



GARLAND

AGENDA

CITY COUNCIL WORK SESSION

**City of Garland
Duckworth Building, Goldie Locke Room
217 North Fifth Street
Garland, Texas
August 1, 2016
6:00 p.m.**

DEFINITIONS:

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

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

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

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

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

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

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

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

(4) Personnel matters involving the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear a complaint against an officer or employee. Sec. 551.074, Tex. Gov't Code.

(5) The deployment, or specific occasions for implementation of security personnel or devices. Sec. 551.076, Tex. Gov't Code.

(6) Discussions or deliberations regarding commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the territory of the City and with which the City is conducting economic development negotiations; or to deliberate the offer of a financial or other incentive to a business prospect of the sort described in this provision. Sec. 551.087, Tex. Gov't Code.

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

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

1. Written Briefings:

a. Downtown Square Design Project

At the request of Council Member Anita Goebel and Mayor Douglas Athas, staff is providing a written update of the Downtown Square Design Project.

b. IH-30 Corridor Catalyst Area Program

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

c. Investment Portfolio Summary Report

The Portfolio Summary is provided to Council each quarter. The report is in compliance with the requirements of the Public Funds Investment Act. Management of the City's portfolio 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.

d. Rate Mitigation 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.

2. Verbal Briefings:

a. Community Services Committee Report

Council Member Anita Goebel, former chair of the Community Services Committee, will provide a committee report on the following items:

- *Oakridge HOA Vitality Grant*
- *Garage Sale Ordinance*
- *Revision to Chapter 22 (Food Code)*
- *"Contract for Sale" Regulation*
- *Animal Registration Program*

b. Public Safety Committee Report

Council Member BJ Williams, Immediate Past-Chairman of the Public Safety Committee, will provide a committee report on the following agenda items previously assigned to the Committee:

- *Discussion of the City sponsorship of the Star-Spangled 4th Celebration*

- *Review & discussion of outdoor warning sirens for bad weather & other emergency notification systems*
- *Jaywalking and traffic congestion at or near schools*

c. Downtown Redevelopment - Phase 2

At the request of Council Member Gibbons and Council Member Aubin, staff will present a status update to Council.

d. Consider the appointment of a Deputy Mayor Pro Tem

At the request of Council Member Gibbons and Council Member Aubin, Council is requested to discuss City Council Policy Article II, Section 8, "Who shall act as Mayor," the City Council may, at its discretion, choose to elect a deputy mayor pro tem to act as mayor when the Mayor and the Mayor Pro Tem are absent or disabled.

3. Regular Items:

a. CDBG Budget Amendment Policy

Discussion and Action to place an item on the City Council's regular agenda to amend City of Garland CDBG Policy Manual; to add procedure to secure City Council approval to amend the CDBG budget; to add a procedure for public notice for the reallocation of CDBG funds; and, to add a procedure to secure City Council approval to amend the 5 Year Consolidated Plan and/or Annual Action Plan.

b. CDBG Reconciliation

At the request of Council Member Gibbons and Council Member Aubin, staff will provide a report detailing CDBG grant funds received and expended, by category, for years 2013-14; 2014-15 and 2015-16 (through the end of June) in order to determine the current status of available CDBG funds.

c. CDBG Economic Development Proposal

Review of an unsolicited proposal from Green Extreme Homes, Inc., 501c3, for a Community Development Block Grant (CDBG) loan in the amount of \$500,000, to fund the acquisition of real property. The real property will be used to develop and implement a job training and structural insulated panel production facility.

d. Preview of 2016-17 Proposed Budget

Staff will provide an overview of the City Manager's Proposed Budget for FY 2016-17. The FY 2016-17 Proposed Budget document will officially be presented to Council at the August 2, 2016 Regular Meeting.

4. Discuss Appointments to Boards and Commissions

Council Member Stephen W. Stanley

- Katherine Sinclair - Garland Youth Council

Council Member Lori Barnett Dodson

- Jazmin Escamilla - Garland Youth Council

Council Member Jim Cahill

- Emily Crow - Garland Youth Council
- Anthony Tyson - Garland Youth Council

5. Consider the Consent Agenda

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

6. Announce Future Agenda Items

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

7. Council will move into Executive Session

**EXECUTIVE SESSION
AGENDA**

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

- 1. 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.**
 - a. A manufacturing project proposed to be located in southwest Garland, near the general vicinity of Forest Lane and South Shiloh Road.**

2. 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.

- a.** The City Attorney will provide a briefing relating to legislative prayer.
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8. Adjourn



GARLAND POLICY REPORT

City Council Work Session Agenda

Work Session Item 1. a.

Meeting Date: August 1, 2016

Item Title: Downtown Square Design Project

Submitted By: Will Guerin, Planning Director

ISSUE

At the request of Council Member Anita Goebel and Mayor Douglas Athas, staff is providing a written update of the Downtown Square Design Project.

OPTIONS

Information only.

RECOMMENDATION

Sustainable Quality Development and Redevelopment

BACKGROUND

On May 3, 2016, the Council directed the City Manager to enter into an agreement with David C. Baldwin, Inc. for landscape architectural design and consulting services in the amount of \$159,350.00 for the Downtown Square design project.

The 2016 Capital Improvement Program lists the Downtown Square Design and Construction as a funded project. The project scope addresses potential architectural opportunities to the eastern half of the project area and impacts to the design of the western half of the site.

CONSIDERATION

1. The Downtown Square project was approved by Garland voters as a part of the 2004 Bond Fund and was included in the 2010 Capital Improvement Program as a funded project (Project 10043). The project scope included the redesign of the Downtown Square to create a more functional and inviting public space for large gatherings, as well as individual activity. In 2012, professional design services were completed with a consultant team led by David C. Baldwin, Inc. providing a comprehensive assessment of the project area. An extensive public engagement process concluded with the identification of three (3) design concepts for consideration.
2. In May 2016, the project team initiated work to further refine concepts developed under the 2010 project scope of work. The previously prepared concepts observed two options for the eastern half of the site. One option was to keep the former Civic Theater Building intact (as is). The second option was to remove the Civic Theater Building entirely and replace it

with a completely new building located along the interface with Fifth Street; however, there was no previously prepared concept(s) that looked at a) either maintaining a portion or western edge of the existing Civic Theater Building, combined with other modifications/ additions or b) a completely new building configuration keeping the same western edge as the current former theater building. These will be completely new concepts included as part of the new scope of work.

3. Revised concepts, as a part of the new scope of work, will be available for internal review in August 2016. Public engagement will begin in late August 2016 and continue through September 2016. Meetings will build upon the extensive process developed during the previous phase. Project stakeholders include Downtown user groups; and Downtown merchants, organizations, and property owners. An update will be given to the City Council in October 2016.
 4. Construction cost estimates will be provided in December 2016, as part of the consideration for the 2018 Capital Improvement Projects program. Capital Improvement Projects may span multiple years; therefore maintaining budget activity until project completion.
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GARLAND POLICY REPORT

City Council Work Session Agenda

Work Session Item 1. b.

Meeting Date: August 1, 2016

Item Title: IH-30 Corridor Catalyst Area Program

Submitted By: Will Guerin, Planning Director

Council Goal: Sustainable Quality Development and Redevelopment

ISSUE

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

OPTIONS

Unless otherwise directed by City Council, staff will place the approval of a contract with Freese and Nichols, Inc., in the amount of \$110,000.00 for the development of the IH-30 Corridor Catalyst Area Program on the August 16, 2016, regular Council agenda. A draft of the proposed scope of services and contract is attached. Each document has been reviewed by the City Attorney's Office.

RECOMMENDATION

Sustainable Quality Development and Redevelopment

BACKGROUND

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

CONSIDERATION

1. The Envision Garland Plan, Economic Development Goal 5, recommends an aggressive approach to encourage new development and redevelopment in select catalyst areas and to make strategic public investments to leverage private investment and reinvestment in residential, commercial, and mixed-use development.
2. The IH-30 Corridor has many assets, including greenfield sites along a high volume interstate highway, with the potential to draw additional visitors into Garland. The IH-30 Corridor provides prime potential for reinvestment and image enhancement for Garland. Completing a plan for the area offers an opportunity to better position the City to

address the impacts of development in adjacent communities.

3. The scope of work for the IH-30 Corridor plan formalizes the Envision Garland Plan Catalyst Area program to create a sustainable physical and economic development program for the future. Project deliverables will provide a market assessment providing a base of information for the identification of market-driven opportunities along the corridor. Detailed assessments will identify both short-term and long-term strategies for implementation. Area stakeholders will be engaged throughout the planning process. The expected timeframe is an 11-month process from contract execution to final deliverables.

Attachments

IH-30 Corridor Catalyst Area Program Draft Contract

IH-30 Corridor Catalyst Area Program Attachments

DRAFT

PROFESSIONAL SERVICES RETAINER AGREEMENT

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

W I T N E S S E T H

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

1. Retention of Consultant. City hereby retains Consultant to create a Catalyst Area Program to implement the Catalyst Area initiative described in the Envision Garland comprehensive development plan adopted by the City in 2012. Creation of the Catalyst Area Program shall be accomplished by Consultant's completion of the tasks set forth in Attachment "A" to this Agreement (the "Scope of Work IH 30 Corridor"). Consultant represents, based upon its professional experience and expertise, that all tasks necessary to create the plan contemplated herein are contained within Attachment A.

2. Compensation and Time for Performance.

(A) City shall pay Consultant for the services of Consultant a fixed fee fee of \$110,000.

