

AGENDA

**CITY COUNCIL WORK SESSION
City of Garland
Work Session Room, City Hall
200 North Fifth Street, Garland, Texas
March 5, 2013
5:30 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]

(5:30) 1. Written Briefings:

a. Notice of Intent to Issue Certificates of Obligation

On February 5, 2013, Council approved the 2013 Capital Improvement Plan (CIP) which contemplates a certificate of obligation bond sale in the amount of approximately \$13.2 million to fund a portion of the CIP. Council is requested to consider approving a notice of intent resolution at the March 19, 2013 Regular Meeting to provide legal authorization for the certificates. Approval of the notice of intent resolution will not obligate the City to issue debt.

b. Amend Project and Financing Plan for Tax Increment Reinvestment Zone Number One

Council is requested to consider amendments to the Project and Financing Plan for the Downtown/Forest-Jupiter Tax Increment Financing Reinvestment Zone that are required due to its funding participation in the City Center Project. If Council concurs, this item will be scheduled for formal consideration at the March 19, 2013 Regular Meeting.

c. BioTel System Interlocal Agreement

Council is requested to consider authorizing a one-year interlocal agreement in the amount of \$107,674 with the City of Dallas for BioTel System services for medical control for emergency medical services. If Council concurs, this item will be scheduled for formal consideration at the March 19, 2013 Regular Meeting.

d. Partial Right of Way Abandonment – 2318 Monarch Drive, Parkview Estates No. 2, Lot 18, Block 1

Council is requested to consider abandoning 0.0065-acre/283 sq. ft. of right-of-way adjacent to a vacant lot at 2318 Monarch Drive in the City of Garland to Hao Pham in the amount of \$1,189.

e. Unnamed Street Segments Between Country Club Road and Hebron Drive

Two small street segments linking Country Club Road and Hebron Drive are unnamed. Council is requested to consider naming these streets to expedite service by emergency vehicles. If Council concurs, a public hearing will be scheduled at the March 19, 2013 Regular Meeting.

Item	Key Person
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(5:45) 2. Verbal Briefings:

a. City Manager's 2013 Management Agenda **Dollar**

City Manager William E. Dollar will brief Council on his 2013 Management Agenda.

b. City Secretary's 2013 Agenda **Palomba**

City Secretary Lisa Palomba will brief Council on her 2013 Agenda.

3. 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.

4. 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.

(6:45) 5. Adjourn **Council**

(Estimated time to consider)



Policy Report

NOTICE OF INTENT TO ISSUE CERTIFICATES OF OBLIGATION

ISSUE

On February 5, 2013, Council approved the 2013 capital improvement program (CIP), which contemplates a certificate of obligation (CO) bond sale in the amount of approximately \$13.2 million to fund a portion of the CIP. Council will be asked to consider approving a notice of intent resolution at the March 19, 2013 Regular Meeting to provide legal authorization for the certificates. Approval of the notice of intent resolution will not obligate the City to issue debt.

OPTIONS

1. Consider approval of a notice of intent resolution on March 19, 2013 to meet the legal requirements for issuing certificates of obligation in an amount of approximately \$13.2 million to fund a portion of the CIP and pay related costs of debt issuance.
2. Do not approve a funding source for a portion of the CIP.

RECOMMENDATION

Consider approval of a notice of intent resolution to issue certificates of obligation for projects and issue costs in an amount not to exceed \$13.2 million at the Regular Agenda Meeting on March 19, 2013.

COUNCIL GOAL

Financially Stable City Government with Tax Base that Supports Community Needs
Approval of this request will enable staff to fund a portion of the 2013 CIP.

BACKGROUND

City management reviewed the proposed CIP in November and December of 2012 and January, 2013, and ensured that the projects and fiscal impacts were aligned with the assumptions and priorities established in previous bond elections. The City Manager formally submitted the proposed CIP to Council at the Special Budget Work Session on

NOTICE OF INTENT TO ISSUE CERTIFICATES OF OBLIGATION

Page 2

January 15, 2013 and staff made copies of the proposed CIP available for public inspection and review the next day in libraries and the City Secretary's Office. Council held a public hearing of the proposed CIP on January 22, 2013. Continued deliberations of the proposed CIP were held at the January 22nd and February 4th Council Work Sessions. The CIP was approved February 5, 2013 by Resolution No. 6589.

The adopted CIP is a \$240.7 million work program for 2013. With available existing resources of \$95.9 million, \$84 million in new debt will be required, excluding issue costs. Of the new debt requirement, approximately \$13.2 million is planned to come from the issuance of Certificates of Obligation (CO's).

In compliance with Council Policy FIN-06, CO debt is issued so that debt maturities are aligned with the useful lives of the capital improvements being funded. CO principal maturities range from 3 years to 20 years. CO's only require approval by Council and publication of a notice of intention for issuance.

CONSIDERATION

Legal

Council approval of a resolution and notice of intent to issue certificates of obligation will meet the legal requirements for debt issuance but will not in any way obligate the City to issue debt. Legally, a notice of intention must be published in a newspaper of general circulation at least twice during the 30-day period preceding a certificate of obligation sale.

Financial

Since neither cash nor authorized bonds are available to fund a portion of the adopted 2013 CIP, staff requests Council to consider the issuance of certificates of obligation. Based on information from the City's Financial Advisors, First Southwest Company, the proposed certificate of obligation debt issuance, including issue costs, of approximately \$13.2 million can be sold at an estimated interest rate of 2.75% in the current interest rate environment. At this interest rate, the City will incur additional debt service (principal and interest payments) on the certificates of approximately \$875,000 per year as calculated over a 20-year debt maturity. The actual interest rate, average debt maturity and issue costs will be finalized at the time of debt issuance. There will be no impact on the debt service tax rate as a result of this debt issuance.

NOTICE OF INTENT TO ISSUE CERTIFICATES OF OBLIGATION

Page 3

Submitted By:

David Schuler
Finance Director

Dated: February 25, 2013

Approved By:

William E. Dollar
City Manager

Dated: February 25, 2013



Policy Report

AMEND PROJECT AND FINANCING PLAN FOR TAX INCREMENT REINVESTMENT ZONE NUMBER ONE

ISSUE

Amendments to the Project and Financing Plan for the Downtown/Forest-Jupiter Tax Increment Financing Reinvestment Zone (TIFZ #1) are required due to its funding participation in City Center project.

OPTIONS

1. Amend the Project and Financing Plan.
2. Do not amend the Project and Financing Plan

TIF BOARD RECOMMENDATION

At their February 25, 2013 meeting, the Board voted to:

- 1) Approve, by a 4 to 2 vote, the issuance of \$3 million in debt for the City Center Project which will be repaid by TIF revenue.
- (2) Approve, by a 6 to 0 vote, to amend Schedule 3 so that approximately \$4.95 million of identified projects related to City Center can be funded using TIF revenues.

STAFF RECOMMENDATION

It is recommended that Council instruct staff to revise the Project and Financing Plan for the TIFZ #1. If so directed, staff will prepare an ordinance for Council's consideration at the Regular Meeting on March 19, 2013.

COUNCIL GOAL

Financially Stable Government with Tax Base that Supports Community Needs – Revising the Project and Financing Plan for the TIFZ is consistent with Council's adoption of the 2013 Capital Improvement Program on February 5, 2013.

AMEND PROJECT AND FINANCING PLAN FOR TAX INCREMENT

Page 2

BACKGROUND

The Project and Financing Plan includes a description of the designated zone, the boundaries and the approximate size of the TIFZ. It also includes a forecast of the annual increments of real property tax to be contributed to the TIFZ, including those from Dallas County's 55% and the Dallas County Community College District's 50% participation rate.

The Plan also includes an estimate of future development projects to be partially funded with TIFZ proceeds. Total project participation of \$12.1 million is anticipated over the life of the TIFZ and appears in Schedule 3 of the Project and Financing Plan. The project items and corresponding project amounts listed in Schedule 3 were estimated in 2008. The project items and costs included in the amended Schedule 3 have changed primarily due to the City Center project.

The Project and Financing Plan for TIFZ #1 was last updated on July 1, 2008 by Ordinance No. 6238. The purpose for adopting that ordinance was to reflect the financial participation of Dallas County and the Dallas County Community College District in the TIFZ.

The Board of Directors of TIFZ #1 met on February 25, 2013 to consider revisions to Schedule 3. The Board voted to amend Schedule 3 so that approximately \$4.95 million of identified projects related to City Center can be funded utilizing TIFZ revenues. The Board also approved the issuance of \$3 million of fixed rate debt that will be repaid by TIFZ revenues. Total debt service of approximately \$3.5 million is included in the \$4.95 million funding commitment. Total project participation over the life of the TIFZ is unchanged at \$12.1 million.

Council is asked to consider the Board of Directors' recommendation to amend Schedule 3 of the Project and Financing Plan for TIFZ #1.

CONSIDERATION

Amending Schedule 3 of the Project and Financing Plan will enable funding of a portion of the City Center project.

ATTACHMENTS

- Project Plan and Financing Plan for the Tax Increment Financing Reinvestment Zone Number One
- Amendment to Schedule 3

AMEND PROJECT AND FINANCING PLAN FOR TAX INCREMENT

Page 3

Submitted By:

David Schuler
Managing Director for Financial Services

Date: February 27, 2013

Approved By:

William E. Dollar
City Manager

Date: February 27, 2013

ORDINANCE NO. 6238

AN ORDINANCE APPROVING REVISED PROJECT AND REINVESTMENT ZONE FINANCING PLANS FOR THE DOWNTOWN/FOREST-JUPITER TAX INCREMENT FINANCING ZONE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the board of directors of the Downtown/Forest-Jupiter TIF Zone has heretofore prepared and adopted a project plan and a reinvestment zone financing plan (collectively, the "Plans") for the Downtown/Forest-Jupiter TIF Zone; and

WHEREAS, the Plans are as consistent as possible with the preliminary plans for the Downtown/Forest-Jupiter TIF Zone that were developed for the Downtown/Forest-Jupiter TIF Zone before the creation of the board of directors; and

WHEREAS, The Plans have been revised to indicate the financial participation of Dallas County and the Dallas County Community College District;

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

Section 1

That the City Council hereby finds that the revised Plans are feasible and conform to the master plan of the City, and hereby approves the revised Plans as submitted.

Section 2

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


PASSED AND APPROVED this the 1st day of July, 2008.

CITY OF GARLAND, TEXAS



Mayor

ATTEST:



City Secretary

Project Plan and Financing Plan

Tax Increment Financing Reinvestment Zone Number One, City of Garland

Updated June 2008

Stein
Planning, LLC



Contents

Section 1:	Tax Increment Financing Defined	page 1
Section 2:	Zone Description	2
Section 3:	Development with Tax Increment Financing	7
Section 4:	Additional Tax Volume for Garland	10

Exhibits

Exhibit A:	Real Property Tax Flow with Tax Increment Financing	1
Exhibit B:	Reinvestment Zone Boundaries	3
Exhibit C:	Existing Uses and Conditions of Real Property in the Zone, Downtown Part	5
Exhibit D:	Existing Uses and Conditions of Real Property in the Zone, Forest/Jupiter Part	6
Exhibit E:	Prospective Sites of Major Taxable Development Through 2020 in Garland TIF Reinvestment Zone Number One	8

Schedules

Schedule 1:	Major Development Prospects in Garland TIF Zone Number One	page 11
Schedule 2A:	Forecast of Appraisals and Collected Real Property Tax Increments from the TIF Zone, for High Street Site Only	12
Schedule 2B:	Forecast of Appraisals and Collected Real Property Tax Increments from the TIF Zone, Excluding High Street Site	13
Schedule 2C:	Forecast of Appraisals and Collected Real Property Tax Increments from the Entire TIF Zone	14
Schedule 3:	TIF Project Costs and Nonproject Costs	15
Schedule 4:	TIF Fund Sources and Uses of Cash	16

Disclaimer

Neither this report nor its conclusion may be referred to or included in any product or part of any offering made in connection with private syndication of equity, sales of bonds, sales of securities or sale of participation interests to the public without express written consent of Stein Planning, LLC.

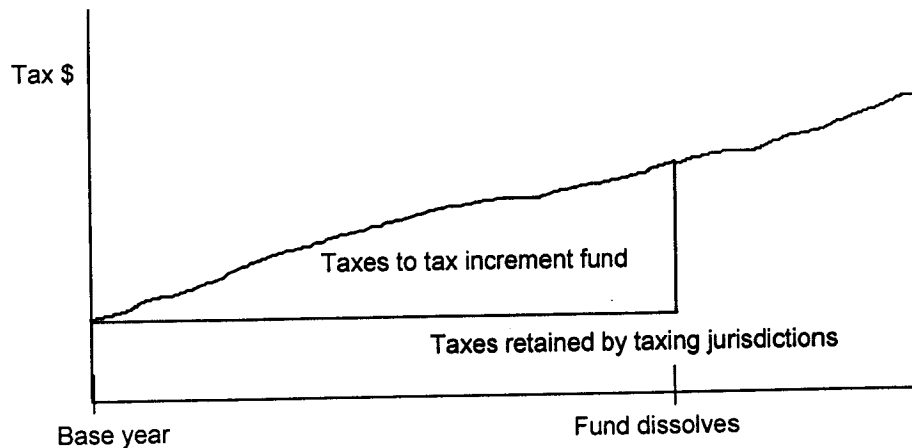
Section 1: Tax Increment Financing Defined

Tax increment financing (TIF) is a tool local governments of Texas have used since 1986 to finance public improvements within defined areas that have unique challenges and opportunities for economic development. The improvements strengthen existing communities and attract investment. Statutes governing tax increment financing are in Chapter 311 of the Texas Tax Code.

A municipality makes an area eligible for tax increment financing by designating a reinvestment zone ("Zone"). The additional tax dollars generated by growth of real property value in the Zone are called the "tax increment." These dollars flow to a "tax increment fund" ("Fund") for a specified term of years. Money flowing to the Fund each year is disbursed according to a plan approved by a TIF board and the City Council, as prescribed by statutes and the ordinance designating the reinvestment zone. With few exceptions, the Fund may be used only for public improvements within the Zone.

Exhibit A shows how tax from real properties in a Zone flows to a taxing jurisdiction and to a Fund. Exhibit A assumes real property values in the Zone rise after the Zone's designation.

**Exhibit A:
Real Property Tax Flow with Tax Increment Financing**



Inclusion of property in a Zone does not change any tax rate for the property. Tax rates in Zone are the same as tax rates outside the Zone, within the same set of taxing jurisdictions.

Section 2: Zone Description

Economic development of Downtown Garland and adjacent areas is a City goal. The most recent impetus for Downtown development has been new DART commuter train service to the Garland Downtown station and the adjacent Forest/Jupiter station. Although train service has generated interest and activity in these station areas, private investment has lagged the potentials described in station area development plans completed in 1999 by Wallace Roberts and Todd and Insight Research Corporation.

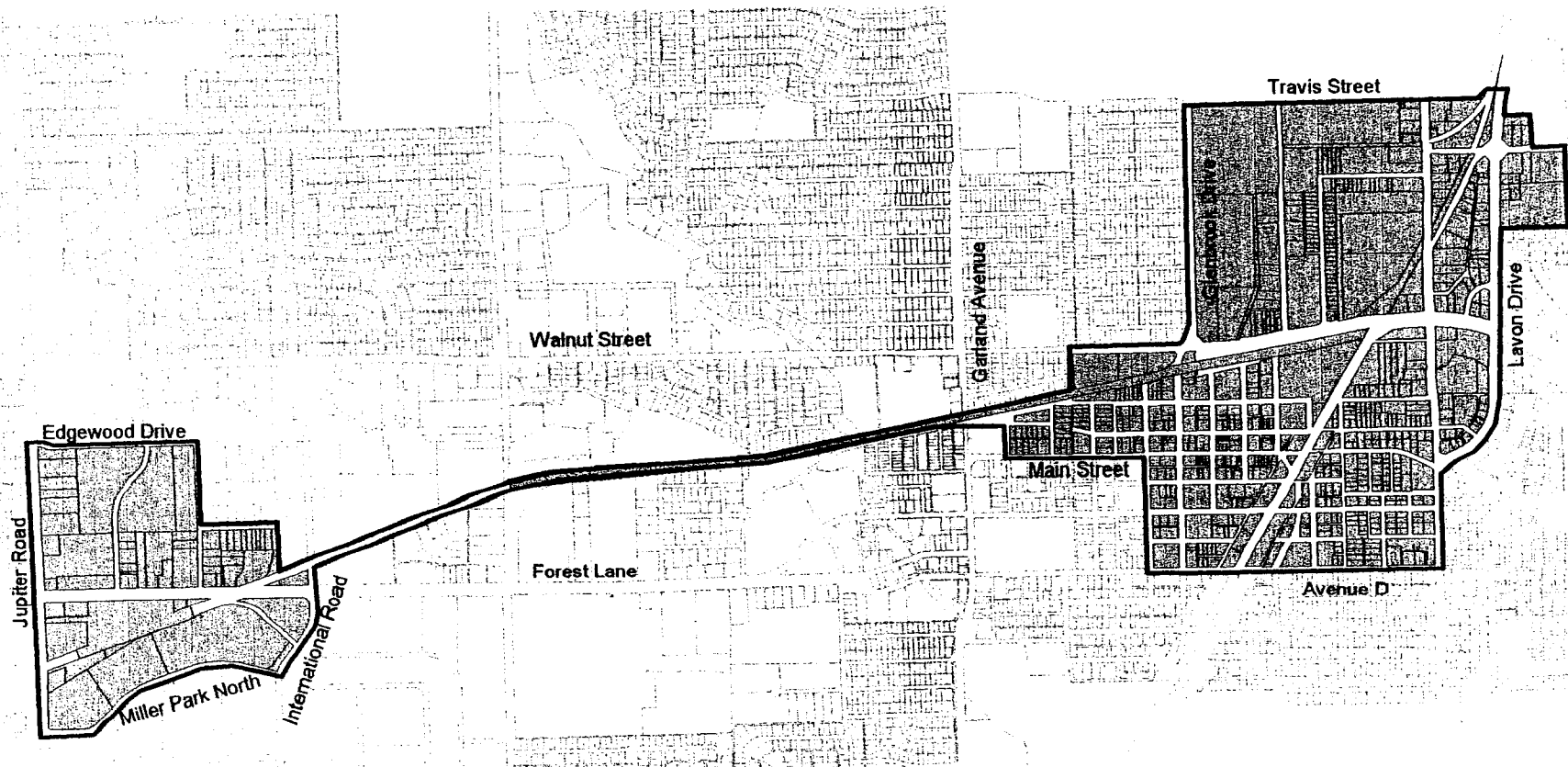
Conditions of Downtown Garland and vicinity have impaired sound growth and private investment. Impediments include the following problems, any of which is sufficient statutory cause to designate a Zone for tax increment financing:

- 1) A substantial number of deteriorated or deteriorating structures;
- 2) Inadequate sidewalks or street layout;
- 3) Small lots with many owners, making assembly of parcels with sufficient size, access and utility for development an economically difficult or prohibitive task.

