

**RICHARDSON CITY COUNCIL  
MONDAY, MARCH 25, 2024  
COUNCIL MEETING AT 6:00 PM  
RICHARDSON CITY HALL, 2360 CAMPBELL CREEK BLVD., SUITE 525, RICHARDSON, TX 75082**

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**Closed Executive Session Authorized**

As authorized by Section 551.071 (2) of the Texas Government Code, this meeting may be convened into closed Executive Session to seek confidential legal advice from the City Attorney on any listed agenda item.

**Meeting Information**

- City Council Rules of Order and Procedure: <https://www.cor.net/RulesofOrderandProcedure>
- Public Comment Cards for comments on agenda items, the visitors forum, or public hearings can be found at [www.cor.net/PublicCommentForm](http://www.cor.net/PublicCommentForm) and submitted online by 5 p.m. on the date of the meeting or in person before the meeting begins to be included in the public record.

**COUNCIL MEETING – 6:00 PM, MULTIPURPOSE ROOM #CH 157**

• **CALL TO ORDER**

**1. INVOCATION – CURTIS DORIAN**

**2. PLEDGE OF ALLEGIANCE: U.S. AND TEXAS FLAGS – CURTIS DORIAN**

**3. MINUTES OF THE FEBRUARY 26, 2024 AND MARCH 4, 2024 MEETINGS**

**4. PUBLIC COMMENTS ON AGENDA ITEMS AND VISITORS FORUM**

Speakers must complete a public comment card and submit it the City Secretary before the meeting begins. Speakers will have a maximum of 5 minutes to speak. The time allocated for all public comments is 30 minutes.

• **PUBLIC COMMENTS ON AGENDA ITEMS**

The public comment portion of the City Council meeting is scheduled at the beginning of the meeting to allow the public to address the City Council regarding an item listed on the agenda that is not a public hearing.

• **VISITORS FORUM**

The visitors forum portion of the meeting is set aside for members of the public to address the City Council on any topic in which the subject matter is within the jurisdiction of the City.

**5. REVIEW AND DISCUSS THE ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR) FOR THE YEAR ENDED SEPTEMBER 30, 2023, AUDITOR PRESENTATION**

**PUBLIC HEARING ITEMS:**

**6. PUBLIC HEARING AND CONSIDER ADOPTION OF ORDINANCE NO. 4487, ADOPTING STANDARDS OF CARE FOR EARLY CHILD DEVELOPMENT PROGRAMS OFFERED BY THE RICHARDSON PARKS AND RECREATION DEPARTMENT.**

**7. PUBLIC HEARING AND CONSIDER ADOPTION OF ORDINANCE NO. 4488, ADOPTING STANDARDS OF CARE FOR YOUTH PROGRAMS OFFERED BY THE RICHARDSON PARKS AND RECREATION DEPARTMENT.**

**ACTION ITEM:**

8. VARIANCE NO. 24-01, A REQUEST FOR A VARIANCE TO APPENDIX A (COMPREHENSIVE ZONING ORDINANCE) OF THE CITY OF RICHARDSON'S CODE OF ORDINANCES: ARTICLE XXII-D, SEC. 1(h)(1)(I)(2) TO ALLOW A 31-SPACE PARKING REDUCTION TO ACCOMMODATE AN 11,647-SQUARE FOOT RETAIL USE WITHIN AN APPROXIMATELY 63,000-SQUARE FOOT BUILDING. THE PROPERTY IS LOCATED AT 1300 E. BELT LINE ROAD, ON THE SOUTH SIDE OF BELT LINE ROAD, WEST OF PLANO ROAD.

**9. CONSENT AGENDA:**

*All items listed under the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion with no individual consideration. If individual consideration of an item is requested, it will be removed from the Consent Agenda and discussed separately.*

- A. CONSIDER ADOPTION OF ORDINANCE NO. 4489, AMENDING THE COMPREHENSIVE ZONING ORDINANCE AND ZONING MAP TO GRANT A CHANGE IN ZONING TO GRANT A SPECIAL DEVELOPMENT PLAN TO MODIFY THE DEVELOPMENT STANDARDS OF THE MAIN STREET/CENTRAL EXPRESSWAY FORM BASED CODE FOR 0.81 ACRES OF LAND LOCATED AT 512 N. CENTRAL EXPRESSWAY, RICHARDSON, TEXAS.
- B. CONSIDER AWARD OF THE FOLLOWING BIDS:
1. BID #41-24 – WE RECOMMEND THE AWARD TO RICHMOND AND ASSOCIATES LANDSCAPING, LTD. FOR THE 2024 OPEN CHANNEL MAINTENANCE PROJECT IN THE AMOUNT OF \$70,862.
  2. BID #45-24 – WE REQUEST AUTHORIZATION TO ISSUE AN ANNUAL REQUIREMENTS CONTRACT TO ORACLE ELEVATOR FOR ELEVATOR MAINTENANCE PURSUANT TO UNIT PRICES.
  3. BID #60-24 – WE REQUEST AUTHORIZATION TO ISSUE A PURCHASE ORDER TO DELL MARKETING LP FOR THE COOPERATIVE PURCHASE OF REPLACEMENT OF DELL DESKTOPS AND LAPTOPS THROUGH THE TEXAS DEPARTMENT OF INFORMATION RESOURCES ("DIR") CONTRACT #DIR-TSO-3763 IN THE AMOUNT OF \$310,026.
  4. BID #62-24 – WE REQUEST AUTHORIZATION TO ISSUE A PURCHASE ORDER TO TEXAS AIR SYSTEMS FOR THE COOPERATIVE PURCHASE OF REPLACEMENT HVAC UNIT AT HUFFHINES RECREATION CENTER THROUGH THE INTERLOCAL PURCHASING SYSTEM ("TIPS") CONTRACT #23010402 IN THE AMOUNT OF \$93,843.
  5. BID #63-24 – WE REQUEST AUTHORIZATION TO ISSUE A PURCHASE ORDER TO ENTECH SALES AND SERVICE FOR THE COOPERATIVE PURCHASE OF SERVICE CENTER ACCESS CONTROL SYSTEM RETROFIT THROUGH THE LOCAL GOVERNMENT PURCHASING COOPERATIVE ("BUYBOARD") CONTRACT #654-21 IN THE AMOUNT OF \$101,185.
  6. BID #64-24 – WE REQUEST AUTHORIZATION TO ISSUE A PURCHASE ORDER TO SDB CONTRACTING SERVICES FOR THE COOPERATIVE PURCHASE OF GREENHOUSE REPAIRS AND MAINTENANCE THROUGH THE LOCAL GOVERNMENT PURCHASING COOPERATIVE ("BUYBOARD") CONTRACT #581-19 IN THE AMOUNT OF \$59,244.31.
  7. BID #65-24 – WE REQUEST AUTHORIZATION TO ISSUE A COOPERATIVE ANNUAL REQUIREMENTS CONTRACT TO DUSTROL, INC. FOR MILLING SERVICES PURSUANT TO THE UNIT PRICES SPECIFIED IN TARRANT COUNTY CONTRACT #F2024052.

8. BID #66-24 – WE REQUEST AUTHORIZATION TO ISSUE A COOPERATIVE ANNUAL REQUIREMENTS CONTRACT TO TEXAS MATERIALS GROUP, INC. FOR ASPHALT OVERLAY SERVICES PURSUANT TO THE UNIT PRICES SPECIFIED IN DALLAS COUNTY SOLICITATION #2022-046-6961.

- C. A CHANGE ORDER TO INCREASE CONTRACT #321000476 TO MART, INC. FOR 1302 E. COLLINS RENOVATION IN THE AMOUNT OF \$117,835.02.

#### **10. REPORT ON ITEMS OF COMMUNITY INTEREST**

*The City Council will have an opportunity to address items of community interest, including: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutory recognition of a public official, public employee, or other citizen; a reminder about an upcoming event organized or sponsored by the City of Richardson; information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the City of Richardson that was attended or is scheduled to be attended by a member of the City Council or an official or employee of the City of Richardson; and announcements involving an imminent threat to the public health and safety of people in the City of Richardson that has arisen after posting the agenda.*

- **VISITORS FORUM CONTINUED (if needed)**
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#### **EXECUTIVE SESSION**

In compliance with Section 551.071 (1) and (2) of the Texas Government Code, Council will convene into a closed session to discuss the following:

- Consultation with City Attorney
  - 425 N. Central Expressway, Richardson, Texas

#### **RECONVENE INTO REGULAR SESSION**

Council will reconvene into open session, and take action, if any, on matters discussed in Executive Session.

- **ADJOURN**

I CERTIFY THE ABOVE AGENDA WAS POSTED ON THE BULLETIN BOARD AT THE RICHARDSON CITY HALL ON FRIDAY, MARCH 22, 2024, BY 5:00 P.M.

\_\_\_\_\_  
AIMEE NEMER, CITY SECRETARY

ACCOMMODATION REQUESTS FOR PERSONS WITH DISABILITIES SHOULD BE MADE AT LEAST 48 HOURS PRIOR TO THE MEETING BY CONTACTING THE ADA COORDINATOR, VIA PHONE AT (972) 744-4168, VIA EMAIL AT [ADACoordinator@cor.gov](mailto:ADACoordinator@cor.gov), OR BY APPOINTMENT AT 2360 CAMPBELL CREEK BLVD., SUITE 550, RICHARDSON, TEXAS 75082.

PURSUANT TO SECTION 46.03, PENAL CODE (PLACES WEAPONS PROHIBITED), A PERSON MAY NOT CARRY A FIREARM OR OTHER WEAPON ON THIS PROPERTY. \*

FOR THE PURPOSE OF THIS NOTICE "PROPERTY" SHALL MEAN THE COUNCIL CHAMBERS OR ANY OTHER ROOM WHERE A MEETING SUBJECT TO AN OPEN MEETING UNDER GOVERNMENT CODE CHAPTER 551 OF THE RICHARDSON CITY COUNCIL IS HELD.

*\*This does not apply to licensed carriers.*

**MINUTES**  
**RICHARDSON CITY COUNCIL MEETING**  
**FEBRUARY 26, 2024**

• **Call to Order**

Mayor Dubey called the meeting to order at 6:00 p.m. with the following Council members present:

Bob Dubey	Mayor
Arefin Shamsul	Mayor Pro Tem
Curtis Dorian	Councilmember
Jennifer Justice	Councilmember
Dan Barrios	Councilmember
Joe Corcoran	Councilmember
Ken Hutchenrider	Councilmember

The following staff members were also present:

Don Magner	City Manager
Kent Pfeil	Chief Financial Officer
Charles Goff	Assistant City Manager
Michaela Dollar	Assistant City Manager
Dannette Garcia	Assistant City Manager
Aimee Nemer	City Secretary
Haley Alsbrook	Management Analyst
Sam Chavez	Director of Development Services
Bob Clymire	Budget Officer
Curtis Poovey	Fire Chief
Gene Senter	Assistant Fire Chief
Robert Younger	Assistant Fire Chief
Wesley Caskey	Assistant Fire Chief

**COUNCIL MEETING – 6:00 PM, MULTIPURPOSE ROOM #CH 157**

**1. INVOCATION – AREFIN SHAMSUL**

**2. PLEDGE OF ALLEGIANCE: U.S. AND TEXAS FLAGS – AREFIN SHAMSUL**

**3. PRESENTATION OF PROCLAMATION FOR MARWAN MAROUF AND THE MUSLIM COMMUNITY**

Mayor Dubey presented a proclamation for Marwan Marouf and the Muslim community in recognition of their contributions and support of frontline workers during the COVID-19 pandemic.

**4. MINUTES OF THE FEBRUARY 12, 2024, AND FEBRUARY 19, 2024, MEETINGS, AND FEBRUARY 20, 2024, SPECIAL CALLED MEETING**

**Council Action**

Councilmember Dorian moved to approve the Minutes as presented. Councilmember Hutchenrider seconded the motion. A vote was taken and passed, 7-0.

## **5. VISITORS/ACKNOWLEDGEMENT OF PUBLIC COMMENT CARDS**

The following public comments were submitted regarding support of a ceasefire resolution for the Israel-Gaza War.

Ashley Molina, 11312 Park Central Place, Dallas  
Michael Selman, 2101 Lucern Cove, Richardson

Additionally, City Manager Magner acknowledged the following public comment cards.

Mark Solomon, 1530 Hindsdale Dr., Richardson, regarding memoriam for former Dallas County Commissioner, Jim Jackson.

A comment card submitted for the public hearing, which is noted under Item 6, Zoning File 23-16.

### **PUBLIC HEARING ITEMS:**

- 6. PUBLIC HEARING, ZONING FILE 23-16, A REQUEST FOR APPROVAL OF A SPECIAL DEVELOPMENT PLAN FOR A 0.81-ACRE LOT LOCATED AT 512 N. CENTRAL EXPRESSWAY, ON THE EAST SIDE OF CENTRAL EXPRESSWAY, BETWEEN DAVIS STREET AND RAYFLEX DRIVE, CURRENTLY ZONED MAIN STREET/CENTRAL EXPRESSWAY PD PLANNED DEVELOPMENT (INTERURBAN SUB-DISTRICT) INCLUDING AN ALLOWANCE FOR OUTDOOR STORAGE BETWEEN THE BUILDING WALL AND BISHOP AVENUE TO ACCOMMODATE THE USE OF THE PROPERTY FOR A WHOLESALE ESTABLISHMENT.**

#### **Public Hearing**

After a briefing from staff, David Arledge, the applicant, and Cletus Pippin, the architect representing the applicant, were available for Council questions. Mayor Dubey opened the Public Hearing. City Manager Magner previously acknowledged a public comment in opposition as listed below. With no further comments, Councilmember Hutchenrider moved to close the Public Hearing, seconded by Mayor Pro Tem Shamsul and approved unanimously.

#### **Opposed**

Jessica Shutt, 522 Bishop Ave., Richardson, representing Bishop Barristers

#### **Council Action**

Councilmember Hutchenrider moved to approve the request as presented with Exhibit C-1. Councilmember Justice seconded the motion. A vote was taken and passed, 5-2, with Councilmembers Barrios and Corcoran opposed.

## **7. REVIEW AND DISCUSS THE FIRST QUARTER FINANCIAL REPORT FOR THE FISCAL YEAR 2023-2024 OPERATING BUDGET**

Bob Clymire, Budget Officer, presented the first quarter financial report as noted below.

Revenues and expenditures are compared against the original budget adopted in August 2023 for the following funds.

- General Fund
- Water and Sewer Fund
- Solid Waste Services Fund
- Golf Fund
- Hotel/Motel Fund

Funds are performing as expected overall. Staff will continue to monitor current economic trends impacting:

- Commercial Property Values
- Sales Tax Trends
- Interest Rates

Expenditures are being tracked and areas of possible savings are being identified.

## **8. REVIEW AND DISCUSS THE RICHARDSON FIRE DEPARTMENT ANNUAL REPORT**

Chief Poovey provided the Fire Department Annual Report for 2023.

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|---|--|
| <ul style="list-style-type: none"> <li>• All Hazards Services Provided</li> <li>• Organizational Chart</li> <li>• Authorized Staffing</li> <li>• Years of Service</li> <li>• Recruiting and Hiring</li> <li>• Fire/EMS Training</li> <li>• Accomplishments</li> <li>• Emergency Response</li> <li>• Structure Fire Response</li> <li>• Fire Prevention</li> </ul> | <ul style="list-style-type: none"> <li>• Investigations</li> <li>• Inspections</li> <li>• Education</li> <li>• Social Media</li> <li>• UTD Emergency Response Unit</li> <li>• Citizens Fire Academy</li> <li>• Health/Mental Health</li> <li>• Blocker Update</li> <li>• Fire Service Master Plan</li> <li>• Apparatus/Equipment Challenges</li> </ul> |
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## **9. CONSENT AGENDA:**

### **A. CONSIDER ADOPTION OF THE FOLLOWING ORDINANCES:**

- 1. ORDINANCE NO. 4485, (ZF 23-15) AMENDING THE COMPREHENSIVE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF RICHARDSON, AS HERETOFORE AMENDED, TO GRANT A CHANGE IN ZONING FROM “R” RETAIL TO PD PLANNED DEVELOPMENT FOR THE LR-M (1) LOCAL RETAIL DISTRICT WITH AMENDED DEVELOPMENT STANDARDS AND A CONCEPT PLAN TO ACCOMMODATE A PATIO COVER FOR A RESTAURANT ON 1.04 ACRES LOCATED AT THE NORTHEAST CORNER OF ABRAMS ROAD AND E. BUCKINGHAM ROAD, RICHARDSON, TEXAS**
- 2. ORDINANCE NO. 4486, (ZF 23-17) AMENDING THE COMPREHENSIVE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF RICHARDSON, AS HERETOFORE AMENDED, TO**

**GRANT A CHANGE IN ZONING TO AMEND PD PLANNED DEVELOPMENT ORDINANCE NO. 4449, BY AMENDING SECTION 4. BUILDING AREA REGULATIONS, SUBSECTION (a) MINIMUM FLOOR AREA PER DWELLING UNIT FOR A 5.1651-ACRE TRACT OF LAND LOCATED ON THE NORTH SIDE OF FALL CREEK DRIVE, BETWEEN CENTRAL EXPRESSWAY AND COLLINS BOULEVARD, RICHARDSON, TEXAS**

**B. CONSIDER THE FOLLOWING RESOLUTIONS:**

- 1. RESOLUTION NO. 24-03, ADOPTING THE CITY OF RICHARDSON CITY COUNCIL RULES OF ORDER AND PROCEDURE.**
- 2. RESOLUTION NO. 24-04, APPROVING THE TERMS AND CONDITIONS OF THE DALLAS COUNTY CAPITAL IMPROVEMENT PROGRAM PROJECT SPECIFIC AGREEMENT TO THE MASTER AGREEMENT GOVERNING MAJOR CAPITAL IMPROVEMENT PROGRAM, BY AND BETWEEN THE CITY OF RICHARDSON, TEXAS, AND THE COUNTY OF DALLAS, TEXAS, TO DESIGN AND CONSTRUCT TRANSPORTATION IMPROVEMENTS TO THE CENTRAL TRAIL EXTENSION; AND AUTHORIZING ITS EXECUTION BY THE CITY MANAGER.**
- 3. RESOLUTION NO. 24-05, APPROVING AND AUTHORIZING PUBLICATION OF NOTICE OF INTENTION TO ISSUE SERIES 2024 CERTIFICATES OF OBLIGATION.**

**C. CONSIDER AWARD OF THE FOLLOWING BIDS:**

- 1. BID #27-24 – WE RECOMMEND THE AWARD TO MUNIZ CONSTRUCTION, INC. FOR RECONSTRUCTION OF WEST SHORE DRIVE FROM ARAPAHO TO LAKEVIEW DRIVE, AND NEWBERRY DRIVE FROM WEST SHORE DRIVE TO BROOKHURST DRIVE, WHICH INCLUDES ALTERNATE #1 IN THE AMOUNT OF \$6,193,044.**
- 2. BID #34-24 – WE REQUEST AUTHORIZATION TO ISSUE AN ANNUAL REQUIREMENTS CONTRACT TO BRUCE MILLER NURSERY FOR LANDSCAPE INSTALLATION AND MATERIALS PURSUANT TO UNIT PRICES.**
- 3. BID #39-24 – WE REQUEST AUTHORIZATION TO ISSUE AN ANNUAL REQUIREMENTS CONTRACT TO QUALITY TRAFFIC DATA, LLC AND NATIONAL DATA AND SURVEYING SERVICES FOR TRAFFIC COUNT PROGRAM PURSUANT TO UNIT PRICES.**
- 4. BID #52-24 – WE REQUEST AUTHORIZATION TO ISSUE COOPERATIVE ANNUAL REQUIREMENTS CONTRACTS TO MICHELIN NORTH AMERICA, INC. (\$40,000), SOUTHERN TIRE MART LLC (\$130,000), AND GOODYEAR TIRE AND RUBBER**

**COMPANY (\$70,000) FOR TIRES, TUBES, SUPPLIES, AND EQUIPMENT PURSUANT TO THE UNIT PRICES SPECIFIED IN THE LOCAL GOVERNMENT PURCHASING COOPERATIVE ("BUYBOARD") CONTRACT #729-24.**

- 5. BID #54-24 – WE REQUEST AUTHORIZATION TO INITIATE A COOPERATIVE LEASE WITH YAMAHA GOLF-CAR COMPANY FOR EIGHTY (80) YAMAHA ELECTRIC CARTS IN THE AMOUNT OF \$491,520 FOR A 48-MONTH PERIOD AND TEN (10) YAMAHA QUIETECH EFI GAS GOLF CARTS IN THE AMOUNT OF \$51,450 FOR A 60-MONTH PERIOD FOR THE SHERRILL PARK GOLF COURSE THROUGH THE LOCAL GOVERNMENT PURCHASING COOPERATIVE ("BUYBOARD") CONTRACT #706-22.**
- 6. BID #56-24 – WE REQUEST AUTHORIZATION TO ISSUE A COOPERATIVE ANNUAL REQUIREMENTS CONTRACT TO ABM INDUSTRY GROUPS, LLC FOR CUSTODIAL SERVICES THROUGH THE LOCAL GOVERNMENT PURCHASING COOPERATIVE ("BUYBOARD") CONTRACT #726-24 IN THE AMOUNT OF \$1,152,561.**
- 7. BID #57-24 – WE REQUEST AUTHORIZATION TO ISSUE A PURCHASE ORDER TO ENTECH SALES AND SERVICE FOR THE COOPERATIVE PURCHASE OF EISEMANN CENTER FIRE ALARM SYSTEM REPLACEMENT THROUGH THE LOCAL GOVERNMENT PURCHASING COOPERATIVE ("BUYBOARD") CONTRACT #654-21 IN THE AMOUNT OF \$328,975.**

**D. AUTHORIZE THE FOLLOWING CHANGE ORDER TO INCREASE CONTRACT #323000294 TO ARCHER WESTERN CONSTRUCTION, LLC. FOR THE REALIGNMENT OF THE NEW NORTH TEXAS MUNICIPAL WATER DISTRICT'S NEW 36-INCH WATERLINE AS, PART OF THE 825 PRESSURE ZONE IMPROVEMENT PROJECT. IN THE AMOUNT OF \$677,665.**

### **Council Action**

Councilmember Hutchenrider moved to approve the Consent Agenda as presented. Mayor Pro Tem Shamsul seconded the motion. A vote was taken and passed, 7-0.

### **10. REPORT ON ITEMS OF COMMUNITY INTEREST**

Council reported on items of community interest.

### **EXECUTIVE SESSION**

In compliance with Section 551.076 of the Texas Government Code, Council will convene into a closed session to discuss the following:

- Deliberation Regarding Security Devices or Security Audits
  - Briefing by Chief of Police Regarding Building Security and Protocol



**Council Action**

Council convened into Executive Session at 8:35 p.m.

**RECONVENE INTO REGULAR SESSION**

Council will reconvene into open session, and take action, if any, on matters discussed in Executive Session.

**Council Action**

Council reconvened into regular session at 9:57 p.m. There was no action as a result of the Executive Session.

**ADJOURNMENT**

With no further business, the meeting was adjourned at 9:57 p.m.

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MAYOR

ATTEST:

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CITY SECRETARY

**MINUTES**  
**RICHARDSON CITY COUNCIL MEETING**  
**MARCH 4, 2024**

- **Call to Order**

Mayor Dubey called the meeting to order at 6:00 p.m. with the following Council members present:

Bob Dubey	Mayor
Arefin Shamsul	Mayor Pro Tem
Curtis Dorian	Councilmember
Jennifer Justice	Councilmember
Dan Barrios	Councilmember
Joe Corcoran	Councilmember
Ken Hutchenrider	Councilmember

The following staff members were also present:

Don Magner	City Manager
Kent Pfeil	Chief Financial Officer
Charles Goff	Assistant City Manager
Michaela Dollar	Assistant City Manager
Dannette Garcia	Assistant City Manager
Aimee Nemer	City Secretary
Gary Tittle	Police Chief
Michael Bussiere	First Assistant Police Chief
Coby Pewitt	Assistant Police Chief
Keith Kockler	Assistant Police Chief
Yvonne Falgout	Director of Parks and Recreation
Shohn Rodgers	Assistant Director of Parks and Recreation
Sam Chavez	Director of Development Services
Jim Dulac	Director of Engineering/Capital Projects

**WORK SESSION – 6:00 PM, MULTIPURPOSE ROOM #CH 157**

**A. PUBLIC COMMENTS ON AGENDA ITEMS AND VISITORS FORUM**

One public comment card was submitted for the Visitors Forum as listed below.

- **PUBLIC COMMENTS ON AGENDA ITEMS**

- **VISITORS FORUM**

Ashley Molina, 11312 Park Central Place, Dallas, addressed Council to request a ceasefire resolution for the Israel-Gaza War.

**B. REVIEW AND DISCUSS THE RICHARDSON POLICE DEPARTMENT 2023 ANNUAL REVIEW**

Chief Tittle presented the annual report for 2023 with the following focus areas.

- Organizational Structure
- Communication and Partnerships
- Management and Efficiencies
- Coaching and Performance

**C. REVIEW AND DISCUSS THE PARKS AND PARK AMENITIES NAMING PROCESS**

Yvonne Falgout, Parks and Recreation Director explained the purpose of the naming process.

- Establish a procedure for City Council to introduce naming opportunities for consideration for our parks
- Establish criteria for naming parks, recreation facilities, and park amenities after individuals
- Establish a procedure for City Council to introduce naming opportunities for consideration for other city assets

Ms. Falgout also reviewed the following components.

- Parks Commission Ordinance
- Identified Naming Opportunities
- How Naming Opportunities Occur
- Naming Process for Other City Assets
- Naming Considerations
- Signage Samples
- Naming Rights
- Additional Philanthropic Opportunities

**D. PRESENT AND DISCUSS TREE PROTECTION AND MITIGATION REQUIREMENTS AND THE TREE CITY USA CERTIFICATION PROCESS**

Charles Goff, Assistant City Manager, explained updated tree protection and mitigation requirements and the process to become Tree City USA certified.

