



CITY OF GRAPEVINE, TEXAS  
REGULAR CITY COUNCIL MEETING AGENDA  
TUESDAY, APRIL 1, 2025

GRAPEVINE CITY HALL, COUNCIL CHAMBERS  
200 SOUTH MAIN STREET  
GRAPEVINE, TEXAS

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6:30 p.m.	Dinner - City Council Conference Room
7:00 p.m.	Call to Order of City Council Meeting - City Council Chambers
7:00 p.m.	Executive Session - City Council Conference Room
7:30 p.m.	Regular Meeting - City Council Chambers

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**CALL TO ORDER: 7:00 p.m.** - City Council Chambers

**EXECUTIVE SESSION:**

1. City Council to recess to the City Council Conference Room to conduct a closed session relative to:
  - A. Consultation with and legal advice from the City Attorney regarding pending litigation (Muns, et al. v. Grapevine – Cause No. 348-303736-18), pursuant to Section 551.071, Texas Government Code.
  - B. Real property relative to deliberation of the purchase, exchange, lease, sale or value of real property (City facilities, Public Works, and the 185 acres) pursuant to Section 551.072, Texas Government Code.
  - C. Conference with City Manager and Staff to discuss and deliberate commercial and financial information received from business prospects the City seeks to have locate, stay, or expand in the City; deliberate the offer of a financial or other incentive; with which businesses the City is conducting economic development negotiations pursuant to Section 551.087, Texas Government Code.

City Council to reconvene in open session in the Council Chambers and take any necessary action relative to items discussed in Executive Session.

**REGULAR MEETING: 7:30 p.m.** - City Council Chambers

2. Invocation: Dr. Doug Page, Pastor at First Baptist Grapevine
3. Posting of the Colors and Pledges of Allegiance: Pack 168

## CITIZEN COMMENTS

4. Any person who is not scheduled on the agenda may address the City Council under Citizen Comments or on any other agenda item by completing a Citizen Appearance Request form with the City Secretary. A member of the public may address the City Council regarding an item on the agenda either before or during the Council's consideration of the item, upon being recognized by the Mayor or upon the consent of the City Council. Citizens will have three (3) minutes to address Council. In accordance with the Texas Open Meetings Act, the City Council is restricted in discussing or taking action during Citizen Comments.

## PRESENTATIONS

5. Mayor Tate to present a proclamation recognizing the month of April as Child Autism Awareness Month.
6. Mayor Tate to present a proclamation recognizing the month of April as Child Abuse Prevention Month.
7. Mayor Tate to present a proclamation recognizing the 10th anniversary of The Gatehouse.
8. Mayor Tate to present a proclamation recognizing April 6-12, 2025 as Crime Victims' Rights Week.
9. Mayor Tate to present a proclamation recognizing April 13-19, 2025 as National Public Safety Telecommunicators Week.

## NEW BUSINESS

10. Consider awarding a professional services contract for the development of a Parks, Recreation and Open Space Master Plan with Berry, Dunn, McNeil & Parker, LLC (dba BerryDunn), and take any necessary action.

## CONSENT AGENDA

Consent items are deemed to need little Council deliberation and will be acted upon as one business item. Any member of the City Council or member of the audience may request that an item be withdrawn from the consent agenda and placed before the City Council for full discussion. Approval of the consent agenda authorizes the City Manager, or his designee, to implement each item in accordance with Staff recommendations.

11. Consider the purchase of ShowClix Private Label Ticketline Software from Nortap Technology, Inc. dba Leap Event Technology for ShowClix Private Label Ticketline. Convention and Visitors Bureau Executive Director recommends approval.

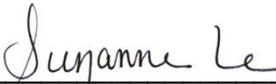
12. Consider an Interlocal Purchasing Agreement with the City of Allen. Chief Financial Officer recommends approval.
13. Consider the purchase of new digital headsets and communications systems for fire apparatus from Stash Enterprises. Fire Chief recommends approval.
14. Consider the purchase of fertilizer for the Grapevine Golf Course from Harrell's, LLC. Golf Director recommends approval.
15. Consider the second-year payment of a three-year contract for Microsoft licenses from SHI Government Solutions, Inc. Chief Information Officer recommends approval.
16. Consider the repair of the raw water pump for the Grapevine Golf Course from Global Pump Solutions. Public Works Director recommends approval.
17. Consider the renewal of an annual contract for the purchase of various fuels with Offen Petroleum for the Public Works Fleet Services. Public Works Director recommends approval.
18. Consider the renewal of hauling of debris and aggregates with Horns Crew Trucking, Silvas Trucking and Q. Roberts Trucking, Inc. Public Works Director recommends approval.
19. Consider the renewal of an annual contract for waterproofing, roofing and masonry services from Weatherproofing Services. Public Works Director recommends approval.
20. Consider the renewal of Performo asset performance and maintenance software from Wizard Software Solutions. Public Works Director recommends approval.
21. Consider a contract renewal for software updates, software support, software maintenance and software training with OpenGov, Inc. for the Public Works Department operations and asset management system. Public Works Director recommends approval.
22. Consider the transmission and electrical repair for Vactor Unit No. 31404 from Kinloch Equipment & Supply, Inc. Public Works Director recommends approval.
23. Consider or renewal of an annual contract for pavement leveling services with Nortex Concrete Lift & Stabilization. Public Works Director recommends approval.
24. Consider an agreement with the Dallas Area Rapid Transit (DART) for a shared fiber crossing of the DART Railroad right-of-way at the Baylor Parkway and Ira E. Woods intersection. Public Works Director recommends approval.

25. Consider the minutes of the March 18, 2025 Regular City Council meeting. City Secretary recommends approval.

Pursuant to the Texas Open Meetings Act, Texas Government Code, Chapter 551.001 et seq, one or more of the above items may be considered in Executive Session closed to the public. Any decision held on such matter will be taken or conducted in open session following conclusion of the executive session.

### ADJOURNMENT

In accordance with the Open Meetings Law, Texas Government Code, Chapter 551, I hereby certify that the above agenda was posted on the official bulletin boards at Grapevine City Hall, 200 South Main Street and on the City's website on March 28, 2025 by 5:00 p.m.

  
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Suzanne Le  
Assistant to the City Secretary



If you plan to attend this public meeting and you have a disability that requires special arrangements at the meeting, please contact the City Secretary's Office at 817.410.3182 at least 24 hours in advance of the meeting. Reasonable accommodations will be made to assist your needs.

This meeting can be adjourned and reconvened, if necessary, the following regular business day.

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**MEMO TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** BRUNO RUMBELOW, CITY MANAGER *BR*

**MEETING DATE:** APRIL 1, 2025

**SUBJECT:** PLANNING SERVICES CONTRACT FOR GRAPEVINE PARKS, RECREATION, AND OPEN SPACE MASTER PLAN

**RECOMMENDATION:** City Council to consider awarding a professional services contract for the development of a Parks, Recreation, and Open Space Master Plan with Berry, Dunn, McNeil & Parker, LLC (dba BerryDunn) for the Parks and Recreation Department.

**FUNDING SOURCE:** Funding for this purchase is currently available in the General Fund (Parks Department) for a total amount of \$350,000.

**BACKGROUND:** The most recent Parks and Recreation Master Plan was developed in 2018, over seven years ago. Since then, its recommendations have either been mostly implemented or become outdated due to evolving community needs, available resources, and industry trends.

The master plan provides a strategic roadmap for investing in parks, programs, and facilities, ensuring they meet current and future community needs. The plan also allows the Parks and Recreation Department to continue delivering high quality services, guide needed capital expenditures and give the department a tool to reimagine current uses and facilities. Importantly, a plan that has not been updated in more than five years greatly reduces the city ability to successfully compete for necessary state and federal grant funding.

A Request for Qualifications for a Master Plan for the Parks and Recreation Department was issued February 5, 2025, in accordance with Local Government Code Chapter 252, Subchapter B, Section 252.021 (a) and Section 252.041 (a). The advertisement was posted in the Fort Worth Star Telegram on February 5, 2025, and February 12, 2025. RFQ 18-25-24 was issued through the City eBid system with 1,199 invitations sent out. 61 vendors viewed and downloaded the RFP and nine proposals were received. The bid was opened electronically and publicly on February 25, 2025, at 2 pm.

Based on the evaluations of the nine proposals by a review panel, the six highest ranked firms were interviewed. The panel selected the top three firms. After reviewing references Berry Dunn was selected to negotiate fees and scope of services. Berry Dunn was founded in 1974 and has vast experience in parks and recreation planning both nationwide and in Texas.

Staff recommends approval.