(B) The City will make interim payments of the fixed fee to Contractor within thirty days of satisfactory completion of each milestone event in accordance with the

Fee Schedule attached hereto as Attachment B, and receipt of Contractor's invoice.

(C) Consultant shall begin work under this Agreement immediately after receiving notice to proceed. Notice to proceed shall be deemed to have been given upon the City's execution and return of a copy of the Agreement to Consultant. The work shall be completed in accordance with the schedule attached hereto as Attachment C.

3. Records and Billing. Consultant shall maintain records of all work done on behalf of the City and of all expenses incurred for which Consultant seeks payment or reimbursement. Bills for Consultant's expenses are payable within thirty (30) days of receipt by the City.

4. Status of Consultant. Consultant acknowledges that Consultant is an independent contractor of the City and that Consultant is not an employee, agent, official or representative of the City. Consultant shall not represent, either expressly or through implication, that Consultant is an employee, agent, official or representative of the City. Income taxes, self-employment taxes, social security taxes and the like are the sole responsibility of the Consultant. *Consultant agrees to indemnify and hold the City, its agents, employees and representatives harmless from and against any loss, cost, damages or expenses (including attorney and expert witness fees) arising from or attributable to the negligent performance, errors or omissions, or wilful misconduct of Consultant or its sub-consultants under this Agreement whether attributable solely to Consultant or jointly to and between Consultant and others, and including liability arising from strict or other non-fault based liability. In the event of concurrent negligence on the part of Consultant and an indemnified party, Consultant's indemnification obligation shall be limited to the degree of fault apportioned to Consultant and its sub-consultants.*

5. Termination. Either party may terminate this Agreement at any time, at will and without cause, thirty (30) days after delivery of written notice of termination to the other party. In the event the City terminates this Agreement and Consultant is not in default or in breach of this Agreement, City agrees to pay Consultant for all services actually performed and for expenses actually incurred as of the day of termination provided that such services and expenses conform to the terms of this Agreement. In the event Consultant terminates this Agreement and the City is not in default, the City shall have no obligation for payment to the Consultant.

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

7. No Assignment. Neither party shall have the right to assign that party's interest in this Agreement without the prior written consent of the other party.

8. Severability. If any term or provision of this Agreement is held to be illegal, invalid or unenforceable, the legality, validity or enforceability of the remaining terms or provisions of this Agreement shall not be affected thereby, and in lieu of each such illegal, invalid or unenforceable term or provision, there shall be added automatically to this Agreement a legal, valid or enforceable term or provision as similar as possible to the term or provision declared illegal, invalid or unenforceable.

9. Waiver. Either party shall have the right to waive any requirement contained in this Agreement, which is intended for the waiving party's benefit, but, except as otherwise provided herein, such waiver shall be effective only if in writing executed by the party for whose benefit such requirement is intended.

10. Governing Law; Venue. This Agreement and all of the transactions contemplated herein shall be governed by and construed in accordance with the laws of the State of Texas. This Agreement is performable in Dallas County, Texas, and exclusive venue for any action arising out of this Agreement shall be in Dallas County, Texas.

11. Paragraph Headings; Construction. The paragraph headings contained in this Agreement are for convenience only and shall in no way enlarge or limit the scope or meaning of the various and several paragraphs hereof. The parties acknowledge that they have read and participated in the preparation of this Agreement so that this Agreement shall not be construed either more or less strongly in favor of or against either party.

12. Binding Effect. Except as limited herein, the terms and provisions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, devisees, personal and legal representatives, successors and assigns.

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

14. Relationship of Parties. Nothing contained in this Agreement shall be deemed or construed by the parties hereto or by any third party to create the relationship of principal

and agent or of partnership or of joint venture or of any association whatsoever between the parties, it being expressly understood and agreed that no provision contained in this Agreement nor any act or acts of the parties hereto shall be deemed to create any relationship between the parties other than the relationship of an independent contractor.

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

16. Non-Collusion. Consultant represents and warrants that Consultant has not given, made, promised or paid, nor offered to give, make, promise or pay any gift, bonus, commission, money or other consideration to any person as an inducement to or in order to obtain the work to be provided to the City under this Agreement. Consultant further agrees that Consultant shall not accept any gift, bonus, commission, money, or other consideration from any person (other than from the City under this Agreement) for any of the services performed by Consultant under or related to this Agreement. If any such gift, bonus, commission, money, or other consideration is received by or offered to Consultant, Consultant shall immediately report that fact to the City and, at the sole option of the City, the City may elect to accept the consideration for itself or to take the value of such consideration as a credit against the compensation otherwise owing to Consultant under this Agreement.

17. Ownership of Documents. Upon completion or termination of this Agreement, all documents prepared by Consultant or furnished to the Consultant by the City shall be delivered to and become the property of the City.

178. Disclosure of Business Relationships/Affiliations; Conflict of Interest

Questionnaire. Consultant represents that it is in compliance with the applicable filing and disclosure requirements of Chapter 176 of the Texas Local Government Code.

189. Dispute Resolution. In accordance with the provisions of Subchapter I, Chapter 271, TEX. LOCAL GOV'T CODE, the parties agree that, prior to instituting any lawsuit or other proceeding arising from a dispute under this agreement, the parties will first attempt to resolve the dispute by taking the following steps: (1) A written notice substantially describing the nature of the dispute shall be delivered by the dissatisfied party to the other party, which notice shall request a written response to be delivered to the dissatisfied party not less than 5 days after receipt of the notice of dispute. (2) If the response does not reasonably resolve the dispute, in the opinion of the dissatisfied party, the dissatisfied party shall give notice to that effect to the other party whereupon each party shall appoint a person having authority over the activities of the respective parties who shall promptly meet, in person, in an effort to resolve the dispute. (3) If those persons cannot or do not resolve the dispute, then the parties shall each appoint a person from the highest tier of managerial responsibility within each respective party, who shall then promptly meet, in person, in an effort to resolve the dispute.

EXECUTED this ____ day of _____, 2016.

CITY:

CONSULTANT:

CITY OF GARLAND, TEXAS

FREESE AND NICHOLS, INC.

Bryan L. Bradford

Wendy D Shabay, AICP

City Manager

Vice President

ADDRESS FOR NOTICE:

CITY

CONSULTANT

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

Freese and Nichols, Inc.
4055 International Plaza
Suite 200
Fort Worth, Texas 76109
Attn: Cody Richardson

Attachment A

Scope of Work IH 30 Corridor

Task 1- Catalyst Area Program

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

1.1 Development of the Catalyst Area Program

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

Task 1 Deliverable

- Recommendation of the Catalyst Area Program

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

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

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

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

2.1 Base Economic and Real Estate Market Outlook

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

- a. Conduct a demographic analysis two (2) Targeted Investment Area competitive market area and compare/contrast to the local and regional market areas. We will analyze a range of variables including population and household growth, households by income and age, owner vs. renter propensity, retail expenditures, ratio of population to

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

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

2.1.1 Initial Corridor Assessment

- a. Based upon the above market assessment, the Consultant will prepare an initial assessment for two (2) nodes. This will include the following: Develop a Strengths, Weaknesses, Opportunities and Threats analysis for each of the areas in the context of the above analyses.
- b. Identify priority areas for development/redevelopment and dedication of economic development funding.

2.1.2 Detailed Small Area Level Analyses

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

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

2.1.3 Physical Assessment

The City will be responsible for all GIS mapping for Task 2.1.3. The Consultant will review the City’s mapping and work with the City to document existing conditions with heavy emphasis on GIS mapping and assessment. It is important to document and analyze the physical factors that will ultimately contribute to the study area’s form and content. A series of general analysis maps will be produced by the City. It is anticipated the Consultant will request the City to produce approximately 15 maps as part of this task. The Consultant will provide an accompanying brief documentation for the analysis. Potential mapping topics to be conducted by the City could include:

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

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

2.2 Targeted Investment Area Concept Plans

The Consultant will illustrate a Conceptual Site Plan for two (2) Targeted Investment Areas. The Conceptual Site Plans will illustrate existing buildings, proposed infill buildings by land use type, general parking, and district elements. The purpose of the concept plans are to provide an example infill concept plan based on area goals and market findings.

2.3 Implementation Strategies

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

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

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

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

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

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

2.4 Project Plan Report

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

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

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

Task 2 Deliverables

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

Task 3- Community Engagement

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

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

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

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

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

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

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

3.2 Plan Advisory Committee (PAC) (Trip 2)

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

3.3 Plan Advisory Committee (PAC) (Trip 3)

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

3.3 Adoption Meeting or Workshop (Trip 4)

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

Task 3 Deliverables

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

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

Proposed Fee

Based on the described scope above, we propose a lump sum fee of \$110,000.

Attachment B - Fee Schedule

	Item, Meeting or Task	Billing Amount
Milestone #1 Items	Contract Execution	\$ 9,350.00
	Trip 1: Kick-off Meeting/Site Tour/Plan Advisory Committee#1	
	Task 1 Catalyst Area Program	
Milestone #2 Items	Task 2 Catalyst Area Project Plan for IH 30 Corridor	\$ 50,000.00
	Task 2.1 Base Economic and Real Estate Market Outlook	
	Task 2.1.1 Initial Corridor Assessment	
	Task 2.1.2 Detailed Small Area Level Analysis	
	Task 2.1.3 Physical Assessment	
	Trip 2: Plan Advisory Committee #2	
Milestone #3 Items	Task 2.2 Targeted Investment Area Concept Plan	\$ 35,000.00
	Task 2.3 Implementation Strategies	
	Trip 3: Plan Advisory Committee #3	
Milestone #4 Items	Task 2.4 Project Plan Report	\$ 12,000.00
Milestone #5 Items	Trip 4: Adoption Meeting or Workshop	\$ 3,650.00
	Final Deliverables	

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

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



GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Work Session Agenda

Work Session Item 1. c.

