

AGENDA

**CITY COUNCIL WORK SESSION
City of Garland
Work Session Room, City Hall
200 North Fifth Street, Garland, Texas
April 16, 2012
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]

(6:00) 1. Written Briefings:

a. North Texas Municipal Water District Board Member Position

The North Texas Municipal Water District (NTMWD) notified the City that Jack May's term of office as a NTMWD Board Member expires on May 31, 2012. NTMWD has requested that Council reappoint Mr. May or appoint another Director to serve a two-year term from June 1, 2012 to May 31, 2014. Information was posted on the City's website regarding the qualifications of the NTMWD Board Member. Qualified applicants were requested to submit a letter of interest and resume to the City Manager's Office by 5:00 p.m. on April 6, 2012. Mr. Jack May was the only citizen to respond. If Council concurs, an item will be scheduled on the May 1, 2012 Regular Meeting to consider the formal reappointment of Jack May to the NTMWD Board for another two-year term.

Item	Key Person
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(6:10) 2. Verbal Briefings:

a. DART Briefing

Jeffus/Edwards

At the request of Council Member Larry Jeffus and Mayor Pro Tem Preston Edwards, the City's representatives on the DART Board of Directors, Mark Enoch and Michael Cheney, will be present to brief Council on DART's relationship with the City of Mesquite, a non-DART member city.

b. Current Drought Restrictions

Cahill/Jones

At the request of Council Member Jim Cahill and Mayor Ronald Jones, staff will brief Council on the City of Garland's current drought restrictions. The City's representatives to the North Texas Municipal Water District Board, Don Gordon and Jack May, will also be present.

c. City of Garland Visitor's Center

Athas/Williams

At the April 3, 2012 Regular Meeting, Council Members Douglas Athas and Rick Williams requested that the bid award for the City of Garland Visitor's Center Finish-out project be removed from the agenda and placed on the April 16 Work Session agenda for discussion. The bid award for this project is scheduled for formal approval at the April 17, 2012 Regular Meeting.

d. Mobile Food Preparation Vehicles

Willis/Cox

At the request of Council Members John Willis and Laura Perkins Cox, Health Department staff will provide information on the requirements of Section 22.39 of the Code of Ordinances for mobile food preparation vehicles (hot trucks).

e. Dallas County Election Update

Cox/Jeffus

At the request of Council Members Laura Perkins Cox and Larry Jeffus, the Interim City Secretary will update Council on Dallas County election preparations and process for conducting the 2012 City of Garland General Election.

(8:15) 3. Regular Items:

a. 2012-13 CDBG, HOME, and ESG Budgets

Montgomery

Council is requested to discuss and provide direction for funding the CDBG, HOME, and ESG budgets for 2012-13 and the allocation of the balance of the Emergency Solutions Grant funding for 2011-12.

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.

(9:30) 6. Adjourn

Council

(Estimated time to consider)



Meeting: Work Session

Date: April 16, 2012

Policy Report

NORTH TEXAS MUNICIPAL WATER DISTRICT BOARD MEMBER VACANCY

ISSUE

The North Texas Municipal Water District (NTMWD) notified the City that Jack May's term of office as a NTMWD Board Member expires on May 31, 2012. NTMWD has requested that Council reappoint Mr. May or appoint another Director to serve a two-year term from June 1, 2012 to May 31, 2014.

Information was posted on the City's website for 14 days regarding the qualifications of the NTMWD Board Member in order to provide an opportunity for citizens to apply for the position. Qualified applicants were requested to submit a letter of interest and resume to the City Manager's Office by 5:00 p.m. on April 6, 2012. Jack May was the only citizen to respond.

OPTIONS

1. Reappoint Jack May to the NTMWD Board of Directors.
2. Do not reappoint Jack May to the NTMWD.

RECOMMENDATION

Option 1 – Reappoint Jack May to the NTMWD Board of Directors to serve another two-year term from June 1, 2012 to May 31, 2014. If Council concurs, this item will be scheduled for formal consideration at the May 1, 2012 Regular Meeting.

BACKGROUND

Council previously appointed Jack May to serve as one of the City of Garland's representatives to the North Texas Municipal Water District Board of Directors for a two-year term from June 1, 2010 to May 31, 2012.