- City of Richardson Standard Construction Detail Updates
- Proposed Tree Protection and Mitigation Requirements
- Tree City USA Certification

**E. REPORT ON ITEMS OF COMMUNITY INTEREST**

Council reported on items of community interest.

- **VISITORS FORUM CONTINUED** *(if needed)*

**ADJOURNMENT**

With no further business, the meeting was adjourned at 9:34 p.m.

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MAYOR

ATTEST:

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CITY SECRETARY

**Item**

Annual Comprehensive Financial Report (ACFR) for the year ended September 30, 2023, Auditor Presentation

**Staff**

Anita Cothran, Director of Finance

**Summary**

The City's Independent Auditor – Crowe, LLP, will be present to provide a report for the Annual Comprehensive Financial Report (ACFR) for the year ended September 30, 2023, Single Audit for FY2023 and related auditor's reports.

**City Council Strategies**

- Maintain a strong fund balance and bond rating

**Background**

The City Charter requires an annual independent audit of the accounts. The ACFR is prepared by city staff in accordance with applicable accounting standards and provides the results of the external audit.

The audit firm partner, Kevin Smith, will meet with the Audit Committee of the City Council in a called meeting Monday, March 25, 2024 at 5:00 p.m.

**Financial Considerations**

A “clean” unmodified audit opinion ensures that the financial statements of the City may be relied upon by the City Council, citizens of Richardson and third-party investors.

**ORDINANCE NO. 4487**

**AN ORDINANCE OF THE CITY OF RICHARDSON, TEXAS, ADOPTING STANDARDS OF CARE FOR EARLY CHILD DEVELOPMENT PROGRAMS OFFERED BY THE RICHARDSON PARKS AND RECREATION DEPARTMENT; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Texas Administrative Code 40 TAC 745.115(3) establishes requirements to exempt recreational programs operated by municipalities for elementary age (5-13) children from State child care licensing; and

**WHEREAS**, to receive exempt status for a youth recreation program, a municipality must adopt standards of care by ordinance after a public hearing for the program, then submit a copy of program standards, a notice of the public hearing for the program and a copy of the ordinance adopting the standards to the State; and

**WHEREAS**, the City Council, after conducting a public hearing and affording a full and fair hearing to all citizens, and in the exercise of legislative discretion, has concluded that the attached standards of care should be approved; **NOW, THEREFORE**,

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RICHARDSON, TEXAS:**

**SECTION 1.** That the standards of care for early child development programs offered by the Parks and Recreation Department of the City of Richardson, Texas, attached hereto as Exhibit “A”, are hereby adopted. As required by Texas Administrative Code, Section 40.745.115(3), the Standards adopted by this Ordinance include staffing ratios; minimum staff qualifications; minimum facility, health, and safety standards; and mechanisms for monitoring and enforcing the adopted local standards.

**SECTION 2.** That all provisions of the ordinances of the City of Richardson in conflict with the provisions of this Ordinance be, and the same are hereby, repealed, and all other provisions of the ordinances of the City of Richardson not in conflict with the provisions of this Ordinance shall remain in full force and effect.

**SECTION 3.** That if any section, paragraph, clause or provision of this Ordinance shall for any reason be held invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Ordinance.

**SECTION 4.** That this Ordinance shall take effect upon its passage and the publication of the caption, as the law and charter in such cases provide.

**DULY PASSED** by the City Council of the City of Richardson, Texas, on the 25th day of March 2024.

**APPROVED:**

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MAYOR

**CORRECTLY ENROLLED:**

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CITY SECRETARY

**APPROVED AS TO FORM:**

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CITY ATTORNEY  
(PGS:1-29-24)

**EXHIBIT “A”**

**2024 STANDARDS OF CARE**

The City of Richardson is not regulated by any licensing agency because it is a municipality program.

**CITY OF RICHARDSON EARLY CHILD DEVELOPMENT PROGRAMS  
STANDARDS OF CARE**

**I. GENERAL INFORMATION/ADMINISTRATION**

- A. Purpose: To provide basic childcare regulations for recreation activities operated by the Richardson Parks and Recreation Department. This will allow the department to qualify as exempt from requirements of the Texas Human Resources Code.
- B. Implementation: Program will be the responsibility of the Parks & Recreation Department, with a Heights and Huffhines Recreation Manager supervising the overall program and Recreation Instructors – Early Child Development to administer the program on-site.
- C. Programs: Regulations apply to one on-going program:  
Early Child Development Programs 5 to 6 yr olds
- D. Other: Each site will make available for the public and staff a current copy of the Standards of Care. Parents of participants will be provided a copy of Standards of Care during the registration process or can find it on our website at [www.cor.net/parks](http://www.cor.net/parks).
- E. Program Sites and hours:
  - Heights Recreation Center: 711 W. Arapaho Rd., Monday through Friday 9am to 3pm
  - Huffhines Recreation Center: 200 N. Plano Rd., Monday through Friday 9am to 3pm

Program follows Richardson Independent School District holiday schedule and limits summer offerings. Program times vary during the weekdays.

- F. Early Child Development Objectives
  - 1. To offer a program wide in scope and varied in activities of different recreational activities including socializing and preparation for the school setting.
  - 2. To provide a pleasant and memorable experience in a loving atmosphere.
  - 3. To provide a safe environment always promoting good health and welfare for all.
  - 4. To teach children how to interact with others and in a classroom setting while also engaging in leisure time, to meet several needs: cognitive, emotional, physical, and social.
- G. Exemption Status: Once an exempt status is established, the Licensing Division will not monitor the recreational program. The Licensing Division will be responsible for investigating complaints of unlicensed childcare and for referring other complaints to the municipal authorities or, in the case of abuse/neglect allegation, to the local police authorities.

## EXHIBIT "A"

- H. Standards of Care Review: Standards will be reviewed annually and approved by the City Council after a public hearing is held to pass an ordinance regarding section 42.041(b)(14) of the Human Resources Code.
- I. Child Care Licensing will not regulate these programs nor be involved in any complaint investigation related to the program.
- J. Any parent, visitor or staff may register a complaint by calling Heights Recreation Center at 972-744-7850 or calling Huffhines Recreation Center at 972-744-7881 during the hours of 8 a.m. to 5 p.m. Monday through Friday.

### **II. STAFFING**

- A. **Recreation Instructor – Early Child Development:** Job Descriptions and Essential Job Functions

Essential Job Functions:

- 1. Develop a careful and creative program suitable for preschool children.
  - 2. Employ a variety of educational techniques (storytelling, educational play, physical activity, etc.) to teach children.
  - 3. Supervise large groups of children both visually and audibly, to ensure health/safety standards are maintained.
  - 4. Track children's progress and report to parents or guardians.
  - 5. Communicate courteously and effectively with other city employees, citizens, and parents/guardians.
  - 6. Maintain a clean and tidy classroom consistent with health safety standards and to ensure a safe environment for participants.
  - 7. Prepare materials and classrooms for class activities.
  - 8. Select, store, order, issue, and inventory classroom equipment materials and supplies following City purchasing procedures and department budget procedures.
  - 9. Perform other job duties as assigned.
- B. Criminal Background Checks: Criminal background checks will be conducted on prospective Recreational Instructors and Recreational employees.
  - C. A prospective employee will be subject to a drug test prior to hiring.
  - D. Staffing Ratios: The staff ratio will be 1 staff member per 10 children, ages 5-6 while on site.

### **III. FACILITY STANDARDS**

- A. Emergency evacuation and relocation plans are posted at each facility.
- B. Facility Managers and Recreation Instructors are responsible for inspecting the classrooms frequently for any sanitation or safety concerns. Those concerns should be passed on to the Facility Manager.
- C. Each recreation center will have a first aid kit. It will be checked and stocked on a bi-monthly basis by the Recreation Instructors. First aid kits to include at the minimum: bandages, first aid cream, rubber gloves, Neosporin, alcohol wipes, hot/cold packs, gauze, tweezers, ace bandages and scissors.
- D. In a situation where evacuation is necessary, the first priority of staff is to make sure all participants are in a safe location.



## EXHIBIT "A"

- E. Program sites are inspected annually by the Fire Marshall. Each Facility Manager is responsible for compliance with Fire Marshall's directives.
- F. The recommended number of fire extinguishers is inspected annually and indicate that they are properly charged.
- G. Medication, prescription or over the counter, can only be administered by parents. Parents must make arrangements for the participant to be given any medications necessary during the program time.
- H. Each indoor site shall have adequate indoor toilets and lavatories located such that children can use them independently and program staff can supervise as needed. Ratio of toilet to children will be 1:15.

### **IV. SERVICE STANDARDS-Recreation Instructors**

The following information will be provided to each member of the City staff as a part of the guidelines:

- A. Professional casual dress attire and tennis shoes or closed toed shoes are to be worn at all times.
- B. City issued employee identification card or badge. should be worn and clearly visible at all times.
- C. Program participants and parents will be treated with respect at all times.
- D. The Recreational Instructor shall resolve complaints or to relay a complaint to the Facility Manager, personally, if you are unable to resolve the issue. Do not refer a customer to another staff person. Make sure to take the customer's name and phone number, investigate complaint resolution and then follow up with the customer.
- E. Recreation Instructor shall keep parents informed of program activities. A monthly schedule shall be distributed during the first class, posted in the classroom and extra copies shall be kept with the daily sign in log.
- F. Recreation Instructors shall note details of behavior of participants (accomplishments, discipline problems, general activities, etc.) and shall provide verbal update parents on a daily basis if there is a problem.
- G. Recreation Instructor shall monitor the sign in/out log at all times.
- H. Recreation Instructor shall clean the classroom after each activity. Floors will be swept/vacuumed, tables and chairs wiped clean, supplies put away. This is extremely important for sanitary reasons.
- I. Recreation Instructors shall spend 100% of the instructor's time actively involved with the participants and/or parents.

### **V. OPERATIONAL ISSUES**

- A. **Emergency phone numbers** shall be kept with the Front Desk City Staff at each Recreation Center. Those numbers shall include fire, police, and ambulance services.
- B. **A Standards of Care and handbook** shall be provided to each Recreation Instructor – Early Childhood Development and Facility Manager involved with the Early Childhood

## EXHIBIT "A"

Development program. An additional manual shall be located at each site where all City staff may have access to the manual, which outlines the following:

1. Discipline Issues
  2. City Rules and Regulations
  3. Forms that must be completed
  4. Service Standards
  5. Ways to interact with children
- C. **Sign-in and Sign-out** sheets shall be used every day. Only adults listed on the sign-in/out release sheet shall be allowed to pick up children. An authorized person must enter the building, present appropriate identification and sign the sheet for City staff to release the child.
- D. **Emergency evacuation** and relocation plans shall be posted at each facility.
- E. **Enrollment** information shall be kept and maintained for each child and include:
1. Child's name, birth date, home address and phone numbers where parents may be reached during the day.
  2. Names and telephone numbers of persons to whom the child can be released.
  3. Liability waiver
- F. **City Staff shall immediately** notify the parent or other person authorized by the parent when the child is injured or has been involved in any situation that has placed the child at risk.
- G. **City Staff shall immediately notify** parents of children in the facility when there is an outbreak of a communicable disease in the facility that is required to be reported to the County Department of Health or other agency. City Staff shall notify parents of children in a group when there is an outbreak of lice or other infestation in the group.
- H. **Discipline**
1. Discipline and guidance of children shall be implemented in a consistent manner based on the Richardson Parks and Recreation Behavior Modification and Re-Enforcement Policy:
    - A. All disciplinary actions shall begin with verbal warning and then followed up with a parent.
    - B. **First Offense** – child is redirected and reminded of behavior guidelines and program rules, given time out away from scheduled activities, and provided an opportunity to correct behavior.
    - C. **Second Offense** – the parent shall be contacted for child to be picked up to go home for the day.
    - D. **Third Offense** – child shall be removed from the program.
    - E. **City reserves the right at any time to remove or expel a child from the program based on the severity of incident.**
  2. Under no circumstances shall there be cruel or harsh punishment or treatment.
  3. Incident reports will be completed for any disciplinary cases, and the relevant information shall be shared with parents when picking up the child or sooner, when extreme cases occur.
  4. A deliberate action of harm to any participant or counselor, vandalism, possession of a concealed weapon or controlled substance, emotional outbursts or tantrums,

## EXHIBIT "A"

uncooperative attitude or any severe discipline problem disruptive to the program will result in immediate measure to remove the child from the program.

### **I. Illness & Injury**

1. Parents shall be notified in cases of child illness or injury.
2. An ill child, or a child suspected of having a temperature accompanied by behavior changes, or other symptoms shall not be allowed to participate in the program until a medical evaluation indicates that child may participate in program activities. Children with temperatures higher than 99.9 degrees, shall not be allowed to participate in the program until the child has been fever free for 24 hours.
3. In the event an injury that cannot be administered through basic first aid, the City staff shall dial 911 and contact emergency responders.
4. When an injury occurs, an incident report shall be completed. The original of the completed report shall be provided to the Recreation Center Manager's office and a copy maintained in the files of the Recreation Center.

### **VI. GENERAL GUIDELINES FOR CHILDREN**

As a part of the Guidelines, City staff shall be provided the following instruction and information:

- A. Children shall stay off of tables, counter tops, etc.
- B. Children should walk in the building. Running is permitted only in designated areas.
- C. Bouncing and throwing balls is permitted only in the gym.
- D. Active games using equipment that can cause damage to window, shades, lights, and ceilings shall only be played in the gym.
- E. Children shall show respect for City staff and other participants.
- F. Children shall wear shoes at all times.
- G. Children shall be contained and shall not be allowed to mingle with the general public. City staff is required to know where each child is located AT ALL TIMES.

### **VII. CHILD ABUSE AND NEGLECT**

Texas law requires all child care professionals to report any suspected forms of child abuse or neglect. City staff shall document and report to the applicable agencies and authorities of any suspected child abuse or neglect after conducting an investigation if applicable.

### **VIII. ACTIVITIES**

- A. Activities for each program should be planned based on the program theme and age. Each activity should relate and be appropriate.
- B. A monthly calendar of activities shall be posted at the Recreation Center and provided to the parents the first day of the program.
- C. This program does not include any field trips or participation in outdoor water activities.

## EXHIBIT "A"

### **IX. MONITORING AND ENFORCEMENT**

These Standards of care shall be monitored and enforced by applicable responsible City Department responsible for their respective areas as identified:

- A. Health and safety standards shall be monitored and enforced by the City's Police, Fire, Health and Code Enforcement Departments and Divisions.
- B. City Staff and program issues shall be monitored and enforced by the Parks and Recreation Department. The Recreation Facility Manager shall visit the program on a regular basis. Recreation Instructors are responsible for visually checking the program activities on a daily basis. When this staff is not available, another full-time staff person is responsible for the daily checks.

**ORDINANCE NO. 4488**

**AN ORDINANCE OF THE CITY OF RICHARDSON, TEXAS, ADOPTING STANDARDS OF CARE FOR YOUTH PROGRAMS OFFERED BY THE RICHARDSON PARKS AND RECREATION DEPARTMENT; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Texas Human Resource Code, Section 42.041(b)(4), establishes requirements to exempt recreational programs operated by municipalities for elementary age (5-13) children from State child care licensing; and

**WHEREAS**, in order to receive exempt status for a youth recreation program, a municipality must adopt standards of care by ordinance after a public hearing for the program, then submit a copy of program standards, a notice of the public hearing for the program and a copy of the ordinance adopting the standards to the State; and

**WHEREAS**, the City Council, after conducting a public hearing and affording a full and fair hearing to all citizens, and in the exercise of legislative discretion, has concluded that the attached standards of care should be approved.

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RICHARDSON, TEXAS:**

**SECTION 1.** That the standards of care for youth programs offered by the Parks and Recreation Department of the City of Richardson, Texas, attached hereto as Exhibit “A”, are hereby adopted. As required by Texas Human Resource Code, Section 42.041(b)(14), the Standards adopted by this ordinance include staffing ratios; minimum staff qualifications; minimum facility, health, and safety standards; and mechanisms for monitoring and enforcing the adopted local standards.

**SECTION 2.** That all provisions of the ordinances of the City of Richardson in conflict with the provisions of this Ordinance be, and the same are hereby, repealed, and all other provisions of the ordinances of the City of Richardson not in conflict with the provisions of this Ordinance shall remain in full force and effect.

**SECTION 3.** That if any section, paragraph, clause or provision of this Ordinance shall for any reason be held invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Ordinance.

**SECTION 4.** That this Ordinance shall take effect upon its passage and the publication of the caption, as the law and charter in such cases provide.

**DULY PASSED** by the City Council of the City of Richardson, Texas, on the 25<sup>th</sup> day of March 2024.

**APPROVED:**

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MAYOR

**CORRECTLY ENROLLED:**

---

CITY SECRETARY

**APPROVED AS TO FORM:**

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CITY ATTORNEY  
(PGS:1-29-247)

## EXHIBIT “A”

# 2024 STANDARDS OF CARE

The City of Richardson is not regulated by any licensing agency because it is a municipality. We do, however, have to complete a number of requirements in order to have that licensing waived. We try whenever possible to meet all the regulations that the state has set up. Please read the attached Standards of Care provided on the following pages which explain all the rules and regulations.

One regulation is that we can only serve children ages 5 and older under this policy. Absolutely no exceptions can or will be made to this policy. If a child’s age is questionable, a birth certificate is required to verify the correct age.

### CITY OF RICHARDSON YOUTH PROGRAMS STANDARDS OF CARE

#### I. GENERAL INFORMATION/ADMINISTRATION

- A. Purpose: To provide basic childcare regulations for recreation activities operated by the Richardson Parks and Recreation Department. This will allow the department to qualify as exempt from requirements of the Texas Human Resources Code.
- B. Implementation: Program will be the responsibility of the Parks & Recreation Department, with a Heights Recreation Coordinator supervising the overall program and Day Camp Directors and Leaders administering the program on-site.
- C. Programs: Regulations apply to four (4) on-going programs:
  - Kinder Camp – ages 5-6
  - Elementary Camp – ages 7-11
  - Playground Camp – ages 7-11
  - Teen Camp – ages 12-15
- D. Other: Each site will make available for the public and staff a current copy of the Standards of Care. Parents of participants will be provided a copy of Standards of Care during the registration process or can find it on our website at [www.corcamps.com](http://www.corcamps.com).
- E. Program Sites:
  - Heights Playground: 711 W. Arapaho Rd.
  - \*Terrace Elementary 300 N. Dorothy Dr.
  - \*RISD reserves the right to select an alternative site in case of summer repairs or maintenance requirements.
- F. Day Camp Objectives
  - 1. To offer a program wide in scope and varied in activities of different recreational activities: sports, games, arts and crafts, education, drama, special events, field trips, tournaments, etc.
  - 2. To provide a pleasant and memorable experience in a loving atmosphere.
  - 3. To provide a safe environment always promoting good health and welfare for all.
  - 4. To teach children how to spend their leisure time wisely, to meet several needs: cognitive, emotional, physical, and social.

## EXHIBIT "A"

- G. Exemption Status: Once an exempt status is established, the Licensing Division will not monitor the recreational program. The Licensing Division will be responsible for investigating complaints of unlicensed childcare and for referring other complaints to the municipal authorities or, in the case of abuse/neglect allegation, to the local police authorities.
- H. Standards of Care Review: Standards will be reviewed annually and approved by the City Council after a public hearing is held to pass an ordinance regarding section 42.041(b)(14) of the Human Resources Code.
- I. Child Care Licensing will not regulate these programs nor be involved in any complaint investigation related to the program.
- J. Any parent, visitor or staff may register a complaint by calling Heights Recreation Center at 972-744-7850 during the hours of 8 a.m. to 5 p.m. Monday through Friday.

## II. STAFFING

### A. Day Camp Director-Job Descriptions and Essential Job Functions

#### Essential Job Functions:

1. Assists in the planning, budget reporting, scheduling and implementation of the day camp program.
2. Supervise summer staff that includes Day Camp Leaders and Leaders in Training.
3. Implements lesson plans as needed and assist day camp staff with keeping activities on schedule.
4. Plans and leads activities such as sports, games, arts and crafts, music and field trips.
5. Prepares payroll and maintain budget information.
6. Keeps attendance records and camper information forms.
7. Communicates courteously and effectively with the other city employees, citizens and program patrons.
8. Implements appropriate discipline procedures when necessary.
9. Attends mandatory staff training session and conduct staff meetings as required.

#### Qualifications:

1. Must be mature, responsible and able to complete duties with minimal supervision.
2. Must be able to communicate well with the public, and skilled at interacting with children.
3. Must be skilled in supervising children of varying age levels in a group setting.
4. Must have First Aid and CPR certification prior to start of camp.
5. Must have a valid Texas Class C Driver's License.
6. Must complete departmental day camp staff training.
7. Must have previous experience supervising children in a day camp setting.
8. Must have previous experience supervising staff.
9. Must have strong organizational skills and can adapt easily to change.
10. Must pass city criminal background check prior to hiring.

### B. Day Camp Counselor-Job Descriptions and Essential Job Functions

#### Essential Job Functions:

1. Supervises programs and activities of the program during all scheduled hours



## EXHIBIT "A"

2. Maintains supply inventory.
3. Effectively follows lesson plans and instructions from Director.
4. Completes incident and accident reports effectively relating to participating patrons.
5. Communicates courteously and effectively with the other city employees, citizens and program patrons.
6. Attends mandatory staff training session and conduct staff meetings as required.

### Minimum Qualifications:

1. Must be mature, responsible and able to complete duties with minimal supervision.
2. Must be able to communicate well with the public, and skilled at interacting with children.
3. Must have experience working with children and the ability to cope with large groups of children and high noise levels.
4. Must have First Aid and CPR certification prior to start of camp.
5. Must be 16 years of age at the time of application.
6. Must complete departmental day camp staff training.
7. Must pass city criminal background check prior to hiring.
8. Knowledge or skills in recreational games, sports, crafts and other activities.

### C. Other Requirements

1. Staff must complete the mandatory training program of at least 25 hours, in addition to planning hours with site staff prior to the start of camp. This training includes a departmental orientation, customer service, behavioral issues and discipline, as well as practical skills on activities for children in games, songs and crafts.
2. Staff must exhibit competency, good judgment and self-control throughout the duration of the camp.
3. Staff should relate to the children with courtesy, respect, acceptance and patience.
4. Staff shall not abuse or neglect children.

### D. Criminal Background Checks: Criminal background checks will be conducted on prospective Day Camp employees.

### E. A prospective employee will be subject to a drug test prior to hiring.

### F. Staffing Ratios: The staff ratio will be 1 staff member per 10 children, ages 5-13 while on site and 1 staff member per 6 children off site.

## III. FACILITY STANDARDS

- A. Emergency evacuation and relocation plans are posted at each facility.
- B. Day Camp Directors and Leaders are responsible for inspecting the camp sites frequently for any sanitation or safety concerns. Those concerns should be passed on to the Day Camp Coordinator.
- C. Each camp will have a first aid kit. It will be checked and stocked on a weekly basis by the onsite Camp Directors. First aid kits to include at the minimum: bandages, first aid cream, rubber gloves, Neosporin, alcohol wipes, hot/cold packs, gauze, tweezers, ace bandages and scissors.
- D. In a situation where evacuation is necessary, the priority of staff is to make sure all participants are in a safe location.

## EXHIBIT "A"

- E. Program sites are inspected annually by the Fire Marshall. Each Facility Manager is responsible for compliance with Fire Marshall's directives.
- F. All fire extinguishers are inspected prior to camp and indicated that they are properly charged.
- G. Medication is only administered with written parental consent. Prescription medications are to be left with staff in their original container, labeled with the child's name, date, directions and physician's name. Medication is dispensed only as stated on the bottle, and not past the expiration date.
- H. Non-prescription medicine with the child's name and date on the medication may be brought if in the original container. Non-prescription medication will only be administered with written parental consent.
- I. Each indoor site shall have adequate indoor toilets and lavatories located such that children can use them independently and program staff can supervise as needed. Outdoor sites shall provide portable toilets based on number of children attending each day. Ratio of toilet to children will be 1:17.
- J. All participants must wear appropriate footwear daily. Sandals and flip-flops will be allowed only in the pool area.

### IV. SERVICE STANDARDS-Day Camp Staff

This information will be provided to each staff as a part of the day camp manual:

- A. Camp staff shirts, shorts and tennis shoes are to be always worn.
- B. City issued employee I.D. should be always worn and clearly visible except during swim time.
- C. Camp participants and parents will be always treated with respect.
- D. Camp staff will take it upon themselves to resolve complaints. Do not refer a customer to another staff person. If you are unable to resolve the complaint on the spot, take the customer's name and phone number, investigate complaint resolution and then follow up with the customer.
- E. Camp staff will keep parents informed of camp activities. A weekly schedule will be distributed on the Monday of each week and extra copies will be kept with the sign in log daily.
- F. Camp staff will note details of behavior of campers (accomplishments, discipline problems, general activities, etc.) and update parents daily if there is a problem.
- G. Camp staff will monitor the sign in/out log throughout the day.
- H. Camp staff will clean rooms after each activity. Floors will be swept/vacuumed, tables and chairs stacked, supplies put away. This is extremely important since rooms are used throughout the day by other groups.
- I. Camp staff will spend 100% of their time actively involved with campers and/or parents.

### V. OPERATIONAL ISSUES

- A. **Emergency phone numbers** are kept with the Day Camp Director on field trips. Those numbers include fire, police, and ambulance services.