Exhibit B shows the boundaries of the proposed reinvestment zone. Boundaries that follow public streets and highways shall be construed to extend to the far sides of such rights-of-way, measured from the center of the reinvestment zone. This interpretation of boundaries allows the tax increment fund to reimburse public improvements within these rights-of-way if such improvements are duly approved by the TIF Board and consistent with the project plan and financing plan for the reinvestment zone. Boundaries that approximate property lines shall be construed as following such property lines.

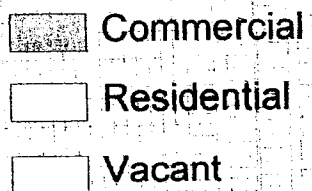
The Zone contains approximately 23,634,427 square feet of land, not counting rights-of-way. Excluding rights-of way and other land owned by government entities, land area was measured at 19,876,393 square feet in 2003. Taxable land was approximately 17,928,063 square feet. The taxable appraised value of real property in base year 2003 was \$103,736,853, according to the City of Garland, based on information from the Dallas Central Appraisal District. This value was significantly below the statutory maximum of 15% of the taxable appraised value of real property in the entire City.

Exhibit B: Reinvestment Zone Boundaries

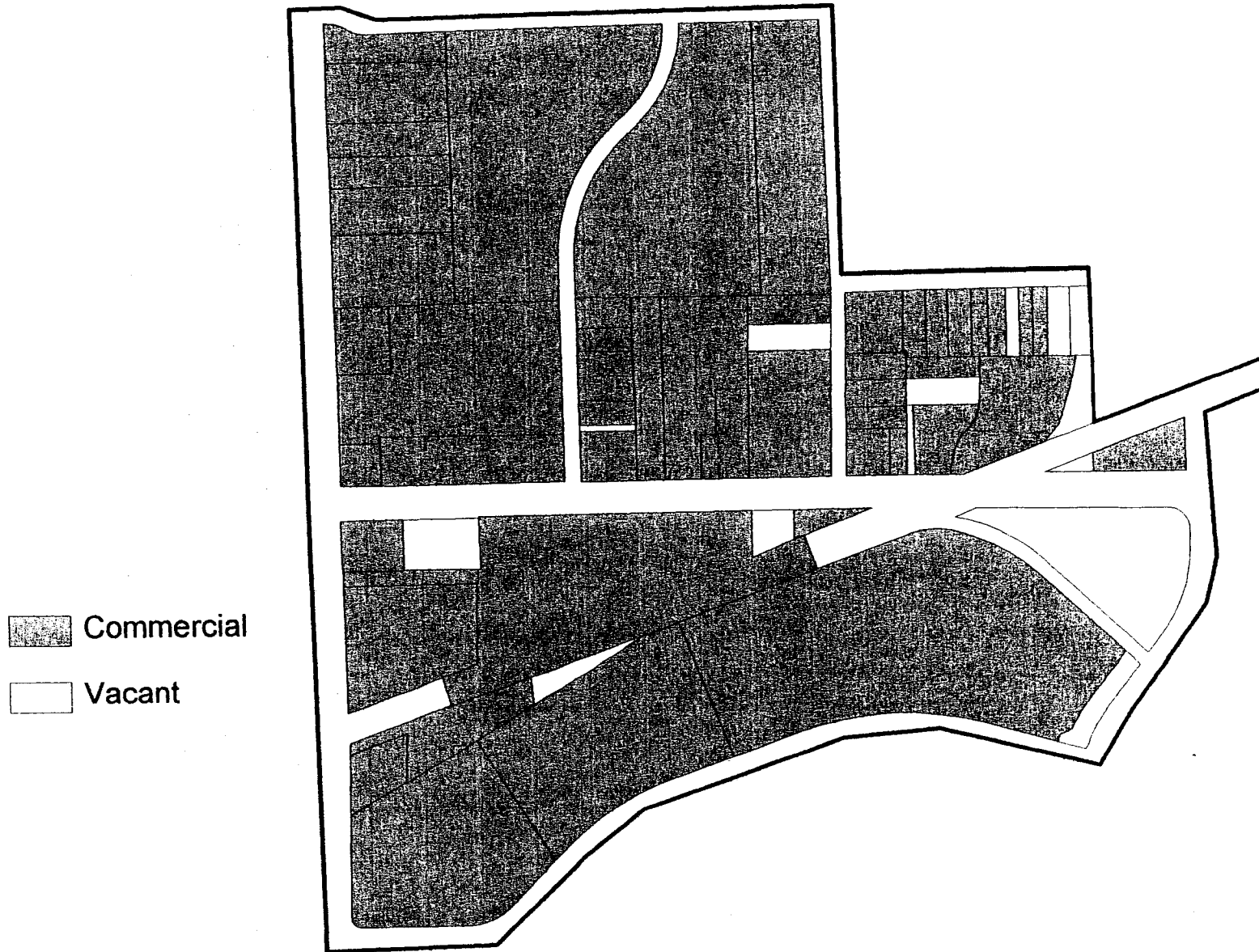


Exhibits C and D map existing uses and conditions in the Zone. Approximately 68% of land area in the zone, excluding land area owned by government, is currently used for commercial purposes. About 25% of privately owned land area is vacant. Only 7% of private land is used for residences with fewer than five dwellings per building. Residential land in the Zone is safely below the statutory maximum of 10% of the entire Zone.

Exhibit C:



**Exhibit D:
Existing Uses and Conditions of Real Property in the Zone, Forest/Jupiter Part**



Section 3:

Development with Tax Increment Financing

The availability of tax increment financing cannot guarantee additional development. Tax increment financing can, however, increase the probability of development in an area. Schedules 1, 2A, 2B and 2C postulate a development schedule and increased valuation of property that might reasonably occur in the Zone through 2014 or thereabouts, given the additional development incentive of tax increment financing.

The assumptions of annual value appreciation in these schedules are based on recent history of valuation in Downtown Garland and on forecasts of development by the 1999 station area studies by Wallace Roberts and Todd and Insight Research. Development forecasts have been reduced in volume and stretched forward in time since the 1999 studies. Hypothetical development locations and types are mapped in Exhibit E.

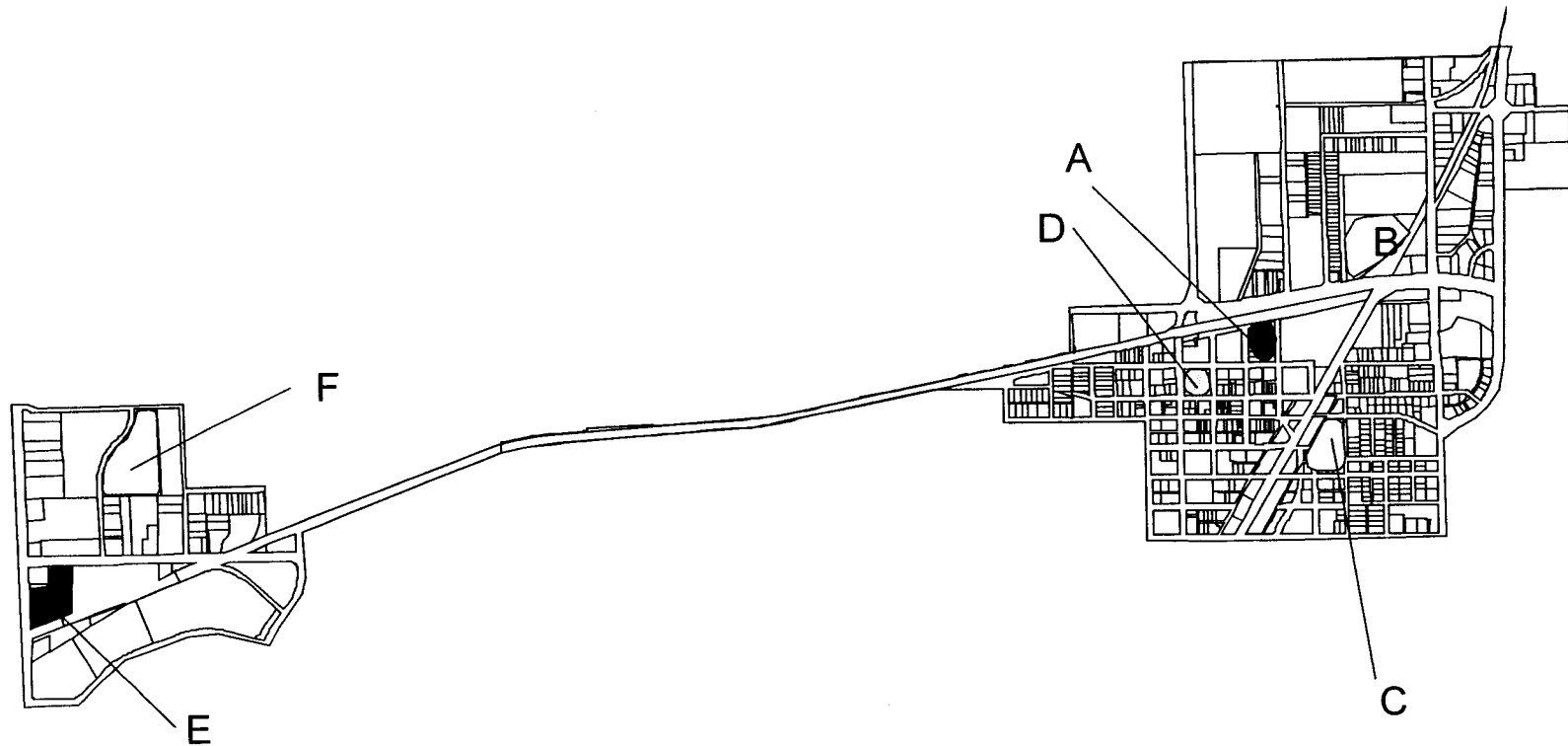
The forecast development values are conservative in some ways. Not only have the 1999 forecasts been reduced and slowed, but the assumed values of land and improvements after construction are modest by Dallas County standards. The rate of annual value increase for improvements is less than the annual average experienced in this part of Garland for the five years from 1998 to 2003.

Schedule 2C forecasts the annual increments of real property tax that will flow to Garland over a term of thirty years. Tax increments will be directed to the Fund, however, for most of only the first twenty years. The duration of the Zone extends through the levy of 2023. Tax dollars collected from these levies will be received through calendar year 2024.

Note that real property tax generated in the Zone is split two ways for the duration of the Zone: 1) the tax on base value (2003 appraisal amount) flows to the City's general fund; 2) the tax on the growth increment (increase since 2003) flows to the Fund for tax increment financing. This twenty-year cash flow to the Fund is available to pay principal and interest for public improvements in the Zone and also any costs for administering the tax increment financing program.

Other government jurisdictions that levy property tax within TIF Zone Number One are statutorily eligible to participate in the tax increment financing program with all or part of their real property tax increments for the entire term or part thereof. An assumption of this plan is that 100% of real property tax increments collected by the City of Garland, 55% of real property tax increments collected by Dallas County and 50% of real property tax increments collected by the Dallas County Community College District will be paid to the Fund. Dallas County and the College District will not commence participation until tax year 2008 at the earliest.

Exhibit E:
**Prospective Sites of Major Taxable Development Through 2020
In Garland TIF Reinvestment Zone Number One**



A condition of participation in the TIF program by Dallas County is that twenty percent of all housing units in the District using TIF funds must meet the County's established criteria for affordable housing. Affordable housing units are those which are affordable to a household earning 80% or less of the median family income for the Dallas metropolitan area. A developer may, subject to County approval, propose an alternative means of fulfilling the County's affordable housing requirement.

The preferred method of financing public improvements with the Fund will be for property developers or other private sources to advance funds for public improvements. The City may contract to reimburse principal costs and reasonable interest for the public improvements, using cash flow to the Fund. Although the City does not anticipate issuance of bonds or other debt instruments to reimburse parties who advance cash for public improvements, the City retains all options to use any available source of cash to reimburse cash advances for public improvements consistent with the project and financing plan, as amended from time to time by the City Council.

The "project costs" anticipated for the TIF Fund appear in Schedule 3. These are expenses to be reimbursed by the Fund. This schedule of project costs may be amended from time to time, upon recommendation of the TIF board and approval of the City Council.

An estimate of the private investment for new development in the Zone during the next twenty years also appears as Schedule 3. These relatively greater "nonproject costs" will not be reimbursed by the Fund.

Schedule 4 is debt service schedule, illustrating the potential of tax increments from real property tax generated in the Zone to repay \$11.7 million of public improvements in the Zone plus modest administrative costs for the program. If public improvements of that value were to be built today (not spread over the years stretching to 2014) their value (present value) would be about \$8.2 million.

No residents will be displaced as a result of implementing this project plan. Neither are any changes of zoning ordinances, the master plan of Garland, building codes or other municipal ordinances necessary at this time to implement the project and financing plan.

This plan, together with the 1999 DART station area plans for Garland, constitutes an economic feasibility study for tax increment financing. Schedule 4 and its tributary schedules demonstrate the financial feasibility of the program.

Section 4:

Additional Tax Volume for Garland

In addition to the tax on greater real property values in the Zone, the City of Garland and other taxing jurisdictions will receive more business personal property tax, sales tax and hotel occupancy tax from new development in the Zone.

The tax increment fund may have some residual balance of cash on hand after all financial obligations have been met. A residual balance is indicated on the bottom line, final page of Schedule 4. Any residual balance will be prorated to the general funds of participating taxing jurisdictions after all obligations of the TIF Fund have been discharged.

Schedule 1:
Major Development Prospects in Garland TIF Zone Number One

New development assumptions remain speculative. With incentives, the identified projects are considered plausible, but uncertain.
 Unit appraisal values are based appraisals of comparable properties by the Dallas Central Appraisal District.

Map Location	Project (1)	Estimated DCAD Appraisals, in 2006 Dollars											Completed by Jan. 1,	
		Land Area		Gross Floor Area (SF)	Dwellings	FAR	Land		Improvements		Total "Market"	Less Taxable Appraisal of Site "As Is"		Net New Appraisal
		Acres	SF				per SF	Total	per SF	Total				
Downtown Area														
A	High Street residences and retail	3.7	161,695	215,794	206	1.33	\$0.00	\$0	\$68.00	\$14,673,992	\$14,673,992	\$0	\$14,673,992	2009
B	Residences and retail	8.9	386,943	200,000	200	0.52	\$4.00	\$1,547,772	\$65.00	\$13,000,000	\$14,547,772	\$1,000,000	\$13,547,772	2011
C	Senior residences	1.5	65,340	81,000	90	1.24	\$4.00	\$261,360	\$65.00	\$5,265,000	\$5,526,360	\$400,000	\$5,126,360	2013
D	Office	0.7	32,000	35,000		1.09	\$4.00	\$128,000	\$90.00	\$3,150,000	\$3,278,000	\$0	\$3,278,000	2017
	Subtotal	14.8	645,978	531,794	90	0.82	\$3.00	\$1,937,132	\$67.86	\$36,088,992	\$38,026,124	\$1,400,000	\$36,626,124	
Forest/Jupiter Area														
E	Retail	5.4	236,130	30,000		0.13	\$5.00	\$1,180,650	\$60.00	\$1,800,000	\$2,980,650	\$700,000	\$2,280,650	2012
F	Multi-family housing	10.9	476,584	440,000	400	0.92	\$4.00	\$1,906,336	\$60.00	\$26,400,000	\$28,306,336	\$5,700,000	\$22,606,336	2015
	Subtotal	16.4	712,714	470,000	400	0.66	\$4.33	\$3,086,986	\$60.00	\$28,200,000	\$31,286,986	\$6,400,000	\$24,886,986	
	Total	31.2	1,358,692	1,001,794	490	0.74	\$3.70	\$5,024,118	\$64.17	\$64,288,992	\$69,313,110	\$7,800,000	\$61,513,110	

Schedule 2A: Forecast of Appraisals and Collected Real Property Tax Increments from the TIF Zone, for High Street Site Only

2007 tax rates are assumed constant, but actual rates may vary.

