



# City of Grand Prairie

City Hall  
300 W. Main Street  
Grand Prairie, Texas

## Meeting Agenda

### City Council

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Tuesday, February 4, 2020

4:30 PM

City Hall - Briefing Room  
317 College Street

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#### Call to Order

#### Staff Presentations

- 1      [20-9721](#)      Airport End of Year Briefing - Presented by Mark Divita, CM, Airport Director

#### Agenda Review

#### Executive Session

*The City Council may conduct a closed session pursuant to Chapter 551, Subchapter D of the Government Code, V.T.C.A., to discuss any of the following:*

- (1) Section 551.071 "Consultation with Attorney"*
- (2) Section 551.072 "Deliberation Regarding Real Property"*
- (3) Section 551.074 "Personnel Matters" Housing Finance Corporation Appointment*
- (4) Section 551.087 "Deliberations Regarding Economic Development Negotiations"*

#### Recess Meeting

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**6:30 PM Council Chambers**

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**Invocation: Pastor Heath Hogue, Open Door Baptist Church**

**Pledge of Allegiance to the US Flag and to the Texas Flag led by Deputy Mayor Pro Tem  
Clemson**

#### Presentations

- 2      [20-9699](#)      National School Counselor's Week Proclamation - Presented by Mayor Ron Jensen

**Attachments:** [2020 National School Counseling Week](#)

## Consent Agenda

*The full agenda has been posted on the city's website, [www.gptx.org](http://www.gptx.org), for those who may want to view this agenda in more detail. Citizens may speak for five minutes on any item on the agenda by completing and submitting a speaker card.*

- 3**      [20-9770](#)      Minutes of the January 21, 2020 Meeting  
  
                 **Attachments:** [01-21-2020 Council Minutes](#)
- 4**      [20-9759](#)      Price Agreement for HVAC Preventive Maintenance and Building Management System Support from Dyna Ten (up to \$97,590.00 annually) for one year with the option to renew for four additional one year periods totaling \$487,950.00 if all extensions are exercised and authorize the City Manager to execute the renewal options with aggregate price fluctuations of the lesser of up to \$50,000 or 25% of the original maximum price so long as sufficient funding is appropriated by the City Council to satisfy the City's obligation during the renewal terms  
  
                 **Attachments:** [20042 CC EXHIBIT.pdf](#)  
                                 [Expenditure Information Form - HVAC PM Agreement.doc](#)
- 5**      [20-9698](#)      Price agreement for reflective vehicle graphics from Main Street Installers in the annual amount of \$25,000, through an interlocal agreement with BuyBoard for one year, with the option to renew for two additional one-year periods totaling \$75,000 if all extensions are exercised; and authorize the City Manager to execute the renewal options with aggregate price fluctuations of the lesser of up to \$50,000 or 25% of the original maximum price so long as sufficient funding is appropriated by the City Council to satisfy the City's obligation during the renewal terms
- 6**      [20-9751](#)      Price Agreement for Anhydrous Ammonia from Airgas USA, LLC in the amount of \$151,227.50 for the first year with the option to renew for four additional one year periods in the annual amount of \$138,820.50, totaling \$706,509.50 if all extensions are exercised; and authorize the City Manager to execute the renewal options with aggregate price fluctuations of the lesser of up to \$50,000 or 25% of the original maximum price so long as sufficient funding is appropriated by the City Council to satisfy the City's obligation during the renewal terms  
  
                 **Attachments:** [CC 20-9751 - RFB #20031 - CC Exhibit.pdf](#)  
                                 [CC 20-9751 - Expenditure Form RFB No. 20031.doc](#)

- 7      [20-9748](#)      Price Agreement for animal welfare software from HLP Chameleon (up to \$14,400 annually) for one year with the option to renew for nine additional one year periods totaling \$129,600 if all extensions are exercised and authorize the City Manager to execute the renewal options with aggregate price fluctuations of the lesser of up to \$50,000 or 25% of the original maximum price so long as sufficient funding is appropriated by the City Council to satisfy the City's obligation during the renewal terms
- Attachments:** [20030 - CC EXHIBITA.docx](#)  
[20-9748 - Expenditure Appropriation.docx](#)
- 8      [20-9758](#)      Fire Station 4+6 Final Change Order/Amendment No. 4 with Key Construction in the amount of \$62,885.89 for Proposed Change Orders (PCOs) #005, #006 and #007 resulting from necessary work to coordinate, complete and closeout the overall fire station project
- 9      [20-9746](#)      Agreement with Lantana Communications to upgrade the City's Avaya phone system software in the amount of \$52,627.87 one-time fee with a recurring service fee of \$3,911.85 for two years, totaling \$60,451.57 if all extensions are exercised through a national interlocal agreement with Choice Partners. Additionally, authorize the City Manager to execute any additional renewal options with aggregate price fluctuations of the lesser of up to \$50,000 or 25% of the original maximum price so long as sufficient funding is appropriated by the City Council to satisfy the City's obligation during the renewal term(s).
- Attachments:** [20-9746 - Expenditure Appropriation.docx](#)
- 10     [20-9752](#)      Contract with George McKenna Electrical Inc. to rebuild, repair and install new control panels that run the Pump House Booster pumps for the Robinson Tower pressure plane in the amount of \$96,348.50 with a 5% contingency of \$4,817.43 for a total project amount of \$101,165.93 through a master interlocal agreement with the City of Irving
- Attachments:** [CC 20-9752 - Contract for Control Panels replacement & repair Expenditure For](#)  
[CC 20-9752 - George McKenna Quote - Benshaw soft starts upgrade revised w](#)  
[20-9752 - Expenditure Appropriation.docx](#)
- 11     [20-9711](#)      Renewal of Commercial Lease for J&G Aviation, LLC., for Suite 102 in the Terminal Building for a period of three (3) years beginning March 1, 2020 and ending February 28, 2023, for total minimum annual rent of \$2,540.04
- 12     [20-9703](#)      Commercial Hangar lease with Aviator Air Flight School, LLC. for Hangar 5 South D for a term of five years with tenant's option to renew for one additional 5-year term; beginning March 1, 2020 and ending February 28, 2025, and with an annual rent of \$2,676

- 13      [20-9713](#)      Authorize the City Manager to execute an Assignment of Commercial Lease Agreement and Assumption of Obligations, to be effective February 4, 2020, by and between 502 Fountain Trust (Assignor), and Michael A. Levitz and Ryan S. Levitz (Assignees) and the City of Grand Prairie, a Texas home-rule municipality, Landlord (hereinafter City)
- 14      [20-9716](#)      Westchester PID Contract with Site Landscape Development for landscape maintenance in the amount of \$436,005 for a one year term (Council District 6)  
**Attachments:** [Exhibit A-WCPID Budget 5yr service plan-FY20-WC-Final.pdf](#)
- 15      [20-9717](#)      Lake Parks PID Contract with Site Landscape Development for landscape maintenance in the amount of \$209,203.44 (Council Districts 4 and 6)  
**Attachments:** [Exhibit A-LPPID Budget 5yr service plan-FY20-LP.pdf](#)
- 16      [20-9722](#)      Lake Parks PID Change Order/Amendment No.1 for Site Landscape Development, Inc. for landscape maintenance in the total amount of \$66,090.79 (Council Districts 4 and 6).  
**Attachments:** [Exhibit A-LPPID Budget 5yr service plan-FY20-LP.pdf](#)
- 17      [20-9718](#)      Award bid for the completion of one residential reconstruction project as part of the HOME Reconstruct Program to Symone Construction in the amount of \$119,617.04  
**Attachments:** [Contractors Bid Attachment A](#)  
[Reconstruct Procedures Attachment B](#)
- 18      [20-9723](#)      Ordinance amending the FY2019/2020 Capital Improvement Projects Budget; Change Order/Amendment #5 with Hill and Wilkinson in an amount not to exceed \$392,694.05 for additional concrete parking expansion, irrigation repairs, drainage additions, and signage for PlayGrand Adventures, Phase I  
**Attachments:** [Change Order 05.H&W PGA.xls](#)  
[19-9523 - CO #5 PGA Hill and Wilkinson.xlsx](#)
- 19      [20-9725](#)      Ordinance authorizing the abandonment of part of an un-needed drainage easement containing 0.102 Acres (4,424 S.F.) located at 1124 Prosperity Court to 2415 Enterprises, LLC, a Texas Limited Liability Company for \$250.00  
**Attachments:** [AERIAL EXHIBIT B 1124 PROSPERITY COURT .pdf](#)  
[EXHIBIT A PROPERTY DESCRIPTION 1124 PROSPERITY CT.pdf](#)



- 20**      [20-9715](#)      Ordinance amending the FY2019/2020 Capital Improvements Projects Budget; Change Order/Amendment #1 with Falkenberg Construction for soil potassium chemical injection for soil stabilization at the Summit Chemical Building in a amount not to exceed \$26,285 through a national interlocal agreement with Choice Partners; additionally, authorize the City Manager to execute the initial contract through our interlocal agreement with Choice Partners having originally been presented to City Council as being through our interlocal agreement with TXMAS  
**Attachments:** [20-9715 - Summit Chemical Room - CO#1 Falkenbergql.xlsx](#)
- 21**      [20-9714](#)      Ordinance calling the May 2, 2020, General Election  
**Attachments:** [18-8525 Elections - May 4, 2019](#)
- 22**      [20-9712](#)      Ordinance amending the FY2019/2020 Capital Improvements Project Fund; Interlocal Agreement in the amount of \$25,000 with the Cities of Fort Worth, Arlington, Irving, Dallas and NCTCOG for branding and marketing for the Northwest Trail Development, a part of the Regional Veloweb Trail System  
**Attachments:** [20-9712 - Northwest Trail Connection - Interlocal.xlsx](#)
- 23**      [20-9756](#)      Ordinance Amending the FY 2019/2020 Cash & Debt Management Fund for unexpected future expenses beyond current budget in the amount of \$20,000  
**Attachments:** [Pooled Investment Fund.pdf](#)
- 24**      [20-9705](#)      Resolution reviewing and approving the City's Financial Management Policy  
**Attachments:** [Financial Management Policies 2019 Update 1-10.docx](#)
- 25**      [20-9757](#)      Resolution approving a Gateway Monument Agreement with Texas Department of Transportation for Loyd Park Gateway monument construction at the SE corner of SH 360 and Ragland Road  
**Attachments:** [Interlocal-Interlocal\\_Gateway\\_Mon\\_Ragland Road and SH 360.doc](#)
- 26**      [19-9651](#)      Resolution authorizing the City Manager to enter into a Project Specific Agreement Amendment with Dallas County for the widening of Camp Wisdom Road MCIP 40811 from approximately 1700 linear feet west of Carrier Pkwy to FM 1382 and commit the city to additional funding from the City's original share of \$3 million to be increased to \$5,350,000 (This item was tabled at the January 7, 2020 meeting.)  
**Attachments:** [619.80 Camp Wisdom.xlsx](#)

## Public Hearing on Zoning Applications

- 27**      [19-9634](#)      SU191201 - Specific Use Permit - Tire Shop at 3106 E Main Street (Commissioner Moser/City Council District 5). A request to consider a Specific Use Permit to allow for Auto Tire/Wheels, Sales & Installation (Indoor) and Auto Repair (Minor) uses on one lot on 0.46 acres. The subject property is zoned Commercial (C) District and is located within Central Business District Four (CBD-4). The property is generally located northeast of E. Main Street and NE 31st Street, specifically 3106 E. Main Street. The existing lots are platted as Burbank Gardens, Unit 1, Lots 442 & 443. (On January 6, 2020, the Planning and Zoning Commission recommended denial of this request by a vote of 8-0). This case is being appealed per Article 1 Section 1.11.5.9 of the Unified Development Code (This case was tabled at the January 21, 2020 Council meeting.)

**Attachments:** [Exhibit A - Location Map](#)

[Exhibit B - Site Plan](#)

[Exhibit C - Proposed Elevations](#)

[PZ Draft Minutes 01-06-2020.pdf](#)

## Items for Individual Consideration

- 28**      [20-9753](#)      Board and Commission Appointments

### Citizen Comments

*Citizens may speak during Citizen Comments for up to five minutes on any item not on the agenda by completing and submitting a speaker card.*

### Adjournment

### Certification

*In accordance with Chapter 551, Subchapter C of the Government Code, V.T.C.A., the City Council agenda was prepared and posted January 31, 2020.*

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*Catherine E. DiMaggio, City Secretary*

*The Grand Prairie City Hall is accessible to people with disabilities. If you need assistance in participating in this meeting due to a disability as defined under the ADA, please call 972-237-8018 or email Mona Lisa Galicia (mgalicia@gptx.org) at least three (3) business days prior to the scheduled meeting to request an accommodation.*





# City of Grand Prairie

City Hall  
300 W. Main Street  
Grand Prairie, Texas

## Legislation Details (With Text)

**File #:** 20-9721      **Version:** 1      **Name:** Airport Briefing  
**Type:** Presentation      **Status:** Staff Presentations  
**File created:** 1/22/2020      **In control:** City Secretary  
**On agenda:** 2/4/2020      **Final action:**  
**Title:** Airport End of Year Briefing - Presented by Mark Divita, CM, Airport Director  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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Title  
Airport End of Year Briefing - Presented by Mark Divita, CM, Airport Director



Legislation Details (With Text)

**File #:** 20-9699      **Version:** 1      **Name:** National School Counselor's Week Proclamation - Presented by Mayor Ron Jensen  
**Type:** Presentation      **Status:** Presentations  
**File created:** 1/14/2020      **In control:** City Secretary  
**On agenda:** 2/4/2020      **Final action:**  
**Title:** National School Counselor's Week Proclamation - Presented by Mayor Ron Jensen  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [2020 National School Counseling Week](#)

Date	Ver.	Action By	Action	Result
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Title

National School Counselor's Week Proclamation - Presented by Mayor Ron Jensen

*WHEREAS, school counselors are employed in public and private schools to help students reach their full potential; and*

*WHEREAS, school counselors are actively committed to helping students explore their abilities, strengths, interests, and talents as these traits relate to career awareness and development; and*

*WHEREAS, school counselors help parents focus on ways to further the educational, personal and social growth of their children; and*

*WHEREAS, school counselors work with teachers and other educators to help students explore their potential and set realistic goals for themselves; and*

*WHEREAS, school counselors seek to identify and utilize community resources that can enhance and complement comprehensive school counseling programs and help students become productive members of society;*

*WHEREAS, comprehensive developmental school counseling programs are considered an integral part of the educational process that enables all students to achieve success in school;*

*NOW, THEREFORE: I, Mayor Ron Jensen, on behalf of the citizens and City Council of Grand Prairie, Texas, do hereby proclaim February 3-7, 2020 as:*

## ***NATIONAL SCHOOL COUNSELING WEEK***

***WITNESS MY HAND AND THE SEAL OF THE CITY OF GRAND PRAIRIE, TEXAS, on this 4<sup>th</sup> day of February 2020.***

  
Ron Jensen, Mayor



## Legislation Details (With Text)

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**File #:** 20-9770      **Version:** 1      **Name:** January 21, 2020 Minutes  
**Type:** Minutes      **Status:** Consent Agenda  
**File created:** 1/28/2020      **In control:** City Secretary  
**On agenda:** 2/4/2020      **Final action:**  
**Title:** Minutes of the January 21, 2020 Meeting  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [01-21-2020 Council Minutes](#)

Date	Ver.	Action By	Action	Result
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**From**  
Cathy DiMaggio

**Title**  
Minutes of the January 21, 2020 Meeting

**Presenter**  
Cathy DiMaggio, City Secretary

**Recommended Action**  
Approve

**Analysis**  
Minutes are attached.



# City of Grand Prairie

City Hall  
300 W. Main Street  
Grand Prairie, Texas

## Minutes - Final

### City Council

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Tuesday, January 21, 2020

4:30 PM

City Hall - Briefing Room  
317 College Street

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#### Call to Order

**Mayor Jensen called the meeting to order at 4:30 p.m.**

**Present** 9 - Mayor Ron Jensen  
Mayor Pro Tem Greg Giessner  
Deputy Mayor Pro Tem Jorja Clemson  
Council Member Jeff Copeland  
Council Member Mike Del Bosque  
Council Member Cole Humphreys  
Council Member John Lopez  
Council Member Jim Swafford  
Council Member Jeff Wooldridge

#### Staff Presentations

- 1** Prairie Lights 2019 Recap - Presented by Cheryl DeLeon, Parks, Arts and Recreation Director

*Whitney Walters, Special Events Manager, gave an update on Prairie Lights. Ms. Walters stated that gait revenue was \$1.3 million; visitors came from 41 states and five countries. She added that Cyclin' with the Mayor had record attendance. Ms. Walters then went over media coverage.*

*Council Member Lopez commented on fee hikes this year and asked what drove this increase. Cheryl DeLeon, Parks, Arts and Recreation Supervisor, stated that cost to the city drives fees and that funds generated go back to the Parks Enterprise Fund. She said that \$45 is a price point that most people can afford. Mayor Jensen said it would be good if prices did not increase next year.*

*Deputy Mayor Pro Tem Clemson said it was not such a significant price increase since it included the shows and the walk-thru. Council Member Copeland praised staff for their great attitude day after day. He suggested the possibility of posting prices on mobile signs with the information that the price includes everything inside the park and accepting payment at the Fast Pass gate.*

**Presented**

#### Agenda Review

*Mayor Pro Tem Giessner asked if Council had any questions on the Consent Agenda. Deputy City Manager Steve Dye asked that Item 16 (Memorandum of Understanding with Bolder Adventure Park) be tabled. Mayor Jensen referred to Item 28 (Case SU181004A) asked if staff was okay with a 2:00 a.m. closing time. Deputy City*



Manager Dye said staff had met with the owner and agreed that they could stay open later than midnight for special events. He said the later hours could set a precedent for billiard halls in the future and other entities. Bill Crolley, Deputy City Manager, said it is staff's recommendation to leave closing at midnight and the Planning and Zoning Commission approved closing at midnight.

Council Member Humphreys referred to Item 30 (SU191201) and stated he had met with the owner and there was a miscommunication at the Planning and Zoning Commission so they were not in attendance. Council Member Swafford suggested denying without prejudice. Council Member Copeland asked how the case got this far without the parking worked out. Mr. Crolley said staff could not recommend approval of this case and the Planning and Zoning Commission voted to deny it. The applicant chose to come forward with the case regardless of the Planning and Zoning Commission denial.

Mayor Jensen referred to Item 31 (S200101) and stated that Council could only deny a site plan for something that does not meet the zoning ordinance. Mayor Jensen asked if the gas station could sell liquor. David Jones, Chief City Planner, said they could sell beer and wine, but liquor is questionable.

## **Executive Session**

Mayor Jensen convened a closed session at 5:00 p.m. pursuant to Chapter 551, Subchapter D of the Government Code, V.T.C.A., Section 551.072 "Deliberation Regarding Real Property," and Section 551.087 "Deliberations Regarding Economic Development Negotiations." Mayor Jensen adjourned the closed session at 5:26 p.m.

## **Recess Meeting**

Mayor Jensen recessed the meeting at 5:26 p.m.

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## **6:30 PM Council Chambers**

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Mayor Jensen reconvened the meeting at 6:30 p.m.

The Invocation was given by Pastor Jordan Villanueva, Indian Hills Baptist Church. The Pledge of Allegiance to the US Flag and to the Texas Flag were led by Mayor Pro Tem Greg Giessner.

## **Presentations**

Mayor Jensen recognized Gateway Church for their donation of \$100,000 for bullet proof vests for the Police Department.

Jewell, GFOA Representative

*Ms. Jewell presented the GFOA award recognizing the city for going above and beyond the requirements of the Comprehensive Annual Financial Report. She stated this was the 33rd year the city had received this award.*

**Presented**

**3**

Grand Prairie Complete Census Count Committee Proclamation

*Council Member Lopez read a proclamation for the Complete Census Count Committee.*

**Presented**

**4**

Recognition of Miss Grand Prairie Hispana Latina Jocelyn Carrasquillo

*Mayor Jensen recognized Miss Grand Prairie Hispana Latina, Jocelyn Carrasquillo and presented her with a gift from the city.*

**Presented**

## **Consent Agenda**

**Mayor Pro Tem Giessner moved, seconded by Council Member Del Bosque, to approve Items 5 through 15 on the Consent Agenda, table Item 16, and approve items 17 and 18. The motion carried unanimously.**

**5**

January 7, 2020 Council Minutes

**Approved on the Consent Agenda**

**6**

Ratify and approve previous change orders to the price agreement with UBM Enterprise, Inc. for janitorial services in the cumulative amount of \$83,163.57, and authorize the City Manager to execute Change Order #6 to current and future renewal terms in the cumulative amount of \$161,769.19

**Approved on the Consent Agenda**

**7**

Ratify and approve the previous renewals to the city's Wellness Program Agreement with NS412, LLC DBA Naturally Slim in the cumulative amount of \$132,685; authorize the addition of four one-year renewal options in the estimated cumulative amount of \$66,340.00; and authorize the City Manager to execute those additional renewals with aggregate price fluctuations of the lesser of up to \$50,000 or 25% of the original maximum price so long as sufficient funding is appropriated by the City Council to satisfy the City's obligation during the renewal term(s)

**Approved on the Consent Agenda**

**8**

Ratify the contract for the Fire Department's Policy Manual Subscription agreement

with Lexipol, LLC, a sole source provider, in the cumulative amount of \$56,015 for an initial one-year term with successive one-year renewals beginning in May of 2015, and is requested to be ratified for its previous expenditures and authorized to be renewed for an additional one-year term in the annual amount of \$10,578 with the addition of four additional one-year renewal options, for a total not to exceed \$52,890 if all renewal options are exercised; and authorize the City Manager to execute any additional renewal options with aggregate price fluctuations of the lesser of up to \$50,000 or 25% of the original contract amount so long as sufficient funding is appropriated by the City Council to satisfy the City's obligation during the renewal term(s)

**Approved on the Consent Agenda**

- 9 Contract with Arbor Masters Tree Service for tree services for one year in the amount of \$85,000 in Westchester PID (Council District 6)

**Approved on the Consent Agenda**

- 10 Award a contract for the installation of an above-ground fuel tank and remodel at the Lynn Creek Park fueling station to Stovall Commercial Contractors, LLC in the amount of \$96,881 through a national interlocal agreement with BuyBoard

**Approved on the Consent Agenda**

- 11 Contract with Bright Star Construction and Design for Brick Wall Repairs in the amount of \$193,322.68 - Peninsula PID (Council Districts 4 and 6)

**Approved on the Consent Agenda**

- 12 Assignment of Contract for EZ-IO Intraosseous Vascular Access System Price Agreement from ARROW INTERNATIONAL, INC to TELEFLEX, LLC; this sole source agreement was for \$35,000 annually for one year initially with the option to renew for four additional one-year periods totaling \$175,000 if all renewal options are exercised; and authorize the City Manager to execute any additional renewal options with aggregate price fluctuations up to \$50,000 or 25% of the original contract value so long as sufficient funding is appropriated by the City Council to satisfy the City's obligation during the renewal term(s)

**Approved on the Consent Agenda**

- 13 Purchase of state mandated water well capping and plugging services at various sites from Advanced Water Well Technologies in the amount \$214,560.28 with a 5% contingency of \$10,728.01, for a total amount of \$225,288.29 through an inter-local agreement with BuyBoard

**Approved on the Consent Agenda**

- 14 Interlocal purchasing agreement with the City of Cedar Hill, Texas, with Readiness

Group of Ft. Worth, Texas for mental health support for the period of the grant, beginning on the Agreement Effective Date and terminating on December 31, 2020, unless renewed at that time at no cost to the City of Grand Prairie, Texas

**Approved on the Consent Agenda**

- 15** Non-binding Memorandum of Understanding to lease acreage fronting EpicCentral to Chicken N Pickle.

**Approved on the Consent Agenda**

- 16** Non-binding Memorandum of Understanding with Bolder Adventure Park for lease and operation of 7+ acres in EpicCentral (This item was tabled at the January 21, 2020 Council meeting.)

**Tabled**

- 17** Resolution authorizing an Economic Development Agreement and Ten-Year Tenant Lease with Option to Renew for two Five-Year Terms with National BBQ Management (or related assignee), for the Operation of a Restaurant at EpicCentral for 8% of Gross Sales and 50% of Net Operating Income

**Adopted**

Enactment No: RES 5068-2020

- 18** Resolution authorizing the City Manager to submit an application for FY 2020 Emergency Management Performance Grant (EMPG) and accept grant award from the Texas Department of Public Safety/Texas Division of Emergency Management, in an anticipated amount of \$57,581

**Adopted**

Enactment No: RES 5069-2020

## **Public Hearing Consent Agenda**

**Mayor Pro Tem Giessner moved, seconded by Deputy Mayor Pro Tem Clemson, to close the public hearing and approve items 19 through 27 on the Public Hearing Consent Agenda. The motion carried unanimously.**

- 19** CPA191201- Comprehensive Plan Amendment - 161 Townhomes (Commissioner Fisher/City Council District 1). A request to change the Future Land use Map from Mixed use to Medium Density Residential. Located at 1325 Robinson Road, and 852 Robinson Court. Legally described as 4.39 acres out of the Charles Gibbs Abstract 534 Pg 372 and Lots 5, Block 1, out of the Robinson Court Replat Addition, City of Grand Prairie, Dallas County, Texas. (On January 6, 2020, the Planning and Zoning Commission recommended approval of this request by a vote of 8-0).

*Michael Wright, 8233 Mid-Cities Blvd., North Richland Hills; Kelvin Haorb, 12777 Merit*

*Drive, Dallas; and Greg Edwards, 1621 Amanda Court, Ponder, submitted speaker cards in support of this item.*

**Adopted**

Enactment No: ORD 10790-2020

**20**

Z191201/CP191201 - Zoning Change/Concept Plan - 161 Townhomes (Commissioner Fisher/City Council District 1). A request to change the zoning from PD 102 to a Planned Development for Townhomes. The concept plan depicts 40 units with green space areas. Located at 1325 Robinson Road and 852 Robinson Court. Legally described as 2.95 acres out of the Charles Gibbs Abstract 534 Pg 372 and Lot 5, Block 1, out of the Robinson Court Replat Addition, City of Grand Prairie, Dallas County, Texas. The applicant is Michael Wright, M. J. Wright Architects and the owner is Kelvin Hoang, Clouda Development LLC. (On January 6, 2020, the Planning and Zoning Commission recommended approval of this request by a vote of 8-0).

**Adopted**

Enactment No: ORD 10791-2020

**21**

CPA200101 - Comprehensive Plan Amendment - Mountain Creek Lake Park (Commissioner Carranza/City Council District 3). To establish a Future Land Use designation of **'Parks and Recreation'** for Mountain Creek Lake Park, consisting of 86.109 acres out of the Alex Cockrell Survey, Abstract no. 245, City of Grand Prairie, Dallas County, Texas. The applicant is David Jones, City of Grand Prairie Planning. (On January 6, 2020, the Planning and Zoning Commission recommended approval of this request by a vote of 8-0).

**Adopted**

Enactment No: ORD 10792-2020

**22**

Z200101 - Zoning Change - Mountain Creek Lake Park (Commissioner Carranza/City Council District 3). Establish zoning of **'AG, Agricultural'** for Mountain Creek Lake Park, consisting of 86.109 acres out of the Alex Cockrell Survey, Abstract no. 245, City of Grand Prairie, Dallas County, Texas. The applicant is City of Grand Prairie Planning. (On January 6, 2020, the Planning and Zoning Commission recommended approval of this request by a vote of 8-0).

**Adopted**

Enactment No: ORD 10793-2020

**23**

Z200102 - Zoning Change - SF-6 on Avenue C (Commissioner Carranza/City Council District 3). A request to change the zoning from SF-4 to SF-6. Located at 2006, 2010 & 2014 Avenue C, Legally described as Lots 2, 3, & 4, Block B, Warlick Addition, City of Grand Prairie, Dallas County, Texas. The owner is Saul Zuniga. (On January 6, 2020, the Planning and Zoning Commission recommended

approval of this request by a vote of 8-0).

**Adopted**

Enactment No: ORD 10794-2020

**24**

S200103 - Site Plan - Hamilton HQ (Commissioner Fisher/City Council District 1). Site plan request for proposed single-story, 41,880 sq. ft. office-showroom and warehouse on two lots on 4.738 acres. 4.78 acres property consisting of (Farmers Industrial Addition, Block 3, Lots 4R & 5R) situated in the Dudley F. Pearson Survey, Abstract No. 1130 City of Grand Prairie, Texas, Dallas County located southeast of Farmers Road and W. Trinity Blvd., more specifically addressed at 1205 & 1207 Farmers Road. The property is zoned Light Industrial (LI) District and is located within the State Highway 161 (SH-161) Overlay Corridor District. The consultant is Alexander Camunez, Pacheco Koch and the owner is Hamilton Peck, Hamilton Commercial. (On January 6, 2020, the Planning and Zoning Commission recommended approval of this request by a vote of 8-0).

**Approved**

**25**

S200104 - Site Plan - Spec's on Ragland Road (Commissioner Connor/City Council District 4). Site Plan for Spec's, authorizing the construction of a 11,180 sq. ft. retail building on 1.509 acres. A portion of Lot 1, Block 1, Prairie Waters-Southgate Development, City of Grand Prairie, Tarrant County, Texas, zoned PD-352, within the SH-360 Corridor Overlay District, and generally located east of S HWY 360 on the southwest corner of Ragland Rd and N Day Miar Rd. The applicant is applicant: John McClure, McClure Partners and the owner is Charles Anderson, TA Southgate Land Partners. (On January 6, 2020, the Planning and Zoning Commission recommended approval of this request by a vote of 8-0).

**Approved**

**26**

S200105 - Site Plan - Office Warehouse on Warrior Trail (Commissioner Hedin/City Council District 2). Site plan request for proposed two-story, 176,670 sq. ft. office/warehouse on one lots on 10.506 acres. 10.506- acre property consisting of (Warrior Trail Addition, Block 1, Lot 2) situated in the Jose Gill Survey, Abstract No. 567 City of Grand Prairie, Texas, Tarrant County, generally located at northeast of S. Great Southwest Parkway and W. Warrior Trail., more specifically addressed at 2590 W. Warrior Trail. The property is zoned Light Industrial (LI) District and is located within the Great Southwest (GSW) Overlay Corridor District. The applicant is Robert W. Rice, Ironwood Realty Partners, the consultant is Alexander Camunez, Pacheco Koch, and the owner is Ahmad Khammash. (On January 6, 2020, the Planning and Zoning Commission recommended approval of this request by a vote of 8-0).

