

# **AGENDA**

**CITY COUNCIL WORK SESSION  
City of Garland  
Work Session Room, City Hall  
200 North Fifth Street, Garland, Texas  
April 15, 2013  
4:30 p.m.**

## **Executive Session**

- 1. Discuss, deliberate, vote, or take 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].**
  - a. Consider the viability, merits, and risks of participating, through GP&L or a related sub-entity, in anticipated, proposed or potential transmission projects.**
- 2. Discuss or deliberate 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 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].**
  - a. Consider options and opportunities relating to the relocation of division headquarters of a major corporation to Garland.**

## **DEFINITIONS:**

**Written Briefing:** Items that generally do not require a presentation or discussion by the staff or Council. On these items the staff is seeking direction from the Council or providing information in a written format.

**Verbal Briefing:** These items do not require written background information or are an update on items previously discussed by the Council.

**Regular Item:** These items generally require discussion between the Council and staff, boards, commissions, or consultants. These items are often accompanied by a formal presentation followed by discussion.

[Public comment will not be accepted during Work Session  
unless Council determines otherwise.]

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

(1) Pending/contemplated litigation, settlement offer(s), and matters concerning privileged and unprivileged client information deemed confidential by Rule 1.05 of the Texas Disciplinary Rules of Professional Conduct. Sec. 551.071, TEX. GOV'T CODE.

(2) The purchase, exchange, lease or value of real property, if the deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third person. Sec. 551.072, TEX. GOV'T CODE.

(3) A contract for a prospective gift or donation to the City, if the deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third person. Sec. 551.073, TEX. GOV'T CODE.

(4) Personnel matters involving the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear a complaint against an officer or employee. Sec. 551.074, TEX. GOV'T CODE.

(5) The deployment, or specific occasions for implementation of security personnel or devices. Sec. 551.076, TEX. GOV'T CODE.

(6) Discussions or deliberations regarding commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the territory of the City and with which the City is conducting economic development negotiations; or

to deliberate the offer of a financial or other incentive to a business prospect of the sort described in this provision. Sec. 551.087, TEX. GOV'T CODE.

(7) Discussions, deliberations, votes, or other final action on matters related to the City's competitive activity, including information that would, if disclosed, give advantage to competitors or prospective competitors and is reasonably related to one or more of the following categories of information:

- generation unit specific and portfolio fixed and variable costs, including forecasts of those costs, capital improvement plans for generation units, and generation unit operating characteristics and outage scheduling;
- bidding and pricing information for purchased power, generation and fuel, and Electric Reliability Council of Texas bids, prices, offers, and related services and strategies;
- effective fuel and purchased power agreements and fuel transportation arrangements and contracts;
- risk management information, contracts, and strategies, including fuel hedging and storage;
- plans, studies, proposals, and analyses for system improvements, additions, or sales, other than transmission and distribution system improvements inside the service area for which the public power utility is the sole certificated retail provider; and
- customer billing, contract, and usage information, electric power pricing information, system load characteristics, and electric power marketing analyses and strategies. Sec. 551.086; TEX. GOV'T CODE; Sec. 552.133, TEX. GOV'T CODE]

**(6:00) 1. Written Briefings:**

**a. Bond Refundings**

*Due to reductions in market interest rates, the City of Garland has an opportunity to refund approximately \$14.4 million General Obligation Bonds, \$11.2 million Electric Utility System Revenue Bonds, and \$22.1 million Water and Sewer System Revenue Bonds. If Council concurs, this item will be scheduled for formal consideration at the May 7, 2013 Regular Meeting.*

**b. Proposed Bond Sale**

*On February 5, 2013, Council approved the 2013 Capital Improvement Program (CIP) which contemplates a Certificates of Obligation (CO) bond sale in the approximate amount of \$13 million and a Water and Sewer Utility System Revenue Bond sale in the approximate amount of \$7.3 million to fund a portion of the CIP. Council is requested to consider authorizing staff to proceed with the debt sales. If Council concurs, this item will be scheduled for formal consideration at the May 7, 2013 Regular Meeting.*

**c. Rate Mitigation Quarterly Portfolio Report**

*The Rate Mitigation Portfolio Report is provided to Council each quarter. The report presents investment information regarding the balances held in the Rate Mitigation Fund.*

**d. Portfolio Summary**

*The Portfolio Summary is presented to Council each quarter. The report is in compliance with the requirements of the Public Funds Investment Act. Management of the City's portfolios is conducted in accordance with the City Council Policy Finance-06, Statement of Investment Policy, and City Council Policy Finance-05, Statement of Investment Strategy.*

**e. Downtown Parking Time Limitations**

*Upon the request of the Downtown Business Owners and due to the changes to parking around City Hall resulting from the City Center*



*Project, parking restrictions are needed in the downtown area. If Council concurs, proposed parking restrictions will be scheduled for formal consideration at the May 7, 2013 Regular Meeting.*

**f. Change Order for Additional Services for City Center Project**

*Council is requested to consider a change order in the amount of \$261,800 for additional services with VAI Architects, Inc. for the design of additional site improvements for the City Center Project. If Council concurs, this item will be scheduled for formal consideration at the May 7, 2013 Regular Meeting.*

**g. Change Orders 1, 2, and 3 for Police Shooting Range Roof Collapse Reconstruction**

*Council is requested to consider Change Orders 1, 2, and 3 to PO #18484 in the amount of \$192,753 needed to increase the general construction contract with Hill & Wilkinson for labor, equipment, and materials to repair and replace damaged structures uncovered during the reconstruction of the Police Shooting Range roof collapse reconstruction. This item is scheduled for formal consideration at the April 16, 2013 Regular Meeting.*

Item	Key Person
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**(6:15) 2. Verbal Briefings:**

**a. Forest Jupiter Transit-Oriented  
Redevelopment Plan**

**Montgomery**

*The Forest Jupiter Transit-Oriented Redevelopment Plan has been prepared and is ready for consideration by Council. The Plan will be presented by the study's consultant team headed by Paris Rutherford of The Catalyst Group.*

**b. City Hall Façade**

**Glenn**

*Staff will present to Council the conceptual design for the re-skinning of the City Hall façade.*

**c. Heritage Park Relocation**

**Glenn**

*Based upon recent developments, staff will present to Council various options and recommendations for the relocation of Heritage Park.*

**d. Replacement of City Radio System**

**Bates/Niekamp**

*Staff will brief Council on the upcoming need to replace the City analog radio system currently utilized by the Police and Fire Departments in addition to all other City departments, and the public safety departments for the City of Rowlett, City of Sachse, and the Garland ISD.*

**e. Transportation and Commerce Committee Report**

**Willis**

*Mayor Pro Tem John Willis, Chair of the Transportation and Commerce Committee, will provide a Committee report on Dean International, Inc.'s response to the Request for Qualifications to provide public policy consulting related to transportation issues. The Committee is requesting Council discussion and direction. If Council concurs, this item will be scheduled for formal approval at a future Regular Meeting.*

**(8:45) 3. Regular Items:**

**a. 2013-14 CDBG, HOME, and ESG Budgets**

**Montgomery**

*Council is requested to discuss the funding for the 2013-14 CDBG, HOME, and ESG Budgets.*

**4. Consider the Consent Agenda**

**Council**

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

**5. Announce Future Agenda Items**

**Council**

*A member of the City Council, with a second by another member, or the Mayor alone, may ask that an item be placed on a future agenda of the City*

*Council or a committee of the City Council. No substantive discussion of that item will take place at this time.*

**(9:30) 6. Adjourn**

**Council**

**(Estimated time to consider)**



# **Policy Report**

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## **BOND REFUNDINGS**

### **ISSUE**

Consider refunding approximately \$14.4 million General Obligation Bonds (GO), \$11.2 million Electric Utility System Revenue Bonds, and \$22.1 million Water & Sewer System Revenue Bonds.

### **OPTIONS**

1. Authorize staff to refund \$14.4 million General Obligation Bonds, \$11.2 million Electric Utility System Revenue Bonds and \$22.1 million Water & Sewer System Revenue Bonds
2. Do not approve the three bond refunding transactions.

### **RECOMMENDATION**

Option No. 1 – authorize staff at the May 7, 2013 Regular Meeting to refund approximately \$14.4 million GOs, \$11.2 million Electric Bonds, and \$22.1 million Water & Sewer Bonds.

### **COUNCIL GOAL**

Financially Stable City Government – approval of this recommendation will produce significant debt service savings and will permit staff to effectively manage the debt service tax rate and utility rates.

### **BACKGROUND**

Due to reductions in market interest rates, the City of Garland has an opportunity to refund \$14.4 million GOs, \$11.2 million Electric Bonds and \$22.1 million Water & Sewer Bonds. The GO refunding transaction will reduce General Obligation debt service by approximately \$750,000 spread equally over fiscal years 2014 – 2019. The Electric refunding transaction will reduce debt service by approximately \$2.1 million in the Electric Fund during fiscal years 2013 – 2025. The Water & Sewer transaction will save approximately \$3.6 million during fiscal years 2013 – 2026. The exact amount of

savings is subject to market conditions between now and the transaction closing date of May 7, 2013.

## **CONSIDERATION**

First Southwest, the City's Financial Advisor, is recommending the refunding of debt to realize debt service savings. The GO debt service savings is approximately \$750,000. The debt service savings are structured within the tax rate management strategy developed by Bryan Bradford to help avoid future debt service tax rate increases. The Electric and the Water & Sewer savings of \$2.1 million and \$3.6 million, respectively, are structured to minimize future utility rate increases.