Estimated total appraised values and captured appraised values are for the City. Values for other jurisdictions will be similar, but may vary if exemption or abatement policies differ.

Dallas County and Dallas County Community College District participation percentages and terms are to be confirmed.

Development assumptions are from a separate schedule.

Assumptions about annual appreciation rate and percentage of taxes collected are not the same as for the balance of the TIF zone.

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	o
TIF	DCAD	Taxable	Net Taxable	Total	Captured	City Tax	County Tax	DCCCD Tax	Total	Cumulative				
Year	Appraisal	Appraisal, Excluding	Appraisal Added	Appraised	Appraised	Increments @	Increments @	Increments @	Increments	Increments	Increment	Increment	Received	
for	Jan. 1,	To Roll This Jan. 1,	For Improvements	Value	Value*	\$0.6886	\$0.2281	\$0.0804	To TIF Fund	To TIF Fund	To TIF Fund	To TIF Fund	To TIF Fund	in FY
Jan. 1,	Annually After 2006	With Annual Inflation	Since 2006 =	For Jan. 1	("CAV")	per \$100, If	per \$100, If	per \$100, If	of City	of County	of DCCCD	Subset	Subset	Ending
Year	Jan. 1,	Annually After 2006	Since 2006 =	For Jan. 1	For Jan. 1	100%	100%	100%	100%	100%	100%	100%	100%	Sept. 30,
Year	Jan. 1,	Annually After 2006	Since 2006 =	For Jan. 1	For Jan. 1	100%	100%	100%	100%	100%	100%	100%	100%	Sept. 30,
Base	2003			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	2004
1	2004			N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	2005
2	2005			N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	2006
3	2006			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	2007
4	2007	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	2008
5	2008	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	2009
6	2009	\$0	\$16,034,667	\$16,034,667	\$16,034,667	\$110,415	\$110,415	\$36,575	\$20,116	\$12,892	\$6,446	\$136,977	\$136,977	2010
7	2010	\$16,034,667	\$0	\$16,034,667	\$16,034,667	\$110,415	\$110,415	\$36,575	\$20,116	\$12,892	\$6,446	\$136,977	\$273,954	2011
8	2011	\$16,034,667	\$0	\$16,034,667	\$16,034,667	\$110,415	\$110,415	\$36,575	\$20,116	\$12,892	\$6,446	\$136,977	\$410,931	2012
9	2012	\$16,034,667	\$0	\$16,034,667	\$16,034,667	\$110,415	\$110,415	\$36,575	\$20,116	\$12,892	\$6,446	\$136,977	\$547,908	2013
10	2013	\$16,034,667	\$0	\$16,034,667	\$16,034,667	\$110,415	\$110,415	\$36,575	\$20,116	\$12,892	\$6,446	\$136,977	\$684,885	2014
11	2014	\$16,034,667	\$0	\$16,034,667	\$16,034,667	\$110,415	\$110,415	\$36,575	\$20,116	\$12,892	\$6,446	\$136,977	\$821,862	2015
12	2015	\$16,034,667	\$0	\$16,034,667	\$16,034,667	\$110,415	\$110,415	\$36,575	\$20,116	\$12,892	\$6,446	\$136,977	\$958,839	2016
13	2016	\$16,034,667	\$0	\$16,034,667	\$16,034,667	\$110,415	\$110,415	\$36,575	\$20,116	\$12,892	\$6,446	\$136,977	\$1,095,816	2017
14	2017	\$16,034,667	\$0	\$16,034,667	\$16,034,667	\$110,415	\$110,415	\$36,575	\$20,116	\$12,892	\$6,446	\$136,977	\$1,232,793	2018
15	2018	\$16,034,667	\$0	\$16,034,667	\$16,034,667	\$110,415	\$110,415	\$36,575	\$20,116	\$12,892	\$6,446	\$136,977	\$1,369,769	2019
16	2019	\$16,034,667	\$0	\$16,034,667	\$16,034,667	\$110,415	\$110,415	\$36,575	\$20,116	\$12,892	\$6,446	\$136,977	\$1,506,746	2020
17	2020	\$16,034,667	\$0	\$16,034,667	\$16,034,667	\$110,415	\$110,415	\$36,575	\$20,116	\$12,892	\$6,446	\$136,977	\$1,643,723	2021
18	2021	\$16,034,667	\$0	\$16,034,667	\$16,034,667	\$110,415	\$110,415	\$36,575	\$20,116	\$12,892	\$6,446	\$136,977	\$1,780,700	2022
19	2022	\$16,034,667	\$0	\$16,034,667	\$16,034,667	\$110,415	\$110,415	\$36,575	\$20,116	\$12,892	\$6,446	\$136,977	\$1,917,677	2023
20	2023	\$16,034,667	\$0	\$16,034,667	\$16,034,667	\$110,415	\$110,415	\$36,575	\$20,116	\$12,892	\$6,446	\$136,977	\$2,054,654	2024
21	2024	\$16,034,667	\$0	\$16,034,667	\$16,034,667	\$110,415	\$0	\$36,575	\$0	\$12,892	\$0	\$0	\$2,054,654	2025
22	2025	\$16,034,667	\$0	\$16,034,667	\$16,034,667	\$110,415	\$0	\$36,575	\$0	\$12,892	\$0	\$0	\$2,054,654	2026
23	2026	\$16,034,667	\$0	\$16,034,667	\$16,034,667	\$110,415	\$0	\$36,575	\$0	\$12,892	\$0	\$0	\$2,054,654	2027
24	2027	\$16,034,667	\$0	\$16,034,667	\$16,034,667	\$110,415	\$0	\$36,575	\$0	\$12,892	\$0	\$0	\$2,054,654	2028
25	2028	\$16,034,667	\$0	\$16,034,667	\$16,034,667	\$110,415	\$0	\$36,575	\$0	\$12,892	\$0	\$0	\$2,054,654	2029
26	2029	\$16,034,667	\$0	\$16,034,667	\$16,034,667	\$110,415	\$0	\$36,575	\$0	\$12,892	\$0	\$0	\$2,054,654	2030
27	2030	\$16,034,667	\$0	\$16,034,667	\$16,034,667	\$110,415	\$0	\$36,575	\$0	\$12,892	\$0	\$0	\$2,054,654	2031
28	2031	\$16,034,667	\$0	\$16,034,667	\$16,034,667	\$110,415	\$0	\$36,575	\$0	\$12,892	\$0	\$0	\$2,054,654	2032
29	2032	\$16,034,667	\$0	\$16,034,667	\$16,034,667	\$110,415	\$0	\$36,575	\$0	\$12,892	\$0	\$0	\$2,054,654	2033
30	2033	\$16,034,667	\$0	\$16,034,667	\$16,034,667	\$110,415	\$0	\$36,575	\$0	\$12,892	\$0	\$0	\$2,054,654	2034
Total						\$2,760,368	\$1,656,221	\$914,377	\$301,744	\$322,297	\$96,689	\$2,054,654		

Schedule 2B: Forecast of Appraisals and Collected Real Property Tax Increments from the TIF Zone, Excluding High Street Site

All taxable appraised values through 2007 are from the City of Garland. Taxable values for the TIF zone for 2004 and 2005 are unavailable.

City tax increments for tax years 2006 and 2007 reflect actual deposits to the TIF fund after collection of taxes.

2007 tax rates are assumed constant, but actual rates may vary.

Estimated total appraised values and captured appraised values are for City. Values for other jurisdictions will be similar, but may vary slightly due to different exemptions and abatements.

Dallas County and Dallas County Community College District participation percentages and terms are to be confirmed.

Development assumptions are from a separate schedule.

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	0	
		Taxable	Net Taxable			City Tax		County Tax		DCCCD Tax					
		Appraisal, Excluding	Appraisal Added	Total		Increments @		Increments @		Increments @		Total	Cumulative		
		Improvements New	For Improvements	Taxable	Captured	\$0.6886	100%	\$0.2281	55%	\$0.0804	50%	Increments	Increments	Received	
	DCAD	To Roll This Jan. 1;	New to Roll on Jan. 1,	Appraised	Appraised	per \$100, If	of City	per \$100, If	of County	per \$100, If	of DCCCD	To TIF Fund	To TIF Fund	in FY	
TIF	Appraisal	Appraisals Rise	With Annual Inflation	Value	Value*	98%	Increments	98%	Increments	98%	Increments	Subst	TIF Fund	Ending	
Year	Jan. 1,	Annually After 2007	Since 2006 =	For Jan. 1	("CAV")	Collected	To TIF Fund	Collected	To TIF Fund	Collected	To TIF Fund	This Year	Subst	Sept. 30,	
Base	2003			\$103,736,853	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	2004	
1	2004			N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	2005	
2	2005			N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	2006	
3	2006			\$118,694,978	\$14,958,125	\$125,335	\$125,335	\$0	\$0	\$0	\$0	\$125,335	\$125,335	2007	
4	2007	\$121,068,878		\$0	\$135,297,267	\$31,560,414	\$211,457	\$211,457	\$0	\$0	\$0	\$211,457	\$336,792	2008	
5	2008	\$138,003,212		\$0	\$138,003,212	\$34,266,359	\$231,239	\$231,239	\$76,598	\$42,129	\$26,999	\$13,500	\$286,868	\$623,660	2009
6	2009	\$140,763,277		\$0	\$140,763,277	\$37,026,424	\$249,865	\$249,865	\$82,768	\$45,522	\$29,174	\$14,587	\$309,974	\$933,634	2010
7	2010	\$143,578,542		\$0	\$143,578,542	\$39,841,689	\$268,863	\$268,863	\$89,061	\$48,984	\$31,392	\$15,696	\$333,543	\$1,267,176	2011
8	2011	\$146,450,113	\$15,705,581	\$162,155,694	\$58,418,841	\$394,227	\$394,227	\$130,588	\$71,824	\$46,029	\$23,015	\$489,065	\$1,756,241	2012	
9	2012	\$165,398,808	\$2,723,215	\$168,122,023	\$64,385,170	\$434,489	\$434,489	\$143,925	\$79,159	\$50,730	\$25,365	\$539,013	\$2,295,255	2013	
10	2013	\$171,484,484	\$6,304,776	\$177,789,240	\$74,052,387	\$499,726	\$499,726	\$165,535	\$91,044	\$58,347	\$29,174	\$619,944	\$2,915,199	2014	
11	2014	\$181,345,024		\$0	\$181,345,024	\$77,608,171	\$523,722	\$523,722	\$173,484	\$95,416	\$61,149	\$30,575	\$649,712	\$3,564,911	2015
12	2015	\$184,971,925	\$29,496,141	\$214,468,066	\$110,731,213	\$747,245	\$747,245	\$247,526	\$136,139	\$87,247	\$43,624	\$927,008	\$4,491,919	2016	
13	2016	\$218,757,427		\$0	\$218,757,427	\$115,020,574	\$776,191	\$776,191	\$257,115	\$141,413	\$90,627	\$45,314	\$962,918	\$5,454,837	2017
14	2017	\$223,132,576	\$4,537,519	\$227,670,094	\$123,933,241	\$836,336	\$836,336	\$277,038	\$152,371	\$97,649	\$48,825	\$1,037,532	\$6,492,369	2018	
15	2018	\$232,223,496		\$0	\$232,223,496	\$128,486,643	\$867,064	\$867,064	\$287,216	\$157,969	\$101,237	\$50,619	\$1,075,652	\$7,568,020	2019
16	2019	\$236,867,966		\$0	\$236,867,966	\$133,131,113	\$898,406	\$898,406	\$297,599	\$163,679	\$104,897	\$52,448	\$1,114,534	\$8,682,554	2020
17	2020	\$241,605,326		\$0	\$241,605,326	\$137,868,473	\$930,375	\$930,375	\$308,188	\$169,504	\$108,629	\$54,315	\$1,154,193	\$9,836,747	2021
18	2021	\$246,437,432		\$0	\$246,437,432	\$142,700,579	\$962,983	\$962,983	\$318,990	\$175,445	\$112,437	\$56,218	\$1,194,646	\$11,031,394	2022
19	2022	\$251,366,181		\$0	\$251,366,181	\$147,629,328	\$996,244	\$996,244	\$330,008	\$181,504	\$116,320	\$58,160	\$1,235,908	\$12,267,302	2023
20	2023	\$256,393,504		\$0	\$256,393,504	\$152,656,651	\$1,030,170	\$1,030,170	\$341,246	\$187,685	\$120,281	\$60,141	\$1,277,996	\$13,545,298	2024
21	2024	\$261,521,374		\$0	\$261,521,374	\$157,784,521	\$1,064,774	\$0	\$352,708	\$0	\$124,322	\$0	\$0	\$13,545,298	2025
22	2025	\$266,751,802		\$0	\$266,751,802	\$163,014,949	\$1,100,071	\$0	\$364,400	\$0	\$128,443	\$0	\$0	\$13,545,298	2026
23	2026	\$272,086,838		\$0	\$272,086,838	\$168,349,985	\$1,136,073	\$0	\$376,326	\$0	\$132,646	\$0	\$0	\$13,545,298	2027
24	2027	\$277,528,575		\$0	\$277,528,575	\$173,791,722	\$1,172,795	\$0	\$388,491	\$0	\$136,934	\$0	\$0	\$13,545,298	2028
25	2028	\$283,079,146		\$0	\$283,079,146	\$179,342,293	\$1,210,252	\$0	\$400,898	\$0	\$141,307	\$0	\$0	\$13,545,298	2029
26	2029	\$288,740,729		\$0	\$288,740,729	\$185,003,876	\$1,248,458	\$0	\$413,554	\$0	\$145,768	\$0	\$0	\$13,545,298	2030
27	2030	\$294,515,544		\$0	\$294,515,544	\$190,778,691	\$1,287,428	\$0	\$426,463	\$0	\$150,318	\$0	\$0	\$13,545,298	2031
28	2031	\$300,405,855		\$0	\$300,405,855	\$196,669,002	\$1,327,177	\$0	\$439,630	\$0	\$154,959	\$0	\$0	\$13,545,298	2032
29	2032	\$306,413,972		\$0	\$306,413,972	\$202,677,119	\$1,367,722	\$0	\$453,060	\$0	\$159,693	\$0	\$0	\$13,545,298	2033
30	2033	\$312,542,251		\$0	\$312,542,251	\$208,805,398	\$1,409,077	\$0	\$466,759	\$0	\$164,522	\$0	\$0	\$13,545,298	2034
Total							\$23,307,764	\$10,983,937	\$7,609,176	\$1,939,787	\$2,682,060	\$621,573	\$13,545,298		

Schedule 2C:

Forecast of Appraisals and Collected Real Property Tax Increments from the Entire TIF Zone

Appraisal, captured appraised value and collected tax increment forecasts for jurisdictions are imported from separate schedules.