**Approved**

- 27 S200106 - Site Plan - Twin Peaks at Epic West Towne Crossing (Commissioner Hedin/City Council District 2). Site Plan for Twin Peaks, an 8,152 sf restaurant. Lot 7R (proposed), Block B, Epic West Towne Crossing Phase 1, in the C. J. Babcock Survey, Abstract 59, City of Grand Prairie, Dallas County, Texas, 1.917 acres zoned PD-364 and located in the SH-161 Corridor Overlay District. The agent is William Winkelmann, Winkelmann & Associates, the applicant is Paul Stevens, Twin Peaks Restaurant, and the owner is Mark Davis, Epic West Towne Crossing LP. (On January 6, 2020, the Planning and Zoning Commission recommended approval of this request by a vote of 8-0).

**Approved**

### **Public Hearing on Zoning Applications**

- 28 SU181004A - Specific Use Permit Renewal - 2625 W. Pioneer Parkway (Commissioner Fisher/City Council District 1). Specific Use Permit Renewal for a Billiard Room at Asia Times Square along with a request to extend operating hours to 2 a.m. Addressed as 2625 W. Pioneer Pkwy., Suite 900. Lot 2, Sam's Properties Addition, City of Grand Prairie, Tarrant County, Texas, 13.71 acres zoned LI, Light Industrial. The owner is Matthew Loh, Asia Times Square. (On January 6, 2020, the Planning and Zoning Commission recommended approval of this request by a vote of 7-0).

*Mr. Jones reviewed Case SU181004A, a renewal for a billiard hall. Mr. Jones said the applicant requested extended hours from midnight to 2:00 a.m. but all other aspects of the permit remain the same. Staff did not recommend changing hours but Mr. Jones stated there may be an opportunity to have later closings for special events.*

**Deputy Mayor Pro Tem Clemson moved, seconded by Council Member Swafford, to close the public hearing and approve Case SU191004A with a 12:00 midnight closing. The motion carried unanimously.**

**Ayes:** 9 - Mayor Ron Jensen; Mayor Pro Tem Greg Giessner; Deputy Mayor Pro Tem Jorja Clemson; Council Member Jeff Copeland; Council Member Mike Del Bosque; Council Member Cole Humphreys; Council Member John Lopez; Council Member Jim Swafford and Council Member Jeff Wooldridge

Enactment No: ORD 10795-2020

- 29 Z200103/S200107 - Zoning Change/Site Plan - Wildlife Commerce Park Building 8 (Commissioner Fisher/City Council District 1). A request to amend the zoning and site plan amendment on PD-217C & PD-217 Districts to allow for office warehouse uses and building expansion. The existing site plan depicts an office/warehouse building (Wildlife Commerce Bldg. 8) extending onto planned development district boundary line. 1.602 acres-Zoning Amendment, and 9.028 acres-Site Plan Amendment out of the Benjamin S Reed Survey, Abstract 1225 City of Grand Prairie, Dallas County, Texas. Located at the southwest corner of N. Belt Line Road and E. Wildlife Parkway. The applicant is William Munding, III, Chi/Acquisitions, LLC and the owner is Cynthia Irving. (On January 6, 2020, the

Planning and Zoning Commission recommended approval of this request by a vote of 8-0).

*Mr. Jones reviewed Case Z200103/S200107 to amend the current site plan to add 1.602 acres at the corner of Beltline and Wildlife Parkway to allow for construction of an additional 147,000 sq. ft. warehouse building at that corner. Mr. Jones showed current landscaping and amended landscaping. He went over requested variances: 8% landscaping in lieu of the required 10%; requesting to remove existing trees while Appendix X requires preservation of 30% of existing trees. Mr. Jones then went over the Development Review Committee recommendations: 1) the elevations within the 1.6 acre rezoning area that are visible from the corner of Beltline and Wildlife Parkway should fully conform to Appendix X guidelines for a primary facade; 2) if the elevations do not conform with Appendix guidelines, the developer should comply with Appendix X landscaping requirements. Mr. Jones said the Planning and Zoning Commission voted to approve the case with the applicant to provide accent lighting along 50% of the new portion of the building.*

*Council Member Wooldridge asked if what was approved by the Planning and Zoning Commission agreed with the requirements of Appendix X. Mr. Jones replied it did not agree with Appendix X.*

*Brad Cooper, 3819 Maple Avenue, Dallas, Crow Holdings, requested that Council approve this case as it was recommended by the Planning and Zoning Commission. He said there were enhancements on the corner and accent lighting will be provided along 50% of the building. Mr. Cooper said there are 33 existing corners and he would like this to fit in with those corners which are not in agreement with Appendix X. Mayor Jensen asked Mr. Cooper if he would do 100% lighting. Mr. Cooper replied that he would. Mr. Cooper added he would include an attractive monument sign.*

*Deputy Mayor Pro Tem Clemson asked Mr. Jones if the picture being shown agreed with requirements for current warehouses. Mr. Jones said it did not. Deputy Mayor Pro Tem Clemson asked Mr. Jones if there were other things that could be done. Mr. Jones said the applicant could choose from various items to be in conformance to Appendix X such as additional windows, awnings along 50% of the length of the façade; articulation; cornice projection, etc. Mr. Cooper stated that on the front there is a building adjacent to this and by adding some of these features, it would not be conducive to maintaining the look that is currently there. He said there is some articulation on each of the entrances. Mr. Cooper said he was trying to keep continuity of the park. He said the applicant is proposing lighting and heavy landscaping. He said they would be doing 10% which is required on the 1.6 acres. There will be trees lining Wildlife Parkway and Beltline.*

*Deputy Mayor Pro Tem Clemson asked Mr. Jones if he was okay as it was presented to match existing buildings. Mr. Jones replied that he thought there were additional things they could do but he understood that Crow wants to keep continuity.*

**Deputy Mayor Pro Tem Clemson moved, seconded by Council Member Copeland to close the public hearing and approve Case Z200103/S200107 as approved by the Planning and Zoning Commission, with 100% accent lighting. The motion carried unanimously.**

**Ayes:** 9 - Mayor Ron Jensen; Mayor Pro Tem Greg Giessner; Deputy Mayor Pro Tem Jorja Clemson; Council Member Jeff Copeland; Council Member Mike Del Bosque; Council Member Cole Humphreys; Council Member John Lopez; Council Member Jim Swafford and Council Member Jeff Wooldridge



Enactment No: ORD 10796-2020

30

SU191201 - Specific Use Permit - Tire Shop at 3106 E Main Street (Commissioner Moser/City Council District 5). A request to consider a Specific Use Permit to allow for Auto Tire/Wheels, Sales & Installation (Indoor) and Auto Repair (Minor) uses on one lot on 0.46 acres. The subject property is zoned Commercial (C) District and is located within Central Business District Four (CBD-4). The property is generally located northeast of E. Main Street and NE 31st Street, specifically 3106 E. Main Street. The existing lots are platted as Burbank Gardens, Unit 1, Lots 442 & 443. (On January 6, 2020, the Planning and Zoning Commission recommended denial of this request by a vote of 8-0). This case is being appealed per Article 1 Section 1.11.5.9 of the Unified Development Code (This case was tabled at the January 21, 2020 Council meeting.)

*Mr. Jones reviewed Case SU191201 for a partial remodel of a tire shop with minor auto repair and internal storage. He said the majority of business would come in from Main Street. Mr. Jones said staff had a concern of loading and unloading inventory. Parking spaces have been removed in front of the building to create a staging area. Mr. Jones said six spaces are required and the applicant has four spaces available to the public. Mr. Jones showed proposed elevations with canopies and adding overhead doors.*

*Mr. Jones said the Development Review Committee and the Planning and Zoning Commission recommended denial. He said the current owner has owned the building for a few years and has added a sprinkler system.*

*Council Member Swafford asked why they are they putting in overhead doors. Mr. Jones said they will take cars in for minor repairs. Council Member Swafford asked if these could be put in on the NE31st Street side. Mayor Jensen said some residents have expressed concern about cars going in and out on 31st Street. Council Member Swafford asked if there was a vacant lot north of this building. Mr. Jones said he believed that building was zoned residential and if used for parking for this business, it would have to be rezoned. Council Member Swafford suggested they may be able to lease and pave it. Council Member Copeland asked Mr. Jones if the applicant had given him any indication how they would load and unload inventory such as tires. Mr. Jones replied they would pull in the back of the building.*

*Lila Thorn, 6445 Love Drive, #2008, stated there had been a communications breakdown during the holidays and the public hearing was not on their calendar so they missed the Planning and Zoning hearing and that prompted the denial. Ms. Thorn said the owner has been a resident for 30+ years and owns another business in Grand Prairie and several other properties in Grand Prairie. She said the owner purchased this property in 2018 and had a tenant interested at that time. She said this area is auto related businesses on the whole. The prospective tenant has run a tire shop in Grand Prairie for the past ten years.*

*Mario Villegas, 1701 Avenue F, was present to answer questions. Council Member Humphreys said he had spoken with Mr. Villegas and he seems willing to comply but there are some issues that need to be worked out with staff. He suggested bringing the case back to Council at the next meeting.*

*Jorge A. Rodriguez, 1302 Falcon Drive, submitted a speaker card in support of this*

item.

**Council Member Humphreys moved, seconded by Council Member Del Bosque to table Case SU191201 and bring back to Council at the next meeting. The motion carried unanimously.**

**Ayes:** 9 - Mayor Ron Jensen; Mayor Pro Tem Greg Giessner; Deputy Mayor Pro Tem Jorja Clemson; Council Member Jeff Copeland; Council Member Mike Del Bosque; Council Member Cole Humphreys; Council Member John Lopez; Council Member Jim Swafford and Council Member Jeff Wooldridge

## Items for Individual Consideration

31

S200101 - Site Plan - Camp Wisdom Plaza (Commissioner Connor/City Council District 4). A Site Plan for a Gas Station, Convenience Store, and Retail. Located at 2800 W Camp Wisdom, legally described as 3.915 acres out of the Harwood, John W Survey Abstract 661, City of Grand Prairie, Tarrant County, Texas, Zoned PD-130. The consultant is Houshang Jahvani, Jahvani, Consulting Engineers Inc. and the owner is Anil Pathak. (On January 6, 2020, the Planning and Zoning Commission recommended approval of this request by a vote of 8-0).

*Mr. Jones reviewed Case S200101 a Site Plan with a total 9,919 sq. ft., a 4,275 Convenience Store with a Gas station and retail. Mr. Jones showed the phases of the project. He said the case meets density and dimensional requirements. He said the applicant has depicted tower elements on corners which are higher than allowed (33 ft. in lieu of the allowed 25 ft.). He said the case meets landscaping and screening requirements. He said a wall is required if platted as a single lot or when Phase II is developed. An SUP will be required for beer and wine sales because of the 1980's zoning. Mr. Jones said the Development Review Committee and the Planning and Zoning Commission recommended approval of this case.*

*Council Member Lopez asked if the screening fence with Phase II against residential would be wood or masonry. Mr. Jones said it would be a 6 ft. masonry fence. Council Member Lopez asked if it could be raised to 8 ft. Mr. Jones said Council could request that.*

*Council Member Wooldridge asked which portion of the wall would be built in Phase I. Mr. Jones replied that they would not be required to build a wall in Phase I. Mayor Jensen stated that this was a site plan review which meant the applicant has the right to build on that site if they meet requirements of the zoning. He said most gas stations require an SUP and the Council could deny an SUP, but this gas station did not require an SUP because this PD is old and it was done prior to requiring SUP's for gas stations. And, it was done before gas stations were allowed to sell beer and wine. But with a site plan, if they meet all requirements, the council cannot deny it, but can negotiate with the developer.*

*Becky Peacock, 2717 White Oak, said she moved here when there were trees at this site. She asked what her rights are. She asked what could be done to slow down beer and wine sales. Mayor Jensen said when the case comes up when the applicant requests an SUP for beer and wine sales, neighbors should come and express their opinion. Ms. Peacock asked if there was anything homeowners can do that can slow down the process of beer and wine sales. Mayor Jensen again encouraged the homeowners to get together and express their opinion.*

*Council Member Copeland advised the homeowners present to be sure to listen to what the Mayor has said. He added this is never going to be a nature preserve so neighbors should ask what other types of things can go there.*

*Council Member Lopez thanked Ms. Peacock for coming and stated she could submit a petition for those who cannot attend.*

*Christian Brown, 5120 Garden Oak, said he lived right next to this property. He said he opposes the gas station because of noise traffic and lighting. He said there are issues with traffic coming up Garden Oak to avoid Camp Wisdom. Mr. Brown asked when the SUP would be coming before Council. Mayor Jensen said he was not sure, but added they could build without the SUP, but they cannot sell beer and wine without an SUP. Mr. Brown asked about hours of operation. Mr. Jones said there are no limits on hours of operation. He added there is a noise ordinance but it would be difficult to close a gas station because of noise.*

*Victoria Hess, 2721 White Oak Drive, submitted a petition of people who could not attend the meeting. Ms. Hess said there is a median for Garden Oaks and she was assured at the Planning and Zoning Commission hearing that it would not be removed. She said vehicles coming from SH360 would have to do a U-turn or come in through Garden Oaks and make a u-turn around the median. Ms. Hess said neighbors did not get notice of the hearing. She said this site should have been rezoned when this community was built. Mayor Jensen said the city could not rezone it because of state law it would be considered a taking.*

*Lori Rein, 2716 White Oak Drive, stated she was opposed to this case. She said that Fish Creek is across the road and she was not sure how long that water goes near that gas station. Mayor Jensen said this is far enough from the creek.*

*Robert Rain, 2716 White Oak Drive, stated he was opposed to this case.*

*Jennifer Potter, 2741 Timber Court, stated she had concerns about traffic coming into the neighborhood. She asked if there was any way to protect the street behind this site. Mayor Jensen asked Walter Shumac, Transportation Director, what could be done. Mr. Shumac said staff could do a speed study or perhaps consider speed bumps. Ms. Potter asked if the left turn could be blocked off to keep people from turning left off Camp Wisdom. Mr. Shumac said he could not support that. Mayor Jensen said if they do not build this, something will be built there and there will be more traffic. If the city can do corrective action after this is built, they will look into it.*

*Philip Peacock, 2717 White Oak Drive; and Magaly Lopez, 2825 Garden Oaks Place, submitted cards in opposition to this case.*

*Council Member Wooldridge said state laws require the city to send notices to those within 200 ft. and the city sends notices to those within 300 ft. and signs will be posted for next public hearing. Mayor Pro Tem Giessner said he understood what the citizens were saying. He said if there is vacant land near you, you can buy it. Otherwise, a developer can buy the vacant land and the zoning stays with the land unless the owner asks the city to change it.*

*Council Member Copeland said he would have to support this site plan but he would not support an SUP. He added it was difficult to vote yes on this site plan.*

*Houshang Jahvani, 2121 N. Josey Lane #200, Carrollton, engineer for the site plan, stated he was present to answer any questions. Council Member Lopez asked him about operating hours. The owner answered from the audience and said operating hours would be 6:00 a.m. to midnight.*

*Council Member Copeland stated that the site plan was going to be approved tonight because of the law. Mr. Jahvani said the site is zoned for this use.*

*Council Member Swafford asked about a fence. Mr. Jones said that is not applicable to this case.*

**Council Member Lopez moved, seconded by Council Member Wooldridge to close the public hearing and approve S201101 as presented by staff and as approved by the Planning and Zoning Commission. The motion carried unanimously.**

**Ayes:** 9 - Mayor Ron Jensen; Mayor Pro Tem Greg Giessner; Deputy Mayor Pro Tem Jorja Clemson; Council Member Jeff Copeland; Council Member Mike Del Bosque; Council Member Cole Humphreys; Council Member John Lopez; Council Member Jim Swafford and Council Member Jeff Wooldridge

## **Citizen Comments**

*Carol Harrison-Lafayette, 2311 Palmer Trail, stated she was an advocate for the mentally ill. She said she went to the police department and she was told she could not be in the meeting with the applicant. Ms. Harrison Layfayette said anyone can be an advocate which is a partnership between someone who is vulnerable and someone representing them. She said there were cases that Det. Martinez did not investigate. She said she had left messages with the Chief of Police. Ms. Harrison-Lafayette said she wanted to help bridge this gap. She said people have a right to advocate for the mentally ill and Community Step Up does this. Ms. Harrison Lafayette said she wanted to meet with the chief of police.*

*Trina Hall, 2646 Brady Lane, said she had made complaints to Code about trash, tall grass in the alleyway behind her that has major power lines. She said she would like to know who is in charge of maintaining this alleyway. Ms. Hall said there was a problem with drainage behind her. She said there is a car and an RV parked in this area.*

*Harold Willis, 538 Lindly, heard about the room named for Casteneda. He said Grand Prairie has had five officers killed from Grand Prairie who either lived in Grand Prairie or worked in Grand Prairie. Mr. Willis asked why the city was doing selected traffic enforcement on toll roads. He said he would like to see legislative action that would prevent working radar on toll roads. Mr. Willis said these are foreign investors who make money from the toll roads. He said he would like to meet with staff.*

## **Adjournment**

**Mayor Jensen adjourned the meeting at 8:30 p.m.**

*The foregoing minutes were approved at the February 4, 2020 meeting.*

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*Catherine E. DiMaggio, City Secretary*



## Legislation Details (With Text)

<b>File #:</b>	20-9759	<b>Version:</b>	1	<b>Name:</b>	HVAC Preventive Maintenance
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Consent Agenda
<b>File created:</b>	1/24/2020	<b>In control:</b>		<b>In control:</b>	Police
<b>On agenda:</b>	2/4/2020	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Price Agreement for HVAC Preventive Maintenance and Building Management System Support from Dyna Ten (up to \$97,590.00 annually) for one year with the option to renew for four additional one year periods totaling \$487,950.00 if all extensions are exercised and authorize the City Manager to execute the renewal options with aggregate price fluctuations of the lesser of up to \$50,000 or 25% of the original maximum price so long as sufficient funding is appropriated by the City Council to satisfy the City's obligation during the renewal terms				

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** [20042 CC EXHIBIT.pdf](#)  
[Expenditure Information Form - HVAC PM Agreement.pdf](#)

Date	Ver.	Action By	Action	Result
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### From

Fred Bates, Jr.

### Title

Price Agreement for HVAC Preventive Maintenance and Building Management System Support from Dyna Ten (up to \$97,590.00 annually) for one year with the option to renew for four additional one year periods totaling \$487,950.00 if all extensions are exercised and authorize the City Manager to execute the renewal options with aggregate price fluctuations of the lesser of up to \$50,000 or 25% of the original maximum price so long as sufficient funding is appropriated by the City Council to satisfy the City's obligation during the renewal terms

### Presenter

Ray Riedinger, Facility Services Manager, and Ryan Simpson, Support Services Manager

### Recommended Action

Approve

### Analysis

This Agreement provides for Preventive Maintenance of the HVAC and BMS systems at the Public Safety Building. Including one annual inspection and four quarterly inspections, and also provides an approximate 15% allowance for any repair parts that may be required (\$15,000).

Notice of bid #20042 was advertised in the Fort Worth Star Telegram and Bid Sync; it was distributed to fourteen vendors. There were no Grand Prairie vendors responding to this bid. Six bids were received as shown on attachment A.

The low bid received from Dyna Ten meets specifications and is recommended for award.

**Financial Consideration**

Funds are available in FY 2021 Police Department Crime Tax and General Fund budgets (286110-63010 and 281310-63110) and will be charged accordingly on orders through the end of the current fiscal year. Funding for future fiscal years will be paid from that year's approved budgets.



**Bid Tabulation**

Preventive Maintenance HVAC & Building Management System for PSB  
RFB #20042

				Infinity Contractors Ft. Worth, Texas		Texas Air Mechanical Keller, Texas		Dyna Ten Ft. Worth, Texas		ACIS McKinney, Texas		Brandt Carrollton, Texas		3D Mechanical Service Company Kaufman, Texas	
Item	Description	QTY	UOM	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
1	Annual Inspections	1.00	Year	37,842.00	37,842.00	37,293.00	37,293.00	21,964.00	21,964.00	47,269.53	47,269.53	68,830.00	68,830.00	21,070.00	21,070.00
2	Quarterly Inspections	3.00	Year	28,200.67	84,602.01	37,293.00	111,879.00	19,448.00	58,344.00	22,735.42	68,206.26	74,364.00	223,092.00	20,663.00	61,989.00
	<b>Total</b>				<b>\$ 122,444.01</b>		<b>\$ 149,172.00</b>		<b>\$ 80,308.00</b>		<b>\$ 115,475.79</b>		<b>\$ 291,922.00</b>		<b>\$ 83,059.00</b>
<b>Additional Work</b>															
3	Labor Hourly Rate	1.00	Hour	80.00	80.00	89.00	89.00	110.00	110.00	115.00	115.00	115.00	115.00	80.00	80.00
4	Coil Cleaning (additional cleanings)	1.00	Each	90.00	90.00	149.00	149.00	2,172.00	2,172.00	1,850.00	1,850.00	8,500.00	8,500.00	3,867.00	3,867.00
5	Repair Parts (Discount/Markup)	1,000.00	Each	40%	1,400.00	25%	1,250.00	25%	1,250.00	30%	1,300.00	-20%	800.00	40%	1,400.00
6	BMS Parts (Discount/Markup)	1,000.00	Each	40%	1,400.00	25%	1,250.00	25%	1,250.00	30%	1,300.00	-20%	800.00	40%	1,400.00
	<b>Total</b>				<b>\$ 2,970.00</b>		<b>\$ 2,738.00</b>		<b>\$ 4,782.00</b>		<b>\$ 4,565.00</b>		<b>\$ 10,215.00</b>		<b>\$ 6,747.00</b>
	<b>Grand Total</b>				<b>\$ 125,414.01</b>		<b>\$ 151,910.00</b>		<b>\$ 85,090.00</b>		<b>\$ 120,040.79</b>		<b>\$ 302,137.00</b>		<b>\$ 89,806.00</b>



CITY OF GRAND PRAIRIE  
OPERATING BUDGET EXPENDITURE INFORMATION

FUND: General Fund  
AGENCY: Police Department  
ACCOUNTING UNIT: 281310  
AVAILABLE: 63110, HVAC Maintenance, \$4,595  
STAFF CONTACT: Ryan Simpson  
VENDOR NAME: DynaTen  
CONTINGENCY: N/A

*and*

FUND: Crime Tax Fund  
AGENCY: Police Department  
ACCOUNTING UNIT: 286110  
AVAILABLE: 63010, Bldg. and Grounds Maintenance, \$238,795  
STAFF CONTACT: Ryan Simpson  
VENDOR NAME: DynaTen  
CONTINGENCY: N/A



## Legislation Details (With Text)

<b>File #:</b>	20-9698	<b>Version:</b>	1	<b>Name:</b>	Reflective Vehicle Graphics
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Consent Agenda
<b>File created:</b>	1/10/2020	<b>In control:</b>		<b>In control:</b>	Police
<b>On agenda:</b>	2/4/2020	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Price agreement for reflective vehicle graphics from Main Street Installers in the annual amount of \$25,000, through an interlocal agreement with BuyBoard for one year, with the option to renew for two additional one-year periods totaling \$75,000 if all extensions are exercised; and authorize the City Manager to execute the renewal options with aggregate price fluctuations of the lesser of up to \$50,000 or 25% of the original maximum price so long as sufficient funding is appropriated by the City Council to satisfy the City's obligation during the renewal terms				

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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### From

Fred Bates, Jr.

### Title

Price agreement for reflective vehicle graphics from Main Street Installers in the annual amount of \$25,000, through an interlocal agreement with BuyBoard for one year, with the option to renew for two additional one-year periods totaling \$75,000 if all extensions are exercised; and authorize the City Manager to execute the renewal options with aggregate price fluctuations of the lesser of up to \$50,000 or 25% of the original maximum price so long as sufficient funding is appropriated by the City Council to satisfy the City's obligation during the renewal terms

### Presenter

Daniel Scesney, Chief of Police, and Ryan Simpson, Support Services Division Manager, Police Department

### Recommended Action

Approve

### Analysis

The Police Department has used Main Street Installers for its reflective vehicle graphics for several years. City Council previously awarded an interlocal price agreement to Main Street Installers, Inc., utilizing their BuyBoard Contract# 521-16. That contract has since expired, and the new contract is #601-19, beginning December 1, 2019 and ending November 30, 2020, with two optional one-year renewals.

Chapter 271.102 of the Local Government Code authorizes local governments to participate in a cooperative purchasing program with another local government or local cooperative organization. In lieu of competitive bidding, items and services may be purchased through such agreements as the agreements have already been

bid by the sponsoring entity or agency. The City of Grand Prairie has master inter-local cooperative agreements with various entities including BuyBoard, DIR, and HGAC.

**Financial Consideration**

Funding is available in the Police Department General Fund, Crime Tax Fund, and Equipment Acquisition Fund budgets. Funding for future years will be paid from that year's approved budgets.



## Legislation Details (With Text)

<b>File #:</b>	20-9751	<b>Version:</b>	1	<b>Name:</b>	Price Agreement - Anhydrous Ammonia
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Consent Agenda
<b>File created:</b>	1/24/2020	<b>In control:</b>		<b>In control:</b>	Public Works
<b>On agenda:</b>	2/4/2020	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Price Agreement for Anhydrous Ammonia from Airgas USA, LLC in the amount of \$151,227.50 for the first year with the option to renew for four additional one year periods in the annual amount of \$138,820.50, totaling \$706,509.50 if all extensions are exercised; and authorize the City Manager to execute the renewal options with aggregate price fluctuations of the lesser of up to \$50,000 or 25% of the original maximum price so long as sufficient funding is appropriated by the City Council to satisfy the City's obligation during the renewal terms				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">CC 20-9751 - RFB #20031 - CC Exhibit.pdf</a> <a href="#">CC 20-9751 - Expenditure Form RFB No. 20031.pdf</a>				

Date	Ver.	Action By	Action	Result
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### From

Carmen Ard

### Title

Price Agreement for Anhydrous Ammonia from Airgas USA, LLC in the amount of \$151,227.50 for the first year with the option to renew for four additional one year periods in the annual amount of \$138,820.50, totaling \$706,509.50 if all extensions are exercised; and authorize the City Manager to execute the renewal options with aggregate price fluctuations of the lesser of up to \$50,000 or 25% of the original maximum price so long as sufficient funding is appropriated by the City Council to satisfy the City's obligation during the renewal terms

### Presenter

Gabe Johnson, Director of Public Works

### Recommended Action

Approve

### Analysis

Price Agreement with Airgas USA, LLC will be utilized by the Water Utilities Division for terminal storage production as well as replacement of our existing chemical system. This agreement includes the installation of the new equipment mandated by new state requirements.

Notice of bid #20031 was advertised in the Fort Worth Star Telegram and Bid Sync; it was distributed to 25 vendors including one (1) Grand Prairie vendor (Airgas USA, LLC) for this commodity. Two (2) bids were received, one being unresponsive, as shown on attachment A.

Airgas USA, LLC meets specifications and is recommended for award.

**Financial Consideration**

Funds are available in FY 2019/2020 Water Operating Fund WDST (361211) for Chemical Supplies (60190) and will be charged accordingly on orders through the end of the current fiscal year. Funding for future fiscal years will be paid from that year's approved budgets.



**Bid Tabulation**  
Anhydrous Ammonia  
RFB # 20031

**AirGas**  
Grand Prairie, TX

**Tanner Industries**  
Southampton, PA

Item	Description	QTY	UOM	Unit Price	Extended Price	Unit Price	Extended Price
<i>Cylinders</i>							
1	150 lb. ammonia cylinders	300.00	CL	344.01	103,203.00		
2	Additional Fees (listed below) Annual Not to Exceed \$3,000	1.00	EA		3,000.00		
	Rent	1.00	MO	120.00			
	Hazmat	1.00	EA	5.00			
	Delivery Fees	1.00	EA	36.00			
	<b>Total</b>				<b>\$ 106,203.00</b>		
<i>Storage Tank</i>							
3	500 Gal Storage Tank (lease)	12.00	MO	50.00	600.00		
	<b>New or Refurbished?</b>			<b>Refurbished</b>			
4	Installation of Tank System	1.00	LS	12,407.00	12,407.00		
5	Ammonia, delivered cost	27,375.00	LB	1.06	29,017.50		
6	Additional Fees (listed below) Annual Not to Exceed \$3,000	1.00	EA	-	3,000.00		
	Emergency Delivery	1.00	EA	850.00			
	Demurrage Charges <2 Hours	1.00	HR	100.00			
	<b>Total</b>				<b>\$ 45,024.50</b>		<b>\$ -</b>
	<b>Grand Total</b>				<b>\$ 151,227.50</b>	<b>Unresponsive</b>	

CITY OF GRAND PRAIRIE  
OPERATING BUDGET EXPENDITURE INFORMATION

FUND: Water/Wastewater Operating Fund

AGENCY: Public Works Water Utilities

ACCOUNTING UNIT: 361211 Water Distribution WDST

AVAILABLE: 60190 Chemical Supplies \$229,579  
Account Code, Description, and amount available

STAFF CONTACT: Douglas "Bud" Taylor

VENDOR NUMBER: 2082

VENDOR NAME: Airgas USA, LLC

CONTINGENCY: N/A



## Legislation Details (With Text)

<b>File #:</b>	20-9748	<b>Version:</b>	1	<b>Name:</b>	Animal Services Software
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Consent Agenda
<b>File created:</b>	1/24/2020	<b>In control:</b>		<b>In control:</b>	Animal Services
<b>On agenda:</b>	2/4/2020	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Price Agreement for animal welfare software from HLP Chameleon (up to \$14,400 annually) for one year with the option to renew for nine additional one year periods totaling \$129,600 if all extensions are exercised and authorize the City Manager to execute the renewal options with aggregate price fluctuations of the lesser of up to \$50,000 or 25% of the original maximum price so long as sufficient funding is appropriated by the City Council to satisfy the City's obligation during the renewal terms				

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** [20030 - CC EXHIBITA.pdf](#)  
[20-9748 - Expenditure Appropriation.pdf](#)

Date	Ver.	Action By	Action	Result
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### From

Lily Yap, Animal Services Manager

### Title

Price Agreement for animal welfare software from HLP Chameleon (up to \$14,400 annually) for one year with the option to renew for nine additional one year periods totaling \$129,600 if all extensions are exercised and authorize the City Manager to execute the renewal options with aggregate price fluctuations of the lesser of up to \$50,000 or 25% of the original maximum price so long as sufficient funding is appropriated by the City Council to satisfy the City's obligation during the renewal terms

### Presenter

Lily Yap, Animal Services Manager

### Recommended Action

Approve

### Analysis

Software of this nature is critical for both onsite sheltering, field, and program operations. Any animal entering the shelter is tracked (physically, medically, and behaviorally) through this software to ensure proper care and disposition from intake to outcome. Person records ensure that field histories are stored for progressive enforcement or efficient pet/owner reunions. As programs grow to increase life-saving abilities, software can decrease the burden of manual entries and emails on staff. Day-to-day accounting for adoption/redemption fees and donations are all stored and recorded in the database as well.