## **ATTACHMENTS**

None.

Submitted by:

David Schuler  
Finance Director

Date: April 15, 2013

Approved by:

William E. Dollar  
City Manager

Date: April 15, 2013



# **Policy Report**

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## **PROPOSED BOND SALE**

### **ISSUE**

On February 5, 2013 Council approved the 2013 Capital Improvement Program (CIP), which contemplates a Certificates of Obligation (CO) bond sale in the approximate amount of \$13 million and a Water and Sewer Utility System Revenue Bond sale in the approximate amount of \$7.3 million to fund a portion of the CIP. Staff requests Councils authorization to proceed with the debt sales to fund the approved CIP.

### **OPTIONS**

1. Authorize staff on April 15, 2013 to proceed with the debt sales described above.
2. Do not approve the issuance of additional debt to fund the CIP.

### **RECOMMENDATION**

Direct staff to proceed with the sale of Certificates of Obligation and Water and Sewer Utility System Revenue Bonds. If Council wishes to move forward with the bond sales, staff will present bond ordinances for Councils consideration at the May 7, 2013 Regular Meeting.

### **COUNCIL GOAL**

Financially Stable City Government with Tax Base that Supports Community Needs  
Approval of this request will allow staff to fund projects approved in the 2013 CIP.

### **BACKGROUND**

City management reviewed the proposed CIP in November and December of 2012 and January of 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 Regular Meeting on January 15, 2013. Council held a public hearing of the proposed CIP on January 22, 2013. Continued deliberations of the proposed CIP were held at the February 4<sup>th</sup> and February 5th Council Work Sessions. The CIP was approved February 5, 2012 by Resolution # 6589.

## NOTICE OF INTENT TO ISSUE CERTIFICATES OF OBLIGATION

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The adopted CIP is a \$241 million work program for 2013. With available existing resources of \$156.7 million, \$84 million in total new debt issuance will be required, excluding issue costs. Of the total new debt issuance requirement, approximately \$13 million is funded by the issuance of Certificates of Obligation and approximately \$7.3 million is funded by the issuance of Water and Sewer Utility System Revenue Bonds in fiscal year 2013.

### CONSIDERATION

#### Legal

On March 19, 2013 Council authorized the publication of the Notice of Intent to issue Certificates of Obligation in the principal amount of approximately \$13 million to meet the legal requirements for debt issuance. The Notice of Intent was published in the Dallas Morning News on March 24, 2013 and March 31, 2013.

#### 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 and Water and Sewer Utility System Revenue Bonds. Based on information from the City's Financial Advisors, First Southwest Company, the proposed Certificates of Obligation debt issuance, including issue costs, of approximately \$13 million can be sold at an estimated interest rate of 2.00%. At this interest rate, the City will incur additional debt service (principal and interest payments) on the certificates in a range of \$1.6M in the initial years to \$100,000 in the latter years. The debt service varies over the 20 year repayment period due to the anticipated useful life of the assets that are being acquired. The debt service I&S tax rate is not impacted as a result of the Certificates of Obligation debt issuance. The proposed Water and Sewer debt issuance, including issue costs, of approximately \$7.3 million can be sold at an estimated interest rate of 2.48%. The sale of revenue bonds will require approximately \$530,000 in additional debt service costs to fund proposed Water Utility projects. Of the 9% Water rate increase projected for FY 2013-14, approximately 12% is related to the proposed \$7.3 debt issuance. The actual interest rates, debt maturities and issue costs is subject to market conditions between now and the transaction closing date of May 7, 2013.

Submitted By:

David Schuler  
Finance Director

Dated: April 15, 2013

Approved By:

William E. Dollar  
City Manager

Dated: April 15, 2013



# City Council Item Summary Sheet

☒ **Work Session**

**Date:** April 15, 2013

☐ **Agenda Item**

## Rate Mitigation Quarterly Portfolio Report

### Summary of Request/Problem

The Rate Mitigation Portfolio Report is provided to Council each quarter. The Report presents investment information regarding the balances held in the Rate Mitigation Fund.

### Recommendation/Action Requested and Justification

The March 31, 2013 Rate Mitigation Quarterly Portfolio Report is presented to inform the Council. Staff will be available to discuss the report with Council.

**Submitted By:**

**David Schuler**  
**Managing Director for Financial Services**

**Approved By:**

**William E. Dollar**  
**City Manager**



Rate Mitigation Fund  
Quarterly Portfolio Report  
March 31, 2013

Portfolio Book Value - October 1, 2012	\$171,138,637
Transfers (to) from GP&L Operating Fund	22,250,000
Transfers (to) from GP&L Operating Fund	-1,000,000
Interest income:	
October 1 - December 31	\$248,796
January 1 - March 31	203,776
April 1- June 30	0
July 1- September 30	0
Total interest income recognized - fiscal year-to-date	\$452,572
Adjustment for beginning and ending accruals	-53,374
Total interest income received - fiscal year-to-date	399,198
Portfolio Book Value - March 31, 2013	<u>\$192,787,835</u>

Portfolio Book Value is the value of the entire portfolio that is recorded in the financial records. The interest income received in each quarter increases the portfolio book value. The adjustment for the beginning and ending accruals is an accounting entry.

Portfolio Book Value - March 31, 2013	\$192,787,835
Future interest income to be earned	5,769
Portfolio Par Value - March 31, 2013	<u>\$192,793,604</u>

Portfolio Par Value is the face value, at maturity, of the various securities held in the portfolio. The variance between Book Value and Par Value is one component of future income that will be earned as each security matures. Unlike Book Value, Par Value is not recorded in the financial records. It is reported for informational purposes only.

Portfolio Book Value - March 31, 2013	\$192,787,835
Unrealized gain (loss)	84,853
Portfolio Market Value - March 31, 2013	<u>\$192,872,688</u>

Portfolio Market Value is the current Fair Market Value of the various securities in the portfolio. Generally, Fair Market Value of a fixed income security will decline as interest rates rise. Conversely, as interest rates fall, the Fair Market Value of a fixed income security will increase. Governmental financial reporting standards require that Fair Market Value and the changes in Fair Market Values be reported in year-end financial statements.

It should be noted that declines of Fair Market Value below Book Value are reported as Unrealized Losses for informational purposes. The City does not realize investment losses because securities are held to maturity.



# City Council Item Summary Sheet

☒ **Work Session**

**Date:** April 15, 2013

☐ **Agenda Item**

## Portfolio Summary

### Summary of Request/Problem

Staff presents the Portfolio Summary report to Council each quarter. The report is in compliance with the requirements of the Public Funds Investment Act. Management of the City's portfolios is conducted in accordance with the City Council Policy Finance-06, Statement of Investment Policy and City Council Policy Finance-05, Statement of Investment Strategy.

### Recommendation/Action Requested and Justification

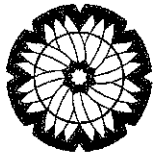
The March 31, 2013 Portfolio Summary is presented to inform the Council. Staff will be available to discuss the report with Council.

**Submitted By:**

**David Schuler**  
**Managing Director for Financial Services**

**Approved By:**

**William E. Dollar**  
**City Manager**



# GARLAND

**City of Garland Portfolio Summary  
Texas Compliance Summary  
Sorted by Investment Class  
March 1, 2013 - March 31, 2013**

City of Garland  
Financial Services

Investment Class		Par Value	Market Value	Book Value	Accrued Interest
> 1 Year FV	Value beginning 03/01/2013	332,755,000.00	332,848,039.02	332,781,530.67	480,240.48
	Net Change	-4,425,000.00	-4,418,466.15	-4,484,496.70	-52,173.95
	Value ending 03/31/2013	328,330,000.00	328,429,572.87	328,297,033.97	428,066.53
< 1 Year AC	Value beginning 03/01/2013	143,573,690.91	143,573,690.91	143,573,690.91	135,312.79
	Net Change	-25,689,007.14	-25,689,007.14	-25,689,007.14	-533.05
	Value ending 03/31/2013	117,884,683.77	117,884,683.77	117,884,683.77	134,779.74
Total	Value beginning 03/01/2013	476,328,690.91	476,421,729.93	476,355,221.58	615,553.27
	Net Change	-30,114,007.14	-30,107,473.29	-30,173,503.84	-52,707.00
	Value ending 03/31/2013	446,214,683.77	446,314,256.64	446,181,717.74	562,846.27

This report is prepared in compliance with Generally Accepted Accounting Principles, the Public Funds Investment Act and the Statement of Investment Strategies as approved by the City Council.