In accordance with City Council Policy GOV-01, "Council Appointments to and Communications with Outside Agencies/Authorities", notice was placed on the City's website at least 45 days prior to the board member's expiring term for a minimum of 14 days in order to provide citizens the opportunity to apply for the position. The notice was posted from March 23, 2012 to April 6, 2012.

CONSIDERATION

At the close of the 14-day notice period, Jack May was the only citizen to respond. Mr. May submitted a request that Council consider reappointing him to the NTMWD Board for another two-year term.

ATTACHMENTS

Letter from North Texas Municipal Water District
Letter of Interest from Jack May

Submitted By:

William E. Dollar
City Manager

Date: April 10, 2012



**NORTH TEXAS MUNICIPAL
WATER DISTRICT**

Regional Service Through Unity

March 19, 2012

Mr. Bill Dollar, City Manager
City of Garland
P. O. Box 469002
Garland, Texas 75046-9002

RE: NTMWD BOARD MEMBER APPOINTMENT

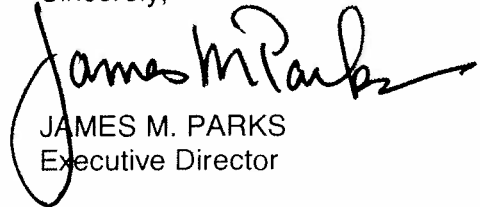
Dear Mr. Dollar:

This is your official notification that Mr. Jack May's term of office as an NTMWD Board Member expires May 31, 2012. The City Council, by a majority vote, should reappoint Mr. May or appoint another Director to serve a term from June 1, 2012, to May 31, 2014.

In accordance with the statute creating the District (Article 8280-141), the qualifications of a Director include the following: "No person shall be appointed a Director unless he resides in and owns taxable property in the city from which he is appointed. No member of a governing body of a city, and no employee of a city, shall be appointed as a Director." Under other state law, no other government official that receives compensation could be appointed.

The cities served by the NTMWD appreciate the work and effort expended by the appointed Directors. It is my practice to visit with new Directors in an orientation session prior to their first meeting; therefore, please notify my office in writing when the City Council has appointed a Director for the new term. Should you have any questions or need additional information, please do not hesitate to contact my office.

Sincerely,


JAMES M. PARKS
Executive Director

JMP/mcf

cc: Mr. Jack May
City Secretary

From: Jack May <jmayh20@aol.com>
Sent: Friday, March 23, 2012 5:32 PM
To: Smith, Cindy
Subject: NTMWD Board Member Appointment.

Ms. Smith, as you are aware I recently received a copy of a letter sent to Mr. Bill Dollar, City Manager, City of Garland, Texas, from Mr. James M. Parks, Executive Director, NTMWD, dated March 19,2012. The letter was official notification of the expiration of my two year term as one of Garland's two representatives to the NTMWD Board of Directors. Please consider this email as my official response to the letter.

I would respectfully ask to be considered for another two year term. While I am only one of 25 Board Members I believe my past 40+ years of Water and Wastewater experience makes me uniquely qualified to serve on this very important Board. As we all know from the drought of 2006-07 and 2011-12 water is a very important part of our citizens and businesses lives and since NTMWD's our only source of wholesale water it is very important the decisions made by the Board of Directors are well thought out and in the best interest of all member and customer cities but especially my home town the City of Garland. My first two years were a learning experience and I not only learned a lot I had a chance to network with the other Board members and NTMWD staff. These relationships are very important and will pay off in the long run. I am currently on the Board's Water and Insurance committee and I will more than likely continue to be on the committees should I be returned to the Board in June.

If I need to write a letter to the Mayor and Council or fill out an application please advise. Thanks! Jack L. May



City Council Item Summary Sheet

☒ Work Session

☐ Agenda Item

Date: April 16, 2012

DART Briefing

Summary of Request/Problem

At the request of Council Members Larry Jeffus and Mayor Pro Tem Preston Edwards, the City's representatives on the DART Board of Directors, Mark Enoch and Michael Cheney, will be present to brief Council on DART's relationship with the City of Mesquite, a non-DART member city.

Recommendation/Action Requested and Justification

Council discussion.

Submitted By:

Approved By:

William E. Dollar
City Manager



City Council Item Summary Sheet

☒ Work Session

☐ Agenda Item

Date: April 16, 2012

Current Drought Restrictions

Summary of Request/Problem

At the request of Council Member Jim Cahill and Mayor Ronald Jones, staff will brief Council on the City of Garland's current drought restrictions. The City's representatives to the North Texas Municipal Water District Board, Don Gordon and Jack May, will also be present.

