



AGENDA

**CITY COUNCIL WORK SESSION
City of Garland
Duckworth Building, Goldie Locke Room
217 North Fifth Street
Garland, Texas
October 6, 2014**

5:30 p.m.

DEFINITIONS:

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

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

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

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

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

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

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

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

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

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

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

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

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

(5:30) 1. Discuss Appointments to Boards and Commissions Council

- *Allen (Mike) McCorstin – Library Board (District 3)*

2. 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.

Item	Key Person
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3. Verbal Briefings:

a. Garland Wayfinding Program MERJE Design

MERJE Design, the City's wayfinding program consultant, will present an overview of the proposed design and programming for Phase I – Downtown Garland.

b. Proposed Blacklands Corridor Public Werks, Inc.

Public Werks, Inc. will make a presentation on the proposed Blacklands Corridor.

c. Trap, Neuter and Release Briley

Animal Services staff will present to Council a proposed new pilot program that will supplement existing private trap, neuter, and release efforts and could ultimately be an alternative to citizens experiencing feral cat nuisances. This pilot program will represent the first step in addressing a citywide problem that is quietly and constantly growing.

d. Ebola Response and Preparedness Efforts B. J. Williams/Athas

At the request of Council Member B. J. Williams and Mayor Douglas Athas, staff will brief Council on the City's current Ebola response and preparedness efforts.

e. Transportation Report

Dean/Schaffner

Dean International, the City's transportation consultant, will update Council on the following:

- *Transportation Program Updates*
 - *IH-635*
 - *Next Steps*
 - *IH-30*
 - *Annual Missions Update*
- *Strategic Events Update*
- *Advocacy Group Update*
- *Transportation Updates*
 - *TEX-21*
 - *DRMC*
 - *Federal Policy*
 - *State Update*

f. Resolution Supporting the Development of IH-30 and East Corridor Project

Stanley/B.J. Williams

At the request of Council Members Stephen Stanley and B. J. Williams, Council is requested to consider a draft resolution prepared by the City's transportation consultant, Dean International, Inc., supporting the development of IH-30 and East Corridor Project.

g. Audit Committee Report

Dodson

Council Member Lori Barnett Dodson, chair of the Audit Committee, will provide a committee report on the following items:

- *Weaver & Tidwell Presentation*
- *Hawaiian Falls Audit – Status Update*
- *Cash Count Audit*
- *TABC Compliance Audit Follow-up*
- *Citywide Risk Assessment and 2015 Annual Audit Plan*

4. Announce Future Agenda Items

Council

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

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

5. Adjourn

Council



Meeting: Work Session

Date: October 6, 2014

Policy Report

GARLAND WAYFINDING PROGRAM

ISSUE

MERJE Design, the City's wayfinding program consultant, will present an overview of the proposed design and programming for Phase I – Downtown Garland.

OPTIONS AND RECOMMENDATION

Council information.

COUNCIL GOAL

Sustainable Quality Development and Redevelopment
Fully Informed and Engaged Citizenry

BACKGROUND

In 2013, the Planning Department initiated development of a wayfinding program in order to better direct visitors and residents to key public destinations within Garland. The first phase of the wayfinding program focuses on Downtown in support of public and private redevelopment efforts taking place there. Staff completed preliminary work which has been audited by an Environmental Graphics and Wayfinding consultant, MERJE Design. Building on the work done by Staff, the MERJE team subsequently developed schematic designs and programming recommendations to implement a comprehensive wayfinding program. Stakeholders from within the City organization, downtown businesses, and the general community have participated in all aspects of this project.

A series of workshops was held with City stakeholders, as well as business and governmental stakeholders in the downtown area. The workshops provided a summary of Staff's analysis, sought comments related to wayfinding sign preferences, and introduced a conceptual wayfinding plan for Downtown. Utilizing workshop results, a preliminary plan was prepared which outlined primary routes to the Downtown area, location of various sign types, destinations and sign content, and draft criteria related to future wayfinding program procedures and practices. The MERJE Design firm was then retained to build on the work completed by Staff, finalize the wayfinding program, and provide design and implementation services for the Downtown phase.

On September 4, MERJE presented their findings and design schematics to the project steering committee and stakeholder groups. The presentation included an analysis and audit of previous planning and program recommendations, as well as three distinct

design concepts for review and comment. A similar presentation was given that evening at the North Garland Branch Library to which the general community was invited.

CONSIDERATIONS

1. Based on the comments received from all of the stakeholders who participated in the process and from Staff, the MERJE team has developed a preferred design and programming plan for a citywide wayfinding program. As noted, the initial implementation will focus on Downtown Garland. The next step will be production of final design intent drawings, which will be used for project bidding and implementation. MERJE will complete the bidding documents (finalized design drawings, fabricator qualifications) and will provide assistance during the fabrication and installation tasks. It is anticipated that implementation of the Downtown phase will begin in the first quarter of 2015.
2. In addition to presenting the design schematics and programming for the Downtown phase at the upcoming work session, the consultant will provide general cost estimates for implementation.