Investment & Debt  
Director

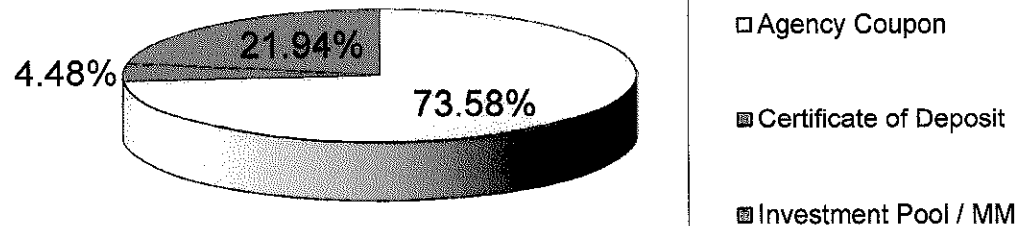
Managing Director  
Financial Services

Accounting Administrator

**Safety - Securities by Type**  
**City of Garland, Texas**  
**March 31, 2013**

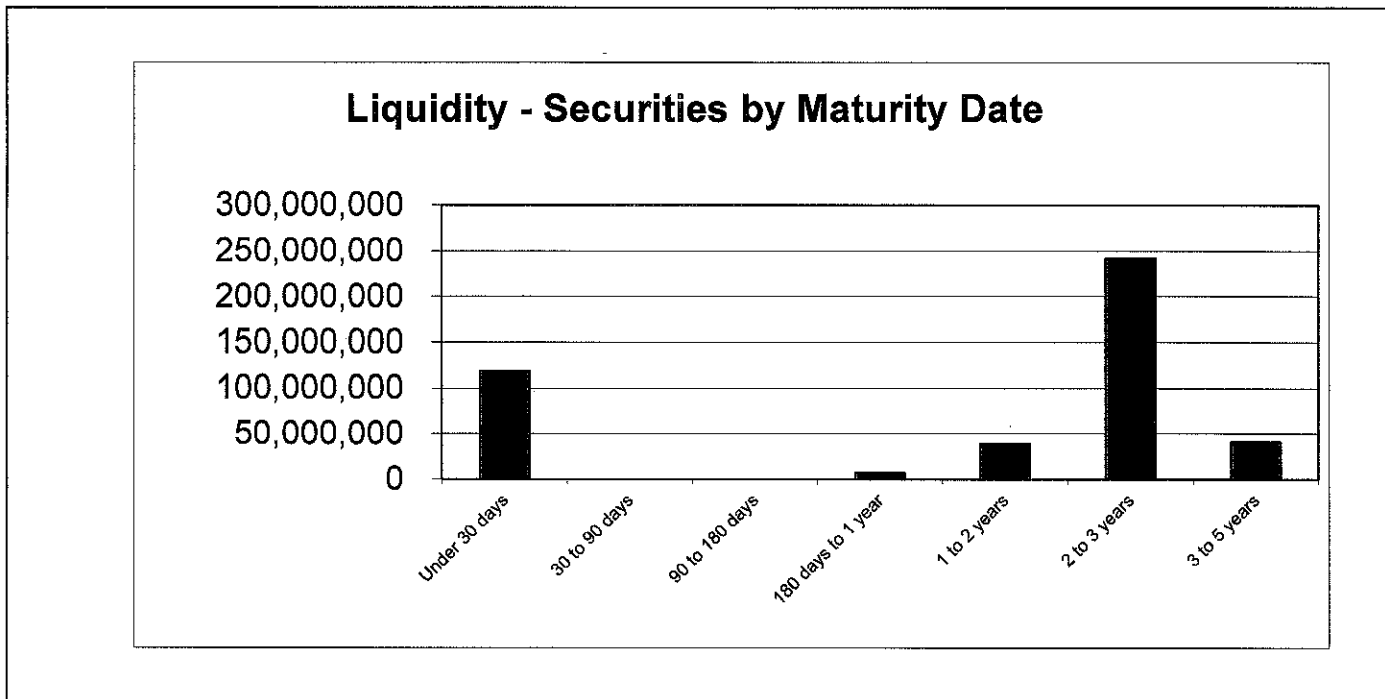
<u>Security Type</u>	<u>Treasury</u>	<u>GO I &amp; S</u>	<u>Rate Mitigation</u>	<u>CMH Landfill</u>	<u>Total Book Value</u>	<u>Percent</u>
Agency Coupon	151,303,313	0	168,994,231	7,999,490	328,297,034	73.58%
Certificate of Deposit	15,003,703	5,000,904	0	0	20,004,607	4.48%
Investment Pool / MM	66,527,231	6,383,132	23,793,604	1,176,110	97,880,077	21.94%
Total	<u>232,834,247</u>	<u>11,384,036</u>	<u>192,787,835</u>	<u>9,175,600</u>	<u>446,181,718</u>	<u>100.00%</u>

**Safety - Securities by Type**



**Liquidity - Securities by Maturity Date**  
**City of Garland, Texas**  
**March 31, 2013**

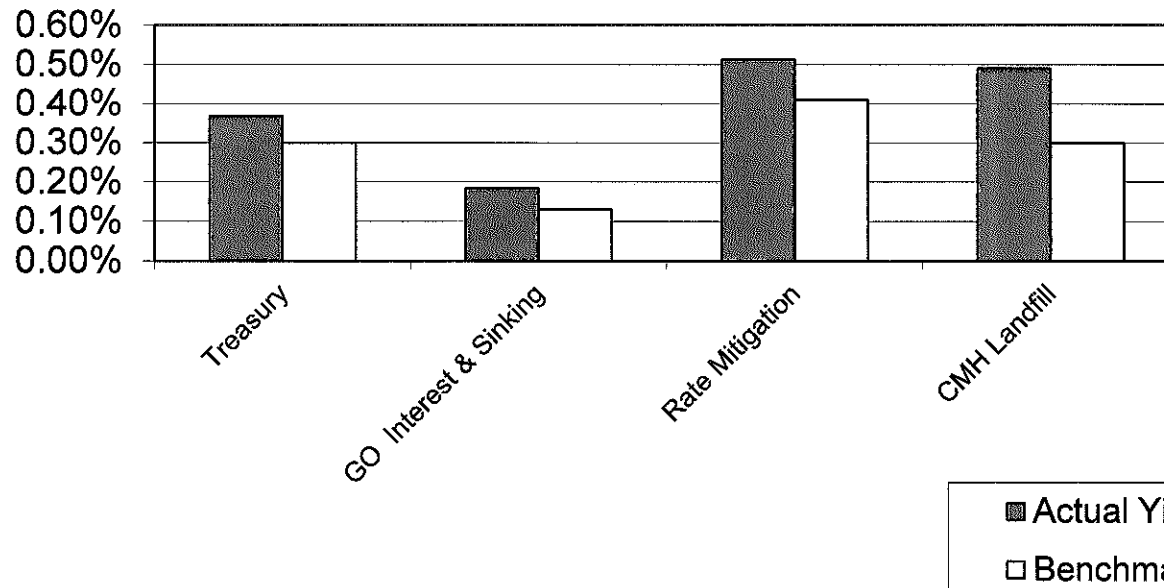
	<u>Treasury</u>	<u>GO I &amp; S</u>	<u>Rate</u> <u>Mitigation</u>	<u>CMH</u> <u>Landfill</u>	<u>Total</u> <u>Par</u> <u>Value</u>	<u>Percent</u>
Under 30 days	81,530,934	11,384,036	23,793,604	1,176,110	117,884,684	26.42%
30 to 90 days	0	0	0	0	0	0.00%
90 to 180 days	0	0	0	0	0	0.00%
180 days to 1 year	2,000,000	0	5,000,000	0	7,000,000	1.57%
1 to 2 years	23,609,000	0	14,000,000	1,000,000	38,609,000	8.65%
2 to 3 years	125,721,000	0	113,000,000	3,200,000	241,921,000	54.22%
3 to 5 years	0	0	37,000,000	3,800,000	40,800,000	9.14%
	<u>232,860,934</u>	<u>11,384,036</u>	<u>192,793,604</u>	<u>9,176,110</u>	<u>446,214,684</u>	<u>100.00%</u>
Weighted Average Maturity Days	550	1	851	883		



**Yield - Interest Income**  
**City of Garland, Texas**  
**March 31, 2013**

<u>Portfolio</u>	<u>Interest Income Fiscal YTD</u>	<u>Current Yield</u>	<u>Benchmark Yield</u>	<u>Unrealized Gain (Loss)</u>
Treasury	\$489,732	0.37%	0.30%	\$48,652
GO Interest & Sinking	\$8,838	0.18%	0.13%	\$0
Rate Mitigation	\$452,571	0.51%	0.41%	\$84,853
CMH Landfill	\$25,196	0.49%	0.30%	(\$966)
Total Portfolios	<u>\$976,337</u>			<u>\$132,539</u>

**Yield - Actual vs. Benchmark**





# Policy Report

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## DOWNTOWN PARKING TIME LIMITATIONS

Upon request of the Downtown Business Owners and due to the changes to parking around city hall resulting from the City Center project, parking restrictions are needed in the downtown area.

### OPTIONS

- A. Adopt the parking restrictions as shown throughout the downtown area as shown in Attachment A.
- B. Adopt some of the proposed changes.
- C. Take no action and leave parking downtown unrestricted.

### RECOMMENDATION

Staff recommends Options A. If Council concurs, this item will be scheduled for formal consideration at the May 7, 2013 Regular Meeting.

### COUNCIL GOAL

Sustainable Quality Development and Redevelopment

### BACKGROUND

#### Downtown Business Owners

- Parking has been a concern in the downtown business district for many years. Businesses have struggled with the balance between providing employee parking while also providing parking in prime spaces for customers necessary to make the businesses viable. The downtown Business Owners group has reached consensus that the 3 hour parking restrictions shown on Attachment A along Main Street and Sixth Street will satisfy the balance between these two needs.

City Center Project

- The City Center Project will begin construction in a few weeks and existing parking around City Hall will be closed for the next two years. This resulted in the need to find alternative parking for City Hall employees and ensure convenient parking for City Hall visitors. Additionally, up to 250 construction workers will also need adequate parking.
- Agreement has been reached with the current owner of Fifth Street Crossing development to share additional parking in the existing parking garage. This will accommodate current City Hall and GP&L employees.
- Parking for construction workers will be designated at the back of the current PAC parking lot as shown on Attachment A.
- This plan has been presented to DART and they have agreed to give up their shared spaces in the PAC parking lot during this 2 year time period. Parking along the northern row will be time limited to prevent commuters from parking in these spaces making them available for PAC events. The PAC personnel will chain off the rest of the spaces in the morning to prevent construction worker, DART commuters, and City Hall employees from parking in the PAC parking lot.
- The on street parking along State Street, 5<sup>th</sup> Street, Austin Street and 6<sup>th</sup> Street as shown on Attachment A will be limited 3 hour parking to preserve these spaces for customers of the adjacent businesses.

