



AGENDA

**CITY COUNCIL WORK SESSION
City of Garland
Duckworth Building, Goldie Locke Room
217 North Fifth Street
Garland, Texas
August 31, 2015
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. Status of 2015 Animal Services Performance Evaluation

During the spring of 2015, Strategic Government Resources completed a performance evaluation of Garland Animal Services. The study concluded with eighteen findings for improvement. Animal Services staff has started implementation of the findings.

b. Issuance of Tax Notes

Council is requested to consider an ordinance authorizing the issuance of tax notes of approximately \$4,000,000 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 15, 2015 Regular Meeting.

Item	Key Person
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2. Verbal Briefings:

a. Neighborhood Vitality Matching Grant

Bollinger

Council is requested to review the proposed modifications to the Neighborhood Vitality Matching Grant guidelines and procedures. Unless otherwise directed by Council, this item will be considered for formal considered at the September 15, 2015 Regular Meeting.

b. Charter Review

Stanley/Dodson

At the request of Council Member Stephen W. Stanley and Deputy Mayor Pro Tem Lori Barnett Dodson, Council is requested to discuss a Charter Review. A list of items for possible review is attached.

c. Discussion of 2015-16 Proposed Budget

Young

This item is being posted in the event Council requests to have discussions or staff presentations related to the 2015-16 Proposed Budget.

d. Discuss Dean International, Inc. Consultation Services Retainer Agreement **Stanley/Dodson**

At the request of Council Member Stephen W. Stanley and Deputy Mayor Pro Tem Lori Barnett Dodson, Council is requested to discuss and provide direction on extending the existing Consultation Services Retainer Agreement with Dean International, Inc.

3. Discuss Appointments to Boards and Commissions **Council**

Mayor Douglas Athas

- John Kaiwi – Board of Adjustment
- Sal Liberto – Building and Fire Code
- Ken Risser – Citizens Environmental and Neighborhood Advisory Committee
- Charles Pickett – Community Multicultural Committee
- James Gallegos – Community Multicultural Committee
- Genai Walker Macklin – Community Multicultural Committee
- Albert Kraft – Housing Standards
- Robert Smith – Parks & Recreation
- Stan Luckie – Plan Commission
- Shirley Robnett – Senior Citizens Advisory Committee

Council Member Stephen W. Stanley

- Jerry DeFeo – Board of Adjustment
- Edward Moore – Community Multicultural Committee
- Reta Day – Cultural Arts
- Allen McCorstin – Library
- Paul Cross – Parks & Recreation
- Wayne Dalton – Plan Commission

Mayor Pro Tem B.J. Williams

- Weldon Bradley – Building and Fire Code

Deputy Mayor Pro Tem Lori Barnett Dodson

- Bruce Astin – Board of Adjustment
- Rick Wyatt – Building and Fire Code
- Douglas Williams – Housing Standards
- Don Starkey – Parks & Recreation
- Robert Vera – Plan Commission

Council Member Scott LeMay

- Susan Nye – Board of Adjustment
- Reba Collins – Citizens Advisory
- Terri Chepregi – Library
- Laura McLarry – Parks & Recreation
- Maxwell Fisher – Plan Commission
- Charlotte Piercy – Senior Citizens Advisory

Council Member Jim Cahill

- John McDonald – Board of Adjustment
- Ronnie Smith – Building & Fire Code
- Sheri Stevens – Cultural Arts
- Molly Bishop – Parks & Recreation
- Christopher Ott – Plan Commission

4. Consider the Consent Agenda Council

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 Council

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 Council

**EXECUTIVE SESSION
AGENDA**

- 1. 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.

- Consider a prospective economic development project to be generally located within the north Garland area and the City's potential participation in the project through various economic development incentives.

7. Adjourn

Council



Meeting: Work Session

Date: August 31, 2015

Policy Report

STATUS OF 2015 ANIMAL SERVICES PERFORMANCE EVALUATION

ISSUE

During the spring of 2015, Strategic Government Resources completed a performance evaluation of Garland Animal Services. The study concluded with eighteen findings for improvement. Animal Services staff has started implementation of the findings. This Policy Report provides the current status.

RECOMMENDATION

Information Only

COUNCIL GOAL

Fully Informed and Engaged Citizenry

BACKGROUND

On February 18, Strategic Government Resources (SGR) was authorized to perform a third-party assessment of Garland Animal Services. The on-site evaluation was begun on February 23, 2015 and completed on April 14, 2015. The assessment was led by SGR representative Pat Fowler.

The scope of work for the assessment was designed to allow the study of all aspects of shelter operations, field operations and division management. Elements of Animal Services studied included: staffing, employee certifications, adoptions, rescues, pet reclamations, euthanasia, compliance with state animal shelter regulations, standard operating procedures, adequacy of infrastructure, fee schedules, budget and revenues and organizational structure.

CONSIDERATION

Finding #1 Weekend staffing levels in the Animal Shelter are inadequate, compromising safety and security and limiting customer service and rescue/reclaim opportunities. – Recommend adding 0.5 Animal Services Officer FTEs in the Animal Shelter.

Status: No change. No personnel were added to the Animal Services budget.

STATUS OF 2015 ANIMAL SERVICES PERFORMANCE EVALUATION

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Finding #2 Animal Services has not instituted a “Tandem Team” approach to their euthanasia policy to mandate the use of a tandem team of Certified Euthanasia Technicians (CETs) to perform euthanasia – Recommend revising euthanasia policy to require two employees to perform euthanasia.

Status: The “Holding Periods and Disposition of Impounded Animals Policy” was modified to require two CETs performing euthanasia. Staff assignments were rearranged to accommodate the policy change.

Finding #3 Current euthanasia documentation is missing critical data for “review after the fact.” – Recommend revision of current euthanasia log form to include fields for: the initials of the two CETs performing euthanasia; two forms of proof-of-death; and the number of days the animal has been in the Shelter.

Status: The recommended changes to the euthanasia log have been made.

Finding #4 The landscape at the Animal Shelter is poorly maintained and in poor condition. – Recommend a landscape vendor be hired to maintain lawn and landscape vegetation at the Animal Shelter.

Status: Park Service Staff will begin maintenance of landscape.

Finding #5 Animal Services does not affix an identification number on the 8,000 companion animals processed annually. – Recommend attaching a disposable, water proof collar or other device to all incoming animals.

Status: Because a large percentage of the incoming animals pose a safety risk if handled by staff, the individual collar recommendation was not implemented. Instead, a color photograph and identification number will accompany each animal as part of its detailed “kennel card.”

Finding #6 Animal Services is not publishing animal bite incidence in the department’s Annual Report. – Recommend adding the metric of “animal bites” to the Annual Report.

