by written notice to the other Party.

2.13 Counterparts; Effect of Partial Execution. This Agreement may be executed in counterparts each of which, when executed and delivered, shall be deemed to be an original and all of which together shall constitute one and the same document.

2.14 Authority. Each Party represents and warrants that it has the full right, power and authority to execute this Agreement.

2.15 Effective Date. This Agreement is executed to be effective on the date the last Party signs this Agreement.

CITY OF GEORGETOWN, TEXAS

By:_____
Dale Ross, Mayor

ATTEST:

By: _____
Shelley Nowling, City Secretary

APPROVED AS TO FORM:

By: _____
Charlie McNabb, City Attorney

THE STATE OF TEXAS §
§
COUNTY OF WILLIAMSON §

THIS INSTRUMENT was acknowledged before me on this ____ day of _____, 2016, by Dale Ross as Mayor of the City of Georgetown, a Texas _____ _____home-rule city, on behalf of said city.

_____
Notary Public, State of Texas

CITY OF GARLAND, TEXAS

By:_____
Bryan L. Bradford, City Manager

ATTEST:

By: _____
Rene Dowl, City Secretary

APPROVED AS TO FORM:

By: _____
Brad Neighbor, City Attorney

THE STATE OF TEXAS §
§
COUNTY OF DALLAS §

THIS INSTRUMENT was acknowledged before me on this ____ day of _____, 2016, by Douglas Athas as Mayor of the City of Garland, a Texas _____ _____home-rule city, on behalf of said city.

_____
Notary Public, State of Texas

GARLAND

CITY COUNCIL ITEM SUMMARY SHEET

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

Meeting Date: August 15, 2016

Item Title: Transportation Update

Submitted By: Paul Luedtke, Transportation Director

Summary of Request/Problem

Staff will provide an update of the activity of the previous month regarding major transportation initiatives.

Recommendation/Action Requested and Justification

Council has requested monthly updates on major transportation initatives.