Meeting Date: August 1, 2016

Item Title: Investment Portfolio Summary Report

Submitted By: Steve Anderson, Interim Chief Financial Officer

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 June 30, 2016 Portfolio Summary is presented to inform the Council. Staff will be available to discuss the report with Council.

Attachments

Investment Summary Report



August 1, 2016

To: Members of the City Council,
City Manager,
and City of Garland Residents

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

Steve Anderson
Investment & Debt Director

Kathryn Ritchie
Accounting Administrator



GARLAND

City of Garland Investment Portfolios Texas Compliance Summary Sorted by Fund October 1, 2015 - June 30, 2016

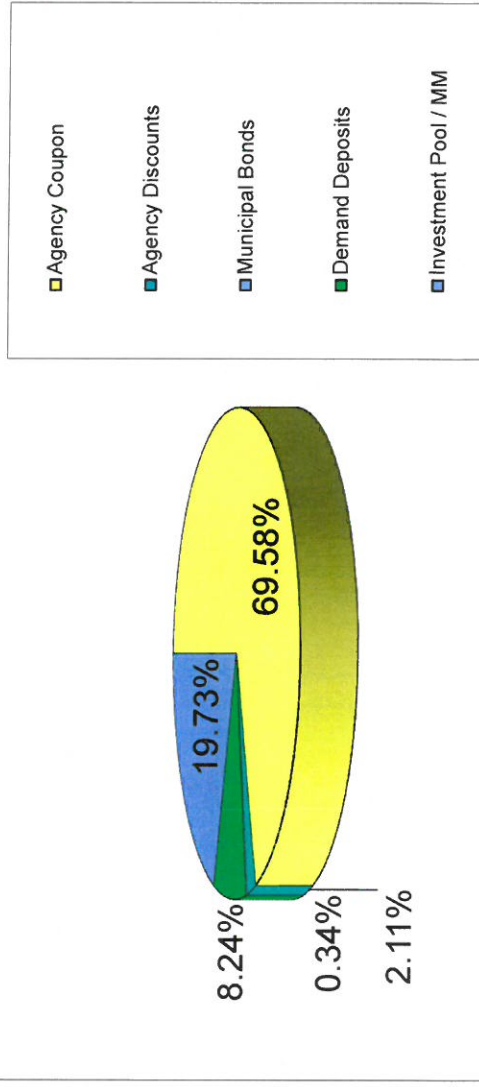
City of Garland

Fund		10/01/2015	06/30/2016	Par Value	Market Value	Book Value	Accrued Interest
Treasury	Value beginning	10/01/2015		200,225,162.49	200,342,320.49	200,265,047.80	176,447.14
	Net Change			36,992,843.58	37,098,086.08	36,997,291.27	59,819.80
	Value ending	06/30/2016		237,218,006.07	237,440,406.57	237,262,339.07	236,266.94
G O I&S	Value beginning	10/01/2015		6,214,337.54	6,213,878.34	6,213,666.70	1,076.25
	Net Change			3,404,775.25	3,402,096.45	3,399,888.60	-453.98
	Value ending	06/30/2016		9,619,112.79	9,615,974.79	9,613,555.30	622.27
Rate Mitigation	Value beginning	10/01/2015		177,213,411.78	177,265,554.25	177,203,498.58	171,235.02
	Net Change			565,658.27	656,034.74	603,381.12	81,818.28
	Value ending	06/30/2016		177,779,070.05	177,921,588.99	177,806,879.70	253,053.30
GO COMMERCIAL PAPER	Value beginning	10/01/2015		10,240,978.90	10,240,978.90	10,240,978.90	0.00
	Net Change			-3,171,213.02	-3,171,213.02	-3,171,213.02	0.00
	Value ending	06/30/2016		7,069,765.88	7,069,765.88	7,069,765.88	0.00
CMH Landfill	Value beginning	10/01/2015		9,101,906.30	9,115,027.70	9,098,952.56	15,239.58
	Net Change			-662,670.32	-657,838.85	-661,893.73	-2,409.72
	Value ending	06/30/2016		8,439,235.98	8,457,188.85	8,437,058.83	12,829.86
Total	Value beginning	10/01/2015		402,995,797.01	403,177,759.68	403,022,144.54	363,997.99
	Net Change			37,129,393.76	37,327,165.40	37,167,454.24	138,774.38
	Value ending	06/30/2016		440,125,190.77	440,504,925.08	440,189,598.78	502,772.37

Safety - Securities by Type
City of Garland, Texas
June 30, 2016

<u>Security Type</u>	<u>Treasury</u>	<u>GOI & S</u>	<u>Rate Mitigation</u>	<u>CMH Landfill</u>	<u>Total Book Value</u>	<u>Percent</u>
Agency Coupon	134,544,333	-	165,917,880	5,800,000	306,262,213	69.58%
Agency Discounts	-	6,994,442	-	2,312,823	9,307,265	2.11%
Municipal Bonds	-	-	1,500,250	-	1,500,250	0.34%
Demand Deposits	34,212,525	2,046,198	-	-	36,258,723	8.24%
Investment Pool / MM	75,575,247	572,915	10,388,750	324,236	86,861,148	19.73%
Total	244,332,105	9,613,555	177,806,880	8,437,059	440,189,599	100.00%