Status: Animal bites have been tracked for well over two decades as a performance measure; the metric will be added to the Annual Report.

Finding #7 Animal Services euthanizes un-weaned puppies and kittens when they arrive at the Shelter to prevent animal suffering. – Recommend a fostering system of volunteers to bottle feed un-weaned companion animals.

Status: Volunteers were sought and a fostering program begun in June, 2015; since that time no unweaned animals have been euthanized.

Finding #8 Animal Services employees have not had customer service training in several years. – Recommend identifying a training provider with a customer service curriculum.

Status: The process to send all employees to customer service “SERVE” training taught through Richland College at COGU has begun.

Finding #9 Animal Services lacks a written brochure to provide to bite victims. – Recommend a simple, thorough educational brochure be developed and provided to bite victims.

Status: A “Bite Victim Brochure” was developed and is made available to victims and their families.

Finding #10 No written policy on chemical immobilization exists and some employees lack professional training. – Recommend developing a written policy and provide training to employees assigned to this method of animal capture.

Status: A written policy on “chemical immobilization” was developed and implemented. An in-service training module was developed for staff on the safe and effective use of chemical immobilization techniques.

Finding #11 Animal Services lacks adequate staffing to allow expansion of Shelter operating hours on Saturday to an 8-hour format or to effectively respond to the high volume of calls on weekends. Recommend adding an additional Animal Services Officer.

Status: No change. No personnel were added to the Animal Services budget.

The Downtown Pet Adoption Center is now totally staffed by volunteers and operates 10-4 on Saturdays and on the third Sunday of each month.

STATUS OF 2015 ANIMAL SERVICES PERFORMANCE EVALUATION

Page 4

Finding #12 The current Animal Shelter is substandard and inadequate for its mission.
- Recommend the construction of a new, state of the art animal welfare and care campus designed for a fifty-year capacity.

Status: No change. Monies for a new Animal Shelter campus are not currently available.

Finding #13 The current system utilized by Animal Services for incoming calls for service does not lend itself to good customer service and effective, direct communication to ASOs in the field. – Recommend evaluating the current system of answering incoming calls with the goal of providing sufficient staffing at the Animal Shelter to allow a “live person” to answer customer calls week days from 7:00 am to 6:00 pm.

Status: The relocation of dispatching services back to the Animal Shelter is not feasible at this time.

The current system of answering incoming calls through the Water Control Center is the most effective way to dispatch calls directly to the ASOs in the field. Response times have been more than halved since the dispatch system was transferred to Water Control. Staffing levels and space restrictions at the Animal Shelter do not currently allow for an “in-house and live” dispatching system.

Finding #14 The animal services and animal welfare/care topics found on official ASAC meeting agendas exceed the ordinance-defined, strict limits found in Chapter 22 of the Code of Ordinances. – Recommend consulting with the City Attorney to see if Sec. 22.23, which authorizes the ASAC, needs to be modified to allow a broad discussion of animal welfare and care topics.

Status: The City Attorney does not believe a change to Sec. 22.23 is needed as the ASAC is meeting the minimum requirements set out by the statute.

Finding #15 Animal Services does not have online pet registration. Recommend that the Garland IT Department develop and implement online pet registration.

Status: No change. Requested online pet registration was not approved to be a part of the IT budget for 2016.

Finding #16 The current animal registration program is ineffective, with only ten percent (10%) of the companion animals being registered. – Recommend taking actions to significantly increase the percentage of pet owners who register their animals

STATUS OF 2015 ANIMAL SERVICES PERFORMANCE EVALUATION

Page 5

by using local veterinarians or ASO door-to-door canvassing. Another option would be to eliminate the pet registration requirement.

Status: No change. Animal Services staffing levels do not allow for ASO neighborhood canvassing without a significant impact to field and shelter operations. A program that utilized local veterinarians to register pets was eliminated eight years ago because of extremely low participation.

Pet registration is an effective method to quickly identify missing pets. This practice would need to be replaced with some other system of lost pet identification, such as mandatory microchip implanting. Complete abolition of the registration program would also have a \$70,000 impact on the budget.

Finding #17 Animal Services lacks a written policy which defines actions an ASO will take when responding to calls involving injured animals. – Recommend developing a written policy regarding injured animal response.

Status: A written policy on injured animal response was developed and implemented. Injured animal calls are a priority call at all times and the City Veterinarian advises staff on the proper reaction.

Finding #18 Garland's ordinance provisions which regulate dangerous dogs are in need of a complete rewrite. – Recommend writing a new section to regulate dangerous dogs.

Status: In progress. The City Attorney will be bringing a rewritten Sec 22.20 to Council before the end of the year.

Submitted By:

Approved By:

Richard T. Briley
Managing Director of Health &
Code Compliance

Bryan L. Bradford
City Manager

Date: August 21, 2015



Meeting: Work Session

Date: August 31, 2015

Policy Report

ISSUANCE OF TAX NOTES

ISSUE

Consider an ordinance authorizing the issuance of tax notes of approximately \$4,000,000 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 15, 2015 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 15, 2015 Regular Meeting.

COUNCIL GOAL

Financially Stable City Government with Tax Base that Supports Community Needs

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.

ATTACHMENT(S)

None.

Submitted By:

Approved By:

Issuance of Tax Notes

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David Schuler
Chief Financial Officer

Bryan L. Bradford
City Manager

Date: August 31, 2015

Date: August 31, 2015



Meeting: Work Session

Date: August 31, 2015

Policy Report

NEIGHBORHOOD VITALITY MATCHING GRANT

ISSUE

Review proposed modifications to the Neighborhood Vitality Matching Grant guidelines and procedures

OPTIONS

1. Approve guidelines as proposed.
2. Approve guidelines with modifications.
3. Deny approval of guidelines.

RECOMMENDATION

The Community Services Committee and City Staff recommend the approval of the proposed guidelines. Unless otherwise directed by Council, this item will be placed for formal consideration at the September 15, 2015 Regular Meeting.

COUNCIL GOAL

Safe, strong and attractive neighborhoods.

BACKGROUND

Proposition 6 was approved by Garland voters in May 2004 and included \$5,000,000 for the Neighborhood Vitality Matching Grant Program. Council has previously indicated that funds would be made available annually for neighborhood improvement projects. This serves to empower neighborhood associations to enhance and sustain their neighborhood and stimulate reinvestment, building on existing strengths.

CONSIDERATION

1. Staff has made changes to the guidelines to facilitate the request of projects with the biggest impact and long lasting change as well as to provide additional support during the application process. These changes will go into effect for the March 1, 2016 grant applications.
2. The Community Services Committee met on July 20, 2015 to review the updated guidelines as proposed. After discussion, members recommended approval of the Neighborhood Vitality Matching Grant Guidelines.