Attachments

Transportation Update August 2016

Transportation Update

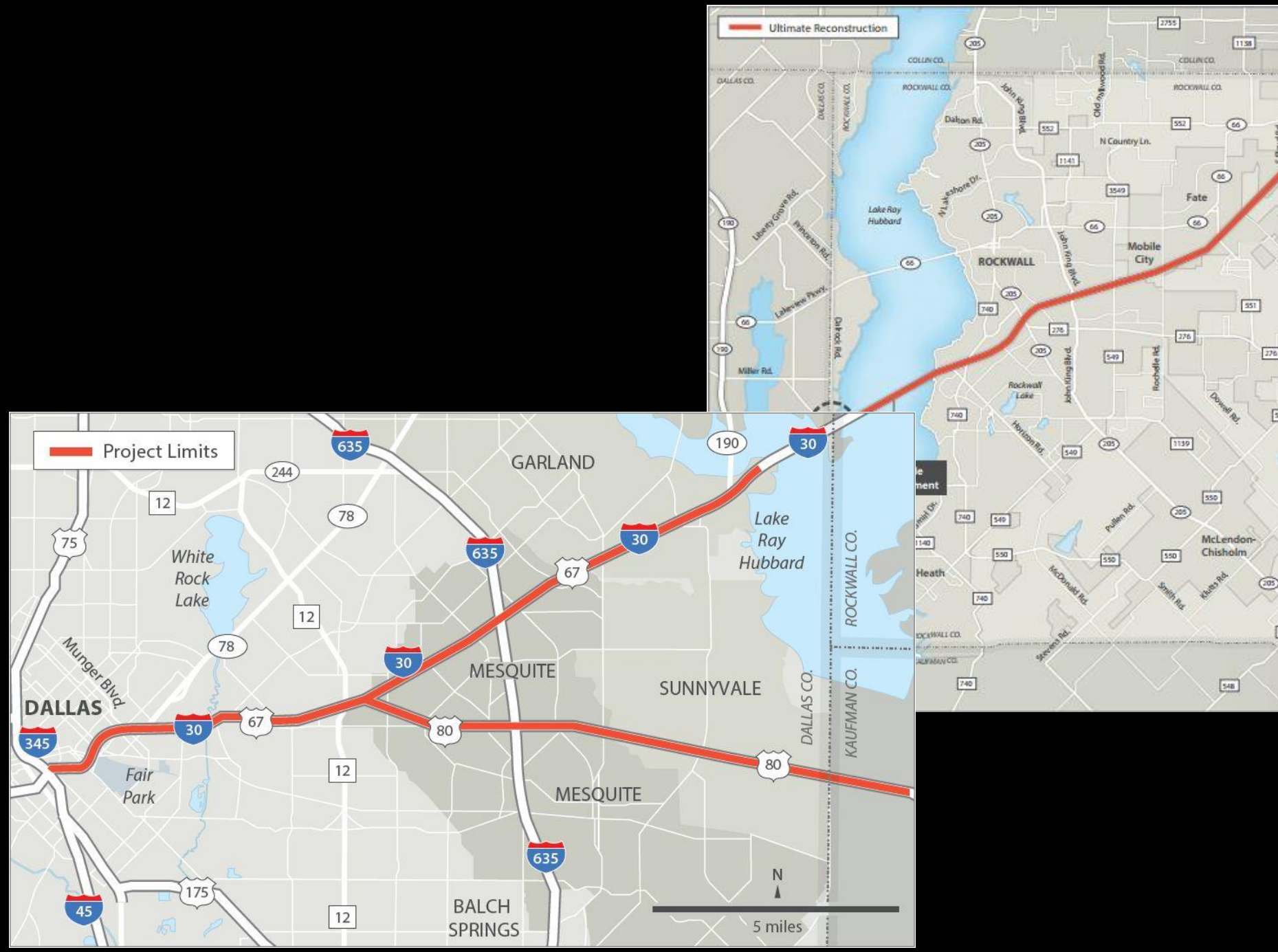
August 15, 2016

Transportation Update

- IH 30
- SH 78
- IH 635 East

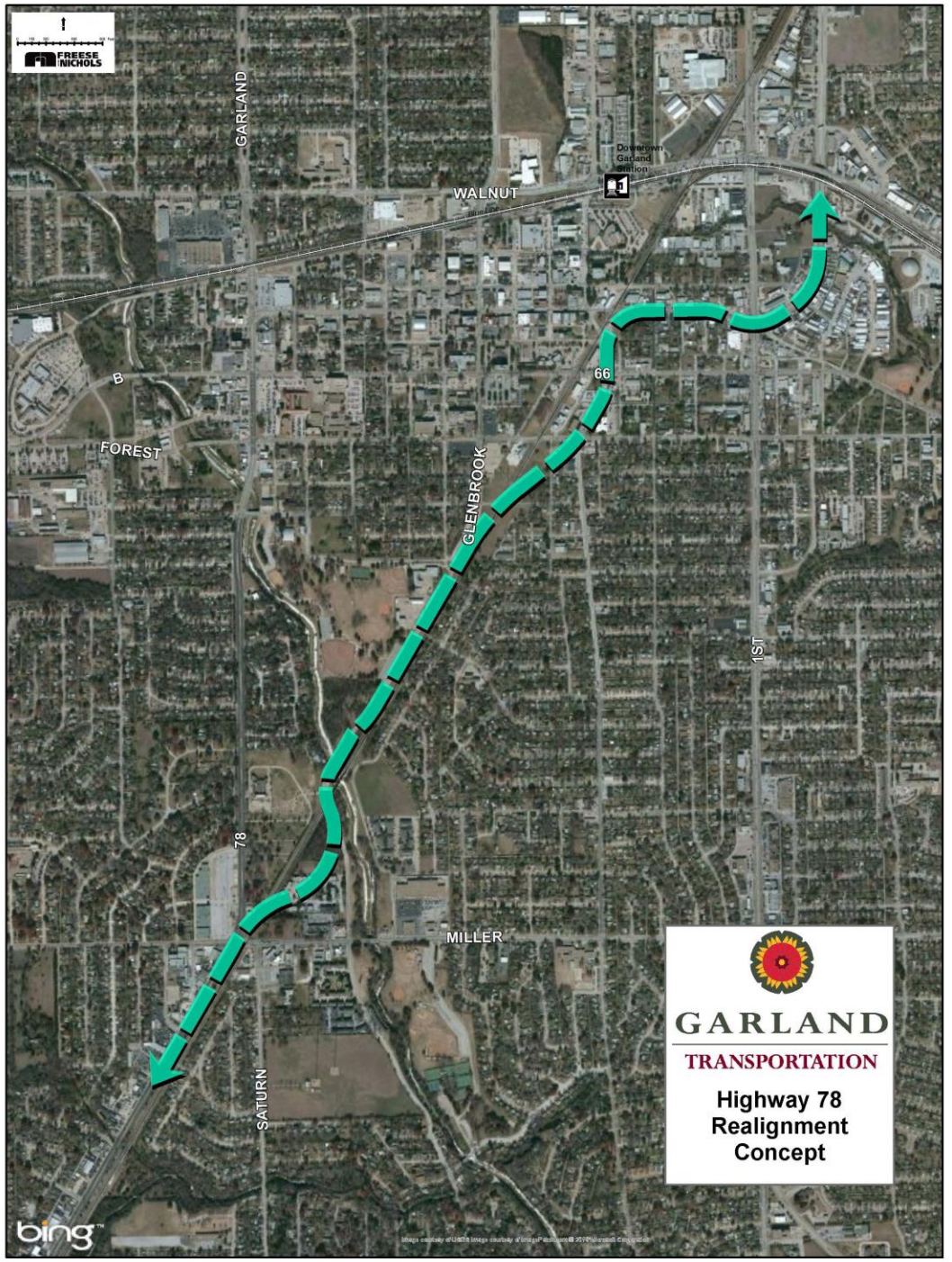
IH 30

- Next Stakeholders Meeting August 22



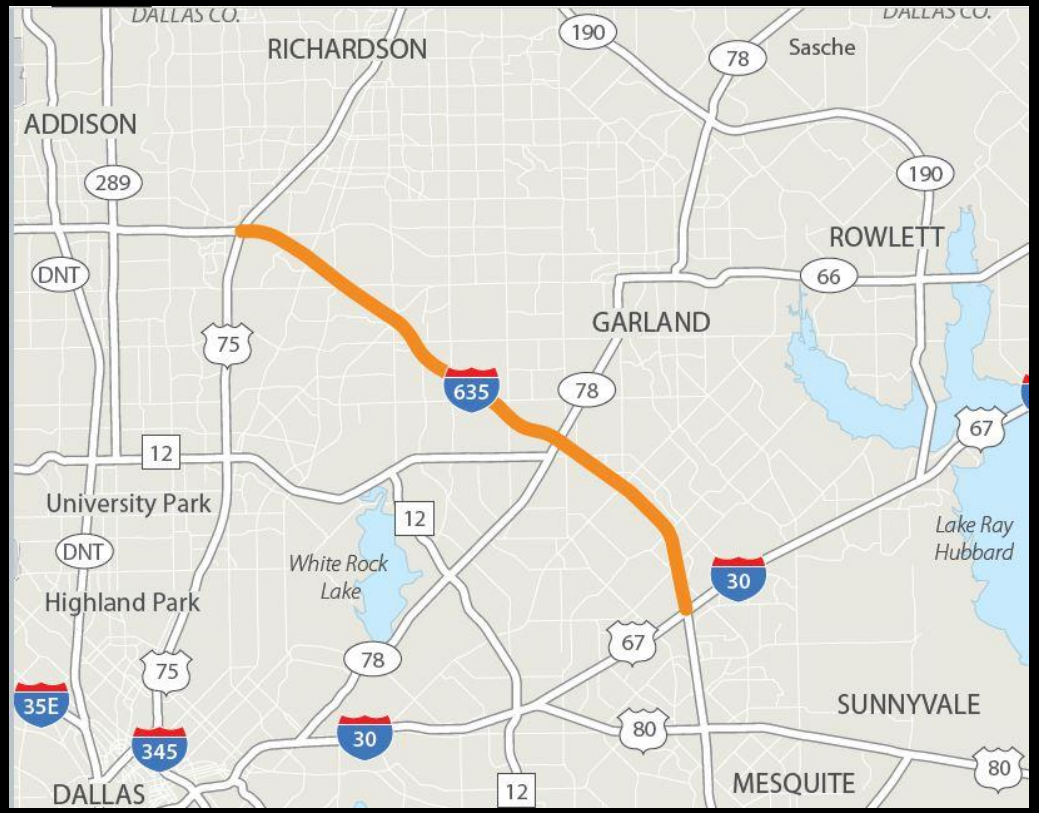
SH 78

- Upcoming review meeting with TxDOT



IH 635 East

- Current Projects
  - Sound Wall
    - August – October
      - Panel Installation
    - Completion by December
  - HOV/Express Lane
    - Express Opening October

IH 635 East

- Ultimate Project
  - Still Number 1
  - TxDOT Activity
    - Noise Wall Public Meetings
    - Construction Plans – August
    - Public Hearing – September
    - Environmental Amendment
      - December Approval
    - Traffic and Revenue study – October
    - Construction 2018
  - Legislative Efforts