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
TIF	DCAD	Taxable	Captured	Collected Tax Increments						Combined Increments		Received
Year	Appraisal	Value	Value*	City		County		DCCCD		To TIF Fund		in FY
	for	For Jan. 1	("CAV")	Total	To TIF Fund	Total	To TIF Fund	Total	To TIF Fund	This Year	Cumulative	Ending
	Jan. 1.	of This Year	for Year									Sept. 30.
Base	2003	\$103,736,853	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	2004
1	2004	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	2005
2	2005	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	2006
3	2006	\$118,694,978	\$14,958,125	\$125,335	\$125,335	\$0	\$0	\$0	\$0	\$125,335	\$125,335	2007
4	2007	\$135,297,267	\$31,560,414	\$211,457	\$211,457	\$0	\$0	\$0	\$0	\$211,457	\$336,792	2008
5	2008	\$138,003,212	\$34,266,359	\$231,239	\$231,239	\$76,598	\$42,129	\$26,999	\$13,500	\$286,868	\$623,660	2009
6	2009	\$156,797,944	\$53,061,091	\$360,279	\$360,279	\$119,343	\$65,639	\$42,066	\$21,033	\$446,951	\$1,070,611	2010
7	2010	\$159,613,209	\$55,876,356	\$379,278	\$379,278	\$125,636	\$69,100	\$44,284	\$22,142	\$470,520	\$1,541,130	2011
8	2011	\$178,190,361	\$74,453,508	\$504,641	\$504,641	\$167,163	\$91,940	\$58,921	\$29,461	\$626,042	\$2,167,172	2012
9	2012	\$184,156,690	\$80,419,837	\$544,904	\$544,904	\$180,500	\$99,275	\$63,622	\$31,811	\$675,990	\$2,843,162	2013
10	2013	\$193,823,907	\$90,087,054	\$610,141	\$610,141	\$202,110	\$111,161	\$71,239	\$35,620	\$756,921	\$3,600,084	2014
11	2014	\$197,379,692	\$93,642,839	\$634,136	\$634,136	\$210,059	\$115,532	\$74,041	\$37,020	\$786,689	\$4,386,773	2015
12	2015	\$230,502,733	\$126,765,880	\$857,660	\$857,660	\$284,101	\$156,256	\$100,139	\$50,070	\$1,063,985	\$5,450,758	2016
13	2016	\$234,792,095	\$131,055,242	\$886,606	\$886,606	\$293,690	\$161,529	\$103,519	\$51,759	\$1,099,895	\$6,550,653	2017
14	2017	\$243,704,762	\$139,967,909	\$946,751	\$946,751	\$313,613	\$172,487	\$110,541	\$55,271	\$1,174,509	\$7,725,161	2018
15	2018	\$248,258,164	\$144,521,311	\$977,479	\$977,479	\$323,792	\$178,085	\$114,129	\$57,065	\$1,212,628	\$8,937,790	2019
16	2019	\$252,902,634	\$149,165,781	\$1,008,821	\$1,008,821	\$334,174	\$183,796	\$117,789	\$58,894	\$1,251,511	\$10,189,300	2020
17	2020	\$257,639,993	\$153,903,140	\$1,040,790	\$1,040,790	\$344,764	\$189,620	\$121,521	\$60,761	\$1,291,170	\$11,480,471	2021
18	2021	\$262,472,099	\$158,735,246	\$1,073,398	\$1,073,398	\$355,565	\$195,561	\$125,329	\$62,664	\$1,331,623	\$12,812,094	2022
19	2022	\$267,400,848	\$163,663,995	\$1,106,659	\$1,106,659	\$366,583	\$201,620	\$129,212	\$64,606	\$1,372,885	\$14,184,979	2023
20	2023	\$272,428,172	\$168,691,319	\$1,140,585	\$1,140,585	\$377,821	\$207,801	\$133,173	\$66,587	\$1,414,972	\$15,599,952	2024
21	2024	\$277,556,042	\$173,819,189	\$1,175,189	\$0	\$389,283	\$0	\$137,213	\$0	\$0	\$15,599,952	2025
22	2025	\$282,786,469	\$179,049,616	\$1,210,485	\$0	\$400,975	\$0	\$141,335	\$0	\$0	\$15,599,952	2026
23	2026	\$288,121,505	\$184,384,652	\$1,246,488	\$0	\$412,901	\$0	\$145,538	\$0	\$0	\$15,599,952	2027
24	2027	\$293,563,242	\$189,826,389	\$1,283,210	\$0	\$425,066	\$0	\$149,826	\$0	\$0	\$15,599,952	2028
25	2028	\$299,113,814	\$195,376,961	\$1,320,667	\$0	\$437,473	\$0	\$154,199	\$0	\$0	\$15,599,952	2029
26	2029	\$304,775,396	\$201,038,543	\$1,358,873	\$0	\$450,129	\$0	\$158,660	\$0	\$0	\$15,599,952	2030
27	2030	\$310,550,211	\$206,813,358	\$1,397,843	\$0	\$463,038	\$0	\$163,210	\$0	\$0	\$15,599,952	2031
28	2031	\$316,440,522	\$212,703,669	\$1,437,592	\$0	\$476,205	\$0	\$167,851	\$0	\$0	\$15,599,952	2032
29	2032	\$322,448,639	\$218,711,786	\$1,478,137	\$0	\$489,635	\$0	\$172,585	\$0	\$0	\$15,599,952	2033
30	2033	\$328,576,918	\$224,840,065	\$1,519,492	\$0	\$503,334	\$0	\$177,414	\$0	\$0	\$15,599,952	2034
Totals				\$26,068,132	\$12,640,158	\$8,523,553	\$2,241,532	\$3,004,356	\$718,262	\$15,599,952		

Schedule 3: TIF Project Costs and Nonproject Costs

Project costs may be adjusted after consideration of financial and qualitative benefits to Garland,
financial need and anticipated cash flow to the TIF fund.
High Street project costs may be greater than shown if documented actual expenses for line items are greater.

Item	TIF Project Costs Budget		
	In Nominal Dollars	In 2008 Present Value Dollars, Discounted Annually @ 4.50% (from Schedule 4)	"Nonproject Costs" (Not Reimbursed by TIF Fund, In Nominal Dollars)
High Street residential and retail project			
Public infrastructure	\$1,100,000		
Public open space and streetscapes	\$912,539		
Principal subtotal	\$2,012,539	\$1,386,898	\$19,700,000
Cumulative interest expense (from Schedule 4)	\$0	\$0	
Cumulative City administrative expense (from Schedule 4)	\$0	\$0	
Total for High Street project	\$2,012,539	\$1,386,898	
All other projects			
Acquisitions for public improvements	\$1,500,000		
Public street and walk construction and landscaping	\$4,700,000		
Public utilities construction	\$2,500,000		
Environmental and demolition work	\$1,000,000		
Principal subtotal	\$9,700,000	\$6,774,648	\$116,000,000
Cumulative interest expense (from Schedule 4)	\$0	\$0	
Cumulative City administrative expense (from Schedule 4)	\$400,000	\$280,850	
Total, excluding High Street project	\$10,100,000	\$7,055,499	
All projects			
Principal	\$11,712,539	\$8,161,546	\$135,700,000
Interest	\$0	\$0	
City administrative expenses	\$400,000	\$280,850	
Total TIF project costs	\$12,112,539	\$8,442,397	

Schedule 4:
TIF Fund Sources and Uses of Cash

Assumptions:		Annual interest paid on advanced funds										Annual interest earned on TIF fund cash balances									
		0.00%										3.50%									
		Receipts and disbursements are assumed to occur mid-year.																			
Receipts and expenses		2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020			
as of year ended September 30,																					
High Street site only																					
Sources (by year of collection, not levy)																					
From City	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$110,415	\$110,415	\$110,415	\$110,415	\$110,415	\$110,415	\$110,415	\$110,415	\$110,415	\$110,415	\$110,415			
From County	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,116	\$20,116	\$20,116	\$20,116	\$20,116	\$20,116	\$20,116	\$20,116	\$20,116	\$20,116	\$20,116			
From DCCGD	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,446	\$6,446	\$6,446	\$6,446	\$6,446	\$6,446	\$6,446	\$6,446	\$6,446	\$6,446	\$6,446			
Total increments received	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$136,977	\$136,977	\$136,977	\$136,977	\$136,977	\$136,977	\$136,977	\$136,977	\$136,977	\$136,977	\$136,977			
Cash and interest carried forward	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Available for reimbursement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$136,977	\$136,977	\$136,977	\$136,977	\$136,977	\$136,977	\$136,977	\$136,977	\$136,977	\$136,977	\$136,977			
Uses																					
City TIF administrative expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Principal owed from previous period	\$0	\$0	\$0	\$0	\$0	\$1,610,031	\$2,012,539	\$1,875,562	\$1,738,585	\$1,601,608	\$1,464,631	\$1,327,654	\$1,190,677	\$1,053,700	\$916,723	\$779,746	\$642,770	\$505,793			
New principal advanced for TIF project costs	\$0	\$0	\$0	\$0	\$1,610,031	\$402,508	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Principal repaid this period	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$136,977	\$136,977	\$136,977	\$136,977	\$136,977	\$136,977	\$136,977	\$136,977	\$136,977	\$136,977	\$136,977			
Net principal owed	\$0	\$0	\$0	\$0	\$1,610,031	\$2,012,539	\$1,875,562	\$1,738,585	\$1,601,608	\$1,464,631	\$1,327,654	\$1,190,677	\$1,053,700	\$916,723	\$779,746	\$642,770	\$505,793	\$369,816			
Interest carried from prior period	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Interest accrued this period	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Total interest before reduction this period	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Interest paid this period	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Net interest owed	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Principal and interest owed by fund	\$0	\$0	\$0	\$0	\$1,610,031	\$2,012,539	\$1,875,562	\$1,738,585	\$1,601,608	\$1,464,631	\$1,327,654	\$1,190,677	\$1,053,700	\$916,723	\$779,746	\$642,770	\$505,793	\$369,816			
Total uses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$136,977	\$136,977	\$136,977	\$136,977	\$136,977	\$136,977	\$136,977	\$136,977	\$136,977	\$136,977	\$136,977			
Positive cash balance earning interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Residual balance to main body of TIF fund																					
Zone remainder, excluding High Street site																					
Sources (by year of collection, not levy)																					
From City	\$0	\$0	\$0	\$125,335	\$211,457	\$231,239	\$249,865	\$268,863	\$394,227	\$434,489	\$499,726	\$523,722	\$747,245	\$776,191	\$836,336	\$867,064	\$898,406	\$929,148			
From County	\$0	\$0	\$0	\$0	\$0	\$0	\$42,129	\$45,522	\$48,984	\$71,824	\$79,159	\$91,044	\$95,416	\$136,139	\$141,413	\$152,371	\$157,969	\$163,679			
From DCCGD	\$0	\$0	\$0	\$0	\$0	\$0	\$13,500	\$14,587	\$15,696	\$23,015	\$25,365	\$29,174	\$30,575	\$43,624	\$45,314	\$48,825	\$50,619	\$52,448			
Total increments received	\$0	\$0	\$0	\$125,335	\$211,457	\$231,239	\$287,494	\$308,974	\$333,543	\$489,065	\$539,013	\$619,944	\$649,712	\$927,008	\$962,918	\$1,037,532	\$1,075,652	\$1,114,534			
Cash and interest carried forward	\$0	\$0	\$0	\$0	\$129,722	\$353,120	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Available for reimbursement	\$0	\$0	\$0	\$125,335	\$341,179	\$639,988	\$309,974	\$333,543	\$489,065	\$539,013	\$619,944	\$649,712	\$927,008	\$962,918	\$1,037,532	\$1,075,652	\$1,114,534	\$1,153,433			
Uses																					
City TIF administrative expense	\$0	\$0	\$0	\$0	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000			
Principal owed from previous period	\$0	\$0	\$0	\$0	\$0	\$0	\$355,012	\$3,950,038	\$3,641,496	\$3,177,431	\$4,603,417	\$6,918,473	\$6,293,761	\$5,391,753	\$4,453,835	\$3,441,303	\$2,390,652	\$1,301,118			
New principal advanced for TIF project costs	\$0	\$0	\$0	\$0	\$0	\$0	\$970,000	\$3,880,000	\$0	\$0	\$1,940,000	\$2,910,000	\$0	\$0	\$0	\$0	\$0	\$0			
Principal repaid this period	\$0	\$0	\$0	\$0	\$0	\$0	\$614,988	\$284,974	\$308,543	\$464,065	\$514,013	\$594,944	\$624,712	\$902,008	\$937,918	\$1,012,532	\$1,050,652	\$1,089,534			
Net principal owed	\$0	\$0	\$0	\$0	\$0	\$0	\$355,012	\$3,950,038	\$3,641,496	\$3,177,431	\$4,603,417	\$6,918,473	\$6,293,761	\$5,391,753	\$4,453,835	\$3,441,303	\$2,390,652	\$1,301,118			
Interest carried from prior period	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Interest accrued this period	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Total interest before reduction this period	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Interest paid this period	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Net interest owed	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Principal and interest owed by fund	\$0	\$0	\$0	\$0	\$0	\$0	\$355,012	\$3,950,038	\$3,641,496	\$3,177,431	\$4,603,417	\$6,918,473	\$6,293,761	\$5,391,753	\$4,453,835	\$3,441,303	\$2,390,652	\$1,301,118			
Total uses	\$0	\$0	\$0	\$0	\$0	\$0	\$639,988	\$309,974	\$333,543	\$489,065	\$539,013	\$619,944	\$649,712	\$927,008	\$962,918	\$1,037,532	\$1,075,652	\$1,114,534			
Positive cash balance earning interest	\$0	\$0	\$0	\$125,335	\$341,179	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Residual balance at term end																					

**Schedule 4:
TIF Fund Sources and Uses of Cash**

							2008 Present Value to City @ 4.50%	Cash Source Percentages
Receipts and expenses as of year ended September 30,		2021	2022	2023	2024	2025	Cumulative	Annual Discounts
High Street site only								
Sources (by year of collection, not levy)								
From City	\$110,415	\$110,415	\$110,415	\$110,415	\$0	\$1,656,221	\$1,134,741	81%
From County	\$20,116	\$20,116	\$20,116	\$20,116	\$0	\$301,744	\$206,737	15%
From DCCCD	\$6,446	\$6,446	\$6,446	\$6,446	\$0	\$96,689	\$66,245	5%
Total increments received	\$136,977	\$136,977	\$136,977	\$136,977	\$0	\$2,054,654	\$1,407,723	100%
Cash and interest carried forward	\$0	\$0	\$0	\$0	\$0			
Available for reimbursement	\$136,977	\$136,977	\$136,977	\$136,977	\$0			
Uses								
City TIF administrative expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Principal owed from previous period	\$505,793	\$368,816	\$231,839	\$94,862	\$0			
New principal advanced for TIF project costs	\$0	\$0	\$0	\$0	\$0	\$2,012,539	\$1,995,206	
Principal repaid this period	\$136,977	\$136,977	\$136,977	\$94,862	\$0	\$2,012,539	\$1,386,898	
Net principal owed	\$368,816	\$231,839	\$94,862	\$0	\$0			
Interest carried from prior period	\$0	\$0	\$0	\$0	\$0			
Interest accrued this period	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total interest before reduction this period	\$0	\$0	\$0	\$0	\$0			
Interest paid this period	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Net interest owed	\$0	\$0	\$0	\$0	\$0			
Principal and interest owed by fund	\$368,816	\$231,839	\$94,862	\$0	\$0	\$2,012,539	\$1,386,898	
Total uses	\$136,977	\$136,977	\$136,977	\$94,862	\$0	\$2,012,539	\$1,386,898	
Project costs fully reimbursed								
Positive cash balance earning interest	\$0	\$0	\$0	\$42,115	\$0		\$42,115	\$0
Residual balance to main body of TIF fund						\$42,115	\$0	
Zone remainder, excluding High Street site								
Sources (by year of collection, not levy)								
From City	\$930,375	\$962,983	\$996,244	\$1,030,170	\$0	\$10,983,937	\$7,189,780	81%
From County	\$169,504	\$175,445	\$181,504	\$187,685	\$0	\$1,939,787	\$1,248,536	14%
From DCCCD	\$54,315	\$56,218	\$58,160	\$60,141	\$0	\$621,573	\$400,073	5%
Total increments received	\$1,154,193	\$1,194,646	\$1,235,908	\$1,277,996	\$0	\$13,545,298	\$8,838,388	100%
Cash and interest carried forward	\$0	\$0	\$1,032,642	\$2,364,190	\$0			
Available for reimbursement	\$1,154,193	\$1,194,646	\$2,268,550	\$3,642,185	\$0			
Uses								
City TIF administrative expense	\$25,000	\$25,000	\$25,000	\$25,000	\$0	\$400,000	\$280,850	
Principal owed from previous period	\$1,301,118	\$171,925	\$0	\$0	\$0			
New principal advanced for TIF project costs	\$0	\$0	\$0	\$0	\$0	\$9,700,000	\$8,272,594	
Principal repaid this period	\$1,129,193	\$171,925	\$0	\$0	\$0	\$9,700,000	\$6,774,648	
Net principal owed	\$171,925	\$0	\$0	\$0	\$0			
Interest carried from prior period	\$0	\$0	\$0	\$0	\$0			
Interest accrued this period	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total interest before reduction this period	\$0	\$0	\$0	\$0	\$0			
Interest paid this period	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Net interest owed	\$0	\$0	\$0	\$0	\$0			
Principal and interest owed by fund	\$171,925	\$0	\$0	\$0	\$0			
Total uses	\$1,154,193	\$171,925	\$25,000	\$25,000	\$0	\$10,100,000	\$7,055,499	
Project costs fully reimbursed unless increased.								
Positive cash balance earning interest	\$0	\$997,722	\$2,243,550	\$3,617,185	\$0			
Residual balance at term end						\$3,617,185	\$0	

CITY OF GARLAND
TAX INCREMENT FINANCING REINVESTMENT ZONE - NUMBER ONE
PROJECT AND FINANCING PLAN

ADMENDMENT TO SCHEDULE (3)

	Adopted 2008	Revised 2013
High Street Residential and Retail		
Public Infrastructure	1,100,000	0
Public Open Space and Streetscape	912,539	0
Principal Subtotal	<u>2,012,539</u>	<u>0</u>
City Center - Downtown Phase (II)		
Public Facility Improvements		3,950,000
New Public Facilities		328,000
Principal Subtotal		<u>4,278,000</u>
Interest Expense		671,745
Total City Center - Downtown Phase (II)		<u>4,949,745</u>
All Other Projects		
Acquisitions for public improvements	1,500,000	1,000,000
Public street and walk construction and landscaping	4,700,000	4,200,000
Public utilities construction	2,500,000	1,462,794
Environmental and demolition work	1,000,000	500,000
Principal Subtotal	<u>9,700,000</u>	<u>7,162,794</u>
Cumulative City Administrative Expense	400,000	0
Total All Other Projects	<u>10,100,000</u>	<u>7,162,794</u>
All Projects		
Principal	11,712,539	11,440,794
Interest	0	671,745
City Administrative Expense	400,000	0
Total TIF Project Costs	<u>12,112,539</u>	<u>12,112,539</u>



Policy Report

BIOTEL INTERLOCAL AGREEMENT

ISSUE:

Consider whether to enter into a one-year interlocal agreement in the amount of \$107,674 with the City of Dallas for BioTel System services for medical control for emergency medical services.