## EXHIBIT "A"

- B. **A day camp manual** is given to camp staff. An additional manual will be located at each site where all staff can have access to the manual, which outlines the following:
  - 1. Discipline Issues
  - 2. City Rules and Regulations
  - 3. Forms that must be filled out
  - 4. Service Standards
  - 5. Game/activity leadership
  - 6. Ways to interact with children
- C. **Sign-in and Sign-out** sheets will be used every day. Only adults listed on the sign-in/out release will be allowed to pick up children. An authorized person must enter the building, present appropriate identification and sign the sheet for staff to release the child.
- D. **Emergency evacuation** and relocation plans will be posted at each facility.
- E. **Parents** will be notified regarding planned field trips and provided the required release forms.
- F. **Enrollment** information will be kept and maintained on each child and shall include:
  - 1. Child's name, birth date, home address and phone numbers where parents may be reached during the day.
  - 2. Names and telephone numbers of persons to whom the child can be released.
  - 3. Field Trip release form as needed.
  - 4. Liability waiver
  - 5. Parental consent to administer medication, medical information and release on participant.
- G. **Staff shall immediately** notify the parent or other person authorized by the parent when the child is injured or has been involved in any situation that placed the child at risk.
- H. **Staff shall immediately notify** parents of children in the facility when there is an outbreak of a communicable disease in the facility that is required to be reported to the County Department of Health. Staff must notify parents of children in a group when there is an outbreak of lice or other infestation in the group.
- I. **Discipline**
  - 1. Discipline and guidance of children will be implemented in a consistent manner based on the Richardson Parks and Recreation Behavior Modification and Re-Enforcement Policy:
    - A. All disciplinary actions will begin with verbal warning and then followed up with a parent.
    - B. **First Offense** – camper is redirected and reminded of behavior guidelines and camp rules, given time out away from scheduled activities, and given opportunity to correct behavior.
    - C. **Second Offense** – a parent will be called for child to be picked up to go home for the day.
    - D. **Third Offense** – camper will be withdrawn from camp program for the remainder of the session, or the summer.

## EXHIBIT "A"

**E. Note: The City of Richardson reserves the right to surpass the first and second steps for immediate expulsion depending on severity of incident.**

2. Under no circumstances will there be cruel or harsh punishment or treatment.
3. Incident reports will be completed for any disciplinary cases, and information is to be shared with parents when picking up the child or sooner, when extreme cases occur. Continued disciplinary problems will result in the participant being asked to leave the program.
4. A deliberate action of harm to any camper or counselor, vandalism, possession of a concealed weapon or controlled substance, emotional outbursts or tantrums, uncooperative attitude or any severe discipline problem disruptive to the program will result in immediate measure to remove the child from camp.

### **J. Bullying**

1. COR Day Camp programs takes a strong stance against bullying as it is indefensible and will not be tolerate in any form. We expect all campers to respect one another in creating a fun and positive environment. When bullying is suspected or reported, our camp directors respond swiftly to address the incidents, contacting the parents of the campers involved. Depending on the extent of the bullying incident, the campers may be allowed to remain in the program under a corrective plan of action or may be expelled from our camp program for the remainder of the summer and no refund will be issued for the remaining week of camp. If allowed to remain in camp, refer to Discipline Policy for details.
2. We are here to resolve the situation, and not judge or belittle the campers accused of bullying. Together we can help prevent and eliminate incidences of bullying so that camp is a fun experience.

### **K. Illness & Injury**

1. Parents shall be notified in cases of illness or injury.
2. An ill child will not be allowed to participate if the child is suspected of having a temperature and accompanied by behavior changes, or other symptoms until medical evaluation indicates that child can be included in the activities. In the event an injury that cannot be administered through basic first aid, the City staff shall dial 911 and contact emergency responders.
3. When an injury occurs, an incident report shall be completed. The form shall be filled out completely with the original sent to Heights Recreation Center Manager office and a copy kept in the day camp files.

## **VI. GENERAL GUIDELINES FOR CHILDREN**

As a part of the Day Camp Manual, staff will be given the following information:

- A. Children must stay off tables, counter tops, ping pong tables, etc.
- B. Children should walk in the building. Running is permitted only in designated areas.
- C. Bouncing and throwing balls is permitted only in the gym.
- D. Active games using equipment that can cause damage to window, shades, lights, and ceilings must be played only in the gym.
- E. Children must show respect for staff and each other.
- F. Children must wear shoes at all times.

## **EXHIBIT “A”**

- G. Children must be contained and not allowed to filter in with the general public. You must know where each child is AT ALL TIMES.

### **VII. CHILD ABUSE AND NEGLECT**

- A. Texas law requires all childcare professionals to report any suspected forms of abuse or neglect. Our summer camp programs will document and report any suspicion of abuse after our own investigation and will do so only in good faith. The potential removal of a camper is situational. Please refer to our Discipline Policy.

### **VIII. ACTIVITIES**

- A. Activities for each group will be planned according to the participant age, interest and ability. The activities should be flexible and promote social and educational advancement.
- B. A weekly calendar of activities will be posted for parents the Monday of that week of camp.
- C. When taking field trips, staff will:
  - 1. Count everyone before they leave the program site as well as prior to leaving the field trip site.
  - 2. Carry medical information on each child and necessary medications with them on the trip.
  - 3. Carry a first aid kit.
  - 4. Carry a cell phone for emergency use.
  - 5. Encourage participants to wear camp shirts so that children are easily identified.

### **IX. MONITORING AND ENFORCEMENT**

Standards of care established by the City of Richardson will be monitored and enforced by City of Richardson Departments responsible for their respective areas as identified:

- A. Health and safety standards will be monitored and enforced by the City’s Police, Fire, Health and Code Enforcement Departments.

Staff and program issues will be monitored and enforced by the Richardson Parks and Recreation Department. The Recreation/Day Camp Coordinator shall visit each site daily. Camp Directors are responsible for visually checking the camp activities daily. When this staff is not available, another full-time staff person is responsible for the daily check.



**DATE:** March 25, 2024  
**TO:** Honorable Mayor and City Council  
**FROM:** Sam Chavez, AICP, Director of Development Services *SDC*  
**SUBJECT:** Variance 24-01: Parking Variance – 1300 E. Belt Line Road

### REQUEST

Mark Cohen, Duane Texas Properties, LLC, is requesting approval of a variance to Article XXII-D, Sec. 1(h)(1)(1)(2) of the Comprehensive Zoning Ordinance to allow a 31-parking space reduction to accommodate 11,647-square feet of retail for an existing 63,000-square foot retail shopping center located at 1300 E. Belt Line Road, on the south side of Belt Line Road, west of Plano Road.

*This request is not a public hearing and specific notification are not required by State Law.*

The applicant intends to re-tenant a vacant 11,647-square foot lease space previously occupied by Daily Deals and Furniture with a future retail use(s). The subject lease was granted a 31-parking space variance limited to “Pet Sales and Grooming” in August of 2023 for Pet Supplies Plus; however, the applicant was unable to reach an agreement with the intended business and the space remains unoccupied.

The Comprehensive Zoning Ordinance requires a parking ratio for retail buildings over 10,000 square feet to provide thirty (30) parking spaces for the first 10,000 square feet of retail floor area, plus one (1) space per 200 square feet of building floor area in excess of 10,000 square feet.

The subject property provides a total of 306 parking spaces while a minimum of 337 parking spaces are required for the existing tenants in addition to the vacant lease space proposed as a retail use, thereby creating a 31-space parking deficiency.

A parking count study was conducted by the applicant and reviewed by staff which revealed the PM peak demand for the shopping center occurred between 4:30 p.m. and 8:00 p.m. Monday through Wednesday. Based on the observations, a maximum of 134 parking spaces were occupied, leaving 172 unoccupied spaces. In addition, the applicant submitted a parking count study for a 16,657 square foot grocer (Aldi) to represent a higher intensity retail use with a recorded PM peak demand of 46 occupied parking spaces.

Based on the observed counts for the shopping center in addition to the counts from the grocer, there would appear to be approximately 126 parking spaces available.

To date, staff has received one (1) letter in support of the request from the abutting property owner to the south.

### PLAN COMMISSION RECOMMENDATION

The City Plan Commission, by a 5-0 vote recommends approval of the variance request as presented.

### ATTACHMENTS

CPC Minutes 2024-03-05  
Staff Report  
Aerial & Zoning Map

Variance Exhibit (Exhibit “A”)  
Applicant’s Statement and Parking Counts  
Correspondence

**CITY OF RICHARDSON  
CITY PLAN COMMISSION MINUTES – March 5, 2024**

**Variance 24-01 – Richland Village Parking:** Consider and act on a request for a variance to Appendix A (Comprehensive Zoning Ordinance) of the City of Richardson’s Code of Ordinances: Article XXII-D, Sec. 1(h)(1)(1)(2) to allow a 31-space parking reduction to accommodate 11,647-square foot retail use within an approximately 63,000-square foot building. The property is located at 1300 E. Belt Line Road, on the south side of Belt Line Road, west of Plano Road. *Property Owner: Mark Cohen, Duane Texas Properties LLC. Staff: Aaron Zilz*

Aaron Zilz began by stating Item 3 is Variance 24-01 a parking reduction for Richland Village, 1300 E. Belt Line Road south of Belt Line Road, west of Plano Road. Appendix A (Comprehensive Zoning Ordinance) of the City of Richardson’s Code of Ordinances, Article XXII-D, Sec 1(h)(1)(1)(2) requires that retail sales and service facilities provide thirty (30) parking spaces for the first 10,000-square feet of retail floor area, plus one (1) space per 200 square feet of building floor area more than 10,000-square feet. The site is zoned C-M Commercial with two (2) Special Permits Ordinance 4364 and Ordinance 4417 as well as approved parking variances, Variance 22-01, and Variance 23-02.

Mr. Zilz further stated retail sales and services in conjunction with the other uses in the existing building would require 337 spaces; however, only 306 spaces are provided, thereby creating a deficiency of thirty-one (31) spaces. This includes a 64-space variance granted in 2022 to accommodate the health club, Planet Fitness. Although the previous use was a retail furniture store, the City’s Parking Regulations allow a reduced parking ratio of one (1) parking space per 500-square feet for furniture stores: thereby causing the thirty-one (31) space increase when the use is changed to a general retail store.

Mr. Zilz stated that in August of 2023 City Council granted a variance to the parking requirements for “Pet Sales and Grooming” to allow for a Pet Supplies Plus to occupy the space and allow a thirty-one (31) space reduction. However, the applicant was unable to reach an agreement with Pet Supplies Plus and the space remains unoccupied.

Mr. Zilz stated the applicant is requesting to allow retail sales and service facilities to be permitted at the current parking levels provided at this location to prevent the future need to apply for a variance for such land use types. A general retail use would occupy the vacant 11,647-square foot portion of the shopping center that was previously occupied by Daily Deals and Furniture.

Mr. Zilz stated that the applicant submitted a parking count study for a higher intensity retail that could occupy the space. The applicant performed parking counts for a 16,657-square foot small grocery store, Aldi. The peak parking demand was on Saturday during the early afternoon at forty-six (46) occupied spaces. The remainder of the week ranged from 18 to 37 occupied spaces. Although these counts are significantly higher than the previously predicted counts for Pet Supplies Plus, the observed counts would still not cause a shortage of unoccupied parking spaces based on the applicant’s previous study.

Mr. Zilz explained that the peak hours for the grocery store do not coincide with the peak times of Planet Fitness, the highest intensity user on site. The applicant previously studied the parking capacity for their last request with the peak capacity being Monday through Wednesday at 6:30 p.m. with 125 to 134 spaces being occupied and an additional peak time on Friday at 108 and 117 occupied spaces. The applicant conducted counts in January of 2024 which support the peak capacity during the same time frame. Based on the observation of the occupied parking spaces recorded by the applicant, the maximum peak of the occupied spaces will leave sufficient parking for a general retail use.

Mr. Zilz stated that the applicant reached out to Mr. Dick Ferrell, the property owner who opposed the original variance in August of 2023, prior to the meeting and informed Mr. Ferrell of his intentions to reapply for the subject variance request. Staff spoke to Mr. Ferrell on February 26th, and he stated that he was neither for nor against the newly requested variance proposal. Mr. Ferrell sent an email on March 3<sup>rd</sup> in favor of the request if no restaurants were included.

Mr. Zilz stated the request would allow a 31-space parking reduction to accommodate retail use and based on observations, no more than 134 parking spaces are occupied during expected peak time. Staff also conducted counts and found similar findings. Mr. Zilz stated he was available for any questions from the Commission.

With no further questions of the staff, Chairman Marsh invited the applicant forward to present the request or make comments.

Mark Cohen 5330 Alpha Road, Dallas, TX 75240 commented on the attempts that they had with leasing the space. Pet Supplies Plus, who was interested in the space moved on and other leasing opportunities fell through, so they decided to go with a general retail parking allowance.

With no questions for the applicant Chairman Marsh asked if there were any other questions or final comments.

Chairman Marsh commented that he had no concerns with the request and that it made sense to approve the variance so the applicant would not have to continue filing variances. In addition, the neighbor, Mr. Ferrell, supported the variance if there were no restaurants.

**Motion:** Chairman Marsh made a motion to recommend approval of the variance as presented. Commissioner Roberts seconded the motion. Motion passed 5-0.

### **ADJOURN**

With no further business before the Commission, Chairman Marsh adjourned the regular business meeting at 7:13 p.m.

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Bryan Marsh, Chairman





**TO:** City Council  
**TROUGH:** Sam Chavez, AICP, Director of Development Services  
**FROM:** Aaron Zilz, AICP - Planner II  
**DATE:** March 25, 2024  
**RE:** **Variance 24-01: Retail Variance – 1300 E. Belt Line Road**

### REQUEST

Approval of a variance to Appendix A (Comprehensive Zoning Ordinance) of the City of Richardson’s Code of Ordinances: Article XXII-D, Sec. 1(h)(1)(1)(2) to allow a 31-space parking reduction to accommodate 11,647-square foot of retail for an existing 63,000-square foot retail shopping center located at 1300 E. Belt Line Road, on the south side of Belt Line Road, west of Plano Road.

*This request is not a public hearing and specific notification is not required by State Law.*

### APPLICANT/ PROPERTY OWNER

Mark Cohen, Duane Texas Properties, LLC

### EXISTING DEVELOPMENT

The subject 4.81-acre site is zoned C-M Commercial and developed with a 1-story, 63,000-square foot retail building with 306 parking spaces. There are currently six (6) tenants in the building, including three (3) restaurants, a health club, an automotive parts store and a barber salon and school. The applicant currently has no end user to occupy the remaining vacant 11,647 square feet that was most recently occupied by a furniture store.

### ADJACENT ROADWAYS

**E. Belt Line Road:** Six-Lane divided Arterial; 31,300 vehicles per day on all lanes, eastbound and westbound, east of Plano Road (May 2022).

**S. Plano Road:** Six-Lane divided Arterial; 33,000 vehicles on all lanes, north and southbound, north of Belt Line Road (May 2022).

### SURROUNDING LAND USE AND ZONING

**North:** Community Commercial / C-M Commercial & PD Planned Development  
**East:** Community Commercial / PD Planned Development  
**South:** Community Commercial / C-M Commercial  
**West:** Community Commercial / LR-M(2) Local Retail

## STAFF COMMENTS

### **Background:**

Appendix A (Comprehensive Zoning Ordinance) of the City of Richardson’s Code of Ordinances: Article XXII-D, Sec. 1(h)(1)(l)(2) requires that retail sales and service facilities provide thirty (30) parking spaces for the first 10,000 square feet of retail floor area, plus one (1) space per 200 square feet of building floor area in excess of 10,000 square feet.

Retail sales and service facilities in conjunction with the other uses in the existing building, would require 337 spaces; however, only 306 spaces are provided, thereby creating a deficiency of thirty-one (31) spaces. This includes a 64-space variance granted in 2022 to accommodate the health club, Planet Fitness. Although the previous use was a retail furniture store, the City’s Parking Regulations allow a reduced parking ratio of one (1) parking space per 500 square feet for furniture stores; thereby causing the 31-space increase when the use is changed from a furniture store to general retail store. In addition, in August 2023, the City Council granted a variance to the parking requirements for the land use of “Pet sales and grooming” to allow for a Pet Supplies Plus to occupy the space and allow a 31-space reduction. However, the applicant was unable to reach an agreement with Pet Supplies Plus and the space remains unoccupied.

The applicant is requesting to allow “Retail” to be permitted at the current parking levels provided at this location to prevent the future need to apply for a variance for such land use types. This general retail use would occupy the vacant 11,647-square foot portion of the shopping center that was previously occupied by Daily Deals & Furniture.

The applicant submitted a parking count study for a higher intensity retail that could occupy the space. The applicant performed parking counts for a 16,657 small grocery store, Aldi. The applicant found the peak parking demand was on Saturday during the early afternoon at 46 occupied spaces. The remainder of the week ranged from 18 to 37 occupied spaces.

<b>Date</b>	<b>Time</b>	<b>Number of Occupied Spaces</b>
Tuesday, January 23 <sup>rd</sup>	12:30 PM	18
Wednesday, January 24 <sup>th</sup>	1:05 PM	37
Thursday January 25 <sup>th</sup>	6:10PM	34
Friday, January 26 <sup>th</sup>	6:55 PM	24
<b>Saturday, January 27<sup>th</sup></b>	<b>12:45 PM</b>	<b>46</b>
Sunday, January 28 <sup>th</sup>	1:00 PM	31

Although these counts are significantly higher than the previously predicted counts for Pet Supplies Plus which had an expected peak demand of 16 spaces, the observed counts still would not cause a shortage of unoccupied parking spaces based on the applicant’s previous study. In addition, the peak hours for the grocery store do not coincide with the peak times of Planet Fitness, the highest intensity user on site.

The applicant previously studied the parking capacity for their last request. The peak capacity appears to be Monday through Wednesday at 6:30 p.m. with 125 to 134 spaces being occupied.

The applicant performed additional counts in January which supported the peak capacity during the same time frame. On average at this peak time, the count of occupied spaces is 130 leaving a remainder of 176 unoccupied. The applicant also found a secondary peak on Friday at 6:30 p.m. with counts of 108 and 117 occupied spaces. On average during the top six counts, 124 spaces are occupied and 182 are unoccupied. The observed combined parking counts conducted by the applicant are listed below:

<b>Date</b>	<b>Time</b>	<b>Number of Occupied Spaces</b>	<b>Number of Unoccupied Spaces</b>
Tuesday, April 11 <sup>th</sup> , 2023	1:00 PM	59	247
<b>Tuesday, April 11<sup>th</sup></b>	<b>6:30 PM</b>	<b>129</b>	<b>177</b>
Wednesday, April 12 <sup>th</sup>	12:30 PM	74	232
<b>Wednesday, April 12<sup>th</sup></b>	<b>6:30 PM</b>	<b>134</b>	<b>172</b>
Saturday, April 15 <sup>th</sup>	12:15 PM	63	243
Thursday, May 18 <sup>th</sup>	12:30 PM	79	227
Monday, May 22 <sup>nd</sup>	1:00 PM	72	234
Thursday, May 25 <sup>th</sup>	12:15 PM	76	230
Sunday, May 28 <sup>th</sup>	12:30 PM	80	226
Wednesday, May 31 <sup>st</sup>	12:00 PM	67	239
<b>Monday, June 12<sup>th</sup></b>	<b>6:30 PM</b>	<b>125</b>	<b>181</b>
Friday, July 7 <sup>th</sup>	12:30 PM	85	221
Saturday, July 8 <sup>th</sup>	5:40 PM	70	236
Saturday, July 8 <sup>th</sup>	6:25 PM	84	222
Sunday, July 9 <sup>th</sup>	6:30 PM	75	231
<b>Wednesday, January 17<sup>th</sup>, 2024</b>	<b>6:30 PM</b>	<b>131</b>	<b>175</b>
Thursday, January 18 <sup>th</sup>	12:30 PM	65	241
Friday, January 19 <sup>th</sup>	12:50 PM	75	231
<b>Friday, January 19<sup>th</sup></b>	<b>6:20 PM</b>	<b>108</b>	<b>198</b>
Tuesday, January 23 <sup>rd</sup>	12:15 PM	68	238
Wednesday, January 24 <sup>th</sup>	1:00 PM	80	226
Thursday, January 25 <sup>th</sup>	5:50 PM	96	210
<b>Friday, January 26<sup>th</sup></b>	<b>6:40 PM</b>	<b>117</b>	<b>189</b>
Saturday, January 27 <sup>th</sup>	12:30 PM	85	221
Sunday, January 28 <sup>th</sup>	12:40 PM	92	214

Based on the observations of occupied parking spaces recorded by the applicant, the maximum peak of occupied spaces was 134, leaving 172 unoccupied spaces. This would leave sufficient parking for a general retail user which would require 31-spaces per code. Even with the counts performed at the small grocery store with the peak observed count of 46 at that location, there would be 126 remaining unoccupied spaces even with the peak times of the subject site and the small grocery not coinciding with each other.

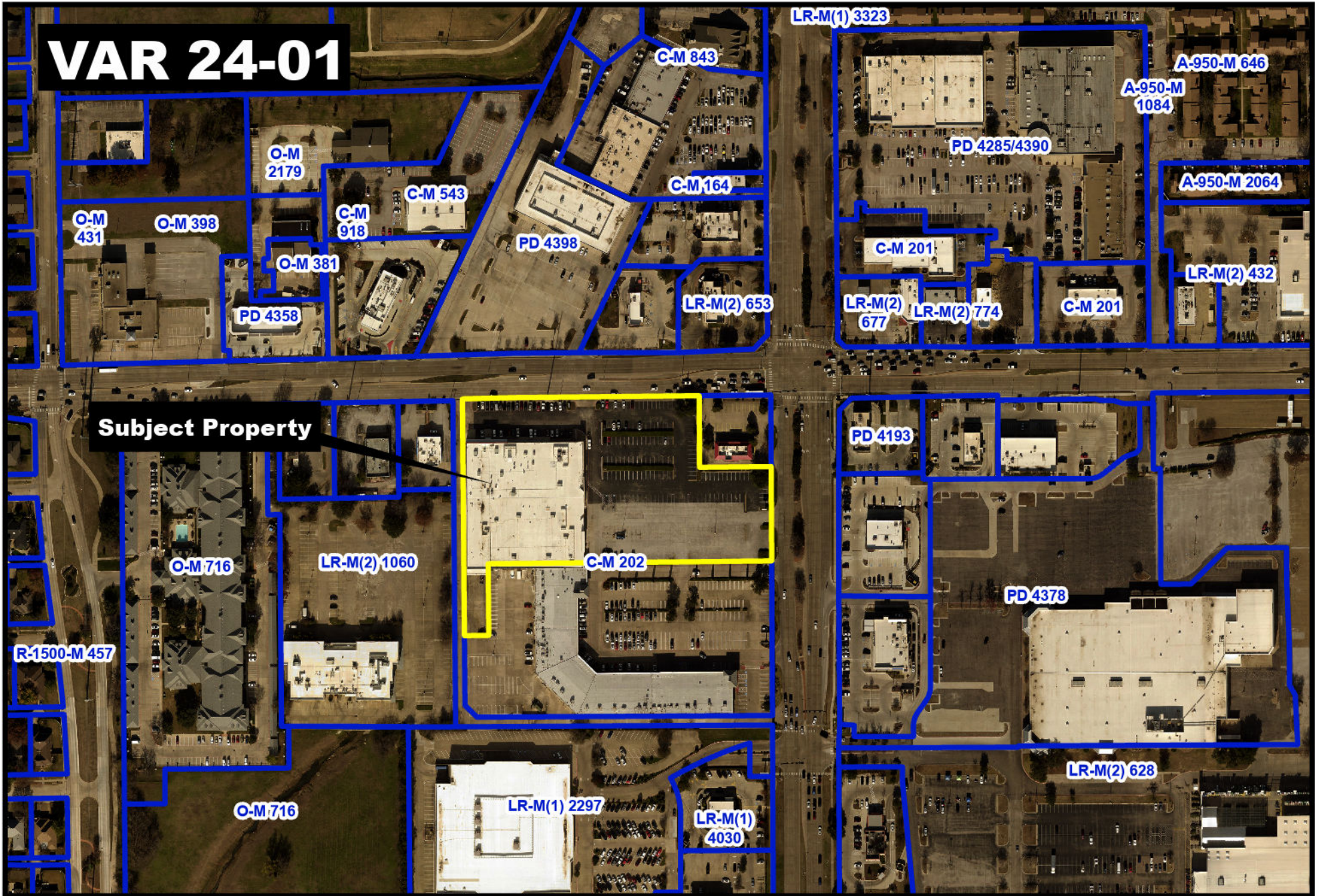
The applicant reached out to Mr. Dick Ferrell, the property owner to the south who opposed the original variance request in August of 2023, prior to this meeting informing Mr. Ferrell of his intentions to reapply for the subject variance request. Staff also contacted Mr. Ferrell on February 26<sup>th</sup>. Mr. Ferrell stated he was neither for nor against the newly requested variance as proposed by the applicant.

**Correspondence:** To date, staff has received one (1) letter in support of the request.

**Motion:** On March 5, 2024, the City Plan Commission recommended approval of the applicant's request by a vote of 5-0, subject to the following condition:

1. A 31-space parking reduction shall be granted to accommodate a retail use within the lease space as shown on Exhibit "A".