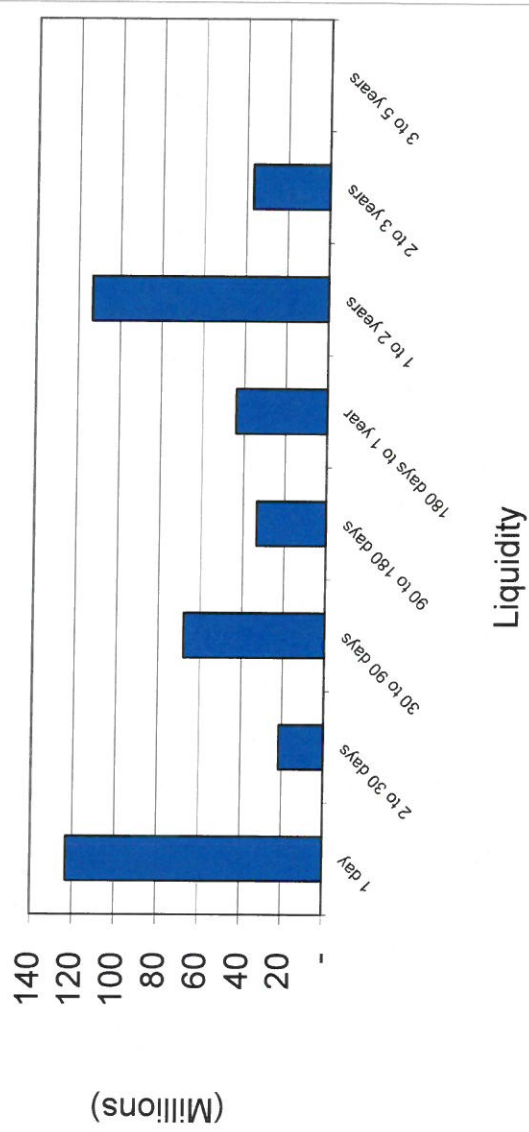
Safety - Securities by Type



Liquidity - Securities by Maturity Date
City of Garland, Texas
June 30, 2016

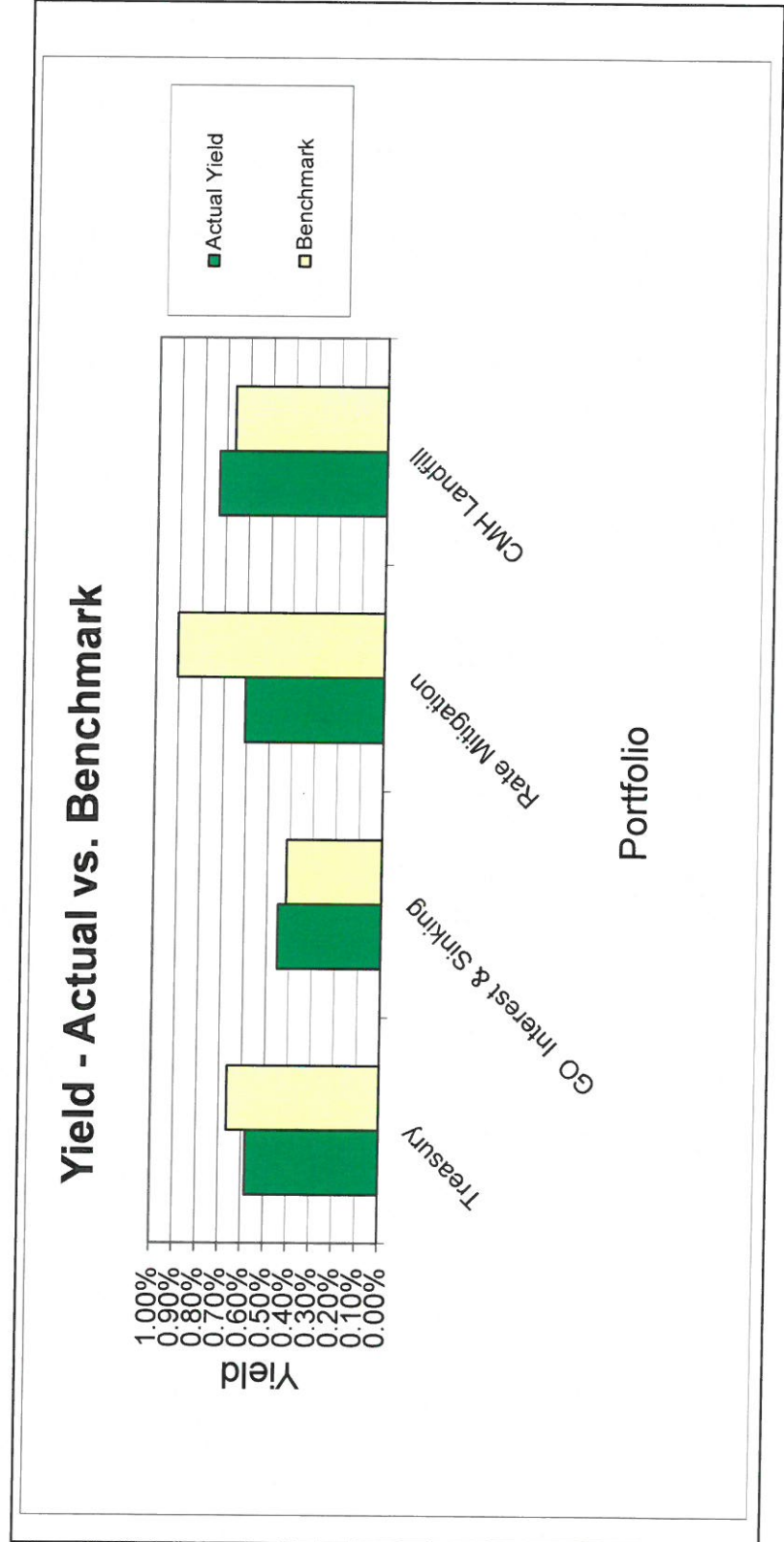
	<u>Treasury</u>	<u>GOI & S</u>	<u>Rate</u>	<u>CMH</u>	<u>Total</u>	<u>Percent</u>
1 day - Pools & CD's	109,787,772	2,619,113	10,388,750	324,236	123,119,871	27.97%
2 to 30 days	12,500,000	-	9,000,000	-	21,500,000	4.88%
30 to 90 days	8,000,000	7,000,000	50,500,000	2,315,000	67,815,000	15.41%
90 to 180 days	12,000,000	-	21,390,320	-	33,390,320	7.59%
180 days to 1 year	19,000,000	-	25,000,000	-	44,000,000	10.00%
1 to 2 years	56,000,000	-	51,500,000	5,800,000	113,300,000	25.74%
2 to 3 years	27,000,000	-	10,000,000	-	37,000,000	8.41%
3 to 5 years	-	-	-	-	-	0.00%
	<u>244,287,772</u>	<u>9,619,113</u>	<u>177,779,070</u>	<u>8,439,236</u>	<u>440,125,191</u>	<u>100.00%</u>
Weighted Average Maturity Days	241	44	257	376		

Liquidity - Securities by Maturity Date



Yield - Interest Income
City of Garland, Texas
June 30, 2016

<u>Portfolio</u>	<u>Interest</u>		<u>Current</u>	<u>Benchmark</u>	<u>Unrealized</u>
	<u>Income</u>	<u>Fiscal YTD</u>	<u>Yield</u>	<u>Yield</u>	<u>Gain</u>
Treasury		\$867,746	0.582%	0.665%	\$178,068
GO Interest & Sinking		\$34,169	0.451%	0.415%	\$2,420
Rate Mitigation		\$692,404	0.606%	0.905%	\$114,709
CMH Landfill		\$39,986	0.733%	0.665%	\$20,130
Total Portfolios		<u>\$1,634,305</u>			<u>\$315,327</u>





GARLAND

City of Garland Investment Portfolios Texas Compliance Details Sorted by Fund June 30, 2016

City of Garland

CUSIP	Investment #	Fund	Issuer	Investment Class	Par Value	Maturity Date	Call Date	Current Rate	Market Price	Market Date	Market Value	Book Value
Fund: Treasury												
TEXSTAR	1822	100	TXSTAR	< 1 Y	5,008,686.85			0.393	100.000	06/30/2016	5,008,686.85	5,008,686.85
TREASURY	1825	100	TEXPOOL Investment Pool	< 1 Y	63,496,794.27			0.365	100.000	06/30/2016	63,496,794.27	63,496,794.27
FICA1	1944	100	Federally Insured Cash Account	< 1 Y	25,149,719.39			0.350	100.000	06/30/2016	25,149,719.39	25,149,719.39
ICSA	1991	100	Insured Cash Shelter Account	< 1 Y	9,062,805.56			0.370	100.000	06/30/2016	9,062,805.56	9,062,805.56
3130A7NE1	2290	100	Federal Home Loan Bank	< 1 Y	10,000,000.00	07/29/2016		0.400	100.000	06/30/2016	10,000,820.00	10,000,000.00
3132X0AZ4	2189	100	Farmer Mac	> 1 Y	2,500,000.00	07/01/2016		0.400	100.000	06/30/2016	2,500,000.00	2,500,000.00
3133EE4G2	2193	100	Federal Farm Credit Bank	> 1 Y	3,000,000.00	08/11/2016		0.400	100.014	06/30/2016	3,000,438.00	3,000,000.00
3130A5ZA0	2195	100	Federal Home Loan Bank	> 1 Y	3,000,000.00	08/16/2016		0.390	100.015	06/30/2016	3,000,471.00	3,000,000.00
3130A2DK9	2079	100	Federal Home Loan Bank	> 1 Y	2,000,000.00	09/12/2016		0.590	100.044	06/30/2016	2,000,884.00	1,999,975.49
3130A6PZ4	2247	100	Federal Home Loan Bank	> 1 Y	3,000,000.00	10/28/2016		0.400	99.996	06/30/2016	2,999,895.00	3,000,000.00
3134G5RS6	2120	100	Federal Home Loan Mort. Corp.	> 1 Y	3,000,000.00	11/28/2016		0.600	100.053	06/30/2016	3,001,611.00	3,000,000.00
3133EFLN5	2237	100	Federal Farm Credit Bank	> 1 Y	3,000,000.00	11/28/2016		0.450	99.994	06/30/2016	2,999,826.00	3,000,000.00
3130A5UB3	2187	100	Federal Home Loan Bank	> 1 Y	3,000,000.00	12/16/2016		0.550	100.040	06/30/2016	3,001,224.00	3,000,000.00
3130A0C65	2047	100	Federal Home Loan Bank	> 1 Y	3,000,000.00	12/28/2016		0.625	100.077	06/30/2016	3,002,337.00	2,998,847.57
3133EE3Y4	2191	100	Federal Farm Credit Bank	> 1 Y	3,000,000.00	01/13/2017		0.500	99.994	06/30/2016	2,999,835.00	3,000,000.00
3130A75B7	2263	100	Federal Home Loan Bank	> 1 Y	3,000,000.00	01/25/2017		0.650	100.128	06/30/2016	3,003,858.00	3,000,000.00
3130A4AQ5	2152	100	Federal Home Loan Bank	> 1 Y	2,000,000.00	02/13/2017		0.750	100.194	06/30/2016	2,003,882.00	2,000,000.00
3133EFLM7	2235	100	Federal Farm Credit Bank	> 1 Y	3,000,000.00	03/27/2017		0.520	99.962	06/30/2016	2,998,875.00	3,000,000.00
3133EEZR4	2169	100	Federal Farm Credit Bank	> 1 Y	3,000,000.00	04/21/2017		0.600	100.008	06/30/2016	3,000,249.00	3,000,000.00
3133EEN48	2174	100	Federal Farm Credit Bank	> 1 Y	2,000,000.00	05/22/2017		0.625	100.015	06/30/2016	2,000,306.00	2,000,000.00
3133EE4K3	2199	100	Federal Farm Credit Bank	> 1 Y	3,000,000.00	07/21/2017		0.720	100.083	06/30/2016	3,002,496.00	3,000,000.00
3130A5ZU6	2203	100	Federal Home Loan Bank	> 1 Y	3,000,000.00	07/27/2017		0.800	100.259	06/30/2016	3,007,773.00	3,000,000.00
3130A5XK0	2201	100	Federal Home Loan Bank	> 1 Y	3,000,000.00	07/28/2017	07/28/2016	0.800	100.003	06/30/2016	3,000,117.00	3,000,000.00
3133EE5T3	2207	100	Federal Farm Credit Bank	> 1 Y	3,000,000.00	08/03/2017		0.750	100.120	06/30/2016	3,003,612.00	3,000,000.00
3134G7MJ7	2197	100	Federal Home Loan Mort. Corp.	> 1 Y	3,000,000.00	08/25/2017		0.750	100.171	06/30/2016	3,005,130.00	3,000,000.00
3133EEFEM5	2222	100	Federal Farm Credit Bank	> 1 Y	3,000,000.00	09/25/2017		0.900	100.338	06/30/2016	3,010,146.00	3,006,660.00
3136G0J28	2163	100	Fed National Mort Assoc	> 1 Y	2,000,000.00	09/27/2017		1.250	100.733	06/30/2016	2,014,664.00	2,008,602.84
3133EFHY6	2243	100	Federal Farm Credit Bank	> 1 Y	3,000,000.00	10/13/2017		0.650	100.072	06/30/2016	3,002,178.00	2,997,781.61
3133EFKM8	2245	100	Federal Farm Credit Bank	> 1 Y	3,000,000.00	10/20/2017	10/20/2016	0.710	99.818	06/30/2016	2,994,555.00	2,998,618.65
3130A6LZ8	2305	100	Federal Home Loan Bank	> 1 Y	3,000,000.00	10/26/2017		0.625	100.035	06/30/2016	3,001,068.00	3,002,112.21
3133EFPH4	2252	100	Federal Farm Credit Bank	> 1 Y	3,000,000.00	11/17/2017		0.930	100.412	06/30/2016	3,012,372.00	3,000,000.00
3133EFWC7	2265	100	Federal Farm Credit Bank	> 1 Y	3,000,000.00	11/27/2017		0.875	100.339	06/30/2016	3,010,194.00	3,000,000.00