OPTIONS:

1. Authorize the City Manager to execute an interlocal agreement with the City of Dallas for BioTel System services for medical control.
2. Do not authorize the City Manager to execute an interlocal agreement with the City of Dallas for BioTel System services for medical control.

RECOMMENDATION:

Staff recommends Option 1: Authorize the City Manager to execute an interlocal agreement with the City of Dallas for BioTel System services for medical control. If Council concurs, this item will be scheduled for formal consideration at the March 19, 2013 Regular Meeting.

COUNCIL GOAL:

Consistent Delivery of Reliable City Services

BACKGROUND:

The budgeted amount for the Garland Fire Department to spend on BioTel services for the 2012 – 2013 fiscal year is \$99,834. A letter dated December 3, 2012, was received stating that Parkland Health and Hospital System (PHHS) increased their operational cost by an additional \$50,890 for staffing, legal, and medical direction. A reduction of equipment costs in the amount of \$16,760 is also noted in the contract. This reduction in equipment costs combined with an increase in PHHS operational costs makes the total cost increase to be shared throughout the system in the amount of \$34,130. Due to this increase, the City of Garland's portion of the fee for the performance of the services provided by the BioTel system for the year 2012-2013 is \$107,674.

Costs are shared among fifteen agencies in the BioTel system. The 2012 population estimates prepared by the North Central Texas Council of Governments showed that the member city population demographics decreased from that of the 2010 contract. There was also an increase in the cost throughout the system of 8.6%. The cost increase was allocated to the BioTel System members on a per capita basis. The cost increase coupled with the decrease in member city population resulted in a cost per capita increase from \$0.4348153 in the 2010 – 2012 contract to \$0.4721287 in the 2012 – 2013 contract.

The City of Garland uses BioTel services to provide medical control for emergency medical services. The current core functions of BioTel are:

1. 24/7/365 availability of “one stop shopping” for EMS problem resolution for EMS agency personnel by highly trained and experienced BioTel RN’s and paramedics.
2. 24/7/365 availability of on-line clinical consultation for paramedics and EMS supervisors by highly trained and experienced BioTel RN’s, paramedics, emergency physicians and EMS faculty.
3. Assistance with specialty hospital destination decision-making.
4. Hospital notification of routine and critical patient transports.
5. Assistance with determining the appropriate destination when area hospitals report high volume and clinical advisories related to overcrowding and/or resource availability.
6. MCI transport coordination including patient distribution, hospital polling for resources, hospital notification and communication with critical EMS system elements.
7. Assistance with research projects.
8. Critical Incident Stress Management (“CISM”) activation.
9. Emergency Legal Assistance Program (“ELAP”).
10. Member Injury Advocacy Program (“MIAP”).

CONSIDERATION:

Because the contract amount is now in excess of \$100,000, a resolution must be passed to allow the City Manager to execute a one year interlocal agreement with the City of Dallas for BioTel System services for medical control, and provide an effective date.

Submitted By:

Approved By:

Raymond Knight
Garland Fire Department

Date: February 27, 2013

William E. Dollar
City Manager

Date: February 27, 2013



Policy Report

PARTIAL RIGHT OF WAY ABANDONMENT – 2318 MONARCH DRIVE PARKVIEW ESTATES NO. 2, LOT 18, BLOCK 1

ISSUE

Consider the abandonment of 0.0065 acre / 283 sq. ft. of right-of-way adjacent to vacant lot at 2318 Monarch Drive in the City of Garland to Hao Pham in the amount of \$1,189.00.

OPTIONS

1. Abandon the right-of-way.
2. Take no action.

RECOMMENDATION

Approve Option 1. If Council concurs with the recommendation, staff will prepare a resolution authorizing the Mayor to sign a Deed Without Warranty abandoning the easement for the March 19, 2013 Regular Session.

COUNCIL GOAL

Sustainable Quality Development and Redevelopment
Consistent Delivery of Reliable City Services

BACKGROUND

The common lot line between 2318 and 2322 is being replatted. Additional right-of-way is needed to add more square footage to this lot so that a house can be constructed. The right-of-way was originally intended to aid fire apparatus turn around. The Fire Department has now deemed the portion of right-of-way extraneous and no longer needed. City will receive fair market value in the amount of \$1,189.00.

CONSIDERATION

1. Abandon the right-of-way to help make use of unused area and enable residential construction on vacant lot.

ATTACHMENTS

1. Location Map
2. Copy of exhibit describing the right-of-way.

Submitted By:

Michael C. Polocek, P.E.
Director of Engineering
Engineering Department

Date: February 26, 2013

Approved By:

William E. Dollar
City Manager

Date: February 26, 2013

EXHIBIT "A"
RIGHT-OF-WAY ACQUISITION
0.0065 ACRE / 283 SQ. FT. PARCEL
 A PORTION OF MONARCH DRIVE
 ADJACENT TO 2320 MONARCH DRIVE
 CITY OF GARLAND, DALLAS COUNTY, TEXAS

DESCRIPTION:

Being a 0.0065 acre (283 square feet) tract of land situated in the C. Atterbury Survey, Abstract No. 37, in the City of Garland, Dallas County, Texas, being a portion of Monarch Drive as dedicated by plat of Parkview Estates, an addition to the City of Garland, according to the plat thereof recorded in Volume 98121, Page 87, of the Map Records of Dallas County, Texas, and being more particularly described by metes and bounds as follows:

COMMENCING at a 1/2 inch iron rod found for corner, said corner being the southwest corner of Lot 18, Block 1, Parkview Estates No. 2, an Addition to the City of Garland, Dallas County, Texas, according to the plat thereof recorded in Instrument 20080171831, of the Plat Records of Dallas County, Texas, same being the northwest corner of Lot 17, Block 1, Parkview Estates No. 2, an Addition to the City of Garland, Dallas County, Texas, according to the plat thereof recorded in Volume 98121, Page 87, said Plat Records, same being in the east right-of-way line of said Monarch Drive, same being the beginning of a curve to the right having a radius of 20.00 feet, and a delta angle of 70 deg. 41 min. 33 sec.;

THENCE in a northeasterly direction, and along the common line of said Monarch Drive, and said Lot 18, and along said curve to the right, an arc distance of 24.68 feet, and a chord bearing and distance of North 35 deg. 23 min. 18 sec. East, 23.14 feet to a 1/2 inch iron rod found with "RPLS 3688" cap found for the POINT OF BEGINNING, same being the beginning of a non-tangent curve to the left having a radius of 40.00 feet, and a delta angle of 61 deg. 53 min. 53 sec.;

THENCE in a northwesterly direction, and through the interior of said Monarch Drive, and along said non-tangent curve to the left, an arc distance of 43.21 feet, and a chord bearing and distance of North 01 deg. 44 min. 06 sec. East, 41.14 feet to a 1/2 inch iron rod set with "PEISER & MANKIN SURV" cap (herein after referred to as 1/2 inch iron rod set) for the northwest corner of the herein described tract, same being a west corner of aforesaid Lot 18;

THENCE along the common line of said Lot 18, and said Monarch Drive, as follows:

South 89 deg. 58 min. 00 sec. East, a distance of 10.39 feet to a 1/2 inch iron rod set;

South 00 deg. 02 min. 00 sec. West, a distance of 40.00 feet to a 1/2 inch iron rod set;

North 89 deg. 58 min. 00 sec. West, a distance of 4.99 feet to a 1/2 inch iron rod set for the beginning of a curve to the left having a radius of 20.00 feet, and a delta angle of 19 deg. 18 min. 27 sec.;

In a southwesterly direction, and along said curve to the left, an arc distance of 6.74 feet, and a chord bearing and distance of South 80 deg. 23 min. 18 sec. West, 6.71 feet to the POINT OF BEGINNING and containing 0.0065 acre or 283 square feet of computed land, more or less.

NOTES:

1. IRF - Iron Rod Found
2. IRS - Iron Rod Set w/ Peiser & Mankin Surveying red plastic cap
3. Basis of Bearing - Based on the west line (N00°02'00"E) of Parkview Estates, an addition to the City of Garland, according to the plat thereof recorded in Volume 98121, Page 87, of the Map Records of Dallas County, Texas, with controlling monuments graphically denoted by "controlling monument".
4. This property has not been abstracted per the client's request, and this survey was performed without the benefit of a title commitment, all easements may not be shown.

JOB NO.: P-1365_ROW

DATE: 02/11/2013

FIELD DATE: 01/18/2013

SCALE: 1" = 30'

FIELD: JH

DRAWN: TK

CHECKED: TRM

PEISER & MANKIN
SURVEYING, LLC

www.peisersurveying.com

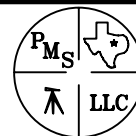
623 E. DALLAS ROAD
 GRAPEVINE, TEXAS 76051
 817-481-1806 (O)
 817-481-1809 (F)



Member Since 1977

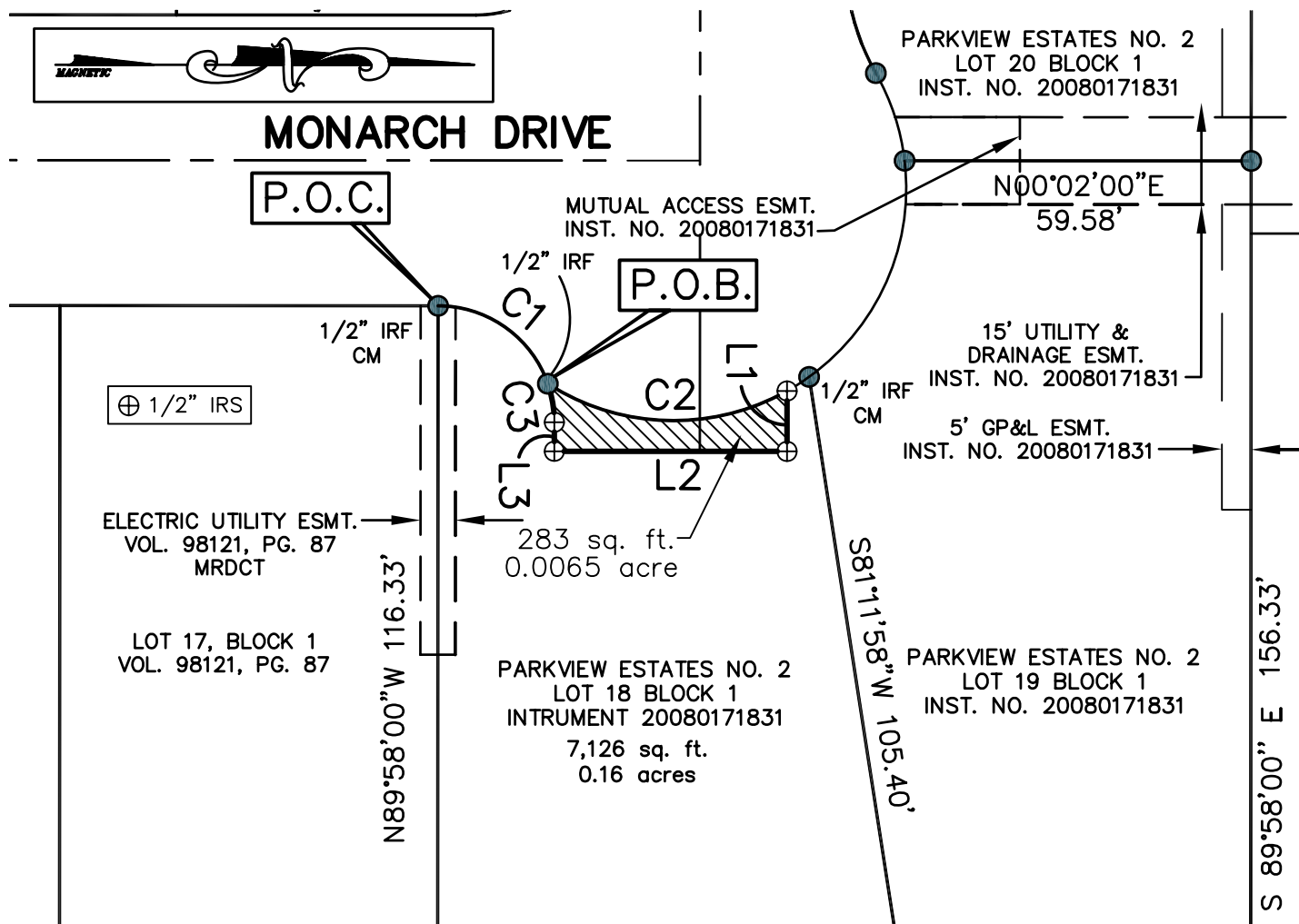
PRELIMINARY SURVEY
 02/12/13

TIMOTHY R. MANKIN
 Registered Professional Land Surveyor No. 6122



COMMERCIAL : RESIDENTIAL
BOUNDARIES : TOPOGRAPHY
MORTGAGE

A PORTION OF MONARCH DRIVE
ADJACENT TO 2320 MONARCH DRIVE
CITY OF GARLAND, DALLAS COUNTY, TEXAS



LINE TABLE		
LINE	LENGTH	BEARING
L1	10.39'	S89°58'00"E
L2	40.00'	S00°02'00"W
L3	4.99'	N89°58'00"W

CURVE TABLE					
CURVE	LENGTH	RADIUS	DELTA	CB	CD
C1	24.68'	20.00'	70°41'33"	N35°23'18"E	23.14'
C2	43.21'	40.00'	61°53'53"	N01°44'06"E	41.14'
C3	6.74'	20.00'	19°18'27"	S80°23'18"W	6.71'

CHECKED: TRM

PEISER & MANKIN
SURVEYING, LLC

www.peisersurveying.com

623 E. DALLAS ROAD
GRAPEVINE, TEXAS 76051
817-481-1806 (O)
817-481-1809 (F)

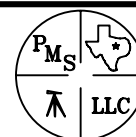


Member Since 1977

PRELIMINARY SURVEY
02/12/13

TIMOTHY R. MANKIN
Assistant Professor of Economics

TIMOTHY R. MANKIN
Registered Professional Land Surveyor No. 6122



COMMERCIAL • RESIDENTIAL
BOUNDARIES • TOPOGRAPHY
MORTGAGE



Policy Report

UNNAMED STREET SEGMENTS BETWEEN COUNTRY CLUB ROAD AND HEBRON DRIVE

ISSUE

Two small street segments linking Country Club Road and Hebron Drive are unnamed. Consideration should be given to naming these streets to expedite service by emergency vehicles

OPTIONS

1. Initiate the process of naming two street segments connecting Country Club Road and Hebron Drive.
2. Leave the two street segments unnamed.

STAFF RECOMMENDATION

Initiate the street naming process. If Council concurs, a public hearing will be scheduled to consider naming these streets. A public hearing could be scheduled as early as the March 19, 2013 meeting.

BACKGROUND

When Country Club Road was realigned at SH 66 in 2009, two small street segments were created linking Country Club Road and Hebron Drive. These street segments have remained unnamed since their construction. The Police Department has requested that names be assigned to these street segments to avoid any potential confusion for emergency vehicles responding to 9-1-1 calls.

CONSIDERATIONS

1. There is currently no development addressed on either of these street segments. The northern segment is approximately 70 feet in length, stretching between Country Club and Hebron. The southern segment is approximately 160 feet in length between Country Club and Hebron. All of the property north of the southern segment, including that on either side of the northern segment, is owned by the City of Garland. The property south of the southern segment is owned by RaceTrac Petroleum, although the RaceTrac store is addressed on SH 66. No property owners would be directly impacted by the assignment of names to these street segments.

2. Potential names for consideration include Leach Lane, Frazier Lane, Schultz Way and Sturgeon Way.

ATTACHMENT

Location Map

Submitted By:

Neil Montgomery
Senior Managing Director of
Development Services

Date: February 25, 2013

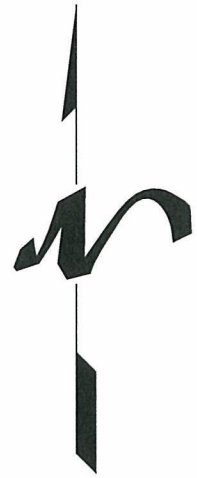
Approved By:

William E. Dollar
City Manager

Date: February 26, 2013

E WALNUT STREET

**UNNAMED
STREETS**



HEBRON DRIVE

COUNTRY CLUB ROAD

STATE HIGHWAY 66

COMMERCE

**STREET SEGMENTS
TO BE NAMED**



City Council Item Summary Sheet

☒ Work Session

Date: March 5, 2013

☐ Agenda Item

City Manager's 2013 Management Agenda

Summary of Request/Problem

City Manager William E. Dollar will brief Council on his 2013 Management Agenda.

Recommendation/Action Requested and Justification

Council discussion.

Submitted By:

Approved By:

William E. Dollar
City Manager



GARLAND

CITY MANAGER'S OFFICE

TO: Mayor and Council Members
FROM: William E. Dollar, City Manager
DATE: March 5, 2013
SUBJECT: 2013 Management Agenda

My 2013 Management Agenda was developed as a guide for the organization and outlines several new and ongoing key initiatives.