Submitted By:

Anita Russelmann
Director of Planning

Date: September 26, 2014

Approved By:

William E. Dollar
City Manager

Date: September 29, 2014



City Council Item Summary Sheet

Work Session

Date: October 6, 2014

Agenda Item

Presentation on the Proposed Blacklands Corridor

Summary of Request/Problem

Public Werks, Inc. will make a presentation on the proposed Blacklands Corridor.

Recommendation/Action Requested and Justification

Council discussion.

Submitted By:

Approved By:

William E. Dollar
City Manager



City Council Item Summary Sheet

Work Session

Date: October 6, 2014

Agenda Item

TRAP, NEUTER & RELEASE (TNR) – PROPOSED PILOT PROJECT

Summary of Request/Problem

Feral cats trapped by citizens as a nuisance and brought to Animal Services constitute a substantial percentage of the animals required to be humanely euthanized. The only feasible way to reduce feral cat euthanasia is to implement population reduction policies, specifically trap, neuter & release (TNR) programs.

Animal Services staff has proposed a new pilot program that will supplement existing private TNR efforts and could ultimately be an alternative to citizens experiencing feral cat nuisances. This pilot program will represent the first step in addressing a city-wide problem that is quietly and constantly growing.

Staff will present the proposed TNR program to Council.

Recommendation/Action Requested and Justification

Council Discussion

Submitted By:

Richard Briley
Managing Director of Health &
Code Compliance

Approved By:

William E. Dollar
City Manager



City Council Item Summary Sheet

Work Session

Date: October 6, 2014

Agenda Item

Ebola Response and Preparedness Efforts

Summary of Request/Problem

At the request of Council Member B. J. Williams and Mayor Douglas Athas, staff will brief Council on the City's current Ebola response and preparedness efforts.

Recommendation/Action Requested and Justification

Council discussion.

Submitted By:

Approved By:

William E. Dollar
City Manager



City Council Item Summary Sheet

Work Session

Date: October 6, 2014

Agenda Item

Transportation Report

Summary of Request/Problem

Dean International, the City's transportation consultant, will update Council on the following:

- Transportation Program Updates
 - IH-635
 - Next Steps
 - IH-30
 - Annual Missions Update
- Strategic Events Update
- Advocacy Group Update
- Transportation Updates
 - TEX-21
 - DRMC
 - Federal Policy
 - State Update

Recommendation/Action Requested and Justification

Council discussion.

Submitted By:

Approved By:

William E. Dollar
City Manager



City Council Item Summary Sheet

Work Session

Date: October 6, 2014

Agenda Item

Resolution Supporting the Development of IH-30 and East Corridor

Summary of Request/Problem

At the request of Council Members Stephen Stanley and B. J. Williams, Council is requested to consider a draft resolution prepared by the City's transportation consultant, Dean International, Inc., supporting the development of IH-30 and East Corridor Project.

Recommendation/Action Requested and Justification

Council discussion and direction.

Submitted By:

Approved By:

**William E. Dollar
City Manager**

RESOLUTION NO.

A RESOLUTION OF THE CITY OF GARLAND SUPPORTING THE DEVELOPMENT OF THE INTERSTATE HIGHWAY 30 AND EAST CORRIDOR PROJECT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the population of the Dallas/Fort Worth Metroplex will be over 9.8 million residents by the year 2035, straining the North Texas transportation system;

WHEREAS, Interstate Highway 30 is one of the City's major transportation corridors, and is essential to the future of the City of Garland, enhancing mobility, safety, and creating economic development opportunities;

WHEREAS, the portion of IH-30 within the City of Garland is contemplated to be developed as part of the Texas Department of Transportation's East Corridor Project which currently includes:

- IH-30 from Downtown Dallas to Dalrock Road
- US 80 from IH-30 in Mesquite to Forney, Texas

WHEREAS, the City of Garland is actively involved in the Transportation EXcellence for the 21st Century (TEX-21) IH-30 Corridor Task Force, working to better IH-30 from Aledo, Texas to North Little Rock, Arkansas;

WHEREAS, at the September 25, 2014 East Corridor Stakeholder Forum, over forty East Corridor Stakeholders participated and a growing consensus emerged from the meeting to see the project developed expediently and effectively;

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

Section 1

THAT the City of Garland is supportive of the efforts to have IH-30 and the East Corridor project developed to relieve congestion, enhance mobility and safety for the portion from downtown Dallas to Royse City.

