



**CITY OF GRAND PRAIRIE
FINANCE AND GOVERNMENT COMMITTEE
CITY HALL - COUNCIL CHAMBERS, 300 W. MAIN STREET
TUESDAY, FEBRUARY 01, 2022 AT 2:30 PM**

AGENDA

The meeting will be held at City Hall Council Chambers, 300 W. Main St, Grand Prairie, Texas, and the Chairman or presiding member will be physically present. Members may be participating remotely via video conference.

CALL TO ORDER

STAFF PRESENTATIONS

- [1.](#) Employee Insurance Fund Quarterly Update
- [2.](#) Quarterly Investment Report
- [3.](#) Facility Construction Process Overview Presentation

CONSENT AGENDA

The full agenda has been posted on the city's website, 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.

- [4.](#) Minutes from the Finance and Government Committee Meeting January 4, 2022

ITEMS FOR INDIVIDUAL CONSIDERATION

- [5.](#) Discussion and consideration of all matters incident and related to the issuance and sale of "City of Grand Prairie, Texas, Combination Tax and Revenue Certificates of Obligation, Series 2022", including the adoption of an ordinance authorizing the issuance of such certificates which certificates are expected to be issued in a principal amount of not to exceed \$26,000,000
- [6.](#) Professional services contract with Dunaway Associates, L.L.C. in the amount of \$172,400 and approve a 5% contingency of \$8,620, total cost of \$181,020 for Phase I Construction Documentation and Construction Administration services for Turner Park
- [7.](#) Change Order/Amendment No. 4 with Hill & Wilkinson General Contractors in the amount of \$116,915.86 for final project closeout change orders regarding Phase 3 Construction of the City Hall Municipal Campus
- [8.](#) Ordinance amending the FY 2021/2022 Capital Improvement Projects Budget; and a Professional Engineering Contract with Gresham Smith for Wastewater Master Plan Update in the amount of \$1,421,004 plus 5% of contingency of \$71,050 for a total of \$1,492,054

9. Ordinance amending the FY 2021/2022 Capital Improvements Projects Budget; Professional Engineering Contract with Freese & Nichols, Inc. in the amount of \$720,000, plus a 5% contingency of \$36,000 for a total of \$756,000 for a Water Master Plan update and Water/Wastewater Impact Fee update
10. Ordinance amending the FY2021/2022 Capital Improvement Projects Budget; Change Order No. 1 to the Design/Building Contract with Outside the Lines (OTL) in the amount of \$250,000 for material escalation costs associated with the interactive water, light and video projection entertainment attraction for EpicCentral
11. Ordinance amending Chapter 29, “Code Compliance”, of the to the Code of Ordinances of the City of Grand Prairie, Texas, to Provide for an Administrative Adjudication Process for Certain Violations; Providing a Penalty Clause, A Savings Clause, and a Severability Clause; and providing an effective date upon passage and publication
12. Ordinance amending the FY 2022 Red Light Safety Fund in the amount of \$33,150 for a portion of the first-year costs of a price agreement for CodeCite and CityCite Code Compliance violation issuance platforms; Price Agreement for CodeCite and CityCite Code Compliance violation issuance platforms from T2 Systems, Inc., through a national cooperative agreement with Sourcewell for a cost of 16% from gross revenues collected by the City, one time equipment cost of \$33,150, and a flat annual fee of \$14,280 (total estimated first year cost of \$98,150). This agreement will be for one year with the option to renew for two additional one-year periods, at an estimated renewal cost of \$65,000 each, totaling \$195,000 if all extensions are exercised; Authorize the City Manager to execute the renewal options under the same terms so long as sufficient funding is appropriated by the City Council to satisfy the City’s obligation during the renewal terms

EXECUTIVE SESSION

The Finance and Government Committee 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”*
- (4) *Section 551.087 “Deliberations Regarding Economic Development Negotiations.”*

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

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 972-237-8035 or email GPCitySecretary@gptx.org at least three (3) business days prior to the scheduled meeting to request an accommodation.

Certification

In accordance with Chapter 551, Subchapter C of the Government Code, V.T.C.A, the Finance and Government Committee agenda was prepared and posted January 28, 2022.



Gloria Colvin, Deputy City Secretary



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 02/01/2022

REQUESTER: Lisa Norris

PRESENTER: Lisa Norris, Human Resources Director

TITLE: Employee Insurance Fund Quarterly Update

RECOMMENDED ACTION: Review Only

ANALYSIS:

The Employee Insurance Fund shows a positive operating balance of \$368,847 (column 4, row 38) as we close the first quarter of the fiscal year.

- Revenues are trending perfectly and expected to hit right at budget at 99.9% (column 9, row 15) based upon current projections.
- Expenditures are trending just over budget at 103% (column 9, row 37), but that is reasonable considering claims are always high during these final months of the calendar year when members are trying to get procedures completed due to deductibles being met for the year.
- Active claims for these first three months are averaging \$1.31 million per month, which is less than the rolling twelve-month average of \$1.35 million. That is good news to start the year off!
- One notable item is that active employee claims for December look a little low at \$777,222 (column 3, row 28) as compared to October and November. That is because retiree claims for both November and December were deducted all at once from December's active claims.

Nothing else is notable at this time.

FINANCIAL CONSIDERATION:

No funding considerations at this time.

EMPLOYEE INSURANCE FUND (FUND 213010)											
		2021-22 MOD BGT	1 OCT	2 NOV	3 DEC	4 2021/22 CUM	5 FY Monthly Avg	6 Running 12- Mo. Avg	7 1ST QTR AVG	8 2021/2022 RUNNING PROJ	9 % PROJ/ MOD BGT
1	BEGINNING RESOURCES	5,682,435				5,682,435				5,682,435	
	REVENUES:										
2	Employer Contr- Actives	13,260,616	1,111,762	1,112,078	1,111,782	3,335,622	1,111,874		1,111,874	13,260,616	100.0%
3	Employer Contr-Retirees	3,553,000	296,065	296,085	296,085	888,235	296,078		296,078	3,553,000	100.0%
4	Employee Contrib	3,293,305	277,462	277,385	277,505	832,351	277,450		277,450	3,329,891	101.1%
5	Pet Insurance Premiums	10,000	1,201	1,131	1,243	3,575	1,192			14,761	147.6%
6	Dental PPO Contrib	1,029,668	75,469	75,034	75,387	225,889	75,296		75,296	924,723	89.8%
7	Retiree Contributions	730,000	66,627	65,001	64,709	196,337	65,446		65,446	778,713	106.7%
8	Employee Life Contrib	445,000	36,320	36,168	36,321	108,808	36,269		36,269	435,695	97.9%
9	Vision Contrib	147,364	11,760	11,634	11,732	35,126	11,709		11,709	140,716	95.5%
10	DHMO Dental Contrib	58,506	5,017	4,956	5,010	14,983	4,994		4,994	61,426	105.0%
11	QCD Dental	1,436	108	108	96	312	104		104	1,176	81.9%
12	Retiree Drug Subsidy	0	0	0	0	0	0		0	0	
13	Rx Rebates	0	0	0	0	0	0		0	0	
14	Miscellaneous	0	2,478		2,478	4,957	1,652		1,652	4,957	
15	TOTAL REVENUES	22,528,895	1,884,269	1,879,579	1,882,347	5,646,194	513,290		1,880,873	22,505,675	99.9%
16	Reserve for Contingency	6,000,000				6,000,000				6,000,000	
17	Reserves for Future Claims	1,929,066				1,929,066				1,929,066	
18	TOTAL RESOURCES	36,140,396	1,884,269	1,879,579	1,882,347	19,257,695				36,117,176	
	EXPENDITURES:										
19	Personnel Costs	231,055	9,828	17,509	25,593	52,930	17,643		17,643	231,055	100.0%
20	Supplies	500	0	0	0	0	0		0	500	100.0%
21	Other Services & Charges	102,019	3,772	3,819	4,584	12,175	4,058		4,058	102,019	100.0%
22	Admin/Utilization Fees	516,041	4,140	8,318	15,352	27,810	9,270		9,270	516,041	100.0%
23	Wellness Program	95,000	0	8,476	62,615	71,091	23,697		23,697	95,000	100.0%
24	H S A Contributions	125,000	0	0	333	333	111		N/A	125,000	100.0%
25	Actuarial Study	5,500	0	0	0	0	0		0	5,500	100.0%
26	Life Premiums	540,000	45,579	45,656	45,881	137,116	45,705		45,705	550,047	101.9%
27	Dental PPO Admin Fees	1,029,668	76,497	75,722	75,406	227,626	75,875		75,875	926,642	90.0%
28	Employee Claims & Rx	15,286,398	1,426,616	1,717,455	777,222	3,921,293	1,307,098	1,345,085	1,307,098	16,027,058	104.8%
29	Retiree Claims & Rx	3,132,000	223,603	185,654	303,447	712,704	237,568	269,143	237,568	3,134,990	100.1%
30	DHMO Dental Premium	58,506	5,180	5,014	5,127	15,321	5,107		5,107	62,853	107.4%
31	QCD Dental Premium	1,436	108	108	108	324	108		108	1,296	90.3%
32	Vision Premiums	147,364	12,925	11,251	11,733	35,908	11,969		11,969	141,504	96.0%
33	Pet Insurance	10,000	0	1,131	1,243	2,374	791		791	13,559	135.6%
34	EAP Services	23,712	963	2,016	3,083	6,062	2,021		2,021	24,248	102.3%
35	Long Term Disability Prgm	122,000	10,154	10,371	10,414	30,938	10,313		10,313	124,663	102.2%
36	Transfer to General Fund	93,370	7,779	7,781	7,781	23,341	7,780		7,780	93,370	100.0%
37	TOTAL EXP/ENC	21,519,569	1,827,144	2,100,280	1,349,923	5,277,347	1,759,116		1,759,005	22,175,345	103.0%
38	Operating Imbalance (Rev-Exp)	1,009,326	57,124	(220,701)	532,424	368,847				330,330	
39	One-Time Supplemental										
40	TOTAL APPROPRIATIONS	21,519,569				5,277,346				22,175,345	
41	CUMULATIVE BALANCE		57,124	(163,576)	368,847						
42	Reserves for Contingency	6,000,000				6,000,000				6,000,000	
43	IBNR	2,215,206				2,215,206				2,215,206	
44	ENDING RESOURCES	6,405,621				5,765,143				5,726,625	



CITY OF GRAND PRAIRIE COMMUNICATION

MEETING DATE: 02/01/2022

REQUESTER: Brady Olsen

PRESENTER: Brady Olsen, Treasury and Debt Manager

TITLE: Quarterly Investment Report

RECOMMENDED ACTION: Accept

ANALYSIS:

The attached report outlines where the City's cash and investments are held throughout the year.

After guidance from the Finance & Government Committee, the investment committee decided to lengthen the maximum WAM from 365 days to 548 to be more in line with cities of our size. We will hopefully be able to leverage a recovering interest rate market to higher than projected returns in the coming year.

Since the last report, staff also opened our Texas CLASS account, which should provide high liquidity with a slightly larger rate of return than our previous pooled investment funds.

FINANCIAL CONSIDERATION:

The city budgeted \$3.5 million in investment returns for the FYE 2022, and is on track to meet this projection.



December 31, 2021

To The Honorable Mayor, Members of the City Council, and City Manager,
City of Grand Prairie

The attached information comprises the quarterly investment reports for the City of Grand Prairie, Texas for the period ended December 31, 2021. The undersigned acknowledge that the City's investment portfolio has been and is in compliance with the policies and strategies as contained in the City's Investment Policy and also in compliance with the Public Funds Investment Act of the State of Texas except as noted.

A handwritten signature in black ink, appearing to read "Brady Olsen".

Brady Olsen, Treasury and Debt Manager

A handwritten signature in blue ink, appearing to read "Jacqueline Hathorn".

Jacqueline Hathorn, Senior Treasury Analyst

A handwritten signature in black ink, appearing to read "Caryn Riggs".