3. Proposed changes include:
 - a. Requiring a letter of intent for projects over \$25,000 to help ensure the proposed project will be successful when a full application is submitted.
 - b. Streamlining the application process using a staff review committee to assist applicants secure a successful application
 - c. Eligible applicants defined as registered associations or newly-formed associations that have completed a “small sparks” activity
 - d. Project eligibility limits maintenance and upgrade projects, including sidewalk reconstruction and irrigation upgrades.

4. Due to the extensive revision and reorganization of the document, a “redline” version is not included.

ATTACHMENT(S)

Proposed and current Neighborhood Vitality Matching Grant Guidelines.

Submitted By:

Approved By:

Scott Bollinger
Neighborhood Resources Manager

Bryan L. Bradford
City Manager

Date:
August 24, 2015

Date:
August 25, 2015

Proposed Neighborhood Vitality Matching Grant Guidelines

At a Glance

For Whom: Neighborhood Associations (Voluntary or Mandatory)

For What: Neighborhood beautification/enhancement projects on public property.

For....Why?: To build community as you beautify your neighborhood. Projects, challenges, successes—these bring neighbors together, weaving the social fabric necessary to create and sustain self-sufficient, thriving neighborhoods.

Application deadlines are March 1 and September 1. Carefully review the guidelines below and contact the Office of Neighborhood Vitality (ONV) to get started!

Description

The City Council allocated the Neighborhood Vitality Matching Grant (NVMG) funds for Garland neighborhood groups to improve the physical features of their neighborhoods. Projects must provide a public benefit which promotes stronger, safer, and healthier communities. These guidelines present the eligibility requirements, funding match contribution, overview of the application process, and other rules governing the grant.

The Office of Neighborhood Vitality (ONV) is available to offer assistance through every step of the process. Contact the ONV by phone at 972-205-2445 or at neighborhoods@garlandtx.gov.

Neighborhood Eligibility

As the NVMG is an investment by the City of Garland, only applications from homeowner and neighborhood associations (voluntary and mandatory) that have been registered for at least one year will be considered. Newly-formed associations that have participated in neighborhood capacity activities through the ONV are eligible to apply within six months. **Not organized or registered? Contact the ONV to learn how to get started.**

Individual residents, nonprofits or businesses are not eligible to receive funding. Associations, as the primary applicant, may collaborate with other associations, businesses, and nonprofits. City staff and departments can also partner with associations as co-applicants.

Age of the neighborhood and number of residential units impacted are factors in determining which projects to award matching funds, but all associations are encouraged to apply, or to work with staff to prepare for application.

Project Eligibility

Physical improvements or additions to the neighborhood, located within city limits on public property or the public right-of-way, that provide a wide public benefit are eligible through the NVMG. Generally, projects cannot involve private property; however, residents are encouraged to work with ONV staff to assist with solutions that may involve private property. Other factors that affect project eligibility include:

Maintenance projects

Funds that would typically appear in the operating budget of a neighborhood association or individual homeowner's operating budget are not eligible for NVMG funding. This includes groundskeeping, common area and equipment upkeep, and the tools and equipment required for maintaining neighborhood features. Project must not require ongoing maintenance from the City of Garland.

Inadequate public benefit or neighborhood support

Applications that benefit only a small portion of the residents of a neighborhood or do not demonstrate widespread support among the neighborhood's residents are not eligible for NVMG funding.

Conflicts with City of Garland

Proposals must comply with applicable City of Garland codes and policies, and applicable federal, state, and local laws. Projects cannot create a public safety hazard or conflict with existing or approved municipal projects.

Not intended to be exhaustive, the following provides examples of project eligibility:

Eligible	Not Eligible
Sign Toppers	Sidewalk Construction/Repairs
Entry Features (new construction)	Irrigation Upgrades
Common Area or Recreational Improvements (new construction)	Repairs or Maintenance of Existing Structures or Facilities
Picnic tables, benches or pavilions	Speed Humps
Neighborhood Park Improvements	Lighting Upgrades
Safety Lighting (new installation)	Projects Incurring Costs Before Grant is Approved
Neighborhood Art Installation	Security Cameras

Application Process

Application Deadlines

To be considered for award in spring or fall application cycle, applications must be submitted by March 1 and September 1, respectively. Application packets are available from the City of Garland website, GarlandTx.gov, or can be obtained through the ONV.

The NVMG application packets have all the requirements fully explained. **All applicants are highly encouraged to contact ONV for assistance during any part of the application process.**

Application requirements include:

- Contact names for the applicants, project, and association
- Project purpose, description, and benefits
- Project implementation, funding and maintenance plan
- Supporting documentation (photographs, maps, identified donations, estimates, itemized project budgets)

Letter of Intent

The Letter of Intent, also available on the City of Garland website or through the ONV, is a document that assists residents with identifying obstacles or potential issues with their NVMG application. It is encouraged for projects requiring any type of construction, but is required for projects of \$25,000 or more. Letters of Intent are due two months before full NVMG applications, corresponding to July 1 and January 1 to be considered for the spring and fall cycles, respectively.

Application Review

Applications will be read and evaluated by an internal review board consisting of members from various city departments to ensure that the minimum criteria are met. Any group that does not meet the funding criteria will be notified. Applications approved by the review board will be presented to the City Council for approval.

Once eligibility requirements are met, the internal review board will use the following criteria for approving projects:

Criteria	Explanation of Criteria
Neighborhood Status/ Maturity	The condition and age of the neighborhood demonstrates a need for intervention. The applying association also has the capacity to execute the project and conduct necessary maintenance.
Public Benefit	Project helps improve the quality of life in the neighborhood and/or aesthetics of the area, while also providing widespread public benefit
Project Feasibility	The project is cost effective, achievable, realistic, sufficiently funded, no ongoing maintenance required from the City of Garland.
Community Involvement	Demonstrated and proposed participation by residents in the planning, execution and long-term maintenance of proposed project.
Project Impact	What is the impact this project will have both short term and long term? Does it align with your neighborhood goals? How will implementation or completion of the project impact the environment or surrounding area?
Match	Match is realistic and appropriate to the project. Letters of intent are provided for in-kind donations or cash.

Match Requirements and Funding Restrictions

Applicants are eligible to receive up to \$100,000 within a five-year time-frame. The completion date of the applicant's first project will serve as the benchmark for the five-year timeframe. An association may not apply for additional funding if a previous grant project has not been completed.