March 27, 2025

City of Grapevine, Texas  
Attn: Chris Smith, Director of Parks and Recreation  
200 S. Main St.  
Grapevine, TX 76051

Sent via email to: chriss@grapevinetexas.gov

Dear Chris:

On behalf of BerryDunn, I appreciate the opportunity to submit this statement of work and not to exceed budget to the City of Grapevine, Texas (the City) for a Parks, Recreation, and Open Space Master Plan. We developed this updated scope and fee based on our previous discussion with you and your team. However, we are flexible and able to further customize this scope as needed.

BerryDunn is an independent management and consulting firm that has experienced sustained growth throughout its 51-year history. ***Focused on inspiring clients to transform and innovate, we formed a specialized practice dedicated to serving the needs of clients in the parks, recreation, and libraries (PRL) industry.*** BerryDunn's Parks, Recreation, Libraries Practice provides master and strategic planning, programming and financial analysis, feasibility studies, change management, service quality assessments, and more—offering clients deep expertise built upon decades of experience working in and with agencies on comparable projects.

As a principal in BerryDunn's Local Government Practice Group and chief operating officer of BerryDunn's Consulting Services Team, I am authorized to bind BerryDunn to the commitments made therein. If you have any questions related to this proposal or updates during the evaluation process, please consider me the City's primary point of contact and feel free to connect with me directly using the information provided below.

Sincerely,



Chad Snow, PMP®  
Principal, Chief Operating Officer  
Berry, Dunn, McNeil & Parker, LLC  
BerryDunn, 2211 Congress Street, Portland, ME 04102  
Tel: 207-541-2294 | Email: csnow@berrydunn.com

# 1. PROPOSED SCOPE OF WORK

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## PHASE 1: DISCOVERY

**1.1 Conduct Initial Project Planning.** We will conduct an initial project planning and discovery session, in which we will:

- Identify stakeholder groups, project team members, project milestones, and expectations
- Discuss proposed project schedule, work plan, and roles and responsibilities

**1.2 Develop a Project Work Plan and Schedule.** Following initial project planning, we will:

- Develop a Project Work Plan and Schedule
- Outline communication approach and project scope
- Review timeline and schedule project meetings
- Confirm stakeholder groups
- Incorporate agreed-upon project control procedures between BerryDunn and the City
- Address quality management a deliverable submission/acceptance management

**1.3 Facilitate a Kickoff Presentation.** We will conduct an on-site kickoff presentation with the City's project team. In this presentation, we will:

- Introduce project team members
- Discuss project goals
- Finalize our project scope, methodology, and schedule
- Answer any questions

While on-site, we will also tour areas of the system and relevant parks, recreation facilities, open space, and trails resources. This tour will give us grounded exposure to physical resources, user experience, and staff environments.

**1.4 Conduct a Data Review.** We will submit an information request to the City's project team to gather applicable documents and data. We may request recent and current planning work, such as copies of the:

- Parks and Recreation Master Plan (2018)
- Trails Master Plan (2023)
- Future Land Use Map (2023)
- City of Grapevine Comprehensive Master Plan (1987)
- City of Grapevine ADA Transition Plan (2023)
- The REC Performance Utilization Analysis (current)
- The Bear Creek Erosion Assessment (current)
- Grapevine Recreation Programing Plan (2024)
- Grapevine Parks Operations Standards (2024)
- City of Grapevine Climate Action Plan (2010)
- Grapevine Parks & Recreation Environmental Sustainability Program (2019)
- The U.S. Army Corps of Engineers Grapevine Lake Master Plan (2022)

- 2045 Regional Veloweb
- Texas Parks & Wildlife Department, Land and Water Resources Conservation and Recreation Plan (2024)
- Texas Parks & Wildlife Department, State Wildlife Action Plan, (2023)
- Texas Parks & Wildlife Department, Texas Outdoor Recreation Plan (2018)

All information gathered will be reviewed by our team to inform our understanding of the current environment, glean insights from work completed to date, and minimize impacts to the City staff during the work effort.

**1.5 Conduct Status Update Meetings.** Throughout the project we will keep the City informed of progress. We will:

- Conduct status update meetings with the City’s project manager on a biweekly cadence to communicate current and anticipated project management needs, provide updates on project progress and the schedule, and discuss potential risks and issues

### Phase 1 Deliverables

- Project Work Plan and Schedule

## PHASE 2: ENGAGEMENT

**2.1 Create a Detailed Engagement Strategy.** We know the City desired a thorough, inclusive engagement process. At the beginning of Phase 2, we will develop a detailed engagement strategy that includes:

- Virtual and in-person options
- Identification of community engagement options
- Confirmation of interested parties and groups to involve
- Coordination of engagement events
- Preparation of questions

To reach a broader section of community members, we have proposed a hybrid approach for this master planning project. We chose this approach for the following reasons:

- An interactive, virtual project site can give residents a “home base” to give opinions and check on ongoing events. This consistent access to project communication will support our stated goal to engage the community throughout the engagement.
- In-person events will play a key role in reaching disconnected community groups or groups with limited access to technology.
- Multiple channels of engagement will support efforts to include users and non-users within the City’s system.

**2.2 Develop a Project Brand.** Creating a brand for a master planning project helps to establish buy-in throughout the community and make residents more aware of how to connect with parks, recreation, trails, and open space in the City. We will work with the City to:

- Develop and confirm branding elements
- Submit branding ideas and determine the final project brand

**2.3 Develop a Project Website and Engagement Portal.** We will work with the City staff to:

- Create a customized project website that will keep the community informed of the project and share valuable input
- Determine which tools will best serve the desired outreach outcomes
- Customize the site to reflect the needs and desires, goals and objectives, and community culture of the City

*Note: Our team will plan to maintain the project website throughout the planning process to keep residents and staff up to date on project progress and promote any participatory events.*

**2.4 Conduct Internal Leader and Staff Activities.** We will conduct internal engagement with the City, including:

- Interviews and focus groups with leadership, management, and staff to conduct fact-finding activities, focusing on recreation programs, services, and facility operations
- Meetings with:
  - Parks and Recreation Department leadership
  - Administrative team members
  - Key full- and part-time staff
  - Other the City staff as needed

### Inclusive Engagement

BerryDunn and our local team members will engage in targeted outreach to underrepresented communities, including but not limited to communities of color, low-income communities, immigrant and refugee communities, communities facing health disparities, elderly residents, and more. To help ensure recommendations promote equitable outcomes, we must not only lower barriers to participating in the planning process but also actively prioritize engagement of entities working with communities facing the highest barriers to accessing parks, recreation, and natural areas.

We will conduct demographic research and identify priority communities and geographies for targeted outreach. Results will serve as the foundation for community engagement efforts moving forward.

We commonly use a hybrid approach to engagement, using in-person and digital strategies to reach more members of the community. We partner with local groups—including sports organizations, faith-based groups, and other community leaders—to meet community members where they are and encourage broader participation.

**2.5 Facilitate Meetings with Interested Individuals.** We will gather information related to needs and interests by meeting with:

- Community leaders from the City
- School district representatives
- User groups
- Homeowner associations
- Neighborhood associations
- Friends' groups
- Alternative providers
- Other groups or individuals as identified

**2.6 Host Public Input Sessions.** To gain information from the broader community, we will:

- Facilitate public listening sessions with:
  - Businesses
  - Nonprofits
  - Public agencies
  - Volunteer partners
  - Neighborhood alliances and representatives
- Reach out to representatives of identified under-represented population groups and engage them in the assessment and recommendations development process

The assigned groups, community activities, and locations are suggestions; we anticipate working with the City to identify which groups and individuals will participate in engagement activities.

Our team aims to anticipate obstacles to participation, which might include technology barriers, special needs, childcare, language barriers, and work schedules. During our strategy development, we will work with the City to organize events that are child-friendly; physically accessible for those with hearing, vision, or mobility challenges; and scheduled at a variety of times to widen attendance. Additionally, we will leverage Social Pinpoint's translation feature to provide multiple language options on the project site.