Caryn Riggs, Chief Financial Officer



Investment Report For Quarter Ended December 31, 2021

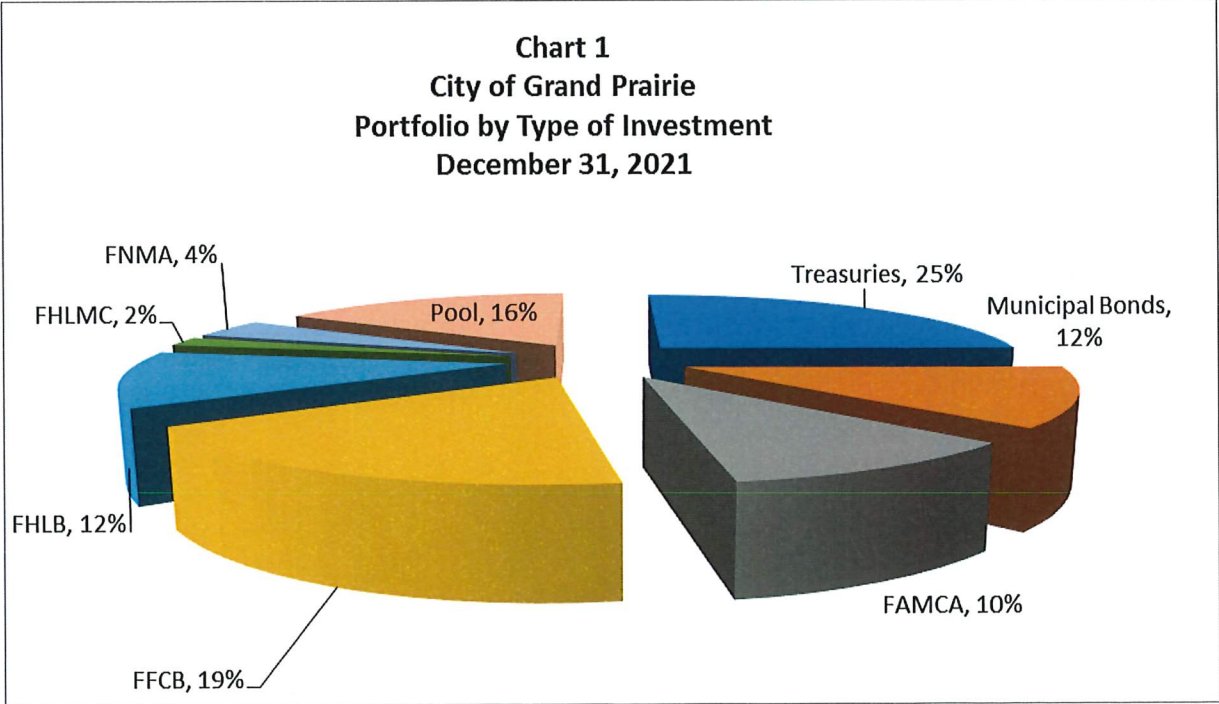
INVESTMENT RECAP

The attached investment recap summarizes all activities in the City’s investment portfolio from October 1, 2021 to December 31, 2021. The report shows a year-to-date increase of \$7,675,884, as we received our first portion of property tax payments.

The book value and market value of each type of investment is also shown on the report. At December 31, 2021, the city had an unrealized loss (market value minus book value) of \$3,566,262 on its securities largely due a recent rise in interest rates. Since we operate in a buy and hold model, this loss will not be realized, and is not reflected in any of the above totals.

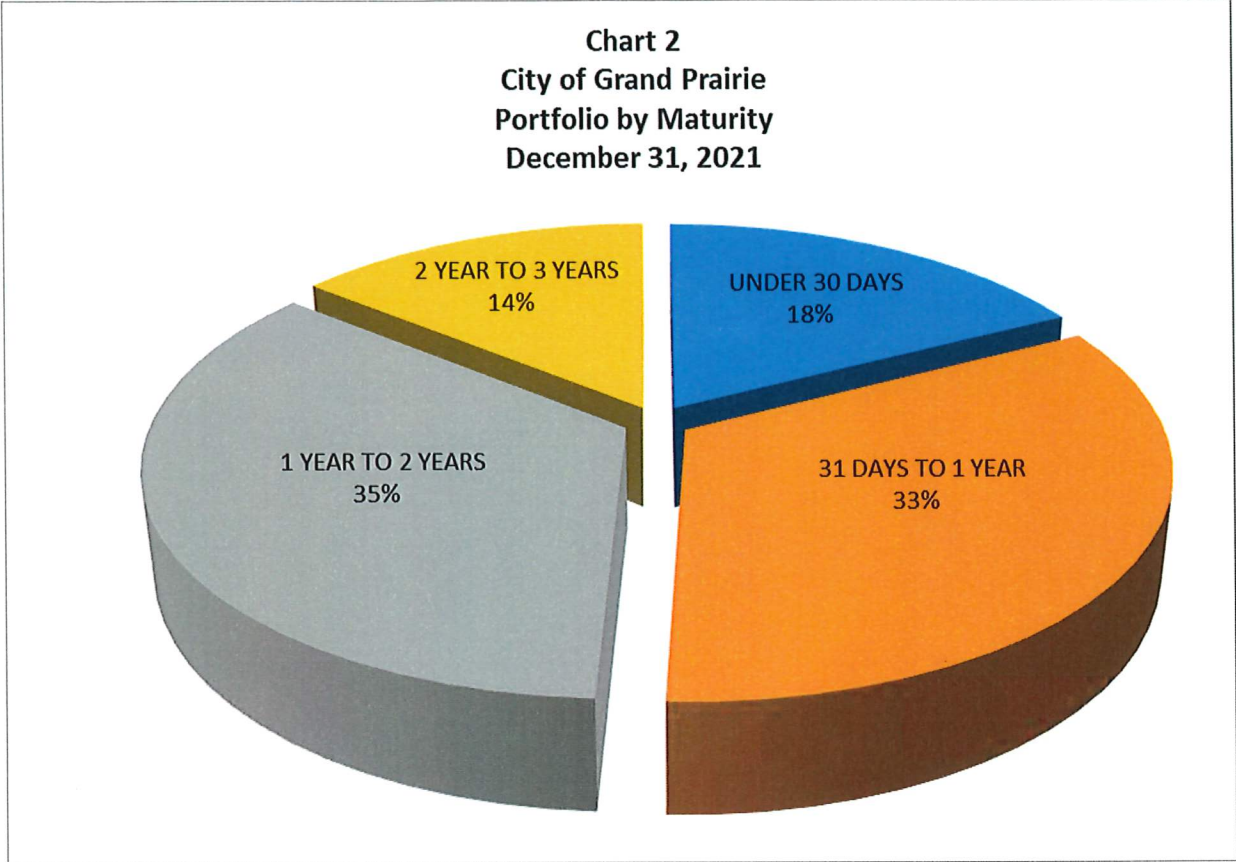
Portfolio by Type of Investment

Chart 1 presents the portfolio by type of investment. Approximately 16% of the portfolio is invested in Local Government Investment Pools; the remainder is invested in US Agencies, Treasuries or Municipal Bonds. The investment policy guidelines indicate not more than 50% invested in pools and 25% in each individual government agency. This reflects a recent general strategy of placing more investment funds in longer term instruments.



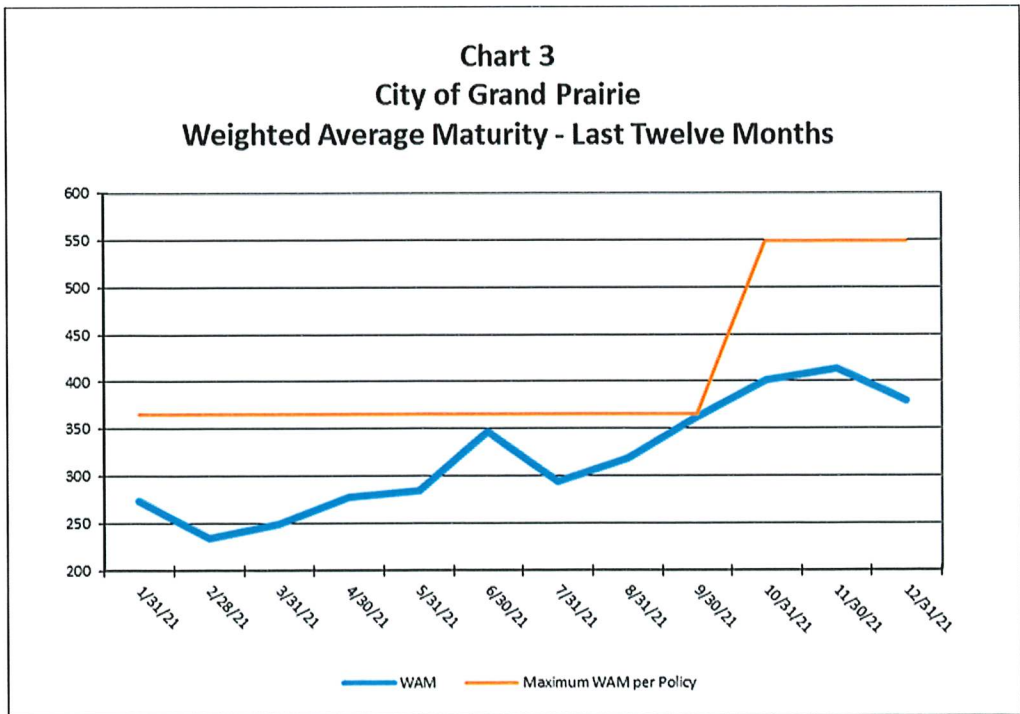
Portfolio by Maturity

Chart 2 presents the portfolio by maturity. Per policy, no investments exceed 36 months.



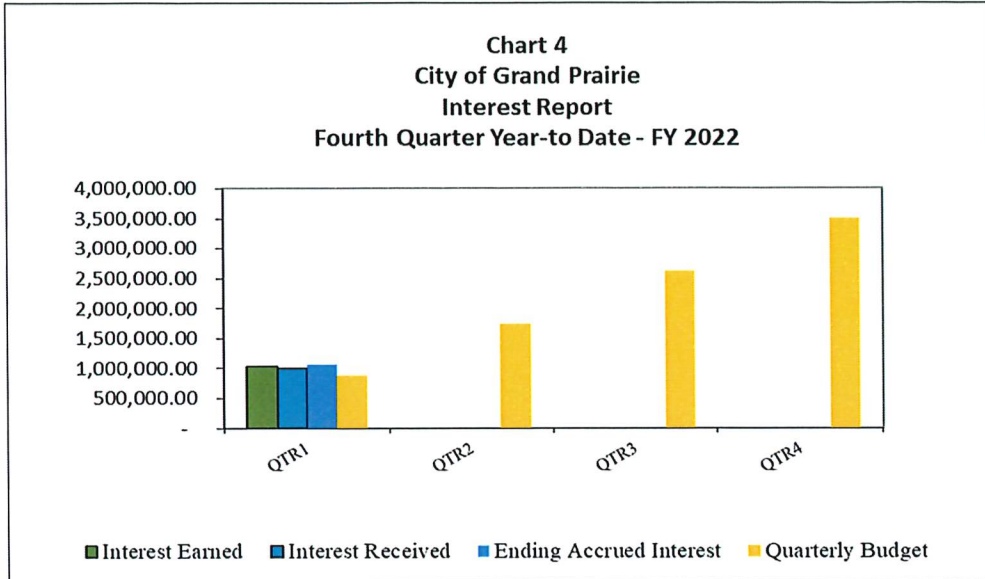
Weighted Average Maturity

Chart 3 shows the weighted average maturity (WAM) for the last twelve months. As of December 31st, the WAM was 379 days. After guidance from the Finance & Government Committee, the investment committee decided to lengthen the maximum WAM from 365 days to 548 to be more in line with cities of our size.