Data Updated: ~REPORT~: 07/13/2016 16:26

Run Date: 07/13/2016 - 16:26

Portfolio CITY

AP

CM (PRF_CM) 7.1.1
Report Ver. 7.3.3b

City of Garland Investment Portfolios
Texas Compliance Details
June 30, 2016

CUSIP	Investment #	Fund	Issuer	Investment Class	Par Value	Maturity Date	Call Date	Current Rate	Market Price	Market Date	Market Value	Book Value
Fund: Treasury												
3133EE6J4	2211	100	Federal Farm Credit Bank	> 1 Y	2,000,000.00	12/07/2017		0.875	100.314	06/30/2016	2,006,280.00	2,000,000.00
3133EFYM3	2272	100	Federal Farm Credit Bank	> 1 Y	3,000,000.00	12/11/2017		0.800	100.192	06/30/2016	3,005,766.00	3,000,000.00
3137EADX4	2304	100	Federal Home Loan Mort. Corp.	> 1 Y	3,000,000.00	12/15/2017		1.000	100.531	06/30/2016	3,015,945.00	3,016,702.50
3133EFWW3	2267	100	Federal Farm Credit Bank	> 1 Y	3,000,000.00	12/27/2017		0.875	100.306	06/30/2016	3,009,207.00	2,999,976.70
3133EGAS4	2295	100	Federal Farm Credit Bank	> 1 Y	3,000,000.00	02/16/2018		0.750	100.115	06/30/2016	3,003,462.00	2,999,442.86
313378AA3	2224	100	Federal Home Loan Bank	> 1 Y	2,000,000.00	03/09/2018		1.375	101.166	06/30/2016	2,023,324.00	2,017,458.38
3130A7CX1	2277	100	Federal Home Loan Bank	> 1 Y	3,000,000.00	03/19/2018		0.875	100.351	06/30/2016	3,010,551.00	3,000,000.00
3133EEN55	2180	100	Federal Farm Credit Bank	> 1 Y	2,000,000.00	06/01/2018		1.120	100.001	06/30/2016	2,000,028.00	2,000,000.00
3134GA31	2302	100	Federal Home Loan Mort. Corp.	> 1 Y	4,750,000.00	06/29/2018	12/29/2016	0.920	100.077	06/30/2016	4,753,676.50	4,750,000.00
3134G73Q2	2241	100	Federal Home Loan Mort. Corp.	> 1 Y	3,000,000.00	07/27/2018		1.000	100.005	06/30/2016	3,000,165.00	3,000,000.00
3136G1AK5	2221	100	Fed National Mort Assoc	> 1 Y	2,000,000.00	07/30/2018		1.000	100.591	06/30/2016	2,011,826.00	1,999,737.45
3133EEG0	2210	100	Federal Farm Credit Bank	> 1 Y	2,000,000.00	08/06/2018		1.150	100.867	06/30/2016	2,017,342.00	2,000,000.00
3136G2R58	2249	100	Fed National Mort Assoc	> 1 Y	4,000,000.00	10/26/2018	10/26/2016	1.040	100.114	06/30/2016	4,004,596.00	4,000,000.00
3136G2PF8	2239	100	Fed National Mort Assoc	> 1 Y	2,000,000.00	10/29/2018		1.125	100.012	06/30/2016	2,000,248.00	2,000,000.00
3135GGG72	2251	100	Fed National Mort Assoc	> 1 Y	3,000,000.00	12/14/2018		1.125	100.909	06/30/2016	3,027,273.00	2,998,416.74
3134G9ZR1	2303	100	Federal Home Loan Mort. Corp.	> 1 Y	1,250,000.00	12/28/2018	06/28/2017	1.000	100.017	06/30/2016	1,250,220.00	1,250,000.00
3133EFWD5	2262	100	Federal Farm Credit Bank	> 1 Y	5,000,000.00	01/25/2019	01/25/2017	1.230	100.073	06/30/2016	5,003,675.00	5,000,000.00
Subtotal					237,218,006.07						237,440,406.57	237,262,339.07
Fund: G O I & S												
ICSA	1945	111	Insured Cash Shelter Account	< 1 Y	2,046,197.67			0.370	100.000	06/30/2016	2,046,197.67	2,046,197.67
DEBTSVC	1814	111	TEXPOOL Investment Pool	< 1 Y	572,915.12			0.365	100.000	06/30/2016	572,915.12	572,915.12
313396C27	2281	111	Federal Home Loan Mortgage Cor	< 1 Y	4,000,000.00	08/15/2016		0.450	99.968	06/30/2016	3,998,752.00	3,997,750.00
313396G64	2280	111	Federal Home Loan Mortgage Cor	< 1 Y	3,000,000.00	09/20/2016		0.490	99.937	06/30/2016	2,998,110.00	2,996,692.51
Subtotal					9,619,112.79						9,615,974.79	9,613,555.30
Fund: Rate Mitigation												
RATE	1815	214	TEXPOOL Investment Pool	< 1 Y	10,388,749.69			0.365	100.000	06/30/2016	10,388,749.69	10,388,749.69
3130A7JE6	2279	214	Federal Home Loan Bank	< 1 Y	10,000,000.00	09/14/2016		0.520	100.039	06/30/2016	10,003,960.00	9,999,959.44
3130A7K53	2284	214	Federal Home Loan Bank	< 1 Y	10,000,000.00	09/16/2016		0.530	100.041	06/30/2016	10,004,170.00	10,000,000.00
3130A7UG8	2292	214	Federal Home Loan Bank	< 1 Y	4,000,000.00	04/26/2017		0.625	100.095	06/30/2016	4,003,808.00	4,000,000.00
3133EFN78	2283	214	Federal Farm Credit Bank	< 1 Y	5,000,000.00	09/21/2017		0.900	100.212	06/30/2016	5,010,620.00	5,000,000.00
3132XOAZ4	2190	214	Farmer Mac	> 1 Y	2,000,000.00	07/01/2016		0.400	100.000	06/30/2016	2,000,000.00	2,000,000.00
3130A7NE1	2291	214	Federal Home Loan Bank	> 1 Y	7,000,000.00	07/29/2016		0.400	100.008	06/30/2016	7,000,574.00	7,000,000.00
882723FH7	2014	214	State Bonds	> 1 Y	1,500,000.00	08/01/2016		0.802	100.025	06/30/2016	1,500,375.00	1,500,250.17
3130A65P8	2209	214	Federal Home Loan Bank	> 1 Y	4,000,000.00	08/03/2016		0.375	100.004	06/30/2016	4,000,196.00	3,999,907.21