**2.7 Conduct a Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis.** To develop short and long-term strategies for the future of parks, recreation, and open space services, we will:

- Conduct a SWOT Analysis identifying the market strengths and internal and external weaknesses and examining the opportunities and threats faced by the City related to parks, recreation, and open space

**2.8 Facilitate Pop-Up Events.** To reach members of the community where they are, we will:

- Host pop-up events featuring "booths" for community members to visit and interact with
- Seek out creative, innovative, and fun locations to engage the community

- Identify appropriate activities for pop-up booths such as intercept surveys and/or attendance at:
  - Medieval Mother Son Date Night
  - Father Son Field Day
  - Sunset Live! At the Gardens
  - Daddy Daughter Dance
  - Social events, such as concerts or family movie events
  - Regular gatherings, such as public markets
  - Widely accessed sites, such as parks, community centers, or public library

**2.9 Conduct a Statistically Valid Survey.** To reach a representative sample of residents that includes users and non-users of parks, recreation, and open space, we will work with ETC Institute, who will:

- Work with the project team and Department staff to develop the content of the survey
- Administer the survey by a combination of mail and online
- Mail the survey and a cover letter (on City letterhead) to a random sample of households in the City. Only one survey per household will be sent. Postage-paid envelopes will be provided by ETC Institute for each respondent. The City will provide a cover letter for the mailed survey. The cover letter will contain a link to an online version of the survey. Residents who receive the survey will have the option of returning the printed survey by mail or completing it online.
- Follow up with residents who receive the mailed survey by sending texts, postcards, and a second mailing (if needed) to maximize participation in the survey. ETC Institute will continue following up with households until reaching the targeted number of completed surveys:
  - A sample size of 400 completed surveys will provide results that have a margin of error of +/-4.9% at the 95% level of confidence at the City level.
- Monitor the distribution of the sample to help ensure that the sample reasonably reflects the demographic composition of the study area about geographic dispersion, age, gender, race/ethnicity, and other factors.
- Weight the data as needed if one or more demographic groups is over/underrepresented relative to recent census estimates for the City's population.
- Submit a final report to the City's project team.

**2.10 Prepare an Engagement Feedback Summary.** Our team will provide:

- A summary of insights gleaned through the engagement process
- Identification of the common themes and relevant observations woven throughout the feedback
- A summary presentation outlining engagement findings

### Phase 2 Deliverables

- Detailed Engagement Strategy
- Statistically Valid Survey
- Engagement Feedback Summary

## PHASE 3: ANALYSIS

**3.1 Conduct Facility Inventory and Resource Mapping.** To provide a current assessment of parks, recreation, and open space, RVi will:

- Provide desktop assessment and visual inventory of natural amenities, environmentally sensitive areas, open space and trails. Assessments will include:
  - GIS mapping of natural features and environmentally sensitive areas compiling existing available data
    - Field delineation of critical environmental feature mapping not included
  - Ranking system evaluating visual appeal, connectivity, and access
  - Impact narrative detailing notable areas of overuse
  - The team will update the 2018 Park Type Inventory/Definitions and GIS distribution mapping assets, including:
    - Neighborhood parks
    - Community Parks
    - Regional parks
    - Special use parks
    - Sports complexes
    - Trails
    - Boat ramps
- Assess conditions of parks, facilities and natural areas, including visual assessment of general conditions of amenities, features, and site furnishings for functionality, deterioration, and typical wear
- Update inventory and GIS database from 2018 plan assessing:
  - 57 parks
  - 56 trails
    - Trail assessments will include desktop review and visual inventory documenting general surfacing type, trailhead amenities, and system connectivity.
  - 32 playgrounds – Condition assessment should not be considered a safety inspection.
  - 3 pools
  - 5 sports complexes
  - 1 recreation center

**3.2 Assess Level of Services.** To determine how the system is currently meeting community needs, BerryDunn and RVi will:

- Assess the quality and quantity of parks, open spaces, trails, and park facilities using data from the inventory, site tour, and community engagement
- Evaluate the adequacy based on park classifications along with size and location in relation to existing and future population
- Make recommendations for minimizing duplication and/or enhancing possibilities for collaborative partnerships where appropriate
- Develop a prioritized list of recommendations for current and future parks and facilities

**3.3 Develop a site plan for Parr Park.** Our team will develop a Master Site Plan for Parr Park. To complete this task, RVI will:

- Sketch conceptual master plan (3 revisions)
- Rendered illustrative plan
- Analyze relationship to systemwide offerings and level of service

**3.4 Analyze Demographics and Population Projections.** To provide insight into the potential market for the City's parks, recreation, open space, and trails, we will:

- Conduct a demographic analysis and market profile of the City's service area, utilizing information from:
  - Previous planning efforts
  - Tarrant County
  - The U.S. Census Bureau
  - Esri
  - Other national and local sources.
- Work directly with the City leadership to help document growth, redevelopment areas, and land use changes
- Evaluate conventional demographic measures including a recreation market analysis
- Develop a detailed demographic analysis based on service areas that outlines trends and information that could affect the need for land acquisition, development, and regional planning

**3.5 Prepare an Inventory and Analysis of Programs.** To better understand how recreation programs are serving the community, we will:

- Develop an inventory of existing programs for youth, adults, and seniors
- Compare the inventory to feedback collected during the community engagement process, helping ensure program offerings are aligned appropriately with community needs
- Matched up the programming inventory to the parks and recreation inventory and analysis to help ensure there are appropriate spaces for the future program menu
- Facilitate an interactive workshop with the City staff to review issues, challenges, strengths, and weaknesses of programs and services
- Develop an inventory of core programs
- Analyze the inventory according to program life cycle distribution, gap analysis, and age segment analysis. Other areas of review may include:
  - Listing of the program inventory for the most recent year
  - Program alignment with community need
  - Programming trends within offerings as well as regional and national trends
  - Assessing an equitable distribution of programs
  - Developing key performance measures based on national best practice approaches
- Review program performance trends and consider their impact on the City
- Conduct a participation analysis and financial performance review
- Develop mapping visuals illustrating where the City's programs and services are offered, with the intent of informing our gap analysis

These activities will help establish the level of equitable distribution of programs as well as alignment with community need. This will also help us identify the City's core program areas to help ensure that they align with community needs.

**3.6 Analyze Trends.** Current and projected trends will influence recommendations for parks, recreation, and open space. We will:

- Lead a strategic trends analysis that will consider demographic shifts and their impact on future parks, recreation, and open space provisions
- Identify interest and participation levels for a variety of activities and assess how services are provided through both administrative and planning trends, including:
  - Technology and customer service
  - Local, state, and national best practices
  - The latest parks and recreation industry trends.

**3.7 Gather mobility data and user geo-analysis.** To delve deeper into community data, BerryDunn uses software powered by artificial intelligence (A.I.) to analyze mobile data for our clients. We will:

- Utilize an advanced foot traffic analytics platform that leverages mobile location data to better understand current and potential users, usage patterns, and local and national competitors
- Develop a detailed visitation analysis

This data provides detailed insight into how people move in and out of physical spaces such as parks, recreation centers, stores, shopping malls, and other public spaces. These insights can be used to help the City optimize operations by recognizing usage and travel patterns and use data-driven decisions for future programming and facilities. These powerful analytics capabilities are made possible by a proprietary machine learning algorithm that processes billions of location data points. The data is collected based on high level mobile data and does not collect any sensitive user information such as actual home or work locations or names.

**3.8 Conduct Benchmarking and National Comparisons.** To help ensure the City and its community have a clear understanding of how the parks, recreation, and open space system aligns with comparable communities, we will:

- Look at comparative trends and available benchmarks for financial sustainability, asset management, programs and services, and related planning aspects
- Identify additional topics to help understand and prioritize other community concerns, including but not limited to sustainability and resilience, social equity and affordability, and other industry trends

**3.9 Prepare an Inventory of Financial and Funding Sources.** To help prepare the City for the financial implications of recommendations, we will:

- Conduct an overview analysis of existing funding to understand how the City is meeting current needs
- Determine if current funding sources are sufficient for both capital and operations costs based on recommended improvements
- Identify probable operating, maintenance, and capital costs and recommendations for potential funding sources and mechanisms for the next ten years

BerryDunn brings extensive experience in evaluating options for alternative funding. Alternative funding typically includes grants, donor programs, and/or partnerships. Our project team will identify key partners in the area through the planning process and can provide management recommendations to enhance this potential funding area.

*Note: This task does not include procurement of alternative funding, but this can be addressed separately if desired.*

**3.10 Prepare an Operations and Maintenance Assessment.** To help ensure the City has the operational and organizational resources to implement plan recommendations, we will:

- Assess the performance of the City parks and recreation properties and facilities to look for potential efficiencies
- Analyze current policies, procedures, processes, and business planning efforts
- Analyze available previous planning efforts; historical perspective of parks, open space, recreation, and trails in the community; customer satisfaction; retention; and other performance indicators
- Analyze the operational structure of the system related to maintenance
- Assess the City's maintenance capacity, synergies, efficiencies, growth areas, and other important characteristics that can be enhanced or improved
- Identify opportunities for strengthening future service development and delivery and, ultimately, quality of service and community impact

**3.11 Assess Alternate Providers and Potential Partners.** To better position the City to meet community needs without straining available resources, we will:

- Identify potential partnerships and collaborations with surrounding agencies and service providers.