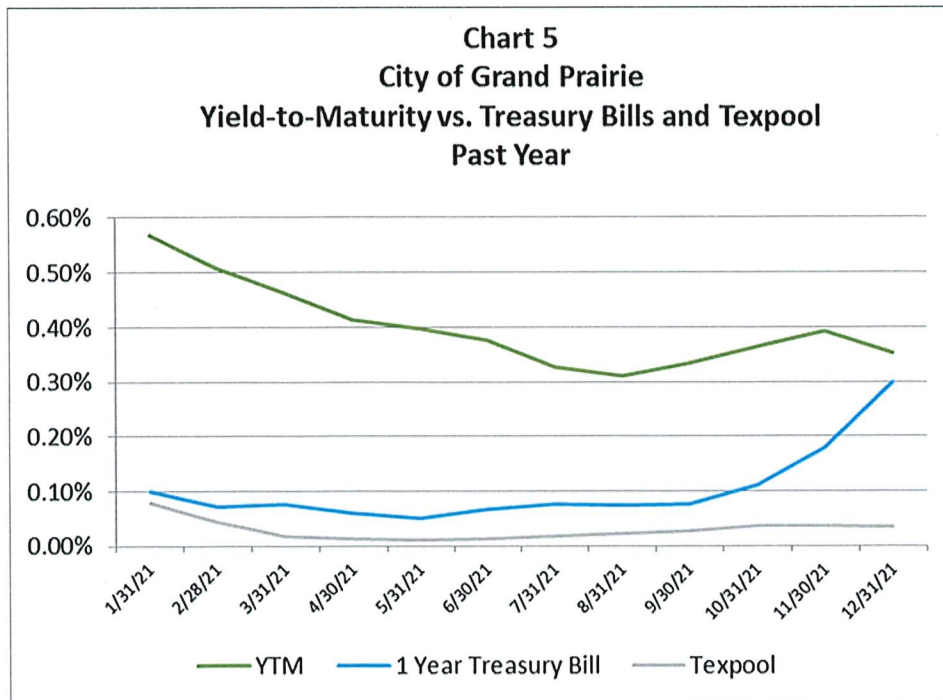
Interest Report

Chart 4 compares the interest income budget, interest received, and ending accrued interest. The primary difference in this amount is due to the timing of when interest is received and reported. Interest received is on a cash basis, as is the budgeted amount. Interest earnings and accrued interest are on an accrual basis.



Yield Compared to U.S. Treasury and Texpool

A metric more indicative of the portfolio performance is the overall expected yield-to-maturity, as shown in Chart 5. This metric is benchmarked against average monthly yield of the one year U.S. Treasury Bill and the average monthly yield on Texpool accounts. Since the strategy at the City is a buy and hold to maturity, the yield-to-maturity rate represents the final expected results. This yield can vary if a bond gets called early; therefore, we have a cap on callable securities at no more than 50%. As the market recovers, we may be able to increase our spread over the next year.



INVESTMENT ACTIVITY & PROSPECTIVE STRATEGY

As shown on the attached schedule, it was once again an active quarter with approximately \$66 million in purchases made and \$28 million maturing this quarter, excluding pool transactions. Yields for new purchases have improved slightly, yet are still higher than the pool returns.

In the upcoming quarter (January 2022-March 2022), holdings with par value of \$30 million are maturing. As interest rates recover, we will attempt to invest a larger portion of our portfolio at the higher rates. Due to the variety of our maturities, any movement up or down in our returns will lag behind the market.

Laddering bonds allows flexibility to invest in different credit and interest rate environments and provide regular liquidity for operating needs. We could see Fed rate increases in the coming year with an associated higher rate of return.

CITY OF GRAND PRAIRIE
INVESTMENT RECAP
December 31, 2021

YEAR TO DATE	Beg. Balance 10/1/2021	Additions	Retirements	Book Value 12/31/2021	Market Value 12/31/2021	Unrealized Gains/Losses
11140 Treasuries	\$ 91,702,289	\$ 24,105,925	\$ -	\$ 115,808,214	\$ 114,950,750	\$ (857,464)
Municipal Bonds	\$ 59,051,527	\$ 4,554,270	\$ (8,059,840)	\$ 55,545,957	\$ 54,653,886	\$ (892,070)
11079 FAMCA	36,689,448	\$ 13,000,000	\$ (2,009,820)	\$ 47,679,628	47,484,379	(195,250)
11040 FFCB	76,067,172	\$ 14,981,671	\$ (4,991,505)	\$ 86,057,338	85,895,004	(162,334)
11010 FHLB	52,855,556	\$ 5,000,000	\$ (4,134,188)	\$ 53,721,368	52,643,150	(1,078,218)
11080 FHLMC	3,896,436	\$ 4,978,174	\$ -	\$ 8,874,610	8,800,040	(74,570)
11070 FNMA	30,153,651	\$ -	\$ (9,302,044)	\$ 20,851,608	20,545,252	(306,355)
Pool	104,593,164	\$ 80,504,685	\$ (110,951,444)	\$ 74,146,404	74,146,404	-
TOTAL	\$ 455,009,243	\$ 147,124,725	\$ (139,448,841)	\$ 462,685,127	\$ 459,118,865	\$ (3,566,262)

YEAR TO DATE NET CHANGE IN INVESTMENTS **7,675,884**

Current Quarter	Beg. Balance 9/30/2021	Additions	Retirements	Total Cost 12/31/2021	Asset Mix Allowed	Actual Asset Mix
Treasuries	\$ 91,702,289	\$ 24,105,925		\$ 115,808,214	100%	25%
Municipal Bonds	\$ 59,051,527	\$ 4,554,270	\$ (8,059,840)	\$ 55,545,957	25%	12%
FAMCA	\$ 36,689,448	13,000,000	(2,009,820)	\$ 47,679,628	25%	10%
FFCB	\$ 76,067,172	14,981,671	(4,991,505)	\$ 86,057,338	25%	19%
FHLB	\$ 52,855,556	5,000,000	(4,134,188)	\$ 53,721,368	25%	12%
FHLMC	\$ 3,896,436	4,978,174		\$ 8,874,610	25%	2%
FNMA	\$ 30,153,651		(9,302,044)	\$ 20,851,608	25%	4%
Pool	\$ 104,593,164	80,504,685	(110,951,444)	\$ 74,146,404	50%	16%
	\$ 455,009,243	\$ 147,124,725	\$ (139,448,841)	\$ 462,685,127		100%

CURRENT PERIOD NET CHANGE IN INVESTMENTS **7,675,884**

MATURITY SCHEDULE	Balance 12/31/21	% of Portfolio
UNDER 30 DAYS	\$ 81,268,319	18%
31 DAYS TO 1 YEAR	\$ 153,539,334	33%
1 YEAR TO 2 YEARS	\$ 162,291,422	35%
2 YEAR TO 3 YEARS	\$ 65,586,052	14%
TOTAL	\$ 462,685,127	100.0%

**Pooled Investment Fund
 Portfolio Management
 Portfolio Summary
 December 31, 2021**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
Pools	74,146,404.26	74,146,404.26	74,146,404.26	16.03	1	1	0.029	0.030
Municipal Bonds	54,285,000.00	54,653,886.35	55,545,956.70	12.01	738	308	0.798	0.809
Federal Agency Coupon Securities	209,431,000.00	210,370,224.50	212,184,552.17	45.86	756	446	0.357	0.362
Treasury Coupon Securities	115,000,000.00	114,950,750.00	115,808,214.39	25.03	685	502	0.284	0.288
Federal Agency Callables	5,000,000.00	4,997,600.00	5,000,000.00	1.08	1,096	1,094	1.147	1.163
Investments	457,862,404.26	459,118,865.11	462,685,127.52	100.00%	619	379	0.348	0.352

Cash and Accrued Interest								
Accrued Interest at Purchase		53,110.03	53,110.03					
Subtotal		53,110.03	53,110.03					
Total Cash and Investments	457,862,404.26	459,171,975.14	462,738,237.55		619	379	0.348	0.352

Total Earnings	December 31	Month Ending	Fiscal Year To Date
Current Year	205,266.04		728,647.25
Average Daily Balance	445,183,989.47		442,688,588.78
Effective Rate of Return	0.54%		0.65%

Jacqueline Hathorn, Treasury Analyst

Brady Olsen, Treasury and Debt Manager



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 2/1/2022

REQUESTER: Andy Henning

PRESENTER: Andy Henning, Director of Design and Construction – Municipal Facilities

TITLE: Facility Construction Process Overview Presentation

RECOMMENDED ACTION: Approve

ANALYSIS:

Facility Construction Process Overview Presentation



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: February 1, 2022

REQUESTER: Sheryl Osborn

PRESENTER: Chairperson, Jeff Copeland

TITLE: Minutes from the Finance and Government Committee Meeting
January 4, 2022

RECOMMENDED ACTION: Approve



CITY OF GRAND PRAIRIE
FINANCE AND GOVERNMENT COMMITTEE
 CITY HALL - COUNCIL CHAMBERS, 300 W. MAIN STREET
 TUESDAY, JANUARY 04, 2022 AT 2:30 PM

Minutes

CALL TO ORDER

Chairperson Jeff Copeland called to order the City of Grand Prairie Finance and Government Committee meeting at 2:31 p.m. on Tuesday, January 4, 2022 in the City Hall, Council Chambers, 300 West Main Street, Grand Prairie, Texas.

The regular meeting of the Finance and Government Committee was closed at 2:34 PM, after the Consent Agenda was approved. The meeting reconvened at 3:21 PM.

MEMBERS PRESENT

Jeff Copeland, Chairperson
 Cole Humphreys, City Councilperson
 Kurt Johnson, City Councilperson

MEMBERS ABSENT

None

GUESTS IN ATTENDANCE

No guests were recognized as being in attendance.

STAFF PRESENTATIONS

Staff presentations were postponed until the end of the regular meeting, after Items for Individual Consideration.

1. Internal Audit vs External Audit

Audit Services Director, Cathy Patrick, and Chief Financial Officer, Caryn Riggs, presented information for Item 1. Ms. Riggs noted that the purpose of the presentation was to explain the difference between internal and external audits.

Ms. Patrick cited key points regarding internal audits/auditors. Internal auditors work for the agency, and they cannot audit financial statements because they cannot be seen as unbiased. Internal auditors are diverse in their skill sets, and they are part of the control structure that is audited by external auditors. Internal auditors review, for example, efficiency, internal controls, process improvements, and best practices, in addition to procurement card usage and investments. A brief discussion took place about the new ERP software and how it will impact processes, internal controls, and internal audit.

Ms. Riggs presented information on external auditors. Ms. She first clarified that while some departments and divisions are audited approximately every three years, Finance reconciles the bank information each month.

Ms. Riggs stated that external auditors are independent auditors from outside the City who are hired to review our documents to be sure we are adhering to internal processes, as well as verify that we are

complying with the Governmental Accounting Standards Board (GASB).

A discussion took place about how the external auditors are selected. Deputy City Manager, Cheryl De Leon, noted that while we have used the same firm for some years, the partner we use within the firm changes each year. An additional discussion took place regarding hiring expert consultants instead of CPAs for specific audits, as well as potentially increasing the staffing in the Internal Audit Department.

2. Public Improvement District (PID)s Presentation

Ms. Caryn Riggs presented information for Item 2. The presentation included the definition of a Public Improvement District (PID). Ms. Riggs outlined examples of services eligible to be paid for with PID assessment fees, including perimeter fencing, landscaping, fountains, lighting, signage, decorations, parks, sidewalks, security, and irrigation.

Ms. Riggs also outlined examples of expenditures not eligible to be paid for with the PID assessments, including buildings, swimming pools, construction of private facilities, social activities, travel, and expenses related to private property. She explained that PIDs are neighborhood-based and the boards are governed by City Council. During the PIDs' annual meetings, the board membership is selected based on PID residents' recommendations and vote. The proposed board, the PIDs' annual budgets, assessment fees, and five-year plans are presented for review and approval at (historically) the second September City Council Meeting each year. City Council also reviews and approves all contracts \$50,000 or more. Ms. Riggs outlined some differences between PIDs and Homeowners Associations (HOAs).

A discussion took place regarding the possibility of using the PID link on the City's website for communication between citizens, PID board members, City staff, and possibly the Councilperson who represents the district where the PID is located.

Ms. Riggs noted that Ms. Cheryl De Leon and she had discussed an option for PID residents who have an issue with their PID's budget to bring their concerns to Finance and Government Committee prior to the City Council's review and vote. The target date for presenting the budgets for review will be the first City Council meeting each September, with the City Council vote on the budgets at the second City Council meeting in September.

Ms. Riggs presented a training video for persons serving on City Boards, Commissions, or Public Improvement District Boards.

CONSENT AGENDA

3. Minutes from the Finance and Government Committee Meeting December 14, 2021

Chairperson, Councilperson Jeff Copeland, presented for approval the Minutes from the December 14, 2021 Finance and Government Committee meeting.