Recommendation/Action Requested and Justification

Council discussion.

Submitted By:

Approved By:

William E. Dollar
City Manager



City Council Item Summary Sheet

☒ Work Session

Date: April 16, 2012

☐ Agenda Item

City of Garland Visitor's Center

Summary of Request/Problem

At the April 3, 2012 Regular Meeting, Council Members Douglas Athas and Rick Williams requested that the bid award for the City of Garland Visitor's Center Finish-out project be removed from the agenda and placed on the April 16 Work Session agenda for discussion.

The bid award for this project is scheduled for formal approval at the April 17, 2012 Regular Meeting.

Recommendation/Action Requested and Justification

Council discussion.

Submitted By:

Approved By:

William E. Dollar
City Manager



City Council Item Summary Sheet

☒ Work Session

☐ Agenda Item

Date: April 16, 2012

Mobile Food Preparation Vehicles

Summary of Request/Problem

At the request of Council Members John Willis and Laura Perkins Cox, Health Department staff will provide information on the requirements of Section 22.39 of the Code of Ordinances for mobile food preparation vehicles (hot trucks).

Recommendation/Action Requested and Justification

Council discussion.

Submitted By:

Richard Briley
Managing Director of Health & Code
Compliance

Approved By:

William E. Dollar
City Manager



City Council Item Summary Sheet

☒ Work Session

Date: April 16, 2012

☐ Agenda Item

Dallas County Election Update

Summary of Request/Problem

At the request of Council Members Laura Perkins Cox and Larry Jeffus, the Interim City Secretary will update Council on Dallas County election preparations and process for conducting the 2012 City of Garland General Election.

Recommendation/Action Requested and Justification

Council discussion.

Submitted By:

Approved By:

William E. Dollar
City Manager



Meeting: Work Session

Date: April 16, 2012

Policy Report

2012/13 CDBG, HOME, AND ESG BUDGETS

ISSUE

Discussion for funding the CDBG/HOME/ESG budget for 2012/2013 and allocation of the balance of the Emergency Solutions Grant funding for 2011/12

RECOMMENDATION

Council direction is requested

BACKGROUND

The City expects to receive following funding for 2012/2013:

CDBG: \$1,801,509

HOME: \$ 461,266

ESG: \$ 163,368 *(2012 Emergency Solutions Grant)*

The proposed budget for Fiscal Year 2012/2013 must be submitted to the Department of Housing and Urban Development (HUD) by August 15, 2012 for CDBG and HOME and May 15, 2012 for ESG. To this point, there have been three neighborhood meetings to receive input on the proposed use funds. A public hearing was held on April 3, 2012. This item is being brought back to Council on April 16th to discuss proposals and the budget and then adopt the budget on May 1st.

In 2009 President Obama signed the Homeless Emergency Assistance and Rapid Transition to Housing Act or HEARTH Act. The HEARTH Act revamped the Emergency Shelter Grant and re-named the Emergency Solutions Grant. However, HUD did not have final regulations for the Solutions grant until December of 2011. In an effort to facilitate the continued provision of services to the homeless or those at risk of homelessness, HUD divided the overall entitlement into two (2) parts. The first portion of the 2011/12 funding would follow the Shelter Grant regulations and the second portion of the grant that was to be available when the regulations were complete would follow the Solutions regulations. For the City of Garland the 2nd allocation is \$51,440 and requires allocation to subrecipients. The allocation of this portion of the funding will be included in a "Substantial Amendment to the 2011 Annual Action Plan" and will be submitted to HUD on or before May 15, 2012.

The balance of the 2011/12 Emergency Solutions Grant is \$51,440. The total allocation for 2011/12 was \$142,888. An initial \$91,448 was allocated during the normal funding process in May 2011 under Emergency Shelter Grant Regulations.