**3.12 Develop an Organizational Assessment.** To help the City analyze Parks and Recreation Department performance and operations, we will:

- Assess the general organizational performance of the City to look for potential efficiencies
- Assess current the City policies, procedures, processes, and business planning efforts
- Analyze available previous planning efforts, historical perspective of parks, recreation, trails, and open space in the community, customer satisfaction, retention, and other performance indicators
- Assess other factors contributing to an efficient organization of City resources

### Phase 3 Deliverables

- Park, Facilities, and Natural Areas Assessment
- Parr Park Site Plan
- Demographics Analysis
- Recreation Programs Analysis
- Trends Report
- Financial and Funding Sources Inventory
- Operations Assessment

## PHASE 4: VISIONING

**4.1 Conduct a City Council Workshop.** At the project's midpoint, we will:

- Conduct a workshop with the City Council
- Discuss milestones that have been achieved, key findings, project status, and the project schedule

**4.2 Conduct Visioning Workshop.** To solidify the goals and recommendations that align with the City's mission and vision, we will:

- Conduct a visioning session to help ensure we achieve the right pace and generate momentum in the process
- Discuss recommendations for needs regarding land acquisition, and the development of parks, recreation, open space, and trails
- Discuss level of service for maintenance and operations, trails, recreation, operations, and future funding
- Collaboratively develop a clear plan for the future of the City's parks and recreation system, based on standards and demand analysis and furthering the City's goals.
- Identify possible providers and potential partnerships in achieving the desired state of the City
- Work with the City to develop SMART Goals and implementable strategies

The recreation assessment and analysis, trends analysis, and organizational assessment will assist in setting standards for CAPRA accreditation.

**4.3 Develop Goals, Objectives, and an Action Plan.** Following the workshops and public presentation, we will:

- Develop Goals, Objectives, and an Action Plan containing:
  - Action steps
  - Mission, vision, and values
  - Strategic themes and objectives
  - Key performance indicators
  - Mid- and long-term initiatives

- Prioritized strategic initiatives based on input from the workshops, aligned with a clear timeline for implementation

Our prioritization work will also include the cut sheets outlining facility, open space, capital development, and land acquisition methodology recommendations.

#### Phase 4 Deliverables

- Visioning Summary Report

### PHASE 5: FINALIZATION

#### 5.1 Prepare a Capital Improvement Plan. Our team will:

- Develop the Capital Improvement Plan (CIP) including:
  - A long-range prioritized capital projects list and recommendations for developing a capital replacement program
  - Incorporation of identified priorities for parkland acquisitions, as well as current capital costs for components and elements provided by BerryDunn as recommendations in the master plan
- Assess current park impact fee calculations and methodology in relation to probable capital project costs

#### 5.2 Prepare a Draft Plan. Following completion of Phases 1-4, we will:

- Summarize and synthesize all research and stakeholder input and develop recommendations and priorities into a Draft Parks, Recreation, and Open Space Master Plan.
- Work with the City's project team to prioritize recommendations, balancing needs and cost/benefit analyses, capacity of the City, and potential budgetary realities
- Develop a set of recommendations phased into immediate, near-term, and long-term timeframes that address goals and action strategies.

#### 5.3 Facilitate a Review Session. After applying first round edits, we will:

- Facilitate a review session with the City to discuss feedback and recommendations within the plan
- Develop a section in the updated Parks, Recreation, and Open Space Master Plan that will provide a detailed sequence of steps needed for successful implementation, as well as review techniques to effectively deploy the plan with the City.
- Facilitate an implementation workshop that includes discussion on:
  - Securing funding sources
  - Capital project review
  - Identification of a plan champion or team of champions
  - Visual management techniques
  - Ongoing employee engagement
  - Reporting mechanisms and communication
  - Internal marketing

- Institutionalizing the process by documenting the steps in the process and continuous improvement of the process
- Ongoing plan adjustments
- Connection to the community, the City management and elected officials, and employees

**5.4 Deliver a Final Presentation.** Once the Draft Plan is complete, we will:

- Present the updated Parks, Recreation, and Open Space Master Plan to the City leadership to provide an opportunity for them to ask questions and request final edits

**5.5 Finalize the Plan.** Following review and editing by the City, we will:

- Develop the Final Parks, Recreation, and Open Space Master Plan
- Provide an electronic copy to be placed on the City's website for public access
- Provide interactive features such as ArcGIS story maps or dashboards that allow the City and the Grapevine community to engage with the final plan, track progress on goals and initiatives, and visualize data, such as tracking real-time costs per capital project, and mapping completed projects

We encourage additional public announcement and communication with residents about ongoing implementation updates to continue progress toward the City's desired future

#### **Phase 5 Deliverables**

- Draft Parks, Recreation, and Open Space Master Plan
- Implementation Workshop
- Final Parks, Recreation, and Open Space Master Plan

## Anticipated Schedule

Below, we provide our anticipated schedule for completing the City’s requested scope of work. We expect this project to take approximately 10-12 months, and we look forward to working in collaboration with the City to formalize this schedule. We are happy to expedite or elongate this process as necessary to accommodate the City’s needs, while maintaining momentum throughout the work effort.

PHASE	MONTHS												
	1	2	3	4	5	6	7	8	9	10	11	12	
Phase 1: Discovery:													
Phase 2: Engagement													
Phase 3: Analysis													
Phase 4: Visioning													
Phase 5: Finalization													

## 2. Proposed Project Cost

The table below presents our proposed costs for completing the City's requested scope of work. We propose a firm, fixed fee inclusive of all time, materials, and travel.

These costs were developed based on the following factors:

- ▶ Our detailed work plan narrative presented in our proposal
- ▶ Our staffing plan and resource allocation, which provides the City with the appropriate number of resources and the ideal level of expertise to complete the tasks defined in the scope of work
- ▶ Our experience conducting projects of similar scope and size

PHASE	COSTS
<b>Phase 1: Discovery</b> <ul style="list-style-type: none"> <li>• Initial planning call</li> <li>• Data request and review</li> <li>• Project work plan and schedule</li> <li>• Kickoff meeting and system tour</li> </ul>	\$24,596
<b>Phase 2: Engagement</b> <ul style="list-style-type: none"> <li>• Brand development</li> <li>• Online engagement platform development and facilitation</li> <li>• Internal and external outreach</li> <li>• Pop-up events</li> <li>• Statistically valid survey</li> <li>• Engagement feedback summary</li> </ul>	\$110,681
<b>Phase 3: Analysis</b> <ul style="list-style-type: none"> <li>• Park, facilities, and natural areas inventory</li> <li>• Level of service analysis</li> <li>• Parr Park Site Plan</li> <li>• Demographics and trends analysis</li> <li>• Recreation programming assessment</li> <li>• Benchmarking</li> <li>• Financial and funding sources inventory</li> <li>• Operations and organization assessment</li> </ul>	\$146,500

Phase 4: Visioning <ul style="list-style-type: none"> <li>• Visioning workshop</li> <li>• Action plan development</li> </ul>	\$23,493
Phase 5: Finalization <ul style="list-style-type: none"> <li>• Draft plan</li> <li>• Final plan</li> <li>• Implementation workshop</li> <li>• Visual story mapping</li> </ul>	\$44,285
<b>NOT TO EXCEED TOTAL</b>	<b>\$349,555</b>

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**MEMO TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** BRUNO RUMBELOW, CITY MANAGER *BR*

**MEETING DATE:** APRIL 1, 2025

**SUBJECT:** APPROVAL TO PURCHASE TICKETING SOFTWARE

**RECOMMENDATION:** Consider the purchase of ShowClix Private Label Ticketline Software from Nortap Technology, Inc. dba Leap Event Technology for ShowClix Private Label Ticketline for the Convention and Visitors Bureau. Executive Director recommends approval.

**FUNDING SOURCE:** Funds are available in the CVB Fund for an amount of \$75,000.

**BACKGROUND:** The Convention & Visitors Bureau looked at several ticketing systems, comparing functionality of systems and cost associated with each ticketing system. After a cost benefit analysis, Nortap Technology Inc. dba Leap Event Technology was selected as the ticketing system of choice.

This system also will allow the CVB to sell tickets online to Grapevine Vintage Railroad excursions, Main Street Fest, GrapeFest, Nash Farm Events, Palace Arts Center Events as well as all other events throughout the year. The system provides detailed reporting for event analysis. The system also provides functionality for marketing to previous ticket holders as well as to communicate through email messaging to current and prior customers.