Each association will be expected to provide a match based on the size, scope and cost of the project (see table below). The association match may include cash contributions, materials (specific to the project), or unskilled labor ("sweat equity") where applicable at the rate of \$12.00 per hour. Professional services will be rated at the fair market value for the type of service provided.

Project Cost	Match Requirement	Type of Match
\$10,000 or less	10%	May include cash, in-kind donations, labor and/or materials
\$10,000.01-25,000	15%	Same as above
\$25,000.01-50,000	20%	Same as above
\$50,000.01 and above	25%	At least half of the match must be a cash match, the remainder may include in-kind donations, labor, and/or materials

Disbursement of Funds

An applicant must not begin to incur costs to be paid by the NVMG before signing a funding agreement with the City of Garland. Any costs incurred prior to the execution of the signed agreement will not be funded by the City of Garland. The applicant will act as the General Contractor for most approved projects. Funds for the project will be disbursed by the city to the neighborhood association after the completion of the project.

Applicant must expend required match as indicated in the proposal prior to the expenditure of City funds and must formally submit a request in writing to the ONV with all supporting documents.

Cancellation of Projects

Failure to meet the terms of the Funding Agreement may result in the cancellation of the project and a one-year application restriction. Applicants must begin implementation within 12 months of City Council approval to avoid termination of the project. Requests for time extensions must be submitted to the Office of Neighborhood Vitality in writing.

Current Neighborhood Vitality Matching Grant Guidelines

PURPOSE



The City of Garland promotes and supports community efforts that contribute to vital neighborhoods. The City Council has allocated funds through the Neighborhood Vitality Matching Grant Program to stimulate and enhance opportunities for residents to address neighborhood concerns and special needs. As we approach build out, we recognize the need to creatively plan and partner with residents to ensure that Garland as a whole continues to be a place where families and businesses want to invest their time and money.

PROGRAM DESCRIPTION

The grant program is designed to provide assistance to specific neighborhood projects that provide a public benefit thereby promoting a stronger, safer, and healthier community. The City will enter into agreements with organized, active, registered homeowner and neighborhood associations or groups that organize for the specific purpose of completing a neighborhood improvement project (See terms of Neighborhood Vitality Agreement.) within the City of Garland. These agreements will pertain to, but are not limited to the following types of physical improvement projects:



- ❖ Entry features (new construction and renovations)
 - ❖ Landscape design and improvements
 - ❖ Neighborhood enhancement features such as sidewalk and lighting improvements
 - ❖ Neighborhood recognition signage
 - ❖ Screening Walls (new construction and renovations)
-
- Individual persons or businesses are not eligible to receive funding.
 - Religious organizations and businesses may not apply as the primary applicant, but may partner with organized associations or groups to successfully accomplish a project that will provide an area benefit.
 - Two or more associations or groups may collaborate to plan and implement a neighborhood improvement project.
 - City staff may also partner with a neighborhood group or groups to plan and implement projects in accordance with the Strategy for Vital Neighborhoods.
 - **Funds may not be used for maintenance type projects.**
 - **Program funds may not be used to replace an association's operating budget.**
 - **Projects must not require on-going maintenance from the City of Garland.**
 - **Projects must not conflict with city policies or codes.**
 - **Expenditures incurred or project commitments made prior to the grant program are not eligible for funding.**

TERMS OF NEIGHBORHOOD VITALITY AGREEMENT



Grantee must be an established entity. Association by-laws and registration should be provided along with the application packet. If the entity is registered with the Office of Neighborhood Vitality, confirm that the registration form is current and that a copy of the association's by-laws are on file.

A neighborhood group may organize for the sole purpose of completing a neighborhood improvement project. A notarized document outlining the group name, purpose, and project contacts must be provided with the application. City staff is available to assist in the planning and establishment of new associations or groups.

Grants will not exceed \$100,000. Each association or group will be expected to provide a match based on the size and scope of the project, neighborhood size, and operating budget. The association match may include cash contributions, materials, or sweat equity where applicable at the rate of \$12.00 per hour with the exception of professional services, which will be rated at the fair market value for the type of service provided.

Funding Priorities and Restrictions. Projects will be ranked according to the municipal benefit. Each project will be evaluated on the basis of how well it addresses the City of Garland's goals for safe, vital neighborhoods. The association or group must actively seek the involvement of area residents in the planning and implementation of the project. When there are more projects requested than funding will allow, the following criteria will be used to determine funding priorities:

- ❑ Projects that serve to revitalize older or declining neighborhoods will receive higher priority than newer neighborhoods.
- ❑ Projects that impact major thoroughfares will receive a higher priority than those that impact interior streets.
- ❑ Projects that further neighborhood goals and complement other public improvements will be chosen for their increased community benefit.

Applicants are eligible to receive up to \$100,000 within a five-year time-frame. The completion date of the applicant's first project will serve as the benchmark for the five-year timeframe.

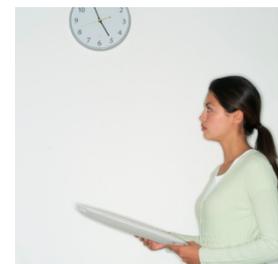
An association may not apply for additional funding if a previous grant project has not been completed.

APPLICATION PROCESS

Application Deadlines

Applications for projects are accepted twice a year from neighborhood-based associations or groups and must be submitted on the approved application form provided by the Office of Neighborhood Vitality. Applications may be obtained from the City of Garland website, <http://www.garlandtx.gov> or by calling 972-205-3864. Completed applications should be mailed to:

City of Garland
Office of Neighborhood Vitality
PO Box 469002
Garland, TX 75046-9002
Attention: Laura Castillo



Funding is available each fiscal year beginning October 1, 2004. Applications will be accepted twice a year, September 1st and March 1st. Should either of these dates fall on a holiday, Saturday or Sunday, the following business day will apply.

Funding Proposal

The association or group will submit an approved application form with a complete description of the project and subsequent maintenance. The application will be used as a guide for drafting the formal agreement and must include the following information:

Contact Names and Association Description

The description shall list names and telephone numbers of officers of the association or group who have the authority to enter into the agreement. Included in this portion of the work plan will be the date of incorporation or registration with the Office of Neighborhood Vitality. If the group is organized for the sole purpose of completing this project, a notarized letter of intent is required (See terms of Neighborhood Vitality Agreement).

Project Purpose

The project purpose shall include the identification of the benefits to the neighborhood and the City of Garland. This shall include a description of enhancements, what problems the project is to solve, and how it will solve them as well as any other information supporting your application.

Project Plan

Provide a description of the proposed project. Fully disclose all elements of the project. Failure to do so may result in the denial or cancellation of the project.