Councilperson Kurt Johnson moved to approve the Finance and Government Committee December 14, 2021 minutes, as presented. Councilperson Cole Humphreys seconded the motion. The motion passed 3-0.

Ayes: Copeland, Humphreys, Johnson

Nays: None

Abstentions: None

Absent: None

4. Ordinance Amending the FY 2021-22 Capital Improvement Projects Budget; to add an exterior canopy above North Entry Doors of City Hall Central and above the East Entry Door of City HallEast in the amount of \$75,000

Councilperson Kurt Johnson moved to approve Items 4 on the Consent Agenda, as presented.

Councilperson Cole Humphreys seconded the motion. The motion passed 3-0.

Ayes: Copeland, Humphreys, Johnson

Nays: None

Abstentions: None

Absent: None

Following the presentation and approval of the Consent Agenda, the regular meeting of the Finance and Government Committee was closed at 2:34 PM, and an Executive Session of the Finance and Government Committee was convened at 2:34 PM.

The regular meeting of the Finance and Government Committee reconvened at 3:21 PM.

ITEMS FOR INDIVIDUAL CONSIDERATION

5. Ordinance amending the FY2021/2022 Capital Improvement Projects Budget; Contract with J.J. Keegan in the amount of \$49,750 with a 5% contingency of \$2,487 for a total cost of \$52,237 for golf course management consulting services for the Tangle Ridge Golf Club

Parks, Arts, and Recreation Business Operations Manager, Jeff Nami, presented information for Item 5. Comments included the need for the Tangle Ridge Golf Club course to be financially successful, as well as potential additional revenue options such as disc (Frisbee) golf. Mr. Nami stated that the Consulting firm, J. J. Keegan, has worked with the City of Fort Worth and City of Arlington, including the Texas Rangers Golf Club.

Councilperson Kurt Johnson moved to approve Items 5 as presented. Councilperson Cole Humphreys seconded the motion. The motion passed 3-0.

Ayes: Copeland, Humphreys, Johnson

Nays: None

Abstentions: None

Absent: None

6. Ordinance Amending the FY 2021/2022 Storm Drainage Capital Projects Fund (401592); Professional Engineering Services Contract with Peloton Land Solutions in the amount of \$176,320.00 for Concrete Lined Channel Evaluation and Prioritization Study

Deputy City Manager, Bill Hills, presented information for Item 6. Mr. Hills stated that Peloton Land Solutions annually evaluates the City's concrete-lined channels, rate them, then put the evaluations in priority order and what type of services are needed to repair each channel. Mr. Hills noted that they evaluate both the City's concrete-lined channels and the unimproved channels.

A discussion took place about a specific property with drainage issues. Mr. Hills clarified that the

drainage issue regarding that particular property is a low place in the road that is creating flooding issues on residential property.

Councilperson Kurt Johnson moved to approve Items 6, as presented. Councilperson Cole Humphreys seconded the motion. The motion passed 3-0.

Ayes: Copeland, Humphreys, Johnson

Nays: None

Abstentions: None

Absent: None

7. Resolution Adopting 2022 Financial Management Policies

Chief Financial Officer, Caryn Riggs, presented information for Item 7. Ms. Riggs noted that no substantive changes were made. All changes were grammatical, updates regarding departments, and similar adjustments. Ms. Riggs also stated that presentation and approval of the Financial Management Policies is done annually.

Councilperson Kurt Johnson moved to approve Items 7, as presented. Councilperson Cole Humphreys seconded the motion. The motion passed 3-0.

Ayes: Copeland, Humphreys, Johnson

Nays: None

Abstentions: None

Absent: None

EXECUTIVE SESSION

Chairperson Jeff Copeland convened a closed Executive Session of the City Council Finance and Government Committee at 2:34 PM, pursuant to Chapter 551, Subchapter D of the Government Code, V.T.C.A., to discuss one or more of the following:

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

Items discussed in the January 4, 2022, Executive Session were regarding (2) Section 551.072 "Deliberation Regarding Real Property." The Executive Session adjourned at 3:20 PM.

CITIZEN COMMENTS

No citizen comments were made.

ADJOURNMENT

There being no further business, the Finance and Government Committee meeting adjourned at 4.26 PM.

Chairperson, Jeff Copeland
Finance and Government Committee

Date



**CITY OF GRAND PRAIRIE
ORDINANCE**

MEETING DATE: 02/01/2021

REQUESTER: Brady Olsen

PRESENTER: Brady Olsen, Treasury and Debt Manager

TITLE: Discussion and consideration of all matters incident and related to the issuance and sale of “City of Grand Prairie, Texas, Combination Tax and Revenue Certificates of Obligation, Series 2022”, including the adoption of an ordinance authorizing the issuance of such certificates which certificates are expected to be issued in a principal amount of not to exceed \$26,000,000

RECOMMENDED ACTION: Approve

ANALYSIS:

On December 14th, 2021, Council passed a notice of intent to issue \$26 million in Certificate of Obligation (CO) debt. The City Council approved the annual capital improvement project (CIP) budget with an associated debt issuance of approximately \$24 million. The Council would be issuing these certificates of obligation to fund the annual CIP. Projects are largely centered on street improvements, although there is also funding for building repair and maintenance as well as new fire equipment. We posted a notice with upwards of \$26 million in new debt in case any contingencies arise between now and the issuance.

The city’s current property tax rate can support the new debt issuance without an increase. We plan on issuing the debt via competitive sale. This means all banks will be welcome to bid on our bonds, and whichever provides the lowest rate will be selected.

FINANCIAL CONSIDERATION:

Council is committing to levying a property tax sufficient to make our debt service payments over the next 20 years. The current property tax rate would be sufficient to cover this payment with the size of the city’s tax base.

Ordinance will be brought by bond counsel to the meeting



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Funding of FY 2022 Capital Improvement Program

Combination Tax & Revenue Certificates of Obligation, Series 2022 (Funding of Capital Improvement Program)

- Funding of the City's Fiscal Year 2022 Capital Improvement Program.

- **Proposed projects include:**
 - Fire Station Remodel
 - New Vehicles
 - Library Renovations
 - Existing Municipal Facilities Renovations
 - Equipment Renovations
 - Street Improvements

- **CIP Funding Plan**
 - Debt Issue = Certificates of Obligation, Series 2022
 - Not to Exceed Amount = \$26,000,000 ⁽¹⁾
 - Repayment Source = I&S (Debt Service) Property Taxes
 - Amortization = 20 Years
 - Bond Rating = "AAA" by Standard & Poor's⁽²⁾
 - Tax Status = Tax Exempt

(1) Based on the Not to Exceed amount of \$26,000,000 for purposes of illustration. As of today, the project fund number consists of \$25,000,000. The City would only fund the required projects.

(2) The City's "AAA" rating from Standard & Poor's has been confirmed as of January 21, 2022.

Combination Tax & Revenue Certificates of Obligation, Series 2022 (Funding of Capital Improvement Program)

A	B	C			D	E	F
Fiscal Year Ending 30-Sep	Existing I&S Tax Supported D/S	CIP Funding of \$25,000,000			PROJECTED I&S Tax Supported D/S		
		Certificates of Obligation Series 2022					
		All-in True Interest Cost = 2.14% ⁽¹⁾					
		Principal	Interest	Total D/S			
2022	\$ 37,528,444	\$ 365,000	\$ 333,862	\$ 698,862	\$ 38,227,305		
2023	34,836,958	775,000	732,825	1,507,825	36,344,783		
2024	38,319,768	815,000	693,075	1,508,075	39,827,843		
2025	31,426,097	860,000	651,200	1,511,200	32,937,297		
2026	35,128,907	900,000	607,200	1,507,200	36,636,107		
2027	29,729,267	950,000	560,950	1,510,950	31,240,217		
2028	27,138,588	995,000	512,325	1,507,325	28,645,913		
2029	26,946,680	1,050,000	461,200	1,511,200	28,457,880		
2030	25,440,112	1,100,000	407,450	1,507,450	26,947,562		
2031	25,063,397	1,160,000	350,950	1,510,950	26,574,347		
2032	24,160,252	1,205,000	303,875	1,508,875	25,669,127		
2033	24,157,172	1,240,000	267,200	1,507,200	25,664,372		
2034	23,336,516	1,275,000	235,850	1,510,850	24,847,366		
2035	18,316,336	1,300,000	210,100	1,510,100	19,826,436		
2036	16,428,321	1,325,000	183,850	1,508,850	17,937,171		
2037	12,642,841	1,350,000	157,100	1,507,100	14,149,941		
2038	11,077,135	1,380,000	129,800	1,509,800	12,586,935		
2039	11,076,211	1,405,000	101,950	1,506,950	12,583,161		
2040	6,095,637	1,435,000	73,550	1,508,550	7,604,187		
2041	6,094,148	1,465,000	44,550	1,509,550	7,603,698		
2042	-	1,495,000	14,950	1,509,950	1,509,950		
	\$ 464,942,789	\$ 23,845,000	\$ 7,033,812	\$ 30,878,812	\$ 495,821,600		

Notes:

(1) Assumes "AA+/AAA" Rated Interest Rates as of January 26, 2022.

Subject to change at anytime.

Preliminary Sources of Funds

Par Amount	\$ 23,845,000
Premium	\$ 1,480,654
Total Sources of Funds	\$ 25,325,654

Preliminary Uses of Funds

Project Fund Deposit ⁽¹⁾	\$ 25,000,000
Budgeted Financing Costs	\$ 325,654
Total Uses of Funds	\$ 25,325,654

(1) Based on the Not to Exceed amount of \$26,000,000 for purposes of illustration. As of today, the project fund number consists of \$25,000,000. The City would only fund the required projects.

Combination Tax & Revenue Certificates of Obligation, Series 2022 (Funding of Capital Improvement Program)

- **December 14, 2021**

- **Finance & Government Committee Meeting**

- Presentation of Plan of Finance
 - F&G Committee considers and approves plan of finance

- **City Council Meeting**

- City Council considers and approves Notice of Intent to issue Certificates of Obligation

- **February 1, 2021**

- **City Council Meeting**

- City Council Considers and approve a Parameters Ordinance authorizing the Issuance of Combination Tax and Revenue Certificates of Obligation, Series 2022

- **February 9, 2022**

- Pricing of Combination Tax and Revenue Certificates of Obligation, Series 2022

- **March 9, 2022**

- Closing of Combination Tax and Revenue Certificates of Obligation, Series 2022 and Delivery of Funds to the City

Appendix A

Municipal Market Update

Market Commentary

Market Observations

Primary Market:

- 30-Day Visible Supply is approximately \$17.068 billion
- The calendar consists of \$13.3 billion of negotiated deals and \$4.5 billion of competitive deals
- The largest deal of the week is the negotiated \$4.1 billion Golden State Tobacco consisting of \$2.747 billion senior taxable current interest bonds, \$512.5 million of subordinate taxable bonds, and \$1.445 billion of tobacco settlement asset-backed bonds

Secondary Market:

- Municipal Bond Funds reported \$36 million in net inflows last week, compared with \$733 million of inflows the prior week
- Weekly trade volume of \$55.880 billion represents an increase of \$36.654 billion from the previous week's \$19.226 billion

General Market Overview:

- Ernesto Lanza is new acting director of SEC's Office of Municipal Securities
- Effective Monday, Biden implements new COVID-19 rule requiring all international travelers to show negative COVID-19 results within 24 hours of their departure.
- NABE panelists project overall consumer price index will rise 6% year over year in this year's fourth quarter

Economic Calendar: International Trade in Goods and Services, Productivity and Costs, Redbook, Consumer Credit, MBA Mortgage Applications, JOLTS, EIA Petroleum Status Report, Jobless Claims, Wholesale Inventories, EIA Natural Gas Report, Fed Balance Sheet, CPI, Consumer Sentiment, Quarterly Services Survey, Treasury Statement