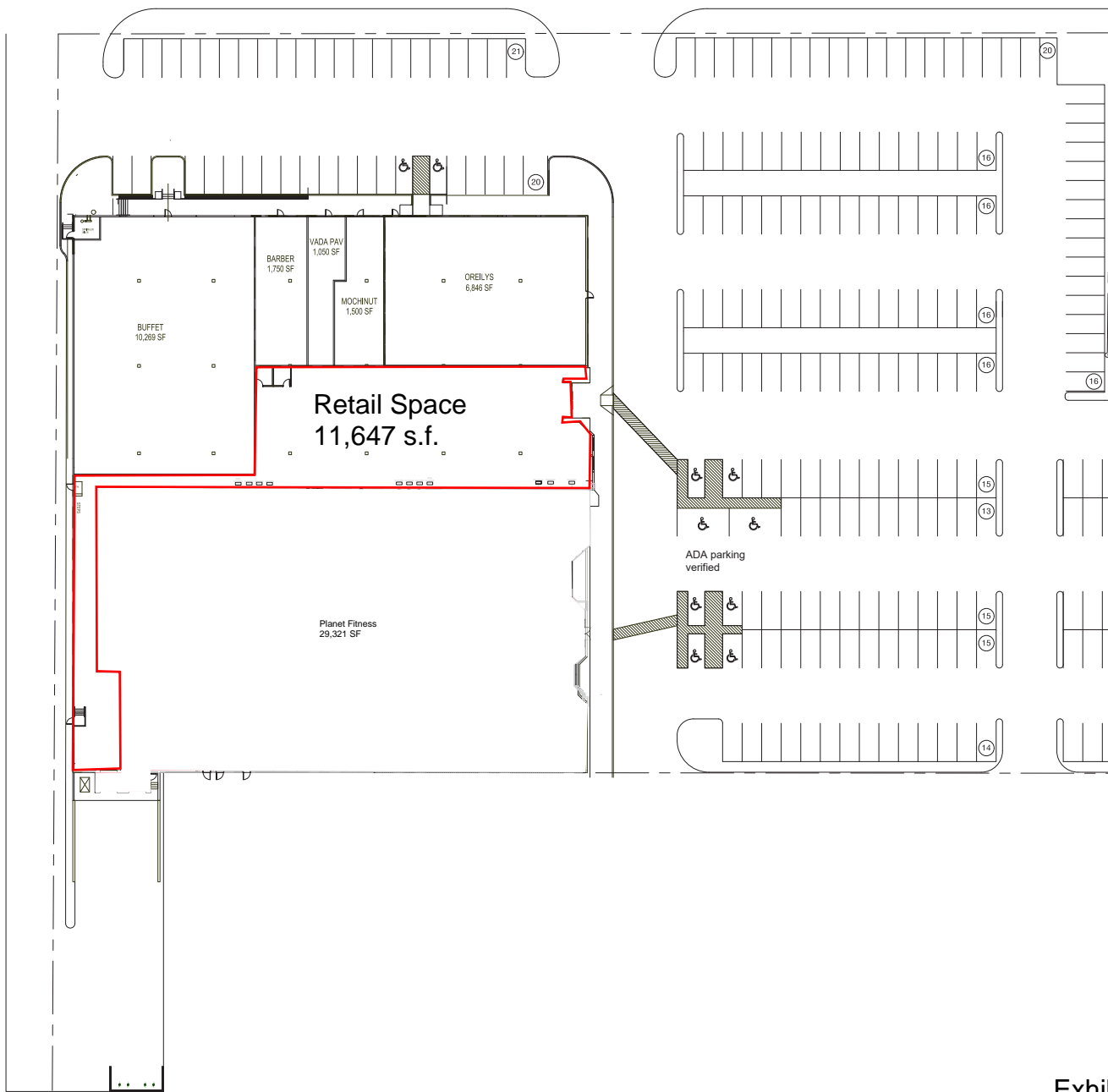
# VAR 24-01



## VAR 24-01 Aerial & Zoning Map Variance Request 1300 E. Belt Line Road

This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.





Tenant	Building Area	Parking Ratio	Required Parking	Special Exceptions
<b>Retail</b>				
General Retail	11647			Does not include 31-space Reduction per VAR 23-02
O'Reilly Auto Parts	6846			
Modern Image (Salon Area)	1450			
<b>Total</b>	19943	Bldg >10,000 sf = 30 spaces plus 1/200 sf over 10,000 sf	80	
<b>Salon Classroom</b>				
Modern Image (Classroom Area)	300	1 space per 100 s.f.	3	
<b>Restaurant</b>				
Mochnut	1500			
Krishna Juice	1050			
Flaming Buffet	10269			
<b>Total</b>	12819	1 space per 100 s.f.	129	
<b>Health Studio (Activity Area)</b>				
Planet Fitness	18857	1 space per 100 s.f.	125	Includes 64 space reduction per VAR 22-01
<b>Total Required</b>			<b>337</b>	
<b>Total Available</b>			<b>306</b>	

Exhibit A - Variance Exhibit

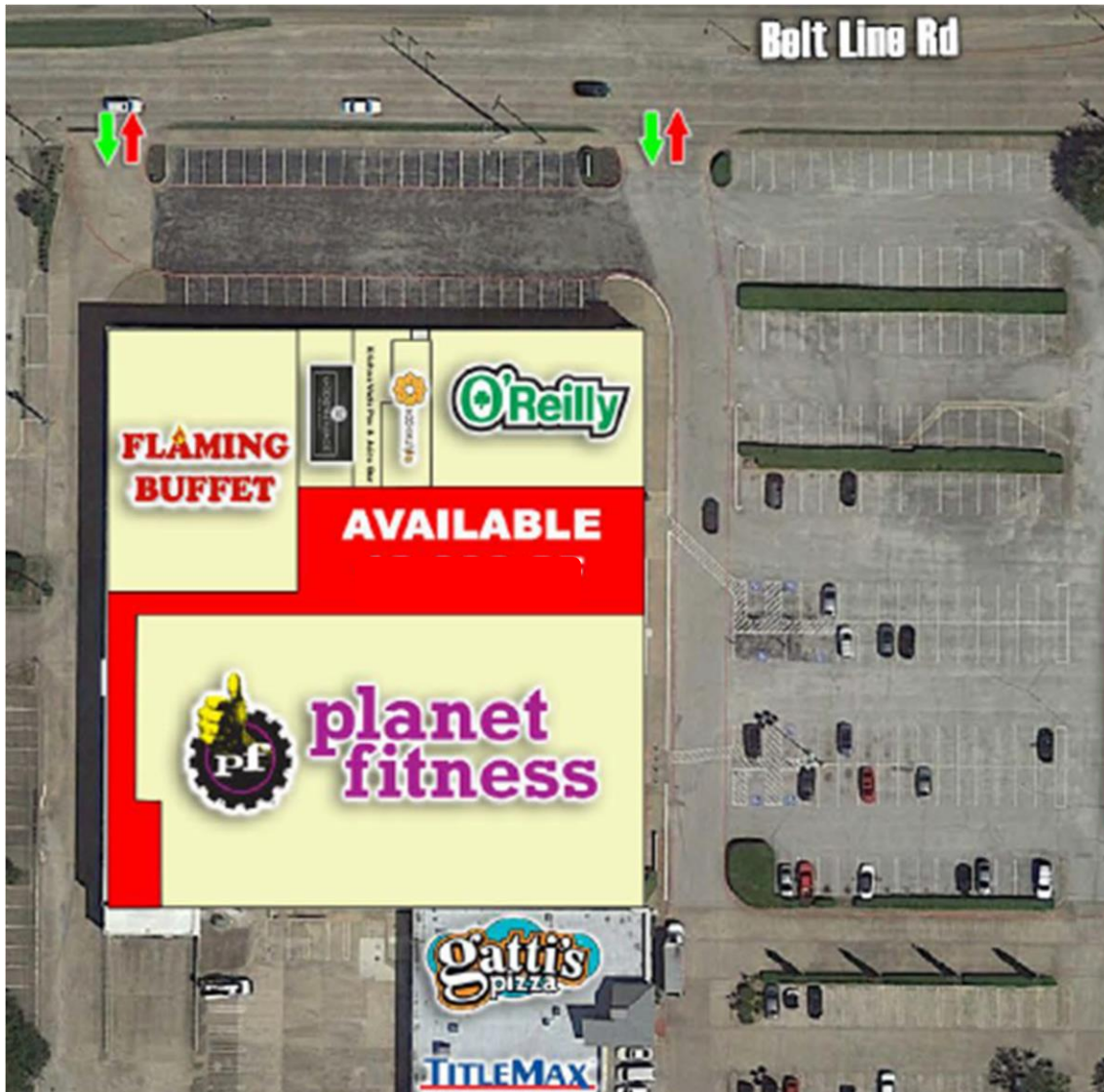




City of Richardson, Development Services

Attn: Dan L. Tracy, P.E., Assistant Director of Development Services

**Project Location:** The proposed project site is approximately 4.81-acres in size and is developed with a roughly 63,000 square foot shopping center building. There are currently six (6) tenants in the building, including one (1) restaurant, two to-go food concepts, a health club (Planet Fitness), an automotive parts store, and a barber salon/barber school. The prior applied Pet Supplies Plus has walked away from the project due to excess time required to obtain the prior variance, leaving the 11,647 square foot space vacant since that time.



**Request:** This Variance application is being submitted on behalf of the owner/developer for a variance to the City of Richardson's Code of Ordinances, Appendix A, Article XXII-D, Sec. I(h)(l)(i), to allow a 31-space parking reduction for any retail use. The time constraints necessary to obtain a variance for any prospective Tenant has posed a challenge to occupancy. The vacant space was most recently occupied by a furniture store, which is the only current only allowable use, other than a pet store. A prior approved variance for pet sales and grooming will be of no use due to the limited number of prospects in the retail category.



The current approved ration is for retail but limited to pet sales and grooming. A furniture store has a lower ratio than a retail sales/service use; therefore, the proposed variance makes no change to the current number of required parking spaces onsite (see below):

- c. Furniture, home furnishings, and appliance sales. One space per 500 square feet of building floor area.
- l. Retail sales and service facilities.
  - 1. Buildings of less than 10,000 square feet. One space per 333 square feet of building floor area.
  - 2. Buildings of 10,000 square feet or more. 30 spaces, plus one space per 200 square feet of building floor area in excess of 10,000 square feet.

The subject property provides a total of 306 parking spaces to be shared by all tenants. On October 10, 2022, the Richardson City Council granted a parking variance for the same property for the new Planet Fitness. The approval allowed for a 64-space parking reduction to accommodate the health club because that use increased the required parking to 373 spaces. Additionally, on August 28, 2023, a second variance requested to allow retail in the current vacant space to accommodate a retail use, but was limiting the use to specifically pet sales and grooming. Any retail use will require the same number of spaces, which approval was granted with the limitation to use in the second variance.



	<b>Sq. Ft.</b>	<b>Ratio</b>	<b>Spaces</b>
<b>Retail</b>	19,943 sf	Bldg >10,000 sf = 30 spaces plus 1/200 sf over 10,000 sf	80
<b>Restaurant</b>	12,819 sf	100	129
<b>Classroom</b>	300 sf	100	3
<b>Planet Fitness</b>	18,857 sf (area to be parked)	125 total spaces per variance (64 space reduction)	125
		<b>Total</b>	<b>337</b>
		<b>Available</b>	<b>306</b>
		<b>Deficiency</b>	<b>31</b>

In August, of 2023, as part of this application, multiple weekday AM and PM parking count observations were provided. The applicant determined that the maximum need for parking spaces based on the findings was 134 spaces. The intent was to provide parking counts during the anticipated peak hours for Planet Fitness and the lunch hour since the building also includes multiple restaurants. The highest observed parking counts conducted by the applicant are listed in the table below:

<b>Date</b>	<b>Time</b>	<b>Number of Occupied Spaces</b>	<b>Number of Unoccupied Spaces</b>
Tuesday, April 11 <sup>th</sup>	6:30 PM	129	177
Wednesday, April 12 <sup>th</sup>	12:30 PM	74	232
Wednesday, April 12 <sup>th</sup>	6:30 PM	134	172
Thursday, May 18 <sup>th</sup>	12:30 PM	79	227
Monday, May 22 <sup>nd</sup>	1:00 PM	72	234
Thursday, May 25 <sup>th</sup>	12:15 PM	76	230
Sunday, May 28 <sup>th</sup>	12:30 PM	80	226
Monday, June 12 <sup>th</sup>	6:30 PM	125	180

The parking observations indicate the AM peak hour for Planet Fitness does not coincide with the peak hour for the other tenants within the shopping center. Traditionally, peak days for attendance are Monday-Wednesday, with an average stay time of 45 minutes at this location. Member check-ins begin to tail off starting on Wednesday, and are extremely light Friday, Saturday, and Sunday. Peak hours are, 6:30 AM to 9:00 AM, and 4:30 PM to 8:00 PM through the week with very little weekend activity in the evenings which is highly beneficial for neighboring tenants that need parking on Weekends. Peak times for the fitness center were similar in number than lunch hour peak times.

Additional parking spaces were observed in January of 2024 (shown below).

<b>Date</b>	<b>Time</b>	<b>Number of Occupied Spaces</b>	<b>Number of Unoccupied Spaces</b>
Wednesday, January 17th	6:30 PM	131	175
Thursday, January 18th	12:30 PM	66	240
Friday, January 19th	12:50 PM	75	231
Friday, January 19 <sup>th</sup>	6:30 PM	108	198
Tuesday, January 23 <sup>rd</sup>	12:15 PM	68	238
Wednesday, January 24 <sup>th</sup>	1:00 PM	80	226
Thursday January 25 <sup>th</sup>	6:00 PM	96	210
Friday, January 26th	6:45 PM	117	187
Saturday, January 27 <sup>th</sup>	12:30 PM	85	221
Sunday, January 28 <sup>th</sup>	12:40 PM	92	214

Even with the updated counts, the maximum parking spaces has not increased since Summer 2023, and the maximum spaces required seen now is 131. Based on the observed counts, it appears there would be a minimum of 175 extra parking spaces available at any time. Based on the past and present parking observations, a proposed maximum parking cap reduction for the site would be 100 parking spaces. This allows for a little buffer from the already approved 64-space reduction for Planet Fitness and the requested 31-space reduction for the current request.

Additional observations were made at a nearby Aldi should a similar use occupy the building.

<b>Date</b>	<b>Time</b>	<b>Observed Cars</b>
Tuesday, January 23 <sup>rd</sup>	12:30 PM	18
Wednesday, January 24 <sup>th</sup>	1:05 PM	37
Thursday January 25 <sup>th</sup>	6:10PM	34
Friday, January 26th	6:55 PM	24
Saturday, January 27 <sup>th</sup>	12:45 PM	46
Sunday, January 28 <sup>th</sup>	1:00 PM	31

The Applicant/Owner respectfully requests that the City of Richardson approve their variance request for parking based on the previous information. Presented by:



Mark Cohen  
 President  
 mark@centerpointcp.com  
 972-991-9590

**CenterPoint**  
 Commercial Properties

5330 Alpha Road Suite 200 Dallas, Texas 75240  
 www.CenterPointCP.com

**From:** [Aaron Zilz](#)  
**To:** [Sam Chavez](#)  
**Subject:** FW: Richland Village Parking parking variance, Tuesday, March 5, 2024 case 24-01  
**Date:** Friday, March 15, 2024 8:51:15 AM  
**Attachments:** [image001.png](#)

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Mr. Ferrell's email.



**Aaron Zilz, AICP**  
Development Services – Development &  
Engineering

Planner II

City of Richardson  
2360 Campbell Creek Blvd. – Suite 525  
Richardson, TX 75081

972-744-4252  
[aaron.zilz@cor.gov](mailto:aaron.zilz@cor.gov)  
[www.cor.net](http://www.cor.net)

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**From:** referrell68@gmail.com <referrell68@gmail.com>  
**Sent:** Monday, March 4, 2024 1:59 PM  
**To:** Aaron Zilz <Aaron.Zilz@cor.gov>  
**Cc:** jackie.dfco@gmail.com; 'Mark Cohen' <mark@centerpointcp.com>  
**Subject:** Richland Village Parking parking variance, Tuesday, March 5, 2024 case 24-01

You don't often get email from [referrell68@gmail.com](mailto:referrell68@gmail.com). [Learn why this is important](#)

Aaron-I am in favor of the request PROVIDED that the 11,000sf IS NOT to be used for restaurant, AND PROVIDED that any future conversion of existing tenant mix to new restaurant uses be prohibited. I'm available for a call if needed.

**Dick Ferrell**

**Dick Ferrell & Co.**

Mailing address:  
11700 Preston Road  
Suite 660, Box 551  
Dallas, Tx 75230

214.369.8805 Office

**ORDINANCE NO. 4489**

**AN ORDINANCE OF THE CITY OF RICHARDSON, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF RICHARDSON, AS HERETOFORE AMENDED, TO GRANT A CHANGE IN ZONING TO GRANT A SPECIAL DEVELOPMENT PLAN TO MODIFY THE DEVELOPMENT STANDARDS OF THE MAIN STREET/CENTRAL EXPRESSWAY FORM BASED CODE FOR 0.81 ACRES OF LAND LOCATED AT 512 N. CENTRAL EXPRESSWAY ZONED PD PLANNED DEVELOPMENT MAIN STREET / CENTRAL EXPRESSWAY (INTERURBAN SUB-DISTRICT), AND BEING FURTHER DESCRIBED IN EXHIBIT “A”; PROVIDING A SAVINGS CLAUSE; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE. (ZONING FILE 23-16).**

**WHEREAS**, the City Plan Commission of the City of Richardson and the governing body of the City of Richardson, in compliance with the laws of the State of Texas and the ordinances of the City of Richardson, have given requisite notice by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all property owners generally and to all persons interested and situated in the affected area and in the vicinity thereof, the governing body, in the exercise of the legislative discretion, has concluded that the Comprehensive Zoning Ordinance and Zoning Map should be amended; **NOW THEREFORE**,

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RICHARDSON, TEXAS:**

**SECTION 1.** That the Comprehensive Zoning Ordinance and Zoning Map of the City of Richardson, Texas, duly passed by the governing body of the City of Richardson on the 5<sup>th</sup> day of June, 1956, as heretofore amended, be further amended by granting a change in zoning to grant a Special Development Plan to modify the development standards of the Main Street/Central Expressway Form Based Code for 0.81 acres of land located at 512 N. Central Expressway zoned PD Planned Development Main Street / Central Expressway (Interurban Sub-District) Richardson, Texas, and being more particularly described in Exhibit “A” attached hereto and made a part hereof for all purposes (the “Property”).

**SECTION 2.** That the Property shall be used and developed in accordance with the following development regulations:

1. The Property shall be developed and used in substantial conformance with the Concept Plan attached hereto as Exhibit “B”, and Elevations attached hereto as Exhibit “C”, which

are made a part hereof and which are hereby approved. Collectively, the Concept Plan and elevations are referred to as “Special Development Plan” as allowed in the Main Street/Central Expressway PD Planned Development, subject to the following additional condition:

- a. The evergreen landscape shrubs depicted on Elevations shall be a minimum of eight (8) foot tall at the time of planting.

**SECTION 3.** That the Property shall be used in the manner and for the purpose provided for by the Comprehensive Zoning Ordinance of the City of Richardson, Texas, as heretofore amended.

**SECTION 4.** That all provisions of the ordinances of the City of Richardson relating to the development of the Property in conflict with the provisions of this Ordinance be, and the same are hereby, repealed, and all other provisions of the ordinances of the City of Richardson not in conflict with the provisions of this Ordinance shall remain in full force and effect.

**SECTION 5.** That should any sentence, paragraph, subdivision, clause, phrase, or section of this Ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of this Ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal, or unconstitutional, and shall not affect the validity of the Comprehensive Zoning Ordinance as a whole.

**SECTION 6.** That an offense committed before the effective date of this Ordinance is governed by prior law and the provisions of the Comprehensive Zoning Ordinance, as amended, in effect when the offense was committed, and the former law is continued in effect for this purpose.

**SECTION 7.** That any person, firm or corporation violating any of the provisions or terms of this Ordinance shall be subject to the same penalty as provided for in the Comprehensive Zoning Ordinance of the City of Richardson, as heretofore amended, and upon conviction shall be punished by a fine not to exceed the sum of Two Thousand Dollars (\$2,000.00) for each offense;

and each and every day such violation shall continue shall be deemed to constitute a separate offense.

**SECTION 8.** That this Ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law and charter in such case provide.

**DULY PASSED** by the City Council of the City of Richardson, Texas, on the 25<sup>th</sup> day of March, 2024.

**APPROVED:**

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**MAYOR**

**APPROVED AS TO FORM:**

**CORRECTLY ENROLLED:**

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**CITY ATTORNEY**  
(PGS 3-12-24)

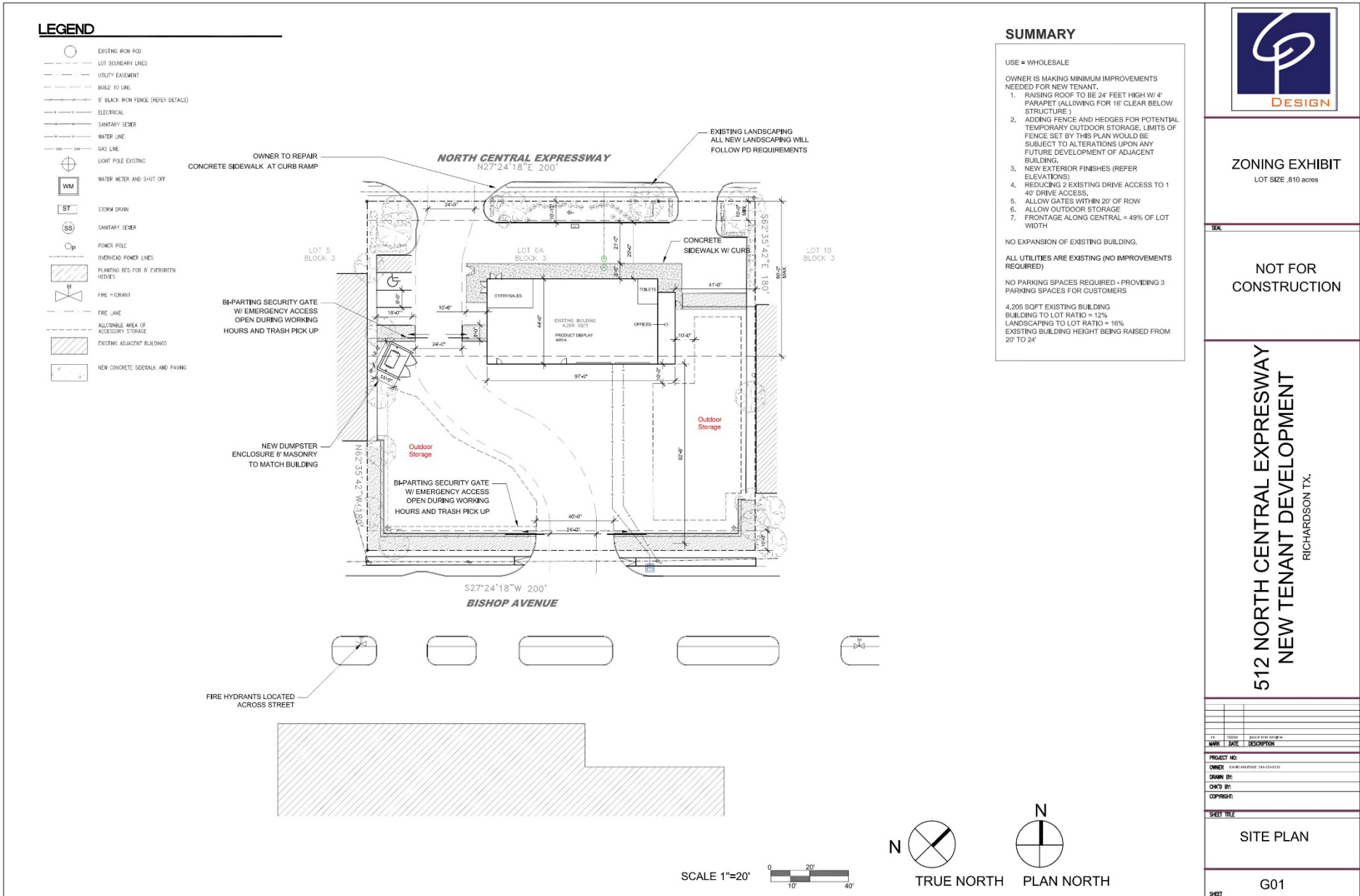
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**CITY SECRETARY**

**EXHIBIT "A"**  
**LEGAL DESCRIPTION**  
**ZF 23-16**

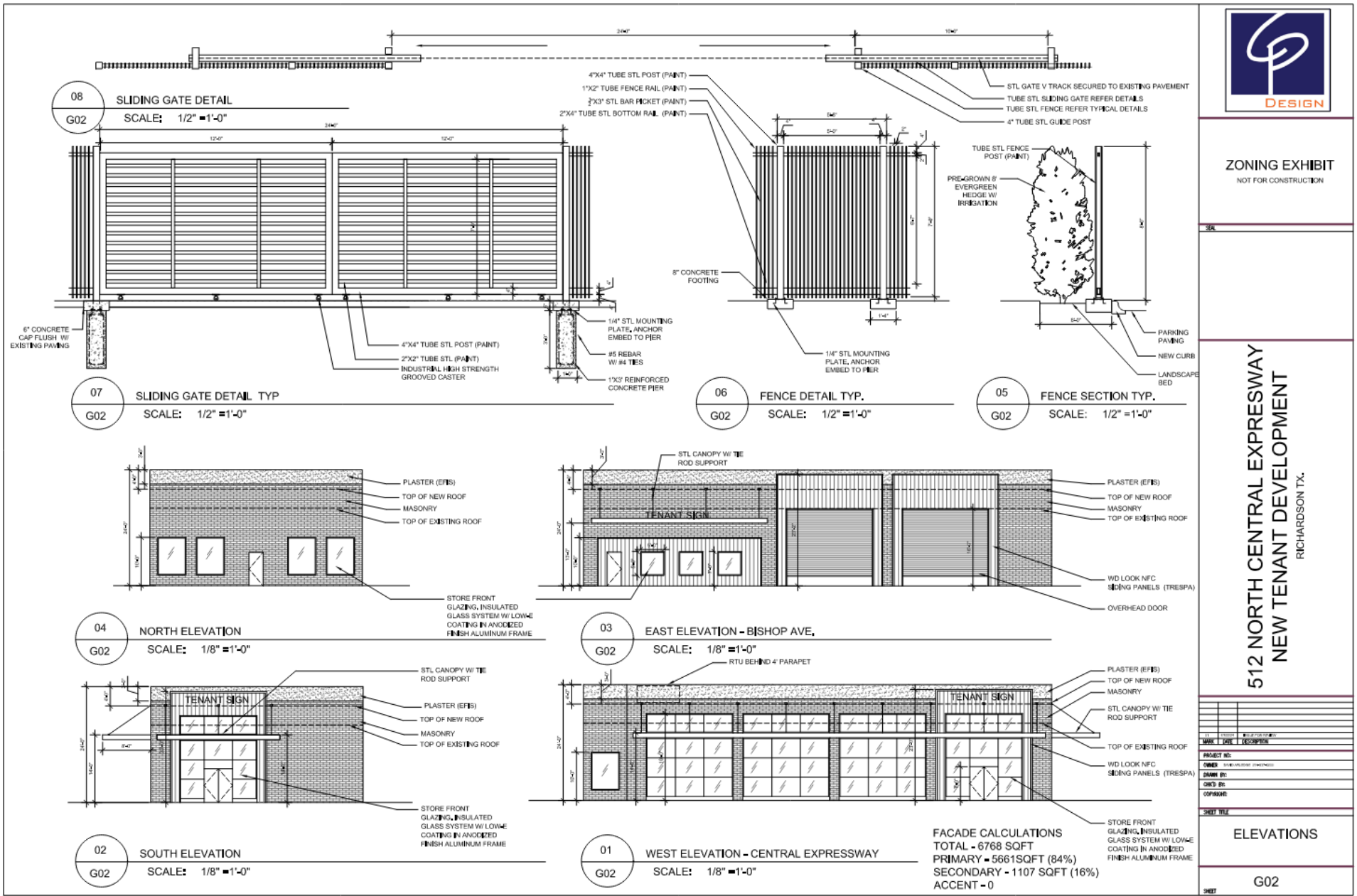
BEING all of Lot 6B, Block 3 of the North Richardson Addition, an addition in the City of Richardson, Dallas County, Texas, according to the plat recorded in Instrument No. 202300074635, of the Plat Records of Dallas County, Texas.