Notice of bid #20030 was advertised in the Fort Worth Star Telegram and Bid Sync; it was distributed to fifty-six (56) vendors. There were no Grand Prairie vendors available for this commodity. Three (3) bids were



received as shown on attachment A.

The award was based on best value criteria set up in the specification, including material markup, reputation, quality of service, price, past relationship with the city and other municipalities, if they were local, and other relevant criteria as listed in the specification.

HLP Chameleon meets specifications and is recommended for award due to competitor's lack of key requirements for Prairie Paws operations (including, but not limited to, automated messaging system, medicine tracking, and lack of integration with our microchip tracking and scanning hardware).

### **Financial Consideration**

Funds are available in FY 2019/2020 budget 151010 - 63165 for computer software maintenance and will be charged accordingly on orders through the end of the current fiscal year. Funding for future fiscal years will be paid from that year's approved budgets.

## TABULATION

CITY OF GRAND PRAIRIE  
OPERATING BUDGET EXPENDITURE INFORMATION

FUND: General Fund  
Name of Fund (i.e. General Fund)

AGENCY: Information Technology  
Name of Department

ACCOUNTING UNIT: 151010 – IT Administration

AVAILABLE: 63165 – Computer Software Maintenance, \$1,577,977 as of  
January 27, 2020 (MP)  
Account Code, Description, and amount available

STAFF CONTACT: Keshnel Penny – Chief Information Officer

VENDOR NUMBER: 1468

VENDOR NAME: H L P Inc.

CONTINGENCY: None



## Legislation Details (With Text)

<b>File #:</b>	20-9758	<b>Version:</b>	1	<b>Name:</b>	Fire Station 4+6 Final Change Order/Amendment No. 4 with Key Construction in the amount of \$62,885.89 for Proposed Change Orders (PCOs) #005, #006 and #007 resulting from necessary work to coordinate, complete and closeout the overall fire station project
<b>Type:</b>	Agenda Item	<b>Status:</b>			Consent Agenda
<b>File created:</b>	1/24/2020	<b>In control:</b>			Engineering
<b>On agenda:</b>	2/4/2020	<b>Final action:</b>			
<b>Title:</b>	Fire Station 4+6 Final Change Order/Amendment No. 4 with Key Construction in the amount of \$62,885.89 for Proposed Change Orders (PCOs) #005, #006 and #007 resulting from necessary work to coordinate, complete and closeout the overall fire station project				

### Sponsors:

### Indexes:

### Code sections:

### Attachments:

Date	Ver.	Action By	Action	Result
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### From

max

### Title

Fire Station 4+6 Final Change Order/Amendment No. 4 with Key Construction in the amount of \$62,885.89 for Proposed Change Orders (PCOs) #005, #006 and #007 resulting from necessary work to coordinate, complete and closeout the overall fire station project

### Presenter

Andy Henning, Senior Building and Construction Projects Manager

### Recommended Action

Approve

### Analysis

On June 5, 2018 the City Council awarded the Construction Manager at Risk (CMAR) contract to Key Construction for pre-construction services in the amount of \$15,000. This award provided for CMAR services including development of project estimates, preliminary construction schedules, value engineering proposals and constructability review during the Design Phase.

**The current Change Order/Amendment No. 4 in the amount of \$62,885.89** is divided as follows: **\$10,936.00** for PCO #005 consisting of added power and cord reels, HVAC changes associated with ASI 04, corresponding electrical changes required, site civil changes, void form encasement and miscellaneous project changes resulting in money-saving credits to the project (9 in total)

**\$17,242.58** for PCO #006 consisting of a new exhaust fan, power/data adjustments and additions, added miscellaneous steel supports at masonry and canopy areas, safety strip lighting at overhead door exits and credit for project buyout savings from the construction manager

**\$34,707.31** for PCO #007 consisting of high early strength concrete for inspection schedule acceleration, building mounted Fire Department Connection (FDC), workout room mirror reduction credit, credit for rubber base manufacturer change, exterior guardrails at back vehicular entry gate track opening and added concrete drainage flume to avoid water ponding and runoff to residential neighbors

**Change Order/Amendment No. 1 in the amount of \$4,400,000** was approved by City Council on August 7, 2018 (18-8082) for the Guaranteed Maximum Price (GMP) for the addition to Fire Station 6 scope of work defined in the Komatsu Architects Construction Documents package as competitively bid by Subcontractors to Key Construction along with the available balance of construction cost for Fire Station 4. Costs above and beyond the Key Construction portion of the project addressed in this Change Order/Amendment include previously approved construction pre-construction fees (\$15,000); previously approved design fees (\$481,174); 5% contingency (\$220,000); budget allowance for owner-provided FF&E (\$100,000); allowance for construction testing (\$70,000); allowance for A/V (\$30,000); allowance for IT/data (\$50,000); allowance for Fire Station 4 environmental remediation (\$10,000); cost of environmental remediation investigation at Fire Station 6 (\$715); allowance for fiber optic line relocation at Fire Station 4 (\$5,000); cost of fiber optic line relocation at Fire Station 6 (\$4,383.75); relocation allowance for security (\$60,000), all of which total the overall project budget of \$5,446,272.75.

**Change Order/Amendment No. 2 in the amount of \$105,183.26** was approved by City Council on February 5, 2019 (19-8639) and was comprised of the following:

\$52,097.30 for added utilities for fire suppression system

\$1,500.00 for added notification lighting at equipment bay doors

\$11,888.00 for General Conditions due to schedule extension based on inclement weather and permit delays

\$1,702.76 for removal of abandoned manhole

\$19,000.00 for fire sprinkler system

\$2,480.00 for electrical changes due to final design coordination items

\$1,938.00 for added plumbing and natural gas line to outdoor courtyard

\$8,482.00 for Construction Manager overhead and profit percentages

\$2,744.20 for Payment and Performance Bond to cover increased construction cost associated with this Change Order/Amendment

\$3,351.00 for relocation of ATS and Oncor meter position

**Change Order/Amendment No. 3 in the amount of \$144,319.71** was approved by City Council on May 7, 2019 (19-8897) and was comprised of the following:

\$117,270.00 for extended General Conditions due to necessary adjustments in project phasing along with significant weather delays to the project above and beyond the ordinary expected weather days contractually planned for

\$31,076.71 for added interior door at workout room, catwalk structure above apparatus bay, louver covers at code-required safe room, rerouting of sanitary sewer piping, added power provisions, additional low voltage controllers, new dimmer switches, relocation of exhaust fan and electrical panel changes

-\$4,027.00 credit for removal of apparatus bay drainage, ceiling fan supports, landscape revisions, tile changes, removal of trench drain, elimination of sand/oil separator, tree removal and final project buy-out/scope coordination

Items applicable to performance by the Construction Manager at Risk (CMAR) will be incorporated into the current Key Construction contract for a revised total contract in the amount of **\$4,727,388.86**.

This item was taken to the Finance and Government Committee on February 4, 2020 for their review and recommendation for approval.

**Financial Consideration**

Funding in total amount of \$62,886 is available in Fire Capital Projects Fund (400591) W.O. #01700401-03 (Station Relocation 4) 68540 (Construction)



## Legislation Details (With Text)

<b>File #:</b>	20-9746	<b>Version:</b>	1	<b>Name:</b>	Lantana Communications Agreement - Avaya Upgrade
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Consent Agenda
<b>File created:</b>	1/23/2020	<b>In control:</b>		<b>In control:</b>	City Secretary
<b>On agenda:</b>	2/4/2020	<b>Final action:</b>			
<b>Title:</b>	Agreement with Lantana Communications to upgrade the City's Avaya phone system software in the amount of \$52,627.87 one-time fee with a recurring service fee of \$3,911.85 for two years, totaling \$60,451.57 if all extensions are exercised through a national interlocal agreement with Choice Partners. Additionally, authorize the City Manager to execute any additional renewal options with aggregate price fluctuations of the lesser of up to \$50,000 or 25% of the original maximum price so long as sufficient funding is appropriated by the City Council to satisfy the City's obligation during the renewal term(s).				

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** [20-9746 - Expenditure Appropriation.pdf](#)

Date	Ver.	Action By	Action	Result
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### From

Keshnel Penny

### Title

Agreement with Lantana Communications to upgrade the City's Avaya phone system software in the amount of \$52,627.87 one-time fee with a recurring service fee of \$3,911.85 for two years, totaling \$60,451.57 if all extensions are exercised through a national interlocal agreement with Choice Partners. Additionally, authorize the City Manager to execute any additional renewal options with aggregate price fluctuations of the lesser of up to \$50,000 or 25% of the original maximum price so long as sufficient funding is appropriated by the City Council to satisfy the City's obligation during the renewal term(s).

### Presenter

Keshnel Penny, Chief Information Officer

### Recommended Action

Approve

### Analysis

Contract with Lantana Communications for services and support for the upgrade of the City's phone system software. This software upgrade will help to improve the performance, scalability, and management of the phone system.

Chapter 271.102 of the Local Government Code authorizes local governments to participate in a cooperative purchasing program with another local government or local cooperative organization. In lieu of competitive

bidding, items and services may be purchased through such agreements as the agreements have already been bid by the sponsoring entity or agency. The City of Grand Prairie has master inter-local cooperative agreements with various entities including Choice Partners.

Choice Partners purchasing cooperative offers procurement and contract solutions to meet government purchasing requirements. Staff at Choice Partners complete the legal, competitively bid government procurement process so members can act immediately to access the contract, saving time and money on the bidding process and purchase. Choice Partners national cooperative includes Facilities planning and facility contracts, Supplies and service contracts, Food contracts for bread, dairy, grocery, produce, and Technology products.

Lantana Communications through their Choice Partners Contract # 17/026KH-22 offers the maintenance and support the City requires.

The Choice Partners contract # 17/026KH-22 began June 20, 2018 and will expire June 19, 2019, with number of two one-year renewals options remaining.

### **Financial Consideration**

Funding for the service agreement is available in the FY 2019/2020 Proposed General Fund Budget; IT Security & Infrastructure (151110) Telephone Maintenance (61540).



CITY OF GRAND PRAIRIE  
OPERATING BUDGET EXPENDITURE INFORMATION

FUND: General Fund  
Name of Fund (i.e. General Fund)

AGENCY: Information Technology  
Name of Department

ACCOUNTING UNIT: 151110 – IT Infrastructure

AVAILABLE: 61540 – Telephone Maintenance, \$175,681 as of January 27, 2020 (MP)  
Account Code, Description, and amount available

STAFF CONTACT: Keshnel Penny – Chief Information Officer

VENDOR NUMBER: 5504

VENDOR NAME: Lantana Communications.

CONTINGENCY: None



## Legislation Details (With Text)

<b>File #:</b>	20-9752	<b>Version:</b>	1	<b>Name:</b>	Services contract for Pump House control panels
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Consent Agenda
<b>File created:</b>	1/24/2020	<b>In control:</b>		<b>In control:</b>	Public Works
<b>On agenda:</b>	2/4/2020	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Contract with George McKenna Electrical Inc. to rebuild, repair and install new control panels that run the Pump House Booster pumps for the Robinson Tower pressure plane in the amount of \$96,348.50 with a 5% contingency of \$4,817.43 for a total project amount of \$101,165.93 through a master interlocal agreement with the City of Irving				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">CC 20-9752 - Contract for Control Panels replacement &amp; repair Expenditure Form.pdf</a> <a href="#">CC 20-9752 - George McKenna Quote - Benshaw soft starts upgrade revised with updated date.pdf</a> <a href="#">20-9752 - Expenditure Appropriation.pdf</a>				

Date	Ver.	Action By	Action	Result
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### From

Carmen Ard

### Title

Contract with George McKenna Electrical Inc. to rebuild, repair and install new control panels that run the Pump House Booster pumps for the Robinson Tower pressure plane in the amount of \$96,348.50 with a 5% contingency of \$4,817.43 for a total project amount of \$101,165.93 through a master interlocal agreement with the City of Irving

### Presenter

Gabe Johnson, Public Works Director

### Recommended Action

Approve

### Analysis

This contract will provide services for the repair and rebuild of three (3) pumps that are currently out of service as well as another pump that needs an upgrade to perform at maximum capacity. These pumps are essential to provide water and maintain water pressure at Robinson Tower pressure plane that also distributes water to the Trader's Tower pressure plane supplying a large part of the City's water.

Chapter 271.102 of the Local Government Code authorizes local governments to participate in a cooperative purchasing program with another local government or local cooperative organization. In lieu of competitive bidding, items and services may be purchased through such agreements as the agreements have already been bid by the sponsoring entity or agency. The City of Grand Prairie has master inter-local cooperative agreements with various entities including the City of Irving.

The City approved master interlocal purchasing agreement with the City of Irving whereby the City could make use of all of that entities agreement(s). This communication is to notify the Council that staff would like to make use of this particular agreement and enter into a contract with George McKenna Electrical, Inc. executed by the City of Irving.

The City of Irving resolution #2019-489 approved by Council on December 12, 2019 a contract with George McKenna Electrical, Inc., effective January 1, 2020 and shall end December 31, 2020

**Financial Consideration**

Funds are available in FY 2019/2020 budget in Water/Wastewater Operating Fund, Water Distribution WDST (361211) Electrical Equipment Maintenance (63055) and Building & Grounds Maintenance (63010) and will be charged accordingly on orders through the end of the current fiscal year.

CITY OF GRAND PRAIRIE  
OPERATING BUDGET EXPENDITURE INFORMATION

FUND: Water/Waste Water Operating Fund  
Name of Fund (i.e. General Fund)

AGENCY: Public Works Water Utilities  
Name of Department

ACCOUNTING UNIT: 361211 Water Distribution WDST

AVAILABLE: 63055 Electrical Equipment Maintenance \$99,141.00 /  
63010 Bldgs & Grounds Maintenance \$33,492.00  
Account Code, Description, and amount available

STAFF CONTACT: Douglas "Bud" Taylor

VENDOR NUMBER: 20900

VENDOR NAME: GEORGE-MCKENNA ELECTRICAL

CONTINGENCY: N/A



361211-63005



**GEORGE-McKENNA**  
**ELECTRICAL CONTRACTORS**  
CONSTRUCTION • SERVICE • SECURITY • DATA & PHONE CABLING  
THE SAFE CHOICE SINCE 1981

To: GP Water  
Attn: Greg Holman  
RE: Benshaw soft starts upgrade revised with updated date  
Date: 11.29.19

Thank you for the opportunity to offer our proposal for the electrical work at Small Hill Station to upgrade the (4) Benshaw soft start units of the drives.

We have included the following work:

- ☐ Provide (4) MV Micro II MX3 Controls retrofit kits.
- ☐ Provide field labor services from Brandon and Clark Inc for the installation
- ☐ Provide GME Journeyman and Apprentice to assist with the new install.
- ☐ This proposal is valid for 30 days.

We have excluded the following work:

- ☐ Access panels (provide or installed).
- ☐ Cutting or patching of sheetrock, plaster, concrete etc.
- ☐ Waterproofing of any kind.
- ☐ Painting and priming of any kind.
- ☐ Concrete cutting, sawing, patching, removal and/or pour back of any kind.

	\$79,590.00	Brandon and Clark quote
	\$11,938.50	Contractor MU
	\$3,979.50	5% escalation
	\$ 790.00	Journeyman labor 20 hrs.
	<u>\$ 590.00</u>	Apprentice labor 20 hrs.
<b>Total</b>	<b>\$96,348.50</b>	<b>Total Estimate</b>

*W. D. Clark*  
*Greg Holman* 12-3-19

2319 East Grauwyler / Irving, Texas 75061 / 972.721.1950 / fax 972.721.1966 TECL# 17875 [www.george-mckenna.com](http://www.george-mckenna.com) TSL#B15459

Regulated by The Texas Department of Licensing and Regulation, P.O. Box 12157, Austin, Texas 78711, 1-800-9202, 512-463-6599; website: [www.license.state.tx.us/complaints](http://www.license.state.tx.us/complaints)

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CITY OF GRAND PRAIRIE  
OPERATING BUDGET EXPENDITURE INFORMATION

FUND: Water & Waste Water Fund  
Name of Fund (i.e. General Fund)

AGENCY: Public Works  
Name of Department

ACCOUNTING UNIT: 361211 – Water Distribution

AVAILABLE: 63055 – Electrical Equip Maintenance, \$99,141  
63010 – Building and Ground Maintenance, \$33,492.33 as  
of January 27,2020 (MP)  
Account Code, Description, and amount available

STAFF CONTACT: Gabe Johnson – Public Works Director

VENDOR NUMBER: 20900

VENDOR NAME: George-McKenna Electrical.

CONTINGENCY: None



## Legislation Details (With Text)

**File #:** 20-9711      **Version:** 1      **Name:** Renewal of Commercial Lease for J&G Aviation, LLC., for Suite 102  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 1/21/2020      **In control:** Airport  
**On agenda:** 2/4/2020      **Final action:**  
**Title:** Renewal of Commercial Lease for J&G Aviation, LLC., for Suite 102 in the Terminal Building for a period of three (3) years beginning March 1, 2020 and ending February 28, 2023, for total minimum annual rent of \$2,540.04

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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### From

Elsa Delgado

### Title

Renewal of Commercial Lease for J&G Aviation, LLC., for Suite 102 in the Terminal Building for a period of three (3) years beginning March 1, 2020 and ending February 28, 2023, for total minimum annual rent of \$2,540.04

### Presenter

Mark J. Divita, C.M., Airport Director

### Recommended Action

Approve

### Analysis

J&G Aviation, LLC. has been a long time tenant of the airport in good standing. It currently leases hangar 9N-C, which lease was approved by City Council on November 20, 2018. J&G Aviation is seeking to renew Commercial Lease for Suite 102 inside the Airport Terminal. This agreement shall be for a period of three (3) years beginning March 1, 2020 and ending February 28, 2023. The purpose for leasing the additional space is for use as the administrative headquarters of J&G Aviation. The maintenance and operations functions will remain in hangar 9N-C.

### Financial Consideration

The rental amount for the lease will be \$211.67 per month (\$2,540.04 annually). The lessee may also elect to advertise on the electronic message board for a fee of \$55.00 per month.





## Legislation Details (With Text)

**File #:** 20-9703      **Version:** 1      **Name:** Commercial Lease for Aviator Air Flight School 5S-D  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 1/15/2020      **In control:** Airport  
**On agenda:** 2/4/2020      **Final action:**  
**Title:** Commercial Hangar lease with Aviator Air Flight School, LLC. for Hangar 5 South D for a term of five years with tenant's option to renew for one additional 5-year term; beginning March 1, 2020 and ending February 28, 2025, and with an annual rent of \$2,676

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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### From

Elsa Delgado

### Title

Commercial Hangar lease with Aviator Air Flight School, LLC. for Hangar 5 South D for a term of five years with tenant's option to renew for one additional 5-year term; beginning March 1, 2020 and ending February 28, 2025, and with an annual rent of \$2,676

### Presenter

Mark J. Divita, C.M., Airport Director

### Recommended Action

Approve

### Analysis

Aviator Air Flight School, LLC seeks to enter into a commercial lease agreement of airport hangar 5 South D. The hangar is approximately 928 square feet. The term of the lease is for 5 years with the tenant's option to renew for one additional 5-year term. The lease will begin March 1, 2020 and ending February 28, 2025. Aviator Air Flight School, LLC is the Airport's FBO and is in good standing, currently leasing hangars 5 South-A and B; 3 South and 4 South and terminal building suites 101 and Suite 103.

### Financial Consideration

Revenues received under this commercial lease agreement will be in accordance with the FY2020 Airport Fees Schedule. The monthly rental amount for leased location will be \$223.00, for a total annual revenue amount of \$2,676.



## Legislation Details (With Text)

**File #:** 20-9713      **Version:** 1      **Name:** Assignment & Assumption of Obligation - 502 Fountain Trust  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 1/21/2020      **In control:** Airport  
**On agenda:** 2/4/2020      **Final action:**  
**Title:** Authorize the City Manager to execute an Assignment of Commercial Lease Agreement and Assumption of Obligations, to be effective February 4, 2020, by and between 502 Fountain Trust (Assignor), and Michael A. Levitz and Ryan S. Levitz (Assignees) and the City of Grand Prairie, a Texas home-rule municipality, Landlord (hereinafter City)

### Sponsors:

### Indexes:

### Code sections:

### Attachments:

Date	Ver.	Action By	Action	Result
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### From

Elsa V Delgado

### Title

Authorize the City Manager to execute an Assignment of Commercial Lease Agreement and Assumption of Obligations, to be effective February 4, 2020, by and between 502 Fountain Trust (Assignor), and Michael A. Levitz and Ryan S. Levitz (Assignees) and the City of Grand Prairie, a Texas home-rule municipality, Landlord (hereinafter City)

### Presenter

Mark J. Divita, Airport Director

### Recommended Action

Approve

### Analysis

On February 24, 1999, Assignor, entered into a Commercial Lease Agreement with the City, to become effective April 1, 1999, for approximately 14,200 square feet of unimproved land and approximately 2,475 square feet of asphalt paved ramp located at Grand Prairie Municipal Airport located in Tarrant County, Texas (the "Lease"). Effective February 4, 2020 the 502 Fountain Trust (Assignor) desires to transfer to (Assignees) Michael A. Levitz and Ryan S. Levitz any and all rights Assignor may have in and to the Commercial Lease Agreement. The Lease expires in 2039 at which time the building becomes the property of the City.

### Financial Consideration

Rental rates will remain the same under the assignment with the option for annual adjustments as stipulated in the lease agreement.





## Legislation Details (With Text)

<b>File #:</b>	20-9716	<b>Version:</b>	1	<b>Name:</b>	Westchester PID Landscape Maintenance Contract
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Consent Agenda
<b>File created:</b>	1/21/2020	<b>In control:</b>		<b>In control:</b>	Finance
<b>On agenda:</b>	2/4/2020	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Westchester PID Contract with Site Landscape Development for landscape maintenance in the amount of \$436,005 for a one year term (Council District 6)				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Exhibit A-WCPID Budget 5yr service plan-FY20-WC-Final.pdf</a>				

Date	Ver.	Action By	Action	Result
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### From

Lee Harriss, Special District Administrator

### Title

Westchester PID Contract with Site Landscape Development for landscape maintenance in the amount of \$436,005 for a one year term (Council District 6)

### Presenter

Lee Harriss, Special District Administrator

### Recommend Action

Approve

### Analysis

The PID Board recommended that Site Landscape Development be awarded a contract for landscape and irrigation system maintenance services. The term extends from March 1, 2020 through February 28, 2021. Site Landscape Development had the contract last year and performed satisfactorily.

Texas Local Government Code, Chapter 252.022 (a) (9) exempts public improvement districts from competitive bidding requirements. Per that statute, the PID Advisory Board is empowered to enter into contracts such as the ones with Site Landscape Development following approval by the City Council.

### Financial Consideration

Funds for this contract are available from annual assessments adopted by the City Council on September 17, 2019, which are estimated to generate \$1,041,103 for the fiscal year.

**GRAND PRAIRIE PUBLIC IMPROVEMENT DISTRICT NO. 1**  
**Westchester**  
**Five Year Service Plan 2020 - 2024 BUDGET**

Income based on Assessment Rate of \$0.11 per \$100 of appraised value.  
 Service Plan projects a 2% increase in assessed value per year.

<b>INCOME:</b>	Value	Assess Rate	Revenue
<b>Appraised Value</b>	\$946,457,280	\$ 0.11	\$ 1,041,103

Description	Account	2020	2021	2022	2023	2024
<b>Beginning Balance (Estimated)</b>		<b>\$ 152,000</b>	<b>\$ 68,954</b>	<b>\$ 51,045</b>	<b>\$ 41,555</b>	<b>\$ 43,275</b>
P.I.D. Assessment	42620	\$ 1,041,103	\$ 1,061,925	\$ 1,083,164	\$ 1,104,827	\$ 1,126,923
City Contribution	49780	33,500	33,500	33,500	33,500	33,500
<b>TOTAL INCOME</b>		<b>\$ 1,074,603</b>	<b>\$ 1,095,425</b>	<b>\$ 1,116,664</b>	<b>\$ 1,138,327</b>	<b>\$ 1,160,423</b>
<b>Amount Available</b>		<b>\$ 1,226,603</b>	<b>\$ 1,164,379</b>	<b>\$ 1,167,708</b>	<b>\$ 1,179,881</b>	<b>\$ 1,203,699</b>

**EXPENSES:**

Description		2020	2021	2022	2023	2024
Office Supplies	60020	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800
Decorations	60132	30,000	30,000	30,000	30,000	30,000
Beautification*	60490	135,000	135,000	135,000	135,000	135,000
Wall Maintenance**	60776	50,000	50,000	50,000	50,000	50,000
Professional Engineering Services	61041	12,000	12,000	12,000	12,000	12,000
Mowing Contractor	61225	266,005	266,005	266,005	266,005	266,005
Tree Services	61226	65,000	65,000	65,000	65,000	65,000
Collection Service (\$2.75/Acct)	61380	9,094	9,094	9,094	9,094	9,094
Misc.	61485	1,000	1,000	1,000	1,000	1,000
Admin./Management	61510	27,000	27,000	27,000	27,000	27,000
Postage	61520	50	50	50	50	50
Electric Power	62030	6,000	6,300	6,615	6,946	7,293
Water Utility	62035	102,000	107,100	112,455	118,078	123,982
Irrigation System Maint.	63065	35,000	35,000	41,850	46,035	50,639
Decorative Lighting Maintenance	63146	12,000	12,000	12,000	12,000	12,000
Property Insurance Premium	64080	3,500	3,675	3,859	4,052	4,254
Liability Insurance Premium	64090	2,200	2,310	2,426	2,547	2,674
Fencing**	68061	350,000	350,000	350,000	350,000	350,000
Construction***	68540	50,000	-	-	-	-
		-	-	-	-	-
<b>TOTAL EXPENSES</b>		<b>\$ 1,157,649</b>	<b>\$ 1,113,334</b>	<b>\$ 1,126,154</b>	<b>\$ 1,136,606</b>	<b>\$ 1,147,791</b>

<b>Ending Balance</b>	<b>\$ 68,954</b>	<b>\$ 51,045</b>	<b>\$ 41,555</b>	<b>\$ 43,275</b>	<b>\$ 55,907</b>
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**Avg. Annual Assessment by Home Value:**

Value	Yrly Assmnt.	
\$100,000	\$110	Avg. Property Value: \$ 286,198
\$150,000	\$165	Avg. Property Assessment: \$ 315
\$200,000	\$220	No. of Properties: 3,307
\$250,000	\$275	
\$300,000	\$330	
\$350,000	\$385	
\$400,000	\$440	
\$450,000	\$495	

\*Flowerbed renovations

\*\*Retaining wall and concrete wall repairs/replacements

\*\*\*Entry monument signs: Polo/Robinson, Carrier/Camp Wisdom ,Longhorn Green Space benches, tables, waste receptacles, playground, additional art projects



## Legislation Details (With Text)

<b>File #:</b>	20-9717	<b>Version:</b>	1	<b>Name:</b>	Lake Parks PID-Site Landscape Development Landscape Maintenance Contract
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Consent Agenda
<b>File created:</b>	1/21/2020	<b>In control:</b>		<b>In control:</b>	City Council
<b>On agenda:</b>	2/4/2020	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Lake Parks PID Contract with Site Landscape Development for landscape maintenance in the amount of \$209,203.44 (Council Districts 4 and 6)				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Exhibit A-LPPID Budget 5yr service plan-FY20-LP.pdf</a>				

Date	Ver.	Action By	Action	Result
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### From

Lee Harriss

### Title

Lake Parks PID Contract with Site Landscape Development for landscape maintenance in the amount of \$209,203.44 (Council Districts 4 and 6)

### Presenter

Lee Harriss, Special District Administrator

### Recommended Action

Approve

### Analysis

The PID Board recommended that Site Landscape Development be awarded a contract for landscape and irrigation system maintenance services. The term is from May 1, 2020 through April 30, 2021. Site Landscape Development had the contract last year and performed satisfactorily.

Texas Local Government Code, Chapter 252.022 (a) (9) exempts public improvement districts from competitive bidding requirements. Per that statute, the PID Advisory Board is empowered to enter into contracts such as the one with Site Landscape Development following approval by the City Council.

### Financial Consideration

Funds for this contract are available from annual assessments adopted by the City Council on September 17, 2019, which are estimated to generate \$380,059 for the fiscal year.

**GRAND PRAIRIE PUBLIC IMPROVEMENT DISTRICT NO. 7**  
**Lake Parks**

**Five Year Service Plan 2020 - 2024 BUDGET**

**Income based on Assessment Rate of \$0.11 per \$100 of appraised value.**  
**Service Plan projects a 1% increase in assessed value per year.**

<b>INCOME:</b>		Value	Assess Rate	Revenue		
<b>Appraised Value</b>		\$345,508,014	\$ 0.11	\$ 380,059		
<b>Description</b>	<b>Account</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
<b>Beginning Balance (Estimated)</b>		<b>\$ 355,000</b>	<b>\$ 182,713</b>	<b>\$ 211,377</b>	<b>\$ 240,886</b>	<b>\$ 271,131</b>
P.I.D. Assessment	42620	\$ 380,059	\$ 383,859	\$ 387,698	\$ 391,575	\$ 395,491
City Contribution	49780	10,770	10,770	10,770	10,770	10,770
<b>TOTAL INCOME</b>		<b>\$ 390,829</b>	<b>\$ 394,629</b>	<b>\$ 398,468</b>	<b>\$ 402,345</b>	<b>\$ 406,261</b>
<b>Amount Available</b>		<b>\$ 745,829</b>	<b>\$ 577,342</b>	<b>\$ 609,845</b>	<b>\$ 643,231</b>	<b>\$ 677,392</b>

<b>EXPENSES:</b>		<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
<b>Description</b>	<b>Account</b>					
Office Supplies	60020	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Decorations	60132	25,000	25,000	25,000	25,000	25,000
Beautification*	60490	85,000	85,000	85,000	85,000	85,000
Wall Maintenance	60776	5,000	5,000	5,000	5,000	5,000
Mowing Contractor	61225	112,204	112,204	112,204	112,204	112,204
Collection Service (\$2.75/Acct)	61380	3,512	3,512	3,512	3,512	3,512
Misc.	61485	1,400	1,400	1,400	1,400	1,400
Admin./Management	61510	18,900	18,900	18,900	18,900	18,900
Postage	61520	50	50	50	50	50
Electric Power	62030	16,000	16,800	17,640	18,522	19,448
Water Utility	62035	41,000	43,050	45,203	47,463	49,836
Pond/Canal Maintenance-Aquatic	63038	16,000	16,000	16,000	16,000	16,000
Pond/Canal Maintenance-Equip	63039	10,000	10,000	10,000	10,000	10,000
Irrigation System Maint.	63065	12,000	12,000	12,000	12,000	12,000
Playground/Picnic Area Mainten	63135	4,500	4,500	4,500	4,500	4,500
Decorative Lighting Maintenance	63146	10,000	10,000	10,000	10,000	10,000
Property Insurance Premium	64080	750	750	750	750	750
Liability Insurance Premium	64090	800	800	800	800	800
Fencing**	68061	60,000	-	-	-	-
Lighting***	68637	30,000	-	-	-	-
Construction Miscellaneous****	68151	50,000	-	-	-	-
Construction*****	68540	60,000	-	-	-	-
<b>TOTAL EXPENSES</b>		<b>\$ 563,116</b>	<b>\$ 365,966</b>	<b>\$ 368,958</b>	<b>\$ 372,100</b>	<b>\$ 375,400</b>
<b>Ending Balance</b>		<b>\$ 182,713</b>	<b>\$ 211,377</b>	<b>\$ 240,886</b>	<b>\$ 271,131</b>	<b>\$ 301,992</b>

**Avg. Annual Assessment by Home Value:**

Value	Yrly Assmnt.		
\$100,000	\$110		
\$150,000	\$165		
\$200,000	\$220	Avg. Property Value:	\$ 270,562
\$250,000	\$275	Avg. Property Assessment:	\$ 298
\$300,000	\$330	No. of Properties:	1,277
\$350,000	\$385		
\$400,000	\$440		
\$450,000	\$495		

\*Projects planned include additional plants/living wall.