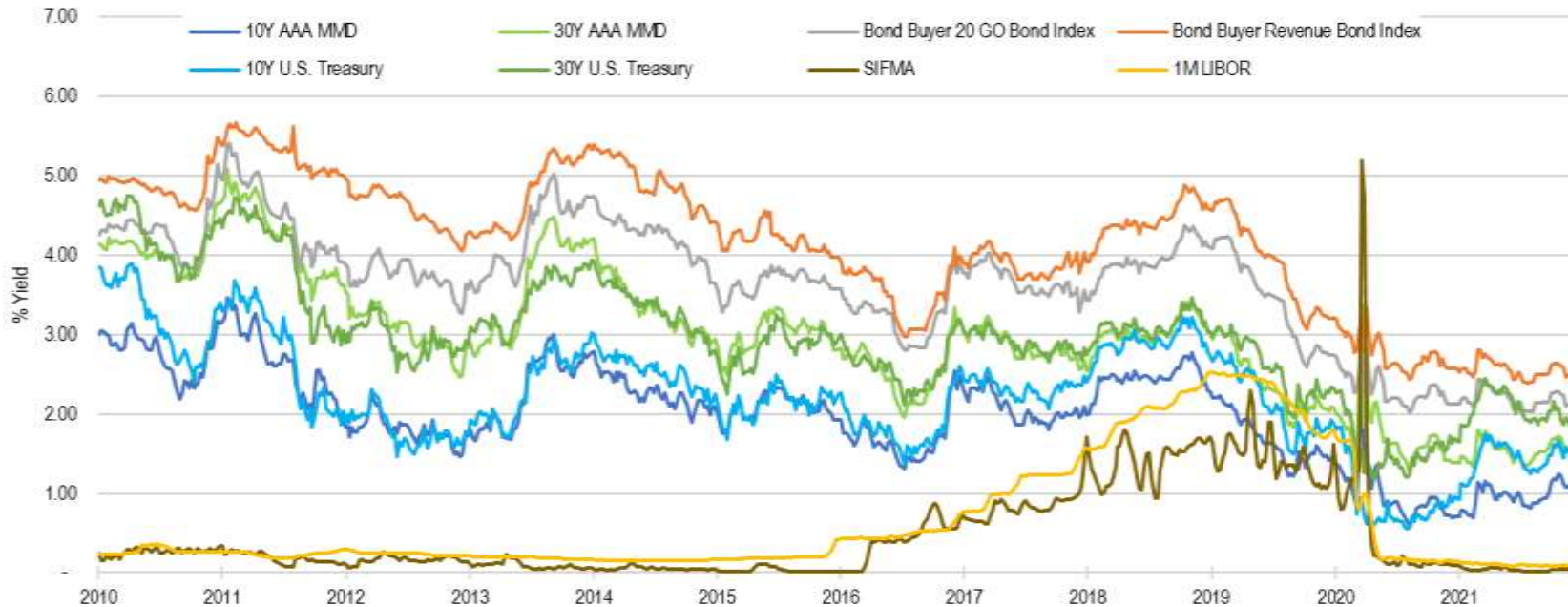
Source: Ipreo, TM3, Bloomberg, BBC, Wall Street Journal, New York Times, The Bond Buyer, Econoday, CNBC

Statistics

	12/3/2021	11/26/2021	Change
5Y MMD	0.60	0.60	-
10Y MMD	1.03	1.06	(0.03) ▼
15Y MMD	1.14	1.17	(0.03) ▼
20Y MMD	1.29	1.32	(0.03) ▼
30Y MMD	1.48	1.51	(0.03) ▼
MMD 2/30 Yield Curve Steepness	124	127	(3) ▼
Bond Buyer 11 GO Bond Index	1.58	1.64	(0.06) ▼
Bond Buyer 20 GO Bond Index	2.05	2.11	(0.06) ▼
Bond Buyer Revenue Bond Index	2.41	2.47	(0.06) ▼
1Y UST	0.26	0.20	0.06 ▲
5Y UST	1.13	1.16	(0.03) ▼
7Y UST	1.29	1.40	(0.11) ▼
10Y UST	1.35	1.48	(0.13) ▼
30Y UST	1.69	1.83	(0.14) ▼
UST 2/30 Yield Curve Steepness	109	133	(24) ▼
10Y MMD/UST Ratio	76	72	4.7 ▲
30Y MMD/UST Ratio	88	83	5.1 ▲
SIFMA	0.05	0.05	-
1M LIBOR	0.10	0.09	0.014 ▲
30-Day Negotiated Visible Supply	14,899.3	7,327.3	7,572.0 ▲
30-Day Competitive Visible Supply	2,168.7	2,956.1	(787.4) ▼
Lipper Muni Bond Fund Flows	36	733	(697) ▼

Weekly Benchmark Interest Rates

Benchmark Interest Rates – 1/1/10 to 12/24/21



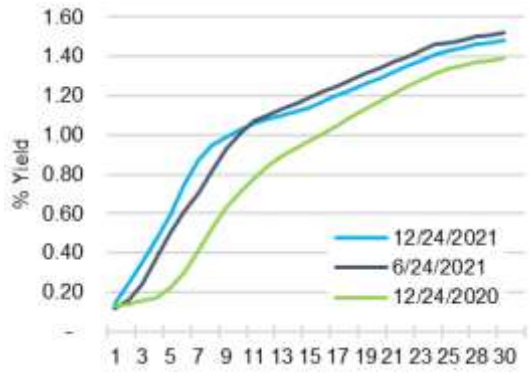
Rates Analysis – 1/1/10 to 12/24/21

	10Y AAA MMD	30Y AAA MMD	Bond Buyer 20 GO Bond Index	Bond Buyer Revenue Bond Index	10Y U.S. Treasury	30Y U.S. Treasury	SIFMA	1M LIBOR
Current	1.03	1.48	2.05	2.41	1.50	1.91	0.11	0.10
Maximum	3.46	5.08	5.41	5.67	3.90	4.75	5.20	2.52
Minimum	0.58	1.27	2.02	2.39	0.55	1.17	0.01	0.07
Average	1.98	2.94	3.62	4.14	2.19	2.95	0.46	0.65
% Time Lower	10.9%	4.5%	1.0%	0.8%	12.8%	9.1%	35.0%	4.5%

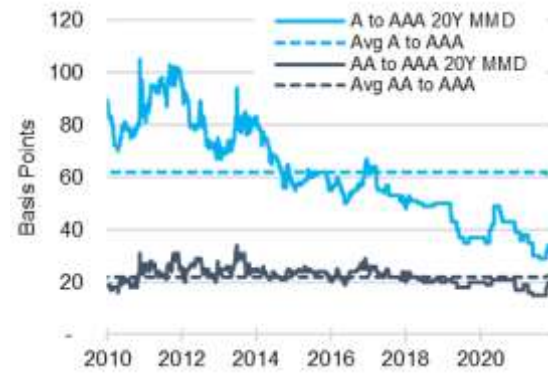
Source: Refinitiv Municipal Market Data, U.S. Treasury and Bloomberg

Tax-Exempt Market Overview | MMD

AAA MMD Yield Curve Comparison



MMD Credit Spreads to AAA – 1/1/10 to 12/24/21



AAA Yield Curve Steepness – 1/1/10 to 12/24/21



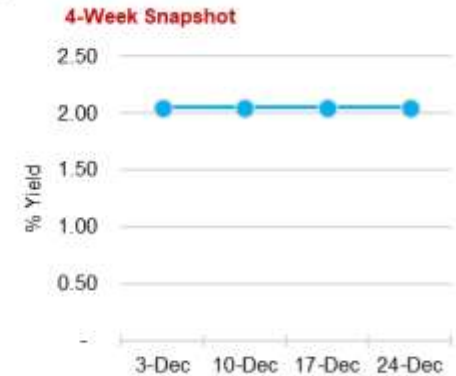
Maximum and Minimum AAA MMD Yields



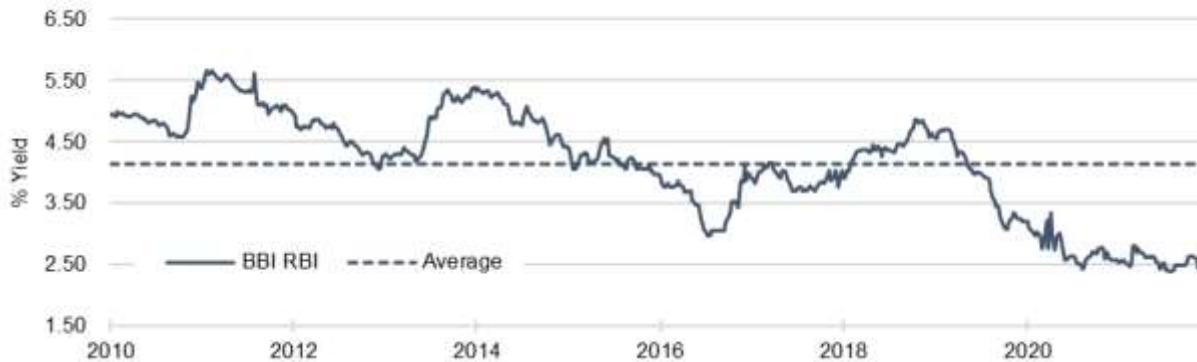
Source: Refinitiv Municipal Market Data

Tax-Exempt Market Overview | The Bond Buyer

The Bond Buyer 20-Bond General Obligation Index – 1/1/10 to 12/24/21



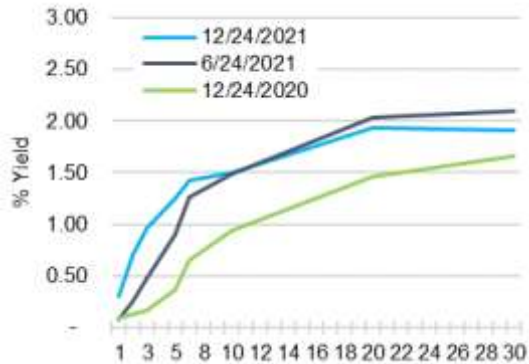
The Bond Buyer Revenue Bond Index – 1/1/10 to 12/24/21



Source: The Bond Buyer

Taxable Market Overview | U.S. Treasuries

UST Yield Curve Comparison



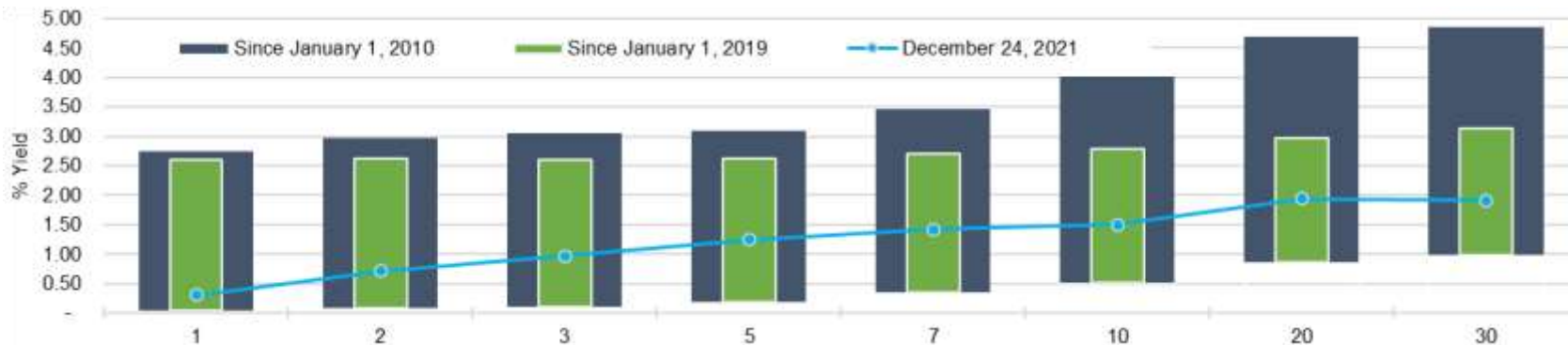
UST Rates – 1/1/10 to 12/24/21



UST Yield Curve Steepness - 1/1/10 to 12/24/21



Maximum and Minimum UST Yields



Source: U.S. Treasury Department



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 02-01-2022

REQUESTER: Steve Plumer, Sr. Parks Project Manager

PRESENTER: Duane Strawn, Director of Parks, Arts and Recreation

TITLE: Professional services contract with Dunaway Associates, L.L.C. in the amount of \$172,400 and approve a 5% contingency of \$8,620, total cost of \$181,020 for Phase I Construction Documentation and Construction Administration services for Turner Park

RECOMMENDED ACTION: Approve

ANALYSIS:

On October 15, 2021, the City Manager approved a professional services contract with Dunaway Associates, L.L.C. for an evaluation and revision of the Turner Park Master Plan. Dunaway Associates has successfully completed several projects for the City of Grand Prairie including the Splash Factory Improvements in 2019. During the evaluation and revision of the Turner Park Master Plan project, the firm evaluated potential phasing options and cost opinions for Phase I of the redevelopment process and will now provide professional design services including Phase I plan development, survey, geotechnical engineering, site engineering, bidding and negotiations, construction administration and project close-out. The consultant has submitted a fee of \$172,400 for the project.