Annual pricing for ticketing software companies reviewed:

Nortap Technology Inc dba Leap Event Technology - \$ 75,000  
FareHarbor - \$312,000  
Horizon Adventure Ticketing - \$464,000  
Ticket Spice - \$212,000

## Ticketing Services Agreement

This Agreement for Ticketing Services between The City of Grapevine Convention & Visitors Bureau (“Client”) and Nortap Technology, Inc. dba Leap Event Technology (“Company”) is entered into April 1, 2025 (“Effective Date”). The parties hereby agree as follows:

1. **Term.** The initial term of this Agreement shall begin on the Effective Date and continue for a period of twelve (12) months after the date the first ticket is sold through the Platform (the “Term”). The Agreement shall be automatically renewed for successive one (1) year terms, unless either party notifies the other party of termination in writing, not more than ninety (90) days and not less than thirty (30) days prior to the end of the initial or renewal Term. After the termination date, this Agreement shall remain in effect with respect to Events (as defined below) that were released for sale by Client through Company prior to the termination date until settlement for such events has occurred in accordance with Section 6 hereof.
2. **Company Services and Responsibilities.** Company will provide the following under this Agreement: (a) provide a limited access license to use the Ticketleap Pro (f/k/a ShowClix) software platform (“the Platform”), (b) display and list Client’s Events on Company’s consumer website (the “Site”); (c) accept and process through some combination of online (internet), telephone and point-of-sale (box office), as applicable, orders for tickets to Client’s events and process all credit card payments to said Events on Client’s behalf (unless otherwise indicated in Section 4.3 of this Agreement); and (d) provide an accounting to Client of the fees and charges for each ticket processed through the Platform (collectively, the “Services”).
3. **Company as Exclusive Ticketing Agent.** During the Term, Company will act as the sole and exclusive ticketing agent for Client’s events (“the Event(s)”). During the Term, Client may sell tickets to the Events directly on their own but may not sell tickets via some combination of the following means directly or indirectly through any other third party or ticketing software: online (internet), telephone, and point-of-sale (box office).
4. **Fees.** Company will charge Client the following fees for the applicable Platform services. Client is solely responsible for setting the fees that are charged to purchasers of tickets for the Events.

**4.1 LEAP ANNUAL LICENSE FEE:** Company will invoice Client on a quarterly basis for the following quarter’s amount due as part of the Annual License Fee. The Annual License Fee will include the first 200,000 paid tickets sold at no additional cost to Client.

4.1.1 The 2025 License Fee will be charged as follows:

- Q2 2025 = \$15,000 (invoiced in April 1, 2025)
- Q3 2025 = \$17,499 invoiced in July 1, 2025)
- Q4 2025 = \$18,750 (invoiced in October 1, 2025)

4.1.2 The 2026 Annual License Fee (as well as any renewal terms after 2026) will be \$75,000, invoiced at a rate of \$18,750 per quarter.

**4.2 LEAP PER TICKET FEE:** Company will charge Client a per ticket service fee in the amount of \$0.50 per ticket on all paid tickets sold in excess of 200,000 on an annual basis (beginning on April 1, 2025 and resetting annually on April 1st). The per ticket service fee will be calculated on a quarterly basis and included in the quarterly invoice owed by Client for the Annual License Fee (when applicable).

CLIENT INITIALS:

**4.3 COMPLIMENTARY TICKETS:** Company will charge \$0.00 per complimentary (\$0.00 value) ticket issued. Complimentary tickets will not count towards the 200,000 ticket threshold related to the Annual License Fee.

**4.4 CREDIT CARD PROCESSING:** Client is responsible for all credit card processing.

**4.5 MERCHANDISE/NON-ADMISSION PRODUCTS:** Company will charge a fee of \$0.50 per merchandise item/non-ticket product processed through the Platform. Client must contact Company Account Manager to have this service enabled.

**4.6 EXCHANGES AND EXCHANGE FEES:**

At the written request of Client, Company will enable the ability for purchasers to return purchased tickets to one Event and purchase tickets to another Event (such transaction referred to as an "Exchange"), under the following terms and conditions:

- Exchanges must be between two Events taking place in the future. Once an Event date has passed, purchasers are not eligible to initiate an Exchange.
- Where the ticket(s) being Exchanged have the same dollar value, there will be no difference charged to the purchaser.
- Where the ticket(s) being Exchanged have a positive difference in value (e.g., the value of the original ticket is less than the value of the ticket into the Event which the purchaser wishes to Exchange) the purchaser will be charged for the difference in ticket value and, if applicable, the difference in the Fee as outlined in section 4.1, above.
- Where the ticket(s) being Exchanged have a negative difference in value (e.g., the value of the original ticket is greater than the value of the ticket to the Event into which the purchaser wishes to Exchange) there will be no refund to the purchaser, and Client will receive the difference in ticket values. The highest Fee (as outlined in section 4.1, above) will apply to such Exchanges.
- Where this feature is enabled and Client chooses to charge purchasers a per transaction fee to exchange their ticket(s), Company will charge Client a fee of \$5.00 for each Exchange transaction. If Client chooses to offer purchasers the ability to exchange their ticket(s) but not charge purchasers a per transaction fee, Company will not charge Client the previously-mentioned fee for each Exchange transaction.

**5. Settlement.**

**(a) Client Merchant Account.** Unless otherwise indicated in Section 4.4 of this Agreement, Client agrees that Company is not responsible for ticket buyer payment processing. Client will establish its own merchant account with a gateway that is approved by Company and will process online credit card payments that are secure and PCI-DSS compliant. Company is not liable in any way for the security of a credit card transaction through the Client's merchant system.

**(b) Payment for Fees.** Fees due to Company will be invoiced at the beginning of each month for the previous month's transactions and will be due on the 15th, at which time Client bank account will be debited by ACH. Company reserves the right to suspend system usage if Client account is delinquent.

**6. Confidentiality.** Client will keep confidential the terms of this Agreement (including but not limited to the provisions of Section 4 above), as well as adhere to the confidentiality provisions set out in the T&Cs.

- 7. **Standard Ticketing Terms & Conditions.** Client agrees to, and the Company's Services are governed by, the Company's Standard Ticketing Terms & Conditions ("T&Cs") found at <https://sc-pdfs.s3.us-east-1.amazonaws.com/Leap%20GrowTix%20ShowClix%20Terms%20%26%20Conditions%201.10.2025.pdf>, as may be updated by Company from time to time in accordance with the T&Cs.
- 8. **Entire Agreement.** This Ticketing Services Agreement, including any Exhibits attached hereto, any Hardware Lease & Event Operations Agreement entered into between the Parties, and the T&Cs, constitutes the entire agreement between Company and Client with respect to the subject matter contained herein and supersedes and replaces any and all prior or contemporaneous communications, representations, statements, agreements, and understandings, whether in oral, written, or electronic form, between Company and Client, regarding such subject matter.
- 9. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original instrument, but all of which together shall constitute only one and the same instrument.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be duly executed as of the day and year first written above.

**NORTAP TECHNOLOGY INC.**

Jim Barczak  
Chief Revenue Officer  
  
10675 Perry Hwy, #1316  
Wexford, PA 15090

**CLIENT: THE CITY OF GRAPEVINE**

Paul W. McCallum  
Executive Director  
Grapevine Convention & Visitors Bureau  
636 S Main Street  
Grapevine, TX 76051

Signature: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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

**MEMO TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** BRUNO RUMBELOW, CITY MANAGER *BR*

**MEETING DATE:** APRIL 1, 2025

**SUBJECT:** ESTABLISH AN INTERLOCAL PURCHASING AGREEMENT WITH THE CITY OF ALLEN

**RECOMMENDATION:** City Council to consider approval of an Interlocal Purchasing Agreement with the City of Allen.

**FUNDING SOURCE:** No funding source would be necessary for this agreement.

**BACKGROUND:** This request is for approval of an Interlocal Agreement with the City of Allen, Texas and the City of Grapevine, Texas to participate in various contracts established by both agencies. The City is authorized by the Interlocal Cooperation Act, Texas Government Code, Chapter 791 and Texas Local Government Code, Section 271.101 and 271.102, to enter into joint contracts and agreements for the performance of governmental functions and services.

Staff recommends approval.

LW

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**MEMO TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** BRUNO RUMBELOW, CITY MANAGER **BR**

**MEETING DATE:** APRIL 1, 2025

**SUBJECT:** PURCHASE OF NEW DIGITAL HEADSETS AND COMMUNICATION SYSTEMS IN FIRE APPARATUS

**RECOMMENDATION:** City Council to consider approval for the purchase of new digital headsets and communications systems for fire apparatus from Stash Enterprises for the Fire Department.

**FUNDING SOURCE:** Funds are available in the General Fund (Fire Department) for a total amount not to exceed \$33,345.

**BACKGROUND:** This purchase is for a digital headset system that provides hearing protection, communication between the members, communications to Dispatch, and on-scene communications. This system is provided in all new apparatus, and this purchase is to replace out-of-date equipment on current apparatus so that all apparatus have the same system for the ease of operations and continuity between systems.

This procurement will be made as a sole source in accordance with the Local Government Code Chapter 252, Subchapter B, § 252.022. General Exemptions (a)(7)(A). Stash Enterprises is the sole source provider in the North Texas region.

Staff recommends approval

SG/TM

**MEMO TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** BRUNO RUMBELOW, CITY MANAGER *BR*

**MEETING DATE:** APRIL 1, 2025

**SUBJECT:** PURCHASE OF FERTILIZER FOR THE GRAPEVINE GOLF COURSE

**RECOMMENDATION:** City Council to consider approval for the purchase of fertilizer for the Grapevine Golf Course from Harrell's, LLC.