**CONSIDERATIONS**

Economic Stability

- Adopting the proposed parking restrictions will enhance the access to downtown businesses by citizens and customers. This will increase the viability of these businesses and make the downtown district a more attractive place to shop/work/play even during the upcoming construction.

Financial

- Enforcement of the no parking zones will be through the City Attorney's office by the City Marshalls
- All material and equipment for the installation of signs are funded from the Transportation Department Operating funds.



**ATTACHMENT**

Attachment A: Proposed Downtown Parking Restrictions

Submitted By:

Paul Luedtke  
Director of Transportation

Date: April 9, 2013

Approved By:

William E. Dollar  
City Manager

Date: April 9, 2013



Attachment A: Proposed Downtown Parking







# Policy Report

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## CHANGE ORDER FOR ADDITIONAL SERVICES FOR CITY CENTER PROJECT – VAI ARCHITECTS, INC.

### ISSUE

Council is requested to consider a change order in the amount of \$261,800 for additional services with VAI Architects, Inc. for the design of additional site improvements for the City Center Project. On May 15, 2012, Council approved a professional architectural services contract with VAI Architects, Inc. for the design and coordination of the City Center Project that included City Hall façade, parking structure, relocation of Heritage Park, as well as infrastructure and streetscape.

### OPTIONS

- A) Authorize the City Manager to execute a change order for additional services with VAI Architects, Inc. for design of site improvements for the City Center Project.
- B) Take no action.

### RECOMMENDATION

Staff recommends Option 1 – Authorize the City Manager to execute a change order for additional services with VAI Architects, Inc. If Council concurs, this item will be scheduled for formal consideration at the May 7, 2013 Regular Meeting.

### COUNCIL GOAL

Sustainable Quality Development and Redevelopment

### BACKGROUND

VAI Architects, Inc. was selected out of nine architectural firms that responded to the request for qualifications for design of the Downtown Development Phase II in March 2012. Their design scope included City Hall Façade, Parking Structure, relocation of Heritage Park, as well as infrastructure and streetscape.

The additional services change order expands their scope to bridge a gap in the current infrastructure and streetscape scope of services related to City Center. As part of the

CITY CENTER PROJECT – VAI ARCHITECTS, INC.  
ADDITIONAL SERVICES – SITE IMPROVEMENTS

Page 2

development agreement with Oaks Properties, LLC, the City agreed to assume additional site improvement responsibilities.

In turn, Oaks Properties LLC is providing a guaranteed financial contribution to be used by the City to offset the cost of streetscape improvements, public infrastructure and site preparation. A portion of the guaranteed financial contribution will be used to pay for the additional services.

Placing the site improvements under one architect controlled by the City ensures consistency and continuity throughout the entire project. Further, the use of a single architect eliminates confusion that is oftentimes created when there are multiple design contracts spanning multiple firms.

## **CONSIDERATION**

Additional Services – Site Improvements will increase the design contract with VAI Architects, Inc. by the amount of \$261,800.00 to a total of \$1,287,000.00. The additional services change sum of \$261,800.00 includes a contingency amount of \$23,575.00 that will be held in reserve for use in the event unforeseen conditions arise. Additional Services – Site Improvements change represents a 23.2% increase in the base design contract and an increase of 2.3% in contingency. This is not a request for additional appropriation of funds to the CIP account.

## **ATTACHMENT**

Additional Services Proposal for Site Improvements

Submitted By:

Martin Glenn  
Deputy City Manager

Date: April 9, 2013

Approved By:

William E. Dollar  
City Manager

Date: April 9, 2013



**March 15, 2013**

Ms. Jennifer Shoulders  
Facility Program Manager  
City of Garland  
2343 Forest Lane, Building 3  
Garland, Texas 75042

**RE:     Additional Services Proposal for Site Improvements Package**  
**City of Garland – City Center**  
**Garland, Texas**

Dear Ms. Shoulders:

VAI is presenting this additional service to extend the overall contract to include Civil engineering services, Landscape and Irrigation services, and site hardscape and site appliance improvements for the overall City Center, and additional structural engineering services necessary for the Demolition of Building 203 in the Northwest corner on the intersection of Fifth Street and State Street. Included in this proposal is fee for an ancillary design contingency to cover additional scope related to the City Center development that is undiscovered/undefined. Utilization of this fee shall be as required based on discovered conditions and as agreed to by City and VAI Architects.

Scope of Services shall include as follows:

- Civil Engineering services for infrastructure improvements within State Street and Austin Street. The detailing scope of services is outlined under Exhibit A - herewith attached.
- Separate civil engineering services for the extension of the stormwater service line along Austin Street to Fifth Street.
- Landscape and Irrigation design and documentation services for areas indicated as 'Area E' on graphic diagram - herewith attached.
- Site Hardscape design and documentation, including site appliances and appurtenances related to the City of Garland Downtown Design Standards in Area E on graphic diagram - herewith attached.
- Structural design and documentation for the temporary and/or permanent shoring of existing structures during the demolition of Building 203.
- Project Management of the extended scope with be handled through VAI Architects and the scope shall be encompassed under the currently executed Agreement.
- Ancillary Design Services necessary for conditions previously undiscovered/undefined under the previously defined scope of services.

## **BASIS OF COMPENSATION**

### **Compensation for Scope of Services**

To perform the scope of services for all portions of the work described above, VAI Architects proposes the following lump sum fees (additional reimbursable expenses are outlined separately):

Civil Engineering Utility Improvements (excluding Storm water extension in Austin)	\$212,650.00
Civil Engineering Services for Stormwater extension in Austin	\$5,000.00

Landscape, Irrigation and Site Improvements Design Services for Area E	\$13,575.00
Structural Engineer services for shoring at building 203 demolition.	\$4,500.00
Ancillary Design Contingency for design services of currently undefined scope	\$23,575.00

Total Fee for Expanded Scope (excluding reimbursable expenses):	<b>\$259,300.00</b>
---	---------------------

Additional Reimbursable Expenses (estimated):	\$2,500.00
---	------------

We will invoice for our services on a monthly basis, based on a percentage complete per phase of the work.


## VI. QUALIFICATIONS AND ASSUMPTIONS

The following qualifications and assumptions have been made with respect to this proposal:

- A. The Contingency services outlined with this scope are discretionary and apply to services necessary due to undiscovered conditions related to scope previously outlined. Additional funds may be required should design scope be expanded further or encompass the need to contract with specialty consultants and/or engineers. Expenditures toward the contingency fund shall be itemized separately.

We appreciate this opportunity to work with the City of Garland. Please do not hesitate to contact me should you have any questions or if additional information is required.

Sincerely,



Barton Drake, AIA, NCARB  
Principal

## APPROVAL:

---

***signed***

***title***

***dated***

Cc: Russell Himes, VAI

## **EXHIBIT A**

### **SCOPE OF SERVICES**

#### **CITY HALL PERIMETER STREET IMPROVEMENTS (Austin, West State and 5<sup>th</sup> Streets)**

##### **1. GENERAL**

###### **1.1 Project Description**

The services to be provided for this project include preliminary design, development of construction plans and special specifications, and special construction details for the following:

- a. Reconstruction of Austin Street from the intersection of North 5<sup>th</sup> Street to the parking lot north of the Depot Museum (approximately 600 ft.). All work will be performed within the proposed right of way.
- b. Reconstruction of North 5<sup>th</sup> Street between West State Street and Main Street (approximately 300 ft.).
- c. Reconstruction of West State Street between North 5<sup>th</sup> Street and KCS right-of way due to the impacts of the storm system replacement within State Street. (approximately 440 ft.)
- d. Install and upgrade existing 6-inch water main in West State Street to an 8-inch water main (approximately 400 ft.).
- e. Parking layout along the west side of 5<sup>th</sup> Street between West State and the Alley north (approximately 150 ft.). Additional on-street parking is anticipated as a part of the West State Street reconstruction.

The specific Storm Drainage improvements in accordance with Downtown Garland Drainage Study are as follows;

- Upgrade existing 48-inch RCP within KCS right-of-way to meet City design criteria. New box will extend from State Street to Austin Street.
- Upgrade existing storm system in 5<sup>th</sup> Street at Main north to State, State east to KCS right-of-way to meet City design criteria to accommodate flow from 5<sup>th</sup> Street.
- Provide necessary storm sewer connections to provide drainage service to the proposed City Center project.
- Extend Storm System in Austin Street from existing end of pipe to a point 30 feet east of Fifth Street, if requested by VAI (approximately 270 ft.)

This project also includes:

- The location of PVC sleeves for future irrigation signals and lighting within the proposed right-of-ways.
- The addition of conduit for existing street lights and signals along West State Street, Main and Austin Street.
- Coordination with franchise and City utilities. Assist City with coordinating KCS permit application.
- Replace existing fire hydrants, valves, meters and associated services.
- Reconstruct pavement for sidewalks, ramps, enhanced pavement and parking layout.
- Inlet and lateral replacement.
- Coordination with Landscape Architect on landscape and hardscape elements.
- Coordination with consultants designing the City Center project on utility service connections, drainage, grading and paving grades.