This item was presented to the Finance and Government Committee on February 1, 2022 and received a recommendation for approval by City Council.

FINANCIAL CONSIDERATION:

Funding for the consultant contract in the amount of \$172,400 and a 5% contingency of \$8,620 for a total cost of \$181,020 is available in Grant Fund – ARPA (300594), WO #68122013 (Turner Park).

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

Fund/Activity Account: 300594 - 68122013
 Project Title: Turner Park
 Current Request: \$0.00

ACCOUNT DESCRIPTION	1 CURRENT BUDGET	2 AVAILABLE BALANCE	3 CURRENT REQUEST	2+3 REVISED BALANCE	1+3 AMENDED BUDGET
Construction (68540)	\$1,279,630	\$1,279,630		\$1,279,630	\$1,279,630
Eng/Design (68450)	\$220,370	\$181,020		\$181,020	\$220,370
TOTAL	\$1,500,000	\$1,460,650	\$0	\$1,460,650	\$1,500,000



CITY OF GRAND PRAIRIE COMMUNICATION

MEETING DATE: 02/01/2022

REQUESTER: Andy Henning

PRESENTER: Andy Henning – Director of Design and Construction -Municipal Facilities

TITLE: Change Order/Amendment No. 4 with Hill & Wilkinson General Contractors in the amount of \$116,915.86 for final project closeout change orders regarding Phase 3 Construction of the City Hall Municipal Campus

RECOMMENDED ACTION: Approve

ANALYSIS:

On April 6, 2021, the City Council awarded the Construction Manager at Risk (CMAR) contract to Hill & Wilkinson General Contractors for pre-construction services in the amount of zero dollars (\$0). The award provided for CMAR services including development of project estimates, preliminary construction schedules, value engineering proposals and constructability review during the completion of the design phase.

Current Change Order/Amendment No. 4 in the amount of \$116,915.86 is divided as follows:

AMOUNT	SUBJECT	DESCRIPTION/CLARIFICATION
\$7,026.76	Site Signage	Additional campus wayfinding signage for new access pathway associated with the existing City Hall West parking lot along with signage for the Revenue Management drive-thru bill pay entry and exit to replace existing signage
\$3,101.06	Parking Lot Striping	Restriping and upgrade of marking material at existing City Hall West parking lot
\$12,055.13	Landscaping	Additional landscaping throughout the extended north/south planter to the north of Housing along with new mulch being provided at all landscape areas associated with phase 1 construction
\$15,191.75	Walkway Access	New sidewalk connecting existing City Hall West parking lot to rain garden bridge access leading to City Hall Central main entry

\$24,037.04	Fire Connection	New remote fire department connection (FDC) at Courts building due to pressure test failure and corresponding relocation required
\$13,482.33	Metal Wall Panels	Replacement of City Hall Central main entry wood paneling to change to metal panel for increased durability and decreased life cycle maintenance/cost
\$535.74	Extended Warranty	Extended warranty cost for metal panel noted in line item above – warranty increased to 10 years from initial standard 5-year duration
\$24,590.87	Lighting	Enhanced lighting and power at City of Grand Prairie monument sign along Main Street for increased legibility
\$1,563.37	Parking Designation	Painting of reserved parking designations requested at Housing, Courts and City Hall East
\$761.31	Existing Manhole	Treatment of existing deteriorating manhole vault lid to match new parking lot concrete surrounding
\$984.80	Artwork	Material and labor to hang additional artwork in City Hall Central
\$5,772.01	Drainage	Tree well drainage system connected to storm sewer inlet at northwest corner of Main Street and NW 2 nd Street – drainage system required due to the existing grade sloping to the south and irrigation system terminating at that point
\$7,813.69	Granite Support	

Change Order/Amendment No. 3 in the amount of \$196,858.84 was approved by City Council on December 14, 2021 and was comprised of the following:

AMOUNT	SUBJECT	DESCRIPTION/CLARIFICATION
\$15,515.00	TXDOT	Additional work required by the Texas Department of Transportation for patch and tie-in of new concrete aprons at Main Street and 2 nd Street locations
\$9,850.00	Façade Framing	Addition of metal hat channel furring along the south façade of City Hall West in order to create a flat substrate condition for the brick masonry application
\$1,917.42	Site Retaining Wall	Additional retaining wall extension and increase in elevation to address existing grades along the east side of the City Hall Annex Building while creating a uniform top surface to the wall along its extents
\$43,426.76	Sanitary Sewer	Additional site work requested by Public Works to assist in replacement of deteriorating clay pipe sanitary sewer line discovered during construction – this work is funded by Public Works for this reason
\$22,187.04	Landscaping	Landscaping revisions along Main Street to coordinate with visibility of new monument sign and future Main Street turnback planning

\$864.88	Asbestos Trenching	Additional excavation work required following asbestos remediation associated with the existing below-grade waterproofing at the Municipal Court building – this was due to the soil that was removed by the asbestos remediation contractor being deposited in the trench area where space was required for installation of the new waterproofing
\$8,649.90	Traffic Island	Adjustments to the traffic island at the corner of College Street and 2 nd Street in order to create an improved pedestrian condition with increased safety and better protection from vehicular circulation
\$2,606.24	City Fiber	Additional excavation and backfill required to assist with elevation adjustments to existing City fiber ground boxes which were necessary to coordinate with new parking surface grading
\$12,750.40	Parking Striping	Addition of enhanced thermoplastic parking lot striping material in lieu of standard painted striping
\$5,932.88	Parking Changes	Adjustments to the parking design between Housing and the Municipal Court Building in order to coordinate with existing utility locations and the addition of the new emergency generator
\$41,355.52	Landscaping	Additional landscape work requested by the Parks Department to replace all city hall campus trees impacted by the unprecedented February 2021 freeze conditions – this work is funded by the Parks Department for this reason
\$13,153.62	TMC Ceiling	Addition of a new lay-in ceiling system in the Transportation Management Center per the request of the Transportation Department
\$1,755.76	Natural Gas Line	Repair of natural gas line damaged by City of Grand Prairie utility work that was self-performed – this work is funded by Public Works
\$7,037.99	Site Signage	Additional city hall campus site wayfinding signage to cover extents from Main Street to College Street along with 4 th Street to 2 nd Street
\$9,855.43	Demolition	Removal of existing site lighting and their foundations south of City Hall West in order to coordinate with Main Street turnback and downtown revitalization planning

Change Order/Amendment No. 2 in the amount of \$111,953.02 was approved by City Council on October 12, 2021 and was comprised of the following:

\$59,090.36 for landscape coordination and site electrical work regarding the emergency generator to serve Housing and the Municipal Court buildings.

\$52,862.66 for installation of a new below-grade waterproofing system at the Municipal Court building

Change Order/Amendment No. 1 in the amount of \$3,873,421 was approved by City Council on May 4, 2021 and represented the Phase 3 City Hall Municipal Campus GMP for the scope of work

defined in the Rouch Architects Construction Documents package as competitively bid by Subcontractors to Hill & Wilkinson. Costs above and beyond the Hill & Wilkinson portion of the project addressed in Change Order/Amendment No. 1 included previously approved Construction Manager pre-construction fees (\$0) and a 5% owner-controlled contingency (\$193,671); security allowance (\$25,000); low voltage allowance (\$25,000); plus, a franchise utility work allowance (\$50,000), all of which totaled the overall project budget at the time of \$4,167,092.

Items applicable to performance by the Construction Manager at Risk (CMAR) will be incorporated into the current Hill & Wilkinson General Contractors contract for a revised total contract in the amount of **\$4,299,148.72**.

FINANCIAL CONSIDERATION:

Funding in the total amount of \$116,915.86 for Phase Three of the Civil Campus Master Plan project is available as follows:

1. \$37,694.20 in available in Municipal Facilities Capital Projects Fund (405090) W.O. 02101803 (Municipal Complex Phase III) Hill & Wilkinson contract 434228 Contingency Line 2
2. \$79,221.66 is available in Municipal Facilities Capital Projects Fund (405090) W.O. 02101803 (Municipal Complex Phase III) unexpended appropriation funds.

CITY OF GRAND PRAIRIE CAPITAL PROJECTS BUDGET SUMMARY

Fund/Activity Account: 405090 / 02101803
 Project Title: Municipal Complex Ph III
 Current Request: \$0.00

ACCOUNT DESCRIPTION	1 CURRENT BUDGET	2 AVAILABLE BALANCE	3 CURRENT REQUEST	2+3 REVISED BALANCE	1+3 AMENDED BUDGET
60530 Small FFE	\$75,924	\$9,493	\$0	\$9,493	\$75,924
61405 Survey and Studies	\$2,750	\$0	\$0	\$0	\$2,750
63010 Bldgs and Grounds Maint	\$15,000	\$6,065	\$0	\$6,065	\$15,000
68270 Communication/Video Eq	\$4,891	\$0	\$0	\$0	\$4,891
68290 Office FFE	\$11,942	\$7,622	\$0	\$7,622	\$11,942
68380 Security Equipment	\$8,777	\$0	\$0	\$0	\$8,777
68540 Construction	\$4,146,325	\$88,843	\$0	\$88,843	\$4,146,325
68560 Eng/Con/Geo	\$307,305	\$0	\$0	\$0	\$307,305
				\$0	\$0
				\$0	\$0
TOTAL	\$4,572,914	\$112,023	\$0	\$112,023	\$4,572,914



**CITY OF GRAND PRAIRIE
ORDINANCE**

MEETING DATE: 02/01/2022

REQUESTER: George Fanous

PRESENTER: Gabe Johnson, Director of Engineering and Public Works and Romin Khavari, City Engineer

TITLE: Ordinance amending the FY 2021/2022 Capital Improvement Projects Budget; and a Professional Engineering Contract with Gresham Smith for Wastewater Master Plan Update in the amount of \$1,421,004 plus 5% of contingency of \$71,050 for a total of \$1,492,054

RECOMMENDED ACTION: Approve

ANALYSIS:

The City is required to update the wastewater master plan every five years to be compliant with the impact fee statutes as well as identify any capacity and structural deficiencies, thereby allowing us to repair, upsize and otherwise maintain the system properly to prevent overloading of the wastewater lines that leads to environmental pollution and violation of State and Federal law. Additionally, we analyze flows to the Trinity River Authority (TRA) to ensure that flow measurement by TRA is accurate and we are not overbilled.

This contract Provides for: **Wastewater Master Plan update** from City's current 2016 plan including updating City's hydraulic model to include new assets, new service area inclusive of the south sector, and updated assets. It also provides for **Risk Assessment for condition prioritization, Sanitary sewer evaluation of Basin 3.0W** as required by the city's sanitary sewer overflow initiative (SSOI) this task includes evaluation of 280,000 Linear feet of pipelines prone to elevated inflow, **Asset Management Plan update** for the wastewater collection system to consider remaining useful life of exiting assets; **Capacity Management Operation and maintenance plan** this effort delivers an assessment of the Wastewater utility, paralleling EPA guidelines for continuous improvements through the annual assessment; **Impact fee development of the wastewater** this effort organizes the costs for the planned improvements from the wastewater master plan into a basis for validating the City's adoption of Impact fee revenues to apply to the development community; and **Sanitary Sewer Overflow initiative (SSOI) support**, this effort structures proposed revisions to the to the City's TCEQ SSOI to meet the City's recommended improvement identified in the updated wastewater master plan. Also included in this contract is Wastewater design criteria update.

Proposed Contract requires completion in March 2023.