CONSIDERATION

1. Staff received CDBG applications requesting a total of \$3,772,783 for public service, projects, and administrative use for the next fiscal year. There is an estimated total of \$1,801,509 available through a combination of 2012/2013 entitlement funds and reprogrammed funds (\$4,670). Attached are spreadsheets detailing a five year history of fund allocation, available funds and requests for 2012/2013.
2. HUD regulations limit CDBG monies used for grant planning and administration to no more than 20% of the entitlement funds available, and public service applications to a maximum of 15% of entitlement funds. Funds available for public service total \$269,526 grant planning and administration total of \$359,368. Using the above totals, there is \$1,172,615 available for projects.
3. HOME funds available total \$461,266, requests total \$461,266. HUD regulations allow 10% of the grant for administration and require that 15% of the grant be set aside for use by Community Housing Development Organizations. The balance of the funding is available for projects.
4. Total funds available for the 2012 Emergency Solutions Grant are \$163,368. Regulations require consultation with citizens, the Continuum of Care, stakeholders and business groups to recommend distribution of funding within HUD's basic regulatory requirements. The amount allowed for administration is 7.5% of the grant or \$12,253. The required computer data base services provided by Metro Dallas Homeless alliance equals 5.78% of the overall grant or \$9,443. The remaining 86.72% of the grant was divided among the eligible activities as follows: 36.7% of the grant or \$60,000 was allocated to the emergency shelter (funding for shelter operations and essential services); 15% or \$24,502 for Homelessness Prevention; and 35% or \$57,170 for Rapid Re-housing for the literally homeless. Applications for funding equaled the amount of funding for each category.
5. Applications for the balance of the 2011/12 funding also equaled the amount of designated for each category of funding. Staff received applications requesting a total of \$51,440 for Emergency Solutions Grant funding. Administration is limited to 7.5% of the grant or \$6,145. The sole-source charge for the Homeless Management Information Services data base is 5.78% of the allocation or \$2,973. As a result of the consultation process, the balance of the funding, \$42,322 was allocated to rapid re-housing activities.
6. As in past years, staff has prepared recommendations for the CDBG Projects as well as the HOME and ESG programs. A spreadsheet indicating the history of

allocations and the requests for 2012/2013 funding for the CDBG Public Services is attached for Council deliberation.

ATTACHMENTS

History and Recommendations

Submitted By:

Neil Montgomery
Senior Managing Director

Date: April 11, 2012

Approved By:

William E. Dollar
City Manager

Date: April 11, 2012

CDBG

Public

Services

PUBLIC SERVICES	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13 Requested	2012-2013
Achievement Center of Texas	\$39,000	\$40,500	\$45,000	\$50,000	\$39,600	\$60,000	
The Addicare Group of TX			\$10,800	\$10,800	\$4,800	\$20,000	
Axe Memorial United Methodist Church					\$1,700	\$8,000	
Community of Vietnamese Nationals	\$15,000	\$15,000	\$9,000	\$9,000	\$5,500	\$10,000	
Counseling Institute of Texas	\$15,000	\$15,000	\$13,500	\$13,500	\$9,600	\$50,000	
Dental Health Program	\$38,000	\$40,000	\$45,000	\$47,500	\$38,400	\$38,400	
Hope Clinic	\$5,000	\$7,000	\$18,000	\$29,000	\$24,700	\$32,000	
Galaxy Counseling Center	\$21,500	\$21,500	\$19,800	\$19,800	\$14,600	\$37,500	
Garland Family YMCA	\$10,000	\$10,000	\$12,600	\$12,600	\$8,200	\$12,000	
Garland Police - Youth Boxing Program	\$20,000	\$25,000	\$25,740	\$32,000	\$25,200	\$32,000	
Girl's Escape Club	\$5,000	\$5,000	\$4,500	\$4,500	\$3,400	\$4,000	
Mount Hebron Literacy Enhancement	\$8,500	\$8,500	\$7,650	\$7,650	\$5,500	\$10,000	
Mount Hebron Summer Arts Program						\$30,000	
Lawn Care Program (Code Compliance)	\$25,000	\$27,000	\$27,000	\$27,000	\$22,505	\$30,000	
New Beginning Center	\$35,000	\$30,000	\$27,000	\$28,134	\$24,700	\$52,080	
Parks S.T.A.R.S. Summer Program	\$30,000	\$30,000	\$31,500	\$31,500	\$26,500	\$80,000	
Reinventing Human Capital	\$6,000	\$5,955	\$4,915	\$4,000		\$30,000	
Salvation Army - After School Program	\$10,000	\$10,000	\$9,000	\$9,000	\$6,900	\$20,000	
Salvation Army - Rentl Mortgage Asst	\$7,000	\$8,000			\$6,900	\$50,000	
Senior Citizens (Garland Ombudsman)			\$9,000	\$9,000	\$7,400	\$7,400	
Urban League -Homeless Prevention					\$13,800		
Total	\$328,676	\$316,955	\$320,005	\$344,984	\$289,905	\$613,380	\$0
Available Funds	\$328,676	\$316,955	\$320,005	\$344,984	\$289,905	\$269,526	\$269,526