\*\*Sand River & Hunt entrance walls

\*\*\*Back entrance lighting

\*\*\*\*Pond trail improvements

\*\*\*\*\*Playground expansion



## Legislation Details (With Text)

<b>File #:</b>	20-9722	<b>Version:</b>	1	<b>Name:</b>	Change Order/Amendment No.1 for Site Landscape Developmentfor Lake Parks PID landscape maintenance
<b>Type:</b>	Agenda Item	<b>Status:</b>			Consent Agenda
<b>File created:</b>	1/22/2020	<b>In control:</b>			Finance
<b>On agenda:</b>	2/4/2020	<b>Final action:</b>			
<b>Title:</b>	Lake Parks PID Change Order/Amendment No.1 for Site Landscape Development, Inc. for landscape maintenance in the total amount of \$66,090.79 (Council Districts 4 and 6).				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Exhibit A-LPPID Budget 5yr service plan-FY20-LP.pdf</a>				

Date	Ver.	Action By	Action	Result
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### From

Lee Harriss

### Title

Lake Parks PID Change Order/Amendment No.1 for Site Landscape Development, Inc. for landscape maintenance in the total amount of \$66,090.79 (Council Districts 4 and 6).

### Presenter

Lee Harriss, Special District Administrator

### Recommended Action

Approve

### Analysis

On May 21, 2019, a contract was awarded to Site Landscape Development, Inc. in the amount of \$213,703.44 for Lake Parks PID landscape maintenance. Because the total of this amendment is over \$50,000, this change cannot be implemented without City Council authorization.

**This proposed Change Order No. 1** is for landscape maintenance in Lake Parks PID.

This change order will not change the term of this contract. The expiration date will be April 30, 2020.

### Financial Consideration

Funds for this contract are available from annual assessments adopted by the City Council on September 17, 2019, which are estimated to generate \$380,059 for the fiscal year.





## Legislation Details (With Text)

<b>File #:</b>	20-9718	<b>Version:</b>	1	<b>Name:</b>	Reconstruction project, 225 Moore St
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Consent Agenda
<b>File created:</b>	1/22/2020	<b>In control:</b>		<b>In control:</b>	Housing and Neighborhood Services
<b>On agenda:</b>	2/4/2020	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Award bid for the completion of one residential reconstruction project as part of the HOME Reconstruct Program to Symone Construction in the amount of \$119,617.04				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Contractors Bid Attachment A</a> <a href="#">Reconstruct Procedures Attachment B</a>				

Date	Ver.	Action By	Action	Result
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### From

Katherine Garcia-Thomson

### Title

Award bid for the completion of one residential reconstruction project as part of the HOME Reconstruct Program to Symone Construction in the amount of \$119,617.04

### Presenter

William A. Hills, Director, Housing and Neighborhood Services

### Recommended Action

Approve

### Analysis

The family residing at the location in attachment A, has met all of the eligibility requirements of the HOME Reconstruct Program as described below; therefore the City Council is requested to award the bid for one residential reconstruction project as part of the HOME Reconstruct Program to the low bidder for the project, Symone Construction, for \$119,617.04.

The Housing and Neighborhood Services Department, as part of the Housing rehabilitation program, takes applications from citizens of Grand Prairie for assistance in the rehabilitation of their homes. All HNS rehabilitation programs are federally funded, with the reconstruction program being the most comprehensive rehabilitation effort. The detailed procedures and guidelines for the reconstruction program can be found in attachment B.

The HOME Reconstruct Program has specific eligibility requirements. The applicant must be 60 years of age or older, or have a long-term disability supported statement; the home must be owner occupied with a valid Deed of Trust; the property must be located in the city limits of Grand Prairie; the applicant must have owned

the property at least 3 years; the current taxes must be paid (county, city, and schools); the insurance must be current (minimum value of the home); and the property must be more than 75% deteriorated from its appraised value, as provided by the appropriate appraisal district. To qualify for the program, the applicant's income must not exceed 80% of the median income for the City of Grand Prairie, as determined by the U.S. Department of Housing and Urban Development (HUD). This program is a Deferred Payment Loan (DPL), not a grant, and a lien is placed on the property for the total amount of reconstruction with a 0% to 3% interest rate, based on the applicant's income.

### **Financial Consideration**

The bid sheet for the project is attached (attachment B). Sufficient funding is available and was approved in the PY18 CDBG/HOME program budget to complete the projects using 301992 HOME Grant Funding.



Attachment A

## HOUSING AND NEIGHBORHOOD SERVICES

### CONTRACTOR'S BID FOR PLAN # 1245

PROPERTY: 225 Moore St. Grand Prairie, TX 75050

Date Bids 10-09-2019 Bid Deadline 10-18-2019 Bid Opening 10-23-2019

# of Bids Faxed or Emailed 11

# of Bids Returned 2

#### BIDDING CONTRACTORS

#### BID AMOUNT

Add-on Construction

No Bid

Keown Builders

No Bid

Nation Wide Contractors

No Bid

K. Tillman Construction

No Bid

Johnson Construction Services

\$122,010.00

Symone Construction Services

\$119,617.04✓

DSCI, Inc.

No Bid

Herdon Services

No Bid

B & R Contractor Services

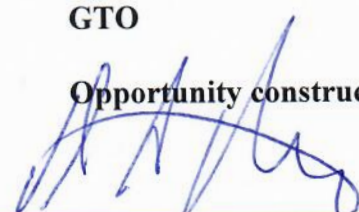
No Bid

GTO

No Bid

Opportunity construction

No Bid

  
STAFF MEMBER REVIEWING

  
MANAGER REVIEWING

  
DIRECTOR REVIEWING

2

**RECONSTRUCT PROCEDURES**

- I. Potential clients fill out the qualification questions form.  
Property must be owner occupied and client must fall in the income range.
- II. When client comes up on waiting list, client fills out application and provides qualifying documents.
- III. We determine income and whether rehab will be paid back or not.
- IV. Rehab Coordinator does the Work Write Up (WWUP) and determines if the property is more than 75% deteriorated.
- V. If the property is more than 75% deteriorated, will need to be reconstructed.
- VI. Obtain Land Records  
Property must be in owner's name. If any liens were found, they will need to be cleared before demolition.
- VII. Obtain Survey  
Determine if building over the common lot line and if house will be over, we need to obtain paperwork from zoning and get it signed before demolition.
- VIII. Check zoning to determine the square footage of the house.
- IX. Obtain site plan
- X. Obtain foundation letter.
- XI. Obtain MEC check.
- XII. Project out for bid (5-10 days).
  - a. Site Plans
  - b. Building Materials List
  - c. Floor Plans
  - d. 3 elevations
- XIII. Award Bid to winning contractor.
- XIV. Client moves out to a relocation house, apartment or relatives.



## Legislation Details (With Text)

<b>File #:</b>	20-9723	<b>Version:</b>	1	<b>Name:</b>	CO #5 - PlayGrand Adventures Phase I Construction
<b>Type:</b>	Ordinance	<b>Status:</b>			Consent Agenda
<b>File created:</b>	1/22/2020	<b>In control:</b>			Parks & Recreation
<b>On agenda:</b>	2/4/2020	<b>Final action:</b>			
<b>Title:</b>	Ordinance amending the FY2019/2020 Capital Improvement Projects Budget; Change Order/Amendment #5 with Hill and Wilkinson in an amount not to exceed \$392,694.05 for additional concrete parking expansion, irrigation repairs, drainage additions, and signage for PlayGrand Adventures, Phase I				

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** [Change Order 05.H&W PGA.pdf](#)  
[19-9523 - CO #5 PGA Hill and Wilkinson.pdf](#)

Date	Ver.	Action By	Action	Result
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### From

Steve Plumer, Sr Park Planning Project Manager

### Title

Ordinance amending the FY2019/2020 Capital Improvement Projects Budget; Change Order/Amendment #5 with Hill and Wilkinson in an amount not to exceed \$392,694.05 for additional concrete parking expansion, irrigation repairs, drainage additions, and signage for PlayGrand Adventures, Phase I

### Presenter

Cheryl De Leon, Director of Parks, Arts and Recreation

### Recommended Action

Approve

### Analysis

On June 17, 2018, the City Council awarded the Construction Manager at Risk (CMAR) contract to Hill & Wilkinson, Inc. for Pre-Construction services in the amount of \$3,000. This award provided the CMAR services including development of project estimates, preliminary construction schedule, value engineering and constructability review during the design phase.

Change Order/Amendment No. 1, in the amount of \$5,549,995 was approved by City Council on November 6, 2018 for the GMP contract for construction.

Change Order/Amendment No. 2, in the amount of \$74,493.35 was approved by City Council on May 7, 2019 for soil conditioning, additional site work, revisions to a concrete retaining wall, and various credits for deletion of work and included a credit for sidewalk, landscape and irrigation at the intersection of Warrior Trail and

EPIC Place.

Change Order/Amendment No 3, in the amount of \$25,541.95 was approved by City Council on September 9, 2019 for masonry, concrete foundations, electrical & lighting, drainage, site work, and various credits for deletion of work.

Change Order/Amendment No. 4, in the amount of \$116,180.01 was approved by City Council on December 17, 2019 for additional drainage, masonry, wood fiber and sod, retaining wall footing revisions, PIP rubber surfacing, triangular column stone addition and credit for deletion of work.

Change Order/Amendment No. 5, in the not to exceed amount of \$392,694.05 is for additional concrete parking expansion, irrigation repairs, drainage additions, and signage.

All items will be incorporated into the current Hill & Wilkinson, Inc. contract for a revised total contract amount of \$6,158,904.36. With approval of this agenda item, the original contract value will have been increased by 14% in total, which is within the 25% maximum allowed by state procurement laws.

This item was presented to the Finance and Government Committee on February 4, 2020 for review and approval.

### **Financial Consideration**

Funding for change order No 5 with Hill & Wilkinson is available as follows:

\$95,844 in the Parks Capital Project Fund (317193), WO #01613303 (PlayGrand Adventures Phase 1) \$296,851 by approving an ordinance transferring and appropriating from the unobligated fund balance in the Park Capital Projects Fund (317193) to WO #01613303 (PlayGrand Adventures Phase 1).

### **Body**


**AN ORDINANCE OF THE CITY OF GRAND PRAIRIE, TEXAS, AMENDING THE FY 2019/2020 CAPITAL IMPROVEMENT PROJECTS BUDGET BY TRANSFERRING AND APPROPRIATING \$296,851 FROM THE UNOBLIGATED FUND BALANCE IN THE PARK CAPITAL PROJECTS FUND (317193) to WO #01613303 (PlayGrand Adventures Phase 1).**

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS:**

**SECTION 1. THAT the FY 2019/2020 Capital Improvement Projects Budget be amended by transferring and appropriating \$296,851 from the unobligated fund balance in the Park Capital Projects Fund (317193) to WO #01613303 (PlayGrand Adventures Phase 1).**

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS, FEBRUARY 4, 2020.**

DISTRIBUTION:  
CONTRACTOR \_\_\_\_\_  
CONSULTANT \_\_\_\_\_  
PROJECT FILE \_\_\_\_\_  
PURCHASING \_\_\_\_\_  
CITY SECRETARY \_\_\_\_\_

CITY OF GRAND PRAIRIE CHANGE ORDER									
CHANGE ORDER NO. 5		DATE 3/4/2020		CONTRACT NO.		P.O. 353689		PROJECT NO.	
PROJECT DESCRIPTION PlayGrand Adventures Phase I Construction									
ORIGINAL CONTRACT AMOUNT..... \$ 5,549,995.00									
CHANGE ORDERS TO DATE..... \$ 216,215.31									
PERCENTAGE OF CHANGE ORDERS TO DATE EXCLUDING THIS PROPOSED CHANGE ORD. 10%									
CONTRACT COST TO DATE..... \$ 5,766,210.31									
AMOUNT OF PROPOSED CHANGE ORDER..... \$392,694.05									
REVISED CONTRACT AMOUNT..... \$ 6,158,904.36									
IN ACCORDANCE WITH THIS CHANGE ORDER, THE CONTRACTOR SHALL:									
Change									
Item 1: PCO 32 Add concrete parking paving \$377,155.07									
Earthwork									
Utilities ( Storm and Fire Line									
Landscape & Irrigation									
Site Parking Lighting									
Site Logistics									
General Conditions									
Material Testing									
Site Sealants									
Striping									
Item 2: PCO 43 Add Expedite 3Form Panel Fabrication (Taken from Signage Allowance) \$0.00									
Item 3: PCO 44 Add Braille Strips and Sponsor Logos for P1 Leaves \$1,557.16									
(\$2,865 Taken from Signage Allowance)									
Item 4: PCO 45 Add Irrigation Repairs and Added Drainage \$8,218.72									
Item 5: PCO 46 Add Gravity Wall Additions \$1,521.60									
Item 6: PCO 47 Add Wheelchair Swing Instructional Sign/Install \$4,241.50									
TOTAL \$392,694.05 \$392,694.05									
Source									
Owner's Contingency \$ 392,694.05									
All the other terms, conditions and requirements of the contract shall remain the same.									
It is understood and agreed that the acceptance of this Change Order by the contractor constitutes an accord and satisfaction and represents payment in full (both time and money) for all costs arising out of, or incidental to, the above Change Order. \$ 392,694.05									
CONTRACTOR'S NAME: Hill & Wilkinson General Contractors									
ORIGINAL CONTRACT TIME		ADDITIONAL APPROVED TIME TO DATE		ADJUSTED CONTRACT COMPLETION DATE		ADDITIONAL TIME FOR THIS			
8-Nov-19		29 Days		18-Jan-20					
CONTRACTOR SIGNATURE			DATE		CITY ATTORNEY			DATE	
H&W:									
CONSULTANT SIGNATURE			DATE						
TBG Partners:					CITY MANAGER			DATE	
PROJECT MANAGER		SUPERVISOR		DATE					
Steve Plumer									

# CITY OF GRAND PRAIRIE

## CAPITAL PROJECTS BUDGET SUMMARY

Fund/Activity Account: 317193 - 01613303  
 Project Title: PlayGrand  
 Current Request: \$296,851.00

ACCOUNT DESCRIPTION	1 CURRENT BUDGET	2 AVAILABLE BALANCE	3 CURRENT REQUEST	2+3 REVISED BALANCE	1+3 AMENDED BUDGET
Minor Equip (60520)	\$135,132	\$27,824	\$0	\$27,824	\$135,132
Contract Service (61065)	\$1,500	\$0	\$0	\$0	\$1,500
Surveys & Studies (61405)	\$4,000	\$0	\$0	\$0	\$4,000
Misc Services (61485 )	\$4,025	\$0	\$0	\$0	\$4,025
Land Purchase (68090)	\$370,147	\$0	\$0	\$0	\$370,147
Design - (68450)	\$330,700	\$0	\$0	\$0	\$330,700
Construction (68540)	\$5,937,527	\$95,844	\$296,851	\$392,695	\$6,234,378
Contingency (68570)	\$0	\$0	\$0	\$0	\$0
Equipment/Supplies (68640)	\$1,793,994	\$0	\$0	\$0	\$1,793,994
<b>TOTAL</b>	<b>\$8,577,025</b>	<b>\$123,668</b>	<b>\$296,851</b>	<b>\$420,519</b>	<b>\$8,873,876</b>





## Legislation Details (With Text)

<b>File #:</b>	20-9725	<b>Version:</b>	1	<b>Name:</b>	Ordinance; Abandonment 1124 Prosperity Court Drainage Easement
<b>Type:</b>	Ordinance	<b>Status:</b>		<b>Status:</b>	Consent Agenda
<b>File created:</b>	1/23/2020	<b>In control:</b>		<b>In control:</b>	Engineering
<b>On agenda:</b>	2/4/2020	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Ordinance authorizing the abandonment of part of an un-needed drainage easement containing 0.102 Acres (4,424 S.F.) located at 1124 Prosperity Court to 2415 Enterprises, LLC, a Texas Limited Liability Company for \$250.00				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">AERIAL EXHIBIT B 1124 PROSPERITY COURT .pdf</a> <a href="#">EXHIBIT A PROPERTY DESCRIPTION 1124 PROSPERITY CT.pdf</a>				

Date	Ver.	Action By	Action	Result
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### From

Dwayne Tyner

### Title

Ordinance authorizing the abandonment of part of an un-needed drainage easement containing 0.102 Acres (4,424 S.F.) located at 1124 Prosperity Court to 2415 Enterprises, LLC, a Texas Limited Liability Company for \$250.00

### Presenter

Gabe Johnson, Director of Public Works

### Recommended Action

Approve

### Analysis

The abandonment applicant and property owner, **2415 Enterprises, LLC, a Texas Limited Liability Company**, has requested the abandonment of part of a drainage easement on the west side of the lot (see aerial location as Exhibit "B"). All public utility companies have agreed to the abandonment. Approving this drainage easement abandonment will not affect drainage. A hydrology study prepared by the owner's engineer determined the 100-year flood was fully contained in the remaining drainage easement.

Staff has reviewed the requested abandonment and finds that the abandonment of this part of the drainage easement will not hinder drainage or utilities in the area. All pre-existing drainage patterns will be maintained.

### Financial Consideration

Revenue: \$250.00 paid with application

**Body**

**AN ABANDONMENT ORDINANCE AUTHORIZING THE CITY MANAGER TO EXECUTE A QUITCLAIM DEED TO 2415 ENTERPRISES LLC, A TEXAS LIMITED LIABILITY COMPANY FOR \$250 FOR ABANDONMENT OF PART OF AN UN-NEEDED PUBLIC DRAINAGE EASEMENT ON LOT 2573, BLOCK Q, LAKE RIDGE SECTION 20 ADDITION TO THE CITY OF GRAND PRAIRIE, J.G. GARRETT SURVEY, ABSTRACT NUMBER 496, DALLAS COUNTY, TEXAS; PROVIDING FOR THE QUITCLAIM THEREOF TO 2415 ENTERPRISES LLC, A TEXAS LIMITED LIABILITY COMPANY, THE FEE OWNER OF LOT 2573, BLOCK Q, LAKE RIDGE SECTION 20 ADDITION; PROVIDING FOR THE TERMS AND CONDITIONS OF THE ABANDONMENT AND QUITCLAIM MADE HEREIN; PROVIDING FOR THE INDEMNIFICATION OF THE CITY OF GRAND PRAIRIE AGAINST DAMAGES ARISING OUT OF THE ABANDONMENT HEREIN; PROVIDING FOR THE CONSIDERATION FOR THE ABANDONMENT; AND PROVIDING AN EFFECTIVE DATE FOR THE ORDINANCE.**

WHEREAS, the City Council of the City of Grand Prairie, acting pursuant to law and upon the request and petition of **2415 ENTERPRISES LLC, A TEXAS LIMITED LIABILITY COMPANY**, hereinafter referred to as GRANTEE, deems it advisable to abandon and quitclaim part of an un-needed public drainage easement in the City of Grand Prairie, Dallas County, Texas, more particularly described in **“Exhibit A”**, attached hereto and incorporated herein; and

WHEREAS, the City Council of the City of Grand Prairie is of the opinion that said public drainage easement is not needed for public use, and same should be abandoned and quitclaimed; and

WHEREAS, the City Council of the City of Grand Prairie is of the opinion that the best interest and welfare of the public will be served by abandoning and quitclaiming the same, subject to the conditions and for the consideration hereinafter more fully set forth.

**NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE:**

SECTION 1. That the easement tract described in **“Exhibit A”**, which is attached hereto and made a part hereof, be and the same shall be abandoned, vacated and closed insofar as the right, title and easement of the public are concerned; subject, however, to the conditions hereinafter more fully set out.

SECTION 2. That for and in consideration of the sum of TWO HUNDRED FIFTY AND NO/100 (\$250.00) DOLLARS paid by Grantee with his application, the City of Grand Prairie does by these presents QUITCLAIM, subject to the conditions hereinafter made, all its rights, title and interest in and to that certain tract or parcel of land described in **“Exhibit A”**, attached hereto and made a part hereof unto GRANTEE. TO HAVE AND TO HOLD all of such right, title and interest in and to the property and premises, subject aforesaid, together with all and singular the rights, privileges and appurtenances thereto in any manner belonging unto the said GRANTEE.

SECTION 3. That the terms and conditions contained in this ordinance and the application for the abandonment previously submitted to the City shall be binding upon GRANTEE, its successors and assigns.

SECTION 4. That the abandonment provided for herein is made subject to all present zoning and deed restrictions, if the latter exist, and is subject to all existing easement right of others, if any, whether apparent or non-apparent, aerial, surface, underground or otherwise.

SECTION 5. That the abandonment and quitclaim provided for herein shall extend only to the public right, title, easement and interest, and shall be construed to extend only to that interest the Governing Body of the City of Grand Prairie may legally and lawfully abandon and vacate.

SECTION 6. That as a condition of this abandonment and as a part of the consideration for the quitclaim to GRANTEE herein, GRANTEE, his heirs, executors and assigns, agree to indemnify, defend, release and hold the City of Grand Prairie whole and harmless against any and all claims for damages, costs or expenses to persons or property that may arise out of, or be occasioned by or from the abandonment, closing, vacation, and quitclaim by the City of Grand Prairie of the area set out in **“Exhibit A”**. GRANTEE his heirs, executors and assigns hereby agree to defend any and all suits, claims, or causes of action brought against the City on account of same, and discharge any judgment or judgments that may be rendered against the City of Grand Prairie in connection therewith.

SECTION 7. That the City Secretary is hereby authorized and directed to certify a copy of this ordinance for recordation in the Official Public Records of Dallas County, Texas, and shall deliver to GRANTEE a certified copy of this ordinance, and the City Manager is authorized to sign a quitclaim deed on behalf of the City, subject to the conditions herein specified.

SECTION 8. That this ordinance shall take effect immediately from and after its passage and approval.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS,  
FEBRUARY 4TH, 2020.**





130 0 130 Ft

Grand Prairie Maps

Date: 1/17/2020 Time: 2:15:29 PM

This data has been compiled by the City of Grand Prairie IT/GIS department. Various official and unofficial sources were used to gather this information. Every effort was made to ensure the accuracy of this data, however, no guarantee is given or implied as to the accuracy of said data.



Grand  
Prairie  
TEXAS

Parcels

EXHIBIT 'B'





**PART OF DRAINAGE EASEMENT TO BE ABANDONED**

**LEGAL DESCRIPTION**

**BEING** a part of Lot 2573, Block Q, Lake Ridge Section 20, in the J.G. Garrett Survey, Abstract No. 496, Dallas County, Texas and being an addition to the City of Grand Prairie, according to the amended plat thereof recorded in Instrument No. 20070343408, of the Plat Records of Dallas County Texas, and being more particularly described as follows;

**COMMENCING** at a found 1/2 inch iron rod found at the northwest corner of said Lot 2573 and the southwest corner of Lot 2572, said Block Q, and being in the east line of Lot 2574, said Block Q;

**THENCE** S. 81°26'35" E., along the common north line of said Lot 2573 and the south line of said Lot 2572, a distance of 41.21 feet to a point for corner;

**THENCE** S. 09°19'17" W., over and across said Lot 2573, a distance of 10.00 feet to the POINT OF BEGINNING of herein described tract;

**THENCE** S. 81°26'35" E., over and across said Lot 2573, and contiguous with the south line of an existing 10 foot wide public utility and drainage easement of said Block Q, a distance of 65.50 feet to a point for corner;

**THENCE** S. 05°11'05" W., over and across said Lot 2573, a distance of 64.92 feet to a point for corner in a curve to the right;

**THENCE** in a northwesterly direction over and across said Lot 2573, and contiguous with the north line of a 30 foot building line, drainage, utility, sidewalk, and slope easement of said Block Q, with said curve to the right having a radius of 1540.00 feet, an arc length of 39.68 feet and with a chord that bears N82°10'52"W 39.68 feet to a point of tangency;

**THENCE** N. 81°26'35" W., over and across said Lot 2573, and contiguous with said north line of a 30 foot building line, drainage, utility, sidewalk, and slope easement, a distance of 30.51 feet to a point for corner;

**THENCE** N. 09°19'17" E., over and across said Lot 2573, a distance of 65.30 feet, to a point the the POINT OF BEGINNING and containing 4,424 square feet or 0.102 of an acre of land, more or less.

  
M. L. Mitchell  
Registered Professional Land Surveyor  
Registration No. 2617



EXHIBIT A		
0.102 OF AN ACRE IN LOT 2573, BLOCK Q LAKE RIDGE SECTION 20		
City of Grand Prairie, Dallas County, Tx.		
KEETON SURVEYING COMPANY		
H.B. KEETON M.S. "STEVE" KEETON REGISTERED PROFESSIONAL LAND SURVEYORS 2037 DALWORTH STREET GRAND PRAIRIE, TEXAS PHONE: (972) 641-0843 FAX: (972) 647-0154 E-MAIL: ksc4019@sbcglobal.net		
DATE: 06/20/2016	SCALE: 1"=40'	FILE: LR-20~2572-2573exh.dwg
D:/2016 PROJECTS/LR-20A~LOT 2573&2572		



## Legislation Details (With Text)

<b>File #:</b>	20-9715	<b>Version:</b>	1	<b>Name:</b>	Summit Aquatic Chemical Storage Soil Stabilization - Falkenberg
<b>Type:</b>	Ordinance	<b>Status:</b>		<b>Status:</b>	Consent Agenda
<b>File created:</b>	1/21/2020	<b>In control:</b>		<b>In control:</b>	Parks & Recreation
<b>On agenda:</b>	2/4/2020	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Ordinance amending the FY2019/2020 Capital Improvements Projects Budget; Change Order/Amendment #1 with Falkenberg Construction for soil potassium chemical injection for soil stabilization at the Summit Chemical Building in a amount not to exceed \$26,285 through a national interlocal agreement with Choice Partners; additionally, authorize the City Manager to execute the initial contract through our interlocal agreement with Choice Partners having originally been presented to City Council as being through our interlocal agreement with TXMAS				

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** [20-9715 - Summit Chemical Room - CO#1 Falkenberg.pdf](#)

Date	Ver.	Action By	Action	Result
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### From

Steve Plumer, Sr Project Manager

### Title

Ordinance amending the FY2019/2020 Capital Improvements Projects Budget; Change Order/Amendment #1 with Falkenberg Construction for soil potassium chemical injection for soil stabilization at the Summit Chemical Building in a amount not to exceed \$26,285 through a national interlocal agreement with Choice Partners; additionally, authorize the City Manager to execute the initial contract through our interlocal agreement with Choice Partners having originally been presented to City Council as being through our interlocal agreement with TXMAS

### Presenter

Cheryl DeLeon, Director of Parks, Arts and Recreation

### Recommended Action

Approve

### Analysis

The interior location of the aquatic chemical storage had caused corrosive damage to occur within the existing storage and adjacent electrical and pumping rooms. Staff evaluated a series of designs and determined that an exterior pre-engineered semi-enclosed structure (roofed) would be the most feasible and economical approach to replacement.

On October 15, 2019, City Council awarded a construction contract to Falkenberg Construction in the amount of \$70,340.00 for demolition and construction of the new canopy. Once final engineering was completed by



the secondary vendor's (Site Source) engineer, it was determined that soils were unstable, requiring soil stabilization. It was initially presented to City Council as being sourced through our interlocal agreement with TXMAS, however, due to an inability to validate pricing through TXMAS, City Staff is requesting the procurement source be changed to be through our interlocal agreement with Choice Partners; the pricing book remains the same (RS Means) and our quoted estimate will remain the same.

Change Order/Amendment No. 1 in the amount of \$26,285 will allow for the labor, material & equipment for Soil Potassium Chemical Injection required for structure stabilization.

Choice Partners purchasing cooperative offers procurement and contract solutions to meet government purchasing requirements. Staff at Choice Partners complete the legal, competitively bid government procurement process so members can act immediately to access the contract, saving time and money on the bidding process and purchase. Choice Partners national cooperative includes Facilities planning and facility contracts, Supplies and service contracts, Food contracts for bread, dairy, grocery, produce, and Technology products.

Falkenberg Construction contract #18/029JN-03 began February 28, 2018 and is set to expire February 27, 2021 with two additional one year renewals remaining.

This item was presented to the Finance and Government Committee on February 4, 2020 for recommendation and approval.

### **Financial Consideration**

Funding for a contract with Falkenberg Construction in an amount not to exceed \$26,285 is available by approving an ordinance transferring and appropriating from the unobligated fund balance in the Park Capital Projects Fund (317193) to WO #01917703 (Summit Chemical Storage Room).