City of Garland Investment Portfolios
Texas Compliance Details
June 30, 2016

CUSIP	Investment #	Fund	Issuer	Investment Class	Par Value	Maturity Date	Call Date	Current Rate	Market Price	Market Date	Market Value	Book Value
Fund: Rate Mitigation												
3130A45N8	2148	214	Federal Home Loan Bank	> 1 Y	2,000,000.00	08/09/2016		0.450	100.017	06/30/2016	2,000,356.00	2,000,000.00
3133EE4G2	2194	214	Federal Farm Credit Bank	> 1 Y	2,000,000.00	08/11/2016		0.400	100.014	06/30/2016	2,000,292.00	2,000,000.00
3130A5ZA0	2196	214	Federal Home Loan Bank	> 1 Y	2,000,000.00	08/16/2016		0.390	100.015	06/30/2016	2,000,314.00	2,000,000.00
3133EDMBS	2065	214	Federal Farm Credit Bank	> 1 Y	2,000,000.00	08/23/2016		0.500	100.021	06/30/2016	2,000,426.00	2,000,000.00
3135GOYE7	2054	214	Fed National Mort Assoc	> 1 Y	5,000,000.00	08/26/2016		0.625	100.022	06/30/2016	5,001,135.00	5,000,947.70
3133EFBT3	2213	214	Federal Farm Credit Bank	> 1 Y	3,000,000.00	09/01/2016		0.420	100.002	06/30/2016	3,000,078.00	3,000,000.00
3133EFBT3	2293	214	Federal Farm Credit Bank	> 1 Y	2,000,000.00	09/01/2016		0.420	100.002	06/30/2016	2,000,052.00	2,000,000.00
3130A2DK9	2080	214	Federal Home Loan Bank	> 1 Y	4,000,000.00	09/12/2016		0.590	100.044	06/30/2016	4,001,768.00	3,999,950.97
3134G4XW3	2032	214	Federal Home Loan Mort. Corp.	> 1 Y	3,000,000.00	09/26/2016		0.600	100.092	06/30/2016	3,002,769.00	3,000,000.00
3130A6JU2	2225	214	Federal Home Loan Bank	> 1 Y	2,000,000.00	09/30/2016		0.375	100.007	06/30/2016	2,000,146.00	2,000,000.00
3133EET1	2168	214	Federal Farm Credit Bank	> 1 Y	2,000,000.00	10/20/2016		0.510	100.004	06/30/2016	2,000,088.00	2,000,000.00
3130A6PZ4	2248	214	Federal Home Loan Bank	> 1 Y	2,000,000.00	10/28/2016		0.400	99.996	06/30/2016	1,999,930.00	2,000,000.00
3135G0WY5	1970	214	Fed National Mort Assoc	> 1 Y	2,000,000.00	11/14/2016		0.550	100.050	06/30/2016	2,001,002.00	1,999,978.89
3134GSR56	2121	214	Federal Home Loan Mort. Corp.	> 1 Y	2,000,000.00	11/28/2016		0.600	100.053	06/30/2016	2,001,074.00	2,000,000.00
313381BG9	1928	214	Federal Home Loan Bank	> 1 Y	1,390,320.36	11/28/2016		0.625	100.003	06/30/2016	1,390,371.80	1,390,245.10
3133EFLN5	2238	214	Federal Farm Credit Bank	> 1 Y	2,000,000.00	11/28/2016		0.450	99.994	06/30/2016	1,999,884.00	2,000,000.00
3134G3Z37	1902	214	Federal Home Loan Mort. Corp.	> 1 Y	3,000,000.00	12/05/2016		0.625	100.136	06/30/2016	3,004,083.00	2,999,679.17
3130A5EW5	2181	214	Federal Home Loan Bank	> 1 Y	3,000,000.00	12/15/2016		0.540	100.080	06/30/2016	3,002,415.00	3,000,000.00
3130A5UB3	2188	214	Federal Home Loan Bank	> 1 Y	2,000,000.00	12/16/2016		0.550	100.040	06/30/2016	2,000,816.00	2,000,000.00
3130AOC65	2048	214	Federal Home Loan Bank	> 1 Y	2,000,000.00	12/28/2016		0.625	100.077	06/30/2016	2,001,558.00	1,999,231.71
3130A3N42	2124	214	Federal Home Loan Bank	> 1 Y	2,000,000.00	12/30/2016	12/30/2016	0.650	100.202	06/30/2016	2,004,040.00	2,000,000.00
3133EE3Y4	2192	214	Federal Farm Credit Bank	> 1 Y	2,000,000.00	01/13/2017		0.500	99.994	06/30/2016	1,999,890.00	2,000,000.00
3130A75B7	2264	214	Federal Home Loan Bank	> 1 Y	2,000,000.00	01/25/2017		0.650	100.128	06/30/2016	2,002,572.00	2,000,000.00
3130A4TD4	2164	214	Federal Home Loan Bank	> 1 Y	2,000,000.00	02/01/2017		0.625	100.114	06/30/2016	2,002,284.00	2,000,000.00
3133EFLM7	2236	214	Federal Farm Credit Bank	> 1 Y	2,000,000.00	03/27/2017		0.520	99.962	06/30/2016	1,999,250.00	2,000,000.00
3133EEZR4	2170	214	Federal Farm Credit Bank	> 1 Y	2,000,000.00	04/21/2017		0.600	100.008	06/30/2016	2,000,166.00	2,000,000.00
3133EFKR7	2250	214	Federal Farm Credit Bank	> 1 Y	4,000,000.00	04/21/2017		0.500	99.928	06/30/2016	3,997,120.00	3,999,260.04
3133EEN48	2175	214	Federal Farm Credit Bank	> 1 Y	3,000,000.00	05/22/2017		0.625	100.015	06/30/2016	3,000,459.00	3,000,000.00
3133EFBS5	2215	214	Federal Farm Credit Bank	> 1 Y	3,000,000.00	07/03/2017		0.680	100.052	06/30/2016	3,001,587.00	3,000,000.00
3133EE4K3	2200	214	Federal Farm Credit Bank	> 1 Y	2,000,000.00	07/21/2017		0.720	100.083	06/30/2016	2,001,664.00	2,000,000.00
3130A5ZU6	2204	214	Federal Home Loan Bank	> 1 Y	2,000,000.00	07/27/2017		0.800	100.259	06/30/2016	2,005,182.00	2,000,000.00
3130A5XK0	2202	214	Federal Home Loan Bank	> 1 Y	2,000,000.00	07/28/2017	07/28/2016	0.800	100.003	06/30/2016	2,000,078.00	2,000,000.00
3133EE5T3	2208	214	Federal Farm Credit Bank	> 1 Y	2,000,000.00	08/03/2017		0.750	100.120	06/30/2016	2,002,408.00	2,000,000.00
3133EEG53	2173	214	Federal Farm Credit Bank	> 1 Y	3,000,000.00	08/04/2017		0.800	100.001	06/30/2016	3,000,045.00	2,999,925.94
3134G7MJ7	2198	214	Federal Home Loan Mort. Corp.	> 1 Y	2,000,000.00	08/25/2017		0.750	100.171	06/30/2016	2,003,420.00	2,000,000.00
3133EFEM5	2223	214	Federal Farm Credit Bank	> 1 Y	2,000,000.00	09/25/2017		0.900	100.338	06/30/2016	2,006,764.00	2,004,440.00

City of Garland Investment Portfolios
Texas Compliance Details
June 30, 2016

CUSIP	Investment #	Fund	Issuer	Investment Class	Par Value	Maturity Date	Call Date	Current Rate	Market Price	Market Date	Market Value	Book Value			
Fund: Rate Mitigation															
3133EFHY6	2244	214	Federal Farm Credit Bank	> 1 Y	2,000,000.00	10/13/2017		0.650	100.072	06/30/2016	2,001,452.00	1,998,521.08			
3133EFKM8	2246	214	Federal Farm Credit Bank	> 1 Y	2,000,000.00	10/20/2017	10/20/2016	0.710	99.818	06/30/2016	1,996,370.00	1,999,079.10			
3134G73X7	2240	214	Federal Home Loan Mort. Corp.	> 1 Y	2,000,000.00	10/27/2017		0.720	100.036	06/30/2016	2,000,720.00	2,000,000.00			
3133EFP4H	2253	214	Federal Farm Credit Bank	> 1 Y	2,000,000.00	11/17/2017		0.930	100.412	06/30/2016	2,008,248.00	2,000,000.00			
3133EFWC7	2266	214	Federal Farm Credit Bank	> 1 Y	2,000,000.00	11/27/2017		0.875	100.339	06/30/2016	2,006,796.00	2,000,000.00			
3133EFYM3	2273	214	Federal Farm Credit Bank	> 1 Y	2,000,000.00	12/11/2017		0.800	100.192	06/30/2016	2,003,844.00	2,000,000.00			
313381ME2	1918	214	Federal Home Loan Bank	> 1 Y	2,500,000.00	12/28/2017		0.600	99.858	06/30/2016	2,496,452.50	2,500,000.00			
3134G34W7	1927	214	Federal Home Loan Mort. Corp.	> 1 Y	2,000,000.00	01/30/2018		1.250	100.958	06/30/2016	2,019,162.00	2,004,710.06			
3133EGAS4	2296	214	Federal Farm Credit Bank	> 1 Y	5,000,000.00	02/16/2018		0.750	100.115	06/30/2016	5,005,770.00	5,000,000.00			
3133EGAS4	2297	214	Federal Farm Credit Bank	> 1 Y	7,000,000.00	02/16/2018		0.750	100.115	06/30/2016	7,008,078.00	6,999,772.50			
3134G73Q2	2242	214	Federal Home Loan Mort. Corp.	> 1 Y	2,000,000.00	07/27/2018		1.000	100.005	06/30/2016	2,000,110.00	2,000,000.00			
3136G1AK5	2300	214	Fed National Mort Assoc	> 1 Y	1,500,000.00	07/30/2018		1.000	100.591	06/30/2016	1,508,869.50	1,507,352.75			
3133EGEQ4	2299	214	Federal Farm Credit Bank	> 1 Y	2,500,000.00	09/13/2018		0.875	100.273	06/30/2016	2,506,837.50	2,506,428.25			
3133EGEQ4	2301	214	Federal Farm Credit Bank	> 1 Y	4,000,000.00	09/13/2018		0.875	100.273	06/30/2016	4,010,940.00	4,008,489.93			
Subtotal					177,779,070.05								177,921,588.99	177,806,879.70	
Fund: GO COMMERCIAL PAPER															
GO CP	2268	601	TEXPOOL Investement Pool	< 1 Y	7,069,765.88								7,069,765.88	7,069,765.88	
Subtotal					7,069,765.88								7,069,765.88	7,069,765.88	
Fund: CMH Landfill															
LANDFILL	1812	635	TEXPOOL Investement Pool	< 1 Y	324,235.98								324,235.98	324,235.98	
313312E97	2234	635	Federal Home Loan Mortgage Cor	< 1 Y	815,000.00	09/07/2016								814,568.87	814,476.59
313396G64	2282	635	Federal Home Loan Mortgage Cor	> 1 Y	1,500,000.00	09/20/2016								1,499,055.00	1,498,346.26
3130A4TR3	2165	635	Federal Home Loan Bank	> 1 Y	3,800,000.00	10/16/2017								3,813,471.00	3,800,000.00
3133EFF51	2278	635	Federal Farm Credit Bank	> 1 Y	2,000,000.00	02/26/2018								2,005,858.00	2,000,000.00
Subtotal					8,439,235.98								8,457,188.85	8,437,058.83	
Total					440,125,190.77								440,504,925.08	440,189,598.78	



**GARLAND
CITY COUNCIL ITEM SUMMARY SHEET**

City Council Work Session Agenda

Work Session Item 1. d.