THAT the City of Garland is supportive of efforts to have the East Corridor project developed with the following preferences;

- Expand main lane capacity
- Enhanced access
- Reconfigure local interchanges to optimize economic vitality
- Continuous frontage roads
- Improve corridor aesthetics
- Designation as a Comprehensive Development Agreement for the 85th Legislative Session

Section 2

THAT the City of Garland will work collaboratively with the project's stakeholders, including, but not limited to, the United States Department of Transportation, Texas Transportation Commission, the

Texas Department of Transportation, regional partners, cities and counties affected by improvements on IH-30 and US 80 within the East Corridor parameters;

THAT the City of Garland will support coalition building efforts to see the project come to fruition, including support for future Legislative Sessions.

Section 3

THAT this Resolution shall be and become effective immediately upon and after its adoption and approval.

DRAFT



City Council Item Summary Sheet

Work Session

Date: October 6, 2014

Agenda Item

Audit Committee Report

Summary of Request/Problem

Council Member Lori Barnett Dodson, chair of the Audit Committee, will provide a Committee report on the following items:

- Weaver & Tidwell Presentation
- Hawaiian Falls Audit – Status Update
- Cash Count Audit
- TABC Compliance Audit Follow-up
- Citywide Risk Assessment and 2015 Annual Audit Plan

Recommendation/Action Requested and Justification

Council discussion.

Submitted By:

Approved By:

William E. Dollar
City Manager



GARLAND

INTERNAL AUDIT

**AUDIT PLAN
FISCAL YEAR 2015**

**JED JOHNSON
CITY AUDITOR**

Basis for Annual Audit Plan

- Citywide Risk Assessment
- Council/Management Request
- Auditor Observation
- Input from FWA Hotline
- Prior Audits
- Time Since Last Audit

Performance Audits

Department	Audit	Preliminary Objective(s)	Hours
IT	Software Licensing	Identify the general controls over software licensing.	400
IT	Network Security	Determine if the configuration standards for the management of the City network environment are sufficient and appropriate	450
Finance/Risk	Liability Claims processing and collection	Verify the effectiveness and efficiency of City's third-party liability claim process and collection	400
Police	Big Bass Wrecker Contract Compliance	Determine the accuracy of fees assessed during towing. Ensure the accuracy and timeliness of City payment processed by Big Bass.	400
GP&L	ERCOT Settlements - A/P & A/R	Determine GP&L has an adequate process in place to ensure the accuracy of payment processing and accounts receivables.	400
GP&L - IT	Back-up and Recovery	Assess the effectiveness of data back-up and recovery process	350
Human Resources	City Benefits Bill Payment	Determine the accuracy and timeliness of City's benefits bill payment process	500
City Secretary	Record retention of City Ordinances and Resolution	Evaluate the effectiveness of City Secretary's record retention process	250
Animal Services	Animal Services Fee Collection	Ensure fees are collected in accordance with City ordinance. Assess management controls over collection of fees.	350
Municipal Court	Court Citation and Warrant Processing	Evaluate controls over Court Citation & Warrant Processing	400
City-wide	Cash Count	Validate City's cash funds are in compliance with City Directives and Financial Polices.	300
Administration	Kraft Retention	Ensure Kraft's compliance with the Agreement regarding employment of 215 employees	75
Fleet	Fuel Inventory	Observe Year End Fuel Inventory and verify reconciliation	75
Total			4,350

Audits in Progress

Department	Audit	Preliminary Objective(s)	Hours
Purchasing	Professional/Personal Service Contract	Determine the City's governance and controls over Professional and Personal Service Contracts	300
Purchasing & Finance	P-Card & Duplicate Payments	Perform Data Analysis to detect irregularities/Determine whether the City made any duplicate payments from all means of payment	150
Tax	Hotel/Motel Tax	Determine whether Garland Hotels are paying the hotel occupancy taxes in accordance with Section 351 of the Texas Tax Code City Ordinance	50
Total			500

Audit Follow-ups

Department	Audit Follow-up	Hours
Finance	A/P Vendor Master File	150
Warehouse & GP&L	Warehouse Electric & Olinger Inventory	150
Library	S. Garland Library Investigation	75
Parks	Gale Field Recreation Center Investigation	75
Firewheel	Firewheel Internal Control	300
Facilities	Physical Security of City Property	200
Building Inspection	Building Inspection	150
Public Health	Public Health Investigation	150
Water	Utility Contract Investigation	200
Municipal Court & IT	Municipal Court System Access Rights	150
Customer Service & IT	Utility System Access Rights	250
Total		1,850

Other Projects

Projects	Description	Hours
External Audit Assistance	Single Audits, Warehouse Inventory, Disbursement, Payroll and Utility Billing Testing	300
Other	Investigations, Special Projects, Peer Review Preparation, Advisement, Risk Assessment, etc.	500
Total		800

Other Budgeted Hours

Area	Description	Hours
Administrative & Training	Training, Audit Committee, Other Meetings, Budget, IT issues, HR Issues, Performance Evaluation, Time Entry, Invoice Entry, Grow Garland, United Way, Order Supplies, etc.	1,700
Time Off	Holidays, Vacation, Sick, FMLA, etc.	1,200
Total Hours		10,400