### **Body**

**AN ORDINANCE OF THE CITY OF GRAND PRAIRIE, TEXAS, AMENDING THE FY 2019/2020 CAPITAL IMPROVEMENT PROJECTS BUDGET BY TRANSFERRING AND APPROPRIATING \$26,285 FROM THE UNOBLIGATED FUND BALANCE IN THE PARK CAPITAL PROJECTS FUND (317193) to WO #01917703 (SUMMIT CHEMICAL STORAGE ROOM)**

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS:**

**SECTION 1. THAT the FY 2019/2020 Capital Improvement Projects Budget be amended by transferring and appropriating \$26,285 from the unobligated fund balance in the Park Capital Projects Fund (317193) to WO #01917703 (Summit Chemical Storage Room).**

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS, FEBRUARY 4, 2020.**



# CITY OF GRAND PRAIRIE

## CAPITAL PROJECTS BUDGET SUMMARY

Fund/Activity Account: 317193 - 01917703  
 Project Title: Summit Chemical Storage Room  
 Current Request: \$26,285.00

ACCOUNT DESCRIPTION	1 CURRENT BUDGET	2 AVAILABLE BALANCE	3 CURRENT REQUEST	2+3 REVISED BALANCE	1+3 AMENDED BUDGET
Material Testing (63210)	\$3,889	\$0	\$0	\$0	\$3,889
Other Equipment (68360)	\$35,415	\$35,415	\$0	\$35,415	\$35,415
Engineering/Design (68450)	\$25,000	\$25,000	\$0	\$25,000	\$25,000
Construction (68540)	\$70,340	\$0	\$26,285	\$26,285	\$96,625
Contingency (68570)	\$1,399	\$0	\$0	\$0	\$1,399
			\$0	\$0	\$0
			\$0	\$0	\$0
			\$0	\$0	\$0
			\$0	\$0	\$0
<b>TOTAL</b>	<b>\$136,043</b>	<b>\$60,415</b>	<b>\$26,285</b>	<b>\$86,700</b>	<b>\$162,328</b>



## Legislation Details (With Text)

**File #:** 20-9714      **Version:** 1      **Name:** Ordinance Calling the May 4, 2019 Election  
**Type:** Ordinance      **Status:** Consent Agenda  
**File created:** 1/21/2020      **In control:** City Secretary  
**On agenda:** 2/4/2020      **Final action:**  
**Title:** Ordinance calling the May 2, 2020, General Election  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [18-8525 Elections - May 4, 2019](#)

Date	Ver.	Action By	Action	Result
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### From

Mona Lisa Galicia, Deputy City Secretary

### Title

Ordinance calling the May 2, 2020, General Election

### Presenter

Cathy DiMaggio, City Secretary

### Recommended Action

Approve

### Analysis

The following City Council positions will appear on the May 2, 2020 General Election city ballot: Council Member, District 1; Council Member, District 3; and Council Member, Place 7 at Large.

In addition, voters will consider a proposition on whether the City of Grand Prairie, Texas, Crime Control and Prevention District should be continued for twenty years and the Crime and Prevention District Sales Tax should be continued for twenty years.

### Financial Consideration

Funds are available in Account 111210-61365 to pay Dallas County Elections, Tarrant County Elections and Ellis County Elections for holding this joint election.

### Body

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS, CALLING A GENERAL ELECTION TO BE HELD WITHIN THE CITY OF GRAND PRAIRIE ON MAY 2, 2020**

**GENERAL CITY ELECTION TO ELECT CITY COUNCIL MEMBER DISTRICT 1, CITY COUNCIL MEMBER DISTRICT 3 AND COUNCIL MEMBER PLACE 7 AT LARGE;**

**WHEREAS**, the City of Grand Prairie is a home-rule city having its own Charter under the laws and Constitution of the State of Texas; and

**WHEREAS**, the Uniform Election Date for the City's General Election has been set as May 2, 2020; and

**WHEREAS**, the City Council hereby finds it is in the best interests of the City to order such elections for May 2, 2020, and to contract with Dallas County, Texas, and Tarrant County, Texas, and Ellis County, Texas for conducting such elections;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS:**

**SECTION 1.** That a General Election shall be held in the City of Grand Prairie, Texas, on May 2, 2020, between the hours of 7:00 a.m. and 7:00 p.m. at which the following offices will be on the ballot:

**Council Member, District 1  
Council Member, District 3  
Council Member, Place 7 at Large**

**SECTION 2.** That pursuant to contracts between the City of Grand Prairie and the Dallas County Elections Department, the Tarrant County Elections Department and the Ellis County Elections Department, the election shall be conducted by the Dallas, Tarrant and Ellis County Elections Departments in precincts of the respective agreements.

**SECTION 3.** That early voting by personal appearance shall be conducted by the Dallas County Elections Department, the Tarrant County Elections Department and the Ellis County Elections Department in accordance with provisions of the respective county agreements.

**SECTION 4.** Application for early voting mail ballots by voters qualified to vote by mail shall be made as follows:

- Dallas County voters may make application for mail ballots directly to the Dallas County Elections Administrator, 1520 Round Table Drive, Dallas, Texas, 75247.
- Tarrant County voters may make application for mail ballots directly to the Tarrant County Elections Administrator, 2700 Premier Street, Fort Worth, Texas, 76111.
- Ellis County voters may make application for mail ballots directly to the Ellis County Elections Administrator, 204 E. Jefferson Street, Waxahachie, Texas, 75165.

Applications for ballots by mail must be received no later than the close of business on April 20, 2020.

**SECTION 5.** That a voting system or systems meeting the standards and requirements of the Texas Election Code, as amended, is hereby adopted and approved for early voting by personal appearance and by mail and for election day voting.

**SECTION 6.** That the deadline for candidates to file applications for a place on the ballot in the General Election shall be February 14, 2020 at 5:00 p.m.; and

**SECTION 7.** That the manner of holding said election shall be governed by State Statutes of the State of Texas and the Charter and ordinances of the City of Grand Prairie; and

**SECTION 8.** That the notice of the election shall be given in accordance with the provisions of the Texas Election Code, as amended; and

**SECTION 9.** That this ordinance shall be in force and in effect from and after its final passage.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS,  
ON THIS THE 4<sup>TH</sup> DAY OF FEBRUARY 2020.**

CITY OF GRAND PRAIRIE  
OPERATING BUDGET EXPENDITURE INFORMATION

FUND:	General Fund
AGENCY:	111210
ACCOUNTING UNIT:	61365
AVAILABLE:	\$100,000 Account Code, Description, and amount available
STAFF CONTACT:	Cathy DiMaggio
VENDOR NUMBER:	_____
VENDOR NAME:	Dallas County Elections and Tarrant County Elections
CONTINGENCY:	_____



## Legislation Details (With Text)

<b>File #:</b>	20-9712	<b>Version:</b>	1	<b>Name:</b>	Northwest Trail Development - Veloweb Trail System 2019
<b>Type:</b>	Ordinance	<b>Status:</b>		<b>Status:</b>	Consent Agenda
<b>File created:</b>	1/21/2020	<b>In control:</b>		<b>In control:</b>	Parks & Recreation
<b>On agenda:</b>	2/4/2020	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Ordinance amending the FY2019/2020 Capital Improvements Project Fund; Interlocal Agreement in the amount of \$25,000 with the Cities of Fort Worth, Arlington, Irving, Dallas and NCTCOG for branding and marketing for the Northwest Trail Development, a part of the Regional Veloweb Trail System				

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** [20-9712 - Northwest Trail Connection - Interlocal.pdf](#)

Date	Ver.	Action By	Action	Result
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### From

Steve Plumer, Sr. Park Project Manager

### Title

Ordinance amending the FY2019/2020 Capital Improvements Project Fund; Interlocal Agreement in the amount of \$25,000 with the Cities of Fort Worth, Arlington, Irving, Dallas and NCTCOG for branding and marketing for the Northwest Trail Development, a part of the Regional Veloweb Trail System

### Presenter

Cheryl DeLeon, Director of Parks, Arts and Recreation

### Recommended Action

Approve

### Analysis

The City of Grand Prairie has been progressing in the development of the Veloweb Trail System in North Grand Prairie. The segments of trail are identified below:

- Lone Star Trail, 3.8 miles which connects to the City of Irving's Champion Trail
- Lone Star Trail Extension Project, 1.7 miles, TIF funded connection Lone Star Trail at Beltline to Wildlife Parkway at Hard Rock
- Wildlife Parkway Roadway Improvements, 0.6 miles connecting Wildlife Commerce Trail to existing Good Link Trail and funded through the Road Improvements Project
- The Good Link Trail was funded through federal highway administration funds as mitigation for State Hwy 161. The trail connects CP Waggoner to Mike Lewis Park
- The Northwest Connection will extend from Mike Lewis Park to the Fort Worth city limits, approximately 1.4 miles

On April 11, 2019, the Mayors of five Cities (Ft. Worth, Arlington, Grand Prairie, Irving and Dallas) met at the NCTCOG offices and discussed opportunities for regional collaboration to implement the regional trail through a branding and marketing initiative. The initiative will include elements such as a unified trail corridor name and logo; wayfinding signage guide; a plan for trailheads; identification of access points and infrastructure necessary for major events; a plan for 911 emergency signage and addresses for trailheads; a plan for partnership and maintenance responsibilities; and identification of economic development opportunities.

Each participating city will contribute \$25,000 towards branding and marketing for the Northwest Trail Development, a part of the regional Veloweb Trail System. NCTCOG staff will procure and manage the branding and marketing project and consultants.

This item was presented to the Finance and Government Committee on February 4, 2020 for their recommendation to City Council.

#### **Financial Consideration**

Funding in the amount of \$25,000 for the City of Grand Prairie's portion of the branding and marketing for the trail project is available by approving an ordinance transferring and appropriating from the unobligated fund balance in the Parks Capital Projects Fund (317193) to the Grant Capital Projects Fund (300596), WO# 15019020 (Northwest Trail Connection).

#### **Body**

**AN ORDINANCE OF THE CITY OF GRAND PRAIRIE, TEXAS, AMENDING THE FY 2019/2020 CAPITAL IMPROVEMENT PROJECTS BUDGET BY TRANSFERRING AND APPROPRIATING \$25,000 FROM THE UNOBLIGATED FUND BALANCE IN THE PARK CAPITAL PROJECTS FUND (317193) TO THE GRANT CAPITAL PROJECTS FUND (300596), WO #15019020 (NORTHWEST TRAIL CONNECTION)**

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS:**

**SECTION 1. THAT the FY 2019/2020 Capital Improvement Projects Budget be amended by transferring and appropriating \$25,000 from the unobligated fund balance in the Park Capital Projects Fund (317193) to the Grant Capital Projects Fund (300596), WO #15019020 (Northwest Trail Connection).**

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS, FEBRUARY 4, 2020.**

# CITY OF GRAND PRAIRIE

## CAPITAL PROJECTS BUDGET SUMMARY

Fund/Activity Account: 317193 - 15019020  
 Project Title: Northwest Trail Connection  
 Current Request: \$25,000.00

ACCOUNT DESCRIPTION	1 CURRENT BUDGET	2 AVAILABLE BALANCE	3 CURRENT REQUEST	2+3 REVISED BALANCE	1+3 AMENDED BUDGET
Adv/Promotions (61600)	\$0	\$0	\$25,000	\$25,000	\$25,000
Construction (68540)	\$4,296,865	\$4,296,865	\$0	\$4,296,865	\$4,296,865
Engineering/Consultant (68540)	\$303,135	\$303,135	\$0	\$303,135	\$303,135
			\$0	\$0	\$0
			\$0	\$0	\$0
			\$0	\$0	\$0
			\$0	\$0	\$0
			\$0	\$0	\$0
			\$0	\$0	\$0
<b>TOTAL</b>	<b>\$4,600,000</b>	<b>\$4,600,000</b>	<b>\$25,000</b>	<b>\$4,625,000</b>	<b>\$4,625,000</b>





## Legislation Details (With Text)

<b>File #:</b>	20-9756	<b>Version:</b>	1	<b>Name:</b>	Armored Car Service Amendment
<b>Type:</b>	Ordinance	<b>Status:</b>		<b>Status:</b>	Consent Agenda
<b>File created:</b>	1/24/2020	<b>In control:</b>		<b>In control:</b>	Finance and Government Committee
<b>On agenda:</b>	2/4/2020	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Ordinance Amending the FY 2019/2020 Cash & Debt Management Fund for unexpected future expenses beyond current budget in the amount of \$20,000				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Pooled Investment Fund.pdf</a>				

Date	Ver.	Action By	Action	Result
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### From

Brady Olsen

### Title

Ordinance Amending the FY 2019/2020 Cash & Debt Management Fund for unexpected future expenses beyond current budget in the amount of \$20,000

### Presenter

Becky Brooks, CFO

### Recommended Action

Approve

### Analysis

At the time of the budget, Trinity Armored Service provided armored car service for the city under an annual contract. The contract was projected at \$85,000 for the fiscal year. In January, the company announced they could no longer maintain insurance for their service and would no longer be able to serve the City. Since then, they were able to offer a short term extension to cover ongoing service. We have bid out the project, and we are estimating an additional \$20,000 will be needed to provide armored car service throughout the City. We are not ready to award a contract at this point, but are aiming to by the meeting on February 18th. We wanted to make the committee aware we anticipate a change in the coming month.

### Financial Consideration

Funding for the additional expenditures for armored car service, in the amount of \$20,000, is available by approving an ordinance transferring and appropriating from the unobligated fund balance in the Cash & Debt Management Fund.

### Body

**AN ORDINANCE OF THE CITY OF GRAND PRAIRIE, TEXAS, AMENDING THE FY**

**2019/2020 CASH & DEBT MANAGEMENT FUND FROM THE UNOBLIGATED FUND  
BALANCE FOR ADDITIONAL FUTURE EXPENSES IN THE AMOUNT OF \$20,000**

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAND  
PRAIRIE, TEXAS:**

**SECTION 1. THAT THE FY 2019/2020 Cash & Debt Management Fund be amended by approving an ordinance transferring and appropriating \$20,000 from the unobligated fund balance in the Cash & Debt Management Fund.**

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS,  
4TH DAY OF FEBRUARY, 2020.**

**CITY OF GRAND PRAIRIE**  
**Pooled Investment Fund**  
**2019/2020**

	<u>2019/2020 APPR/MOD</u>
<b>Beginning Resources</b>	<b>\$9,558,049</b>
Approved Revenues	3,250,000
<b>TOTAL REVENUES</b>	<b><u>\$3,250,000</u></b>
Reserves for Encumbrances	0
<b>TOTAL RESOURCES</b>	<b><u><u>\$12,808,049</u></u></b>
Approved Expenditures	922,733
<b>ADD:</b>	
<i>Additional Armored Car Service Cost</i>	<i>20,000</i>
<b>TOTAL EXPENDITURES</b>	<b><u>942,733</u></b>
Transfer to other Funds	\$7,200,000
<b>TOTAL APPROPRIATIONS</b>	<b><u><u>8,142,733</u></u></b>
<b>Ending Resources</b>	<b><u><u>\$4,665,316</u></u></b>



## Legislation Details (With Text)

**File #:** 20-9705      **Version:** 1      **Name:** financial management policy 2020  
**Type:** Resolution      **Status:** Consent Agenda  
**File created:** 1/15/2020      **In control:** Finance  
**On agenda:** 2/4/2020      **Final action:**  
**Title:** Resolution reviewing and approving the City's Financial Management Policy  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Financial Management Policies 2019 Update 1-10.pdf](#)

Date	Ver.	Action By	Action	Result
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### From

Brady Olsen, Treasury and Debt Manager

### Title

Resolution reviewing and approving the City's Financial Management Policy

### Presenter

Becky Brooks, Chief Financial Officer

### Recommended Action

Approve

### Analysis

The City's Financial Management Policy is a formally approved document that serves as the guidelines and parameters in developing the City's financial position. It is reviewed annually for necessary updates and presented to the Finance and Government Committee for consideration. With new leadership in the Finance staff, several sections of the policy have been updated. The majority of the revisions are either to ensure finance practice is in line with finance policy or to update the policy to industry best practices. Changes include:

1. Extending the time required to complete the audit from 120 days to a range of 120-180 days. This time frame ensures the maximum amount of available information can be included in the annual document.
2. The recommendation of partner rotation in our auditing firm.
3. Reduce formalization in the mode of required information communication.
4. Match the current format of the city's annual budget to the city's policy.
5. Allow for specific city-related projects to be presented outside of the annual capital budget.
6. Remove specific percentage-based requirements for the annual funding of maintenance to increase budgetary flexibility.
7. Allow for increased use of fees or charges to provide revenue flexibility in light of the SB2.
8. Provide greater evaluation of the ongoing use of TIFs within the city.
9. Allow for greater flexibility in the spending of interest earnings.

10. Remove mention of the City Manager's approved policies.
11. Update reserve and coverage requirements to meet ongoing rating agency standards.
12. Update legal references for the purchasing policy.
13. Reduce financing requirements to provide greater budgetary flexibility in light of SB2.
14. Improve internal transparency in grant applications.

#### **Financial Consideration**

There is no fiscal impact.

#### **Body**

### **A RESOLUTION OF THE CITY OF GRAND PRAIRIE, TEXAS, APPROVING THE CITY'S FINANCIAL MANAGEMENT POLICY**

**WHEREAS, it is the goal of the City to maintain a long-term stable and positive financial condition; and**

**WHEREAS, well-planned and prudent financial management is essential to the achievement of the City's goal; and**

**WHEREAS, the Finance and Government Committee reviewed the Financial Management Policy with several revisions throughout.**

**NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS THAT:**

**SECTION 1. THAT the City Council hereby adopts the attached Financial Management Policy.**

**SECTION 2. This resolution shall be in force immediately upon its passage in accordance with the Charter of the City of Grand Prairie and it is accordingly so resolved.**

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS, ON THIS THE 4th DAY OF FEBRUARY, 2020.**

**CITY OF GRAND PRAIRIE  
FINANCIAL MANAGEMENT POLICIES  
February 4<sup>th</sup>, 2020  
Prepared by the Finance Department**

# FINANCIAL MANAGEMENT POLICIES

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## **I. PURPOSE STATEMENT**

These policies are developed by the City Manager to guide the Chief Financial Officer, Management Services Director, Budget Director, and Department staff in financial matters. The overriding goal of the Financial Management Policies is to enable the City to achieve a long-term stable and positive financial condition while conducting its operations consistent with the Council—Manager form of government established in the City Charter. The watchwords of the City's financial management include integrity, prudent stewardship, planning, accountability, and full disclosure.

The purpose of the Financial Management Policies is to provide guidelines for the financial management staff in planning and directing the City's day-to-day financial affairs and in developing recommendations to the City Manager. The scope of the policies spans accounting, auditing, financial reporting, internal controls, operating and capital budgeting, revenue management, cash management, expenditure control, and debt management.

## **II. ACCOUNTING, AUDITING AND FINANCIAL REPORTING**

- A. ACCOUNTING** - The City Controller is responsible for establishing the chart of accounts, and for properly recording financial transactions.
- B. FUNDS** - Self-balancing groups of accounts are used to account for City financial transactions in accordance with generally accepted accounting principles. Each fund is created for a specific purpose except for the General Fund which is used to account for all transactions not accounted for in other funds. Funds are created and fund names are changed by City Council approval either through resolution during the year or in the City Council's approval of the annual operating or capital budget ordinances.
- C. EXTERNAL AUDITING** - The City will be audited annually by outside independent auditors. The auditors must be a CPA firm of national reputation, and must demonstrate that they have the breadth and depth of staff to conduct the City's audit in accordance with generally accepted auditing standards, generally accepted government auditing standards, and contractual requirements. The auditors' report on the City's financial statements including federal grants (single audit) will be completed within 180 days of the City's fiscal year end, and the auditors' management letter will be presented to the City staff within 180 days after the City's fiscal year end. Staff will attempt to complete the reports prior to this, with a reach goal of 120 days. An interim management letter will be issued prior to this date if any materially significant internal control weaknesses are discovered. The City staff and auditors will jointly review the management letter with the City Council Finance and Government Committee and City Council within sixty (60) days of its receipt by the staff.
- D. EXTERNAL AUDITORS' RESPONSIBILITY TO CITY COUNCIL** - The external auditors are accountable to the City Council and will have access to direct communication with the City Council if the City staff is unresponsive to auditor recommendations or if the auditors consider such communication necessary to fulfill their legal and professional responsibilities.

The City Council Finance and Government Committee will conduct at least one closed session annually with the auditors present without the presence of City staff. Such meeting shall be conducted in accordance with the Open Meetings Act.

- E. EXTERNAL AUDITOR ROTATION** - The City will not require external auditor rotation, but will circulate requests for proposal for audit services periodically, normally at five year intervals. The City will also consider periodic partner in charge rotations if continuing with existing auditors past five years.
- F. INTERNAL AUDITING** - The City Manager established an internal audit function February 1, 1989. The Management Services Director, who is responsible for internal audit, reports to the City Manager's office. The annual work plan for the internal auditor includes compliance test work and performance auditing along with designated special projects. The internal audit work plan is approved by the City Manager's office and reviewed quarterly by the Finance and Government Committee.
- G. EXTERNAL FINANCIAL REPORTING** - The City will prepare and publish a comprehensive annual financial report (CAFR). The CAFR will be prepared in accordance with generally accepted accounting principles, and will be presented annually to the Government Finance Officers Association (GFOA) for evaluation and awarding of the Certification of Achievement for Excellence in Financial Reporting. The CAFR will be published and presented to the City Council within 180 days after the end of the fiscal year. City staffing limitations may preclude such timely reporting. In such case, the Chief Financial Officer will inform the City Manager and the City Manager will inform the City Council of the delay and the reasons therefore.
- H. INTERNAL FINANCIAL REPORTING** - The Finance and Budget departments will provide internal financial information, via online access or reports, sufficient for management to plan, monitor, and control the City's financial affairs. Internal financial reporting objectives are addressed throughout these policies.

### **III. INTERNAL CONTROLS -**

- A. WRITTEN PROCEDURES** - The Chief Financial Officer and Management Services Director are responsible for developing City-wide written guidelines on accounting, cash handling, and other financial matters which will be approved by the City Manager and Finance and Governance (F&G) Committee. Annually, the City Manager and F&G committee will approve the Internal Audit Workplan. Projects on the workplan will be reviewed quarterly by the F&G committee.

The Finance Department will assist department managers as needed in tailoring these guidelines into detailed written procedures to fit each department's requirements.

- B. INTERNAL AUDIT** - Internal Audit will conduct reviews of the departments to determine if the departments are following the written guidelines as they apply to the departments. Internal Audit will also review the written guidelines on accounting, cash handling, and other financial matters. Based on these reviews, Internal Audit will recommend internal control improvements as needed.
- C. DEPARTMENT MANAGERS' RESPONSIBILITY** - Department Managers' responsibilities to the City Manager are to ensure that good internal controls are followed throughout his or her department, that all guidelines on accounting and internal controls are implemented, and that all independent and internal auditor internal control recommendations are addressed.

#### **IV. OPERATING BUDGET**

- A. PREPARATION** - The City's "operating budget" is the City's annual financial operating plan. The operating budget's basis of accounting will be cash or modified accrual and reconciled to the annual audit. . . . The budget is prepared by the Budget Office with the cooperation of all City Departments and is submitted to the City Manager who makes any necessary changes and transmits the document to the City Council. The budget should be presented to the City Council no later than six (6) weeks prior to fiscal year end, and should be enacted by the City Council prior to fiscal year end.
- B. BALANCED BUDGETS** - The operating budgets will be balanced with current revenues, exclusive of beginning resources, greater than or equal to current expenditures/expenses. Funds deemed at risk will be updated either monthly or quarterly to the Finance and Government Committee.
- C. PLANNING** - The budget process will be coordinated so as to identify major policy issues for City Council consideration several months prior to the budget approval date. The Budget Office will work closely with the Finance and Government Committee in order to review all funds prior to submitting a proposed budget to the entire City Council.
- D. REPORTING** – Monthly financial reports will be prepared and made available to Department Managers for use in managing their budgets and to enable the Budget Director to monitor and control the budget as authorized by the City Manager.
- E. CONTROL** - Operating expenditure controls are addressed throughout these policies.

#### **V. CAPITAL BUDGET AND PROGRAM**

- A. PREPARATION** - The City's capital budget will include all capital project funds and all capital resources, excluding TIFs, PIDs, grants, and other unique projects. This budget will be prepared annually on a fiscal year basis and adopted by ordinance. The capital budget will be prepared by the Budget Office with the involvement of all required City departments.
- B. CONTROL** - All capital project expenditures must be appropriated in the capital budget , excluding TIFs, PIDs, grants, and other unique projects. The Budget Office must certify the availability of resources so an appropriation can be made before a capital project contract is presented by the City Manager to the City Council for approval.
- C. PROGRAM PLANNING** - The capital budget will include plans for a capital improvements program for future years. The planning time frame should be at least five years. The replacement and maintenance for capital items should also be projected for the next 5 years. Future maintenance and operations will be fully costed, so that these costs can be considered in the operating budget.
- D. ALTERNATE RESOURCES** - Where applicable, assessments, impact fees, and/or other user-based fees should be used to fund capital projects which have a primary benefit to certain property owners.

**E. DEBT FINANCING** - Recognizing that debt is usually a more expensive financing method, alternative financing sources will be explored before debt is issued. When debt is issued, it will be used to acquire and/or construct major capital assets with expected lives equal to or exceeding the average life of the debt issue. The exceptions to this requirement are the traditional costs of marketing and issuing the debt, capitalized labor for the design and construction of capital projects, and small component parts which are attached to major equipment purchases. The City's debt policy will guide the use and extent of debt financing.

**F. CAPITAL AND LENDING RESERVE FUND**

The City established a Capital and Lending Reserve Fund in December, 2009 which is monitored by the Budget department and accounted for by the Finance Department separately from all other funds. There are no set funding sources; however, contributions may be added to this fund by recommendation of the City Manager's Office (CMO) and the Finance and Government Committee, and must be approved by the City Council. Interest earnings and/or other proceeds from the investment of the fund's assets shall be returned to this fund.

Expenditures and disbursements from the Capital Lending and Reserve Fund must be authorized and approved by City Council action following recommendations by the City Manager's Office and the Finance and Government Committee. A plan to replenish the fund over a reasonable time frame will be included in this authorization. There may be one-time uses that will not be repaid.

**G. STREET MAINTENANCE** - The City recognizes that deferred street maintenance increases future capital costs by an estimated 5 to 10 times. In 2017, the city voted ¼ cent of its sales tax and dedicated those revenues to street maintenance. Additionally, the city devotes PILOT and franchise fee revenue to street maintenance. Every five years, the street maintenance plan will be updated.

**H. WATER/WASTEWATER MAIN REHABILITATION AND REPLACEMENT** - The City recognizes that deferred water/wastewater main rehabilitation and replacement increases future costs due to loss of potable water from water mains and inflow and infiltration into wastewater mains. Therefore, to ensure that the rehabilitation and replacement program is adequately funded, the City's will annually appropriate cash as available.

**I. GENERAL GOVERNMENT CAPITAL RESERVE** - A reserve will be maintained for general governmental capital projects. The reserve will be funded with General Fund operating surpluses. The reserve will be used for, for major capital outlay, and for unplanned projects. As soon as practicable after each fiscal year end when annual operating results are known, any General Fund operating surplus in excess of budget which is not required to meet ending resources requirements may be transferred to the reserve with the approval of the City Council.

**J. REPORTING** - Monthly financial information will be available to enable Department Managers to manage their capital budgets and to enable the Budget Office to monitor the capital budget as authorized by the City Manager.

**VI. REVENUE MANAGEMENT**

**A. SIMPLICITY** - The City will strive to keep the revenue system simple which will result in a

decrease of compliance costs for the taxpayer or service recipient and a corresponding decrease in avoidance to pay.

- B. CERTAINTY** - An understanding of the revenue source increases the reliability of the revenue system. The City will try to understand its revenue sources and enact consistent collection policies so that assurances can be provided that the revenue base will materialize according to budgets and plans.
- C. EQUITY** - The City will strive to maintain equity in the revenue system structure. That is, the City will seek to minimize or eliminate all forms for subsidization between entities, funds, services, utilities, and customers. However, it is recognized that public policy decisions may lead to subsidies in certain circumstances, e.g., senior citizen property tax exemptions or partial property tax abatement.
- D. ADMINISTRATION** - The benefits of revenue will exceed the cost of producing the revenue. The cost of collection will be reviewed for cost effectiveness as a part of the indirect cost and cost of services analysis. Where appropriate, the City will use the administrative processes of State or Federal collection agencies in order to reduce administrative costs.
- E. REVENUE ADEQUACY** - The City will require that there be a balance in the revenue system. That is, the revenue base will have the characteristic of fairness and neutrality as it applies to cost of service, willingness to pay, and ability to pay.
- F. COST/BENEFIT OF ABATEMENT** - The City will use due caution in the analysis of any tax, fee, or water and wastewater incentives that are used to encourage development. Ideally, a cost/benefit (fiscal impact) analysis will be performed as a part of such analysis. Annually, the City will also assess the current boundaries of the tax increment reinvestment zones and determine their ongoing viability.
- G. DIVERSIFICATION AND STABILITY** - In order to protect the government from fluctuations in a revenue source due to fluctuations in the economy, and variations in weather, (in the case of water and wastewater), a diversified revenue system will be maintained.
- H. NON-RECURRING REVENUES** - One-time revenues will not be used for ongoing operations. Non-recurring revenues will be used only for non-recurring expenditures. Care will be taken not to use these revenues for budget balancing purposes.
- I. PROPERTY TAX REVENUES** - Property shall be assessed at 100% of the taxable value as appraised by the Dallas Central, Ellis, and Tarrant Appraisal Districts. Reappraisals and reassessments shall be completed as required by State law. A 99.5% collection rate will serve as a minimum for tax collections with a delinquency rate of 1% or less. The 99.5% rate is calculated by dividing total current year tax collections for a fiscal year by the total tax levy for the fiscal year. All delinquent taxes will be aggressively pursued. Delinquencies greater than 150 days will be turned over to the City Attorney or a private attorney, and a penalty assessed to compensate the attorney as allowed by state law and in accordance with the attorney's contract. Annual performance criteria will be developed for the attorney.