Meeting Date: August 1, 2016

Item Title: Rate Mitigation Portfolio Report

Submitted By: Steve Anderson, Interim Chief Financial Officer

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 June 30, 2016 Rate Mitigation Quarterly Portfolio Report is presented to inform the Council. Staff will be available to discuss the report with Council.

Attachments

Rate Mitigation Investment Report

Rate Mitigation Fund
Quarterly Portfolio Report
June 30, 2016

Portfolio Book Value - October 1, 2015		\$177,203,499
Interest income:		
October 1 - December 31	\$214,338	
January 1 - March 31	223,925	
April 1- June 30	254,142	
July 1- September 30	-	
Total interest income recognized - fiscal year-to-date	692,405	
Adjustment for beginning and ending accruals	(89,024)	
Total interest income received - fiscal year-to-date		603,381
Portfolio Book Value - June 30, 2016		<u>\$177,806,880</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 - June 30, 2016	\$177,806,880
Future interest income to be earned	<u>-27,810</u>
Portfolio Par Value - June 30, 2016	<u>\$177,779,070</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 - June 30, 2016	\$177,806,880
Unrealized gain (loss)	<u>114,709</u>
Portfolio Market Value - June 30, 2016	<u>\$177,921,589</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.



GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Work Session Agenda

Work Session Item 2. a.

Meeting Date: August 1, 2016

Item Title: Community Services Committee Report

Submitted By: Richard Briley, Managing Director

Summary of Request/Problem

Council Member Anita Goebel, former chair of the Community Services Committee, will provide a committee report on the following items:

- Oakridge HOA Vitality Grant
- Garage Sale Ordinance
- Revision to Chapter 22 (Food Code)
- "Contract for Sale" Regulation
- Animal Registration Program

Recommendation/Action Requested and Justification

Council discussion.



GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Work Session Agenda

Work Session Item 2. b.

Meeting Date: August 1, 2016

Item Title: Public Safety Committee Report

Submitted By: Mitch Bates, Chief of Police

Summary of Request/Problem

Council Member BJ Williams, Immediate Past-Chairman of the Public Safety Committee, will provide a committee report on the following agenda items previously assigned to the Committee:

- Discussion of the City sponsorship of the Star-Spangled 4th Celebration
- Review & Discussion of Outdoor Warning Sirens for Bad Weather & other Emergency Notification systems
- Jaywalking and traffic congestion at or near schools

Recommendation/Action Requested and Justification

Council discussion only.



**GARLAND
CITY COUNCIL ITEM SUMMARY SHEET**

City Council Work Session Agenda

Work Session Item 2. c.

Meeting Date: August 1, 2016

Item Title: Downtown Redevelopment - Phase 2

Submitted By: Martin Glenn, Deputy City Manager

Summary of Request/Problem

At the request of Council Member Gibbons and Council Member Aubin, the staff will present a status update to Council.

Recommendation/Action Requested and Justification

Information only.

Attachments

Downtown Redevelopment Phase 2 - Status Update July 2016



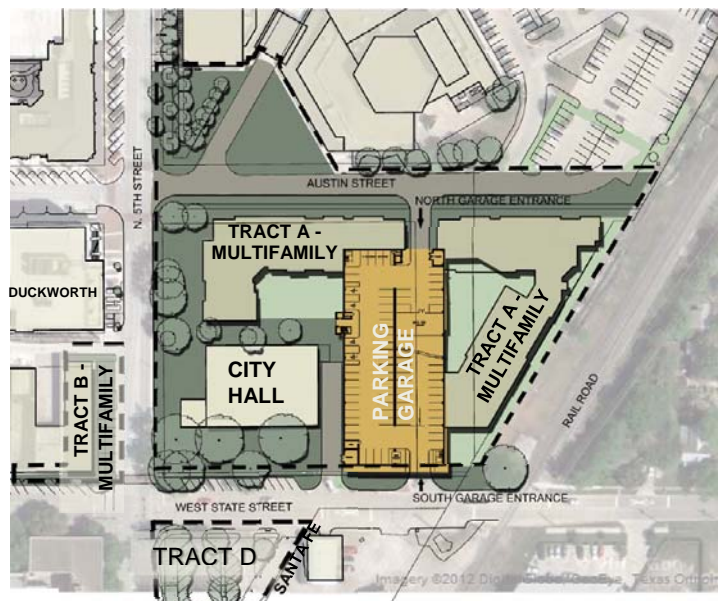
Downtown Redevelopment

TO: City Council
FROM: Laura Dunn, Downtown Redevelopment Program Manager
DATE: July 19, 2016
SUBJECT: **Downtown Redevelopment Phase 2 - Status Update**

The renovations in and around City Hall are approaching the finish line, but not without a challenge; we continue to face subcontractor scheduling issues due to the construction boom in the area. Behind the scenes, the construction team is working countless hours with unrelenting determination to reach the finish line. There are currently a few critical milestones driving our overall completion schedule. Based upon our best educated guess as to when these critical events will occur, provided below is an update on the overall targeted completion schedule.

Streetscapes / Infrastructure:

- The streetscapes adjacent to the **Tract A** multifamily located at the southeast corner of Austin and Fifth Streets are complete. This includes the south side of Austin between Fifth and the KCSR as well as the east side of Fifth St. to the south of Austin.
- Streetscapes and landscaping adjacent to **City Hall** and **Tract B** (at the northwest corner of State and Fifth Streets) are pending completion of the façade work, which should be any day now. Crews are scheduled to start with the north side of City Hall, followed by Tract B, and wrap up with the west and south sides of City Hall in October.
- The hardscape improvements at **Arts Plaza** are complete and landscape work is currently on hold pending finalizing the construction details for the sculpture base. This helps avoid future rework, but extends the targeted opening date to late-fall.
- During June and July, **Santa Fe Street**, which separates Roach Feed 'n Seed from the parking lot at State and Fifth, has been repaved and is now re-open.



- **Fifth Street** is tentatively scheduled to open by Labor Day for the parade. However, Atmos Gas has requested unscheduled work within the street between Austin and Main Streets that may impact the opening. The City's contractor has approximately 3-4 weeks of work following the completion of Atmos Gas' work. If Atmos is unable to fulfill their schedule commitments, the street will temporarily re-open for the Labor Day Parade festivities, and then close again until the utility connections and pavement work is complete.

City Hall:

- The sidewalks, stairs and ramps between the Parking Structure and City Hall are complete, giving visitors and employees direct access to City Hall.
- The re-skinning of the façade is in the final stages, as evidenced by the new clock tower and architectural accents around the windows and canopies.
- Interior renovations on the 4th floor are substantially complete.
- The doors will be the finishing touch; the doors for the entire building are in the manufacturing process and will be replaced throughout the building upon delivery (anticipated in October).
- There will be a series of department moves as areas within the building are finished and departments relocate back to their original locations.
- The **Finance Department** is scheduled to move in late July from their temporary location on the 3rd floor back to their former office area.
- Once the Finance Department vacates their temporary offices, renovations will start in **Internal Audit**.
- The **Purchasing Department** is scheduled to move in September from their temporary location on the 2nd floor back to their former office area.
- The **Public & Media Relations** Office Suite on the 1st floor is well underway and scheduled for completion by September. The new **Sound Stage** is also underway and expected to be functional by October.
- The new **lobby area and Council Chambers** are starting to take shape between the new interior finishes and the technology upgrades. Council may relocate back to City Hall as early as the first meeting in November. The team is currently preparing for the public announcements and rededication of City Hall, awaiting release of the dates until a few critical milestones in the construction process can be attained.

Tract B (203 N. Fifth St.): Oaks Properties is tentatively scheduling the opening of the residential units located on the upper floors of Tract B by November 1, 2016. They too have experienced a series of delays due to material lead times and subcontractor labor. A new architect has been selected to resume design on the Economic Development Suite located on the first level of this building. For this reason, the targeted completion for the first level has been extended to 1Q2017.

Heritage Crossing

Earlier this year, the construction phase for the remaining three quadrants at Heritage Crossing were advertised for bidding. There was minimal response exceeding the current project budget by 50%, so the project has been placed on hold. This is another symptom of a small project (relative to other projects in the metroplex) and a subcontractors' market. We are currently exploring other options and will keep you updated.

Please contact Laura (Staley) Dunn at LDunn@garlandtx.gov if you have any questions.



GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Work Session Agenda

Work Session Item 2. d.

Meeting Date: August 1, 2016

Item Title: Consider the Appointment of a Deputy Mayor Pro Tem

Submitted By: Bryan Bradford, City Manager

Summary of Request/Problem

At the request of Council Member Gibbons and Council Member Aubin, Council is requested to discuss City Council Policy Article II, Section 8, "Who shall act as Mayor," the City Council may, at its discretion, choose to elect a deputy mayor pro temp to act as mayor when the Mayor and the Mayor Pro Tem are absent or disabled.