## **1.2 Project Phasing**

This project shall be divided into two phases. The Preliminary Engineering phase includes additional data collection development of schematic and preliminary design submittal for City of Garland review and approval. The second phase, Final Design, includes preparation of final plans, specifications and cost estimates.

## **1.3 Design Standards**

Design and preparation of construction drawings and technical specifications required for the project shall be in accordance with the following standards.

- a. **City of Garland Standards.**
- b. **City of Garland Standard Drawings and Specifications.**
- c. **NCTCOG construction specifications and details.**
- d. **Dept. of Licensing and Regulation Architectural Barriers Act.**
- e. **Downtown Garland Urban Design Standards**
- f. **FEMA Regulations**

## **2. SCHEMATIC**

### **2.1 Data Collection**

- a. Obtain and review additional reports, pertinent utility plans, street plans, plats and right-of-way maps, existing easement information, and other features within the project area from the City of Garland and VAI. Contact all utility owners along the project for information on existing and proposed facilities.

Coordinate with VAI pertaining to the City Center design elements and their progress.

- b. Topographic survey will be provided for the project by the City of Garland. Coordinate with the City's survey consultant to obtain survey data of available topographic features, manhole, flowlines, inlet flowlines, valve stems and physical features to provide comprehensive base information for design drawings. Use City Center Geotechnical Report for the design of the project.

### **2.2 Design Meeting**

Meet with the City of Garland staff to review and discuss the primary design criteria, operational concerns, traffic information and other preliminary data. Prepare a record of the preliminary design meeting and distribute it to all attendees. Attend City of Garland UCC meetings.

### **2.3 Schematic Design**

- a. Establish final roadway location within right-of-way easement limits.
- b. Determine geometry of proposed roadway turning radii, parking, curblines and other paving improvements.
- c. Establish preliminary paving, utility and paver locations.
- d. Prepare horizontal & vertical control map depicting existing right-of-way.
- e. Identify right-of-way and easement needs.
- f. Analyze existing drainage models for impacts due to proposed storm improvements.

### **2.4 Schematic Submittal**

Submit two sets of 22" x 34" schematic plans to the City for review.



## **2.5 City Review Meeting**

Meet with the City of Garland to discuss schematic plans.

## **3. PRELIMINARY DESIGN**

### **3.1 Address City Comments**

Revise schematic plans incorporating comments from the City of Garland.

### **3.2 Preliminary Design**

- a. Work with affected utilities such as water, wastewater, gas, telephone, cable TV, GISD, IT, KCS and electric to obtain accurate information for horizontal and vertical data for their facilities.
- b. Locate utility crossing and nearby adjacent utilities and other nearby improvements.
- c. Distribute the plans to franchise companies to obtain information regarding impacts to their facilities.
- d. Prepare preliminary construction plans. Prepare the following 22" x 34" sheets at the engineering scale indicated:
  - Cover Sheet
  - Quantity Summary Sheet
  - Typical sections and detail sheets.
  - Right-of-way strip map. Scale 1"=100'.
  - Horizontal Control Sheet
  - Demolition Plan
  - Drainage Area Map for project area.
  - Stormwater collection system plan and profile sheets.
  - Construction phasing and temporary traffic control sheets, including temporary traffic signals. Scale 1"=40'.
  - Paving plan & profile sheets for street improvements. Scale 1"=20'.
  - Water and Sewer Main Plan & profile sheets.
  - SWPPP sheets meeting EPA, TCEQ and City of Garland requirements. Scale 1"=40'.
  - Pavement markings, signage and conduit layout. Scale 1"=40'.
  - Construction sequence plan. Scale 1"=40'.
  - Roadway cross-sections.

Information required should be combined on one sheet if the information can be clearly shown and is approved by the City of Garland project manager.

- e. Prepare Drainage Technical Memorandum for inclusion to the existing City of Garland Flood Study.

### **3.3 Preliminary Cost Estimate**

Prepare a preliminary estimate of construction quantities and develop preliminary statement of probable construction cost.

### **3.4 Preliminary Submittal**

Submit two sets of preliminary plans and preliminary estimates to the City for review.

### **3.5 City Review Meeting**

Meet with the City of Garland to discuss design comments.

#### **4. FINAL DESIGN**

##### **4.1 Address City Comments**

Revise preliminary plans incorporating comments from the City of Garland.

##### **4.2 Franchise Utility Coordination**

Incorporate information provided by utility companies.

##### **4.3 Prepare Final Plans / CADD**

- a. Prepare final plans for the proposed improvements, including all sheets described in Section 3.2.
- b. Show proposed street light locations from existing lighting study.
- c. Meet with City of Garland Traffic Department to develop traffic control details and standards for construction activities within project limits.
- d. Develop sequence for construction.
- e. Finalize SWPPP/erosion protection plan, notes and details to comply with City of Garland, TCEQ and EPA Storm Water Management Program.
- f. Prepare additional construction details as required.
- g. Send final plans to franchise utilities.

##### **4.4 Final Construction Cost Estimate**

Prepare a final estimate of construction quantities and develop final statement of probable construction cost.

##### **4.5 Construction Specifications**

Prepare additional technical specifications, if necessary, for the proposed improvements to supplement the North Central Texas Council of Governments Specifications for Public Works Construction, City of Garland standards, and other applicable standard specifications.

##### **4.6 Review Submittals and Meetings**

Provide 60% and 95% plan submittals (2 sets each submittal) and meet with the Garland staff during final design to review progress, discuss design issues, obtain additional design information, review plans and specifications, and coordinate final details. Prepare a record of all review meetings and distribute it to attendees. The sheets that will be submitted for final review are listed in Section 3.2d.

##### **4.7 Final Review Submittal**

Submit two sets of blue line prints to the City of Garland.

#### **5. CONTRACT ADMINISTRATION**

##### **5.1 Request for Information**

Respond to Request for Information received from the Contractor. (If required)

- One monthly site visit to the construction site to monitor progress of the construction and to check for general compliance with the construction documents. A field report will be prepared for each site visit and provided to the Owner. (Estimated Time of Construction: 6 months) Site visits may include a preconstruction conference and preliminary and final walk-through. Any additional periodic or special observation requested by the Owner will be performed on an Hourly Rate Basis.

## **5.2 Prepare Record Drawings**

Utilizing City and Contractor construction record information, prepare (with "record drawing" stamp) on a CD ROM disk containing scanned images of the 22" x 34" final "record drawing" drawings. The drawings shall be scanned 1 to 1 at a minimum resolution of 200 dots per inch and a maximum resolution of 400 dots per inch. CD shall also include drawing files in a City approved CADD format.

## **6. SPECIAL SERVICES**

The following Special Services shall be performed in-house and not by third party consultants.

- Horizontal & vertical control sheets.
- Drainage analysis of current storm models.
- Preparation of Storm Water Pollution Prevention Plan.
- Reimbursable expenses.

## **7. EXCLUSIONS**

*The intent of the scope is to include only the services specifically listed above and none others. Services specifically excluded from this Scope of Services include, but are not necessarily limited to the following:*

- Computer modeling and routing of wastewater flows.
- Title searches.
- Fees for permits and advertising.
- Flood plain reclamation plans and/or FEMA map revision.
- Traffic engineering report or studies.
- Construction Administration services not referenced above or Full time inspection.
- Bid Phase Services
- Topographic Surveying
- Designs for trench safety.
- Structures, retaining walls other than walk and wall combinations, etc., not included in proposal.
- Landscaping and/or irrigation design.
- Revisions to plans as a result of revisions after completion of original final design (unless to correct error on plans).
- Consulting services by others not included in proposal.
- Quality control and testing services during construction.
- Prints furnished after acceptance of the required sets for construction in accordance with this Agreement.
- Geotechnical investigations for design.
- Monthly coordination meetings with contractors, inspection personnel and City representatives.
- Public Meetings.
- Roadway signs.