**FUNDING SOURCE:** Funds are available in the Lake Enterprise Fund (Golf) in the amount not to exceed \$26,080.

**BACKGROUND:** This purchase is for 15 tons of 42-0-0 fertilizer from Harrell's LLC for the Grapevine Golf Course. This is a slow-release mix and will be applied once per year instead of three times per year. This fertilizer will provide the necessary nutrients to the course throughout the year, reducing labor and cost for reapplication and will reduce the amount of time when portions of the golf course are closed for fertilization.

Purchases will be made in accordance with an existing interlocal agreement with The Local Government Purchasing Cooperative (Buy Board) as allowed by Texas Local Government Code, Chapter 271 and Texas Government Code, Chapter 791.

Bids were taken by the Cooperative and a contract was awarded to Harrell's, LLC. The Golf and Purchasing staff reviewed the contract for departmental specification compliance and pricing and determined that the contract would provide the best service and pricing for meeting the needs of the City.

Staff recommends approval.

MT/TM

**MEMO TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** BRUNO RUMBELOW, CITY MANAGER *BR*

**MEETING DATE:** APRIL 1, 2025

**SUBJECT:** PURCHASE FOR RENEWAL OF MICROSOFT SOFTWARE LICENSES

**RECOMMENDATION:** City Council to consider approval of the second year payment of a three-year contract for Microsoft licenses from SHI Government Solutions, Inc. for Information Technology.

**FUNDING SOURCE:** Funds are available in the General Fund (IT) for an amount not to exceed \$363,925.

**BACKGROUND:** The City of Grapevine has a three year contract with SHI Government Solutions, Inc. for our Microsoft 365 Enterprise Licensing Agreement. This licensing agreement includes the Microsoft Office suite, the Windows virtual desktop environment, the Microsoft Outlook email system, and SharePoint.

Purchases will be made in accordance with an existing interlocal agreement with the State of Texas Department of Information Resources (DIR) as allowed by Texas Local Government Code, Chapter 271 and Texas Government Code, Chapter 791.

Bids were taken by the cooperative and a contract was awarded to SHI Government Solutions, Inc. The Purchasing and IT staff reviewed the contract for departmental specification compliance and pricing and determined that the contract would provide the best service and pricing for meeting the needs of the City.

This request is for the payment of the year two installment of a three-year contract.

Staff recommends approval.

AP/LW

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**MEMO TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** BRUNO RUMBELOW, CITY MANAGER *BR*

**MEETING DATE:** APRIL 1, 2025

**SUBJECT:** REPAIR OF THE RAW WATER PUMP FOR THE GRAPEVINE GOLF COURSE

**RECOMMENDATION:** City Council to consider the approval for Global Pump Solutions to repair the raw water pump at the Grapevine Golf Course.

**FUNDING SOURCE:** Funds are available in the Utility Enterprise Fund for an amount not to exceed \$36,157.

**BACKGROUND:** This is for the repair of the raw water pump that supplies the Grapevine Golf Course with irrigation water. The pump has begun to show signs of failure and needs to be repaired before the summer season.

This purchase will be made in accordance with an existing interlocal agreement with The Local Government Purchasing Cooperative (Buy Board) as allowed by Texas Local Government Code, Chapter 271 and Texas Government Code, Chapter 791.

Bids were taken by the cooperative and a contract was awarded to Global Pump Solutions.

The Public Works Department and Purchasing staff reviewed the contract for departmental specification compliance and pricing and determined that the contract would provide the best product and pricing for meeting the needs of the City.

Staff recommends approval

MG/LW

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**MEMO TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** BRUNO RUMBELOW, CITY MANAGER **BR**

**MEETING DATE:** APRIL 1, 2025

**SUBJECT:** ANNUAL CONTRACT FOR VARIOUS FUELS

**RECOMMENDATION:** City Council to consider approval for the renewal of an annual contract for various fuels with Offen Petroleum for the Public Works Fleet Services Department.

**FUNDING SOURCE:** Funds are available in the General Fund and Lake Enterprise Fund for an annual estimated amount of \$40,000.

**BACKGROUND:** The purpose of this contract is to establish fixed annual pricing for various fuels to be delivered on an as-needed basis. This is a secondary contract to maintain uninterrupted fuel delivery.

Purchases will be made in accordance with an existing Interlocal Cooperative Agreement with Tarrant County, Texas as allowed by Texas Local Government Code, Section 271 and Texas Government Code, Section 791.

Tarrant County, Texas solicited bids on 2023-070, Annual Contract for Fuel. Based on evaluations by the Tarrant County, Texas Transportation Services Department, Maintenance Precincts and Purchasing, Offen Petroleum was awarded the contract.

The contract was for an initial one-year period with three one-year renewal options. If approved, this will be for the second renewal available.

The Public Works Department and Purchasing reviewed the contract for specification compliance and pricing and determined that the contracts would provide the best service and pricing for meeting the needs of the City.

Staff recommends approval.

RB/TM

**MEMO TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** BRUNO RUMBELOW, CITY MANAGER *BR*

**MEETING DATE:** APRIL 1, 2025

**SUBJECT:** ANNUAL CONTRACTS FOR HAULING OF DEBRIS AND AGGREGATES

**RECOMMENDATION:** City Council to consider approval for the renewal of contracts for the hauling of debris and aggregates to Horns Crew Trucking, Silvas Trucking and Q. Roberts Trucking, Inc. for the Public Works Street Department.

**FUNDING SOURCE:** Funds for are available in the Permanent Capital Maintenance Fund for an annual estimated amount of \$100,000.

**BACKGROUND:** The purpose of this contract is to establish fixed annual pricing for the hauling of various types of debris and aggregates which will be removed from construction or maintenance projects performed by City crews.

The City of Grapevine solicited a "Request for Bids" in accordance with Local Government Code Chapter 252, Subchapter B, Section 252.021 (a) and Section 252.041 (a).

Based on the evaluations of the bids by the Public Works Department and Purchasing, it was determined awards be made to Horns Crew Trucking, Silvas Trucking and Q. Roberts Trucking, Inc. as responsible and responsive bids meeting specifications to ensure availability without interruption of road projects.

The contracts were for an initial one-year period, with four one-year renewal options available. If approved, this will be for the second available renewal option.

Staff recommends approval.

KH/TM

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**MEMO TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** BRUNO RUMBELOW, CITY MANAGER *BR*

**MEETING DATE:** APRIL 1, 2025

**SUBJECT:** ANNUAL CONTRACT FOR WATERPROOFING, ROOFING AND MASONRY SERVICES

**RECOMMENDATION:** City Council to consider approval for renewal of an annual contract for waterproofing, roofing, and masonry services from Weatherproofing Services for the Public Works Department.

**FUNDING SOURCE:** Funds are available in the Facility Services Department of the General Fund and the Permanent Capital Maintenance Fund for an amount not to exceed \$55,000.

**BACKGROUND:** This purchase is for waterproofing and moisture control services for citywide facilities.

This purchase will be made in accordance with an existing interlocal agreement with Choice Partners, a division of Harris County Department of Education, as allowed by Texas Local Government Code, Section 271 and Texas Government Code, Section 791. The contract was for an initial one-year period with three optional one-year renewals. If approved, this will be the second renewal option.

Bids were taken by the cooperative and a contract was awarded to Weatherproofing Services. The Public Works and Purchasing staff reviewed the contract for specification, compliance, and pricing and determined that the contract would provide the best service and pricing for meeting the needs of the City.

Staff recommends approval.

CH/TM

**MEMO TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** BRUNO RUMBELOW, CITY MANAGER *BR*

**MEETING DATE:** APRIL 1, 2025

**SUBJECT:** CONTRACT FOR PERFORMO ASSET PERFORMANCE AND MAINTENANCE SOFTWARE

**RECOMMENDATION:** City Council to consider approval of an annual contract with Performo asset performance and maintenance software from Wizard Software Solutions for the Facility Services Department.

**FUNDING SOURCE:** Funds are available for Facility Services in the General Fund and the Permanent Capital Maintenance Fund in an amount not to exceed \$25,000.

**BACKGROUND:** This contract is for the Facility Services work order management system (Wizard Software Solutions/ Performo). Facilities Services has used this platform for over 10 years. The contract will allow for uninterrupted service to our facilities city wide.

The purchase of Performo software hosting renewal will be made as a sole source purchase from Wizard Software Solutions in accordance with Local Government Code Chapter 252, Subchapter B, §252.022. General Exemptions (a)(7)(A).

Staff recommends approval.