Project Funding

Include itemized list of projected costs. This shall include how the cost estimate was developed. List the funding requested from the City of Garland, matching funds from the association, and any other in-kind donations. **Project estimates for reputable contractors must be included.**

Maintenance Plan

A maintenance plan will include a description for the on-going maintenance of the project as well as methods of maintenance. Materials, which do not require a high level of maintenance, should be used. Staff will ensure through this aspect of the work plan that the project will not act to change the current level of maintenance performed by the City of Garland in areas for which the City is responsible.

Additional Information

Applicants should provide supporting documents such as:

- Photographs of the proposed project area;
- Plans or maps indicating the project in relation to the neighborhood and surrounding community;
- Signed maintenance agreements and conditions; and
- Letters of intent to provide matching funds, in-kind donations, labor, or materials.

Application Review

Applications will be read and evaluated by a technical review committee consisting of members from various city departments to insure that the minimum criteria are met. Any group that does not meet the funding criteria will be notified. The committee will present funding recommendations to the Garland City Council who will make the final award decisions.

All Neighborhood Vitality applications will be rated using the following criteria. As you plan the project and prepare the application, please be sure the application addresses each area.

Criteria	Scoring Weight	Explanation of Criteria
Neighborhood Status/ Maturity	20	The condition and age of the neighborhood demonstrates a need for intervention.
Community Benefit	20	Project proposes a good approach to a neighborhood problem and helps improve the quality of life in the neighborhood and/or aesthetics of the area.
Project Feasibility	20	The project is cost effective, achievable, realistic, sufficiently funded, no on-going maintenance required from the City of Garland.
Community Involvement	15	Demonstrated participation of residents in planning and application process.
Environmental Impact	10	Implementation or completion of the project will not negatively impact the environment or surrounding area.
Match	10	Match is realistic and appropriate to the project. Letters of intent are provided for in-kind donations or cash.
Other	5	Uniqueness of the project, innovative or groundbreaking.
TOTAL SCORE		

DISBURSEMENT OF FUNDS

The applicant will act as the General Contractor for most approved projects. Funds for the project will be disbursed by the city after monitoring and evaluation of the project.

An applicant may not begin to incur costs to be paid by the Neighborhood Vitality Grant before signing a funding agreement with the City of Garland.

Applicant must expend required match as indicated in the proposal prior to the expenditure of City funds.

CANCELLATION OF PROJECTS

Failure to meet the terms of the Funding Agreement may result in the cancellation of the project and a one-year application restriction. **Applicants must begin implementation within 12 months of City Council approval to avoid termination of the project.** Requests for time extensions must be submitted to the Office of Neighborhood Vitality in writing.

MATCH REQUIREMENTS

Match requirements will be based on the association's fiscal strength and the cost of the project. The following is a standard guideline for match.

Project Cost	Match Requirement	Type of Match
\$10,000 or less	10%	May include cash, in-kind donations, labor and/or materials
\$10,000.01-25,000	15%	Same as above
\$25,000.01-50,000	20%	Same as above
\$50,000.01 and above	25%	At least half of the match must be a cash match, the remainder may include in-kind donations, labor, and/or materials

- ❑ The type of match must be appropriate to the needs of the proposed project.
- ❑ All volunteer labor is valued at \$12.00 per hour except in the case of professional services.

PROJECT DEVELOPMENT TIPS



1. Choose a project that will generate as much community support as possible and that addresses a known problem or concern. Talk to your neighbors to encourage involvement. This effort will also work to create a sense of community in your neighborhood.
2. If your area is not currently organized, contact the Office of Neighborhood Vitality to begin the organization process. Organized associations should call to register with the city.
3. Begin your work plan by listing the activities needed to accomplish the community goal. Some initial research may be necessary to prepare your funding proposal.
4. Determine what resources are needed and develop a preliminary budget.
5. Determine the type and the percentage of match you can provide for completion of the project.
6. Review all application requirements before you begin.
7. Contact the Neighborhood Vitality Manager for technical assistance in completing the application.
8. Create a timeline that includes the application, review, and tentative implementation time. This will also be helpful in your discussions with city staff and keeping your neighbors abreast of the project.
9. Do not assume that the application review committee is familiar with your neighborhood. Document and support your proposed project.
10. A complete application includes all documentation and attachments.
11. Late applications will not be accepted.
12. Please do not bind applications. Do not include tabbed dividers or staples.



City Council Item Summary Sheet

Work Session

Date: August 31, 2015

Agenda Item

Charter Review

Summary of Request/Problem

At the request of Council Member Stephen W. Stanley and Deputy Mayor Pro Tem Lori Barnett Dodson, Council is requested to discuss a Charter Review. A list of items for possible review is attached.

Recommendation/Action Requested and Justification

Council discussion and direction.

Submitted By:

Approved By:

Bryan L. Bradford
City Manager

Charter Review Committee Requested Review Items.

1. Art. I, Sec. 2 - Form of Government.
Council and City Manager form of government – Mayor and Council establish policy and City Mgr. executes.
2. Art. I, Sec. 5 – Annexation
Review current laws against this section.
3. Art. II, Sec 2 – Power of the City
Potential future annexations.
4. Art. II, Sec 2 – Power to Acquire Property
Upgrade this section in light of off system transmission capabilities.
5. Art. II, Sec. 4 – Municipal Court
Municipal Court of Record.
6. Art. III, Sec 3 – Council Approval of Council Expenses
Equal allocation of CC budget; @ 1/8th for each Council Member. Use it or lose it?
Additional monies could be added with City Council approval or Council Budget Committee Approval with appeal to full Council if necessary.
7. Art. III, Sec 4 – Powers of Mayor & Mayor Pro Tem
Make gender neutral and any duties as prescribed by Ordinance of City of Garland.
8. Art. III, Sec. 9 – Adopt City Council Rules and Policies on an annual basis.
9. Art. IV, Sec. 1, (I) – Summon Witnesses
Clarify whom the Council can legally summon to appear.
10. Art. IV, Sec. 3 – Council not to interfere with City Mgr's appointments.
Clarify whom these appointments are.
11. Art. IV, Sec. 5 – City Secretary
Who shall appoint the City Secretary, City Council or City Manager.
12. Art. IV, Sec. 6 – City Judge
Make gender neutral
13. Art. IV, Sec. 9 – City Treasurer
Delete this section regarding City Treasurer
14. Art. VI, Sec. 1 – Qualifications
Creation of departments; look to make more flexible - up-to-date of department responsibilities.
15. Art. VIII, Sec. 3 – Budget & Form
CIP – Make sure that it's spelled out in Charter that the CIP is done separately than the Operating Budget.
16. Art. VIII, Sec. 6 – Budget & Adoption
City Manager "cramdown" provision clarify that budget submitted by CM for THAT budget year is the cramdown version. (Check State Law)
17. Art. IX, Sec. 2 – Reference to old State Law. Make generic.
18. Art. XII, Sec. 1 – City Election
Reference to election date needs to be generic; delete "expired" term.
19. Art. XV, Sec. 4 – Check State law on transportation systems. Delete reference to "Dallas")