FINANCIAL CONSIDERATION:

Funding for the Professional Engineering Contract with Gresham Smith for an Updated Wastewater Master Plan in the amount of \$1,421,004, plus 5% contingency of \$71,050 for a total of **\$1,492,054** is available as follows:

1. **\$300,000** is available in Wastewater Capital Projects Fund (500692) W.O. 02211401 (Consultant Support Wastewater Master Plan and TRA Issues)
2. Due to the SSES Evaluation for TRA Basin being incorporated into this Master Plan, the Department is dropping to unobligated \$1,115,000 from Wastewater Capital Projects Fund (500692) W.O. 02210903 (1-9 SSES Evaluation for TRA Basin 3.0W)
3. **\$1,192,054** is available by approving an ordinance transferring and appropriating from the unobligated fund balance in the Wastewater Capital Projects Fund (500692) to W.O. 02211401 (Consultant Support Wastewater Master Plan and TRA Issues)

BODY

AN ORDINANCE OF THE CITY OF GRAND PRAIRIE, TEXAS, AMENDING THE FY 2021/2022 CAPITAL IMPROVEMENT PROJECTS BUDGET BY TRANSFERRING AND APPROPRIATING \$1,192,054 FROM THE UNOBLIGATED FUND BALANCE IN THE WASTEWATER CAPITAL PROJECTS FUND (500692) W.O. 02211401 (CONSULTANT SUPPORT WASTEWATER MASTER PLAN AND TRA ISSUES)

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

SECTION 1. THAT THE FY 2021/2022 Capital Improvement Projects Budget be amended by transferring and appropriating \$1,192,054 from the unobligated fund balance in the Wastewater Capital Projects Fund (500692) to W.O. 02211401 (Consultant Support Wastewater Master Plan and TRA Issues)

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS, ON THIS THE 15TH DAY OF FEBRUARY 2022.

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

Fund/Activity Account: 500692 / 02211401
 Project Title: FY22 Consultant Support Master Plan/TRA
 Current Request: \$1,192,054.00

ACCOUNT DESCRIPTION	1 CURRENT BUDGET	2 AVAILABLE BALANCE	3 CURRENT REQUEST	2+3 REVISED BALANCE	1+3 AMENDED BUDGET
61041 Professional Eng Service	\$300,000	\$300,000	\$1,192,054	\$1,492,054	\$1,492,054
			\$0	\$0	\$0
			\$0	\$0	\$0
			\$0	\$0	\$0
				\$0	\$0
				\$0	\$0
				\$0	\$0
TOTAL	\$300,000	\$300,000	\$1,192,054	\$1,492,054	\$1,492,054



**CITY OF GRAND PRAIRIE
ORDINANCE**

MEETING DATE: 02/01/2022

REQUESTER: George Fanous

PRESENTER: Gabe Johnson, Director of Engineering and Public Works and Romin Khavari, City Engineer

TITLE: Ordinance amending the FY 2021/2022 Capital Improvements Projects Budget; Professional Engineering Contract with Freese & Nichols, Inc. in the amount of \$720,000, plus a 5% contingency of \$36,000 for a total of \$756,000 for a Water Master Plan update and Water/Wastewater Impact Fee update

RECOMMENDED ACTION: Approve

ANALYSIS:

State law requires updating our Impact Fee Study every 5 years. It is now time for that update. Before the Impact Fees can be determined, the water Master Plan must be updated to identify all planned capital improvements for the next 10 years.

Phase 1- Water Master Plan Update: The City's water master plan will proactively plan for the future of the distribution system in Grand Prairie. The Master plan process will update the future demand projections, update the hydraulic water model, evaluate water supply scenarios, and provide an updated capacity capital improvement plan. An update to the City's risk-based assessment of the water system linear assets will be performed to develop an updated renewal capital improvements plan. An assessment of the City's existing Asset management business processes, project planning practices and asset data management will be performed along with developing an Asset management policy for the City. This contract also provides for updating existing demands and developing design criteria for water demand projections.

Phase 2- Impact fee analysis, is an update to the City's Water and Wastewater Impact Fee program this study will consist of calculating the allowable impact fee rates, coordinating with citizens advisory committee (appointed by the City) and adoption of the Impact Fee ordinance. this task will include performing existing condition analysis, determining the growth for 10-year planning period, developing an impact fee capital improvement program, defining service unit equivalency table, performing a credit analysis, and calculating the maximum fee per service-unit for the water and wastewater systems. The Study will be coordinated with Citizens Advisory committee and culminated with adoption through a public hearing process.

Phase 3- Regulatory assistance: this phase consists of assisting the City complying with Regulatory

requirements due to Lead and Copper rule revisions, and Emergency preparedness plan development (Texas Senate Bill 3)

Schedule: project is scheduled to start in March 2022 with completion in May 2023.

FINANCIAL CONSIDERATION:

Professional Engineering Contract with Freese & Nichols, Inc. in the amount of 720,000, plus a 5% contingency of \$36,000 for a total of \$756,000 for a Water Master Plan update and Water/Wastewater Impact Fee update is available as follows:

1. \$293,426 is available in Water Capital Projects (500592) W.O. 02209401 (FY22 Consultant Support on Water Master Plan (All Districts))
2. \$462,574 is available by approving an ordinance transferring and appropriating from the unobligated fund balance in the Water Capital Projects (500592) W.O. 02209401 (FY22 Consultant Support on Water Master Plan (All Districts))

BODY

AN ORDINANCE OF THE CITY OF GRAND PRAIRIE, TEXAS, AMENDING YJE FY 2021-2022 CAPITAL IMPROVEMENT PROJECTS BUDET BY TRANSFERRING AND APPROPRIATING \$462,574 FROM THE UNOBLIGATED FUND BALANCE IN THE WATER CAPITAL PROJECTS FUND (500592) W.O. 02209401 (FY22 CONSULTANT SUPPORT ON WATER MASTER PLAN (ALL DISTRICTS))

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

SECTION 1. THAT THE FY 2021/2022 Capital Projects Budget be amended by transferring and appropriating \$462,574 from the unobligated fund balance in the Water Capital Projects Fund (500592) to W.O. 02209401 (FY22 Consultant Support on Water Master Plan (All Districts))

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS, ON THIS THE 15TH DAY OF FEBRUARY 2022.

CITY OF GRAND PRAIRIE CAPITAL PROJECTS BUDGET SUMMARY

Fund/Activity Account: 401592 / 02004903
 Project Title: Johnson Creek Channel Repairs
 Current Request: \$0.00

ACCOUNT DESCRIPTION	1 CURRENT BUDGET	2 AVAILABLE BALANCE	3 CURRENT REQUEST	2+3 REVISED BALANCE	1+3 AMENDED BUDGET
61041 Prof Services	\$300,000	\$152,890	\$0	\$152,890	\$300,000
68540 Construcion	\$820,000	\$8,628	\$0	\$8,628	\$820,000
68560 Eng/Con/Geto	\$35,000	\$25,246	\$0	\$25,246	\$35,000
68999 Labor	\$45,000	\$5,356	\$0	\$5,356	\$45,000
				\$0	\$0
				\$0	\$0
				\$0	\$0
TOTAL	\$1,200,000	\$192,120	\$0	\$192,120	\$1,200,000



**CITY OF GRAND PRAIRIE
ORDINANCE**

MEETING DATE: 02/01/2022

REQUESTER: Andy Henning

PRESENTER: Andy Henning, Director of Design and Construction – Municipal Facilities

TITLE: Ordinance amending the FY2021/2022 Capital Improvement Projects Budget; Change Order No. 1 to the Design/Building Contract with Outside the Lines (OTL) in the amount of \$250,000 for material escalation costs associated with the interactive water, light and video projection entertainment attraction for EpicCentral

RECOMMENDED ACTION: Approve

ANALYSIS:

In preparation for further EpicCentral development, a Request for Qualifications (RFQ) solicitation (#21095 – Design/Build Services for a World Class Entertainment Attraction) was advertised by the City in accordance with State law. Respondents to the RFQ were required to submit their proposals no later than May 5, 2021. Six (6) entertainment attraction companies provided a submission in response to the RFQ. All proposals were reviewed in detail by the selection committee and four (4) groups were shortlisted for interviews. After the selection committee conducted interviews, it was determined based on the cumulative scoring criteria that Outside the Lines (OTL) stood out above all others as the most creative and qualified company to move forward with.

On June 15, 2021, the City Council awarded a Design/Build Contract in the amount of \$3,500,000 to Outside the Lines, Inc. for design and construction of an interactive water, light and video projection entertainment attraction for EpicCentral.

Current Change Order/Amendment No. 1 in the amount of \$250,000 represents increased pricing associated with material availability and cost escalation as it relates to mechanical equipment, pumps, PVC piping, conduit and wiring, air cannon spray features and robotic spray nozzles.

FINANCIAL CONSIDERATION:

Funding in the amount of \$250,000 is available as follows:

1. \$100,000 is available in EPIC Central Capital Projects Fund (360093) W.O. 6272522 (EPIC Central Light Show) remaining funds.

2. \$150,000 is available by approving an ordinance transferring and appropriating from the unobligated fund balance in the EPIC Central Capital Projects Fund (360093) to W.O. 6272522 (EPIC Central Light Show)

BODY

AN ORDINANCE OF THE CITY OF GRAND PRAIRIE, TEXAS, AMENDING THE FY 2021/2022 CAPITAL IMPROVEMENT PROJECTS BUDGET BY TRANSFERRING AND APPROPRIATING \$150,000 FROM THE UNOBLIGATED FUND BALANCE IN THE EPIC CENTRAL CAPITAL PROJECTS FUND (360093) W.O. 6272522 (EPIC CENTRAL LIGHT SHOW)

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

SECTION 1. THAT THE FY2021/2022 Capital Improvement Projects Budget be amended by transferring and appropriating \$150,000 from the unobligated fund balance in the EPIC Central Capital Projects Fund (360093) to W.O. 6272522 (EPIC Central Light Show)

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS, ON THIS THE 15TH DAY OF FEBRUARY 2022.



CITY OF GRAND PRAIRIE
ORDINANCE

MEETING DATE: 02/01/2022

REQUESTER: Ryan Simpson

PRESENTER: Daniel Scesney, Chief of Police

TITLE: Ordinance amending Chapter 29, “Code Compliance”, of the to the Code of Ordinances of the City of Grand Prairie, Texas, to Provide for an Administrative Adjudication Process for Certain Violations; Providing a Penalty Clause, A Savings Clause, and a Severability Clause; and providing an effective date upon passage and publication

RECOMMENDED ACTION: Approve

ANALYSIS:

The Grand Prairie Police Department’s Code Compliance Division has historically issued criminal citations for violations when other means of voluntary compliance are not effective. Issuing a criminal citation is, in many cases, not the most efficient or effective means of enforcement. Issuing a criminal citation is a time-consuming process for Code Compliance staff, and disposition of a citation is time consuming for Municipal Court and City Attorney’s Office staff.

Many municipalities have transitioned to an administrative adjudication (civil) process for code and parking related violations. An administrative process will allow for a much more efficient and effective enforcement process. The traditional criminal enforcement process will still be available, for the instances where criminal enforcement is the most effective means of enforcement.

Staff is seeking approval of an ordinance revision to allow for the implementation of the administrative adjudication process.

FINANCIAL CONSIDERATION:

None

BODY

AN ORDINANCE AMENDING CHAPTER 29, “CODE COMPLIANCE”, OF THE CODE OF ORDINANCES OF THE CITY OF GRAND PRAIRIE, TEXAS, TO PROVIDE FOR AN ADMINISTRATIVE ADJUDICATION PROCESS OFR CERTAIN VIOLATIONS; PROVIDING A PENALTY; PROVIDING A SAVINGS CLAUSE AND A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE UPON PASSAGE AND PUBLICATION.

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

SECTION 1. That Article IV of Chapter 29, “Code Compliance,” of the Code of Ordinances of the City of Grand Prairie, Texas, is hereby amended to read as follows:

“ARTICLE IV. ADMINISTRATIVE ADJUDICATION FOR CERTAIN VIOLATIONS.

Sec. 29-45. Alternative Administrative Adjudication Procedure.

As permitted by Section 54.044 of the Texas Local Government Code, every violation of an ordinance described by Section 54.032 of the Texas Local Government Code, Section 214.001(a)(1) of the Texas Local Government Code, Chapter 683 of the Texas Transportation Code, and as otherwise provided by state law, may be enforced as an administrative offense using the alternative administrative adjudication procedure set forth in this article. The adoption or use of this alternative administrative adjudication procedure does not preclude the city from enforcing a violation of an ordinance described in this section through criminal penalties and procedures.