CH/TM

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**MEMO TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** BRUNO RUMBELOW, CITY MANAGER *BR*

**MEETING DATE:** APRIL 1, 2025

**SUBJECT:** CONTRACT RENEWAL FOR OPENGOV ASSET MANAGEMENT SOFTWARE

**RECOMMENDATION:** City Council to consider approving a contract renewal for software updates, software support, software maintenance, and software training with OpenGov, Inc. for the Public Works Department operations and asset management system.

**FUNDING SOURCE:** Funds are available in the General Fund (Public Works) and Utility Enterprise Fund in an amount estimated to be \$114,730.25.

**BACKGROUND:** Public Works has utilized Cartegraph software as its work order management system since 2007. In subsequent years, additional domains were purchased for Tx 811 integration, Water Treatment and Wastewater Treatment plants, and software training. Since the time of the original purchase, Cartegraph has been acquired by OpenGov. Total software and training costs for FY 25 are \$114,730.30. There is one renewal remaining on the contract.

OpenGov is the sole source provider of maintenance for this software. This procurement will be a sole source contract in accordance with Local Government Code Chapter 252, Subchapter B, Section 252.022 (a)(7)(A) as approved by City Council in October of 2006.

Staff recommends approval.

**MEMO TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** BRUNO RUMBELOW, CITY MANAGER *BR*

**MEETING DATE:** APRIL 1, 2025

**SUBJECT:** TRANSMISSION AND ELECTRICAL REPAIR FOR VACTOR UNIT NO. 31404

**RECOMMENDATION:** City Council to consider approval for the transmission and electrical repair for Vactor Unit No. 31404 from Kinloch Equipment & Supply, Inc. for the Public Works Department.

**FUNDING SOURCE:** Funds are available in the General Fund (Fleet) for an amount not to exceed \$26,101.

**BACKGROUND:** This purchase is for transmission and electrical repairs to Vactor Unit No. 31404. The transmission has failed along with the electrical wiring harness. This unit is a hydro-excavator that uses a pressurized water jet to excavate in the right of way without damaging other utilities.

The purchase for the transmission and electrical repair for Vactor Unit No. 31404 will be made by Kinloch Equipment & Supply, Inc., who specializes in heavy truck and hydro excavator repair/service and will be made as a sole source purchase in accordance with Local Government Code Chapter 252, Subchapter B, §252.022. General Exemptions (a)(7)(3).

Staff recommends approval.

RB/TM

**MEMO TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** BRUNO RUMBELOW, CITY MANAGER *BR*

**MEETING DATE:** APRIL 1, 2025

**SUBJECT:** ANNUAL CONTRACT FOR PAVEMENT LEVELING SERVICES

**RECOMMENDATION:** City Council to consider approval for renewal of annual contract for pavement leveling services with Nortex Concrete Lift & Stabilization for the Public Works Department.

**FUNDING SOURCE:** Funds are available in the Permanent Capital Maintenance Fund for an annual estimated amount of \$100,000.

**BACKGROUND:** The purpose of this contract is to establish fixed pricing for pavement leveling services for the Public Works Department on an as-needed basis.

The City of Grapevine solicited a "Request for Bids" in accordance with Local Government Code Chapter 252, Subchapter B, Section 252.021 (a) and Section 252.041 (a). The contract was for an initial one-year period, with four one-year renewal options available. If approved, this will be the second renewal option.

Staff recommends approval.

KH/TM

**MEMO TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** BRUNO RUMBELOW, CITY MANAGER *BR*

**MEETING DATE:** APRIL 1, 2025

**SUBJECT:** DART LICENSE AGREEMENT- FIBER

**RECOMMENDATION:** City Council to consider approval to enter into an agreement with the DALLAS AREA RAPID TRANSIT (DART) for a shared fiber crossing of the DART Railroad right-of-way (Agreement No. 222422).

**FUNDING SOURCE:** Funds are available in the General Fund (Public Works Department) in the amount of \$3,670.

**BACKGROUND:** The City of Grapevine will bore two 4" steel casing pipe under the railroad right of way on the west side of the Baylor Parkway and Ira. E. Woods intersection. One casing pipe will be for City fiber use. The second casing pipe will be for the Grapevine-Colleyville Independent School District (GCISD) fiber use.

The fee for the crossing is \$3,670 per year and will be due upon the Effective Date of this contract. The future year's payments will include annual adjustments.

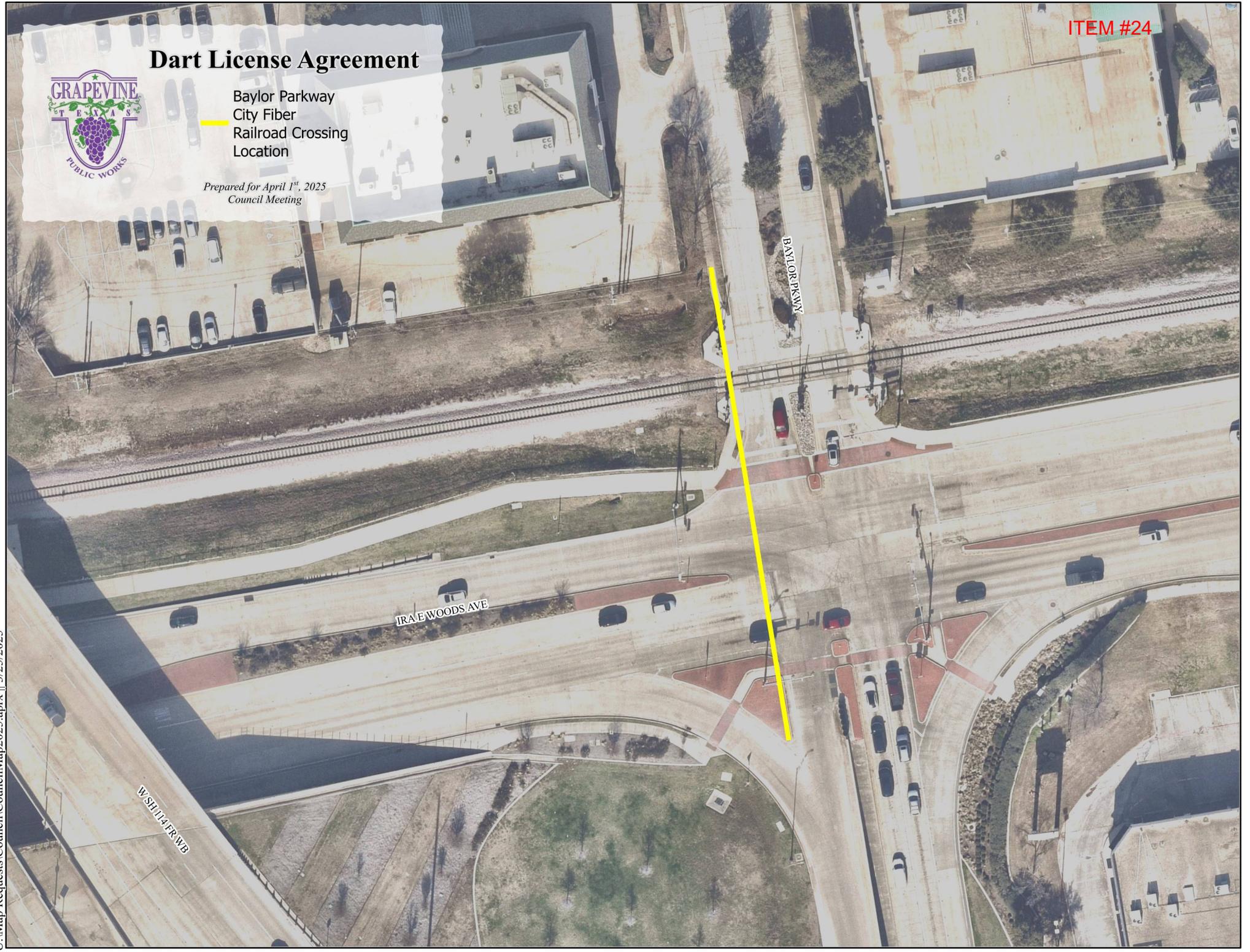
Staff recommends approval.

# Dart License Agreement



Baylor Parkway  
City Fiber  
Railroad Crossing  
Location

Prepared for April 1<sup>st</sup>, 2025  
Council Meeting



STATE OF TEXAS  
COUNTY OF TARRANT  
CITY OF GRAPEVINE

The City Council of the City of Grapevine, Texas met in Regular Session on this the 18th day of March, 2025 in the City Council Chambers, Second Floor, 200 South Main Street, with the following members present:

William D. Tate	Mayor
Darlene Freed	Mayor Pro Tem
Sharron Rogers	Council Member
Chris Coy	Council Member
Duff O'Dell	Council Member
Paul Slechta	Council Member
Leon Leal	Council Member

constituting a quorum, and with the following members of the City Staff:

Bruno Rumbelow	City Manager
Alex Crowley	Assistant City Attorney
Tara Brooks	City Secretary

Item 1. Executive Session

There was not an executive session held prior to the meeting.