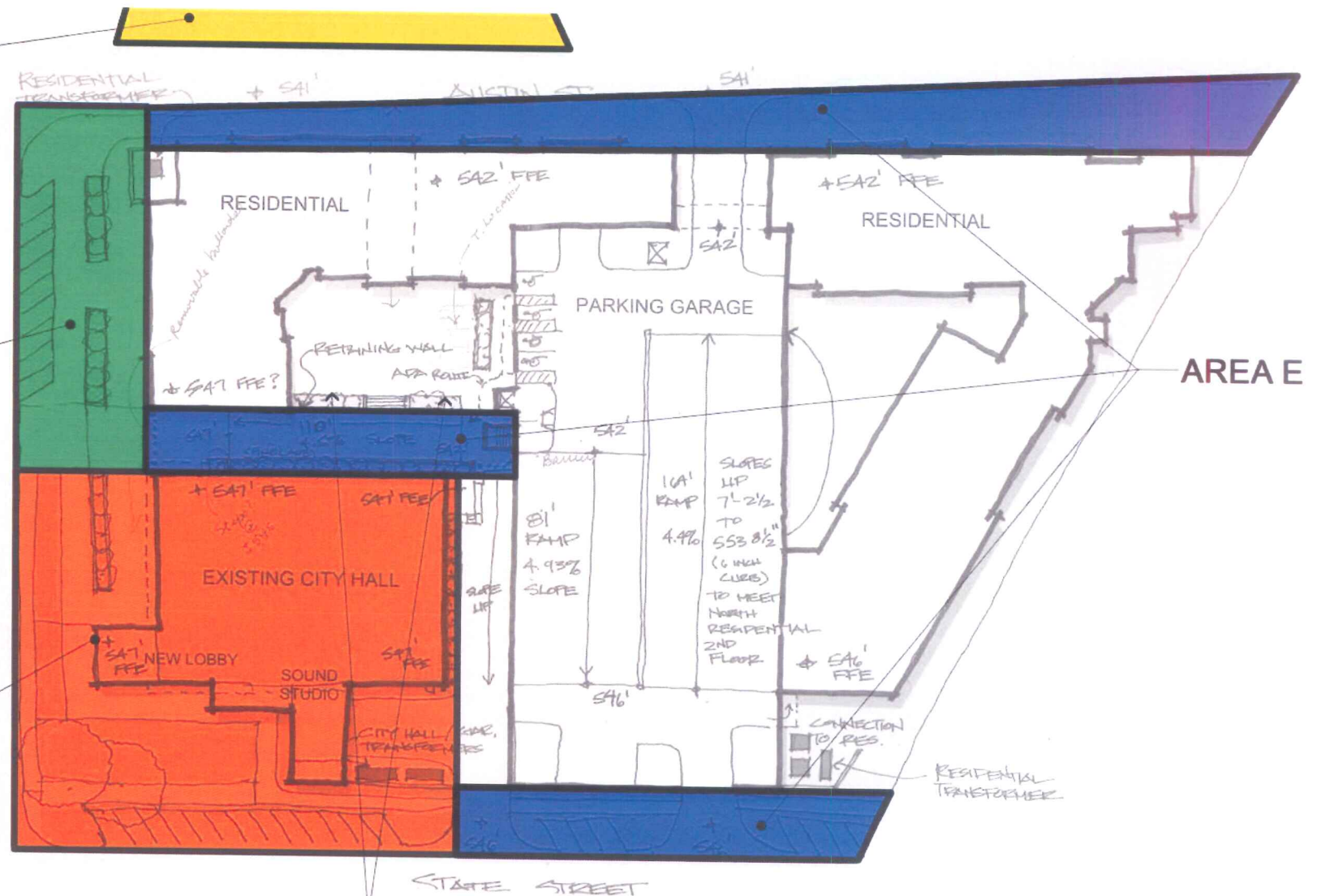
- Environmental Services, including but not limited to the following:
  - Threatened and endangered species surveys.
  - Wetland delineation and survey.
  - USACE Individual Permit Application and coordination.
  - Preliminary mitigation and monitoring plans.
- Prepare to serve or serve as an expert witness on behalf of the City in connection with any public hearings or legal proceedings.
- Perform additional subsurface excavation in the event such excavation is required to locate existing facilities.
- Water and sanitary sewer system improvements other than as specified above. It is assumed that these utilities are outside of the limits of the proposed improvements.
- Review monthly requests for payment from the contractor and prepare a recommendation for action by the City of Garland.
- Review the contractor's monthly progress reports and provide review comments to the City of Garland.
- Relocation of 10-inch wastewater pipe along Austin Street (approximately 600 ft.).



**AREA B**  
(PER 6/5/12  
AGREEMENT)  
NOTE: REFER TO  
EXHIBIT 'A' FOR FULL  
LIMITS OF AREA B

**AREA C**  
(PER 6/5/12  
AGREEMENT)

**AREA A**  
(PER 6/5/12  
AGREEMENT)



RETAINING WALL, STEPS, AND RAMPS THAT MAY  
BE REQUIRED ON SOUTH EDGE OF COURTYARD  
ARE **NOT** INCLUDED AS PART OF AREA E SCOPE OF  
WORK/ASSUMED TO BE DONE BY OTHERS

**EXHIBIT 'D'**



# **Policy Report**

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## **CHANGE ORDERS 1, 2, AND 3 FOR POLICE SHOOTING RANGE ROOF COLLAPSE RECONSTRUCTION**

### **ISSUE**

Council is requested to consider Change Orders 1, 2, and 3 to PO #18484 in the amount of \$192,753 needed to increase the general construction contract with Hill & Wilkinson for labor, equipment, and materials to repair and replace damaged structures uncovered during the reconstruction of the Police Shooting Range roof collapse reconstruction.

### **OPTIONS**

A) Authorize the City Manager to execute Change Orders 1 through 3 with Hill & Wilkinson, Inc. for labor, equipment, and materials to repair and replace damaged structures uncovered during reconstruction.

B) Take no action.

### **RECOMMENDATION**

Staff recommends Option 1 – Authorize the City Manager to execute Change Orders 1 through 3 with Hill & Wilkinson, Inc. This item is scheduled for formal consideration at the April 16, 2013 Regular Meeting.

### **COUNCIL GOAL**

Consistent Delivery of Reliable City Services  
Safe, Family-Friendly Neighborhoods

### **BACKGROUND**

The Outdoor Police Shooting Range was completed in November 2007 for use by the Garland Police Department for training and qualifications. The Range consisted of a 100 yard open range with a 25 yard covered portion.

The Range was in use until December 13, 2010. Between Friday afternoon and Monday morning, December 13, 2010, the first bay of the covered portion of the range collapsed.

POLICE SHOOTING RANGE ROOF COLLAPSE RECONSTRUCTION  
CHANGE ORDERS 1 THROUGH 3 TO PO #18484

Page 2

The City's insurance provider retained an independent structural forensics firm to evaluate the collapsed bay and the two remaining bays. The City contacted the design firms and the contractors involved in the construction. The City also made arrangements with the range equipment manufacturer to remove the bullet trap and dust collection unit from beneath the two remaining bays as a precautionary measure.

Shortly after the forensics examination was complete, the second bay collapsed on March 9, 2011 followed by the third bay on June 23, 2011. Once interested parties were given an opportunity to do inspections, removal of the collapsed materials began.

An Architect and a Structural Engineer were hired to design the necessary repairs to the covered portion of the range. The design and repair work was coordinated with the range equipment manufacturer to ensure the systems work together. Inspections of existing structural components continued as they were uncovered. It was during the exposure of these components that additional structural repairs were required including repairs in the uncovered portion of the range in order to provide a safe and fully functional range.

## **CONSIDERATION**

Change Orders 1 through 3 will increase the construction contract with Hill & Wilkinson, Inc. by the amount of \$192,753.00 to a total of \$1,024,535.00. Change Orders 1 through 3 represent a 23% increase in the contract price. This is not a request for additional appropriation of funds to the CIP account.

## **ATTACHMENTS**

Change Orders 1, 2, and 3

Submitted By:

Ginny Holliday  
Facilities Management

Date: April 10, 2013

Approved By:

William E. Dollar  
City Manager

Date: April 10, 2013

**AIA®****Document G701™ – 2001****Change Order**

<b>PROJECT</b> (Name and address):	<b>CHANGE ORDER NUMBER:</b> 001	<b>OWNER:</b> <input checked="" type="checkbox"/>
Garland Police Department Shooting Range	<b>DATE:</b> June 5, 2012	<b>ARCHITECT:</b> <input checked="" type="checkbox"/>
13835 CR 489		<b>CONTRACTOR:</b> <input checked="" type="checkbox"/>
Nevada, Texas 75173		<b>FIELD:</b> <input type="checkbox"/>
	<b>ARCHITECT'S PROJECT NUMBER:</b>	<b>OTHER:</b> <input type="checkbox"/>
	HWCG Job # 411-2172	
<b>TO CONTRACTOR</b> (Name and address):	<b>CONTRACT DATE:</b>	
Hill & Wilkinson Construction Group, Ltd.	<b>CONTRACT FOR:</b> General Construction	
2703 Telecom Parkway, Suite 120		
Richardson, Texas 75082		

**THE CONTRACT IS CHANGED AS FOLLOWS:**

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

Proposed Change No. 1: Under Canopy Structural Design

Add: \$ 107,778.00

(See Attached)

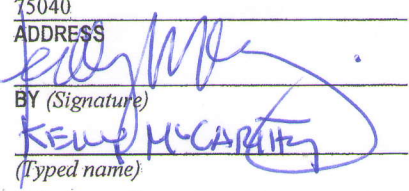
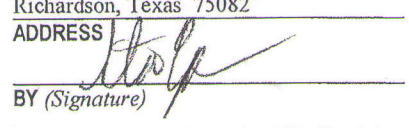
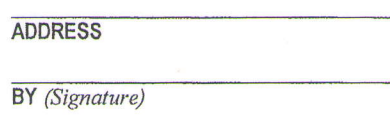
The original Guaranteed Maximum Price was	\$ 831,782.00
The net change by previously authorized Change Orders	\$ 0.00
The Guaranteed Maximum Price prior to this Change Order was	\$ 831,782.00
The Guaranteed Maximum Price will be increased by this Change Order in the amount of	\$ 107,778.00
The new Guaranteed Maximum Price including this Change Order will be	\$ 939,560.00

The Contract Time will be unchanged by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is

**NOTE:** This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

McCarthy Architecture	Hill & Wilkinson Construction Group, Ltd.	City of Garland
<b>ARCHITECT</b> (Firm name)	<b>CONTRACTOR</b> (Firm name)	<b>OWNER</b> (Firm name)
620 Main Street, Suite 100, Garland, TX 75040	2703 Telecom Parkway, Suite 120, Richardson, Texas 75082	200 N. 5th Street, Garland, Texas 75040
<b>ADDRESS</b>	<b>ADDRESS</b>	<b>ADDRESS</b>
		
<b>BY</b> (Signature)	<b>BY</b> (Signature)	<b>BY</b> (Signature)
Kewin McCarthy	Mr. Steve Camp - Executive Vice President	
(Typed name)	(Typed name)	(Typed name)
July 26, 2012	June 5, 2012	
<b>DATE</b>	<b>DATE</b>	<b>DATE</b>