Sec. 29-46. Administrative Citation.

- (a) An administrative citation issued under this article must:
- (1) notify the person charged with violating the ordinance that the person has the right to a hearing;
 - (2) provide information as to the time and place of the hearing;
 - (3) include the nature, date, and location of the violation;
 - (4) notify the person charged with violating the ordinance of the amount of the administrative penalty for which the person may be liable and provide instructions and the due date for paying the administrative penalty;
 - (5) notify the person charged that failure to timely appear at the time and place of the hearing as set forth in the citation or, if the hearing is continued or postponed, at any subsequent hearing, is considered an admission of liability for the violation charged; and
 - (6) provide instructions and the due date for paying, in lieu of a hearing, penalties, costs, and fees, payment of which shall be an admission of liability for the violation charged.
- (b) An administrative citation under this article serves as the summons and charging instrument for purposes of this article.
- (c) The original or a copy of the administrative citation must be kept as a record in the ordinary course of the business of the city.

Sec. 29-47. Answering an Administrative Citation.

- (a) A person who has been issued an administrative citation shall answer to the charge of the violation by appearing in person at the hearing on the date and location set forth in the citation.
- (b) An answer to the administrative citation may be made as follows:
 - (1) By returning the citation on or before the date of the administrative hearing, with the applicable administrative penalties, fees, and court costs, which action constitutes an admission of liability;
 - (2) By personally appearing, with or without counsel, before the hearing officer on the date and location set forth in the citation and on any subsequent hearing date; or
 - (3) By filing a written answer, either personally or through counsel, at least seven calendar days prior to the hearing date set forth in the citation, except that the filing of a written answer does not relieve the person charged from the duty to personally appear before the hearing officer on the date and location set forth in the citation and on any subsequent hearing date.
- (c) A violator who fails to appear at a hearing authorized under this article is considered to admit liability for the violation charged. The administrative hearing officer shall issue an order of liability and assess appropriate penalties, costs, and fees against the violator.

Sec. 29-48. Hearing for disposition of an administrative citation.

- (a) Pursuant to Sec. 25-76(b), every hearing for the adjudication of an administrative citation under this article shall be conducted by the office of administrative hearings, and must be conducted before a hearing officer.
- (b) At a hearing under this article, the administrative citation is rebuttable proof of the facts that it states. The formal rules of evidence do not apply to the hearing, and any relevant evidence will be admitted if the hearing officer finds it competent and reliable, regardless of the existence of any common law or statutory rule to the contrary. The hearing officer shall make a decision based upon a preponderance of the evidence presented at the hearing, after giving due weight to all rebuttable proof established by this article or other applicable law.
- (c) The person who issued the citation or summons is not required to attend a hearing under this article.
- (d) Each party shall have the right to call and examine witnesses, to introduce exhibits, to cross-examine opposing witnesses on any matter relevant to the issues, and to rebut evidence; except that, if the person charged fails to make a timely, written request to have the inspector who issued the citation present at the hearing, the person charged will be deemed to have waived the right to call and examine that inspector.
- (e) The hearing officer may examine any witness and may consider any evidence offered by a witness or person charged with a violation, giving due weight to all testimony and evidence offered.
- (f) At a hearing under this article, the administrative hearing officer shall issue an order stating whether the violator is liable for the violation. Upon a finding of liability, the administrative hearing officer shall issue an order:

- (1) assessing the penalty, costs, and fees; and
 - (2) if applicable, requiring abatement of the violation by a specific date.
- (g) Upon a finding of liability, the administrative hearing officer may set the date and time for a compliance hearing. A copy of the order shall be provided to the violator as notice of the compliance hearing.
- (h) If, at a compliance hearing, the administrative hearing officer finds that the violator has remedied or abated the violation, the administrative hearing officer may reduce the applicable penalty, fees, and costs.
- (i) If, at a hearing under this article, the administrative hearing officer finds the violator is not liable for the violation, the violator shall not be responsible for any penalty, cost, or fee.
- (j) An order issued pursuant to this article may be filed with the municipal court clerk or city secretary, who shall keep the order in a separate index and file. An electronic or digital version of the order shall be considered an original for all purposes.

Sec. 29-49. Establishing penalty.

- (a) The establishment of a penalty shall be consistent with and pursuant to the provisions of Local Government Code § 54.044, and as amended or recodified.
- (b) The amount of the administrative penalty shall not exceed 75% of the fine established by the municipal court on its schedule of standard fines for a criminal conviction of the violation.

Sec. 29-50. Enforcement of Order.

An order issued against a person found liable for a city ordinance violation under this article may be enforced by:

- (a) filing a civil suit for the collection of a penalty assessed against the person;
- (b) obtaining an injunction that:
 - (1) prohibits specific conduct that violates the ordinance; or
 - (2) requires specific conduct necessary for compliance with the ordinance; and
- (c) referral to a collection agency for non-payment of assessed penalties, costs, and fees, with the cost to the city for collection services assessed as costs and added to the judgment.

Sec. 29-51. Appeal.

- (a) A person who is found by an administrative hearing officer to have violated an ordinance under this article may appeal the determination by filing a petition in the municipal court before the 31st day after the date the administrative hearing officer's order is filed. An appeal does not stay enforcement and

collection of the judgment unless the person, before filing the appeal petition, posts a bond with the municipal court for twice the amount of the penalties, costs, and fees ordered by the administrative hearing officer.

- (b) An appeal shall be determined by the municipal court by trial de novo. Any affidavits submitted shall be admitted by the municipal judge in the trial de novo, and the issues must be proved by a preponderance of the evidence.
- (c) When an appeal petition is filed, the municipal court clerk shall schedule an appeal hearing and notify each party of the date, time, and location of the hearing.

Sec. 29-52. Hearing officers; qualifications, powers, duties, and functions.

- (a) An administrative hearing officer shall be hired by the city manager to preside over the administrative adjudication hearings established under this article. The city manager may also provide for associate administrative officers to preside over the administrative adjudication hearings established under this article and shall have the same powers, duties, and functions, and must meet the same qualifications, as the administrative hearing officer.
- (b) The administrative hearing officer shall have the authority to:
 - (1) administer oaths;
 - (2) preside over, hear evidence, accept admissions, make findings, and determine liability at administrative hearings under the Code of Ordinances;
 - (3) issue orders enforceable by the municipal court compelling the attendance of witnesses and the production of documents; and
 - (4) administratively terminate citations or cases that the hearing officer determines to be uncollectable, unenforceable, or erroneously issued.

Sec. 29-53 – 29.67. Reserved.”

SECTION 2. That Chapter 29, “Code Compliance,” of the Code of Ordinances of the City of Grand Prairie, Texas, as amended, shall be and remain in full force and effect save and except as amended by this Ordinance.

SECTION 3. That the terms and provisions 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 4. All ordinances or parts of ordinances not consistent or conflicting with the provisions of this Ordinance are hereby repealed. Provided that such repeal shall be only to the extent of such inconsistency and in all other respects this Ordinance shall be cumulative of other ordinances regulating and governing the subject matter covered in this Ordinance.

SECTION 5. That this Ordinance shall be and become effective immediately upon and after its passage and publication.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE,
TEXAS ON THIS THE 18TH DAY OF JANUARY, 2022.**



**CITY OF GRAND PRAIRIE
ORDINANCE**

MEETING DATE: 2/1/2022

REQUESTER: Ryan Simpson

PRESENTER: Daniel Scesney, Chief of Police

TITLE: Ordinance amending the FY 2022 Red Light Safety Fund in the amount of \$33,150 for a portion of the first-year costs of a price agreement for CodeCite and CityCite Code Compliance violation issuance platforms; Price Agreement for CodeCite and CityCite Code Compliance violation issuance platforms from T2 Systems, Inc., through a national cooperative agreement with Sourcewell for a cost of 16% from gross revenues collected by the City, one time equipment cost of \$33,150, and a flat annual fee of \$14,280 (total estimated first year cost of \$98,150). This agreement will be for one year with the option to renew for two additional one-year periods, at an estimated renewal cost of \$65,000 each, totaling \$195,000 if all extensions are exercised; Authorize the City Manager to execute the renewal options under the same terms so long as sufficient funding is appropriated by the City Council to satisfy the City's obligation during the renewal terms

RECOMMENDED ACTION: Approve

ANALYSIS:

The Grand Prairie Police Department's Code Compliance Division has historically issued criminal citations for violations when other means of voluntary compliance are not effective. Issuing a criminal citation is, in many cases, not the most efficient or effective means of enforcement. Issuing a criminal citation is a time-consuming process for Code Compliance staff, and disposition of a citation is time consuming for Municipal Court and City Attorney's Office staff.

Many municipalities have transitioned to an administrative adjudication (civil) process for code and parking related violations. An administrative process will allow for a much more efficient and effective enforcement process. The traditional criminal enforcement process will still be available, for the instances where criminal enforcement is the most effective means of enforcement.

Staff has selected T2 Systems, Inc.'s CodeCite and CityCite platforms to manage the administrative enforcement of code and parking related violations. Staff selected a revenue sharing pricing model. T2 Systems will deduct a service fee of 16% from gross revenues collected by the City, as well as a \$1,190 monthly fee for device data plan and warranty. The remaining net revenues will be remitted to the City

on a monthly basis. In the event no revenues are collected, the City will only be responsible for the monthly device data plan and warranty fee.

The violation issuance “ticket writer” devices will also be purchased from T2 Systems, Inc., via a one-time lump sum payment. The devices will be warranted for three years. Each Code Compliance Officer and Supervisor will be issued a device.

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 cooperative agreements with various entities including Sourcewell.

Sourcewell (formerly National Joint Powers Alliance) through a comprehensive 12-step process creates national cooperative contract purchasing solutions on behalf of its member agencies which include all government, education and non-profit agencies nationwide and in Canada. These cooperative contract opportunities offer both time and money savings for their users by consolidating the efforts of numerous individually prepared solicitations to one national, cooperatively shared process. This process leverages the aggregation of volume from members nationwide.

The national contract 080321-TSI began October 5, 2021 and will expire October 7, 2025, with one one-year extension available.

FINANCIAL CONSIDERATION:

T2 Systems will deduct costs for the 16% service fee, device data plan, and device warranty from revenues collected by the City. The City will receive payment for net revenues on a monthly basis. In the event gross revenues are not sufficient to cover the costs of the device data plan and device warranty, the City will remit the difference to T2 Systems. The violation issuance “ticket writer” devices will be purchased from T2 Systems

Funds for the service fee, data plan, and device warranty, in the estimated amount of \$65,000, are available in FY 2022 General Fund budget. Funds for the violation issuance devices, in the amount of \$33,150, are available in the Red Light Safety Fund unobligated fund balance.

Funding for future fiscal years will be paid from that year’s approved budgets.

BODY:

AN ORDINANCE OF THE CITY OF GRAND PRAIRIE, TEXAS, AMENDING THE FY 2022 RED LIGHT SAFETY FUND BY TRANSFERRING AND APPROPRIATING \$33,150 FROM THE UNOBLIGATED FUND BALANCE IN THE RED LIGHT SAFETY FUND FOR THE PURCHASE OF CODE COMPLIANCE VIOLATION ISSUANCE EQUIPMENT

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

SECTION 1. THAT the FY 2022 Red light Safety Fund be amended by transferring and appropriating \$33,150 from the unobligated fund balance in the Red Light Safety Fund for the purchase of Code Compliance violation issuance equipment.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS, ON THIS THE 18TH DAY OF JANUARY 18 2022.

**CITY OF GRAND PRAIRIE
RED LIGHT SAFETY
2021/2022**

	2021/2022 APPR/MOD
Beginning Resources	\$1,704,544
Approved Revenues	0
TOTAL REVENUES	\$0
Reserve for encumbrance	\$0
TOTAL RESOURCES	\$1,704,544
Approved Expenditures	59,500
Add: T2 Code Compliance Systems	33,150
TOTAL EXPENDITURES	\$92,650
TOTAL APPROPRIATIONS	\$92,650
Ending Resources	\$1,611,894