20. Art. XV – Delete? Not used.
Check all of Art. XV for current need or up to date with State Law.
21. Art. XVII – Miscellaneous Provisions
Reference to City Secretary, Electronic payments & signatures. Review for needed updates as required by new State Law.
22. Art. XVII, Sec. 12 – Submission of Charter to Electors
Delete reference to election in 1951 (review all of this section for need to remain)
23. Art. XVII, Sec. 14 – Liability Coverage for City Officials.
Check with Erika? (Check with Brad?)
24. Art. XVII, Sec. 15 – Amendment of Charter
Notice by mail to all registered voters????
25. Art. XVII, Sec. 16 – Meritorious Claims
Increase \$\$\$ amount?????



City Council Item Summary Sheet

Work Session

Date: August 31, 2015

Agenda Item

Discussion of 2015-16 Proposed Budget

Summary of Request/Problem

This item is being posted in the event the City Council requests to have discussions or staff presentations related to the 2015-16 Proposed Budget.

Recommendation/Action Requested and Justification

Questions and discussion regarding the 2015-16 Proposed Budget.

Submitted By:

Ron Young
Director of Budget & Research

Approved By:

Bryan L. Bradford
City Manager



City Council Item Summary Sheet

Work Session

Date: August 31, 2015

Agenda Item

Discuss Dean International, Inc. Consultation Services Retainer Agreement

Summary of Request/Problem

At the request of Council Member Stephen W. Stanley and Deputy Mayor Pro Tem Lori Barnett Dodson, Council is requested to discuss and provide direction on extending the existing Consultation Services Retainer Agreement with Dean International, Inc.

Dean International has provided a draft Consultation Services Retainer Agreement for Council consideration. See attachment.

Recommendation/Action Requested and Justification

Council discussion and direction.

Submitted By:

Approved By:

Bryan L. Bradford
City Manager

CONSULTATION SERVICES RETAINER AGREEMENT

This Agreement is made and entered into between the City of Garland, Texas ("City"), and Dean International, Inc. ("Consultant").

W I T N E S S E T H

For and in consideration of the agreements contained herein, City and Consultant agree as follows:

1. Retention of Consultant.

(A) For the term of this Agreement, the City agrees to retain Consultant, and Consultant agrees to provide, transportation consulting services as more particularly described in the scope of services attached hereto as Exhibit A. Consultant shall provide such services and those incident services diligently, to the best of its abilities, and in the promotion of the best interests of the City.

(B) Consultant will prepare and submit monthly summaries and quarterly briefings to the City regarding the accomplishments, results, and efforts relating to the services described in the scope of services. Consultant agrees to submit each monthly summary by the tenth day of the following month. Quarterly briefings to the City Council should display the accomplishments, results and efforts from the prior quarter.

(C) The City recognizes that nothing in this Agreement and nothing in the Consultant's statements to the City will be construed as a promise or a guarantee concerning the outcome of the Consultant's undertakings or efforts on behalf of the City and that the Consultant's comments about the outcome of the City's matters represent an expression of opinion only. The City acknowledges that (i) Consultant cannot and does not make any such promises or guarantees; and (ii) that Consultant's entitlement to payment of fees and expenses is not contingent upon the results obtained or the final disposition of the services for which the Consultant has been retained. The City also acknowledges that Consultant represents other clients in similar matters and agrees that if such representation results in an actual or potential conflict, the City may, upon reasonable request by Consultant, waive such conflicts by written waiver agreement. Consultant agrees and represents that it will exercise ordinary care in representing the interests of the City in the matters subject to this Agreement.

2. Compensation.

(A) City shall pay Consultant for the services of Consultant a fee of \$30,000 per month.

(B) City will pay or reimburse, as the case may be, documented, actual, necessary, and reasonable non-routine out-of-pocket expenses incurred by Consultant in performing services under this Agreement for the City. Non-routine expenses include long-distance telephone and

long-distance fax charges, postage, outside copying charges, travel/lodging expenses, and similar business-related expenses (other than usual office overhead, the cost of which is included in the fee specified in 2(A)). Such reimbursable expenses may not exceed \$360,000.00 annually without the prior written approval of the City.

3. Records; Reports and Work Product; Billing.

(A) Consultant shall produce, maintain, and keep records of all work done by Consultant on behalf of the City. Unless otherwise approved in writing by the City, payment of expenses incurred by Consultant shall be based upon actual expenses, without mark-up, and shall be supported by receipts, vouchers or other acceptable proof of payment. The City may review, during business hours and upon reasonable notice, all records kept and maintained by Consultant in relation to this Agreement. Consultant shall retain such records for a period of not less than three years following completion of the work performed or the date of payment or reimbursement of the expense incurred.

(B) Consultant may invoice City for services performed and expenses incurred no more frequently than once per month. Bills for Consultant's expenses are payable within fifteen (15) days of receipt by the City provided that Consultant has timely submitted the bill(s) for reimbursement or payment. An overdue payment that is not disputed by the City shall bear interest at the rate of one percent per month. The parties specifically agree that the terms of this Agreement supersede the applicability of the Prompt Payment Act. Interest on an overdue payment stops accruing on the date the City mails or electronically transmits payment.

4. Status of Consultant.

(A) Consultant acknowledges that Consultant is an independent contractor of the City and that neither the Consultant nor any of its employees or independent contractors is an employee, agent, borrowed servant, official or representative of the City. Consultant shall not represent, either expressly or through implication, that it or any of its employees, agents or independent contractors is an employee, agent, borrowed servant, official or representative of the City. Income taxes, self-employment taxes, social security taxes, workers compensation coverage or insurance and the like are the sole responsibility of the Consultant.

(B) Consultant acknowledges and agrees that, as an independent contractor, Consultant shall have no authority for:

(1) The hiring, evaluation, assignment, scheduling, promotion, discipline, or termination of any City employee;

(2) The supervision, direction, or control of work or work activities of City employees, or the determination of work methods or processes to be followed by City employees; or

(3) The execution of any agreements on behalf of the City, or in any other manner binding or committing financial or other resources of the City without written authorization from the City Manager.