# AIA<sup>®</sup> Document G701<sup>™</sup> – 2001

## Change Order

<b>PROJECT</b> (Name and address):	<b>CHANGE ORDER NUMBER:</b> 002	<b>OWNER:</b> <input checked="" type="checkbox"/>
Garland Police Department Shooting Range	<b>DATE:</b> June 5, 2012	<b>ARCHITECT:</b> <input checked="" type="checkbox"/>
13835 CR 489		<b>CONTRACTOR:</b> <input checked="" type="checkbox"/>
Nevada, Texas 75173		<b>FIELD:</b> <input type="checkbox"/>
<b>TO CONTRACTOR</b> (Name and address):	<b>ARCHITECT'S PROJECT NUMBER:</b>	<b>OTHER:</b> <input type="checkbox"/>
Hill & Wilkinson Construction Group, Ltd.	<b>CONTRACT DATE:</b>	
2703 Telecom Parkway, Suite 120	<b>CONTRACT FOR:</b> General Construction	
Richardson, Texas 75082		

### THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)  
 Proposed Change No. 2: Pier Cap Repair - Canopy Structure Design Add: \$ 67,837.00  
 (See Attached)

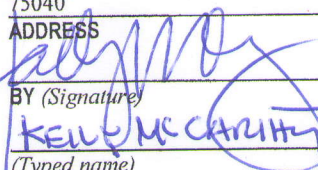
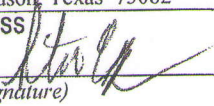
The original Guaranteed Maximum Price was	\$ 831,782.00
The net change by previously authorized Change Orders	\$ 107,778.00
The Guaranteed Maximum Price prior to this Change Order was	\$ 939,560.00
The Guaranteed Maximum Price will be increased by this Change Order in the amount of	\$ 67,837.00
The new Guaranteed Maximum Price including this Change Order will be	\$ 1,007,397.00

The Contract Time will be unchanged by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is

**NOTE:** This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

McCarthy Architecture	Hill & Wilkinson Construction Group, Ltd.	City of Garland
<b>ARCHITECT</b> (Firm name)	<b>CONTRACTOR</b> (Firm name)	<b>OWNER</b> (Firm name)
620 Main Street, Suite 100, Garland, TX 75040	2703 Telecom Parkway, Suite 120, Richardson, Texas 75082	200 N. 5th Street, Garland, Texas 75040
<b>ADDRESS</b>	<b>ADDRESS</b>	<b>ADDRESS</b>
		
<b>BY</b> (Signature)	<b>BY</b> (Signature)	<b>BY</b> (Signature)
Kelly McCarthy	Mr. Steve Camp - Executive Vice President	
(Typed name)	(Typed name)	(Typed name)
July 26, 2012	June 5, 2012	
<b>DATE</b>	<b>DATE</b>	<b>DATE</b>

**AIA****Document G701™ – 2001****Change Order**

<b>PROJECT</b> (Name and address):	<b>CHANGE ORDER NUMBER:</b> 003	<b>OWNER:</b> <input checked="" type="checkbox"/>
Garland Police Department Shooting Range	<b>DATE:</b> June 5, 2012	<b>ARCHITECT:</b> <input checked="" type="checkbox"/>
13835 CR 489		<b>CONTRACTOR:</b> <input checked="" type="checkbox"/>
Nevada, Texas 75173		<b>FIELD:</b> <input type="checkbox"/>
	<b>ARCHITECT'S PROJECT NUMBER:</b>	<b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR</b> (Name and address):	HWCG Job # 411-2172	
Hill & Wilkinson Construction Group, Ltd.	<b>CONTRACT DATE:</b>	
2703 Telecom Parkway, Suite 120	<b>CONTRACT FOR:</b> General Construction	
Richardson, Texas 75082		

**THE CONTRACT IS CHANGED AS FOLLOWS:**

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

Proposed Change No. 3: Forney Road Improvements      Add:      \$ 17,138.00

(See Attached)

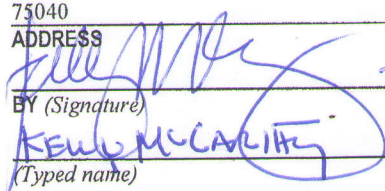
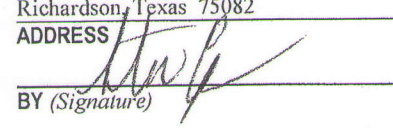
The original Guaranteed Maximum Price was	\$	831,782.00
The net change by previously authorized Change Orders	\$	175,615.00
The Guaranteed Maximum Price prior to this Change Order was	\$	1,007,397.00
The Guaranteed Maximum Price will be increased by this Change Order in the amount of	\$	17,138.00
The new Guaranteed Maximum Price including this Change Order will be	\$	1,024,535.00

The Contract Time will be unchanged by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is

**NOTE:** This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

McCarthy Architecture	Hill & Wilkinson Construction Group, Ltd.	City of Garland
<b>ARCHITECT</b> (Firm name)	<b>CONTRACTOR</b> (Firm name)	<b>OWNER</b> (Firm name)
620 Main Street, Suite 100, Garland, TX 75040	2703 Telecom Parkway, Suite 120, Richardson, Texas 75082	200 N. 5th Street, Garland, Texas 75040
<b>ADDRESS</b>	<b>ADDRESS</b>	<b>ADDRESS</b>
		
<b>BY</b> (Signature)	<b>BY</b> (Signature)	<b>BY</b> (Signature)
Kelly McCarthy	Mr. Steve Camp - Executive Vice President	
(Typed name)	(Typed name)	(Typed name)
July 26, 2012	June 5, 2012	
<b>DATE</b>	<b>DATE</b>	<b>DATE</b>



# City Council Item Summary Sheet

☒ **Work Session**

**Date:** April 15, 2013

☐ **Agenda Item**

## Forest Jupiter Transit-Oriented Redevelopment Plan

### Summary of Request/Problem

The Forest Jupiter Transit-Oriented Redevelopment Plan has been prepared and is ready for consideration by Council. The Plan will be presented by the study's consultant team headed by Paris Rutherford of The Catalyst Group.

The Forest Jupiter Transit-Oriented Redevelopment Plan was initiated in November 2011 as a result of a planning grant awarded to the City by the North Central Texas Council of Governments (NCTCOG). The study is a collaborative effort involving the City, NCTCOG and the consultant team. The Plan addresses land use, urban form and design, infrastructure needs, access and circulation within the study area, and identifies potential redevelopment projects and implementation strategies based on analysis of physical and economic conditions. The Forest Jupiter Transit-Oriented Redevelopment Plan was identified as an implementation item by the Envision Garland Plan.

The planning area (depicted on the attached map) includes the Forest/Jupiter/Walnut catalyst area as identified by the Envision Garland 2030 Plan and the Economic Development Strategy, and its three component targeted investment areas (Jupiter/Walnut retail center, Forest/Jupiter transit center, and Shiloh/Walnut medical center).

An overview of the Plan and the proposed planning concepts for each of the targeted investment areas will be presented to Council. The finalized document will be provided to Council prior to considering its adoption. Staff recommends adoption of the Plan by resolution as an addendum to the Envision Garland 2030 Plan adopted in March 2012. If Council concurs, this item will be scheduled for formal consideration at the May 7, 2013 Regular Meeting.

### Recommendation/Action Requested and Justification

Council discussion and direction.

#### Submitted By:

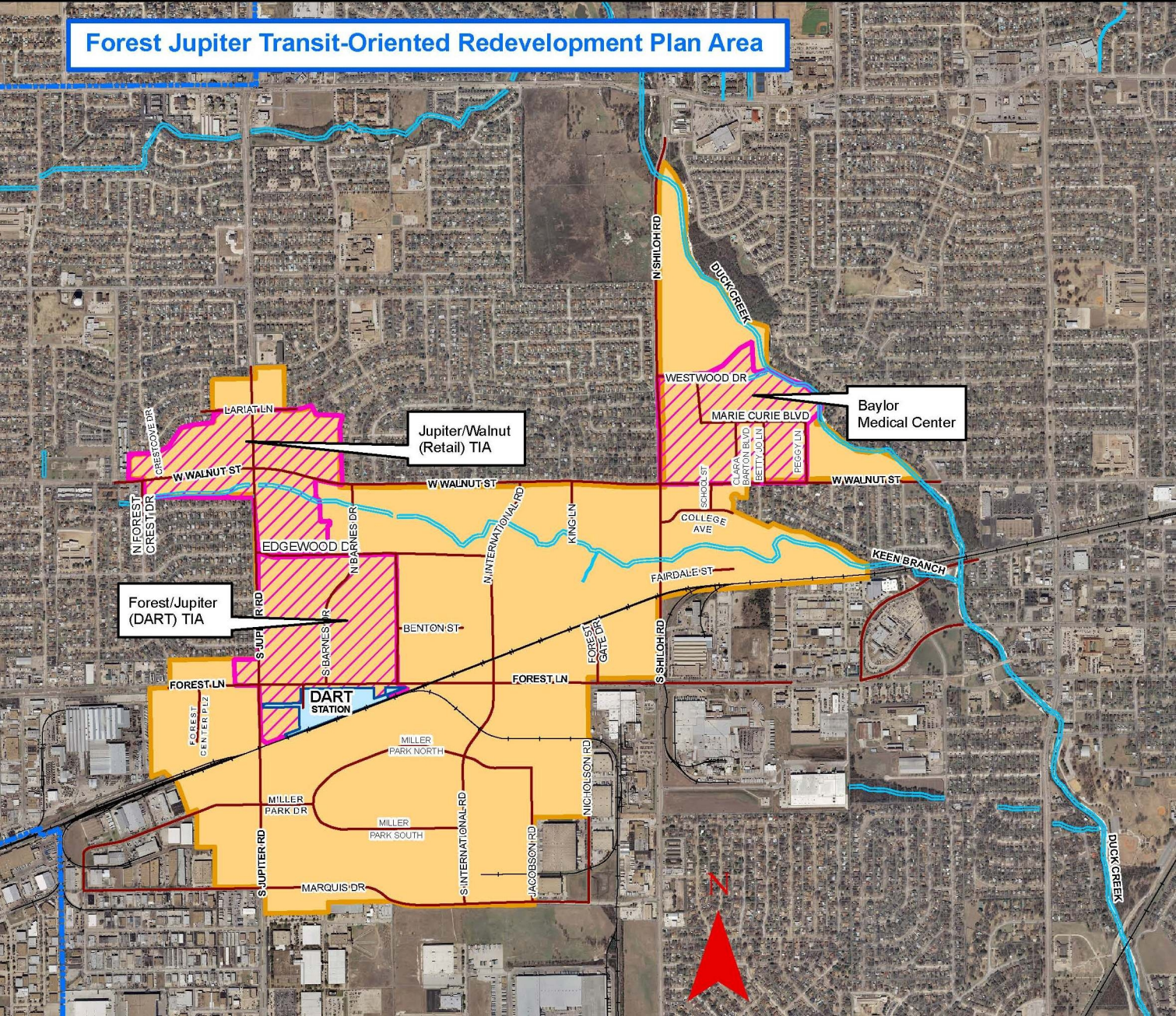
**Neil Montgomery**  
**Senior Managing Director**  
**Development Services**