I have also included important goals from each of our Managing Directors. By making them a part of my agenda and emphasizing their importance, I believe it will provide Council with a better understanding of the programs and initiatives that our organization has undertaken for 2013.

This management agenda also focuses around our mission statement and our Senior Team Core Values.

Mission Statement

In recognition of the trust placed in us by the public, we value teamwork and collaboration in providing quality services and products for the good of the community and organization in a cost effective manner.

Core Value Statements

- Value and respect employees as individuals, recognizing that each contribute to providing quality results for our community.
- Value honest and open communication between employees, management, City Council, and the community.
- Respond to needs and expectations of the community.
- Value new ideas, perspectives, and innovations that improve organizational effectiveness.

As always, I welcome your input.

City Manager's Key Initiatives

Increase Our Economic Development Efforts

- Work with Garland Chamber to develop a strategy to better utilize existing staff skillsets and resources.
- Reorganize/reassign City staff to place more emphasis and focus on our economic efforts.
- Evaluate creating a standalone City department focused on economic development.

Manage Phase 2 of Downtown Redevelopment Program

- Complete City Hall façade schematics and present to Council in April.
- Begin process to relocate Pace House, Landmark Museum, and Railcar.
- Begin scheduled utility project, including State Street water main replacement, Fifth and Austin storm sewer enhancement, GP&L distribution line burial.
- Begin work on Walnut/Sixth St. pedestrian parks.
- Develop and implement a plan for City staff and public parking during the construction of the City Center Project.
- Begin City Hall elevator, fire sprinklers, and ADA restroom projects.
- Begin City Hall façade construction.

Increase Our Focus/Efforts on Neighborhood Revitalization

- Evaluate creating a multi-department organization within the City focused on improving our existing neighborhoods.
- Continue Neighborhood Vitality and Garland Neighborhood Management Program activities, including Annual Neighborhood Summit.
- Reorganize/reassign City staff to place more emphasis on neighborhood revitalization.
- Consider consolidating all our code efforts (both residential and commercial).

Reposition TMPA/GP&L

- Evaluate opportunities to build, own, or buy new power production resources, targeting a wind energy project that complements our portfolio.
- Complete transition of TMPA's Transmission Operations and personnel into GP&L's organization.

- Work with TMPA Board, TMPA P & O Committee, and TMPA management to reduce operating and capital expenditures, either through a third party operating agreement or internal reductions.
- Work with Denton, Greenville, and Bryan to develop a draft TMPA operating agreement that allows the transition of TMPA cities ownership in 2018.
- Optimize the consultant contract with Ray Schwertner (Vision Energy).

Expand City's Public and Media Outreach

- Increase locally produced programming on CGTV to increase positive awareness to both internal and external audiences about City services, initiatives, and assets.
- Increase the quantity and quality of the City's social media presence.
- Launch an e-newsletter to regularly update subscribers about events, programs, and initiatives to supplement printed *Garland City Press*.
- Continue to enhance and expand City website content with more compelling, useful information and features.

Increase Efforts to Promote Garland

- Work with Council's Marketing & Events Committee to develop a strategic marketing plan.
- Partner with hospitality and community stakeholders to develop marketing efforts and promotional activities.
- Work with Garland Chamber, Garland ISD, and Firewheel Town Center to find opportunities for promotional activities.
- Participate with Downtown Business Association to promote activities and events in Downtown Garland.
- Community Relations Director to present a biannual report to Council on City's marketing efforts.

Develop and Adopt 2013-14 Budget

- Development and passage of the operating budget with the goal of maintaining current levels without an increase in the property tax rate.
- Emphasis will be placed on attempting to find funding for an ongoing employee salary increase.
- Development and passage of the capital budget with the goal of funding high priority infrastructure needs and economic development opportunities within the capacity afforded by the existing property tax rate.

Bring Employee Compensation and Benefits Back to Market Midpoint

- Identify, survey, and monitor critical/hard to fill positions to assure the City remains competitive at market midpoint and/or unique situations for specialized positions.
- Emphasis in developing 2013-14 Budget will be placed on attempting to find funding for an ongoing salary increase for employees.
- Work with other Texas cities to promote proposed legislation to provide flexibility in funding COLA alternatives for existing City retirees.
- Explore using an outside consultant to develop a proposed program to supplement Social Security benefits for Civil Service personnel.
 - Program would be designed to accommodate variable contributions from City and Civil Service employees.

Complete UDC Process

- Planning Department, City Attorney's Office, and Deputy City Manager to complete final review of draft document.
- After completion of internal review, staff will conduct a series of public meetings throughout the City for comment and input from residents and property owners.
- Conduct joint workshops with Plan Commission and City Council.
 - Workshops will be divided into several sections to provide better detail.

Continue Analysis and Work Related to a 311 Contact Center for Garland

- Determine costs and provide recommended options related to desired workforce management software to support 311 and Customer Service.
- Develop a business transition plan focused on preparing Customer Service to a successful implementation of a centralized contact center.
- Report to Council in July.

MANAGING DIRECTORS' DEPARTMENT GOALS

PUBLIC SAFETY

Animal Services

- Produce an annual report summarizing animal bites and dangerous dog activities.
 - Ensure that each Lead is properly trained in the dangerous dog process.
- Increase the overall reclaim/rescue/adoption rate by finding innovative ways to promote adoptions and rescues.
 - Continue to coordinate with local rescue groups through a single point of contact and continue to work closely with Garland Pawsabilities.
- Monitor and work closely with PetSmart on cat adoptions.
- Shift towards adoptable animals being sterilized prior to adoption.
 - Reduce the number of scheduled surgeries to a minimum.
- Seek guidance and proposed ordinance changes to help reduce the flow of animals into the shelter.
- Relocate Pawsabilities to a functional, semi-permanent facility.
- Continue to schedule and participate in communitywide events to promote a positive image of Animal Services.

Environmental Health

- Conduct at least 2,000 standardized inspections on food establishments in Garland.
- Conduct monthly Weapons of Mass Destruction (WMD) training with all Environmental Health Specialists in attendance.
 - Train with Bomb Squad, Garland Fire Department, Sachse Fire Department and regional partners regularly.
- Follow up on all complaints and ensure that the complainant is notified of our actions.
 - The Environmental Health Manager will audit the complaint database weekly to ensure timely follow-ups.
- Conduct at least two inspections on all public or semi-public swimming pools.
 - At least one of these inspections should be unannounced.
- Teach four training courses for registered pool managers.
- Conduct at least two health and safety inspections in all childcare centers to ensure the centers are meeting the minimum standards as set forth by the State of Texas.
- Respond to potential disease outbreaks in a timely (within 48 hours) and professional manner.

- Provide vector surveillance and control methods to protect Garland's citizens from vector-borne illnesses.
 - Ensure that the rodent control program is being conducted to meet customer needs.
- Take all measures necessary to comply with the intent of Garland's Storm Water Management Plan.
- Conduct at least 50 underground storage tank (UST) site inspections.
 - Permit all UST installation, repair and removal activities.
- Respond to all hazardous material releases as soon as legally possible and assist Fire and other City departments in remediation activities.
- Respond to potential WMD-related events in nearby communities in conjunction with the Garland Bomb Squad, as needed.
- Permit all liquid waste haulers that serve businesses in Garland and monitor their activities through reviews of manifests submitted to the Health Department.
- Respond to all air and noise complaints in a professional and timely manner (within 48 hours).
 - Follow up on all such complaints and ensure that the complainant is notified of our actions.
- Conduct all initial *Legionella* testing on multifamily cooling towers before July 1, 2013.
- Represent Garland's interests on the Household Hazardous Waste Committee.
 - Properly manage all waste received from citizens or other City departments.

Fire

- Fire Officer Development Program initiation.
 - Fire Officer I and II classes initiated.
 - Rosters being formulated for future participants.
 - Evaluation process refinement.
- Overhaul Standard Operation Procedures.
 - Standard operating procedures will be color-coded to indicate importance.
 - Clear up any overlaps between Directives and Standing Operating Procedures.
- Community Paramedic Program funding and initiation.
 - Partnership with Baylor of Garland is being discussed.
 - Develop a funding process to facilitate program development.
- GFD scholarship for area high school student.
 - GUSD will submit recommendations for student candidates.
 - Develop plans to firefighter school for 2014.

- Automatic assistance agreement with Dallas Fire Department revision.
 - Dallas Fire Department has offered to respond to Garland's portion of LBJ in exchange for GFD's response to I-30, Luminant Power Plant, Gloria Road, and parks adjacent to Lake Ray Hubbard.
 - Cypress Cove development needs additional clarification to complete the agreement.
- Enhance minority recruiting.
 - Increase advertising and GFD recruiting efforts at job fairs, school career programs, and area fire department testing sites.
 - Involve community leaders in the hiring process.
 - Develop test preparation workbook.

Office of Emergency Management

- Complete installation of Outdoor Warning System.
 - Sirens installed and fully functional by April 2013.
 - Software installed and programmed by June 2013.
- Conduct public education campaign to raise awareness about warning systems.
 - Submit articles to various media outlets for publication through June 2013.
 - Work with Public and Media Affairs to schedule interviews with radio and television media through June 2013.
 - Conduct disaster preparedness presentations throughout the year as requested.
- Achieve Storm Ready re-certification from the National Weather Service.
 - Host SkyWarn Storm Spotter Advanced Training Course in February 2013.
 - Recertification documentation submitted October 2013.
- Establish coordinated regional and state mutual aid agreements that are consistent with updated federal and state legislation.
 - Working with NCTCOG to update and standardize regional and state mutual aid agreements through bimonthly committee meetings and working groups.
 - Working with various City departments to participate in the Public Works Emergency Response Team and develop regional public works mutual aid agreement by July 2013.
- Develop a Disaster Response Team to address command and control in the Emergency Operations Center.
 - Team to be developed and assigned by July 2013.
 - Tabletop exercise to be conducted in September 2013.
 - Develop After Action Report and Improvement Plan by October 2013.
- Continue to manage and administer the Homeland Security Grant Program (HSGP).

- Develop a Volunteer and Donations Management Plan.
 - Initial plan to be developed - February 2013.
 - Volunteer and Donations Steering Committee to be developed - May 2013.
 - Purchase and implement volunteer and donations management software - December 2013.
- Maintain Advanced Planning status.
 - Update required six disaster plan annexes and submit in May 2013 and October 2013.
- Maintain compliance with annual National Incident Management System (NIMS) standards.
- Conduct discussion-based exercise for Damage Assessment.
 - Conduct seminar-style exercise in February 2013.
 - Develop After Action Report and Improvement Plan in March 2013.
 - Implement identified corrective actions by August 2013.

Police

- Analyze, identify and begin a multi-year implementation of technological improvements to the 9-1-1 Communications Center in order to provide up-to-date and comprehensive emergency services to all citizens consistent with state and federal guidelines.
 - Report to Council in the fall of 2013.
- Continue to maintain the highest emphasis on citizen and child safety in relation to “active shooter” incidents that have been occurring across the nation in schools, churches, shopping malls, places of employment, homes, government facilities, etc.
 - Continue to place high emphasis on training and preparation for such incidents for police employees and other City departments in coordination with our local, state, and federal partners.
- Continue to focus on crime reduction efforts by conducting crime analysis and proactive police responses in high crime areas through:
 - Directed enforcement and special assignment of Patrol Officers.
 - High visibility enforcement efforts in all 26 Police Districts and all 8 Council Districts within the City by members of the NPO Unit.
 - Placement of both Sky Watch Towers at high crime and high visibility locations.
 - Providing “target hardening” and other crime prevention tips to property owners/managers.
- Continue to emphasize “Project Impact” which places high priority on:
 - Violent offenders.
 - Repeat offenders.
 - Problem locations.
- The NPO Unit will continue to be responsive to concerns from citizens regarding “order maintenance” issues impacting communities such as:
 - Reported loud music from vehicles, residences, and/or businesses.

- Repeat and ongoing neighbor disturbances and disputes which violate the law.
 - NPOs will meet with Council in their districts to keep them current on issues concerning their constituents.
- Citizen concerns regarding enforcement of speeding and other hazardous traffic violations within neighborhoods.
- Coordinate with other City departments to enforce all applicable ordinances and laws related to the use and/or sales of illegal narcotic paraphernalia, K-2, or other illegal substances/paraphernalia by businesses.

PARKS, LIBRARIES, AND LEISURE

Firewheel Golf Course

- Course Renovations.
 - Replacement of sand bunkers on the Lakes Course.
- Construct maintenance facility at Bridges Course to improve crew efficiency.
- Course Distinctions.
 - Once the bunkers at the Lakes Course have been completed, consideration will be given to offering the Old Course at a lower green fee to attract revenue and rounds from budget golfers.
 - This would give Firewheel Golf Park three distinct levels of play and price.
 - Report to Council by June 2013.
- Enhance Food and Beverage Service and Related Profit Margins.
 - Hired professional manager and chef.
 - Expanding menu to capture evening dining.
 - Expanding catering service.
 - Developing consistent promotion campaign.
- Pro Shop Enhancement.
 - Implement active sale and inventory management procedures for the two pro shops and monitor effect of changes.
- Policy Development and Audit.
 - Review, modify and expand, as necessary, all financial and operating policies.

Parks, Recreation & Cultural Services

- Develop a strategic plan for Parks, Recreation & Cultural Arts Department that includes park development guidelines and business plans for recreation facilities.
- Open to the public the new street-front offices of Community Relations/Convention & Visitors Bureau at 211 Fifth Street.
- Complete renovation of the Granville Arts Center and The Atrium (new carpet, interior painting, new lighting/dimmer system, replacement of stage rigging, etc.) during the first quarter of 2013, with exterior area lighting improvements completed by the fall of 2013.
- Complete next phase of funded greenbelt trail projects and seek additional grant funding sources for pedestrian and bicycle trail system expansion.
- Upgrade Audubon Park disc golf course.
- Initiate relocation of Park Operations division to the vacated Texas Air National Guard station in Central Park after City receives property.
- Implement the new Texas State Library book/library materials sharing program (Interlibrary Loan System).

- Expand Parks, Recreation & Cultural Arts Department pilot program use of social media for marketing purposes.
- Continue expansion of online services and uses of technology to:
 - Upgrade Granville Arts Center ticketing system to online ticket sales.
 - Provide new Library online resource for instructor-led, interactive, educational short courses to enhance professional skills and increase career opportunities.
 - Provide to Library patrons *Morningstar Investment Research Center* – online, real-time access to comprehensive investment data and analysis on thousands of investments, mutual funds, stocks, exchange-traded and closed end funds.
 - Provide *ChiliFresh*, a moderated online program for Library patrons to share book reviews and recommendations on what books to read.
 - Install new automated lighting equipment at additional sports field and picnic pavilion locations to expand the online reservation system.
 - Install new automated lighting equipment at additional locations to expand the online reservation system, including sport fields at Lou Huff Park, Cullom Park, Crossman Park, Holford Park and Bill Cody Park, and picnic pavilions at the Duck Creek Greenbelt Gatewood Section, Arnold and Carol Ablon Park, and One-Eleven Ranch Park.

COMMUNITY SERVICES

Clinical Services Division

- The goal is to continue patient care services to the community by immunizing 16,000 patients and providing 300 Texas Health Step assessments for the well baby/child population. (Yearly work hours 1300-1400).
 - Current clinical staff will include three full-time RNs; one part-time immunization nurse working approximately 19 hrs./wk.; 2 immunization nurses that work back to school and flu immunization clinics.
- Complete the 2012-13 population assessments for immunization status as assigned by the TX Department of State Health Services (DSHS).
- Maintain revenue at or greater than \$872,929.
- Monitor Garland's immunization rate (GISD retrospective survey) for infants and children to match the CDC's national goal of 90% for 4:3:1:3:3:1:4 (4DTaP:3Polio:1MMR:3Hib:3HepB:1Varicella:4PCV13). Estimated percent for 2012-13 is 80%.
- TB skin testing will be redirected toward assessing the public for signs/symptoms of TB disease, those at high risk for TB disease, and for babies and children enrolled in Texas Health Steps.
- Evaluate cash handling procedures and ensure they are meeting the recommendations of internal audit.
- Continue to play lead role in developing mass vaccination/drug dispensing plans for the Health Department.
- Promote Clinical Services travel vaccine program in the community. The estimated number of doses for international travel vaccine in 2012-13 is 1800, provided there are no manufacturer vaccine shortages.
- Continue with Clinical Services offsite immunization program, in conjunction with GISD, at the Student Enrollment Center one day/week and extra clinics, if needed.
- Implement objectives for the Peri-natal Hepatitis B program in Garland by:
 - Number of susceptible pregnant women + for HBsAg.
 - Provide counseling and treatment per TX DSHS guidelines.
 - Provide training as needed for Garland healthcare providers.
- Implement objectives for the Texas Vaccine for Children (TVFC) program in Garland by:
 - Provide education and training as needed for the 24 TVFC providers in Garland.
 - Promote State immunization registry, ImmTrac to all healthcare and TVFC providers in Garland.
 - Process the monthly vaccine inventory reports for TX DSHS by the fifth day of each month.