Recommendation/Action Requested and Justification

Council discussion.



GARLAND POLICY REPORT

City Council Work Session Agenda

Work Session Item 3. a.

Meeting Date: August 1, 2016

Item Title: CDBG Budget Amendment Policy

Submitted By: Mona Woodard, Neighborhood Services Administrator

Council Goal: Consistent Delivery of Reliable City Services

ISSUE

Add policy to existing Housing and Community Services Policies and Procedures to secure City Council approval to amend the CDBG budget; to add a procedure for public notice for the reallocation of CDBG funds; and, to add a procedure to secure City Council approval to amend the 5 Year Consolidated Plan and/or Annual Action Plan.

OPTIONS

Staff will incorporate policy in Housing and Community Services Policies and Procedures.

BACKGROUND

City Council directed staff to prepare a draft policy to govern the process to reallocate HUD funds at the City Council work session held 7/18/2016.

CONSIDERATION

The City of Garland CDBG Policy Manual is used to document federal Housing and Urban Development (HUD) regulations governing the use of Community Development Block Grant (CDBG) funds. The CDBG program is a federally funded program that provides assistance to benefit Low Moderate Income (LMI) households

Budget Amendments – Substantial/Administrative

REPROGRAMMING OF CDBG FUNDS

On a semi-annual basis, the Director of Housing and Community Services shall present to the City Council an update on the progress of projects that are the subject of past CDBG allocations and are incomplete. The update shall include the Director's recommendation (and basis therefore) as to which allocations should be withdrawn and reprogrammed. The Director shall notify any grantee for which it intends to recommend withdrawal and reprogramming of its allocation at least ten business days in advance of the presentation.

Should the amount of funds that the Council determines to reallocate exceed \$100,000, then the reallocation process shall be handled as a Substantial Budget Amendment, otherwise, the reallocation shall be handled as an Administrative Amendment.

SUBSTANTIAL BUDGET AMENDMENTS

The Director of Housing and Community Services shall present to the City Council all proposed CDBG Substantial Budget Amendments.

Substantial budget amendments shall include the reallocation of CDBG funds from CDBG City activities approved and funded by the City Council to any CDBG eligible activity under consideration for funding by the City of Garland.

Should an amount in excess of \$100,000 sufficient amount of CDBG funds become available for reallocation, the City Council will direct the City Manager to issue a notice of federally funds availability and request for Citizen Participation, which shall consist of at least the following steps:

1. The Department of Housing and Community Services will notify via regular mail and Electronic mail (if available) all applicants from the most recent federal funding application cycle, of the City Council's intent to reallocate CDBG funds.
2. The Director of Housing and Community Services will provide the public a notice of federal funding availability and the department shall publish the notice in a newspaper of general circulation and the City of Garland website.

The Department shall accept applications from interested parties for ten business working days from the date the notice is published in the newspaper.

The Director of Housing and Community Services will certify the applicant's meet HUD and City of Garland criteria for an award of federal funding. The Director shall verify that the applications are consistent with the approved 5 Year Consolidated Plan and Annual Action Plan.

The Director will rank and score the applications to certify conformity with the 5 Year Consolidated Plan and the Annual Action Plan. The Director will present all applications to the City Council for a final selection and to award grant funding.

The City Council will authorize the Director of Housing and Community Services to initiate the process to perform a Substantial Amendment to the Consolidated Plan as to the extent required by HUD, including City Council approval, public notice, 30- day comment period and submission for HUD approval.

ADMINISTRATIVE AMENDMENTS

Administrative amendments shall be used to efficiently manage the implementation and expenditure of CDBG funds on eligible approved projects. The Director of Housing and Community Services may transfer unexpended CDBG project funds from closed and completed projects to similar eligible activities. An Administrative Amendment shall not exceed \$100,000, unless approved by City Council.



**GARLAND
CITY COUNCIL ITEM SUMMARY SHEET**

City Council Work Session Agenda

Work Session Item 3. b.

Meeting Date: August 1, 2016

Item Title: CDBG Reconciliation

Submitted By: Mona Woodard, Neighborhood Services Administrator

Summary of Request/Problem

At the request of Council Member Gibbons and Council Member Aubin, staff will provide a report detailing CDBG grant funds received and expended, by category, for years 2013-14; 2014-15 and 2015-16 (through the end of June) in order to determine the current status of available CDBG funds.

Attached is a spreadsheet detailing the CDBG information.

Recommendation/Action Requested and Justification

Information only.

Attachments

CDBG Reconciliation Report

	2013/2014			2014/2015		
	ALLOCATED	REVISED ALLOCATION	EXPENDED	ALLOCATED	REVISED ALLOCATION	EXPENDED
Infrastructure (Streets)	\$542,000	\$490,696.41	\$490,696.41	\$654,000	\$654,000.00	\$654,000
Minor Home Repair	150,000	148,534.70	148,534.70	150,000	150,000.00	142,729
Great Homes (ARD)	560,700	560,700	97,053.00	265,789	265,789.00	28,428
SF/Owner Occupied Rehab	256,094	136,225.89	136,225.89	200,040	230,626.29	83,502.23
Code Enforcement	182,000	181,995.20	181,995.20	182,000	181,999.69	182,000
SERVICES (15%) Cap	289,058	254,546	254,787	283,246	259,148.10	259,148
ADMIN	344,811	324,670.16	324,670.16	345,599	345,599.00	345,340.52
Fair Housing	18,300	18,299.92	18,299.92	20,000	19,999.62	19,999.62
	2,342,963	2,115,668	1,652,262	2,100,674	2,107,162	1,715,147
Remaining Balance			463,406			392,014
		PY Adjustment	-459			
			462,947			

	2015/2016
ALLOCATED	EXPENDED
\$550,000	\$549,974
125,000	58,075
279,000	21,507 committed
182,336	48,454
182,000	97,683
276,072	159,733
348,042	243,785
20,000	20,000
1,962,450	1,199,211
	763,239

For program year 2013-2014 - All funding was expended as allocated with the exception of the GREAT Homes ARD Program		
Program	Amount	# cases
GREAT Homes	\$462,947.00	0
Money is available for future reallocation to a new program.		

For program year 2014-2015 - The following accounts are open:		
Program	Amount	# cases
Minor Repair	\$7,271.00	2
S/F Rehab	\$147,124.06	9
Great Homes	\$237,361.00	0
Closed accts	\$257.94	0
For the Minor Repair and S/F Rehab programs, money has been committed to approved applicants and all funding will be spent. For Great Homes and Closed accounts, funding is available for future reallocation to a new program.		

For current program year 2015-2016 - Accounts are open and in progress through September 30, 2016.		
No funding is available for reallocation until after September 30, 2016		

Recap of Available Funding		
Year	Program	Amount
2013-2014	Great Homes	\$462,947.00
2014-2015	Great Homes	\$237,361.00
	Closed Accounts	\$257.94
Total Available		\$700,565.94
Proposed Economic Project		-\$500,000.00
Remaining Balance		\$200,565.94



GARLAND POLICY REPORT

City Council Work Session Agenda

Work Session Item 3. c.

Meeting Date: August 1, 2016

Item Title: CDBG Economic Development Proposal

Submitted By: Mona Woodard, Neighborhood Services Administrator

Council Goal: Sustainable Quality Development and Redevelopment

ISSUE

Review of an unsolicited proposal from Green Extreme Homes, Inc., 501c3, for a Community Development Block Grant (CDBG) loan in the amount of \$500,000, to fund the acquisition of real property. The real property will be used to develop and implement a job training and structural insulated panel production facility.

OPTIONS

Consider CDBG funding request and accept/reject the unsolicited CDBG loan request.

Should City Council approve the loan request, direct staff to develop a final project agreement and loan documents; amend Annual Action Plan to include economic development activities; and, transfer CDBG funds from housing activities to economic development activities.

Should City Council reject the loan request, City Council may direct staff to identify eligible project activities; or, direct staff to maintain the CDBG funds in the existing housing programs.

BACKGROUND

Green Extreme Homes, Inc. (GEH) submitted a proposal (June 2015) to the Department of Housing and Community Services to create a job training program and to develop a structural insulated panel manufacturing facility. GEH requested a \$500,000 CDBG loan to assist with the development of their \$1.24 million project. The applicant proposed to use the CDBG funds for land acquisition, equipment and training expenses.

Should City Council elect to proceed with the project and authorize a CDBG loan the following terms will be incorporated into the terms of a loan agreement:

- \$500,000 Economic Development Loan
- 15 fulltime positions for the term of the loan
- Minimum compensation shall be \$10 per hour
- Program shall provide trainees health insurance
- City will be provided a deed of trust to secure repayment of loan
- zero interest
- LMI program participants shall reside in the City of Garland

- Participation of LMI Veterans shall be encouraged.
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**GARLAND
CITY COUNCIL ITEM SUMMARY SHEET**

City Council Work Session Agenda

Work Session Item 3. d.

Meeting Date: August 1, 2016

Item Title: Preview of 2016-17 Proposed Budget

Submitted By: Ron Young, Budget Director

Summary of Request/Problem

Staff will provide an overview of the City Manager's Proposed Budget for FY 2016-17. The FY 2016-17 Proposed Budget document will officially be presented to Council at the August 2, 2016 Regular Meeting.

Recommendation/Action Requested and Justification

Preview only for the Proposed Budget. Questions and discussion will occur at future Budget Work Sessions after Council has received the Budget document.