# EXHIBIT "B"





# EXHIBIT "C"



ZONING EXHIBIT  
NOT FOR CONSTRUCTION

512 NORTH CENTRAL EXPRESSWAY  
NEW TENANT DEVELOPMENT  
RICHARDSON TX.



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**TEXAS**

**MEMO**

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**DATE:** March 18, 2024  
**TO:** Anita Cothran – Director of Finance  
**FROM:** Ally Dobbins – Purchasing Manager *AD*  
**SUBJECT:** Award of Bid #41-24 for 2024 Open Channel Maintenance Project to Richmond and Associates Landscaping, Ltd. in the amount of \$70,862

**Proposed Date of Award: March 25, 2024**

I concur with the recommendation of Nick Kohel – Assistant Director of Engineering and Capital Projects, and request permission to award a contract to the lowest responsible bidder, Richmond and Associates Landscaping, Ltd. for the above referenced project in the amount of \$70,862 as outlined in the attached memo.

Funding is from Drainage Funds.

The bid was advertised in *The Dallas Morning News* on January 30, February 6 & 13, 2024 and posted on Periscope. A total of 21,800 electronic solicitations were distributed and forty-two (42) vendors viewed the bid. A pre-bid conference was held online via Cisco Webex on February 13, 2024, and one (1) bid was received.

Concur:

                     *Anita Cothran 3-18-24*  
Anita Cothran

ATTACHMENTS




**RICHARDSON**  

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**T E X A S**

**MEMO**

TO: Ally Dobbins, Purchasing Manager  
THROUGH: Charles Goff, Assistant City Manager   
FROM: Nick Kohel, P.E., Assistant Director of Engineering and Capital Projects  
SUBJECT: Permission to Award Construction Contract for 2024 Open Channel Maintenance Project, Bid No. 41-24

COUNCIL DATE: March 25, 2024

DATE: March 14, 2024

***ACTION REQUESTED:***

Council to consider contract award to Richmond and Associates Landscaping, Ltd. for the construction of 2024 Open Channel Maintenance Project, in the amount of \$70,862.00.

Total Base Bid - \$70,862.00

***BACKGROUND INFORMATION:***

2024 Open Channel Maintenance project provides creek maintenance work performed in multiple locations within the project including removing wooded vegetation from City owned gabions and concrete lining on creek banks, removing debris, vegetation, brush, and silt deposits from the waterways to help reduce risk of flooding and erosion to the natural drainage channels.

On 2/27/2024, the Engineering and Capital Projects Department opened bids for this project. The attached bid tabulation certifies the lowest responsive bid was submitted by Richmond and Associates Landscaping, Ltd. in the amount of \$70,862.00. City staff recommends awarding contract to Richmond and Associates Landscaping, Ltd. in the amount of \$70,862.00.

***FUND***

Funding is from Drainage Funds

***SCHEDULE:***

Construction is expected to start in April 2024, and be complete in June 2024.

Attachments: Bid Tabulation  
Project Map



**2024 OPEN CHANNEL MAINTENANCE PROJECT BID NO. 41-24**  
**Engineers Estimate - \$60,000**

				RICHMOND AND ASSOCIATES LANDSCAPPING, LTD.	
Item	Description	Unit	Est. Qty.	Unit Price	Total
Location 1 - Cottonwood Creek at Dumont Drive					
1	Mobilization	LS	1.00	\$2,100.00	\$ 2,100.00
1.1	Remove & Dispose all wooded vegetation & debris in the creek upstream & downstream of street crossing bridge	LS	1.00	\$2,640.00	\$ 2,640.00
1.2	Remove & Replace gabion	CY	3.00	\$473.33	\$ 1,420.00
1.3	Construction Contingency	LS	1.00	\$2,000.00	\$ 2,000.00
Location 2 - Cottonwood Creek at Arapaho					
2	Mobilization	LS	1.00	\$2,100.00	\$ 2,100.00
2.1	Remove & ipose all debris, vegetation, weeds, brush, and tree from creek bed and side banks for approx 100 feet from bridge	LS	1.00	\$1,320.00	\$ 1,320.00
2.2	Removal of small tree/stump: up to 8-inch diameter incld. Haul off	EA	1.00	\$440.00	\$ 440.00
2.3	Construction Contingency	LS	1.00	\$2,000.00	\$ 2,000.00
Location 3 - Cottonwood Creek at Wisteria Way & West Shore Drive					
3	Mobilization	LS	1.00	\$3,450.00	\$ 3,450.00
3.1	Remove & Dispose all vegetation, debris, and sediment in the culvert and creek upstream and downstream of bridge	LS	1.00	\$7,584.00	\$ 7,584.00
3.2	Construction Contingency	LS	1.00	\$2,000.00	\$ 2,000.00
Location 4 - Cottonwood Creek at Melrose Drive					
4	Mobilization	LS	1.00	\$3,380.00	\$ 3,380.00
4.1	Remove & Dispose rocks, debris, vegetation, and sediments from channel and culvert at this crossing for approx 130 feet	LS	1.00	\$5,824.00	\$ 5,824.00
4.2	Construction Contingency	LS	1.00	\$2,000.00	\$ 2,000.00
Location 5 - Renner Branch at Mapleleaf & Birchwood Ln.					
5	Mobilization	LS	1.00	\$2,320.00	\$ 2,320.00
5.1	Remove & Dispose debris, vegetation, weeds, and sediments from channel and at this intersection approx 50 feet	LS	1.00	\$1,760.00	\$ 1,760.00
5.2	Construction Contingency	LS	1.00	\$2,000.00	\$ 2,000.00
Location 6 - Texas Street Channel fro Greenville to Main Street					
6	Mobilization	LS	1.00	\$3,360.00	\$ 3,360.00
6.1	Remove & Dispose debris, vegetation, weeds, and sediments from channel and at this intersection approx 50 feet	LS	1.00	\$7,530.00	\$ 7,530.00
6.2	Construction Contingency	LS	1.00	\$2,000.00	\$ 2,000.00
Location 7 - Cottonwood Creek at Brentwood					
7	Mobilization	LS	1.00	\$4,050.00	\$ 4,050.00
7.1	Remove & Dispose debris, vegetation, weeds, and sediments from channel and at this intersection approx 50 feet	LS	1.00	\$7,584.00	\$ 7,584.00
7.2	Construction Contingency	LS	1.00	\$2,000.00	\$ 2,000.00
				<b>TOTAL BASE BID:</b>	<b>\$ 70,862.0</b>
<b>CONTRACTOR'S SUBMITTED BID TOTALS</b>					<b>\$70,862.00</b>

Prepared By:

*yogesh patel*  
 Yogesh Patel, P.E., Project Manager

03-01-24  
 Date

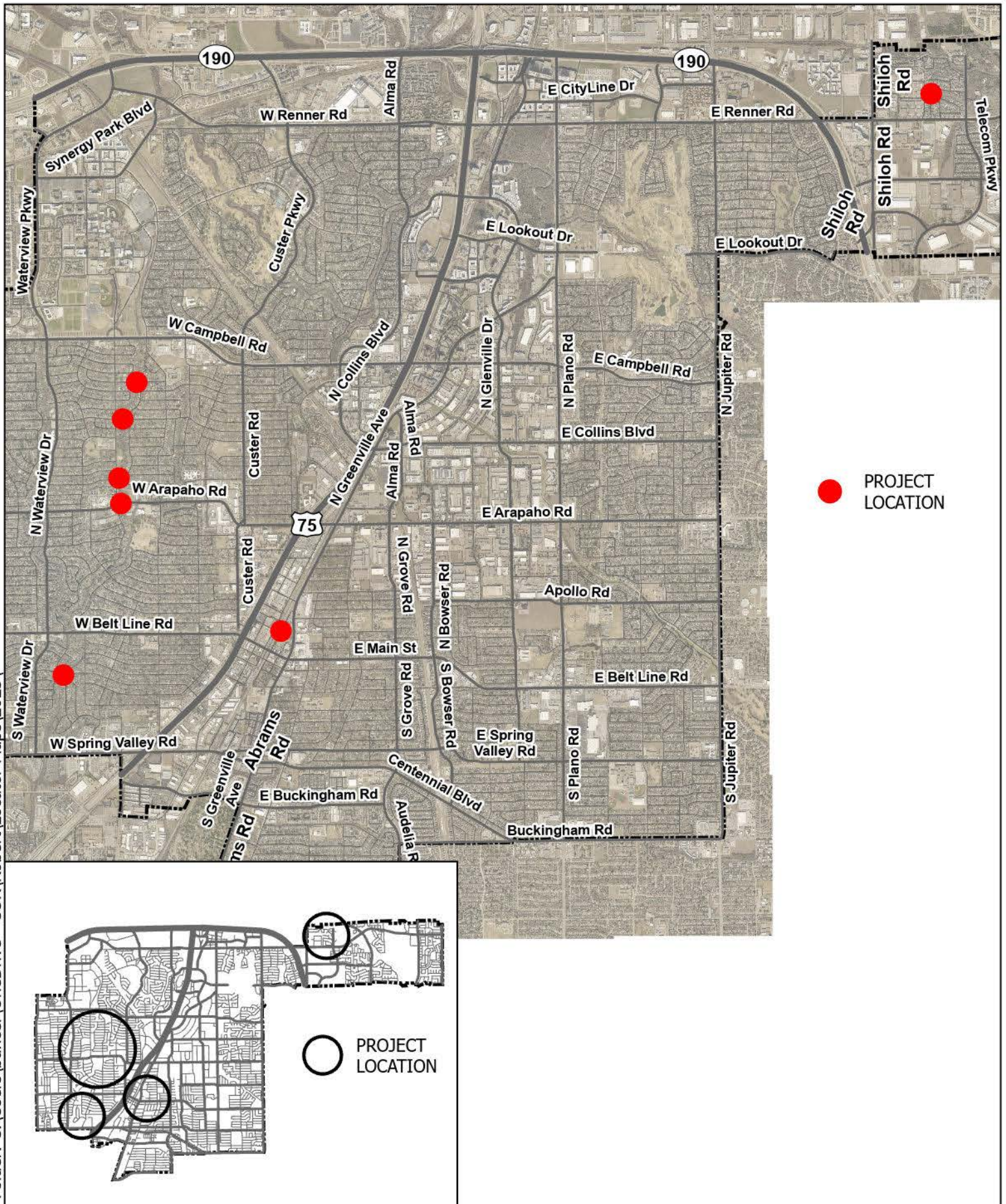
Approved By:

*Nicholas Kohel, P.E.*  
 Nicholas Kohel, P.E., Assistant Director of Engineering & Capital Projects

3/15/2024  
 Date

# 2024 Open Channel Maintenance

Folder: C:\Users\buncer\OneDrive - COR\Robert\Locator Maps\2023\



PROJECT LOCATION

PROJECT LOCATION

0 2500 5000 10000 15000 Feet





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**T E X A S**

**MEMO**

**DATE:** March 18, 2024  
**TO:** Anita Cothran – Director of Finance  
**FROM:** Ally Dobbins – Purchasing Manager   
**SUBJECT:** Award of Bid #45-24 for an Annual Requirements Contract for Elevator Maintenance to Oracle Elevator pursuant to unit prices

**Proposed Date of Award: March 25, 2024**

I concur with the recommendation of Wayne Corum –Director of Facilities and Fleet, and request permission to issue an annual requirements contract for elevator maintenance to Oracle Elevators, pursuant to the attached unit prices.

The award of this contract was based on best value criteria as provided in the Texas Local Government Code Chapter 252.043. The criteria included price (40%), quality of the bidder's goods and services and the extent to which they meet the City's needs (30%), and information and comments received from references (30%). Three bids were received, and Oracle Elevator was the top ranked vendor based on the criteria above.

The term of the contract is for three (3) years with option to renew for one (1) additional three-year period, if exercised and mutually agreed upon by both parties. The award of this contract allows the city to use elevator maintenance services as the requirements and needs of the city arise on an annual basis and during any subsequent renewal period. Since the city is not obligated to pay for a minimum or maximum amount of services, payment will be rendered pursuant to the unit prices specified.

City staff estimates annual expenditures to be approximately \$50,000 annually for a total of \$150,000 for the initial term. Funding is available in the Facilities Maintenance Operating Budget.

The bid was advertised in *The Dallas Morning News* on January 29 & February 5, 2024 and posted on Periscope. A total of 2,040 electronic solicitations were distributed and fourteen (14) vendors viewed the bid. A pre-bid conference was held online via Webex on February 6, 2024 and three (3) bids were received.

Concur:

                     Anita Cothran 3-18-24  
Anita Cothran

ATTACHMENTS

TO: Ally Dobbins, Purchasing Manager

THROUGH: Kent Pfeil, Chief Financial Officer

FROM: Wayne Corum<sup>we</sup>, Director of Facilities and Fleet Services

SUBJECT: Facilities & Fleet – Award of Contract for Elevator Maintenance (Bid 45-24)

DATE: March 14, 2024

***ACTION REQUESTED:***

Council to consider award of Bid No. 45-24 for Elevator Maintenance to Oracle Elevator in the amount of \$150,000.

***BACKGROUND INFORMATION:***

The city solicited bids for an annual requirements contract for Elevator Maintenance at the City of Richardson facilities. Three service providers responded to the bid request. These responses were reviewed and ranked by a staff committee from the Facilities and Fleet Department which evaluated each firm on established criteria outlined in the bid solicitation. Oracle Elevator was selected as the top ranked and best value service provider.

Oracle Elevator provides preventive maintenance and repair services for multiple elevator brands that exist within city buildings currently. This contract will be used to provide monthly preventive maintenance of city elevators and repair services as needed. The initial term of the contract is for three years. The annual estimated cost for elevator preventive maintenance and repairs is \$50,000 per year. Therefore, the contract award is for \$150,000 (\$50,000/yr. x 3-year term).

***FUNDING:***

Funding is from the Facilities Operating Fund account number 0110-20-31-715-000-553399



BID TABULATION  
 ARC: ELEVATOR MAINTENANCE  
**BEST VALUE**

ITEM NO.	DESCRIPTION	EST. QTY	UNIT	PRESTIGE ELEVATOR		ORACLE ELEVATOR		OTIS ELEVATOR	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
<b>Senior Citizen/Baylor Senior Health Center</b>									
1.1	One (1) Westinghouse Hydraulic Passenger Elevator, with two (2) openings on two (2) landings.	12	MONTH	120.000	\$ 1,440.00	\$ 123.50	\$ 1,482.00	\$ 172.00	\$ 2,064.00
<b>Detention Center</b>									
2.1	One (1) Dover Hydraulic Passenger Elevator with two (2) openings on two (2) landings.	12	MONTH	120.000	\$ 1,440.00	\$ 123.50	\$ 1,482.00	\$ 172.00	\$ 2,064.00
<b>Charles W. Eisemann Center-Please include price for 24-hour service call coverage in your monthly price for this location</b>									
3.1	One (1) Kone Hydraulic Freight Elevator with three (3) openings on three (3) landings.	12	MONTH	150.000	\$ 1,800.00	\$ 160.55	\$ 1,926.60	\$ 450.00	\$ 5,400.00
3.2	Two (2) American Crescent Hydraulic Elevators, one (1) with six (6) openings on six (6) landings, and one (1) with seven (7) openings on six (6) landings.	12	MONTH	200.000	\$ 2,400.00	\$ 321.10	\$ 3,853.20	\$ 594.00	\$ 7,128.00
3.3	Two (2) Thyssen Krupp Stair Lifts, each with two (2) openings on two (2) landings	12	MONTH	200.000	\$ 2,400.00	\$ 247.00	\$ 2,964.00	\$ 594.00	\$ 7,128.00
3.4	One (1) Graventa Wheelchair Lift with two (2) openings on two (2) landings	12	MONTH	100.000	\$ 1,200.00	\$ 123.50	\$ 1,482.00	\$ 297.00	\$ 3,564.00
3.5	Three (3) Kone Hydraulic Passenger Elevators, each with four (4) openings on four (4) landings.	12	MONTH	360.000	\$ 4,320.00	\$ 481.65	\$ 5,779.80	\$ 891.00	\$ 10,692.00
<b>Richardson Service Center</b>									
4.1	One (1) Otis Hydraulic Passenger Elevator, 3500-pound capacity with two (2) openings on two (2) landings.	12	MONTH	120.000	\$ 1,440.00	\$ 123.50	\$ 1,482.00	\$ 172.00	\$ 2,064.00
<b>Richardson City Hall/Civic Center-Location under construction-Service will only be for 6-12 months after award</b>									
5.1	One (1) Westinghouse Hydraulic Passenger Elevator, 2500-pound capacity, with two (2) openings on two (2) landings.	12	MONTH	120.000	\$ 1,440.00	\$ 123.50	\$ 1,482.00	\$ 172.00	\$ 2,064.00
<b>City Library--Location under construction-Service will only be for 6-12 months after award</b>									
6.1	One (1) Schindler Geared Micanic A Elevator with six (6) openings on four (4) landings.	12	MONTH	310.000	\$ 3,720.00	\$ 250.00	\$ 3,000.00	\$ 450.00	\$ 5,400.00
6.2	Two (2) Dover Hydraulic Passenger Elevators, each with four (4) openings on four (4) landings	12	MONTH	240.000	\$ 2,880.00	\$ 247.00	\$ 2,964.00	\$ 344.00	\$ 4,128.00
<b>Additional Line items</b>									
7.1	Service needed during non-business hours (Price Per Occurrence, Business Hours are defined as M-F 8:00 - 5:00 P.M. Central Time)	1	HR	175.000	\$ 175.00	\$ 220.00	\$ 220.00	\$ 700.00	\$ 700.00
7.2	Round trip cost to City location	1	Lump sum	0.000	\$ -	\$ -	\$ -	\$ 225.00	\$ 225.00
7.3	Percentage markup for items not listed	1	%	35%	\$ 35%	20%	20%	30%	30%
				\$ 24,655.00		\$ 28,117.60		\$ 52,621.00	

**NOTE:**

This contract will be awarded pursuant to unit prices which allows the City of Richardson to purchase the above listed services as the requirements and needs of the city arise on an annual basis. The city is not obligated to pay for a minimum or maximum of any of the above listed services. The initial term of the contract is for thirty-six (36) months with options to renew for up to one (1) additional three-year period. The city estimates expenditures to be approximately \$150,000 for the initial term through this contract and will adjust order quantities as needed to meet requirements and stay within budget.



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**T E X A S**

**MEMO**

**DATE:** March 15, 2024  
**TO:** Anita Cothran – Director of Finance  
**FROM:** Ally Dobbins – Purchasing Manager *AD*  
**SUBJECT:** Award of Bid #60-24 for the cooperative purchase of Replacement of Dell Desktops and Laptops in the amount of \$310,026 through the Texas Department of Information Resources (“DIR”) Contract #DIR-TSO-3763

**Proposed Date of Award: March 25, 2024**

I concur with the recommendation of Leo Gonzales – Assistant Director IT Infrastructure, and request permission to issue a purchase order for the replacement of Dell desktops and laptops to Dell Marketing LP in the amount of \$310,026, as provided in the attached quote.

The above referenced equipment has been competitively bid through DIR Contract #DIR-TSO-3763. The City of Richardson is a member of DIR through its existing interlocal agreement for cooperative purchasing pursuant to Texas Government Code Section 791.025 and Texas Local Government Code Section 271.102.

Funding is provided in the Technology Replacement Fund.

Concur:

*Anita Cothran 3-18-24*  
Anita Cothran

ATTACHMENTS



**RICHARDSON**  
TEXAS

# MEMO

**DATE:** February 26, 2024

**TO:** Ally Dobbins, Purchasing Manager

**FROM:** Leo Gonzales, IT Assistant Director - Infrastructure *LG*

**CC:** Dan Steege, Chief Information Officer *DSS*

**SUBJECT:** Replacement of Dell Desktops and Laptops

Information Technology (IT) is requesting your consideration and approval for a contract to Dell Technologies for the purchase of desktops and laptops reaching the end-of-life and support coverage period. This purchase will replace desktops and laptops for several city departments as part of the City's ongoing Information Technology refresh plan.

These laptops and desktops are needed to provide access to programs and applications used primarily to fulfill necessary job functions. Included are the following departments: Animal Shelter, Municipal Court, Traffic, Golf, Library, Office of Emergency Management, and the Police Department. The equipment from these departments were not impacted as part of the City Hall fire and are on their normal rotation schedule.

The price of the Dell desktops and laptops including hardware warranty and onsite service is \$310,026.00.

The funding for this effort is provided as follows:

IT capital funds:

Project Name: Replacement of Dell Desktops and Laptops

Account Numbers: 2450-04-10-700-000-707451

Project Number: # IT2201, # IT2301

It is my recommendation that City Council approve the purchase of the Dell desktops and laptops including warranty and onsite service through Dell Technologies at a purchase price \$310,026.00, utilizing the State of Texas DIR contract (DIR-TSO-3763).



## Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **Apr. 06, 2024**.

You can download a copy of this quote during checkout.

[Place your order](#)

<b>Quote No.</b>	<b>3000173330089.1</b>	Sales Rep	Marcey Foxell
<b>Total</b>	<b>\$310,026.00</b>	Phone	(800) 456-3355, 6179025
Customer #	105913227	Email	Marcey_Foxell@Dell.com
Quoted On	Mar. 07, 2024	<b>Billing To</b>	ACCOUNTS PAYABLE
Expires by	Apr. 06, 2024		TX-L CITY OF RICHARDSON
	Texas Department of		ACCOUNTS PAYABLE
Contract Name	Information Resources (TX		P O BOX 830309
	DIR)		RICHARDSON, TX 75083-0309
Contract Code	C000000006841		
Customer Agreement #	TX DIR-TSO-3763		
Deal ID	16570895		

### Message from your Sales Rep

Please use the Order button to securely place the order with your preferred payment method online. You may contact your Dell sales team if you have any questions. Thank you for shopping with Dell.

Regards,  
Marcey Foxell

### Shipping Group

Shipping To	Shipping Method
INFORMATION TECH TX-L CITY OF RICHARDSON 411 W ARAPAHO RD RM 106 RICHARDSON, TX 75080-4544 (972) 744-4016	Standard Delivery

Product	Unit Price	Quantity	Subtotal
Precision 3460 Small Form Factor	\$1,405.00	4	\$5,620.00
Mobile Precision 3580	\$1,570.00	2	\$3,140.00
Precision 3460 Small Form Factor	\$935.00	44	\$41,140.00
Mobile Precision 7680	\$2,398.00	80	\$191,840.00
Dell Pro Wireless Keyboard and Mouse KM5221W	\$38.00	82	\$3,116.00

Dell Latitude 5430 Rugged	\$2,070.00	3	\$6,210.00
Dell Thunderbolt 4 Dock- WD22TB4	\$180.00	2	\$360.00
Dell Performance Dock- WD19DCS	\$212.00	80	\$16,960.00
Dell 24 Monitor - P2422H, 60.5cm (23.8")	\$140.00	256	\$35,840.00
Precision 3660 Tower	\$1,450.00	4	\$5,800.00

Subtotal:	\$310,026.00
Shipping:	\$0.00
Environmental Fee:	\$0.00
Non-Taxable Amount:	\$310,026.00
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00

**Total:** \$310,026.00

**License Subtotal for Commitment Term: \$0.00**

\*Excludes Taxes

Special pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.