CDBG PROJECTS

PROJECTS	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13 Requested	Recommended
<i>Code Enforcement</i>	\$181,100	\$182,000	\$182,000	\$182,000	\$172,248	\$182,000	182,000
<i>Infrastructure Improvements</i>	\$1,114,000	\$1,016,000	\$918,000	\$1,100,000	\$821,000	\$2,240,000	612,000
<i>Minor Emergency Home Repair</i>	\$50,000	\$50,000	\$50,000	\$50,000	145,925*	\$175,035	175,000
<i>Neighborhood Enhancement</i>	\$50,000	\$90,000	\$99,070	\$50,000	\$45,925	\$50,000	50,000
<i>People Helping People</i>	\$50,000	\$50,000	\$25,000				0
<i>Single Family Housing Rehabilitation</i>	\$321,479	\$329,510	\$281,706	\$234,934	\$163,632	\$153,000	153,615
Total	\$1,766,579	\$1,766,579	\$1,717,510	\$1,716,934	\$1,348,730	\$2,800,035	\$1,172,615
Available Funds		\$1,766,579	\$1,717,510	\$1,716,934	\$1,348,730	\$1,172,615	\$1,172,615

*Includes reprogrammed funds

INFRASTRUCTURE PROJECTS - REQUESTED		
Saddleback, Robin to Canyon		\$399,000
Brookhollow, Briarwood to Carlos		\$213,000
Total		\$612,000

ADMINISTRATION	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13 Requested	Recommended
<i>Grant Administration</i>							
Available Funds	\$476,585	\$438,235	\$422,606	\$459,978	\$386,540	\$359,368	\$359,368

HOME FUNDING

Administration	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13 Request	Recommended
<i>Administration</i>	76,433	74,189	82,400	81,771	51,385	46,127	46,127
Total Funding Requested							
Total Funding Available	76,433	74,189	82,404	81,771	72,355	46,127	46,127
CHDO	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13 Request	Recommended
<i>CHDO Operating</i>							
<i>Habitat for Humanity-CHDO Infill Housing</i>	114,650	111,283	111,283	122,657	108,533	150,000	69,190
Total Funding Requested						150,000	
Total Funding Available	114,650	111,283	113,606	122,657	108,533	69,190	69,190
HOME "Projects"	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13 Request	Recommended
<i>GHFC - Infill Housing</i>	200,000	203,207		-			
<i>GHFC -DPA</i>				-			
<i>New Begining Ctr-TBRA</i>				25,000			
<i>Housing & Community Services - Infill Housing</i>	123,251	203,206	406,413	398,283	342,665	145,949	145,949
<i>Housing and Community Service - Downpayment Assistance</i>	250,000	150,000	150,000	190,000	200,000	200,000	200,000
Total Funding Requested						345,949	345,949
Total Funding Available	573,251	556,413	628,031	613,283	542,655	345,949	345,949

EMERGENCY SOLUTIONS GRANT

Administration	2011/12 Request	Recommended	2012/13 Request	Recommended
Housing & Comm. Serv	6,145		12,253	12,253
Total Funding Requested				
Total Funding Available	6,145		12,253	12,253

Shelter Operations & Essential Services	2011/12 Request	Recommended	2012/13 Request	Recommended
<i>New Beginning Center</i>			60,000	60,000
Total Funding Requested				
Total Funding Available			60,000	60,000

Prevention	2011/12 Request	Recommended	2012/13 Request	Recommended
<i>Mount Hebron Urban Community Housing</i>			24,502	24,502
Total Funding Requested			24,502	24,502
Total Funding Available			24,502	24,502

Rapid Re-Housing	2011/12 Request	Recommended	2012/13 Request	Recommended
<i>New Beginning Center</i>	42,322			
Urban League of Greater Dallas and NC Tx			57,170	57,170
Total Funding Requested			57,170	57,170
Total Funding Available	42,322		57,170	57,170

Data Collection	2011/12 Request	Recommended	2012/13 Request	Recommended
<i>Metro Dallas Homeless Alliance</i>	2,973		9,443	9,443
Total Funding Requested				
Total Funding Available	2,973		9,443	9,443