- J. PARKS AND RECREATION VENUE SALES TAX REVENUE** – Parks and Recreation Venue sales tax revenue shall supplement, but not supplant, the funding for the Parks and Recreation System which was in place prior to 2000. No more than 49.99% of Parks and Recreation Venue sales tax revenue may be used for operations. At least 50.01% of the revenue will be dedicated to capital expenditures and debt service for Parks and Recreation System improvements and for associated reserves.
- K. EMPLOYEE INSURANCE FUND** – Since a portion of the revenue in the Employee Insurance Fund is deducted from employee paychecks for the specific purpose of providing health and life insurance coverage, no funds shall ever be transferred out of this fund to be used for any other purpose. Any additional contingency will be budgeted in the Risk Fund for added flexibility.
- L. USER-BASED FEES** - For services associated with a user fee or charge, the direct and indirect costs of that service will be offset by a fee where possible. There will be an review of fees and charges to ensure that fees provide adequate coverage of costs of services. User charges may be classified as “full cost recovery”, “partial cost recovery”, and “minimal cost recovery”, based upon City Council policy.
- M. IMPACT FEES** - Impact fees will be imposed for water and wastewater, in accordance with the requirements of state law. The staff working with the Impact Fee Advisory Committee (Planning and Zoning Commission) shall prepare a semi-annual report on the capital improvement plans and fees. Additionally, the impact fees will be re-evaluated at least every five years as required by law.
- N. IN-LIEU-OF PROPERTY TAX** - The in-lieu-of-property-tax paid by the Water/Wastewater and Solid Waste funds will be dedicated solely to street maintenance and improvements.
- O. GENERAL AND ADMINISTRATIVE CHARGES** - A method will be maintained whereby the General Fund can impose a charge to the enterprise funds for general and administrative services (indirect costs) performed on the enterprise funds’ behalf. The details will be documented in the annual indirect cost study or staff analysis.
- P. UTILITY RATES** - The City will review utility rates annually, and if necessary, adopt new rates that will generate revenues required to fully cover operating expenditures, meet the legal restrictions of all applicable bond covenants, and provide for an adequate level of working capital needs. This policy does not preclude drawing down cash balance to finance current operations. However, it is best that any extra cash balance be used instead to finance capital projects.
- Q. INTEREST INCOME** - Interest earned from investment of available monies will accumulate in a Pooled Investment Fund to use for special projects as approved by the City Manager and City Council. In specific instances or where required by law (such as forfeiture funds), interest may be assigned to a particular fund or account. .
- R. REVENUE MONITORING** - Revenues actually received will be regularly compared to budgeted revenues, and variances will be investigated. This process will be summarized in the appropriate budget report.
- S. SALES TAX REVENUE** – The State Comptrollers’ Office collects, administers, and disburses

this revenue each month. The Budget Office monitors and reports this activity reflecting any Economic Development Agreements, state audit adjustments, and refunds made to the gross collections. These adjustments are prorated back to other sales taxing entities (Crime Control & Prevention District, Park Venue, Streets, etc.) that currently exist and have not been dissolved. The General fund may absorb any adjustment variances among the sales tax entities that may result due to dissolutions.

## **VII. EXPENDITURE CONTROL**

- A. APPROPRIATIONS** – Appropriations are budgeted at the fund level. If budget amendments (increase in appropriations) are necessary, they must be approved by the City Council. Budget adjustments (transfers between line items within the same fund) are allowed as long as the adjustments do not exceed the total budgeted appropriations for that fund.
- B. VACANCY SAVINGS AND CONTINGENCY ACCOUNT** - The General Fund Contingency Account will be budgeted at a minimal amount (\$50,000). The contingency account balance for expenditures will be increased quarterly by the amount of available salary vacancy savings.
- C. CONTINGENCY ACCOUNT EXPENDITURES** - The City Council must approve all contingency account expenditures of \$50,000 or more, as discussed under Purchasing. While no approval is required, the City Council will be informed of General Fund contingency account expenditures of \$5,000 or more by memorandum in the Administrative Report. The Budget Office is responsible for submitting this memorandum to the City Manager based on information submitted by the spending department.
- D. CENTRAL CONTROL** - Significant vacancy (salary) and capital budgetary savings in any department will be centrally controlled; and, may not be spent by the department without City Manager authorization.
- E. PURCHASING** – All purchases shall be in accordance with the City’s purchasing policies as defined in the Purchasing Policy. City procurements are governed by state and federal law, as well as the city Code of Ordinances. The primary Texas Statutes that pertain to Purchasing are:
  - TEX. LOC. GOV’T CODE:
    - § 176 Disclosure of Certain Relationships with Local Government Officers; Providing Public Access to Certain Information
    - § 252 Purchasing and Contracting Authority of Municipalities
    - § 271 Purchasing and Contracting Authority of Municipalities, Counties, and Certain Other Local Governments
    - § 302 Energy Saving Performance Contracts for Local Governments
    - § 791 Interlocal Cooperation Contracts
  - TEX. GOV’T CODE:
    - § 2252 Contracts with Governmental Entity
    - § 2253 Public Work Performance and Payment Bonds
    - § 2254 Professional and Consulting Services
    - § 2258 Prevailing Wage Rates
    - § 2267 Public and Private Facilities and Infrastructure



- § 2269 Contracting and Delivery Procedures for Construction Projects

Strong ethical standards are required at all levels of the purchasing function. Purchasing personnel and City departmental staff face the challenging task of developing good vendor relations and encouraging vendor competition while avoiding even the appearance of favoritism or other ethical misconduct.

Criminal penalties are associated with attempts to avoid compliance with the state procurement laws, as detailed below.

## **Local Government Code Section 252**

### *Sec. 252.062. CRIMINAL PENALTIES*

- (a) A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly makes or authorizes separate, sequential or component purchases to avoid the competitive bidding requirements of Section 252.021. An offense under this subsection is a Class B misdemeanor.

- (b) A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly violates Section 252.021, other than by conduct described by Subsection (a). An offense under this subsection is a Class B misdemeanor.

**CLASS B MISDEMEANOR. An individual adjudged guilty of a Class B misdemeanor shall be punished by:**

- (1) a fine not to exceed \$2,000;**
- (2) confinement in jail for a term not to exceed 180 days; or**
- (3) both such fine and confinement**

- (c) A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly violates this chapter, other than by conduct described by Subsection (a) or (b). An offense under this subsection is a Class C misdemeanor.

**CLASS C MISDEMEANOR. An individual adjudged guilty of a Class C misdemeanor shall be punished by a fine not to exceed \$500.**

### *Sec. 252.063. REMOVAL; INELIGIBILITY.*

- (a) The final conviction of a municipal officer or employee for an offense under Section 252.062(a) or (b) results in the immediate removal from office or employment of that person.
- (b) For four years after the date of the final conviction, the removed officer or employee is ineligible:
  - (1) To be a candidate for or to be appointed or elected to a public office in this state;
  - (2) To be employed by the municipality with which the person served when the offense occurred; and

(3) To receive any compensation through a contract with that municipality.

(c) This section does not prohibit the payment of retirement or workers' compensation benefits to the removed officer or employee.

Several purchasing practices may appear as attempts to avoid compliance with procurement laws. They are making *component*, *separate* or *sequential purchases* and are explained below.

***“Component purchases”*** usually is an attempt to circumvent bid or proposal laws or other requirements by buying items or services through the issuance of multiple purchase orders for the component parts or services of the item versus issuing a single purchase order for the entire item or service. Repeated purchases of additional optional equipment or parts after an initial purchase may create the perception of component purchasing. An example of “Component purchasing” for an item would be to place an order for a mower under one Purchase Order and then place an order for an attachment for the mower under a different Purchase Order. An example of “Component purchases” for a service would be to place an order to have the grass mowed and place another order to have the weeds pulled, and another separate order to have the area edged.

***“Separate purchases”*** are very similar to “component purchases” but are usually less likely to be a direct attempt to circumvent bid or proposal laws or other statutory/policy requirements. Items or services that are purchased under separate orders that should be ordered under a single purchase order or contract could be considered “separate purchases”. An example of “separate purchases” would be to place an order with one vendor to perform construction framing services; place a separate order with another vendor to install sheet rock; place a separate order with another vendor to paint; and etc. Another example of “separate purchases” would be to place an order with a vendor to document management system for department “A” and then place a separate order for document management system for another department.

***“Sequential purchases”*** of like items or services over the course of a consecutive 365 day period may exceed the state competitive procurement requirements. In some cases sequential purchasing is unintentional. It may result from needs that could not be anticipated. It may also result from lack of centralization of the purchasing function as one department may not know that another department is purchasing the same goods or services. However, some sequential purchasing is intentional, and must be avoided at all costs. A good example of “Sequential purchasing” would be office supplies. Many departments do not individually purchase office supplies in values that exceed the limits of competitive procurement requirements. However, the value of office supplies purchased by all City departments far exceeds the limits at which competitive bidding is required. This is one reason that the Purchasing Division solicits bids and awards annual price agreement contracts for items and services. Operating departments are encouraged to bring to the attention of Purchasing any items or services that are not on a price agreement contract and for which the anticipated usage will be near or exceed the \$50,000 threshold.

**F. PROFESSIONAL SERVICES** - Professional Services Contracts consist of the following services: Certified Public Accountant, Architect, Physician, Optometrist, Surgeon, Surveyor, Professional Engineer, Interior Designer, Insurance, Real Estate Appraisers,. Professional services will generally be processed through a request for qualifications or proposals process, except for smaller contracts. The City Manager may execute any professional services contract except for insurance

less than \$50,000 provided there is an appropriation for such contract. While City Council approval of other contracts less than \$50,000 is not required, the Budget Office will inform the City Manager and the the City Council whenever a professional services contract of \$5,000 or more is approved.

**G. PROMPT PAYMENT** - All invoices will be paid within 30 days of receipt in accordance with the prompt payment requirements of State law. Procedures will be used to take advantage of all purchase discounts where considered cost effective. However, payments will also be reasonably delayed in order to maximize the City's investable cash, where such delay does not violate the agreed upon payment terms.

**H. EQUIPMENT FINANCING** - Equipment may be financed when the unit purchase price is \$10,000 or more and the useful life is at least two years. General Fund equipment financing and equipment for the Parks and Recreation programs that were funded in the General Fund prior to fiscal year 2000 will be accounted for in the Equipment Acquisition Fund, along with related professional services costs including long range plans and studies.

**I. INFORMATION TECHNOLOGY –**

Certain information technology acquisitions will be centrally funded from the Information Technology (I/T) Capital Project Fund. Acquisitions from this fund may include all related professional services costs for researching and/or implementing an information technology project. Lease cost is also an eligible expense.

Items to be paid for in other funds include: The cost of repair and maintenance, supplies and replacement parts; acquisition of radios, telephones and pagers; on-going personnel costs; and, items acquired for a new position which will be budgeted with the position.

Annual funding of between \$250,000 and \$500,000 for replacements and between \$250,000 and \$500,000 for new technology will be provided through transfers from the General Fund and Water Wastewater Fund based on the relative amount of their budgeted ending resources.

Additional funding above the base amount may be provided for major projects with available one-time sources including debt proceeds.

**VIII. ASSET MANAGEMENT**

**A. INVESTMENTS** - The City's investment practices will be conducted in accordance with the City Council approved Investment Policies.

**B. CASH MANAGEMENT** - The City's cash flow will be managed to ensure all expenses can be paid with cash on hand.

**C. INVESTMENT PERFORMANCE** - A quarterly report on investment performance will be provided by the Chief Financial Officer to the City Manager for presentation to the City Council.

**D. FIXED ASSETS AND INVENTORY** - These assets will be reasonably safeguarded and properly accounted for, and prudently insured.

## IX. FINANCIAL CONDITION AND RESERVES

- A. NO OPERATING DEFICITS** - Current expenditures will be paid with current revenues. Deferrals, short-term loans, or one-time sources will be avoided as budget balancing techniques. Reserves will be used only for emergencies or non-recurring expenditures, except when balances can be reduced because their levels exceed guideline minimums.
- B. INTERFUND LOANS** - Non-routine interfund loans shall be made only in emergencies when other temporary sources of working capital are not available and with the approval of the City Council. At the time an interfund loan is considered, a repayment plan prior to fiscal year end shall also be considered. A fund will only lend money that it will not need to spend for the next 365 days. A loan may be made from a fund only if the fund has ending resources in excess of the minimum requirement for the fund. Loans will not be made from the City's enterprise funds (Water/Wastewater, Solid Waste, etc.) except for projects related to the purpose of the fund. Total interfund loans outstanding from a fund shall not exceed 15% of the target fund balance for the fund. If any interfund loan is to be repaid from the proceeds of a future debt issue, a proper reimbursement resolution will be approved at the time the loan is authorized.
- C. OPERATING RESERVES** – **A key element of the financial stability of the City is to establish guidelines for fund balance. Unassigned fund balance is an important measure of economic stability. It is essential that the City maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures and similar circumstances. Fund balance also provides cash flow liquidity for the City's general questions.**

### Definitions:

Fund Equity is generally the difference between its assets and liabilities. Fund Balance is an accounting distinction made between the portions of fund equity that are spendable and non-spendable. These are broken up into five categories:

- (1) Non-spendable includes amounts that are not in a spendable form or required to be maintained intact (i.e., Inventory, prepaid assets, permanent funds, etc.).
- (2) Restricted includes amounts that can be spent only for specific purposes either constitutionally or through enabling legislation (e.g., grants and child safety fees).
- (3) Committed includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. Commitments may be changed or lifted only by the government taking the same formal action that imposed the constraint originally.

The City Council is the highest level of decision-making authority and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Council. The resolution must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period.

- (4) Assigned comprises amounts intended to be used by the government for specific purposes.

Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. In governmental funds (other than the General Fund), assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in these funds are, at a minimum, intended to be used for the purpose of that fund.

The City Council has authorized the City Manager as the official authorized to assign fund balance to a specific purpose as approved by the fund balance policy.

- (5) Unassigned is the residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose.

Failure to meet the minimum unassigned fund balance will be disclosed to the City Council as soon as the situation is recognized, and a plan to replenish the ending resources over a reasonable time frame shall be adopted.

- (a) The General Fund available fund balance will be maintained at a level of at least 50 days expenditures.
- (b) The combined ending resources of the Water/Wastewater shall be maintained at a level at least 80 days expenditures. The annual budget shall target rating agency standards.
- (c) The ending resources of the Parks and Recreation Venue Fund will be maintained at a level at least 80 days of budgeted Parks and Recreation Venue Sales Tax revenue. EPIC Surplus Operating Reserve Fund - \$1,000,000 will be maintained during the term of the outstanding debt schedule for EPIC. This amount is funded by surplus sales tax collections.
- (d) The Pooled Investment Fund resources balance should be maintained at a level equal to .50% times the value of the investment portfolio.
- (e) All other enterprise funds, including the Risk Management Fund and Employee Insurance Fund, should be maintained at a level equivalent to a minimum of 45 days expenditures.

Order of Expenditure of Funds – When multiple categories of fund balance are available for expenditure, the City will start with the most restricted category and spend those funds first before moving down to the next category with available funds.

- D. RISK MANAGEMENT RESERVES** - The City will aggressively pursue every opportunity to provide for the public's and City employees' safety and to manage its risks.

Property, Liability, Workers Comp Reserves – Cash Reserves of no less than 85% of the actuarially determined incurred but not reported (IBNR) costs shall be maintained in the Risk Management Fund.

Employee Insurance Reserves – Cash Reserves of no less than 100% of actuarially determined incurred but not reported (IBNR) costs shall be maintained in the Employee Insurance Fund.

Employee Insurance Stop Loss Reserves – The City will self-fund its employee health insurance stop loss. A cash reserve will be established to fund the stop loss reserve. The City's goal will be a \$2,000,000 stop loss reserve. This goal will be reviewed on an annual basis during the budget preparation process to evaluate the funding level adequacy.

Contingency Reserves – The City will self-fund a reserve in the employee insurance fund, up to \$1,000,000 to help offset claim years that result in higher than expected losses in order to preserve stability in the fund. This reserve is not actuarially required, but has been determined a sound process by actuaries reviewing the insurance fund due to volatility of claims that can occur. This reserve will be rebuilt, in whole or part, as funding is available, up to the maximum, during each budget year.

**E. LOSS FINANCING** - All reasonable options will be investigated to finance losses. Such options may include risk transfer, insurance, and risk retention. Where risk is retained, reserves will be established based on a calculation of incurred but not reported (IBNR) claims and actuarial determinations. Such reserves will not be used for any purpose other than for financing losses.

**F. ENTERPRISE FUND SELF-SUFFICIENCY** - The City's enterprise funds' resources will be sufficient to fund operating and capital expenditures. The enterprise funds will pay (where applicable) their fair share of general and administrative expenses, in-lieu-of-property taxes and/or franchise fees. If an enterprise fund is temporarily unable to pay all expenses, then the City Council may waive general and administrative expenses, in-lieu-of-property taxes and/or franchise fees until the fund is able to pay them. The City Council may pay out-of-pocket expenses that a fund is temporarily unable to pay with interfund loans, to be repaid at a future date.

**G. LANDFILL RESERVES** – A series of cash reserves will be funded to help ensure stable customer rates and long term financial security for the City's landfill. The amounts required will be reviewed no less frequently than every second year.

Liner Reserve – An amount will be set aside from operations annually so that sufficient funds have accumulated to pay for the next liner when required. The amount set aside will be based on the average annual amount actually paid for liners over the most recent three year period, modified for known scope changes, if any, anticipated in the next liner project.

Equipment Replacement – An amount will be set aside from operations annually approximately equal to the average annual depreciation cost of all landfill equipment, based on estimated replacement cost less salvage value.

Closure/Post Closure – The reserve required according to Generally Acceptable Accounting Principles (GASB Statement No.18) will be accumulated over time through annual contributions from operations so that sufficient funds are on hand at the end of the life of the landfill to pay closure/post closure costs.

Landfill Replacement – The City's goal will be to fund the amount estimated to be required to provide a replacement solid waste disposal facility by the end of the life of the landfill through annual contributions from operations. The amount funded will be based on the average of the cost of two or more replacement alternatives as estimated by Public Works.

Capital Projects/Emergency Reserve – An amount approximately equal to the average annual amount required for miscellaneous capital improvements at the landfill will be provided annually from operations. Additionally, approximately one year’s average annual amount will be retained in the fund to provide for miscellaneous, moderate emergencies.

**H. CEMETERY CARE AND MAINTENANCE FUND** – In accordance with Section 713.002 of the Health and Safety Code, the City shall contribute 15% of every sale of burial rights (including graves, lawn crypts, and mausoleum crypts and columbaria niches) within the cemetery to the Cemetery and Maintenance Care Fund. The principal amount contributed to the fund will be non-expendable. Interest earned on the fund balance shall be used for the care and preservation of cemetery grounds.

**I. CEMETERY PREPAID SERVICE FEE ESCROW** – The Parks and Recreation Department is authorized to collect prepaid burial service fees from patrons of the cemetery. When collected, such fees will be deposited into the Cemetery Prepaid Service Fee Escrow account and a separate record of each patron’s deposit will be maintained by the Parks and Recreation Department. Upon delivery of the burial service to the patron, the amount on deposit will be transferred into the Cemetery Fund as revenue. Any interest earned on the Prepaid Service Fee Escrow account balance will be revenue to the Cemetery Fund. In the event the burial service is not delivered, the Parks and Recreation Department may refund the original amount paid without interest.

**J. WATER/WASTEWATER RATE STABILIZATION FUND** –

A Water/Wastewater Rate Stabilization Fund shall be established by ordinance as a fund and maintained separately from other funds. Its purpose will be to protect rate payers from excessive utility rate volatility. It may not be used for any other purpose. It will be funded with surplus revenues of the Water/Wastewater Fund and interest earnings. The City’s goal will be to maintain the Fund’s assets at a minimum of 7.5% of budgeted operating expenditures.

## **X. DEBT MANAGEMENT**

**A. GENERAL** - The City’s borrowing practices will be conducted in accordance with Debt Management Policies approved by the City Manager and City Council.

**B. SELF-SUPPORTING DEBT** – When appropriate, self-supporting revenues will pay debt service in lieu of tax revenues.

**C. ANALYSIS OF FINANCING ALTERNATIVES** - The City will explore all financing alternatives in addition to long-term debt including leasing, grants and other aid, developer contributions, impact fees, and use of reserves or current monies.

**D. VOTER AUTHORIZATION** - The City shall obtain voter authorization before issuing General Obligation Bonds as required by law. Voter authorization is not required for the issuance of Revenue Bonds, Tax Notes or Certificates of Obligations. However, the City may elect to obtain voter authorization for Revenue Bonds.

## **XI. STAFFING AND TRAINING**

**A. ADEQUATE STAFFING** - Staffing levels will be adequate for the fiscal functions of the City to function effectively. Overtime shall be used only to address temporary or seasonal demands that require excessive hours. Workload shedding alternatives will be explored before adding staff.

**B. TRAINING** - The City will support the continuing education efforts of all financial staff including the investment in time and materials for maintaining a current perspective concerning financial issues. Staff will be held accountable for communicating, teaching, and sharing with other staff members all information and training materials acquired from seminars, conferences, and related education efforts.

**C. AWARDS, CREDENTIALS** - The City will support efforts and involvements which result in meeting standards and receiving exemplary recitations on behalf of any of the City's fiscal policies, practices, processes, products, or personnel. Staff certifications may include Certified Public Accountant, Certified Management Accountant, Certified Internal Auditor, Certified Payroll Professional, Certified Government Finance Officer, Professional Public Buyer, Registered Tax Assessor/Collector, and Certified Cash Manager, and others as approved by the City Manager upon recommendation of the Chief Financial Officer.

## **XII. GRANTS**

**A. APPLICABLE LAWS** – The City shall adhere to federal and state laws and regulations related to grants.

(a) Federal grants are governed by and the City shall adhere to Federal Register Title 2, Subtitle A, Chapter II, Part 200 - *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Grant Guidance).

(b) State grants are governed by and the City shall adhere to Local Government Code Title 7, Chapter 783 - *Uniform Grants Management Standards* issued by the Governor's Office of Budget and Planning for the State of Texas.

**B. AUTHORITY** – The City Council determines the goals and priorities of the City. All grant-funded activities/programs are assessed and approved by the City Council to ensure that (1) the activity/program is consistent with these goals and priorities; (2) grant financial assistance is needed; and (3) grant proposals and budgets accurately reflect these goals and needs.



While the City Council approves all grant activities/programs, the Council may delegate authority to the City Manager to accept grant awards and execute all grant-related documents.

- C. BUDGETING** – A comprehensive needs assessment is conducted and approved by the City Council during the annual budget process. This assessment will be used for developing all federal and state grant budgets. Depending on the type of grant, the budget process may be done during the writing of the grant or after amounts are awarded.
- D. INDIRECT COSTS** – When allowable, indirect costs may be included when formulating budgets prior to application submission. The rates are determined by the Budget Department and approved by the City’s cognizant agency and are effective for the period October 1 – September 30 of each grant year.
- E. SOLICITATION** – It is the responsibility of City Departments to locate grant sources, determine the appropriateness of the grant, prepare council communications regarding applications and/or grant offers, and draft grant applications for submission for grants which would be cost beneficial and meet the City’s objectives.
- F. SUPPLEMENT NOT SUPPLANT – FEDERAL GRANTS** – The City has implemented guidelines to ensure compliance with federal fiscal requirement of supplement, not supplant. The purpose of the procedures is to ensure that the level of state and local support for programs remains at least constant and is not replaced by federal funds. Federal funds are used to supplement (add to, enhance, to expand, create something new, increase) the funds available from non-federal sources, and not to supplant (replace or take the place of) the existing non-federal funds.
  - (a) Federal funds may be used only to provide supplemental or augment the programs generally offered with state and local funds.
  - (b) Federal funds may be used only to provide supplemental services that would not have been provided had the federal funds not been available.
  - (c) State and local funds which previously funded activities may not be diverted to another purpose simply because federal funds are now available to fund those activities. In other words, the use of federal funds may not result in a decrease in state and local funds for a particular activity, which, the absence of the federal funds, would have been available to conduct the activity.
  - (d) Federal funds must supplement or augment that which must be provided by state law, or any activities which have been adopted as policy by the City to fund from non-federal sources.
  - (e) If federal funds are used to enhance or expand a state mandate or city policy, the federal supplementary activities must be separately identified and clearly distinguishable from the activities identified as necessary for implementing a state mandate or city policy as outlined in the implementation plan.

**G. PROCUREMENT** – In addition to City procurement policies and guidelines as outlined in the City’s Purchasing Policy, all applicable procurement requirements of federal and state grant fund regulations, other applicable laws and regulations, and Office of Management and Budget (OMB) circulars apply to the use of grant funds.

**H. COMPLIANCE** – The City shall comply with *specific* terms and conditions as set forth in Federal and State Grant Award Notifications (GAN). GANs may also include *general* terms and conditions. Should there be any inconsistency between the (1) *specific* terms and conditions, and (2) *general* terms and conditions, *specific* terms and conditions will govern.

If *general* or *specific* terms and conditions conflict with City policies and procedures, the most conservative rule will govern.

**I. MANAGEMENT** – Grant management lies within each Department of the City under the direction of Department Directors. Department Directors are accountable to the City Manager, the City Council, and to the granting agencies for the financial and regulatory administration of Federal, State and local financial assistance awarded to the City.

Grant management shall be in accordance with the City’s Grant Management Guidelines and Procedures Manual. Applications will be sent to Finance prior to submission in order to establish appropriate accounting and reporting, as well as to ensure appropriate banking information is provided to the grantor.

**J. SECTION 8 OPERATING RESERVES** - Section 8 reserves shall only be used for housing related expenditures in compliance with Department of Housing and Urban Development (HUD) regulations.

- b. A minimum threshold reserve of \$250,000 shall be maintained for Section 8 purposes to provide funding for future administrative and housing assistance payments in case funding from HUD is not sufficient. Such an insufficiency might become the responsibility of the City should unforeseen market or economic conditions, changes in HUD policy, or human error result in a Section 8 deficit.
- c. In addition to the minimum reserve, a contingency account of up to \$50,000 may be established annually which may, with the approval of the City Manager or, if appropriate, the City Council, be used for unforeseen, unbudgeted housing-related items.
- d. Amounts in excess of the \$250,000 minimum reserve and contingency account may be used for housing-related projects implemented by the Housing and Neighborhood Services Department (HNS) and approved by the City Council.
- e. Funds may be temporarily loaned from the \$250,000 minimum threshold reserve to finance housing-related projects if, in the judgment of the HNS Director and the City Council, the funds will not be required in the near future to cover a Section 8 deficit. At the time such a loan is approved, a repayment plan must also be approved.

**K. CDBG PROGRAMS** - City Council approval shall be required to add any new activity after adoption of the final budget. If the project cost of the new activity will be greater than 10% of the

total budget, the addition shall be submitted to HUD for approval.

### **XIII. ANNUAL REVIEW & REPORTING**

- A.** These financial management policies will be reviewed administratively by the City Manager at least annually, prior to preparation of the operating budget and will be presented to the City Council for confirmation of any significant changes.
- B.** The Chief Financial Officer will report annually to the Finance and Government Committee on compliance with these policies.



## Legislation Details (With Text)

<b>File #:</b>	20-9757	<b>Version:</b>	1	<b>Name:</b>	Resolution approving a Gateway Monument Agreement with Texas Department of Transportation for Loyd Park Gateway monument construction at the SE corner of SH 360 and Ragland Road.
<b>Type:</b>	Resolution	<b>Status:</b>			Consent Agenda
<b>File created:</b>	1/24/2020	<b>In control:</b>			Engineering
<b>On agenda:</b>	2/4/2020	<b>Final action:</b>			
<b>Title:</b>	Resolution approving a Gateway Monument Agreement with Texas Department of Transportation for Loyd Park Gateway monument construction at the SE corner of SH 360 and Ragland Road				

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Interlocal-Interlocal Gateway Mon Ragland Road and SH 360.pdf](#)

Date	Ver.	Action By	Action	Result
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### From

max

### Title

Resolution approving a Gateway Monument Agreement with Texas Department of Transportation for Loyd Park Gateway monument construction at the SE corner of SH 360 and Ragland Road

### Presenter

Walter Shumac, Director of Transportation and Romin Khavari, City Engineer

### Recommended Action

Approve

### Analysis

On January 7, 2020, the City Council awarded a construction contract to McMahon Contracting for Paving, Drainage and Water improvements in Ragland Road and Day Miar Road; the project also included the construction of a new Gateway monument with landscaping in SH 360 right-of-way at Ragland Road.

The Texas Department of Transportation (TxDot) owns and maintains a system of highways, including SH 360 in Tarrant County, Texas, for public use and benefit. The State agrees to allow the City to construct a gateway monument within the State's right-of-way, subject to the City agreeing to provide funding for the construction of the structure referred to as the "Gateway Monument," which is proposed for the southeast corner of SH 360 at Ragland Road. The City agrees to provide long term maintenance activities for the structure, including landscaping, irrigation and lighting associated with the "Gateway Monument" through the use of City forces, contractors, or other means satisfactory to the City and State. The City will be responsible for the removal of any graffiti on the "Gateway Monument" in a timely manner and the graffiti removal will be included in a monument maintenance program.

TxDot has stated that the City does not need to alter the existing Municipal Maintenance Agreement.

A request for permit was submitted to TxDot for a gateway monument. The City is required to execute a resolution for a Gateway Monument Interlocal Agreement with TxDot for the maintenance of the monument and landscaping.

#### **Financial Consideration**

There is no cost to the City associated with this Interlocal Agreement. The cost of the construction and maintenance is covered under separate council items.

#### **Body**

### **A RESOLUTION OF THE CITY OF GRAND PRAIRIE, TEXAS, RECOMMENDING THE APPROVAL OF THE PROPOSED CONSTRUCTION OF A GATEWAY MONUMENT AND REQUESTING TXDOT'S PERMISSION FOR INSTALLATION OF SAID GATEWAY MONUMENT AT PROPOSED HIGHWAY RIGHT OF WAY**

- as, the "Gateway Monument" site at State Highway 360 (SH 360) and Ragland Road is located in the City of Grand Prairie, Texas, and therefore, the City of Grand Prairie has jurisdiction; and
- as, the City Council has approved the content on the proposed "Gateway Monument" which reads "Grand Prairie" and is done according to TxDot's specifications; and
- as, the City of Grand Prairie, Texas will provide funding for the proposed "Gateway Monument" project; and
- as, the Grand Prairie City Council ensures that the City of Grand Prairie will maintain said "Gateway Monument" and any landscaping and lighting associated with said "Gateway Monument"; and
- as, the City of Grand Prairie also agrees to include the removal of any graffiti in a timely manner on said "Gateway Monument" to its monument maintenance program; and
- as, the City of Grand Prairie also agrees to restore the said "Gateway Monument", as needed; and
- as, the City of Grand Prairie hereby proposes its schedule for commencing and completing said project's installation to be a start date of February 2020 to a completion date of November 2020 barring no complications;

**NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of GRAND PRAIRIE, Texas that:**

1. The City of Grand Prairie, in accordance with TxDot's requirements that the City of Grand Prairie hereby supports the installation of said "Gateway Monument" and request that TxDot permit said "Gateway Monument" is installed within TxDot's operational highway right-of-way located at SH 360 and Ragland Road that is located within the City of Grand Prairie, Texas.
2. The City Manager is authorized to execute an Interlocal Agreement with TxDot for the Great Southwest Parkway Gateway Monument.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS, FEBRUARY 4TH, 2020.**



**Interlocal Agreement**  
**Contract Services Transmittal Form**

<b>From:</b>  (District/Division/Office)	<b>Contact Person:</b>  <b>Phone No.:</b>
<b>Subject:</b> Grand Prairie Loyd Park Monument Sign	
Other Entity City of Grand Prairie	<b>Contract Maximum Amount Payable</b>
Are any federal funds used in this contract? No	
Is the other party to this contract a county? Yes _____ No <u>  x  </u>  Does this contract involve the construction, improvement, or repair of a building or road? Yes <u>  x  </u> No _____  If the answer to both questions is yes, a resolution from the commissioners court must be included as Attachment D.	
Was the standard interlocal or amendment format modified? Yes _____ No <u>  x  </u>  If modified, date of Contract Services approval: _____  Modifications made are as follows:	

**GATEWAY MONUMENT  
AGREEMENT**

**THE STATE OF TEXAS   §**

**COUNTY OF TRAVIS       §**

**THIS AGREEMENT** is made by and between the State of Texas, acting by and through the Texas Department of Transportation, hereinafter called the "State", and the City of Grand Prairie, acting through its duly authorized officials, as evidenced by Resolution or Ordinance Number ###-###-###, dated ##-##-2020, hereinafter called the "Local Entity".