5. Term; Termination; Renewal. This Agreement shall be effective for a term of ~~twenty-one (21)~~ twelve (12) calendar months following the Effective Date as set forth above the signatures of the party, coming to term on September 30, 201~~5~~6. The City may terminate this Agreement if Consultant fails or refuses to fulfill or perform any covenant, agreement or obligation of Consultant under this Agreement or if Consultant fails or refuses to devote sufficient time and effort to the work to be performed under this Agreement, and such failure or refusal continues without correction for a period of sixty (60) or more consecutive days following written notice by the City. Within ten (10) days after receipt of such written notice by Consultant, City and Consultant shall meet to outline a mutually acceptable performance optimization plan that is to be implemented over the sixty day period commenced with the delivery of notice. At the end of that period, if the City remains dissatisfied with the performance of Consultant, the City may send a notice of termination setting forth with material specificity the nature of its dissatisfaction and providing Consultant with a further thirty (30) days in which to cure the reasons for termination specified in the second notice. If Consultant is unable or unwilling to cure the reasons for termination to the satisfaction of the City, then the City may terminate this Agreement by delivery of written notice of termination to the Consultant. In the event the City terminates this Agreement and Consultant is not in default or in breach of this Agreement, City agrees to pay Consultant for all services actually performed and for expenses actually incurred as of the day of termination provided that such services and expenses conform to the terms of this Agreement. Not less than sixty (60) days prior to the anniversary date of this Agreement, Consultant may request in writing to the City Council a renewal of this Agreement for another one year term by means of a mutually agreed written agreement executed by both the City and the Consultant. Any renewal of this Agreement shall require the approval of the City Council.

6. Notices. Any notice required or desired to be given to either party hereto shall be deemed to be delivered: (i) on the date of delivery, if hand delivered; (ii) one (1) day after sending, if sent by overnight courier; or (iii) three (3) days after the same is posted in a U.S. mail receptacle, postage prepaid, to the address of the applicable party set out below such party's signature hereinbelow, if sent by mail. Either party hereto may change such party's address for notice to another address within the United States of America, 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.

7. 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.

8. 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 provisions 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.

9. **Waiver.** Either party shall have the right to waive any requirement contained in this Agreement, which is 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.

10. **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. This Agreement is performable in Dallas County, Texas, and exclusive venue for any action arising out of this Agreement shall be in Dallas County, Texas.

11. **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. The parties acknowledge that they have read and participated in the preparation of this Agreement so that this Agreement shall not be construed either more or less strongly in favor of or against either party.

12. **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.

13. **Counterparts.** This Agreement has been executed in multiple counterparts, each of which shall be deemed an original, and all of which shall constitute but one and the same instrument.

14. **Relationship of Parties.** 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 or of joint venture or of any association whatsoever between the parties, 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 an independent contractor.

15. **Exhibits.** All exhibits attached hereto are incorporated herein by reference for all purposes wherever reference is made to the same provided that, to the extent of any conflict between the terms of this Agreement and the terms of any exhibit, the terms of this Agreement shall control.

16. **Non-Collusion.** Consultant represents and warrants that Consultant has not given, made, promised or paid, nor offered to give, make, promise or pay any gift, bonus, commission, money or other consideration to any person as an inducement to or in order to obtain the work to be provided to the City under this Agreement. Consultant further agrees that Consultant shall

not accept any gift, bonus, commission, money, or other consideration from any person (other than from the City under this Agreement) for or arising from any of the services performed by Consultant under or related to this Agreement. If any such gift, bonus, commission, money, or other consideration is received by or offered to Consultant, Consultant shall immediately report that fact to the City and, at the sole option of the City, the City may elect to accept the consideration for itself or to take the value of such consideration as a credit against the compensation otherwise owing to Consultant under this Agreement.

17. Confidentiality; Fiduciary Obligations.

(A) Consultant acknowledges that, in the course of providing its services to the City under this Agreement, Consultant and its employees will be given highly-sensitive, proprietary, and competitive information (“Confidential Information”). Such Confidential Information includes all documents, software, reports, data, records, forms and other materials obtained by Consultant from the City in the course of performing the services (including, but not limited to, client records and information): (i) that have been marked as confidential; (ii) whose confidential nature has been made known by City to Consultant; or (iii) that due to their character and nature, a reasonable person under like circumstances would treat as confidential. Consultant shall not, without the express written consent of the City, disclose any such information to any third party or in any other manner that may compromise the interests of the City. Consultant shall retain all Confidential Information in the strictest confidence.

(B) Consultant is providing its services and is receiving compensation for those services in a fiduciary capacity under this Agreement. Therefore, Consultant agrees that it shall not use Confidential Information for any purpose other than in furtherance of the purposes described in this Agreement; that is, in furtherance of its professional obligations and services to the City. Neither Consultant nor any of its employees shall be engaged in any competitive or conflicting activity without the express written consent of the City Council nor shall Consultant or its employees accept any employment, enter into any agreement, or engage in any activity that could conflict with Consultant’s fiduciary obligations to the City. Consultant shall exercise extreme care to avoid conflicts, unintended or otherwise, which may arise in the future. Consultant shall disclose any other dealings that Consultant may have with others that in any manner relate to the activities, functions or operations of the City.

[Signature page follows]

Effective as of the ~~5th day of March, 2014~~ October 1, 2015 (“the “Effective Date”).

CITY:

CITY OF GARLAND, TEXAS

CONSULTANT:

DEAN INTERNATIONAL, INC.

~~William E. Dollar~~ Bryan Bradford
City Manager

David A. Dean
President and CEO

ADDRESS FOR NOTICE:

CITY

City of Garland
200 N. Fifth Street
P. O. Box 469002
Garland, Texas 75046-9002
Attn: City Manager

CONSULTANT

Dean International, Inc.
8080 Park Lane, Suite 600
Dallas, Texas 75231

With a copy to:

City Attorney
200 N. Fifth St.
P.O. Box 469002
Garland, Texas 75046-9002

Exhibit A Scope of Work

Consultant agrees to perform the following services on behalf of the City:

- A. **Strategic Transportation Enhancement Plan.** Consultant will create, develop, prepare, and maintain a Strategic Transportation Enhancement Plan (hereinafter STEP) for the purpose of maximizing funding and project development of projects prioritized by the City for project development within the city limits of Garland, including the implementation of the STEP as it relates to IH-635 East, SH-78, ~~Garland Industrial Focus, DART~~, and IH-30.

The STEP will be a written document that will be updated annually and periodically as directed by the City and will reflect a detailed listing of the then-current funding opportunities for transportation projects as identified above and the potential strategies to assist the City in qualification of the same.