- Provide educational services/programs to the community. Continue to provide mentoring to GISD clinical rotation students and TWU's senior nursing students for their community health course.
- Continue with professional award system for nursing staff/employees on a quarterly basis to reward staff for their ongoing continuing education and dedication to providing a high level of service within the community.
- TX DSHS Deputization to TVFC Program Provider Enrollment Form submitted to DSHS 10/1/12 to allow Clinical Services to continue immunizing underinsured children in Texas.
 - This deputization will allow for federal funds to be used to purchase vaccines for the underinsured children.

Code Compliance

- Hold three landlord certification classes.
- Coordinate training for Inspectors' Code certification and continuing education by conducting four educational seminars on topics related to code enforcement to ensure continuing educational credits from TX DSHS are met.
- Review all multifamily inspections conducted in 2012, tally demerits and issue awards to top 5% performing properties.
- Update the multifamily risk assessment policy to reflect inspection methodology of the newly revised Section 32.07 of the Code of Ordinances.
 - The policy must remove scoring from the matrix and incorporate violation ratios in determining the representative sample of units inspected.
- Meet with the managers/owners of the 40 complexes that qualified for surcharges and comprehensive inspections and educate them on the changes in the multifamily ordinance.
- Conduct two standardization exercises for the Code inspectors.
- Institute measures to improve the re-inspection rate for the Single Family Inspection Program.
- The Housing Standards Team will ensure that attainable audit findings of the Single Family Rental Program are successfully implemented.
 - Random reviews will be conducted to ensure new practices are continued.
- Conduct a meeting with constable's office and EWS to streamline the eviction process and utilize the property container more effectively.
- Create five training videos for process improvement and share with staff at departmental meetings.
- Explore the funding of an additional clerical position through the collection of revenue for garage sale permits.
- During the first quarter of 2013, office supervisors will conduct a formalized training session of front office procedures to staff that offer assistance during clerical staffing shortages.

Fair Housing

- Develop strategic partnerships with area Fair Housing agencies, real estate agencies, City departments and financial institutions to increase enforcement efforts and expand community outreach/awareness of local, state and federal fair housing laws by the end of November 2013.
- Research and set up additional Summer Nutrition Program feeding sites in underserved areas and implement two of four “Adopt-a-Site” locations with City department volunteers to coordinate educations or recreation activities for program participants by the end of June 2013.

Garland Housing Agency

- Focus on the utilization of available resources to maintain current voucher holders and explore other nonfederal resources to supplement current and future allocations.
 - Develop and publish a quarterly electronic newsletter by December 2013.
 - Increase the number of working families 25% by May 2013.
 - Increase staff involvement with local, state and regional housing associations to share best practices for improving daily operations and actively participate by serving on various committees or boards by December 2013.
 - Streamline internal processes in order to produce efficient and effective results to save funding in leaner times.
 - Maintain “High Performing” next year.
- Score 97% or above on the Section 8 Management Assessment Program (SEMAP) Indicators Report that assesses the management of the Housing Choice Voucher Program (HCV).
- Enhance and promote the success of our families through an annual community event by June 2013.
- Continue partnership with the Fair Housing Office to create two or more seasonal part-time Summer Nutrition Program positions for the Housing Choice Voucher participants. This will teach job skills and ethics.
- Seek financial resources to supplement the declining federal funds (apply for additional vouchers when available, consider establishing a nonprofit for the creation of affordable units.)
- Increase the number of Family Self-Sufficiency participants to 75 or more by September 2013.
 - Host quarterly Family-Self Sufficiency Round-ups.
 - Invite and encourage zero-income families to participate.
 - Develop a new Family Self-Sufficiency flyer.
 - Publish information regarding the program in the electronic newsletter.
 - Highlight the success of Family Self-Sufficiency graduates.

- Develop and enter into an agreement with the Texas Workforce Commission to enhance resources for the Family Self-Sufficiency Program by June 2013.
- Promote the importance of the Housing Choice Voucher Program, annual accomplishments, and participants' successes to local, state and federal representatives.
- Increase the number of homeowner closings 10% by January 2014.
 - Host a homebuyer forum in June 2013.
 - Host homebuyer counseling classes.
 - Host budgeting classes offered by the YWCA.
 - Host consumer credit counseling courses.
 - Develop partnerships with Affordable Housing and other agencies for down payment closing cost assistance for participants.

Office of Environmental Quality

- Identify a first phase tenant for one of the two identified Clean Energy Parks owned by the City.
- Champion renewable energy projects in the City like Biomass, CNG, WWTE, WTE, LED lighting, Methane recovery, Propane, Geothermal, Solar, and Wind.
- Facilitate the ongoing deployment of alternative fuel vehicles and infrastructure in City fleet and facilities.
- Champion the development of funding mechanisms including, but not limited to, grant, low interest loans, City operating budgets and tax credit opportunities toward financing citywide sustainability projects.
- Champion water and solid waste conservation projects in City facilities and operations.
- Increase public awareness through marketing sustainability opportunities.
- Influence the development of residential and commercial green incentive and rebate programs offered through the municipal government.
- Implement the "GreenZone Initiative" in downtown retail office space.
- Offer strategies toward reducing energy and water consumption in City-owned facilities and operations and initiatives toward extending useful landfill life.

DEVELOPMENT SERVICES

Building Inspection

- Continue focused commercial property maintenance program.
 - Assign inspectors exclusively to known problem areas and have them proactively monitor properties in those areas.
 - Maintain contact with business and property owners to ensure they are aware of ordinances and work with the owners to see that each property is in compliance with existing code.
- Review and bring forward for consideration the latest edition of the National Electrical Code to Council in March 2013.
- Assess alternatives to the existing Permits Plus software for possible replacement.
- Work with the City Attorney's Office to review existing ordinances for modifications that would enhance enforcement capability by providing more effective penalties or other means.
- Continue community outreach program.
 - Use individual personal contact, prepared literature and group meetings to provide information regarding current ordinances to ensure that business and property owners are aware of commercial property maintenance responsibilities.

Planning and Community Development

- Finalize recommendation on Downtown Plaza design and determine construction cost.
 - Community Services Committee will resume discussion on this in summer 2013.
- Complete Centerville Marketplace Economic Development Strategy in April 2014.
- Complete SH 190 (March 2013) and Downtown retail recruitment strategy (April 2013).
- Initiate Energy Efficiency Idea Book.
 - Intended for homeowners who are looking for ways to save energy costs at their residence.
 - Follow-up to the Idea Book published in 2012 regarding home additions and improvements.
- Continue Neighborhood Vitality and Garland Neighborhood Management Academy program activities, including Annual Neighborhood Summit.
 - Continue working with neighborhoods on grant applications.
 - File a Neighborhood Vitality application on behalf of the 5th and Cedar neighborhood.
 - Complete a citizen engagement plan.

- Continue refining the faith-based and nonprofit partnership initiative.
 - Host the 11th Annual Neighborhood Summit.
 - Provide support and capacity building efforts to the 74 active neighborhood organizations.
 - Work with City departments to refine the classes at the Neighborhood Management Academy.
- Initiate next neighborhood plan.
- Sponsor and host Focus North Texas Planning Symposium.
- Complete draft of the Unified Development Code.

PUBLIC WORKS

Engineering

- Continue to provide quality services to citizens, other departments, consultants, developers, etc.
- Begin construction on the following CIP projects:
 - Fifth Street – Miller St. to Cedar St.
 - Dairy Road – Broadway Blvd. to Celeste St.
 - Pleasant Valley Rd. – Firewheel Pkwy. to Richfield Dr.
 - Northwest Dr. – Centerville Rd. to LaPrada Dr.
 - Miller Road Bridge over Rowlett Creek.
 - North/South Bikeway (Bridges over Duck Creek and Spring Creek).
 - Downtown Drainage Improvements.
 - New Sidewalks.
 - ADA Ramps.
- Begin/continue design on the following CIP projects:
 - Pleasant Valley Road Bridge over Rowlett Creek.
 - Shiloh Road – IH-635 to Kingsley Rd.
 - Oates Road – Broadway Blvd. to Rosehill Rd.
 - Downtown Drainage Improvements.
- Begin/continue design and construction on Water/Wastewater CIP projects:
 - Lyons II Relief Sewer
 - 24" Water Main between Wallace Pump Station and McCree Water Tower.
 - Wallace Pump Station Improvements.
 - Lavon Pump Station Improvements.
 - Shiloh Road Water/Wastewater Improvements.
 - Colgate Ln., Colgate Circle and Colgate Ct. Water and Wastewater Replacements.
 - Ridgewood Wastewater Main.
 - Fairdale and Park Forest Dr. Water and Wastewater Main.
 - Club Creek Lift Station Removal and Wastewater Main Construction.
 - Walnut Water Main Replacement under Duck Creek.
 - Lake Ray Hubbard Waterline Replacement.
 - Brookview Waterline Replacement.
 - Birchwood Waterline Replacement.
 - Greencove Waterline Replacement.
 - Main Street waterline Replacement.
 - Siphon Replacements under Duck Creek at LaPrada and Nickens.
 - Main Street Water Main Replacement.
- Design and construct the following erosion and local flooding projects:
 - Avenue E Storm Sewer Replacement.

- Dairy Road, Briarwood, Fifth and Ridgewood Storm Sewer Improvements.
 - Walnut and Mars Drainage Improvements.
 - Castle and Yukon Drainage Improvements.
 - Sunnybrook Culvert Replacement.
 - Glenbrook Erosion Protection.
 - Petition drainage for various requested erosion correction projects.
- Assist with the completion of the Unified Development Code (UDC).
- Revise City of Garland Ordinance Chapter 31 to coincide with the adoption of the UDC.

Storm Water Management

- Meet EPA/TCEQ permit requirements.
- Participate with NCTCOG in cost sharing activities.
- Review Storm Water Management Plan – revise if necessary.
- Storm Water software implementation – ongoing.
 - Anticipate complete software utilization by FY 2012-13.
- Review EPA Audit response and coordinate with the storm water management team any recommendations for the program.
- Enhance the student educational component of the program by providing an ecology field kit to participating schools.

Streets

- Substantially complete the current 3-year infrastructure construction program.
- Develop a new 3-year infrastructure construction program for the years 2014-2016.
- Upon purchase of appropriate equipment, establish an in-house street level lifting crew, which will ultimately allow the department to double the number of pavement locations where standing water is eliminated each year.
 - Delivery of the truck and trailer necessary to perform this work is expected to be mid to late summer.
- Expand the equipment maintenance program to include preventive maintenance work for all heavy equipment.
- Complete the preventive maintenance crack sealing program, which includes all concrete streets with a PCI of 70 and above.
 - The Street Department seals cracks in streets that have medium and high crack seal needs.
 - Initial seal effort will be completed by the end of 2013.

- Develop a guardrail and sound wall inventory database.
 - Database will also indicate whether the City or the homeowners' association is responsible for maintenance of the various sound walls.
- Complete storm sewer pipe installation projects on Avenue E and Rock Creek Drive.
 - Construction of the storm sewer pipe on Avenue E will begin in February and will be completed by May.
 - The Rock Creek Drive storm sewer construction project will begin in mid to late summer and will take 2 to 3 months to complete.
- Complete the creek inventory database.
 - Drainage crew just completed mapping all the creeks and drainage ways within the City.
 - Database will indicate the condition and maintenance needs of each creek/drainage way and what entity is responsible for maintenance of each creek/drainage way.

Transportation

- Implement "No Cell Phone Use" signs at all school zones in the City of Garland.
 - Installation completed mid February with 238 signs.
- Begin program to replace old faded stop signs throughout the City of Garland.
 - This will be a multi-year program with the number of signs being replaced dependent on funding availability through the department's annual operating budget.
 - Estimated cost is \$100,000 to replace the approximately 4,000 stop signs in the City.
 - Projected to take over 10 years at 300 to 400 signs per year.
 - Streets intersecting arterial roadways and all way stop locations are being targeted initially with internal residential intersections to follow.
- Implement the flashing yellow arrow left turn display for protected/permitted left turns at signalized intersections throughout the City of Garland.
 - Estimated one-year project to install the FYA operation at 160 intersections, totaling 400 left turn signals.
- Complete Phase I of the North South Bikeway and develop a comprehensive bike route plan for the City of Garland.
 - The "on-street" signs and markings through the length of the project should be completed within three months weather permitting.
 - Anticipated that construction will begin on the two trail connections and bridges near Centerville and under IH 30 by early September and completed subsequently within 6 months.

- Develop parking limits for the downtown square and manage parking through construction of the Center City project.
 - Parking time restrictions are being coordinated with the construction schedule of the Oaks development.
 - Anticipated that these restrictions will go to Council for approval in early spring.

UTILITIES

Electric

Administration and Wholesale Energy/QSE Operations

- Complete work required at the PUCT to resolve the property tax issue on CREZ lines.
- Continue oversight of the Garland CREZ transmission project in order to meet the December 2013 completion deadline.
- Coordinate work with GP&L, City Attorney, and third party lobbyists.
- Optimize the Vision Energy Consultant contract.
- Develop short and long range financial plans and ten-year forecast, including annual operating budget and capital improvement plan.
- Implement Wholesale Energy and Risk Management strategies.
- Pursue new power supply, energy management, and QSE services opportunities.
- Pursue new transmission ownership opportunities.
- Evaluate opportunities to build, own or buy new power production resources, targeting a wind energy project that complements our portfolio.
- Maintain Olinger and Spencer units so that they can produce energy at high cost periods.
- Serve on ERCOT Board and subcommittees to best represent Garland's interests.
- Monitor and support new legislation that will ensure Texas has enough generation reserves to serve the state's growing load demands.

Electric System Operations

- Serve on ERCOT subcommittees to best represent Garland's interests.
- Continue updating and being highly responsive to matters at FERC, NERC, Texas RE, PUCT and ERCOT compliance.
- Upgrade and integration of two software packages (Responder and an IVR) to improve the troubleshooter dispatch function enhancing the restoration service to the GP&L customers.
- Continue to meet the energy demands of the system on a daily basis in the most reliable and economical manner.
- Obtain a Transmission Operator Training Simulator.
 - Simulator will enhance operator training on our transmission system and both the GP&L and Black Start Plans.
 - Simulator will also be used to run contingencies on transmission circuits to aid in outage studies.
- Implementation of new Tracking and Physical Security Systems software and hardware.

- This system will be required to meet NERC CIP version 5 standards which are currently filed with FERC pending Regulatory Approval.

Compliance

- Continue updating and being highly responsive to matters of FERC, NERC, Texas RE, PUCT and ERCOT compliance.
 - All compliance reports completed on schedule.

Production

- Resource Plan
 - Continue to evaluate long term resource plans.
 - Operate production resources in a reliable and cost-effective manner.
 - Maintain high availability of resources to serve customer base.
- Perform maintenance on equipment utilizing in-house personnel to reduce O&M cost.
 - Continue equipment weatherization program.
 - Phase 1 Winter Weatherization was completed in December 2012.
 - Phase 2 Summer Weatherization will be completed by May 2013.
 - Phase 3 Winter Weatherization is scheduled for completion by December 2013.
- Projects that improve unit efficiencies, reliability, and availability:
 - Lewisville Hydro PLC design and procurement.
 - Install security surveillance system upgrades at Olinger Plant.
 - Install additional Reverse Osmosis water treatment capacity at Olinger Plant. Project is scheduled for completion by April 2013.
 - Initiate Olinger Plant controls tuning.
- Employee development and succession planning.
 - Employee Simulator Training.
 - Employee Cross-training.
 - Management Succession Training.
 - Complete Natural Gas Pipeline Operator Qualification Training for compliance with DOT pipeline regulations.
- Environmental.
 - Remain in compliance with all federal, state, and local environmental regulatory requirements.
 - Finalize Industrial Wastewater Permit Renewal for Olinger Plant.
 - Operate and maintain Hinton Landfill Gas Collection and Control System.

- Monitor, develop and update Generator Owner (GO) policies and procedures for compliance with NERC Reliability Standards.
- Safety.
 - Continue to develop safety awareness at the facilities.
 - Review safety policies and procedures to ensure they are applicable to current plant conditions.

Transmission and Distribution

- Complete transition of TMPA's transmission operations and personnel into GP&L's organization.
- Transmission/Substation.
 - Wynn Joyce – Miller and Wynn Joyce – Ben Davis 138kV Transmission Line.
 - Olinger-Greenville Interchange 138kV transmission line reconstruction.
 - Greenville Interchange – TMPA Shelby Tap 138kV transmission line reconstruction.
 - Complete Transmission System Survey (LiDAR) in response to the NERC Facility Rating Methodology Alert issued October 7, 2010.
 - Wynn Joyce Substation improvements.
 - Our substation workforce is committed to the Nevada Substation Improvement upon completion of the Rosehill project.
 - Once Nevada construction is complete, we will be able to focus on Wynn Joyce.
 - Engineering design work and major material purchase are currently underway and will be accomplished in 2013.
 - Construction is scheduled in 2014. An exact completion date has not been established.
 - Rosehill Substation Improvements (add Transformer T2).
 - Station completion date is expected to be August 15.
 - Coincidental Distribution project(s) to serve three feeders are planned.
- Distribution – Construct/Reconstruct.
 - Rosehill distribution feeders.
 - Bunker Hill Road 3-Phase Feeder Addition.
 - Broadway and I-30 Crossing.
 - Primary UG Distribution Cable Replacement Program.
 - Pleasant Valley Road/Bridge relocations.
- Miscellaneous.
 - Implement new asset/project management process.