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## Shipping Group Details

### Shipping To

INFORMATION TECH  
TX-L CITY OF RICHARDSON  
411 W ARAPAHO RD  
RM 106  
RICHARDSON, TX 75080-4544  
(972) 744-4016

### Shipping Method

Standard Delivery

### Precision 3460 Small Form Factor

Estimated delivery if purchased today:  
Mar. 22, 2024  
Contract # C000000006841  
Customer Agreement # TX DIR-TSO-3763

		Unit Price	Quantity	Subtotal
		\$1,405.00	4	\$5,620.00
Description	SKU	Unit Price	Quantity	Subtotal
Approved Bid Use Only 13th Generation Intel Core i7-13700 (30MB Cache, 16 Core (8+8), 2.1GHz to 5.2GHz (65W)) TDP	338-CKHY	-	4	-
HEATSINK for 65W CPU	412-AAZQ	-	4	-
Windows 11 Pro, English, French, Spanish	619-AQLP	-	4	-
Precision 3460 SFF with 300W (80 Plus Platinum) PSU, RPL and ADL Compatible	321-BJHY	-	4	-
64 GB: 2 x 32 GB, DDR5, 5200MT/s, SO-DIMM, non-ECC	370-BBYD	-	4	-
NVIDIA T1000, 4 GB GDDR6, low profile, 4 mDP to DP adapters	490-BHJI	-	4	-
C1 SSD Boot + SSD	449-BBYR	-	4	-
No SATA RAID	780-BBCJ	-	4	-
1TB PCIe NVMe(TM) Gen4 M.2 SSD	400-BMQO	-	4	-
Thermal Pad for 3460 SFF SSD	412-AAZZ	-	4	-
No Hard Drive	400-AKZR	-	4	-
No Hard Drive	400-AKZR	-	4	-
No Hard Drive	400-AKZR	-	4	-
No Additional Network Card Selected (Integrated NIC included)	555-BBJO	-	4	-
No Optical Drive	429-ABKR	-	4	-
CMS Software not included	632-BBBJ	-	4	-
Intel Management Engine with vPro	631-ADHJ	-	4	-
Dell KB216 Wired Keyboard English	580-ADJC	-	4	-
Dell Optical Mouse - MS116 (Black)	570-ABIE	-	4	-
ENERGY STAR Qualified	387-BBLW	-	4	-
EPEAT 2018 Registered (Gold)	379-BDZB	-	4	-
Dell Precision TPM	340-ACBY	-	4	-
System Power Cord C13 (US 125V, 15A)	450-AHDU	-	4	-
Quick Setup Guide, Precision 3460	340-CYUT	-	4	-
Shipping Material (DAO)	340-CBUU	-	4	-
Shipping Material	340-CQYR	-	4	-
Precision 3460 Plat Reg Label DAO	389-ECXZ	-	4	-

Intel Core i7 vPro Enterprise Processor Label	389-EDDR	-	4	-
Internal Speaker	520-AARD	-	4	-
Additional Software Win 11	658-BFNE	-	4	-
Intel Rapid Storage Technology Driver, Precision 3460	409-BCWM	-	4	-
Integrated Intel SATA Controller	403-BBCE	-	4	-
No Media Card Reader	385-BBBL	-	4	-
No Hard Drive	400-AKZR	-	4	-
Custom Configuration	817-BBBB	-	4	-
Precision 3460 SFF CTO BASE	210-BCTU	-	4	-
Thank you choosing Dell ProSupport. For tech support, visit <a href="https://support.dell.com/ProSupport">//support.dell.com/ProSupport</a>	989-3449	-	4	-
Dell Limited Hardware Warranty Plus Service	997-2808	-	4	-
ProSupport: 7x24 Technical Support, 3 Years	997-2836	-	4	-
ProSupport: Next Business Day Onsite, 3 Years	997-6782	-	4	-
No Microsoft Office License Included - 30 day Trial Offer Only	658-BCSB	-	4	-

<b>Unit Price</b>	<b>Quantity</b>	<b>Subtotal</b>
<b>\$1,570.00</b>	<b>2</b>	<b>\$3,140.00</b>

**Mobile Precision 3580**

Estimated delivery if purchased today:  
Mar. 28, 2024  
Contract # C000000006841  
Customer Agreement # TX DIR-TSO-3763

Description	SKU	Unit Price	Quantity	Subtotal
Mobile Precision Workstation 3580 CTO	210-BGDN	-	2	-
Intel Core i5-1350P, vPro Enterprise (12MB Cache, 12 Cores, 16 Threads, 1.9 - 4.7 GHz Turbo, 28W)	379-BFDL	-	2	-
Windows 11 Pro, English, Brazilian Portuguese PT-BR, French, Spanish	619-ARSB	-	2	-
No Microsoft Office License Included - 30 day Trial Offer Only	658-BCSB	-	2	-
Intel i5-1350P 28W Processor with vPro and NVIDIA RTX A500 4GB GDDR6 Graphics	329-BHXL	-	2	-
NVIDIA RTX A500, 4GB GDDR6 Graphics Card	490-BIGN	-	2	-
15.6" FHD 1920 x 1080, 60 Hz, 250 nits, non-touch, IR FHD Camera and Mic with WLAN	391-BHKB	-	2	-
FHD/IR Camera, Temporal Noise Reduction, Camera Shutter, Mic	319-BBJG	-	2	-
32GB, 2x16GB 5200MT/s SODIMM, DDR5, non-ECC	370-BBMS	-	2	-
512 GB, M.2 2280, Gen 4 PCIe NVMe SSD, Class 40	400-BOVR	-	2	-
No Additional Hard Drive	401-AAGM	-	2	-
English US backlit keyboard with numeric keypad, 99-key	583-BHBG	-	2	-
Single Pointing, Finger Print Reader (w/ControlVault 3)	346-BINM	-	2	-
Intel AX211, 2x2 MIMO, 2400 Mbps, 2.4/5/6 GHz, Wi-Fi 6/6E (WiFi 802.11ax), Bluetooth	555-BIIJ	-	2	-
3 Cell, 54WHr, Standard Battery	451-BDBN	-	2	-
130W Type C Power Adapter	492-BDGH	-	2	-
Intel vPro Enterprise Technology Enabled	631-BBPQ	-	2	-
ENERGY STAR Qualified	387-BBLW	-	2	-
EPEAT 2018 Registered (Gold)	379-BDZB	-	2	-

E5 Power Cord 1M for US	537-BBDK	-	2	-
Wireless Intel AX211 WLAN Driver	555-BJKL	-	2	-
Mix Packaging for 130W Adapter	340-DKFN	-	2	-
Custom Configuration	817-BBBB	-	2	-
Intel Core i5 vPro Enterprise Label	340-CYNW	-	2	-
Dell Additional Software	658-BFPP	-	2	-
Quick Setup Guide for Mobile Precision 3580	340-DFTR	-	2	-
Bottom Cover for NVIDIA Discrete graphics P 28W CPUs	354-BBGK	-	2	-
ProSupport Plus: Accidental Damage Service, 3 Years	997-1061	-	2	-
ProSupport Plus: Keep Your Hard Drive, 3 Years	997-1096	-	2	-
Dell Limited Hardware Warranty Plus Service	997-1129	-	2	-
ProSupport Plus: 7x24 Technical Support, 3 Years	997-1142	-	2	-
ProSupport Plus: Next Business Day Onsite, 3 Years	997-6066	-	2	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit www.dell.com/contactdell or call 1-866-516-3115	997-8367	-	2	-
Intel(R) Rapid Storage Technology Driver	409-BCWS	-	2	-

<b>Unit Price</b>	<b>Quantity</b>	<b>Subtotal</b>
<b>\$935.00</b>	<b>44</b>	<b>\$41,140.00</b>

**Precision 3460 Small Form Factor**

Estimated delivery if purchased today:  
Mar. 26, 2024  
Contract # C000000006841  
Customer Agreement # TX DIR-TSO-3763

Description	SKU	Unit Price	Quantity	Subtotal
Approved Bid Use Only 13th Generation Intel Core i5-13600 (24MB Cache, 14 Core (6+8), 2.7GHz to 5.0GHz (65W)) TDP	338-CKJD	-	44	-
HEATSINK for 65W CPU	412-AAZQ	-	44	-
Windows 11 Pro, English, French, Spanish	619-AQLP	-	44	-
Precision 3460 SFF with 300W (80 Plus Platinum) PSU, RPL and ADL Compatible	321-BJHY	-	44	-
16 GB: 2 x 8 GB, DDR5, 5600MT/s, SO-DIMM, non-ECC	370-BBXM	-	44	-
Intel Integrated Graphics only	490-BBBS	-	44	-
C1 SSD Boot + SSD	449-BBYR	-	44	-
No SATA RAID	780-BBCJ	-	44	-
1TB PCIe NVMe(TM) Gen4 M.2 SSD	400-BMQO	-	44	-
Thermal Pad for 3460 SFF SSD	412-AAZZ	-	44	-
No Hard Drive	400-AKZR	-	44	-
No Hard Drive	400-AKZR	-	44	-
No Hard Drive	400-AKZR	-	44	-
No Additional Network Card Selected (Integrated NIC included)	555-BBJO	-	44	-
No Optical Drive	429-ABKR	-	44	-
CMS Software not included	632-BBBJ	-	44	-
Intel Management Engine with vPro	631-ADHJ	-	44	-
Dell KB216 Wired Keyboard English	580-ADJC	-	44	-
Dell Optical Mouse - MS116 (Black)	570-ABIE	-	44	-
ENERGY STAR Qualified	387-BBLW	-	44	-



EPEAT 2018 Registered (Gold)	379-BDZB	-	44	-
Dell Precision TPM	340-ACBY	-	44	-
System Power Cord C13 (US 125V, 15A)	450-AHDU	-	44	-
Quick Setup Guide, Precision 3460	340-CYUT	-	44	-
Shipping Material (DAO)	340-CBUU	-	44	-
Shipping Material	340-CQYR	-	44	-
Precision 3460 Plat Reg Label DAO	389-ECXZ	-	44	-
Intel Core i5 vPro Enterprise Processor Label	389-EDDQ	-	44	-
Internal Speaker	520-AARD	-	44	-
Additional Software Win 11	658-BFNE	-	44	-
Intel Rapid Storage Technology Driver, Precision 3460	409-BCWM	-	44	-
Integrated Intel SATA Controller	403-BBCE	-	44	-
No Media Card Reader	385-BBBL	-	44	-
No Hard Drive	400-AKZR	-	44	-
Custom Configuration	817-BBBB	-	44	-
Precision 3460 SFF CTO BASE	210-BCTU	-	44	-
Thank you choosing Dell ProSupport. For tech support, visit <a href="https://support.dell.com/ProSupport">//support.dell.com/ProSupport</a>	989-3449	-	44	-
Dell Limited Hardware Warranty Plus Service	997-2808	-	44	-
ProSupport: 7x24 Technical Support, 3 Years	997-2836	-	44	-
ProSupport: Next Business Day Onsite, 3 Years	997-6782	-	44	-
No Microsoft Office License Included - 30 day Trial Offer Only	658-BCSB	-	44	-

<b>Unit Price</b>	<b>Quantity</b>	<b>Subtotal</b>
<b>\$2,398.00</b>	<b>80</b>	<b>\$191,840.00</b>

**Mobile Precision 7680**

Estimated delivery if purchased today:  
Mar. 20, 2024  
Contract # C000000006841  
Customer Agreement # TX DIR-TSO-3763

Description	SKU	Unit Price	Quantity	Subtotal
Dell Mobile Precision Workstation 7680 CTO	210-BGNT	-	80	-
Intel Core i7-13850HX vPro (30 MB cache, 20 cores, 28 threads, up to 5.3 GHz, 55 W)	379-BFCT	-	80	-
Windows 11 Pro, English, Brazilian Portuguese PT-BR, French, Spanish	619-ARSB	-	80	-
No Microsoft Office License Included - 30 day Trial Offer Only	658-BCSB	-	80	-
Intel Core i7-13850HX, 30MB Cache, 28 Threads, 20 Cores (8P+12E) up to 5.3GHz, 55w, vPro	329-BJGD	-	80	-
NVIDIA RTX 2000 Ada 8GB GDDR6	490-BJDS	-	80	-
16" FHD+ 1920x1200, WVA, 60Hz, anti-glare, non-touch, 45% NTSC, 250 nits, RGB Camera, with Mic	391-BHNQ	-	80	-
FHD Camera, Temporal Noise Reduction, No ExpressSign-In, Camera Shutter, Mic	319-BBIW	-	80	-
64GB, 2x32GB 5200MT/s SODIMM, non-ECC	370-BBCB	-	80	-
1TB M.2 PCIe NVMe Gen 4 2280 SSD	400-BPJD	-	80	-
No Additional Hard Drive	401-AAGM	-	80	-
No Additional Hard Drive	401-AAGM	-	80	-

No RAID	780-BBFE	-	80	-
English US non-backlit keyboard with numeric keypad, 99-key	583-BHBH	-	80	-
Contacted Smartcard only, no NFC reader, no Fingerprint reader	346-BJJQ	-	80	-
Intel AX211 Wi-Fi 6/6E (up to 6GHz where available) 2x2 with Bluetooth Wireless	555-BHLT	-	80	-
83 Wh, 6 Cell, Lithium Ion Polymer	451-BCXT	-	80	-
180W Power Adapter	492-BDGQ	-	80	-
Intel vPro Management Disabled	631-BBCY	-	80	-
Not ENERGY STAR Qualified	387-BBDO	-	80	-
E5 Power cord 1M US	450-ALLF	-	80	-
Intel AX211 WLAN driver	555-BJLC	-	80	-
Mix Model 180W CTO	340-DJRR	-	80	-
Custom Configuration	817-BBBB	-	80	-
Intel Core i7 Processor Label	340-CUEQ	-	80	-
Dell Additional Software	658-BFPP	-	80	-
Quick Setup Guide for Mobile Precision 7680	340-DJQH	-	80	-
No SSD door, Smartcard slot only - Thin chassis	354-BBFS	-	80	-
Dell Limited Hardware Warranty Plus Service	812-3147	-	80	-
ProSupport: Next Business Day Onsite, 4 Years	812-3168	-	80	-
ProSupport: 7x24 Technical Support, 4 Years	812-3169	-	80	-
Thank you choosing Dell ProSupport. For tech support, visit //support.dell.com/ProSupport	989-3449	-	80	-
Intel Rapid Storage Technology Driver	409-BCXJ	-	80	-

<b>Unit Price</b>	<b>Quantity</b>	<b>Subtotal</b>
<b>\$38.00</b>	<b>82</b>	<b>\$3,116.00</b>

**Dell Pro Wireless Keyboard and Mouse KM5221W**

Estimated delivery if purchased today:  
Mar. 18, 2024  
Contract # C000000006841  
Customer Agreement # TX DIR-TSO-3763

Description	SKU	Unit Price	Quantity	Subtotal
Dell Pro Wireless Keyboard and Mouse - KM5221W	580-AJIS	-	82	-

<b>Unit Price</b>	<b>Quantity</b>	<b>Subtotal</b>
<b>\$2,070.00</b>	<b>3</b>	<b>\$6,210.00</b>

**Dell Latitude 5430 Rugged**

Estimated delivery if purchased today:  
Mar. 27, 2024  
Contract # C000000006841  
Customer Agreement # TX DIR-TSO-3763

Description	SKU	Unit Price	Quantity	Subtotal
Dell Latitude 5430 Rugged	210-BCFW	-	3	-
Intel Core Processor i5-1145G7, (QC, 2.6 to 4.0 GHz, 28W, vPro)	379-BERS	-	3	-
Windows 11 Pro, English, French, Spanish	619-AQLP	-	3	-
No Microsoft Office License Included - 30 day Trial Offer Only	658-BCSB	-	3	-
Intel® Core™ vPro i5-1145G7 with Iris Xe Graphics	338-CCRI	-	3	-
Intel vPro Technology Advanced Management Features	631-ADEE	-	3	-
32GB, 2x16GB, 3200 MHz DDR4 Non-ECC	370-AGTG	-	3	-

512GB M.2 PCIe NVMe Class 35 Solid State Drive	400-BMRW	-	3	-
14" Touch 1100 nits WVA FHD (1920 x 1080) 100% sRGB Anti-Glare,Outdoor Viewable,Passive Pen	391-BGGI	-	3	-
English US RGB Backlit Sealed Internal keyboard	583-BILF	-	3	-
Intel AX210 WLAN Driver	555-BHCC	-	3	-
Intel AX210 Wireless Card with Bluetooth	555-BHCH	-	3	-
5G - Qualcomm(R) Snapdragon(TM) X55 Global 5G (DW5930e), eSIM, Verizon, no NMEA GPS port	556-BDVG	-	3	-
Hot surface warning label	389-ECGC	-	3	-
Primary 3 Cell 53.5 Whr ExpressCharge Capable Battery	451-BCWC	-	3	-
90W 461G Type-C EPEAT Adapter	492-BDEL	-	3	-
No Fingerprint, no Smartcard reader	346-BHQK	-	3	-
Power Cord 1M US	450-AAEJ	-	3	-
Setup and Features Guide	340-CXCE	-	3	-
Dummy Airbay Cover	325-BEIV	-	3	-
ENERGY STAR Qualified	387-BBPC	-	3	-
Custom Configuration	817-BBBB	-	3	-
Dell Applications for Windows 11	658-BFIP	-	3	-
Mix Ship, Notebook, 5430 Rugged	340-CYJC	-	3	-
11th Gen Intel Core i5 vPro label	340-CTSV	-	3	-
EPEAT 2018 Registered (Silver)	379-BDTO	-	3	-
Microphone +RGB HD camera; Touch; WLAN/WWAN antennae; Pogo vehicle docking and RF passthrough	319-BBHV	-	3	-
No Option Included	340-ACQQ	-	3	-
Additional USB-A rear port	590-TFHR	-	3	-
Additional TBT/Type-C port	325-BEJZ	-	3	-
Rigid handle	750-ADPK	-	3	-
ProSupport: Next Business Day Onsite, 3 Years	808-6784	-	3	-
Dell Limited Hardware Warranty Initial Year	808-6805	-	3	-
ProSupport: 7X24 Technical Support, 3 Years	808-6809	-	3	-
Thank you choosing Dell ProSupport. For tech support, visit //support.dell.com/ProSupport	989-3449	-	3	-

<b>Unit Price</b>	<b>Quantity</b>	<b>Subtotal</b>
<b>\$180.00</b>	<b>2</b>	<b>\$360.00</b>

**Dell Thunderbolt 4 Dock- WD22TB4**

Estimated delivery if purchased today:  
Mar. 13, 2024  
Contract # C000000006841  
Customer Agreement # TX DIR-TSO-3763

Description	SKU	Unit Price	Quantity	Subtotal
BASE,DS,WD22TB4 US 180W	210-BDQH	-	2	-
Advanced Exchange Service, 3 Years	872-8550	-	2	-
Dell Limited Hardware Warranty	872-8557	-	2	-
		<b>Unit Price</b>	<b>Quantity</b>	<b>Subtotal</b>

**Dell Performance Dock- WD19DCS**

\$212.00

80

\$16,960.00

Estimated delivery if purchased today:

Mar. 18, 2024

Contract # C000000006841

Customer Agreement # TX DIR-TSO-3763

Description	SKU	Unit Price	Quantity	Subtotal
Dell Performance Dock – WD19DCS	210-AZBN	-	80	-
Advanced Exchange Service, 3 Years	824-3984	-	80	-
Dell Limited Hardware Warranty	824-3993	-	80	-
		<b>Unit Price</b>	<b>Quantity</b>	<b>Subtotal</b>
		<b>\$140.00</b>	<b>256</b>	<b>\$35,840.00</b>

**Dell 24 Monitor - P2422H, 60.5cm (23.8")**

Estimated delivery if purchased today:

Mar. 18, 2024

Contract # C000000006841

Customer Agreement # TX DIR-TSO-3763

Description	SKU	Unit Price	Quantity	Subtotal
Dell 24 Monitor - P2422H, 60.5cm (23.8")	210-BBCC	-	256	-
Dell Limited Hardware Warranty	814-5380	-	256	-
Advanced Exchange Service, 3 Years	814-5381	-	256	-
		<b>Unit Price</b>	<b>Quantity</b>	<b>Subtotal</b>
		<b>\$1,450.00</b>	<b>4</b>	<b>\$5,800.00</b>

**Precision 3660 Tower**

Estimated delivery if purchased today:

Mar. 22, 2024

Contract # C000000006841

Customer Agreement # TX DIR-TSO-3763

Description	SKU	Unit Price	Quantity	Subtotal
Approved Bid Use Only 13th Generation Intel Core i7-13700 (30MB Cache, 16 Core (8+8), 2.1GHz to 5.2GHz (65W)) TDP	338-CKHY	-	4	-
VR Heatsink	412-ABBQ	-	4	-
Windows 11 Pro, English, French, Spanish	619-AQLP	-	4	-
Precision 3660 Tower with 500W (80 Plus Platinum) PSU, RPL and ADL Compatible	321-BJJK	-	4	-
64GB 2x32GB DDR5 UD NECC, V2	370-BBWL	-	4	-
Nvidia T400 4GB, 4GB, 3 mDP to DP adapter (Precision 3660)	490-BHXI	-	4	-
C1 M.2 SSD Boot + SSD	449-BBXF	-	4	-
No SATA RAID	780-BBCJ	-	4	-
1TB PCIe NVMe Class 40 M.2 SSD	400-BNGL	-	4	-
Thermal Pad 3660	412-AAZW	-	4	-
No Hard Drive	400-AKZR	-	4	-
No Hard Drive	400-AKZR	-	4	-
No Hard Drive	400-AKZR	-	4	-
No Hard Drive	400-AKZR	-	4	-
No Hard Drive	400-AKZR	-	4	-
No Additional Network Card Selected (Integrated NIC included)	555-BBJO	-	4	-
Serial Port Add-In Card (full height)	382-BBMW	-	4	-
8x DVD+/-RW 9.5mm Optical Disk Drive	429-ABDW	-	4	-
Bezel ODD	429-ABMR	-	4	-
CMS Essentials DVD no Media	658-BBTV	-	4	-

Intel ME vPRO	631-ADHW	-	4	-
Dell KB216 Wired Keyboard English	580-ADJC	-	4	-
Dell Optical Mouse - MS116 (Black)	570-ABIE	-	4	-
ENERGY STAR Qualified	387-BBLW	-	4	-
EPEAT 2018 Registered (Gold)	379-BDZB	-	4	-
Dell Precision TPM	340-ACBY	-	4	-
Standard CPU Air Cooler	412-ABBU	-	4	-
System Power Cord C13 (US 125V, 15A)	450-AH DU	-	4	-
Quick Setup Guide, Precision 3660	340-CYVU	-	4	-
Shipping Material (DAO)	340-CBUU	-	4	-
Ship material - EPEAT Certification	340-CZQO	-	4	-
500W Platinum PSU Label	389-EDFT	-	4	-
Intel Core i7 vPro Enterprise Processor Label	389-EDDR	-	4	-
Internal Speaker for Precision	520-AAVW	-	4	-
No External ODD	429-ABGY	-	4	-
SupportAssist	525-BBCL	-	4	-
Dell(TM) Digital Delivery Cirrus Client	640-BBLW	-	4	-
Dell Optimizer for Precision	640-BBSC	-	4	-
Dell Premier Color 6.1	640-BBSN	-	4	-
Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps)	658-BBMR	-	4	-
Waves Maxx Audio	658-BBRB	-	4	-
Dell SupportAssist OS Recovery Tool	658-BEOK	-	4	-
Intel Rapid Storage Technology Driver, Precision 3660T	409-BCWP	-	4	-
Custom Configuration	817-BBBB	-	4	-
Precision 3660 Tower CTO BASE	210-BCUR	-	4	-
Dell Limited Hardware Warranty Plus Service	997-2808	-	4	-
Onsite/In-Home Service After Remote Diagnosis 5 Years	997-2813	-	4	-
No Microsoft Office License Included - 30 day Trial Offer Only	658-BCSB	-	4	-

<b>Subtotal:</b>	<b>\$310,026.00</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Environmental Fee:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>
<b>Total:</b>	<b>\$310,026.00</b>

# Important Notes

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## Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to [Tax\\_Department@dell.com](mailto:Tax_Department@dell.com) or [ARSalesTax@emc.com](mailto:ARSalesTax@emc.com), as applicable.

**Governing Terms:** This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at [www.dell.com/terms](http://www.dell.com/terms) or [www.dell.com/oemterms](http://www.dell.com/oemterms)), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

**Supplier Software Licenses and Services Descriptions:** Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on [www.Dell.com/eula](http://www.Dell.com/eula). Descriptions and terms for Supplier-branded standard services are stated at [www.dell.com/servicecontracts/global](http://www.dell.com/servicecontracts/global) or for certain infrastructure products at [www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm](http://www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm).

**Offer-Specific, Third Party and Program Specific Terms:** Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on [www.dell.com/offeringspecificterms](http://www.dell.com/offeringspecificterms) ("Offer Specific Terms").

**In case of Resale only:** Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

**In case of Financing only:** If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

**^DELL BUSINESS CREDIT (DBC):** Offered to business customers by WebBank, who determines qualifications for and terms of credit. Taxes, shipping and other charges are extra and vary. The Total Minimum Payment Due is the greater of either \$20 or 3% of the New Balance shown on the statement rounded up to the next dollar, plus all past due amounts. Dell and the Dell logo are trademarks of Dell Inc.



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**T E X A S**

**MEMO**

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**DATE:** March 18, 2024  
**TO:** Anita Cothran – Director of Finance  
**FROM:** Ally Dobbins – Purchasing Manager *AD*  
**SUBJECT:** Award of Bid #62-24 for the Cooperative Purchase of Replacement HVAC Unit at Huffhines Recreation Center to Texas Air Systems in the amount of \$93,843 through The Interlocal Purchasing System (“TIPS”) Contract #23010402

**Proposed Date of Award: March 25, 2024**

I concur with the recommendation of Wayne Corum – Director of Facilities and Fleet Services and request permission to issue a purchase order for the replacement HVAC unit at Huffhines Recreation Center to Texas Air Systems in the amount of \$93,843, as provided in the attached quote.

The above referenced equipment and services have been competitively bid through TIPS Contract #23010402. The City of Richardson participates in the TIPS program through its existing interlocal agreement for cooperative purchasing pursuant to Texas Government Code Section 791.025 and Texas Local Government Code Section 271.102.

Funding is from Facilities Maintenance Fund.

Concur:

*Anita Cothran 3-18-24*  
\_\_\_\_\_  
Anita Cothran

ATTACHMENTS



**RICHARDSON**  
**TEXAS**

**MEMO**

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TO: Ally Dobbins, Purchasing Manager

THROUGH: Kent Pfeil, Chief Financial Officer

FROM: Wayne Corum<sup>we</sup>, Director of Facilities and Fleet Services

SUBJECT: Huffhines Recreation Center HVAC Replacement Contract

DATE: March 14, 2024

***ACTION REQUESTED:***

Council to consider award of TIPS Contract #23010402 for the Replacement of an HVAC unit at the Huffhines Recreation Center to Texas Air Systems in the amount of \$93,843.

***BACKGROUND INFORMATION:***

The Huffhines Recreation Center has three HVAC units that provide heat and air conditioning to the facility. One unit has failed and requires replacement. This unit services the gymnasium portion of the facility. Bids were solicited from three vendors. The bid from Texas Air Systems was selected as the best value bid for the HVAC replacement.

Texas Air Systems will disconnect, remove, and dispose of the old unit. In addition, the contractor will install and connect the new unit. Texas Air Systems will also do start up and testing of the new unit.

***FUNDING:***

Funding is from the Facilities Maintenance Capital Fund.