CALL TO ORDER

Mayor William D. Tate called the meeting to order at 7:30 p.m. in the City Council Chambers.

Item 2. Invocation and Pledge of Allegiance

Council Member Chris Coy gave the invocation and led the Pledge of Allegiance.

JOINT PUBLIC HEARING

No items were submitted for Planning and Zoning consideration. Therefore, there were not any public hearings and there was not a joint meeting between the City Council and Planning and Zoning Commission.

Item 3. Citizen Comments

Andrew Muras, 4319 Greenwood Lane, Grapevine requested the City look into several bills currently being considered in the current legislative session that could pre-empt a city's control over single-family zoning.

NEW BUSINESS

Item 4. Consider the annual NETCAST funding to the City of Bedford and take any necessary action.

Police Chief Mike Hamlin presented this item and answered questions from Council. The annual payment of \$19,000 is part of the contribution to the regional swat team that includes the Cities of Euless, Bedford, Hurst and Grapevine.

Motion was made to approve the annual NETCAST funding to the City of Bedford and take any necessary action.

Motion: Rogers

Second: Coy

Ayes: Tate, Freed, Rogers, Coy, O'Dell, Slechta, and Leal

Nays: None

Approved: 7-0

CONSENT AGENDA

Consent items are deemed to need little Council deliberation and will be acted upon as one business item. Any member of the City Council or member of the audience may request that an item be withdrawn from the consent agenda and placed before the City Council for full discussion. Approval of the consent agenda authorizes the City Manager, or his designee, to implement each item in accordance with Staff recommendations. No one requested to remove any items from the consent agenda.

Item 5. Consider a firework permit for an event to be held at Paradise Cove on April 2, 2025.

Fire Chief Darrell Brown recommended approval of a permit to allow a three-minute firework display to be held at Paradise Cove on April 2.

Motion was made to approve the consent agenda as presented.

Motion: O'Dell

Second: Slechta

Ayes: Tate, Freed, Rogers, Coy, O'Dell, Slechta, and Leal

Nays: None

Approved: 7-0

Item 6. Consider renewal of an annual contract for the purchase of firehouse supplies and equipment with Casco Industries, Inc.

Fire Chief Brown recommended approval of the renewal of the contract to purchase firehouse supplies and equipment for an estimated amount of \$50,000.

Motion was made to approve the consent agenda as presented.

Motion: O'Dell

Second: Slechta  
Ayes: Tate, Freed, Rogers, Coy, O'Dell, Slechta, and Leal  
Nays: None  
Approved: 7-0

Item 7. Consider an annual contract for employee comprehensive wellness screenings and vaccinations with Star Wellness.

Human Resources Director Rachel Huitt recommended approval of the annual contract for employee biometric screenings, vascular screenings, vaccinations and other preventative measures for an estimated annual amount of \$58,000.

Motion was made to approve the consent agenda as presented.

Motion: O'Dell  
Second: Slechta  
Ayes: Tate, Freed, Rogers, Coy, O'Dell, Slechta, and Leal  
Nays: None  
Approved: 7-0

Item 8. Consider the purchase of Christmas trees and decorations from Park Hill Collections LLC.

Parks and Recreation Director Chris Smith recommended approval of the purchase of Christmas trees and decorations for The REC in an amount not to exceed \$17,000.

Motion was made to approve the consent agenda as presented.

Motion: O'Dell  
Second: Slechta  
Ayes: Tate, Freed, Rogers, Coy, O'Dell, Slechta, and Leal  
Nays: None  
Approved: 7-0

Item 9. Consider a one-year extension of Planned Development Overlay **PD24-01** (Reserve at Bear Creek) to allow for a townhouse development of 69 townhome lots and 8 common area lots to deviate from, but not be limited to, lot size, side yard setback, front yard setback, lot width, lot depth, maximum building height, and to allow front entry garages for lots less than 40-feet in width. The subject property is located at 4201 State Highway 360 and is currently zoned "R-TH", Townhouse District Regulations. The request was approved on March 19, 2024 and will expire on March 19, 2025.

Planning Services Director Erica Marohnic recommended approval of the extension of Planned Development Overlay PD24-01 (Reserve at Bear Creek) that was set to expire on March 19.

Motion was made to approve the consent agenda as presented.

Motion: O'Dell

Second: Slechta  
Ayes: Tate, Freed, Rogers, Coy, O'Dell, Slechta, and Leal  
Nays: None  
Approved: 7-0

Item 10. Consider the purchase of ammunition from Precision Delta Corp. Police Chief recommends approval.

Police Chief Hamlin recommended approval of the purchase of ammunition for an annual estimated amount of \$50,000.

Motion was made to approve the consent agenda as presented.

Motion: O'Dell  
Second: Slechta  
Ayes: Tate, Freed, Rogers, Coy, O'Dell, Slechta, and Leal  
Nays: None  
Approved: 7-0

Item 11. Consider the purchase of a drop deck trailer for the transport of existing mobile vehicle barriers from Meridian Rapid Defense Group LLC.

Public Works Director Bryan Beck recommended approval of the purchase of a drop deck trailer for an estimated amount of \$40,000.

Motion was made to approve the consent agenda as presented.

Motion: O'Dell  
Second: Slechta  
Ayes: Tate, Freed, Rogers, Coy, O'Dell, Slechta, and Leal  
Nays: None  
Approved: 7-0

Item 12. Consider an annual contract for cold milling machining services with TexOp Construction, LP.

Public Works Director Beck recommended approval of the purchase of cold milling machining services for an estimated amount of \$125,000.

Motion was made to approve the consent agenda as presented.

Motion: O'Dell  
Second: Slechta  
Ayes: Tate, Freed, Rogers, Coy, O'Dell, Slechta, and Leal  
Nays: None  
Approved: 7-0

Item 13. Consider an annual contract for trade services to include electrical repairs, switch gear maintenance, and testing from Humphrey & Associates, Inc.

Public Works Director Beck recommended approval of the annual contract for trade services to include electrical repairs, switch gear maintenance and testing for an annual estimated amount of \$550,000.

Motion was made to approve the consent agenda as presented.

Motion: O'Dell  
 Second: Slechta  
 Ayes: Tate, Freed, Rogers, Coy, O'Dell, Slechta, and Leal  
 Nays: None  
 Approved: 7-0

Item 14. Consider an annual contract for trade services for heat boxes with Entech Sales and Services.

Public Works Director Beck recommended approval of the annual contract to provide and install mechanical heat boxes that are being retrofitted at City Hall for an estimated amount of \$40,000.

Motion was made to approve the consent agenda as presented.

Motion: O'Dell  
 Second: Slechta  
 Ayes: Tate, Freed, Rogers, Coy, O'Dell, Slechta, and Leal  
 Nays: None  
 Approved: 7-0

Item 15. Consider renewal of the sole source agreement for the purchase and installation of water meters and associated equipment and manhole monitoring equipment from HydroPro Solutions, LLC.

Public Works Director Beck recommended approval of the sole source agreement for the purchase and installation of water meters and associated equipment and manhole monitoring equipment for an estimated amount of \$700,000.

Motion was made to approve the consent agenda as presented.

Motion: O'Dell  
 Second: Slechta  
 Ayes: Tate, Freed, Rogers, Coy, O'Dell, Slechta, and Leal  
 Nays: None  
 Approved: 7-0

Item 16. Consider approval for the purchase of analyzers for Train 2 for the Wastewater Treatment Plant from Hach.

Public Works Director Beck recommended approval of the purchase of oxygen and oxidation activity analyzers for Train 2 of the Wastewater Treatment Plant for an amount not to exceed \$29,597.

Motion was made to approve the consent agenda as presented.

Motion: O'Dell  
Second: Slechta  
Ayes: Tate, Freed, Rogers, Coy, O'Dell, Slechta, and Leal  
Nays: None  
Approved: 7-0

Item 17. Consider the minutes of the March 4, 2025 Regular City Council meeting.

City Secretary Tara Brooks recommended approval of the minutes as provided.

Motion was made to approve the consent agenda as presented.

Motion: O'Dell  
Second: Slechta  
Ayes: Tate, Freed, Rogers, Coy, O'Dell, Slechta, and Leal  
Nays: None  
Approved: 7-0

ADJOURNMENT

Motion was made to adjourn the meeting at 7:46 p.m.

Motion: Coy  
Second: Slechta  
Ayes: Tate, Freed, Rogers, Coy, O'Dell, Slechta and Leal  
Nays: None  
Approved: 7-0

Passed and approved by the City Council of the City of Grapevine, Texas on this the 1st day of April, 2025.

APPROVED:

\_\_\_\_\_  
William D. Tate  
Mayor

ATTEST:

\_\_\_\_\_  
Tara Brooks  
City Secretary