**BACKGROUND**

The State owns and maintains a system of highways, including State Highway 360 (SH360) in Tarrant County, Texas, for public use and benefit. The State agrees to allow for the construction of a Gateway Monument within the State's right of way and the Local Entity agrees to construct the Monument and to conduct the long term maintenance for this structure located at the southeast corner of SH360 and Ragland Road, referred to as the "Gateway Monument," more specifically described in **Attachment "A,"** Project Map, which is attached hereto. The Local Entity will conduct the Monument's long term maintenance activities through the use of Local Entity forces, contractors, or other means satisfactory to the Local Entity and the State.

**THEREFORE**, in consideration of the mutual promises contained in this Agreement, the parties agree to the following.

**A G R E E M E N T**

**SECTION 1. PERIOD OF THE AGREEMENT**

This Agreement becomes effective when finally executed by the State and shall continue unless or until otherwise terminated as provided by this agreement.

**SECTION 2. FINANCIAL RESPONSIBILITIES**

All costs covered by this agreement including design, engineering, testing, construction, installation, access for maintenance, maintenance, labor, materials, supplies, traffic control, additional improvements, and if required, removal of the Gateway Monument, shall be the responsibility of the Local Entity.

Any administrative costs associated with the Gateway Monument that are incurred by the State, such as those related to proposal review, as well as developing, issuing, and monitoring the Agreement for approved the Gateway Monument project shall be the responsibility of the State.



### SECTION 3. RESPONSIBILITY OF THE PARTIES

#### A. The Local Entity agrees to:

1. Provide Gateway Monument design plans to the State before execution of this agreement according to TxDOT policy and, upon final approval, furnish and construct the Gateway Monument according to plans approved by the State, which are set out more specifically in **Attachment "B,"** Local Entity's Final Gateway Monument Proposal, which is attached to this Agreement, and include any other related installation items that may be required; and
2. Furnish, erect, and maintain any barricades, signs and traffic handling devices, in accordance with the latest Texas Manual of Uniform Traffic Control Devices (MUTCD) and to the satisfaction of the State related to this project, as may be required to protect the safety of the public; and
3. Conduct periodic inspections of the Gateway Monument as deemed necessary; and
4. Provide for the construction and maintenance of all associated appurtenances that are considered by the State to be a part of the project. The Local Entity further agrees to remove such items from the project's location and restore the area to the satisfaction of the State upon termination of this Agreement in accordance with Section 9.

#### B. The State agrees to:

1. Review and evaluate the Gateway Monument proposal submitted by the Local Entity with due consideration to safety (location, potential for motorist distraction, accessibility for maintenance, etc.), aesthetics, community support and maintainability; and
2. Coordinate with other TxDOT Divisions, as appropriate, as well as interact with the Federal Highway Administration (FHWA) for input, review and approval; and
3. Cooperate with the Local Entity to determine the requirements for barricades, signs, and traffic handling devices to be used by the Local Entity during the construction and maintenance of the Gateway Monument; and

4. Provide maintenance access to the project location for the Local Entity or for its Contractor or group, and if possible, from outside the highway right of way; and
  5. Conduct periodic inspections of the Gateway Monument as deemed necessary.
- C. The Local Entity and State further agree that nothing contained in this Agreement will be construed to:
1. Give either party the power to direct and control the day-to-day activities of the other; or
  2. Constitute the parties as partners, joint venturers, co-owners, or otherwise as participants in a joint or common undertaking; or
  3. Allow either party to create or assume any obligation on behalf of the other party for any purpose whatsoever.

#### **SECTION 4. DESIGN AND PLACEMENT OF GATEWAY MONUMENTS**

- A. Gateway Monuments shall be designed and placed so as to:
1. Be freestanding.
  2. Feature only the letters of the community name and/or officially adopted seal.
  3. Include, if required by TxDOT, approved protective graffiti coatings.
  4. Be appropriate to its proposed setting and community context.
  5. Be in proper size and scale with its surroundings.
  6. Be composed of materials that are durable for the projected life span of the project.
  7. Be located beyond the clear zone, for both main lane traffic and frontage road traffic.
  8. Be located where maintenance can be safely performed, as specified in the Gateway Monument Agreement, and in conformance with TxDOT procedures.
  9. Be subject to the review and approval of TxDOT in consideration of design, size, and scale for appropriate integration on urban or rural highway features.

B. Gateway Monuments shall not:

1. Be allowed within the center median areas of interstate highway rights-of-way.
2. Contain religious, political, special interest, private, or commercial messages of any sort, including, but not limited to, symbols, logos, business names, trade names, jingles, or slogans.
3. Contain any displays of any sort, advertising, decorative banners, flags, or flag poles.
4. Display telephone numbers, street addresses, or Internet addresses.
5. Interfere with airspace above the roadway.
6. Create a distraction to the motoring public; for example, the Gateway Monument shall be large enough to interpret at highway speed, but not be so large that it demands attention from the motorist.
7. Include reflective or glaring surface finishes.
8. Include illumination that impairs or distracts the vision of transportation system users. Other lighting may be permitted.
9. Display blinking or intermittent or moving lights, including changeable message signs, digital displays, or lighted static displays such as LED.
10. Include moving elements (kinetic art) or simulate movement.
11. Include water features of any sort.
12. Interfere with official traffic control devices, nor interfere with the operational right-of-way above the roadway.
13. Be placed within State right-of-way upon trees, or painted or drawn upon rocks or other existing natural features.
14. Make use of or simulate colors or combinations of colors usually reserved for official traffic control devices described in the Texas Manual on Uniform Traffic Control Devices.

15. Require the removal of trees or other vegetation for visibility, or harm trees during construction. Pruning of tree branches or roots, and removal of shrubs should be avoided.
16. Negatively impact existing highway features, including existing signs, irrigation systems, necessary drainage patterns, and facilities.

#### **SECTION 5. MAINTENANCE**

The Local Entity shall provide regularly scheduled maintenance, as described in **Attachment "B,"** the Local Entity's Final Gateway Monument Proposal, for its projected lifespan. Maintenance shall include, but not be limited to, restoration work to maintain the integrity of the approved Gateway Monument, maintenance of any associated landscaping or lighting, and graffiti removal. Gateway Monuments shall be kept clean, free of graffiti, and in good repair. Graffiti removal shall conform to the most current TxDOT policies and guidelines, which require prompt removal of offensive messages and timely removal of all other graffiti. Maintenance practices of the Local Entity or its agent shall protect air and water quality as required by federal and state law.

#### **SECTION 6. MONUMENT REMOVAL**

The Local Entity shall remove the Gateway Monument covered by this agreement, if in the opinion of TxDOT, it creates safety or operational concerns due to deterioration or inadequate maintenance or upon termination of the main Gateway Monument Agreement. TxDOT will notify the Local Entity when it has determined that the Gateway Monument requires special attention. In the event the Local Entity fails to maintain, repair, rehabilitate, or remove the Gateway Monument in a timely manner, TxDOT may choose to remove the Gateway Monument after thirty (30) days following notification to the Local Entity, and bill the Local Entity for all costs of removal and restoration of the area.

TxDOT reserves the right to remove the Gateway Monument due to construction, rehabilitation, violation of the terms of this agreement, or other necessary activities affecting the transportation facilities without any obligation, compensation to, or approval of the Local Entity. TxDOT will strive to notify the Local Entity of its intent to remove the Gateway Monument to allow for timely removal and salvage by the Local Entity, if possible.

TxDOT reserves the right to remove or alter any Gateway Monument that presents an immediate safety hazard to the public without delay or advanced notification to the Local Entity.

#### **SECTION 7. USE OF CONTRACTOR OR GROUP**

The Local Entity shall have the right to engage any responsible Contractor or group to perform or provide any portion of the Local Entity's Gateway Monument

activities specified in this Agreement. However, notwithstanding this provision, the Local Entity shall continue to remain responsible to the State to ensure performance of all its duties and responsibilities specified in this Agreement. The Local Entity shall ensure that any Contractor or group complies with all provisions of this agreement, and federal, state, and local laws, and regulations as may be applicable.

In the event the Local Entity engages a Contractor to perform Gateway Monument construction or maintenance activities under this Agreement, the Local Entity shall ensure that said Contractor shall indemnify the State for any and all damages and claims for damages by said Contractor, its employees, agents, or representatives, including any claims resulting from bodily injury or death to others, or, for loss of or damage to property of others, arising out of, incident to, or in any manner connected to Gateway Monument construction or maintenance activities, and, for any or all liability arising from the negligent acts of said Contractor, its employees, agents, or representatives.

In the event the Local Entity engages and approves a responsible group to perform Gateway Monument construction or maintenance activities under this Agreement, the Local Entity shall require and ensure that said Contractor or group follow all the terms of this Agreement as well as all Attachments.

#### **SECTION 8. INDEMNIFICATION**

- A. The Local Entity and the State each acknowledge responsibility for the acts, deeds, errors and omissions of its own employees. The parties agree that the Texas Tort Claims Act pertaining to governmental liability for tortious conduct and/or property damage shall apply to this Agreement.
- B. The Local Entity shall also indemnify and save harmless the State from any and all expense, including, but not limited to, attorney fees, which may be incurred by the State in litigation or otherwise resisting a claim or liabilities that may be imposed on the State as a result of error, omission, or act of the Local Entity, its agents, or its employees.

#### **SECTION 9. TERMINATION**

This Agreement may be terminated under any of the following conditions:

- A. By mutual written agreement and consent of both parties; or
- B. By either party upon giving the other party thirty (30) days prior written notice; or
- C. By the State, in the event the State determines that the Gateway Monument is not in the best interest of the traveling public.

If either party terminates this Agreement, as provided herein, the Local Entity will be responsible for repair or removal of the Gateway Monument. In the event that the Local Entity does not provide the repair or removal services, the State may remove or repair the Gateway Monument and shall be entitled to reimbursement from the Local Entity for any reasonable costs incurred by the State to restore the State's right of way to its original condition.

#### **SECTION 10. AMENDMENTS**

Amendments to this Agreement shall be in writing and shall be executed by both parties.

#### **SECTION 11. AUDIT**

The state auditor may conduct an audit or investigation of any entity receiving funds from the state directly under the contract or indirectly through a subcontract under the contract. Acceptance of funds directly under the contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. An entity that is the subject of an audit or investigation must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.

#### **SECTION 12. SUCCESSORS AND ASSIGNS**

Subject to the provisions of Section 7, the Local Entity shall not assign or otherwise transfer its rights and obligations under this Agreement except with prior written consent of the State, and any prohibited assignment or transfer shall be null and void.

#### **SECTION 13. REMEDIES**

This Agreement shall not be considered as specifying the exclusive remedy for any default. All legal remedies may be pursued by either party and shall be cumulative.

#### **SECTION 14. INSURANCE**

If this agreement authorizes the Local Entity or its contractor to perform any work on State right of way, before beginning work, the entity performing the work shall provide the State with a fully executed copy of the State's Form 1560 Certificate of Insurance verifying the existence of coverage in the amounts and types specified on the Certificate of Insurance for all persons and entities working on the State right of way. This coverage shall be maintained until all work on the State right of way is complete. If coverage is not maintained, all work on State right of way shall cease immediately, and the State may recover damages and all costs of completing the work.

**SECTION 15. NOTICES**

All notices to either party by the other under this Agreement shall be delivered personally or sent by U.S. mail, postage prepaid, addressed to such party at the following addresses:

<b>STATE :</b> Texas Department of Transportation District Engineer (mailing address) _____ _____ _____, Texas _____	<b>LOCAL ENTITY:</b> City of <u>Grand Prairie</u> Attn: <u>Walter Shumac, III, P.E.</u> <u>Director of Transportation Services</u> _____ _____
---	---

**SECTION 16. GRATUITIES**

Texas Transportation Commission policy mandates that employees of the State shall not accept any benefits, gifts, or favors from any person doing business or who reasonably speaking may do business with the State under this Agreement. The only exceptions allowed are ordinary business lunches and items that have received advanced written approval of the Texas Department of Transportation Executive Director. Any person doing business with or who may reasonably speaking do business with the State under this Agreement may not make any offer of benefits, gifts or favors to State employees, except as mentioned here above. Failure on the part of the Local Entity to adhere to this policy may result in the termination of this Agreement.

**SECTION 17. SIGNATORY WARRANTY**

Each signatory warrants that the signatory has necessary authority to execute this agreement on behalf of the entity represented.

**SECTION 18. INCORPORATION OF PROVISIONS**

Attachments "A" and "B" are made part of this contract. The parties shall comply with the provisions of Attachments "A" and "B" as if they were set forth in full within the body of this contract.

**THEREFORE**, the Parties have executed this Agreement in duplicate originals.

**THE CITY OF** \_\_\_\_\_

**THE STATE OF TEXAS**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Certified as being executed for the purpose and effect of activating and/or carrying out the orders, established policies or work programs heretofore approved and authorized by The Texas Transportation Commission

Attest: \_\_\_\_\_

City Clerk

By: \_\_\_\_\_

District Engineer

\_\_\_\_\_ District

Date: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
City Attorney

**List of Attachments:**

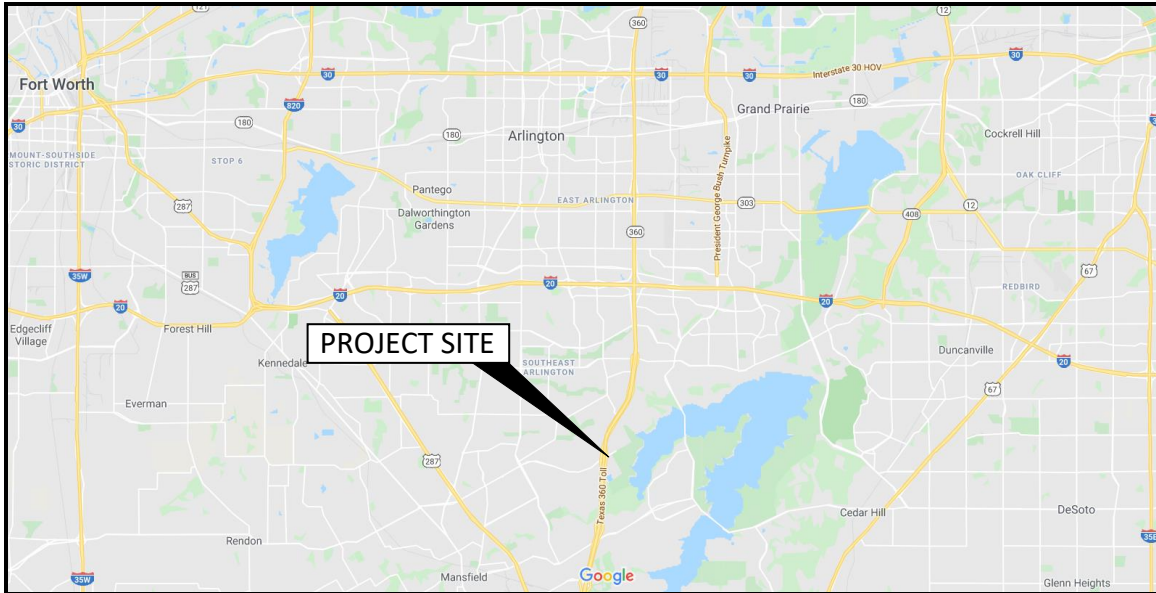
**“A” – Project Map for Gateway Monument**

**“B” - Local Entity’s Final Gateway Monument Proposal**

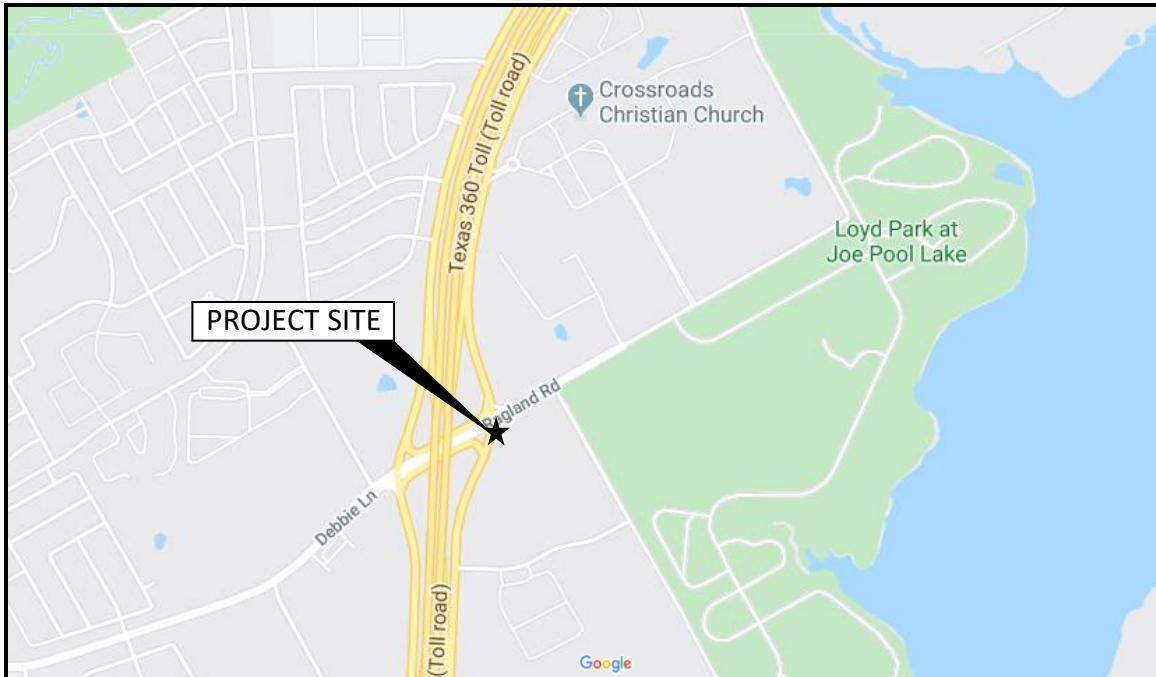


Exhibit A

**VICINITY MAP**

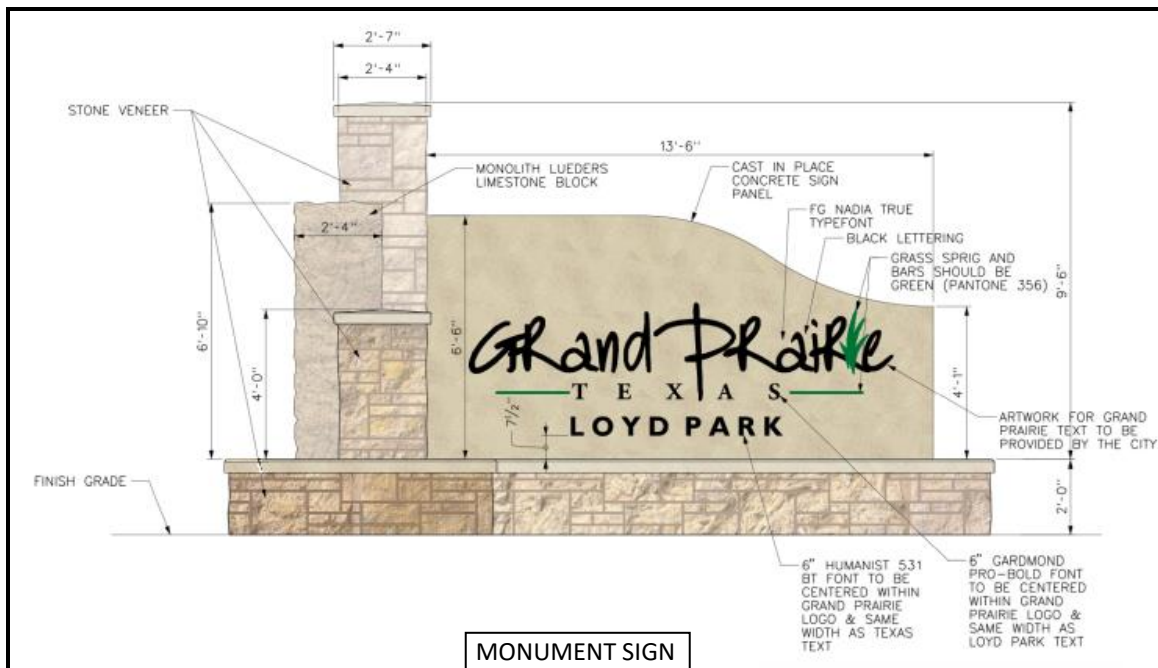
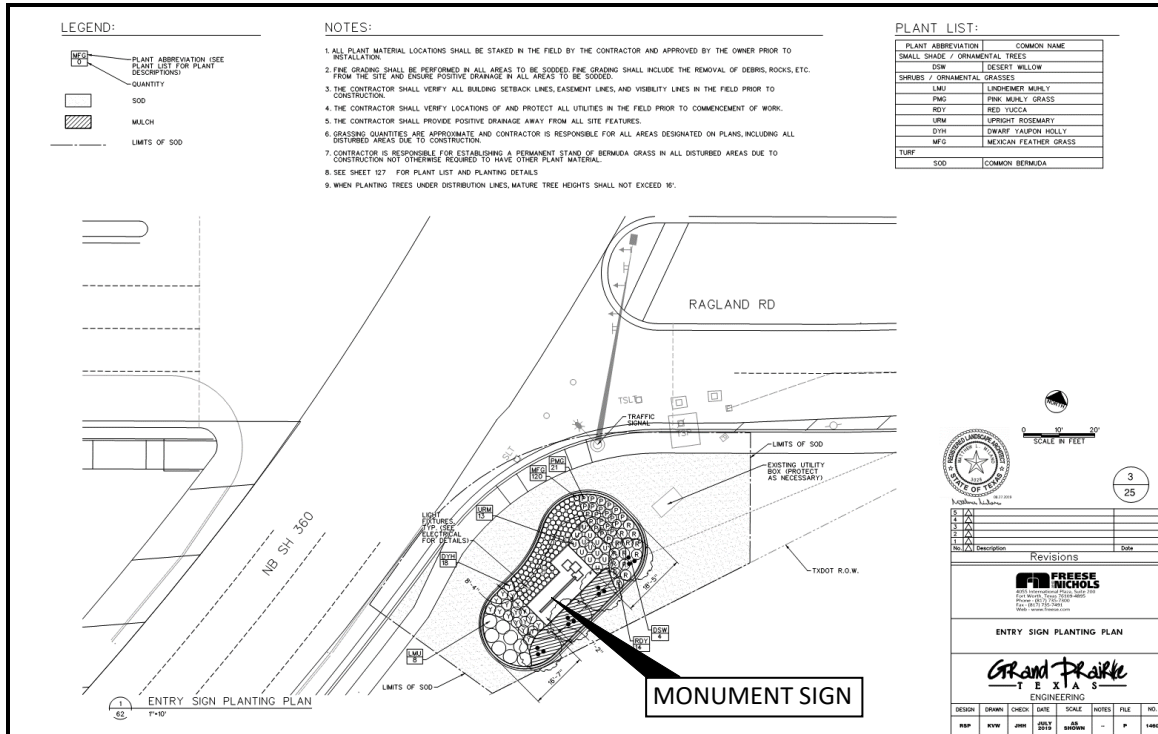


**LOCATION MAP**



Loyd Park Monument Sign Project at Ragland Road and State Highway 360  
City of Grand Prairie, Tx

## Exhibit B





## Legislation Details (With Text)

<b>File #:</b>	19-9651	<b>Version:</b>	1	<b>Name:</b>	Resolution: Addendum PSA - Camp Wisdom Rd Widening
<b>Type:</b>	Resolution	<b>Status:</b>			Consent Agenda
<b>File created:</b>	12/13/2019	<b>In control:</b>			Engineering
<b>On agenda:</b>	2/4/2020	<b>Final action:</b>			
<b>Title:</b>	Resolution authorizing the City Manager to enter into a Project Specific Agreement Amendment with Dallas County for the widening of Camp Wisdom Road MCIP 40811 from approximately 1700 linear feet west of Carrier Pkwy to FM 1382 and commit the city to additional funding from the City's original share of \$3 million to be increased to \$5,350,000 (This item was tabled at the January 7, 2020 meeting.)				

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** [619.80 Camp Wisdom.pdf](#)

Date	Ver.	Action By	Action	Result
1/7/2020	1	City Council	Tabled	

### From

max

### Title

Resolution authorizing the City Manager to enter into a Project Specific Agreement Amendment with Dallas County for the widening of Camp Wisdom Road MCIP 40811 from approximately 1700 linear feet west of Carrier Pkwy to FM 1382 and commit the city to additional funding from the City's original share of \$3 million to be increased to \$5,350,000 (This item was tabled at the January 7, 2020 meeting.)

### Presenter

Walter Shumac III, P.E., Director of Transportation Services

### Recommended Action

Approve

### Analysis

In 2003 when TXDOT and NCTCOG elected to build SH 161 main lanes as toll lanes instead of free lanes, the City of Grand Prairie was requested to submit a list of projects for Federal funding. From the list, 11 projects including Camp Wisdom Road from Carrier Pkwy to FM 1382 were selected for funding and approved by the Regional Transportation Council (RTC) of the North Central Texas Council of Governments (NCTCOG) in 2004. These projects became known as the "Near Neighbor" projects.

NCTCOG originally funded Camp Wisdom Road project for \$7,200,000 Federal and \$9 million Local (City). Since that time, non-federalized Regional Toll Revenue (RTR) funds became available and Staff submitted a request which was approved by the Regional Transportation Council (RTC) to swap the Federal funds for RTR

funds. That opened the door for Dallas County to act as Lead Agency for the Camp Wisdom Road project and contribute one half of the \$9 million Local share (\$4.5 million each agency). Project limit has been changed to approximately 1700 linear feet west of Carrier Pkwy to FM 1382 of which about 66.3% is in the City of Grand Prairie.

The original estimated overall project cost was \$16,200,000 of which \$7,200,000 was funded through RTR funds; \$4,500,000 Dallas County, \$1,500,000 City of Dallas and \$3,000,000 City of Grand Prairie.

Dallas County completed the design of Camp Wisdom Road project. Bids were opened by Dallas County on November 15, 2019. Two bids were received: Tiseo Paving Company: \$32,872,654 base bid including additive alternate and Ragle Inc. \$23,941,055.47 base bid including additive alternate. Ragle Inc. was the apparent low bidder.

This resolution was presented to Finance and Government on January 7, 2020. At which time, concerns were raised regarding the increased funding needed in future years from the City of Grand Prairie. Staff was requested to return to NCTCOG and request additional funding options for the short-fall above the current City approved funds during the previous budget processes. NCTCOG agreed to raise the RTR Funds by reallocating from other projects that will not be ready for construction during the current budget year. Any RTR funds used will be reallocated into future years NCTCOG budgets.

Project cost is now being revised to \$26,641,056 of which \$10,447,939 will be funded through RTR funds, \$9,543,117 Dallas County, \$1,300,000 City of Dallas and \$5,350,000 City of Grand Prairie.

At this time, they are requesting by Resolution that the City commit to additional funding from the City's original share of \$3 million to be increased to \$5,350,000.

#### **Financial Consideration**

Funding in the total amount of **\$5,350,000** is available as follows:

##### Current funds -

1. **\$409,620.35** has been paid to Dallas County to date for the Camp Wisdom project from Street Capital Projects Fund (400192) WO #01605803 (Camp Wisdom)
2. **\$5,466** was paid for survey work necessary for the renewal of easement with the Corp of Engineers in 2017 from Street Capital Projects Fund (400192) WO #01605803 (Camp Wisdom)
3. **\$585,003.65** is currently encumbered to Dallas County for the Camp Wisdom project in Street Capital Projects Fund (400192) WO #01908003 (Camp Wisdom) PO 259556 Line 2
4. **\$2,674,910** is available in Street Capital Project Fund (400192) WO #01908003 (Camp Wisdom) for encumbrance into PO 259556

##### Future funds-

5. **\$1,675,000** from Street Capital Projects Fund (400192) previously approved during the 2020 budget process for 2021 allocation.

Staff has discussed with Dallas County and agreed on the future funding schedule.