# QUOTATION - TIPS



**Date:** January 30, 2024  
**To:** City of Richardson  
**Attn:** Ray Ginther  
**Project:** CoR Huffines Rec Center RTU-1 Replace  
**TIPS Contract Number:** 23010402

## PRICING SUMMARY

DESCRIPTION	QTY	TAGGING	TOTAL NET PRICE
MATERIAL: RTU, Curb & Misc Material	1	MATERIAL	\$52,442.00
LABOR: Mechanical/Electrical/TAB	1	LABOR	\$39,561.00
Bond Allowance	1	BOND	\$ 1,840.00
<b>TOTAL NET PRICE</b>			<b>\$93,843.00</b>

\*FOB Factory, Full Freight Allowed, Tax Not Included

\*Upon Release of Equipment, 10% Will be Invoiced

*We are pleased to quote the following proposed work through TIPS Comprehensive HVAC Solutions and Service per contract #23010402. Effective March 26, 2023 – March 31, 2025. The terms and conditions of TIPS contract supersedes all other.*

### Narrative:

Texas Air Systems (TAS) was called to walk a job at the Huffines Rec Center to see if a 15T RTU could be used to serve the area currently being served by the existing RTU-1 (SN: N0D9727238). The existing unit is original to the building, is an R22 machine and the heat exchanger has failed according to the City's Facility Team. Based on the area served and the existing ductwork, TAS recommended a direct replacement in lieu of downsizing the RTU. TAS will provide the labor and material required to remove the existing RTU and replace it with a new RTU. The current BAS controls on the RTU will need to be removed/replaced by the City's BAS contractor and is NOT included in my pricing as the City of Richardson obtains better direct pricing. Upon startup of the unit, TAS will have its TAB contractor perform a traverse TAB on the unit to ensure the new unit is producing the required airflow as originally designed per the existing MEP drawings date 05/08/2008.

### Scope of Work:

- Procure for installation required RTU replacement. (Lead Time of EQ at Bid: 16 weeks)
- Schedule / coordination with customer.
- Mobilize
- Lock out tag out of existing equipment.
- Crane rigging and cartage as needed to complete the installation.
- Removal, recovery, and disposal of the old unit.
- Disconnections and reconnection of the line voltage power, gas piping, condensate drain, and fire/smoke shutdown.
- Notify customer for coordination of their BAS contractor, all associated BAS work is direct with City.
- Start up and testing of the new unit(s)
- TAB contractor to perform traverse of new RTU.
- Clean up work area.
- Provide owners' staff training.
- Demobilize
- Provide all required project management and safety oversight for the entire project, including management of all contractors, startup, and checkout of all new equipment.
- First year parts and labor warranty.

**Notes and Clarifications:**

- Proposed intent based on site evaluation and the original design conditions.
- Any work not specifically described above is not included in this proposal.
- **All BAS work is specifically excluded and will be handled directly by the City of Richardson in coordination with TAS.**
- All work is to be performed during normal working hours Monday – Friday. No overtime and/or shift work is included. Duration is scheduled for **2** days and for all work to be performed continuously from start to finish.
- Removal, remediation, or handling of hazardous or contaminated soils, paints, coatings, adhesives, or other materials as part of this program of work are excluded. If suspicious materials are discovered, they will be identified and presented to the customer representative for testing.
- Any required abatement will be performed by the customer and is not included as part of this proposal.
- The correction, repair or remediation of existing code compliance issues uncovered or existing at the facility that are outside the scope of this project work are not included.
- Test and balance is not included unless it is otherwise detailed within the scope of work.
- The cost to provide temporary cooling, heating, or power for the execution of this work or during the execution of this work is excluded.
- Existing electrical shall be able to support new equipment. The repair/replacement/upgrade of electrical is not included unless otherwise specifically called out within the proposal.
- Any replacement/repairs/upgrades of roofing are not included.
- Disconnection/reconnection of existing fire alarm shutdown at unit is included. Any addition/repair/replacement of existing fire alarm shutdown is not included.
- Remediation of any issue outside of the proposed scope of work will be brought to the attention of the owner. The owner shall address the item in a timely manner. Any extension of time for completion due to the owner not addressing the issue will be billed to the customer on a time & material basis.

**CUSTOMER ACCEPTANCE:**

**TEXAS AIRSYSTEMS ACCEPTANCE:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**Paul Mireles**

Telephone: 972.322.5686

Email: [paul.mireles@texasairsystems.com](mailto:paul.mireles@texasairsystems.com)

\_\_\_\_\_  
Printed Name

- This quotation is subject to change without notice and void after 15 days.
- Add to the prices quoted any sales tax payable on the transaction under any effective Federal or State statute.
- F.O.B. Factory, FFA, per mutually agreed schedule. No material to be returned without written authorization.
- Texas AirSystems equipment will be supplied based upon approved submittal data.
- Payment terms: Net 30 Days, Upon Receipt of Satisfactory Credit Information.
- Upon release of equipment, based on written submittal approval, Texas AirSystems requires a 10% payment within 30 days for engineering services and submittal.
- Retainage is not allowed. Texas AirSystems is a material supplier and will be supplying the entire purchase order value upon delivery of equipment.
- Payment to Texas AirSystems cannot be conditioned on receipt of payment from the owner by a contractor, construction manager, or customer.
- Texas AirSystems standard warranty, parts only, is for 12 months from start-up date, not to exceed 18 months from ship date.
- Texas AirSystems is responsible and accountable only for the acts and omissions of Texas AirSystems.
- Insurance certificates and bonds can/will be provided upon request.

TACLA00011151C Regulated by The Texas department of Licensing and Regulation, P.O. Box 12157, Austin, Texas 78711, 1-800-803-9202, 512-463-6599, [www.tdlr.texas.gov](http://www.tdlr.texas.gov)



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**T E X A S**

**MEMO**

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**DATE:** March 18, 2024  
**TO:** Anita Cothran – Director of Finance  
**FROM:** Ally Dobbins – Purchasing Manager *AD*  
**SUBJECT:** Award of Bid #63-24 for the Cooperative Purchase of Service Center Access Control System Retrofit to Entech Sales and Service in the amount of \$101,185 through The Local Government Purchasing Cooperative ("Buyboard") Contract #654-21

**Proposed Date of Award: March 25, 2024**

I concur with the recommendation of Wayne Corum – Director of Facilities and Fleet Services and request permission to issue a purchase order for Service Center access control system retrofit to Entech Sales and Service in the amount of \$101,185 as provided in the attached quote.

The above referenced purchase has been competitively bid through BuyBoard Contract #654-21. The City of Richardson is a member of BuyBoard through its existing interlocal agreement for cooperative purchasing pursuant to Texas Government Code Section 791.025 and Texas Local Government Code Section 271.102.

Funding is from the Facilities Maintenance Fund.

Concur:

*Anita Cothran 3-18-24*  
\_\_\_\_\_  
Anita Cothran

ATTACHMENTS



**RICHARDSON**  
**TEXAS**

**MEMO**

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TO: Ally Dobbins, Purchasing Manager

THROUGH: Kent Pfeil, Chief Financial Officer

FROM: Wayne Corum<sup>WJC</sup>, Director of Facilities and Fleet Services

SUBJECT: Service Center Security (S2) Upgrade

DATE: March 14, 2024

***ACTION REQUESTED:***

Council to consider award of Buyboard Contract No. 654-21 for the Service Center Access Control System Retrofit to Entech Sales & Service in the amount of \$101,185.

***BACKGROUND INFORMATION:***

The City of Richardson established a strategy to “ensure systems are safe and secure”. That strategy has a tactic to “complete security and access upgrades at city facilities”. This action would begin the process to upgrade the service center facility onto the S2 security system utilized at other city facilities.

Entech Sales & Service has satisfactorily completed the previous system upgrades at other city facilities. This upgrade would provide enhanced security for the Richardson Service Center located at 1260 Columbia Drive. The enhanced system will expand the existing access control system and unify the city’s security system onto one platform.

***FUNDING:***

Funding is from the Facilities Maintenance Capital Fund.



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# Proposal

Date: January 26, 2024 BuyBoard Contract #654-21  
Submitted to: City of Richardson Job: Service Center ACS Retrofit  
Attention: Ray Ginther Phone: (469) 805-1790  
E-Mail: Raymond.Ginther@cor.gov

---

**Entech Sales & Service, LLC proposes to expand upon the existing Access Control System for above project as outlined in the below scope of work description and pricing. Devices identified on the plans supersede the equipment matrix and therefore the job take-off was based on the devices identified on the plans.**

## SCOPE OF WORK:

- Includes the provision and installation of thirteen (13) HID MultiClass SE RP40 card readers for the existing five access control openings and eight new access control doors (including the IDF closet) plus two (2) HID MultiClass SE RP40 card readers for the dual height gate stanchion and three (3) HID MultiClass SE RP40 card readers; one each for the East parking lot entry and two for the dual height gate stanchion at the South entry.
- Includes the provision of setting up the main entry on a time of day schedule in the new system. Existing electric locking hardware to be operational and functional.
- Includes the provision and installation of all door position switches for the new openings and PIR request to exit devices for the electric strike door openings.
- Includes the provision and installation of four (4) electric mortise lock sets with integral request to exit device, four (4) electric hinges and five (5) electric strikes, if required.
- Includes the provision and installation of two (2) dual stanchion pedestals with four (4) housings to replace the existing pedestals.
- Includes the provision and installation of one (1) 16-reader dual power supply enclosure, two (2) 4-reader dual power supply enclosures with three (3) S2-LP-1502 Intelligent Controllers with 2 reader ports and seven (7) S2-MR-52-S3 dual reader interface modules including the vehicle gate entry locations.
- Includes the provision and installation of two (2) Smartpass toll tag readers with two (2) Weigand converters, two (2) 20' connector cables, two (2) mounting brackets for two vehicle gate entry locations.
- Includes the provision of one hundred (100) key fobs and one hundred (100) card credentials.
- Includes re-using all existing cabling assumed to be operational and functional and the provision and installation of security cable for the new door openings and burial grade cabling at the gate locations. All pathways/raceways at gate locations to be available or provided by others. Any required conduit, backboxes, existing viable pathways/raceways to be available or provided and installed by others. All network cabling and infrastructure to be provided and installed by others.
- This proposal is based on installation during normal business hours.
- Includes permit submittal through the City of Richardson AHJ.
- All patching and painting required will be provided by others.
- Includes provision of fire rated plenum cabling in electrical/mechanical rooms and in accessible areas.
- All areas assumed to be accessible by ladder. Lift rental is not included.
- Includes provision of fire rated plenum cabling in electrical/mechanical rooms and in accessible areas.
- Includes installation, programming, start-up, and checkout.
- Entech to provide a one (1) year warranty on labor and material of all systems defined in this scope of work to begin with the substantial completion of the installation.



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# Proposal

**COORDINATION ITEMS:**

- Entech assumes 120 volt power is available or by Division 26 at access control panel location(s).
- Fire alarm interface “dropout” relay in accordance with local code requirements within three (3) feet of all access control panel(s) (if applicable) by others.
- All TCP/IP network drops for the Ethernet Level Access controller(s) and IP addressing scheme to be provided by others.
- All raceways/pathways to be existing and accessible.

**PRICING SUMMARY (Material & Labor):**

• Material (cable, card reader/keypads, cards, FOBs, REX, DPS, electric door hardware, S2 equipment, power supply enclosures, toll tag system, pedestals and including freight).....	\$63,345.00
• Labor (Field Labor (including demo), programming).....	\$31,280.00
• Project Management Labor.....	\$4,300.00
• Engineering/CAD Labor.....	\$1,260.00
<b>NET TOTAL:.....</b>	<b>\$101,185.00</b>

**NET PRICE: \$101,185.00\***

\*Plus Applicable Sales Tax.

**VOLUNTARY ALTERNATE ADD #1: Vehicle Gate Video Intercoms**

- Entech to provide and install four (4) Viking X-35-SS-EWP I video intercom stations; 2 each at each dual height pedestal including burial grade cabling (all network infrastructure/connectivity to be by others) for the added price of: **\$9,550.00** to the base bid.

**VOLUNTARY ALTERNATE ADD #2: Intrusion Detection System**

- Entech to provide and install one (1) DMP XT-150 intrusion detection system panel with one (1) cellular communicator back-up module and two (2) keypads. Includes re-terminating to the existing panic button devices and keypads at each location, assumed to be operational and functional for the added price of: **\$4,835.00** to the base bid.

Submitted by: Monica Bonfiglio  
**Monica Bonfiglio**

**This proposal may be withdrawn by us if not accepted within 30 days.**

*All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviations from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry Fire, tornado and other necessary insurance. Our workers are fully covered by Workmen’s Compensation. All sales are per Entech’s standard terms and conditions.*

Signature \_\_\_\_\_

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

Printed Name \_\_\_\_\_

PO#: \_\_\_\_\_



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# Proposal

**Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment due upon receipt of invoice(s).**



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**T E X A S**

**MEMO**

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**DATE:** March 18, 2024  
**TO:** Anita Cothran – Director of Finance  
**FROM:** Ally Dobbins – Purchasing Manager *AD*  
**SUBJECT:** Award of Bid #64-24 for the Cooperative Purchase of Greenhouse Repairs and Maintenance to SDB Contracting Services in the amount of \$59,244.31 through The Local Government Purchasing Cooperative (“BuyBoard”) Contract #581-19

**Proposed Date of Award: March 25, 2024**

I concur with the recommendation of Shohn Rodgers – Assistant Director of Parks and Planning, and request permission to issue a purchase order for greenhouse repair and maintenance to SDB Contracting Services the amount of \$59,244.31, as provided in the attached quote.

The above referenced contract has been competitively bid through BuyBoard Contract #581-19. The City of Richardson is a member of BuyBoard through its existing interlocal agreement for cooperative purchasing pursuant to Texas Government Code Section 791.025 and Texas Local Government Code Section 271.102.

Funding is provided from the Parks Maintenance Fund.

Concur:

*Anita Cothran 3-18-24*  
\_\_\_\_\_  
Anita Cothran

ATTACHMENTS





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**PARKS & RECREATION**

**MEMORANDUM**

**TO:** Ally Dobbins- PURCHASING MANAGER

**FROM:** Shohn Rodgers- Asst. Director Parks & Planning *SDR*

**DATE:** 3/14/2024

**RE:** Greenhouse Repairs & Maintenance, MF2403

The Parks and Recreation Department seeks approval to award a contract to SDB Contracting Services in the amount of \$59,244.31 for renovation of the Parks Greenhouse Office. This renovation project was funded in the Parks Maintenance Fund for Fiscal Year 2024.

The project will renovate the exterior of the building, including replacement of the exterior sheathing with concrete siding board, painting the exterior of the building, replacement of a door frame, removal and replacement of fixtures in the restroom, replacement of plastic laminate countertop, and replacement of clear panels in the propagation room. Once a notice to proceed is issued to the contractor, we expect the work to take approximately three weeks.

SDB Contracting Services via BuyBoard contract #581-19

Funding for this project is allocated in project MF2403, account number 3200-87-04-720-000-686192



SDB, Inc.  
 8131 Lyndon B Johnson Fwy. #785  
 Dallas, TX 75251  
 (469) 619-3753

**JOC PROPOSAL**

CUSTOMER:	<u>City of Richardson</u>	BID DATE:	<u>3/8/2024</u>
ADDRESS:	<u>405 N. Saint Johns Dr.</u>	PROPOSAL NO.:	<u>24-65-0002 R1</u>
	<u>Richardson, TX 75081</u>	PROPOSAL TYPE.:	<u>BuyBoard #581-19</u>
JOB DESC.:	<u>Richardson Greenhouse</u>		
CONTACT:	<u>Chris Acuff</u>		

We are pleased to propose the following thru BuyBoard contract #581-19: Pricing includes all labor, materials, and equipment.

**Scope Of Work**

- 1) Remove and replace entire exterior of building with new hardie board.
- 2) Paint entire exterior of building, including man doors.
- 3) Replace existing 1ea single wood door frame on south side of building with new.
- 4) Disconnect and remove existing toilet. Install new owner provided toilet - new location of toilet to be centered on wall. Includes connections to existing plumbing. Remove existing sink and install owner provided sink.
- 5) Remove existing plastic laminate countertop and replace with new plastic laminate countertop.
- 6) **Propagation Room:** Remove and replace existing clear panels, replace with new corrugated polycarbonate clear panels. Replace damaged framing in propagation room prior to paint and panel install. Prep and paint existing roof trusses and exposed framing.

SUB TOTAL	\$	<b>57,541.04</b>
P&P Bonds	\$	1,703.27
<b>TOTAL</b>	<b>\$</b>	<b>59,244.31</b>

**CLARIFICATIONS**

- 1) SDB to use owner provided dumpster and temporary toilet.
- 2) New toilet and new sink are to be owner furnished, contractor installed.
- 3) Duration to be 3 weeks including inspections and punchlist.
- 4) No waterproofing work to be done at propagation room clear roof panels.
- 5) No roof warranty included.

**EXCLUSIONS**

- 1) Permits, Design, Engineering, Taxes.
- 2) Premium time unless otherwise indicated.
- 3) Unforeseen schedule setbacks.
- 4) Expediting material is not included.
- 5) No work to garage doors, windows, roofing, electrical, mechanical, interior finishes, waterproofing, mirror, door hardware, paint conduits, exhaust fans, or ducts.
- 6) No work to existing wood framing, structural columns.
- 7) No testing and removal of hazardous materials, including but limited to mold.

Thank you,

SDB, Inc.

*Madison Ashcroft*

Prepared by

*Austin Schmidt*

Reviewed by

Accepted by:

**City of Richardson**



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**T E X A S**

**MEMO**

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**DATE:** March 18, 2024  
**TO:** Anita Cothran – Director of Finance  
**FROM:** Ally Dobbins – Purchasing Manager *AD*  
**SUBJECT:** Award of Bid #65-24 for Cooperative Annual Requirements Contract for Milling Services to Dustrol, Inc. pursuant to the unit prices specified in Tarrant County Contract #F2024052

**Proposed Date of Award: March 25, 2024**


I concur with the recommendation of Nick Kohel – Assistant Director of Engineering and Capital Projects, and request permission to issue an annual requirements contract for milling services to Dustrol, Inc. pursuant to the unit prices specified in Tarrant County Contract #F2024052.

Tarrant County competitively solicited and awarded a contract for the above referenced services. The contract is effective from April 5, 2024 through April 4, 2025, with options to renew for up to two (2) additional one (1) year periods with a final expiration date of April 4, 2027. The award of this contract allows the city to purchase milling services as the requirements and needs of the city arise on an annual basis and during any subsequent renewal period(s). Since the city is not obligated to pay for a minimum or maximum amount of goods, payment will be rendered pursuant to the unit prices specified in the contracts.

The City of Richardson and Tarrant County have an existing interlocal agreement for cooperative purchasing, which grants us the authority to cooperatively purchase goods and services as provided by Texas Government Code Section 791.025 and Texas Local Government Code Section 271.102.

City staff estimates annual expenditures to be approximately \$50,000 with funding provided from General Special Projects Fund.

Concur:

  
Anita Cothran

ATTACHMENTS



**RICHARDSON**  
TEXAS

# MEMO

TO: Ally Dobbins, Purchasing Manager  
THROUGH: Charles Goff, Assistant City Manager *Ch Goff*  
FROM: Nick Kohel P.E., Assistant Director of Engineering and Capital Projects  
SUBJECT: Permission to Award Construction Contract for Annual Requirements Contract for Milling Services pursuant to Tarrant County Contract F2024052

COUNCIL DATE: March 25, 2024

DATE: March 14, 2024

### ***ACTION REQUESTED:***

Council to consider award of an annual requirements contract for milling services to Dustrol, Inc., based on the Tarrant County Services Price Agreement (Contract #F2024052), effective April 5, 2024 in the estimated amount of \$50,000 for FY24.

### ***BACKGROUND INFORMATION:***

The City utilizes milling and asphalt overlay as a pavement rehabilitation method to extend the service life of concrete streets. This method restores a uniform and smooth riding surface. The method also helps to provide a barrier to prevent water infiltration which can accelerate the deterioration of the underlying concrete pavement. The process is done in three steps: 1) mill existing asphalt surface, 2) complete concrete repairs to the underlying pavement, and then 3) place a new layer of asphalt. This recommendation for award is to provide the first step in the process. Staff will be utilizing other contracts in conjunction with this one to complete the rehab process on a street.

Staff recommends contracting with Dustrol, Inc. to provide milling services on streets rehabilitation projects through cooperative purchasing with Tarrant County. Tarrant County obtained competitive bids for milling services and awarded a contract with Dustrol, Inc. with an effective date of April 5, 2024. The Tarrant County contract has a 1 year duration, with the option for two additional 12-month renewal periods. Texas Local Government Code Chapters 271 and 791 allows government agencies to voluntarily participate in cooperative purchasing programs with other local governments.

For FY24, staff plans to utilize this contract to provide milling services on Dumont Drive from Dover Drive to Dublin Drive. Additional streets may be added as the allocated budget for asphalt overlays allows.

### ***FUNDING:***

Funding for Dumont Drive is available through General Special Projects Fund. Funding for future use of the contract may be available from the street rehabilitation fund.

**SCHEDULE:**

Work authorized under this Services Price Agreement is estimated to begin in April 2024 and will continue, as budget allows, throughout the initial term of the agreement which expires on April 5, 2024. The Tarrant County contract with Dustrol, Inc. includes two (2) additional one-year renewal options.

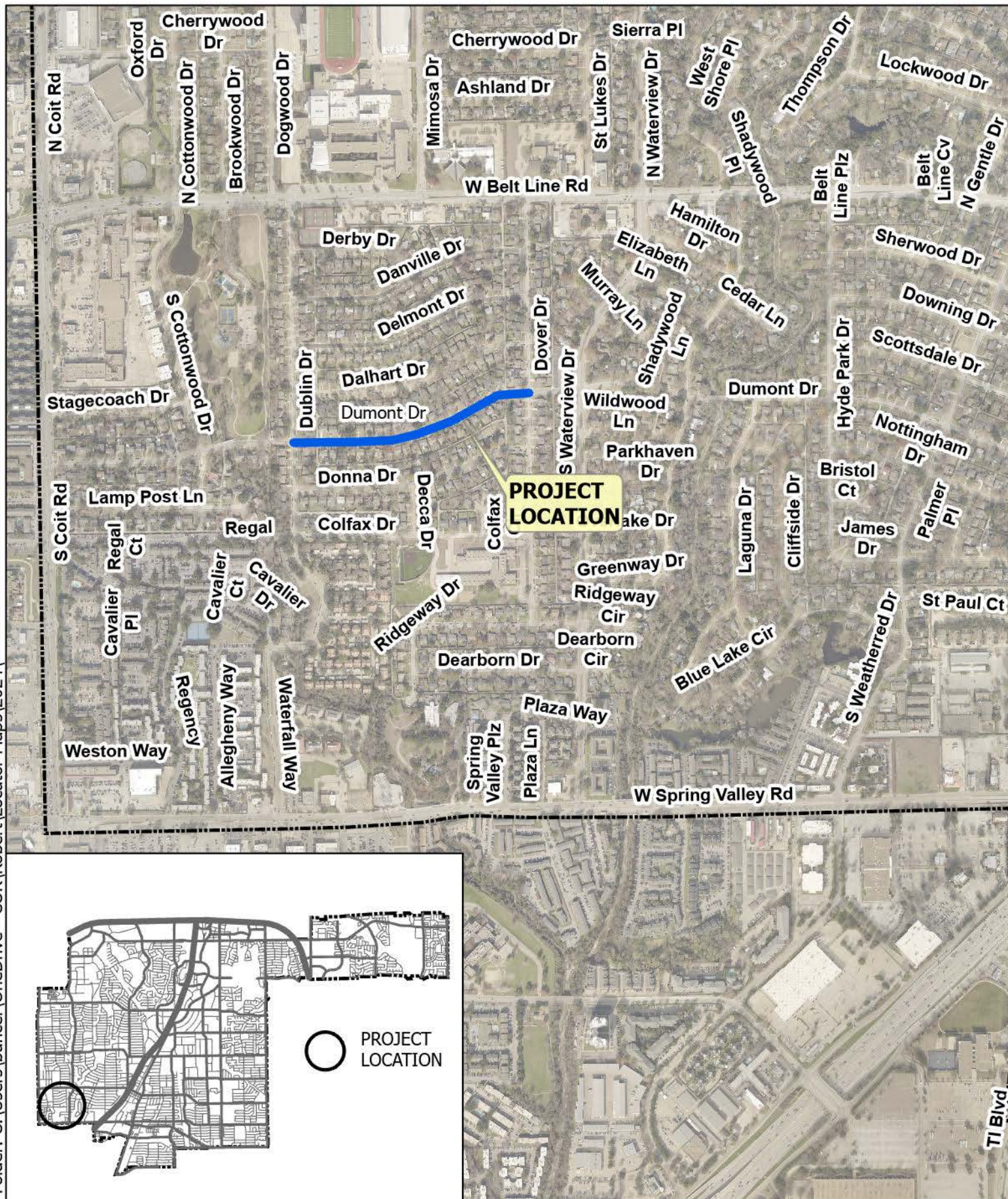
Attachments: Bid Tabulation  
Project Map

Bid No. F2024052 Annual Contract for Cold Milling Services

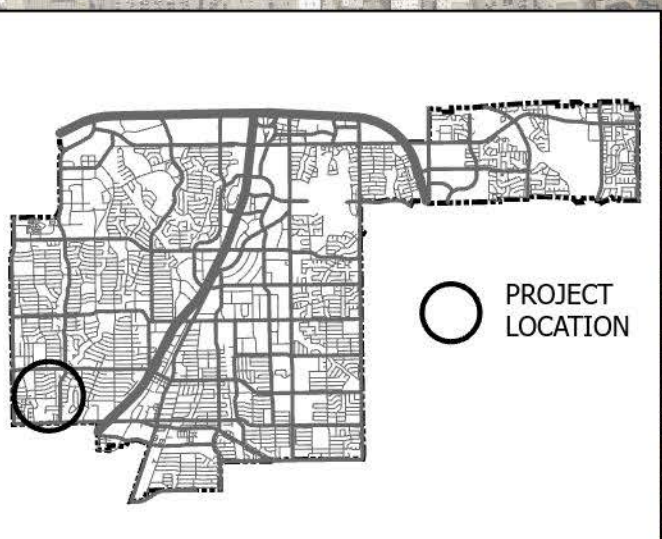
Award

				Award	
				Dustrol, Inc. Fort Worth, TX HUB - No Co-Op - Yes	
				Total Price	\$107,548.35
Line #	Description	QTY	UOM	Unit	Extended
1	Vendor Retained Millings	1	EA	<u>\$107,515.29</u>	<u>\$107,515.29</u>
1.1	Full Depth Milling: 0 - 1.99"	43000	Price Per Square Yard	<u>\$2.50</u>	
1.2	Full Depth Milling: 2" - 3.99"	1	Price Per Square Yard	<u>\$3.89</u>	
1.3	Full Depth Milling: 4" - 5.99"	1	Price Per Square Yard	<u>\$4.45</u>	
1.4	Full Depth Milling: 6" - 7.99"	1	Price Per Square Yard	<u>\$6.95</u>	
1.5	Mobilization Charge			<u>\$1,000.00</u>	
1.6	Normal Response Time After Receipt of Order			<u>1 Week</u>	
2	Vendor Hauls and County Retains Millings	1	EA	<u>\$18.29</u>	<u>\$18.29</u>
2.1	Full Depth Milling: 0 - 1.99"	1	Price Per Square Yard	<u>\$2.75</u>	
2.2	Full Depth Milling: 2" - 3.99"	1	Price Per Square Yard	<u>\$4.14</u>	
2.3	Full Depth Milling: 4" - 5.99"	1	Price Per Square Yard	<u>\$4.45</u>	
2.4	Full Depth Milling: 6" - 7.99"	1	Price Per Square Yard	<u>\$6.95</u>	
2.5	Per Load Charge for one way distances further than ten (10) miles			<u>\$70.00</u>	
2.6	Per Mile Charge for one way distances further than ten (10) miles			<u>\$7.00</u>	
2.7	Mobilization Charge			<u>\$1,000.00</u>	
2.8	Normal Response Time After Receipt of Order			<u>1 Week</u>	
3	County Hauls and Retains Millings	1	EA	<u>\$14.77</u>	<u>\$14.77</u>
3.1	Full Depth Milling: 0 - 1.99"	1	Price Per Square Yard	<u>\$1.98</u>	
3.2	Full Depth Milling: 2" - 3.99"	1	Price Per Square Yard	<u>\$2.39</u>	
3.3	Full Depth Milling: 4" - 5.99"	1	Price Per Square Yard	<u>\$3.95</u>	
3.4	Full Depth Milling: 6" - 7.99"	1	Price Per Square Yard	<u>\$6.45</u>	
3.5	Mobilization Charge			<u>\$1,000.00</u>	
3.6	Normal Response Time After Receipt of Order			<u>1 Week</u>	

# Dumont from Dublin to Dover



Folder: C:\Users\buncer\OneDrive - COR\Robert\Locator Maps\2024\






**RICHARDSON**<sup>®</sup>  
**T E X A S**

**MEMO**

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**DATE:** March 18, 2024  
**TO:** Anita Cothran – Director of Finance  
**FROM:** Ally Dobbins – Purchasing Manager   
**SUBJECT:** Award of Bid #66-24 for Cooperative Annual Requirements Contract for Asphalt Overlay Services to Texas Materials Group, Inc. pursuant to the unit prices specified in Dallas County Solicitation #2022-046-6961

**Proposed Date of Award: March 25, 2024**

I concur with the recommendation of Nick Kohel – Assistant Director of Engineering and Capital Projects, and request permission to issue an annual requirements contract for asphalt overlay services to Texas Materials Group, Inc. pursuant to the unit prices specified in Dallas County Solicitation #2022-046-6961.