#### Approved By:

**William E. Dollar**  
**City Manager**



# Forest Jupiter Transit-Oriented Redevelopment Plan Area





# City Council Item Summary Sheet

☒ Work Session

☐ Agenda Item

Date: April 15, 2013

## City Hall Façade

### Summary of Request/Problem

Staff will present to Council the conceptual design for the re-skinning of the City Hall façade.

### Recommendation/Action Requested and Justification

Council discussion and direction.

Submitted By:

**Martin E. Glenn**  
Deputy City Manager

Approved By:

**William E. Dollar**  
City Manager



# City Council Item Summary Sheet

☒ **Work Session**

**Date:** April 15, 2013

☐ **Agenda Item**

## Heritage Park Relocation

### Summary of Request/Problem

Based upon recent developments, staff will present to Council various options and recommendations for the relocation of Heritage Park.

### Recommendation/Action Requested and Justification

Council discussion and direction.

**Submitted By:**

**Martin E. Glenn**  
**Deputy City Manager**

**Approved By:**

**William E. Dollar**  
**City Manager**





# City Council Item Summary Sheet

☒ **Work Session**

**Date:** April 15, 2013

☐ **Agenda Item**

## Replacement of City Radio System

### Summary of Request/Problem

Staff will brief Council on the upcoming need to replace the city analog radio system currently utilized by the Police Department and Fire Department in addition to all other city departments as well as the public safety departments for the City of Rowlett, the City of Sachse, and Garland ISD.

### Recommendation/Action Requested and Justification

For discussion purposes only at this time

#### Submitted By:

**Mitch Bates, Chief of Police**  
**Steve Niekamp, CIO & Managing Director**  
**of IT Services**

#### Approved By:

**William E. Dollar**  
**City Manager**



# City Council Item Summary Sheet

☒ **Work Session**

**Date:** April 15, 2013

☐ **Agenda Item**

## Transportation and Commerce Committee Report

### Summary of Request/Problem

Mayor Pro Tem John Willis, Chair of the Transportation and Commerce Committee, will provide a Committee report on Dean International, Inc.'s response to the Request for Qualifications to provide public policy consulting related to transportation issues.

The Committee is requesting Council discussion and direction. If Council concurs, this item will be scheduled for formal approval at a future Regular Meeting.

### Recommendation/Action Requested and Justification

Council discussion and direction.

**Submitted By:**

**Approved By:**

**William E. Dollar**  
**City Manager**





# Policy Report

**Report No:**

**Agenda Item:**

**Meeting: Work Session**

**Date: April 15, 2013**

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## 2013/14 CDBG, HOME, AND ESG BUDGETS

### ISSUE

Discussion for funding the CDBG/HOME/ESG budget for 2013/2014

### RECOMMENDATION

Council direction is requested

### BACKGROUND

The City expects to receive following funding for 2013/2014:

CDBG: \$2,217,679

HOME: \$ 438,202

ESG: \$ 155,199

The proposed budget for Fiscal Year 2013/2014 must be submitted to the Department of Housing and Urban Development (HUD) by August 16, 2013. To this point, there have been three neighborhood meetings to receive input on the proposed use funds. A public hearing was held on April 2, 2013. This item is being brought back to Council on April 15<sup>th</sup> to discuss proposals and the budget with adoption scheduled on May 7th.

### CONSIDERATION

1. Staff received CDBG applications requesting a total of \$5,358,764 for public service, projects, and administrative use for the next fiscal year. There is an estimated total of \$2,217,679 available through a combination of 2013/2014 entitlement funds and reprogrammed funds. Attached are spreadsheets detailing a five year history of fund allocation, available funds and requests for 2013/2014.
2. HUD regulations limit CDBG monies used for grant planning and administration to no more than 20% of the entitlement funds available, and public service applications to a maximum of 15% of entitlement funds. Funds available for public service total \$256,050 grant planning and administration total of \$341,399. Using the above totals, there is \$1,620,230 available for projects.
3. HOME funds available total \$438,202, requests total \$532,022. HUD regulations allow 10% of the grant for administration and require that 15% of the grant be set aside for use by Community Housing Development Organizations. The balance of the funding is available for projects.
4. Total funds available for the 2013 Emergency Solutions Grant are \$155,199, with requests totaling \$245,606.

5. As in past years, staff has prepared recommendations for the CDBG Projects as well as the HOME and ESG programs. A spreadsheet indicating the history of allocations and the requests for 2013/2014 funding for the CDBG Public Services is attached for Council deliberation.

## **ATTACHMENT(S)**

History and Recommendations

Submitted By:

Approved By:

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Neil Montgomery  
Senior Managing Director

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William E. Dollar  
City Manager

## CDBG

## Public

## Services

<b>PUBLIC SERVICES</b>	<b>2008/09</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14 Requested</b>	<b>Recommened</b>
Achievement Center of Texas	\$40,500	\$45,000	\$50,000	\$39,600	\$ 39,425	\$60,000	
The Addicare Group of TX		\$10,800	\$10,800	\$4,800	\$ 4,650		
Axe Memorial United Methodist Church				\$1,700	\$ 1,600	\$8,000	
Community of Vietnamese Nationals	\$15,000	\$9,000	\$9,000	\$5,500	\$ 4,750		
Counseling Institute of Texas	\$15,000	\$13,500	\$13,500	\$9,600	\$ 9,125	\$25,000	
Dental Health Program	\$40,000	\$45,000	\$47,500	\$38,400	\$ 37,375	\$40,000	
Earth Rythms and Healing Circle Ctr						\$17,110	
Hope Clinic	\$7,000	\$18,000	\$29,000	\$24,700	\$ 24,250	\$32,000	
Galaxy Counseling Center	\$21,500	\$19,800	\$19,800	\$14,600	\$ 14,438	\$24,000	
Garland Family YMCA	\$10,000	\$12,600	\$12,600	\$8,200	\$ 7,475	\$8,500	
Garland Police - Youth Boxing Program	\$25,000	\$25,740	\$32,000	\$25,200	\$ 23,613	\$27,000	
Girl's Escape Club	\$5,000	\$4,500	\$4,500	\$3,400	\$ 2,750	\$3,400	
Mount Hebron Literacy Enhancement	\$8,500	\$7,650	\$7,650	\$5,500	\$ 5,000	\$50,000	
Mount Hebron Summer Arts Program					\$ 2,250	\$50,000	
Lawn Care Program (Code Compliance)	\$27,000	\$27,000	\$27,000	\$22,505	\$ 20,500	\$30,000	
New Beginning Center	\$30,000	\$27,000	\$28,134	\$24,700	\$ 24,600	\$52,080	
Parks S.T.A.R.S. Summer Program	\$30,000	\$31,500	\$31,500	\$26,500	\$ 25,750	\$80,000	
Reinventing Human Capital	\$5,955	\$4,915	\$4,000		\$ 2,750	\$30,000	
Salvation Army - After School Program	\$10,000	\$9,000	\$9,000	\$6,900	\$ 5,950	\$20,000	
Salvation Army - Rent\ Mortgage Asst	\$8,000			\$6,900	\$ 5,950	\$50,000	
Senior Citizens (Garland Ombudsman)		\$9,000	\$9,000	\$7,400	\$ 7,325	\$8,000	
Urban League -Homeless Prevention				\$13,800		\$50,000	
<b>Total</b>	<b>\$316,955</b>	<b>\$320,005</b>	<b>\$344,984</b>	<b>\$289,905</b>	<b>\$269,526</b>	<b>\$665,090</b>	<b>\$0</b>
<b>Available Funds</b>	<b>\$316,955</b>	<b>\$320,005</b>	<b>\$344,984</b>	<b>\$289,905</b>	<b>\$ 269,526</b>	<b>\$256,050</b>	
<b>Difference to be reconcilled</b>						<b>-\$409,040</b>	<b>\$0</b>