Texas Municipal Power Agency (TMPA)

- Successfully integrate TMPA transmission operations with GP&L.

- Work with TMPA Board, TMPA P&O Committee, and TMPA Management to reduce operating and capital expenditures, either through a third party operating agreement, or internal reductions.
- Revise plant operating strategies given the availability of lower cost wholesale energy.
- Finalize and execute new coal transportation contract with BNSF.
- Continue to develop a new operating agreement for TMPA and Member Cities to reduce operating costs and resolve governance issues post 2018.
 - Work with Cities of Denton, Greenville, and Bryan to develop a draft agreement for consideration.

Environmental Waste Services

- Implement Phase 2 of Automated Collection Residential Single Stream Recycling Program.
 - Anticipate implementing Phase 2 program in October 2013.
- Update, if applicable, various sections in Chapter 52: Sanitation Ordinance.
 - Ongoing: Management is continuing to review draft document. Anticipate forwarding item to Council for action in the third quarter of FY 2012-13.
- Development of Departmental Strategic Plan.
 - Ongoing: The Strategic Plan process will begin within the second quarter of FY 2012-13.
- Begin design and construction of Hinton Landfill waste cell #6.
 - Projected construction completion is November 2013.

Water and Wastewater Utilities

Administrative:

- Design dashboard reports that will allow management to track and measure progress and identify trending for better business decisions and planning.
- Selection of a new rate consultant to complete a new cost of service rate model was made January 2013.
 - The consultant will be interviewing department personnel and customer cities to develop a rate model that will fit our current and future needs.
 - Completion of model – May 2013.
- Continue to reorganize administrative personnel to centralize and streamline our processes.

Operational:

- Continue Development and Implementation of Asset Management Program for Water and Wastewater Utilities.
 - As information is gathered and processed, the program will help identify aging assets before they fail, keep assets productive through life cycle management, and provide pertinent information to make effective financial decisions.
- Complete Radio Read (ERT) Water Meter installation.
 - Approximately 65,000 water meters have been replaced leaving approximately 4,000 meters to be changed out in 2013.
- Evaluate and modify skill-based pay program for Water and Wastewater Operations personnel to fit current work demands.

Conservation:

- Continue to work with the North Texas Municipal Water District (NTMWD), the Water Efficiency Network of North Texas (WENNT), Texas Water Smart, and other agencies to promote water education and best practices.
- Investigate and implement programs that would encourage repair or replacement of older or leaking fixtures, pipes, etc. on private property.
- Continue with annual meter testing program.
 - Water meters for the top 250 water users will be tested for accuracy.
 - Last year approximately 50 of the water meters tested did not meet accuracy standards.
 - Repairing or replacing these meters has helped lower our unaccounted for water and increased revenue.

Capital Improvements:

- Water.
 - Complete construction of Lavon and Wallace Pump Station Improvements.
 - Projected to be completed by May 2013.
 - Complete property acquisition for new elevated storage tank near Shiloh and S. Garland Road. Also, begin construction of transmission line upgrades from Wallace Pump Station to the new tank site.
 - Pipeline construction start date is October 2013.
 - Currently in negotiations with property owner to acquire tank site.
 - Begin design of a new 24" water main along Country Club Road from Wendell Way to Bobtown.

- Begin the design/construction process to replace the following cast iron water mains.
 - Lake Hubbard Parkway (Marvin Loving to Chaha)
 - Brookview Drive (Northwest Hwy. to Wildbriar)
 - Birchwood Drive (Northwest Hwy. to La Jolla)
 - Greencove Drive (Tearose to Talisman)
 - Main Street (Eleventh to Thirteenth)
 - Sylvan Drive (Cardigan to Buckingham)
 - Evergreen Street (Auburn to Briarwood)
 - Dove Drive (High Meadow to End)
 - Cove Drive (High Meadow to Country Club)
 - Bowie Street (Sylvan to Glenbrook)
 - Ivy Way (Foliage to Thistle)
 - Skillman Drive (Miller to Briarwood)
- Wastewater.
 - Complete construction of Duck Creek Wastewater Treatment Plant Sludge Transfer Station – August 2013.
 - Begin construction of the new Analytical Laboratory building at the Rowlett Creek Wastewater Treatment Plant.
 - Latest projections indicate completion by January 2014.
 - Begin design on the Rowlett Creek Wastewater Treatment Plant Biosolids process upgrade:
 - Belt Filter Press replacement.
 - Digester Decommissioning.
 - Gravity Belt Thickener Rehab.
 - Dewatering building structural rehab.
 - Odor Control for Biosolids area.
 - Initiate a Wastewater Treatment Master Plan for future plant process improvements.

ADMINISTRATIVE

Budget and Research Department

- 2013-14 Operating Budget.
 - Development and passage of the operating budget with the goal of maintaining current levels without an increase in the property tax rate. Emphasis will be placed on attempting to find funding for an ongoing salary increase for employees.
- 2014 Capital Budget.
 - Development and passage of the capital budget with the goal of funding high priority infrastructure needs and economic development opportunities within the capacity afforded by the existing property tax rate.
- TMRS Cost of Living Allowances (COLA).
 - Continue to encourage and monitor efforts underway at TMRS to develop COLA alternatives for the City's retirement program.
 - Support pending legislation submitted by the City of Amarillo to the 2013 Legislature that would add flexibility and funding options for COLA.
- Consolidated Fee Schedule.
 - Development of a single schedule that list all City fees and fee amounts found in numerous ordinances. This will allow for easier and more comprehensive review and management.
- Compose White Papers (joint effort with Finance).
 - Develop white papers covering key financial issues and challenges in nontechnical language that can be easily understood by Council, employees and the community at large.
- Redesign of Quarterly Reports.
 - Development of quarterly financial reports that are concise and easily understood covering budget and financial information.

Finance Department

- Consolidated Annual Finance Report (CAFR).
 - Completion of the CAFR with an unqualified audit.
- Debt Restructuring.
 - Continue working with First Southwest to identify and execute debt refunding opportunities.
- ERP System.
 - Complete the work of the ERP taskforce to explore and gather initial information on the purchase and implementation of a new electronic resource planning system (finance system).
- Enhance transparency of financial information.

- Make information contained in the CAFR more accessible and understandable by the public.
- Compose White Papers (joint effort with Budget).
 - Develop white papers covering key financial issues and challenges in nontechnical language that can be easily understood by the Council, employees and the community at large.

Municipal Court

- Provide job enrichment of all lead positions – March 2013.
 - Rotate leads to oversee each division within the Municipal Court's daily operations.
- Implement electronic signature for Municipal Court Judges – May 2013.
 - Complete the electronic signature module enabling judges to sign documents electronically while in court.
- Re-bid collection contract – June 2013.
 - New RFP related to the Court's collection contract.
- Conduct emergency response drills – February 2013.
 - Work with Emergency Management/Marshals/Fire to establish emergency response policy and conduct practice drills.
- Explore New Court System Options – September 2013.
 - Ongoing review of various court systems on the market, which may offer improved operational capacity.
- Produce court video to educate public – March 2013.
 - Publish PSA video online explaining court processes.
- Explore website potential to connect with public – August 2013.
 - Interactive forms online, online court filings.
- Seek opportunities to automate processes with external entities – March 2013.

Purchasing/Warehouse Department

- Purchasing Directives.
 - Implementation and training of City management and personnel on the new unified Purchasing Directive.
- Historically Underutilized Business (HUB).
 - Promote HUB participation through increased outreach and awareness campaigns within the City.
- Professional Services.
 - Training and reinforcement of the procedures outlined in the unified Purchasing Directive regarding the procurement of professional and consulting services for all departments using outside professional services.

Human Resources

Benefits/Compensation

- Create, publish, and distribute to all employees a Commit to Wellness (C2W) Information Guidebook to facilitate employee awareness and understanding of the City's wellness program parameters by end of March 2013.
- Explore the feasibility of implementing additional ancillary benefit programs to support employee and retiree financial security by October 2013.
- Identify, survey, and monitor critical/hard to fill positions to assure the City of Garland remains competitive for their employees at market midpoint or market competitiveness by the end of October 2013.
- Pursue outside consulting services to develop a program to offset Social Security for Civil Service personnel by the end of August 2013.

Recruiting

- Expand talent acquisition initiatives and sourcing strategies to acquire and retain top qualified candidates by the end of July 2013.

Training

- Identify, develop, and roll out new employee/supervisory training courses that address customer service, workplace conduct/mutual respect and dealing with workplace violence by end of 2013.
- Conduct Citywide rollout of phase two of performance management program which includes goal-setting by the end of June 2013.

Public and Media Affairs

- Increase locally-produced programming on CGTV to increase positive awareness to both internal and external audiences about City services, initiatives and assets.
- Increase the quantity and quality of the City's social media presence.
- July 2013 - Launch an e-newsletter to regularly update subscribers about events, programs and initiatives to supplement printed *Garland City Press*.
- Continue to enhance and expand City website content with more compelling, useful information and features.

Risk Management

- Acquire and implement a Risk Management Information System (RMIS) and associated reporting tools by end of September 2013.
- Enhance the City's Safety Program by expanding the role of the Safety Connection in terms of activities, focus, and department involvement by end of 2013.
- Develop an Internal Property Loss/Claim Policy regarding accessing self-insurance funds for coverage of internal property loss or damage of City property.
 - The policy will include covered property and nature of loss, claim process, and department funded retentions and is expected to be completed by end of 2013.

Tax and Revenue Recovery

- Increase revenue and ensure appropriate exemptions are in place.
 - Confirm valid mailing addresses by comparing all returned mail with address noted on Garland utility account.
 - Dedicate staff to researching prior year unpaid abatement liens to identify a potential new property owner and/or a revised mailing address.
 - Establish process to confirm appropriateness of exemption status with Dallas Appraisal District specifically targeting registered rental properties.
 - Immediately notify Appraisal District once becoming aware that an inappropriate exemption exists.
 - Increase output of unpaid code enforcement violation letters from previous years to dramatically increase revenues.
- Evaluate senior citizen property tax payment schedules to ensure all legal requirements are met.
 - Identify and inform senior citizens that are not in compliance.
 - Implement an acceptable senior citizen payment process when necessary to meet the needs of the City as well as its citizens.
- Minimize lag time related to property code violation mailing or contact.
 - Mail property owner invoice within three days of receiving completed work order.
 - Reduce lien processing timeframe to within ten days from invoice due date.

INTERNAL SUPPORT AREAS

CityCare Clinic

- Evaluate the services of the CityCare Clinic to identify opportunities for improved access, use of data for savings evaluation, and future focus in changing healthcare industry by the end of the first quarter 2013.

Customer Service

- Begin an Advanced Metering Pilot Project.
 - Ability to connect and disconnect electric meters remotely.
 - Ability to implement customer prepay option.
 - Ability to read both electric and water meters remotely each month.
- Implement the processing of customer payments in real time in May 2013.
 - Transition to a single customer payment processing vendor.
 - Immediate real-time posting of customer payments to utility account.
- Develop new customer service request documents and self-serve options to be added to the website by August 2013.
 - Update existing customer information and contact options on website.
 - Add additional forms and information such as how to request a water leak adjustment and potentially schedule an energy audit via our website.
 - Provide new customer additional self-service options if supported by CIS.
 - Evaluate options concerning customer established payment plans.
 - Develop new service callback option and investigate opportunity to include customer satisfaction questionnaire.
- Field Operations enhancements and improved customer response times.
 - Explore and implement work process changes to further minimize time between customer request and finalizing field work order.
 - Develop a near real time work order management system.
 - Change work order work flows to provide a more direct communication from Contact Center to Field Operations employees.

311 Contact Center Project

- Continue analysis and work related to a 311 Contact Center.
 - Conduct four onsite vendor demonstrations of various customer relationship management (CRM) 311 systems currently available.

- Determine costs and provide recommended option(s) related to desired workforce management software to be purchased in order to support 311 and Customer Service.
- Develop a high level roadmap to address a successful organizational transition to a centralized contact center approach.
- Develop a business transition plan focused on preparing Customer Service in order to ensure a successful implementation.
- Final report and recommendation to Council in June 2013.

Facilities Management

- Policy Development.
 - Continue the development of policies and procedures for consistent, proactive maintenance and upkeep of City facilities.
- Facility Inventory.
 - Inventory now covers 100% of City buildings.
 - Continuing to add additional information such as electrical and plumbing related items, items missed during our inventory request to all departments during last year's operating budget process, etc.
- Maintenance Software.
 - Continue to populate maintenance software system with institutional knowledge from senior staff members.
- Security System Review.
 - Initiate security system evaluation for City facilities in order to develop overall security plan and standardize security monitoring systems.
 - Expect to have consultant hired and evaluation started by August 2013.
- Management of City Facility Construction Projects.
 - Fire Station No. 5.
 - Wastewater Lab and Operations Center.
 - Shooting Range Simulations.
 - Downtown Phase II and others.

Fleet Services

- Generate a monthly report by the end of the first quarter 2013 to monitor the NAPA contractual obligations requiring an 85% on time demand parts availability.
- Explore opportunities to extend the service life for Police pursuit vehicles to 100,000 miles by the end of June 2013.
- Explore the feasibility of implementing a formalized vehicle and equipment motor pool by the end of June 2013.

Information Technology Services

- Complete the implementation of the IT components of the City's enterprise intranet and collaboration system.
 - The Steering Committee anticipates that the implementation portion of the project will begin in March 2013 and conclude in July 2013.
- Upgrade the PC environment to Microsoft Windows 7 operating system.
 - Upgrades will begin in April 2013 and then progress by department through July 2014.
- Upgrade the data storage infrastructure to keep pace with current demands and future growth.
- Upgrade the Citrix remote access/application delivery system to enhance capabilities that will provide a better user experience.
- Continue ongoing initiative to update data cabling in aging City facilities and maximize the value of the City's fiber optic data network.

Organizational Development

- Complete year one delivery of Phase 2 of the Downtown Redevelopment Program within targeted milestones and budgets.
- Complete Phase 1 deployment of an intranet to improve internal communications, document sharing, and collaboration across departments; initiate planning and research for Phase 2 workflow automation and process improvements.
- Continue deployment of Enterprise Project Management Office and Project Portfolio Management processes and practices to help prioritize, coordinate, and schedule resource commitments and maximize benefit realization of projects undertaken.
 - Oversee the complexity and interdependencies between 14 planned projects.
 - Ensure compliance with the milestones set forth in the partnership agreement with Oaks Properties.
 - Enforce change management procedures to deliver projects within budget.
 - To date, seven project teams have been established and at least two more are anticipated to deliver these projects.



City Council Item Summary Sheet

☒ Work Session

Date: March 5, 2013

☐ Agenda Item

City Secretary's Agenda

Summary of Request/Problem

City Secretary Lisa Palomba will brief Council on her 2013 agenda.

Recommendation/Action Requested and Justification

Council discussion.

Submitted By:

Lisa Palomba
City Secretary

Approved By:

William E. Dollar
City Manager



GARLAND

CITY SECRETARY'S OFFICE

To: Mayor and Council Members

From: Lisa Palomba, City Secretary

Date: February 4, 2013

Subject: 2013 City Secretary Agenda

I am extremely delighted to work for the City of Garland in the position of City Secretary. In addition to my regular job duties there are several areas of special interest and objectives that I would like to share.

Records Management:

- ✚ My goal is for each department to become knowledgeable and self-sufficient in records management and for the City Secretary's office to serve as an advisor and educator as well as to coordinate records storage and destruction methods.
- ✚ Educate department liaisons how to properly inventory records and to facilitate moving department records through the required lifecycle in a timely manner in order that current City storage facilities remain adequate and to ensure that departments are not burdened with unnecessary records.
- ✚ Collaborate with the Information Technology Department to develop guidelines for email retention and other electronic records.
- ✚ Create a shared and easily assessable electronic folder with procedures, PowerPoint presentation, current retention schedules, and required forms as well as unique and accurate inventory lists for every department.
- ✚ Conduct periodic in-house training sessions for new or current employees regarding excellent records management practices.

Alcohol Permits:

- ✚ Review local alcohol permitting process and work with the City Attorney and Budget personnel to maximize potential revenue sources from alcohol permitting and to include on a Master Fee Schedule.

Personnel:

- ✚ Hire and train a department coordinator to assist with daily administrative tasks and to serve as a Notary Public and back-up for the City Secretary and Administration Secretaries.

2013-2014 Budget:

- ✚ Carefully evaluate City Secretary budget needs based on providing superior service to Mayor, Council, citizens, and staff while safeguarding City resources as much as possible.

Transition into Agenda Preparation:

- ✚ Continue to work closely with administration staff to gently transition agenda preparation to the City Secretary's Office.

Track Legislative Updates:

- ✚ Track and provide updates regarding any proposed Texas legislation that has potential to affect the City of Garland.

Mayor and City Council Memo:

- ✚ Write and distribute a periodic electronic memo to Mayor and Council outlining various happenings and concerns originating in the City Secretary's office.

Continue Texas Municipal Clerks Coursework:

- ✚ I intend to continue working toward completing requirements for Texas Registered Municipal Clerk Certification and complete within two years.

Your comments or suggestions are always welcome.

Lisa Palomba