Dallas County competitively solicited and awarded a contract for the above referenced services. The contract is effective through December 5, 2027. The award of this contract allows the city to purchase asphalt overlay services as the requirements and needs of the city arise on an annual basis. Since the city is not obligated to pay for a minimum or maximum amount of goods, payment will be rendered pursuant to the unit prices specified in the contracts.

The City of Richardson and Dallas County have an existing interlocal agreement for cooperative purchasing, which grants us the authority to cooperatively purchase goods and services as provided by Texas Government Code Section 791.025 and Texas Local Government Code Section 271.102.

City staff estimates annual expenditures to be approximately \$100,000 with funding provided from General Special Projects Fund.

Concur:

  
Anita Cothran

ATTACHMENTS






**RICHARDSON**  

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**TEXAS**

**MEMO**

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TO: Ally Dobbins, Purchasing Manager  
THROUGH: Charles Goff, Assistant City Manager   
FROM: Nick Kohel, P.E., Assistant Director of Engineering and Capital Projects  
SUBJECT: Permission to Award Construction Contract for Annual Requirements Contract for Asphalt Overlay Services pursuant to Dallas County Contract #2022-046-6961  
COUNCIL DATE: March 25, 2024  
DATE: March 14, 2024

***ACTION REQUESTED:***

Council to consider award of an annual requirements contract for asphalt overlay services to Texas Materials Group, Inc., based on the Dallas County Services Price Agreement (Contract #2022-046-6961), effective December 6, 2022 in the estimated amount of \$100,000 for FY24.

***BACKGROUND INFORMATION:***

The City utilizes milling and asphalt overlay as a pavement rehabilitation method to extend the service life of concrete streets. This method restores a uniform and smooth riding surface. The method also helps to provide a barrier to prevent water infiltration which can accelerate the deterioration of the underlying concrete pavement. The process is done in three steps: 1) mill existing asphalt surface, 2) complete concrete repairs to the underlying pavement, and then 3) place a new layer of asphalt. This recommendation for award is to provide the third step in the process. Staff will be utilizing other contracts in conjunction with this one to complete the rehab process on a street.

Staff recommends contracting with Texas Materials Group, Inc. to provide asphalt overlay services on streets rehabilitation projects through cooperative purchasing with Dallas County. Dallas County obtained competitive bids for asphalt services and executed a contract with Texas Materials Group, Inc. with an effective date of December 6, 2022. The Dallas County contract has a 5-year contract duration. Texas Local Government Code Chapters 271 and 791 allows government agencies to voluntarily participate in cooperative purchasing programs with other local governments.

For FY24, staff plans to utilize this contract to place an asphalt overlay on Dumont Drive from Dover Drive to Dublin Drive. Additional streets may be added as the allocated budget for asphalt overlays allows.

***FUNDING:***

Funding for Dumont Drive is available through General Special Projects Fund. Funding for future use of the contract may be available from the street rehabilitation fund.

**SCHEDULE:**

Work authorized under this Services Price Agreement is estimated to begin in April 2024 and will continue, as budget allows, throughout the term of the agreement which expires on December 6, 2027.

Attachments: Bid Tabulation  
Project Map

Exhibit 1 Cost Sheet

IFB 2022-046-6961 Asphalt, Aggregates, Concrete, and Related Highway Material  
James Gay 214-653-7434 james.gay@dallascounty.org

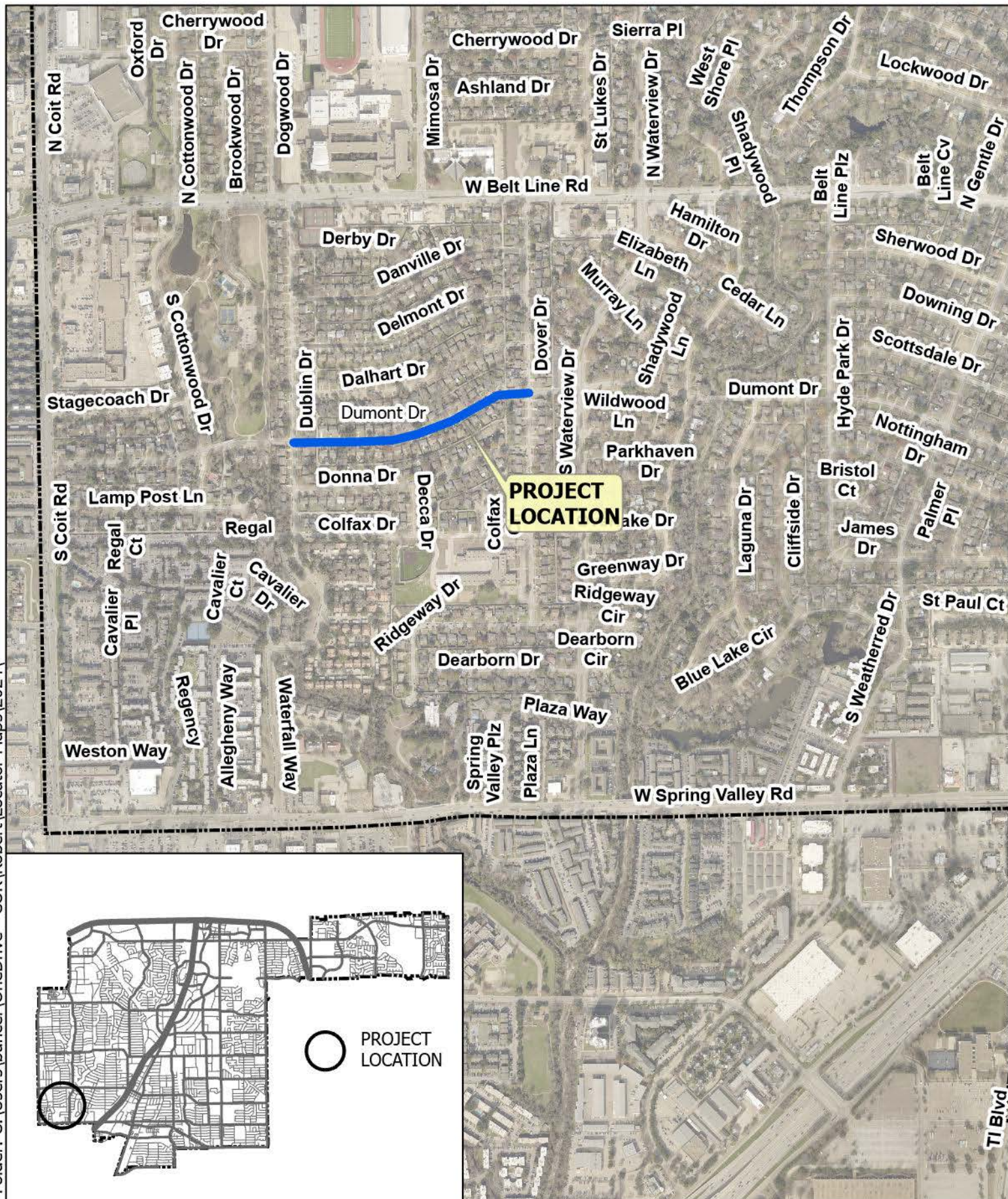
	Description	Plant Location and Address	Estimated Five-year Quantity	Unit of Measure	Unit Price	Extended Five-year Total	Hours of Operation
<b>GROUP A</b>							
No. 1	AGGREGATE FOR SURFACE, TX DOT ITEM 302, TYPE B, CRUSHED STONE, GRADE 3 (CHAT) LOADED ON COUNTY TRUCKS AT VENDOR PLANT		5,000	Ton		\$ -	
No. 2	AGGREGATE FOR SURFACE, TX DOT ITEM 302, TYPE B, CRUSHED STONE, GRADE 3 (CHAT) DELIVERED TO ROAD & BRIDGE DISTRICT OFFICE		7,000	Ton		\$ -	
No. 3	AGGREGATE FOR SURFACE, TX DOT ITEM 302, TYPE B, CRUSHED STONE, GRADE 4 LOADED ON COUNTY TRUCKS AT VENDOR PLANT		6,000	Ton		\$ -	
No. 4	AGGREGATE FOR SURFACE, TX DOT ITEM 302, TYPE B, CRUSHED STONE, GRADE 4 DELIVERED TO ROAD & BRIDGE DISTRICT OFFICE		10,000	Ton		\$ -	
No. 5	WASHED SAND, TX DOT, STANDARD SPECIFICATIONS FOR CONSTRUCTION OF HIGHWAYS, STREETS AND BRIDGES, ITEM 421, (5) FINE AGGREGATE LOADED ON COUNTY TRUCKS AT VENDOR PLANT		6,000	Ton		\$ -	
<b>GROUP B</b>							
No. 6	CEMENT TREATED BASE (SCALPING MIX WITH 5-1/2% CEMENT LOADED ON COUNTY TRUCKS AT VENDOR PLANT		100,000	Ton		\$ -	
No. 7	HIGH PERFORMANCE COLD MIX, AS PER BID SPECIFICATION, RAPID ROAD REPAIR R3 OR EQUAL LOADED ON COUNTY TRUCKS AT VENDOR PLANT		2500	Ton		\$ -	
No. 8	Hot Mix Asphaltic Concrete Pavement, Txdot item 340, Type B, installed or laid by contractor personnel, as per bid specifications 1,500 tons or more per job	11050 Luna Rd. Dallas	10,000	Ton	104.65	\$ 1,046,500.00	7:30 AM - 3:00 PM
			10,000	Ton		\$ -	
			10,000	Ton		\$ -	
No. 9	HOT MIX ASPHALTIC CONCRETE PAVEMENT, TXDOT ITEM 340, TYPE B, INSTALLED OR LAID BY CONTRACTOR PERSONNEL, AS PER BID SPECIFICATIONS 500-1499 tons per job	11050 Luna Rd. Dallas	7,500	Ton	104.65	\$ 784,875.00	7:30 AM - 3:00 PM
			7,500	Ton		\$ -	
			7,500	Ton		\$ -	
No. 10	HOT MIX ASPHALTIC CONCRETE PAVEMENT, TXDOT ITEM 340 TYPE, B, INSTALLED OR LAID BY CONTRACTOR PERSONNEL, AS PER BID SPECIFICATIONS 7.5-499 Tons per Job	11050 Luna Rd. Dallas	5,000	Ton	130.57	\$ 652,850.00	7:30 AM - 3:00 PM
			5,000	Ton		\$ -	
			5,000	Ton		\$ -	
No. 11	Hot mix asphaltic concrete pavement, txdot item 340, Type C, installed or laid by contractor personnel, as per bid specifications 1,500 tons or more per job	11050 Luna Rd. Dallas	7,500	Ton	111.66	\$ 837,450.00	7:30 AM - 3:00 PM
			7,500	Ton		\$ -	
			7,500	Ton		\$ -	
No. 12	Hot mix asphaltic concrete pavement, txdot item 340, Type D, installed or laid by contractor personnel, as per bid specifications 1,500 tons or more per job	11050 Luna Rd. Dallas	50,000	Ton	117.83	\$ 5,891,500.00	7:30 AM - 3:00 PM
			50,000	Ton		\$ -	
			50,000	Ton		\$ -	
No. 13	Hot mix asphaltic concrete pavement, Txdot item 340, Type D, installed or laid by contractor personnel, as per bid specifications 500-1499 tons per job	11050 Luna Rd. Dallas	12,500	Ton	117.83	\$ 1,472,875.00	7:30 AM - 3:00 PM
			12,500	Ton		\$ -	
			12,500	Ton		\$ -	
No. 14	Hot mix asphaltic concrete pavement, Txdot item 340, type D, installed or laid by contractor personnel, as per bid specifications 7.5-499 tons per job	11050 Luna Rd. Dallas	5,000	Ton	141.5	\$ 707,500.00	7:30 AM - 3:00 PM
			5,000	Ton		\$ -	
			5,000	Ton		\$ -	

No. 15	HOT MIX ASPHALTIC CONCRETE PAVEMENT, TXDOT 340, TYPE B LOADED ON COUNTY TRUCKS AT VENDOR PLANT	11050 Luna Rd. Dallas	20,000	Ton	\$78.00	\$ 1,560,000.00	7:30 AM - 3:00 PM
			20,000	Ton		\$ -	
			20,000	Ton		\$ -	
No. 16	HOT MIX ASPHALTIC CONCRETE PAVEMENT, TXDOT 340, TYPE D LOADED ON COUNTY TRUCKS AT VENDOR PLANT	11050 Luna Rd. Dallas	200,000	Ton	\$89.00	\$ 17,800,000.00	7:30 AM - 3:00 PM
			200,000	Ton		\$ -	
			200,000	Ton		\$ -	
No. 17	HOT MIX ASPHALTIC CONCRETE PAVEMENT, TXDOT ITEM 340, TYPE D DELIVERED TO PROJECT JOB SITES WITHIN DALLAS COUNTY	11050 Luna Rd. Dallas	200,000	Ton	\$96.00	\$ 19,200,000.00	7:30 AM - 3:00 PM
			200,000	Ton		\$ -	
			200,000	Ton		\$ -	
<b>GROUP C</b>							
No. 18	ASPHALT EMULSION PRIME, AS PER BID SPECIFICATIONS, MARTIN ASPHALT COMPANY AE-P OR EQUAL DELIVERED TO PROJECT JOBSITE WITHIN DALLAS COUNTY		90,000	Gallon		\$ -	
No. 19	ASPHALT EMULSION, RAPID SETTING (TABLE 6 OR 8), AS PER BID SPECIFICATIONS, MARTIN ASPHALT CRS-2 OR EQUAL LOADED ON COUNTY TRUCKS AT VENDOR PLANT		30,000	Gallon		\$ -	
No. 20	ASPHALT EMULSION, RAPID SETTING (TABLE 6 OR 8), AS PER BID SPECIFICATIONS, MARTIN ASPHALT CRS-2 OR EQUAL DELIVERED TO PROJECT JOBSITE WITH DALLAS COUNTY		400,000	Gallon		\$ -	
No. 21	ASPHALT EMULSION, MEDIUM SETTING (TABLE 6 OR 8), AS PER BID SPECIFICATIONS, PROFESSIONAL COATING TECHNOLOGIES MCS-600C OR EQUAL LOADED ON COUNTY TRUCKS AT VENDOR PLANT		30,000	Gallon		\$ -	
No. 22	ASPHALT EMULSION, MEDIUM SETTING (TABLE 6 OR 8), AS PER BID SPECIFICATIONS, PROFESSIONAL COATING TECHNOLOGIES MCS-600C OR EQUAL DELIVERED TO PROJECT JOBSITE WITHING DALLAS COUNTY		30,000	Gallon		\$ -	
No. 23	ASPHALT EMULSION POLYMER MODIFIED, RAPID SETTING (TABLE 9), AS PER BID SPECIFICATIONS, MARTIN ASPHALT CRS-2P OR EQUAL LOADED ON COUNTY TRUCKS AT VENDOR PLANT		10,000	Gallon		\$ -	
No. 24	ASPHALT EMULSION POLYMER MODIFIED, RAPID SETTING (TABLE 9), AS PER BID SPECIFICATIONS, MARTIN ASPHALT CRS-2P OR EQUAL DELIVERED TO PROJECT JOBSITE WITHIN DALLAS COUNTY		30,000	Gallon		\$ -	
No. 25	ASPHALT ROADER SEALER, AS PER BID SPECIFICATIONS, PROFESSIONAL COATING TECHNOLOGIES COS-50 OR EQUAL LOADED ON COUNTY TRUCKS		5,000	Gallon		\$ -	
No. 26	REJUVENATING AGENT, AS PER BID SPECIFICATIONS, PROFESSIONAL COATING TECHNOLOGIES ARE-68 OR EQUAL LOADED ON COUNTY TRUCKS AT VENDOR PLANT		30,000	Gallon		\$ -	
No. 27	REJUVENATING AGENT, AS PER BID SPECIFICATIONS, PROFESSIONAL COATING TECHNOLOGIES ARE-68 OR EQUAL DELIVERED TO PROJECT JOBSITE WITHIN DALLAS COUNTY		60,000	Gallon		\$ -	
No. 28	JOINT SEALANT, HOT Poured RUBBER, AS PER BID SPECIFICATIONS, CRAFTCO POLYFLEX TYPE 3 OR EQUAL DELIVERED TO ROAD AND BRIDGE DISTRICT OFFICE		475,000	Lb		\$ -	

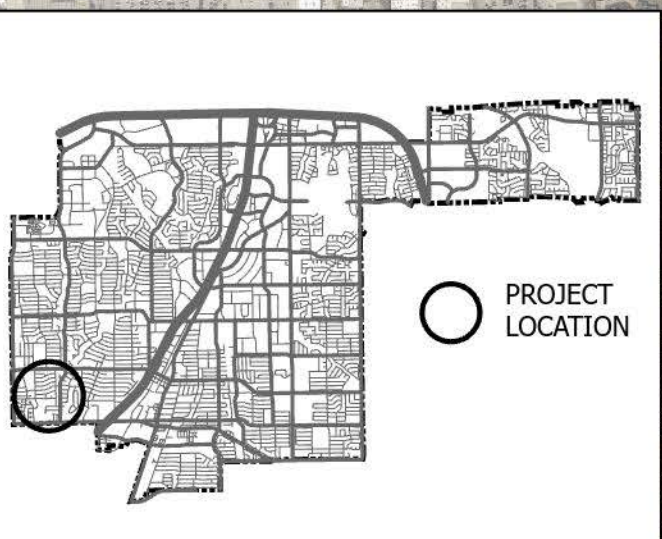
No. 29	LIGUID GEO-TECH MEMBRANE FOR POTHOLE REPAIR, AS PER BID SPECIFICATIONS, PROFESSIONAL COATING TECHNOLOGIES PHPM-50 OR EQUAL LOADED ON COUNTY TRUCK AT VENDOR Plant location DELIVERED AND SPREAD BY SUPPLIER AT PROJECT SITE(S) WITHIN DALLAS COUNTY	50,000	Gallon	\$	-
<b>GROUP D</b>					
No. 30	CSS-1H, CATIONIC, WATER-BASED ASPHALT EMULSION PRODUCT USED PRIMARILY FOR TACK COAT AND FOG SEAL-AASHTO MW08, Txdot STD SPECIFICATION –ITEM 300	100,000	Ton	\$	-
No. 31	Portland Cement, Item 421,Hydraulic Cement Concrete, TXDOT, Item 421, Table 5, Class C DELIVERED TO JOB SITE	2500	Cubic Yard	\$	-
<b>Grand Total</b>				\$	49,953,550.00

Please <u>specify</u> below any other charges/fees for the requested services listed herein. The charges/fees shall be listed on the invoice as a separate line item cost.	Rate/Hr
1. Demurrage Charge (use of common carrier) 30 minutes after truck arrives at job site. Charges are in 15 minutes interval	\$
2. Tandem	\$ 60.00/HOUR
3. Trailers	\$ 90.00/HOUR
4. Demurrage Charge (use of own equipment)	\$
5. Pump and Hose Charge	\$
<b>LAID IN PLACE</b>	
6. Move In Charge:	\$ 2000/EA
7. Hauling cost in excess of four (4) miles from nearest plant to job site	\$ 1.00/TON/MILE
<b>TYPE D DELIVERED TO JOB SITE</b>	
8. Hauling cost in excess of four (4) miles from nearest plant to job site for HMAc	\$ 1.00/TON/MILE
Name of Charge/Fee:	\$
Name of Charge/Fee:	\$
Name of Charge/Fee:	\$
Name of Charge/Fee:	\$
Name of Charge/Fee:	\$
9. Other Charges/fees: (if any) not listed but required in the performance of this contract:	
Name of Charge/Fee:	\$
Name of Charge/Fee:	\$
Name of Charge/Fee:	\$
Name of Charge/Fee:	\$
Name of Charge/Fee:	\$
10. Traffic Control (If more than 1 Flagger required)	\$ 1500.00/DAY
TOTAL	\$

# Dumont from Dublin to Dover



Folder: C:\Users\buncer\OneDrive - COR\Robert\Locator Maps\2024\





**RICHARDSON**<sup>®</sup>  
**T E X A S**

**MEMO**

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**DATE:** March 18, 2024  
**TO:** Anita Cothran – Director of Finance  
**FROM:** Ally Dobbins – Purchasing Manager *AD*  
**SUBJECT:** Change Order to increase Contract #321000476 to Mart, Inc. for 1302 E. Collins Renovation in the amount of \$117,835.02

**Proposed Date of Change Order Authorization: March 25, 2024**

I concur with the recommendation of Nick Kohel – Assistant Director of Engineering, and request permission to increase the above referenced purchase order in the amount of \$117,835.02 to a total contract value of \$3,319,779.22, as outlined in the attached memo.

Texas Local Government Code Section 252.048 allows for change orders to contracts if changes in plans or specifications are necessary after the performance of the contract is begun or to decrease or increase the quantity of work to be performed or of materials, equipment, or supplies to be furnished. The contract may not be increased by more than 25% of the original contract amount and any change order that involves a decrease or increase of over \$50,000 must be approved by the governing body of the municipality.

This change order requires approval by the governing body because it is over \$50,000.

Concur:

*Anita Cothran 3-18-24*  
Anita Cothran

ATTACHMENTS



**RICHARDSON**  
TEXAS

# MEMO

TO: Ally Dobbins, Purchasing Manager

THROUGH: Charles Goff, Assistant City Manager *Chas Goff*

FROM: Nick Kohel, P.E., Assistant Director of Engineering and Capital Projects

SUBJECT: Permission to Authorize Change Order No. 6 to the Contract with Mart, Inc. for 1302 E. Collins Boulevard Renovation Project

COUNCIL DATE: 3/25/2024

DATE: 3/15/2024

**ACTION REQUESTED:**

Council to consider authorizing Change Order No. 6 to the contract with Mart, Inc. for 1302 E. Collins Boulevard Renovation Project, in the amount of \$117,835.02.

**ACCOUNT SUMMARY:**

<i>Award Amount</i>	\$ 3,077,000.00
<i>Previous Change Orders</i>	\$ 124,944.20
<i>Change Order No. 6</i>	\$ 117,835.02
<i>Total Contract Amount</i>	\$ 3,319,779.22

**BACKGROUND INFORMATION:**

This project is for the renovation of the IQHQ located at 1302 E. Collins Boulevard, which began in 2021. Certain elements of the project were delayed due to supply chain issues experienced following the COVID-19 pandemic and have delayed final completion and close out of this project. As the project is now nearing completion and final invoicing is being reconciled, it is necessary to approve a change order for three project elements – additional material needed for floor leveling, which has been completed and paid for, additional handrails required to meet building codes, which has been completed and recently invoiced, and alternative audio/video equipment in the shared meeting space which is currently being installed. These three elements total \$117,835.02.

Texas State law requires any change order which increases or decreases a publicly bid construction contract by \$50,000 or more be approved by City Council.

**FUNDING:**

Funding is available in the project budget.

**SCHEDULE:**

Construction began on 9/1/2021, and is nearly complete.