The STEP will also anticipate the need for further stakeholder consideration as necessitated by transportation policy developments from the 84th Legislative Session and any changes in the forthcoming federal surface transportation reauthorization legislation. Additional focus will be given to regional stakeholders, particularly cities along the corridor, Dallas County, the Regional Transportation Council/North Central Texas Council of Governments, North Texas Tollway Authority, and TxDOT Dallas District.

For purposes of contract compliance, the City and Consultant acknowledge that while there needs to be a degree of flexibility in addressing the transportation needs of the City as herein outlined, that the creation of the STEP and projects of interest will outline the process and procedure relating to IH-635 East, SH-78, and IH-30, ~~Garland Industrial Focus, and DART Focus~~ within the Garland city limits by which the City and Consultant agree to relate to each other during the term of this Agreement.

The City and Consultant agree that the following projects will be evaluated and City and Consultant will actively pursue the following projects being included in the STEP as well as specifically outlined goals and objectives agreed to by City and Consultant:

IH-635 East

Examine possibilities to enhance the corridor, and identify and assist in the implementation of effective solutions to the high traffic volumes and needed frontage roads; examine the feasibility of the creation of a corridor coalition of municipalities and interested organizations and businesses along IH-635 with the purpose of bettering the corridor.

Key concepts that will be advocated for, but not limited to, are:

- Continuous Frontage Roads from US 75 to IH-30
- Enhanced Access with Strategically Placed Entrance and Exit Ramps
- Aesthetic Enhancements to the Corridor
- Continuous 2+2 Managed lanes from US 75 to IH-30
- Reconstruction and reconfiguration of the main lanes below grade
- Sound Walls and Noise Abatement
- TIFIA Loan and Federal Participation
- Federal Control of Access Issues
- ~~CDA Authorization in the 84th Legislative Session~~

Firm will also work with the City to identify and evaluate various financing opportunities for the project, including ~~but not limited to public-private and public-public partnerships for the project and the various means of City participation in this project~~ the Expiring Revenue Enhancement (ERE), as well as the construction methods and highway configurations that will accommodate the needs of the corridor.

SH-78

Examine the possibilities for the betterment of the corridor including but not limited to various transit services, corridor zoning, and aesthetic improvements, and mobility options, while working in a coordinated effort with other municipalities; key objectives will be to monitor proposed improvements to the corridor, analyze options for the corridor realignment, and the redesign of the corridor as well as identify Federal and State programs from which funding could be secured.

IH-30

Examine possible enhancements and improvements needed for the maximization of the potential and opportunities of the corridor including improved frontage roads and access, intersections, and corridor aesthetics and zoning improvements. The TxDOT project encompassing IH-30 in Garland will be analyzed and evaluated with improvements noted and suggested with a focus on land use and the optimization of development opportunities along this catalyst area.

Garland Industrial Focus

~~Develop an assessment of the transportation infrastructure needs related to the industrial centers within the City of Garland and along primary routes~~

~~means of ingress and egress. Highways, rail and alternative transportation options will be identified and analyzed. Policy developments that will be examined and analyzed for this focused area will include:~~

- ~~• State tax policies, possibilities of City rail districts, tax free advantage districts, foreign trade zones, inland port connectivity, rail service and support, and other issues agreed to by City and Consultant.~~
- ~~• Working with Garland Leadership to create strategic opportunities and alliances between the City of Garland and Texas seaports in order to strengthen the industrial base for the City~~
- ~~• Create a transportation framework and communications strategy to effectively communicate the City's efforts to the industrial base within and without of the City to retain, expand, and recruit businesses to the City~~

~~**DART Focus**~~

~~Monitor the DART agency and create, through the Council with assistance from City Staff, policy suggestions to manage and fully take advantage of the City's contribution to the agency and through strategic opportunities, identify improvements and expansion opportunities throughout the City of Garland's transit system, and advocate for those needs to the agency.~~

- B. **Public Policy Survey.** Monitor meetings and prepare reports as appropriate, generally keeping the City informed of relevant transportation-related actions by the following agencies to the projects identified above: various transportation-related agencies and organizations at the local, state and federal levels of government, including the U.S. Congress and appropriate committees, U.S. Attorney General, U.S. Department of Transportation agencies including the Federal Aviation Administration, Federal Highway Administration, Federal Railroad Administration, Federal Transit Administration, Texas Governor's Office, Texas Attorney General's Office, Texas Legislature and appropriate committees, Texas Transportation Commission, Texas Department of Transportation-Headquarters (Austin), Texas Turnpike Authority, Texas Department of Transportation-Dallas District, Texas Department of Transportation-Fort Worth District, the Dallas Area Rapid Transit Authority, the Fort Worth Transportation Authority, the Denton County Transportation Authority, North Central Texas Council of Governments, Dallas Fort Worth International Airport, Metropolitan Planning Organization, Regional Transportation Council, Dallas Regional Mobility Coalition, Tarrant Regional Transportation Coalition, Dallas County Commissioners Court, Tarrant County Commissioners Court, the City of Dallas, the City of Fort Worth, and others to be mutually agreed upon relating to those projects;

- C. **Legislative and Congressional Strategy.** Develop and implement a legislative and transportation/Dean International, Inc. consulting

congressional strategy designed to enhance funding allocations, opportunities, and alleviate hurdles for the above-reference transportation projects and initiatives, as well as the organization and implementation of annualized legislative days in Austin and congressional days in Washington, D.C. and other legislative tactics and strategies to ensure the projects' completion; Firm will assist the City in staffing, organizing and developing additional Legislative and Congressional opportunities for the City including the IH-635 East Legislative Delegation;

D. **Garland Leadership Forum.** Organize and conduct the Garland Leadership Series wherein key officials from the private sector and from local, regional, state, national and international governments are brought to Garland and briefed on local and regional public policy projects of strategic important to the City multiple times annually;

ED. **Advocacy Group.** Form and administer, under the direction of the City Manager, an educated group of citizens and stakeholders to forward the City of Garland's transportation projects, according to the Council's transportation objectives and recommendations, including IH-635 East, IH-30, ~~DART~~, and SH 78; assist the City in expanding its current Advocacy Group to include stakeholders, citizens, businesses, and various associations from the cities of Dallas and Mesquite and Dallas County; and-

FE. Assist Client in any other service mutually agreed upon by City and Consultant in writing and subject to additional remuneration.



City Council Item Summary Sheet

Work Session

Date: August 31, 2015

Agenda Item

Boards and Commissions

Summary of Request/Problem

Council is requested to consider appointments to Boards and Commission.

Recommendation/Action Requested and Justification

Council discussion.

Submitted By:

Approved By:

Bryan L. Bradford
City Manager