#### **Body**

**A RESOLUTION OF THE CITY OF GRAND PRAIRIE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROJECT SPECIFIC AGREEMENT AMENDMENT WITH DALLAS COUNTY FOR THE WIDENING OF CAMP WISDOM ROAD FROM APPROXIMATELY 1700 LINEAR FEET WEST OF CARRIER PARKWAY TO FM 1382**

**WHEREAS,** Dallas County has requested that it be designated as the LEAD AGENCY for the project and will provide the Project Manager; and

**WHEREAS,** the County has entered into an Advance Funding Agreement (AFA) with the State of Texas by and through the Texas Department of Transportation (TXDOT) to provide funding in the amount of \$10,447,939 for the construction of the Camp Wisdom Project; and

**WHEREAS,** the County will enter into a Project Specific Agreement (PSA) with the City of Dallas to provide funding in an estimated amount of \$1,300,000 for the Camp Wisdom Road; and

**WHEREAS,** Chapter 791 of the Texas Government Code and Texas Transportation Code Section 472.001 provides authorization for local governments to contract with each other for the performance of governmental functions and services, as well as joint funding of road construction or improvements of road and street projects; and

**WHEREAS,** Grand Prairie will be responsible for \$5,350,000 of the \$26,641,056 estimated cost.

**NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS THAT:**

**SECTION 1.** The City Manager is hereby authorized to enter into an agreement with Dallas County for the widening of Camp Wisdom Road from approximately 1700 linear feet west of Carrier Pkwy to FM 1382.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS, ON THIS THE 7TH DAY OF JANUARY 2020.**

**CITY OF GRAND PRAIRIE**  
**CAPITAL PROJECTS BUDGET SUMMARY**

Fund/Activity Account: 400192 / 01908003  
Project Title: Camp Wisdom (Dallas County)  
Current Request: \$0.00

ACCOUNT DESCRIPTION	1 CURRENT BUDGET	2 AVAILABLE BALANCE	3 CURRENT REQUEST	2+3 REVISED BALANCE	1+3 AMENDED BUDGET
Contrib to other Gov. 65214	\$3,259,914	\$2,674,910	\$0	\$2,674,910	\$3,259,914
Labor	\$90	\$0	\$0	\$0	\$90
				\$0	\$0
				\$0	\$0
				\$0	\$0
				\$0	\$0
				\$0	\$0
				\$0	\$0
TOTAL	\$3,260,004	\$2,674,910	\$0	\$2,674,910	\$3,260,004



## Legislation Details (With Text)

<b>File #:</b>	19-9634	<b>Version:</b>	1	<b>Name:</b>	SU191201 - Tire Shop at 3106 E Main Street
<b>Type:</b>	Ordinance	<b>Status:</b>		<b>Status:</b>	Public Hearing on Zoning Applications
<b>File created:</b>	12/10/2019	<b>In control:</b>		<b>In control:</b>	Planning and Zoning Commission
<b>On agenda:</b>	2/4/2020	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	SU191201 - Specific Use Permit - Tire Shop at 3106 E Main Street (Commissioner Moser/City Council District 5). A request to consider a Specific Use Permit to allow for Auto Tire/Wheels, Sales & Installation (Indoor) and Auto Repair (Minor) uses on one lot on 0.46 acres. The subject property is zoned Commercial (C) District and is located within Central Business District Four (CBD-4). The property is generally located northeast of E. Main Street and NE 31st Street, specifically 3106 E. Main Street. The existing lots are platted as Burbank Gardens, Unit 1, Lots 442 & 443. (On January 6, 2020, the Planning and Zoning Commission recommended denial of this request by a vote of 8-0). This case is being appealed per Article 1 Section 1.11.5.9 of the Unified Development Code (This case was tabled at the January 21, 2020 Council meeting.)				

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** [Exhibit A - Location Map](#)  
[Exhibit B - Site Plan](#)  
[Exhibit C - Proposed Elevations](#)  
[PZ Draft Minutes 01-06-2020.pdf](#)

Date	Ver.	Action By	Action	Result
1/21/2020	1	City Council		
1/6/2020	1	Planning and Zoning Commission		

### From

Chris Hartmann

### Title

SU191201 - Specific Use Permit - Tire Shop at 3106 E Main Street (Commissioner Moser/City Council District 5). A request to consider a Specific Use Permit to allow for Auto Tire/Wheels, Sales & Installation (Indoor) and Auto Repair (Minor) uses on one lot on 0.46 acres. The subject property is zoned Commercial (C) District and is located within Central Business District Four (CBD-4). The property is generally located northeast of E. Main Street and NE 31st Street, specifically 3106 E. Main Street. The existing lots are platted as Burbank Gardens, Unit 1, Lots 442 & 443. (On January 6, 2020, the Planning and Zoning Commission recommended denial of this request by a vote of 8-0). This case is being appealed per Article 1 Section 1.11.5.9 of the Unified Development Code (This case was tabled at the January 21, 2020 Council meeting.)

### Presenter

David P. Jones, AICP, Chief City Planner

### Recommended Action

Deny



## Analysis

### SUMMARY:

SU191201 - Specific Use Permit - Tire Shop at 3106 Main Street (City Council District 5). Specific Use Permit to allow Auto Tire/Wheel Sales & Installation with Indoor Display and Minor Auto Repair uses. Burbank Gardens, Unit 1, Lots 442 & 443, zoned Commercial (C) District and located within Central Business District Four (CBD-4) and addressed as 3106 E. Main Street.

### PURPOSE OF THE REQUEST:

The applicant proposes to repurpose and make modifications to a former small manufacturing building to conduct Auto Tire/Wheel Sales & Installation with Indoor Sales and Minor Auto Repair.

### ADJACENT LAND USES:

**Table 1: Adjacent Zoning and Land Uses**

Direction	Zoning	Existing Use
North	Commercial (C) District	Vacant
East	Commercial (C) District	ARB (Omega Auto Sales)
West	Commercial (C) District	Partially Developed
South	Light Industrial (LI) District	Outdoor Storage

Primary access to the site shall be from an existing commercial drive along E. Main Street and a secondary rear entrance along NE 31<sup>st</sup> Street. No loading or unloading of inventory or vehicles is allowed within the street.

### PROPOSED USE CHARACTERISTICS AND FUNCTION:

The uses are proposed within an existing 15,000 square foot building. The building was sold in 2017 after having been previously used for a machine shop and fabrication business, and prior to that a sewing machine factory. The exterior construction consists of brick and concrete block materials and plate glass windows along the south facade. Metal awnings previous covered the windows but were recently removed.

Four customer parking spaces will be provided along the front and sides of the building, with remaining employee and customer completed vehicle repair spaces to be located inside the facility. Because the remodel of the building will remove a section of the south wall for four overhead roll-up doors, the remaining existing parking in front of the building will be restriped as a staging area. No work will be allowed on the outside of the building other than customer consultation.

The interior of the facility will provide for interior tire mounting area, customer waiting areas, offices and mechanic workspace. Auto Wheel and Tire Installation (Indoor) and Minor Auto Repair business use restricts outdoor tire and wheel inventory display allowing for temporary/movable racks of merchandise only. The applicant proposes interior tire mounting and repair with associated vehicle repair (alignments & suspension repair) component of the operation.

Minor Auto Repair consists of repair involving the following components:

Computer Diagnostic Computer Reflash  
Alternator Change of oil and filter  
Generator Fan belt or hoses



Starter Lamp replacement  
Water pump Repair of flat tires  
Battery (non-hybrid or EV) Lubrication  
Minor tune-up  
Brakes or other minor part thereof

The site has limited opportunities for landscaping features; however, two-dozen hedges will line the western perimeter along with four street trees along NE 31<sup>st</sup> Street edge. 312 sq. ft. landscape islands will remain.

**CONFORMANCE WITH COMPREHENSIVE PLAN:**

The subject property is designated as Commercial, Retail & Office uses on the Future Land Use Map (FLUM). Commercial, Office and Retail typically include commercial uses appropriate for retail and office environments. The proposal is inconsistent with the FLUM.

Objective 15: Policy 11 of the Comprehensive Plan addresses Auto Related Business (ARB) by advocating for SUP requirement with conditions and standards when considered.

**APPLICABLE DEVELOPMENT STANDARDS:**

If approved, the operator must register as an Auto-Related Business and shall conform to the requirements of Chapter 13, Article XX of the Grand Prairie Code of Ordinances, as amended. In conjunction with the ARB standards, staff recommends no outside repair and/or storage of parts and materials. Parking of vehicles shall be on designated areas.

**VARIANCES:**

- Minimum parking standards for all ARB related uses is 1 space per 400 square feet with a minimum of six spaces available to visitors. The applicant is providing only four spaces.

**RECOMMENDATION:**

The Development Review Committee recommends denial of the Specific Use Permit request.

At its January 6, 2020 meeting, the Planning and Zoning Commission voted 8 to 0 to recommend denial. The applicant has appealed the decision to City Council.

**Body**

**AN ORDINANCE AMENDING THE ZONING ORDINANCE AND MAP SHOWING THE LOCATION, BOUNDARY AND USE OF CERTAIN PROPERTY FOR A SPECIFIC USE PERMIT FOR AUTO TIRE/WHEELS SALES & INSTALLATION WITH INDOOR DISPLAY AND MINOR AUTO REPAIR IN THE C, COMMERCIAL DISTRICT, ON PROPERTY DESCRIBED AS LOT 442 AND LOT 443, BURBANK GARDENS ADDITION, 0.459 ACRES OF LAND SITUATED IN THE D. F. PEARSON SURVEY, ABSTRACT NO. 1130, IN THE CITY OF GRAND PRAIRIE, DALLAS COUNTY, TEXAS; SAID ZONING ORDINANCE AND MAP BEING NUMBERED ORDINANCE NUMBER 4779 AND PASSED ON NOVEMBER 20, 1990; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A PENALTY; PROVIDING A SAVINGS CLAUSE AND A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the owners of the property described herein below filed application with the City of Grand Prairie, Texas, petitioning an amendment of the Zoning Ordinance and map of said city so as to allow a Specific Use Permit for **Auto Tire and Wheel Sales & Installation with Indoor Display** and **Minor Auto Repair** in the C, Commercial District;

**WHEREAS**, the Planning and Zoning Commission of Grand Prairie, Texas, held a public hearing on January 6, 2020, after written notice of the public hearing on the proposed Specific Use Permit had been sent to owners of real property lying within 300 feet of the property on which the issuance of a Specific Use Permit for **Auto Tire and Wheel Sales & Installation with Indoor Display** and **Minor Auto Repair** in the C, Commercial District is proposed, the Notice having been given not less than ten (10) days before the date set for hearing to all such owners who rendered their said property for City taxes as the ownership appears on the last approved City Tax Roll, and Notice being served by depositing the same, properly addressed and postage paid, in the City Post Office; and

**WHEREAS**, after consideration of the request, the Planning and Zoning Commission of the City of Grand Prairie, Texas voted 8 to 0 to recommend to the City Council of Grand Prairie, Texas, that said Zoning Ordinance and Map be amended to allow a Specific Use Permit for **Auto Tire and Wheel Sales & Installation with Indoor Display** and **Minor Auto Repair** in the C, Commercial District; and

**WHEREAS**, the applicant requesting the Specific Use Permit appealed to the Director of Planning or designee the decision of the Planning and Zoning Commission within ten (10) calendar days of the decision, requesting that the application be forwarded to the City Council for consideration;

**WHEREAS**, Notice was given of a further public hearing to be held by the City Council of the City of Grand Prairie, Texas, in the City Hall Plaza Building at 6:30 P.M. on January 21, 2020, to consider the advisability of amending the Zoning Ordinance and Map and the recommendation by the Planning and Zoning Commission, and all citizens and parties at interest were notified that they would have an opportunity to be heard, such Notice of the time and place of such hearing having been given at least fifteen (15) days prior to such hearing by publication in the Fort Worth Star Telegram, Fort Worth, Texas, a newspaper of general circulation in such municipality; and

**WHEREAS**, all citizens and parties at interest have been given an opportunity to be heard on the matter of the Specific Use Permit and the City Council of the City of Grand Prairie, Texas, being informed as to the location and nature of the specific use proposed on the property, as well as the nature and usability of surrounding property, have found and determined that the property in question, as well as other property within the city limits of the City of Grand Prairie, Texas, has changed in character since the enactment of the original Zoning Ordinance, to the extent that a Specific Use Permit for **Auto Tire and Wheel Sales & Installation with Indoor Display** and **Minor Auto Repair** should be granted on the property as herein provided, and that by reason of changed conditions, the Council does consider and find that this amendatory Ordinance should be enacted, since its provisions are in the public interest and will promote the health, safety, and welfare of the community.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS:**

## **SECTION 1**

That Ordinance Number 4779, being the Zoning Ordinance and Map of the City of Grand Prairie, Texas, showing the locations and boundaries of certain districts, and said Zoning Ordinance and Map having been

made a part of an Ordinance entitled:

"THE UNIFIED DEVELOPMENT CODE OF THE CITY OF GRAND PRAIRIE, TEXAS, AS PASSED AND APPROVED BY THE CITY COUNCIL ON THE 20TH DAY OF NOVEMBER, 1990, TOGETHER WITH ALL AMENDMENTS THERETO AND ENACTING A REVISED ORDINANCE ESTABLISHING AND PROVIDING FOR ZONING REGULATIONS; CREATING USE DISTRICTS IN ACCORDANCE WITH A COMPREHENSIVE PLAN..."

and passed and approved November 20, 1990, as amended, is hereby further amended so as to establish a Specific Use Permit for the property location as shown in attached **Exhibit A - Location Map**.

## SECTION 2

That the purpose of this Ordinance is to provide the appropriate restrictions and development controls that ensure this Specific Use Permit is compatible with the surrounding development and zoning and to also ensure that the development complies with the City's Comprehensive Plan and Unified Development Code.

## SECTION 3

That, for operations of a Specific Use Permit for **Auto Tire and Wheel Sales & Installation with Indoor Display and Minor Auto Repair**, the following standards and conditions are hereby established as part of this ordinance:

1. The development shall maintain compliance with all Federal, State and Local regulations; including, but not necessarily limited to, all applicable standards and regulations of the Grand Prairie Municipal Code, Unified Development Code, and this ordinance.
2. The operator is required to register as an Auto Related Business and will be subject to regular inspections in accordance with Chapter 13, Article XX of the Grand Prairie Code of Ordinances.
3. The development shall adhere to **Exhibit B - Site Plan** and **Exhibit C - Proposed Elevations** with regard to operations, staging areas, parking layout, landscaping, and building appearance.
4. The interior of the facility will function as the tire mounting area, customer waiting area, offices, and mechanic workspace. Auto Wheel and Tire Installation (Indoor) and Minor Auto Repair business use restricts outdoor tire and wheel inventory display allowing for temporary/movable racks of merchandise only.
5. Minor Auto Repair consists of repair involving the following components:

Computer Diagnostic Computer Reflash;  
Alternator;  
Change of oil and filter;  
Generator Fan belt or hoses;  
Starter Lamp replacement;  
Water pump;  
Repair of flat tires;  
Battery (non-hybrid or EV);  
Lubrication;

Minor tune-up consisting of distributor cap, rotor and spark plug replacement;  
Brakes or other minor part thereof

6. The functions listed above reflect the definition of “Minor Auto Repair” found within the Unified Development Code (UDC) at the time this ordinance was adopted. If future amendments are made to the UDC which change the definition of Minor Auto Repair, the most restrictive definition shall apply for the purposes of determining conformance with the UDC and this Ordinance.
7. If any of the uses authorized herein become legally non-conforming at any time in the future, they shall be regulated according to the provisions and procedures of Article 19 of the Unified Development Code, as amended.
8. No loading or unloading shall take place in the public right of way.
9. No portion of the site may be subleased or subdivided for any reason, including for the repair or storage of any vehicle, including trucks, equipment, automobiles, or trailers.
10. Outdoor repair, including tire changes, and outdoor storage of merchandise is prohibited.
11. No later than twelve (12) months following issuance of a Certificate of Occupancy, the **Specific Use Permit for** Auto Tire and Wheel Sales & Installation with Indoor Display **and** Minor Auto Repair will be brought back to Council for review. Any violation of this SUP or the Grand Prairie Code of Ordinances prior to this date will be grounds for City staff to introduce revocation proceedings against the Specific Use Permit established by this ordinance.
12. Signage shall comply with the Unified Development Code.

## SECTION 4

That all development must conform to the approved site plan and all exhibits incorporated as exhibits to this ordinance, as well as those incorporated herein by reference.

1. By this Ordinance, this Specific Use Permit shall automatically terminate in accordance with Section 5.4.1 of the Unified Development Code if a building permit is not issued for said use within one (1) year after City Council adoption of this Ordinance, or upon cessation of said use for a period of six (6) months or more.
2. It shall be unlawful for the owner, manager, or any person in charge of a business or other establishment to violate the conditions imposed by the City Council when a Specific Use Permit is granted, and the violation of those conditions could result in a citation being issued by the appropriate enforcement officers of the City of Grand Prairie. Violation of this provision may be punishable in accordance with Section 1-8 of the Code of Ordinances of the City.
3. This Specific Use Permit shall run with the land and therefore may be transferred from owner to owner; however, each new owner shall obtain a new Certificate of Occupancy.
4. The Certificate of Occupancy shall note the existence of this Specific Use Permit by its number and title.

## **SECTION 5**

That in case a section, clause, sentence, or part of this Ordinance shall be deemed or adjudged by a Court of competent jurisdiction to be invalid, then such invalidity shall not affect, impair, or invalidate the remainder of this Ordinance.

## **SECTION 6**

That all ordinances or parts of ordinances in conflict herewith are specifically repealed.

## **SECTION 7**

That the terms of this Ordinance are severable and are governed by Section 1-4 of the Code of Ordinances of the City of Grand Prairie, Texas.

## **SECTION 8**

That a violation of this Ordinance is a misdemeanor punishable in accordance with Section 1-8 of the Code of Ordinances of the City of Grand Prairie, Texas. The penalty provided herein shall be cumulative of other remedies provided by state law, and the power of injunction as provided in Texas Local Government Code Section 54.016, as it may be amended, may be exercised in enforcing this Ordinance whether or not there has been a complaint filed.

## **SECTION 9**

That this Ordinance shall be in full force and effect from and after its passage and approval.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE ON THIS  
THE 21<sup>st</sup> DAY OF JANUARY, 2020.**

**Ordinance No. xxxxx-2020**

**Specific Use Permit No. xxxx**

**Case No. SU191201**



Exhibit A - Location Map



CASE LOCATION MAP  
Case Number SU191201  
3106 E Main Street

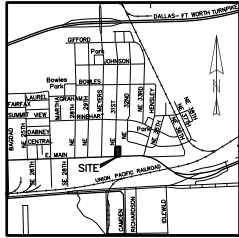
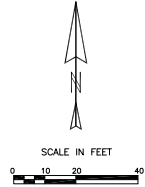


City of Grand Prairie  
Planning and Development

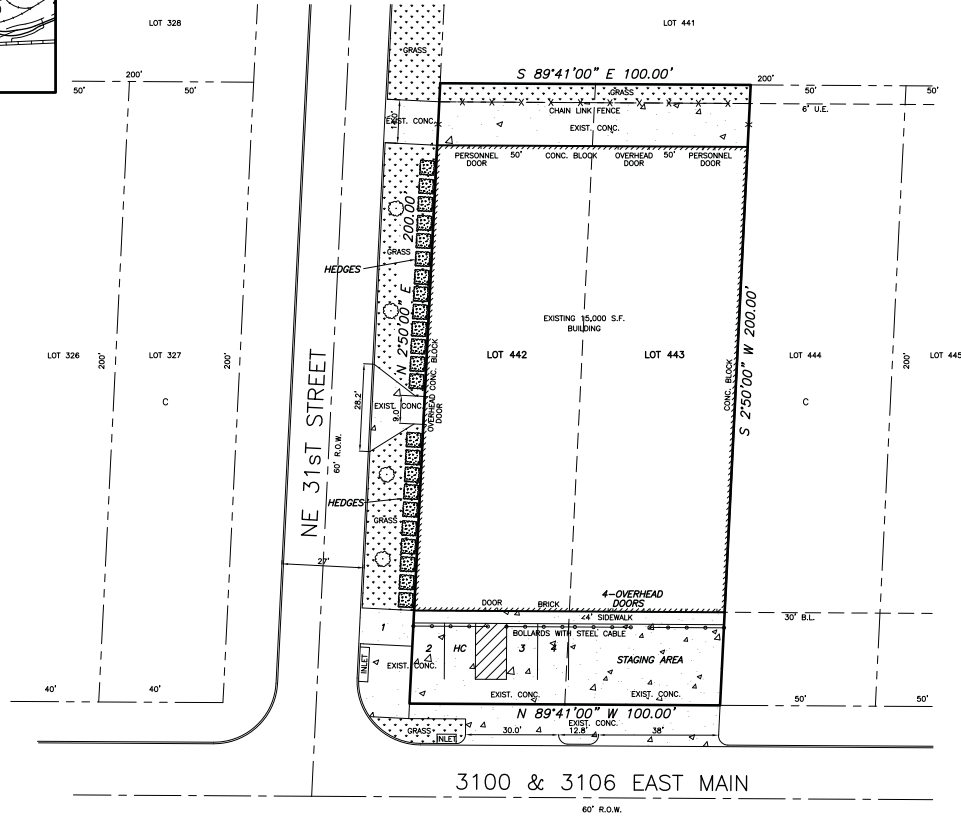
(972) 237-8257  
[www.gptx.org](http://www.gptx.org)



# Exhibit B - Site Plan



VICINITY MAP  
No Scale



- 

ZONED:  
COMMERCIAL

**PURPOSE OF THIS PLAT**  
EXISTING BUILDING IS TO BE USED FOR AUTO TIRE/WHEEL SALES (INDOOR INSTALLING) AND MINOR AUTO REPAIR. THERE IS TO BE NO VEHICLE SALES

**SITE SUMMARY**

LOTS	442 & 443, BURBANK GARDENS (20,000 S.F.)
BUILDING	15,000 S.F.
PROPOSED USE	TIRES & WHEEL SHOP
PARKING REQUIRED	15
PARKING PROVIDED	4+1 HANDICAP

**NOTE:**  
1. PROVIDE ROLL-AWAY TYPE DUMPSTER TO BE KEPT IN BUILDING ROLLED OUT FOR EMPTYING

## SITE PLAN

TIRE SHOP  
LOTS 442 & 443, BURBANK GARDENS  
3100 & 3106 E. MAIN  
GRAND PRAIRIE, TEXAS

E.D. HILL & ASSOCIATES  
209 SKYE LN.  
MIDLOTHIAN, TEXAS 76065 PH 972-723-3070

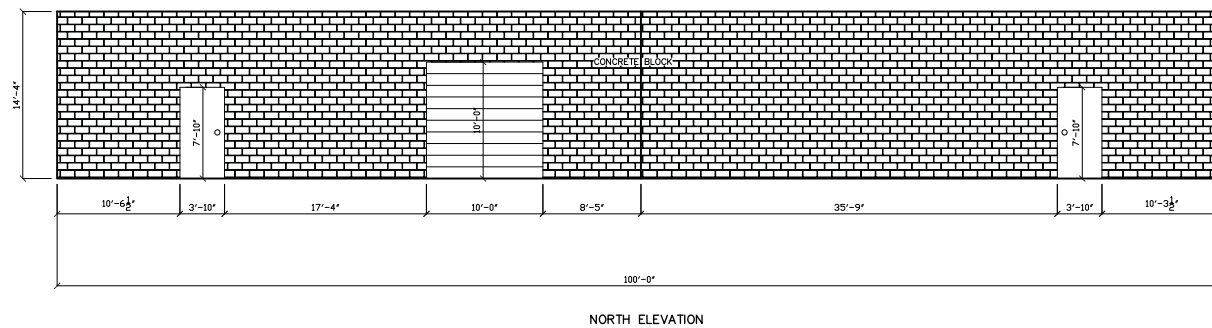
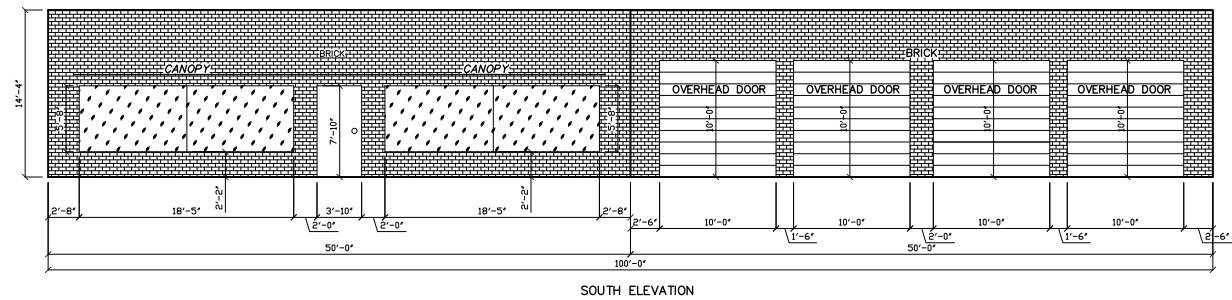
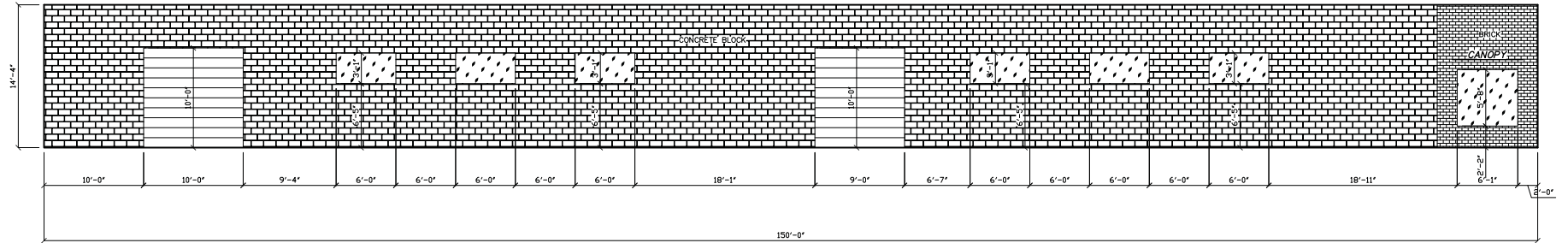
DESIGN	DRAWN	DATE	SCALE
EDH	RWS	NOVEMBER 2019	1"=20'

OWNER:  
LIBERTY FLUID POWER, INC.  
214 N.W. 25th STREET  
GRAND PRAIRIE, TEXAS 75050  
CONTACT: MARIO VILLEGAS  
972-623-0927  
469-556-4480 (CELL)

ENGINEER:  
E.D. HILL & ASSOCIATES  
209 SKYE LANE  
MIDLOTHIAN, TEXAS 76065  
(972) 571-5294 OFFICE  
TX REGISTERED ENG.  
FIRM NO. F-2474



# Exhibit C - Proposed Elevations



PROPOSED ELEVATIONS  
TIRE SHOP  
LOTS 442 & 443, BURBANK GARDENS  
3100 & 3106 E. MAIN  
GRAND PRAIRIE, TEXAS  
SCALE 3/16" = 1'-0"





**REGULAR PLANNING AND ZONING COMMISSION  
MEETING MINUTES  
JUANUARY 6, 2020**

COMMISSIONERS PRESENT: Chairperson Josh Spare, Vice-Chairperson Shawn Connor, Secretary Max Coleman, and Commissioners, Clayton Fisher, Warren Landrum, Eric Hedin, Eduardo Carranza, Cheryl Smith.

COMMISSIONERS ABSENT: Bill Moser

CITY STAFF PRESENT: Deputy City Manager Bill Crolley, David Jones, Chief City Planner, Savannah Ware, Senior Planner, Nyliah Acosta, Planner, Mark Dempsey, Deputy City Attorney, Brett Huntsman, Transportation Planner, and Chris Hartmann, Executive Assistant.

Chairperson Josh Spare called the meeting to order in the Council Chambers in the City Hall Building at 6:30 p.m. Commissioner Connor gave the invocation, commissioner Fisher led the pledge of allegiance to the US Flag, and the Texas Flag.

Citizen Comments: None

PUBLIC HEARING AGENDA Item #14- SU191201 - Specific Use Permit - Tire Shop at 3106 E Main Street (Commissioner Moser/City Council District 5). Chief City Planner David Jones presented the case report and gave a Power Point presentation for a Specific Use Permit to allow for Auto Tire/Wheels, Sales & Installation (Indoor) and Auto Repair (Minor) uses on one lot on 0.46 acres. The subject property is zoned Commercial (C) District and is located within Central Business District Four (CBD-4). The property is generally located northeast of E. Main Street and NE 31st Street, specifically 3106 E. Main Street. The existing lots are platted as Burbank Gardens, Unit 1, Lots 442 & 443.

Mr. Jones stated the uses are proposed within an existing 15,000 square foot building. The building was sold in 2017 after having been previously used for a machine shop and fabrication business, and prior to that a sewing machine factory. The exterior construction consists of brick and concrete block materials and plate glass windows along the south facade. Metal awnings previous covered the windows but were recently removed. Four customer parking spaces will be provided along the front and sides of the building, with remaining employee and customer completed vehicle repair spaces to be located inside the facility. Because the remodel of the building will remove a section of the south wall for four overhead roll-up doors, the remaining existing parking in front of the building will be restriped as a staging area. No work will be allowed on the outside of the building other than customer consultation. The interior of the facility will provide for interior tire mounting area, customer waiting areas, offices and mechanic

workspace. Auto Wheel and Tire Installation (Indoor) and Minor Auto Repair business use restricts outdoor tire and wheel inventory display allowing for temporary/movable racks of merchandise only. The applicant proposes interior tire mounting and repair with associated vehicle repair (alignments & suspension repair) component of the operation. Minor Auto Repair consists of repair involving the following components:

- Computer Diagnostic Computer Reflash
- Alternator Change of oil and filter
- Generator Fan belt or hoses
- Starter Lamp replacement
- Water pump Repair of flat tires
- Battery (non-hybrid or EV) Lubrication
- Minor tune-up/
- Brakes or other minor part thereof

Mr. Jones stated the site has limited opportunities for landscaping features; however, two-dozen hedges will line the western perimeter along with four street trees along NE 31<sup>st</sup> Street edge. 312 sq. ft. landscape islands will remain. The subject property is designated as Commercial, Retail & Office uses on the Future Land Use Map. Commercial, Office and Retail typically include commercial uses appropriate for retail and office environments. The proposal is inconsistent with the FLUM. Objective 15: Policy 11 of the Comprehensive Plan addresses Auto Related Business (ARB) by advocating for SUP requirement with conditions and standards when considered. If approved, the operator must register as an Auto-Related Business and shall conform to the requirements of Chapter 13, Article XX of the Grand Prairie Code of Ordinances, as amended. In conjunction with the ARB standards, staff recommends no outside repair and/or storage of parts and materials. Parking of vehicles shall be on designated areas. Minimum parking standards for all ARB related uses is 1 space per 400 square feet with a minimum of six spaces available to visitors. The applicant is providing only four spaces.

Mr. Jones stated the Development Review Committee recommends denial of the Specific Use Permit request.

Chairperson Spare stated there were no questions for staff, opened the public hearing, and called for individuals wishing to speak on this item. No one was present to represent the case.

There being no further discussion on the case commissioner Smith moved to close the public hearing and deny case SU191201. The action and vote being recorded as follows:

Motion: Smith

Second: Coleman

Ayes: Carranza, Coleman, Connor, Fisher, Hedin, Landrum, Smith, Spare

Nays: None

**Denied: 8-0**

Motion: **carried.**



## Legislation Details (With Text)

**File #:** 20-9753      **Version:** 1      **Name:** Board Appointments  
**Type:** Agenda Item      **Status:** Items for Individual Consideration  
**File created:** 1/24/2020      **In control:** City Secretary  
**On agenda:** 2/4/2020      **Final action:**  
**Title:** Board and Commission Appointments  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

**From**  
Cathy DiMaggio

**Title**  
Board and Commission Appointments

**Presenter**  
Cathy DiMaggio, City Secretary

**Recommended Action**  
Approve

**Analysis**  
Council may make appointments to vacancies on board and commission as they occur throughout the year.