AGENDA
Irving City Council Work Session
Thursday, February 22, 2024 at 1:00 PM
City Hall, First Floor, Council Conference Room
825 West Irving Boulevard, Irving, TX 75060

Citizens that would like to provide a presentation to Council must submit their presentation(s) to Information Technology no later than 2:00 p.m. on the Tuesday prior to the work session or council meeting at councilpubpres@cityofirving.org.

DISCUSSION TOPIC

1  Citizen Comments on Items Listed on the Agenda
2  City Operations Update
3  Feasibility Study Review of Mustang Park Multi-Generational Community Recreation and Aquatic Center and Senter Park Indoor Aquatic Center
4  Review of Regular Agenda
5  Discussion on Impact Fee Ordinance Policies
6  Irving Ethics Code Review
7  Library Collection Discussion

EXECUTIVE SESSION

CERTIFICATION
I, the undersigned authority, do hereby certify that this Notice of Meeting was posted on the Kiosk at the City Hall of the City of Irving, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted by the following date and time: Friday, February 16, 2024 at 5:00 p.m., and remained so posted at least 72 hours before said meeting convened.

Shanae Jennings, City Secretary/Chief Compliance Officer
Date Notice Removed

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

Any item on this posted agenda could be discussed in executive session as long as it is within one of the permitted categories under sections 551.071 through 551.076 and section 551.087 of the Texas Government Code.

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 presiding officer or the consent of the Council.

This facility is physically accessible and parking spaces for the disabled are available. Accommodations for people with disabilities are available upon request. Requests for accommodations must be made 48 hours prior to the meeting. Contact the City Secretary’s Office at 972-721-2493 or Relay Texas at 7-1-1 or 1-800-735-2988.
Feasibility Study Review of Mustang Park Multi-Generational Community Recreation and Aquatic Center and Senter Park Indoor Aquatic Center

DISCUSSION:

ATTACHMENTS:

REVISION INFORMATION:
Prepared: 2/12/2024 09:34 AM by Alma A. Barraza
Last Updated: 2/16/2024 11:15 AM by Jennifer Avalon DeCurtis
AGENDA ITEM SUMMARY – WORK SESSION

Meeting: 2/22/2024
Recommending Department: Planning

Discussion on Impact Fee Ordinance Policies

DISCUSSION:

ATTACHMENTS:

WS Impact Fee Policies_02.22 (PDF)

REVISION INFORMATION:

Prepared: 1/26/2024 04:52 PM by Jocelyn Murphy
Last Updated: 2/16/2024 11:16 AM by Jennifer Avalon DeCurtis
Impact Fee Policies

City Council Work Session

February 22, 2024
Basis of Impact Fee Calculations

- Water/Wastewater Impact Fees are based on the water meter size
- Roadway Impact Fees are based on trip generation
- Drainage Impact Fees are based on amount of impervious ground cover
  - Drainage Impact Fee only applicable in the Heritage Drainage Area (Second/Shady Grove; MacArthur/Lucille).
# Cost per Service Unit Summary (All Infrastructure Types)

<table>
<thead>
<tr>
<th></th>
<th>Water</th>
<th>Wastewater</th>
<th>Drainage</th>
<th>Roadway Service Area 1</th>
<th>Roadway Service Area 2</th>
<th>Roadway Service Area 3</th>
<th>Roadway Service Area 4</th>
<th>Roadway Service Area 5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Cost of Projects (CIP Costs + Financing Costs)</strong></td>
<td>$242,255,986</td>
<td>$297,363,466</td>
<td>$24,792,535</td>
<td>$19,560,493</td>
<td>$30,581,589</td>
<td>$23,128,750</td>
<td>$21,348,374</td>
<td>$69,483,532</td>
</tr>
<tr>
<td><strong>Impact Fee-Eligible Cost of Projects</strong></td>
<td>$71,806,108</td>
<td>$48,699,584</td>
<td>$1,190,042</td>
<td>$8,786,997</td>
<td>$23,693,392</td>
<td>$22,183,152</td>
<td>$9,834,962</td>
<td>$68,032,622</td>
</tr>
<tr>
<td><strong>Credit-Adjusted Impact Fee-Eligible Cost of Projects</strong></td>
<td>$61,639,914</td>
<td>$41,658,332</td>
<td>$1,140,579</td>
<td>$8,420,278</td>
<td>$22,398,484</td>
<td>$16,594,362</td>
<td>$9,479,387</td>
<td>$64,312,562</td>
</tr>
<tr>
<td><strong>Service Units</strong></td>
<td>22,365</td>
<td>22,365</td>
<td>696,960</td>
<td>12,222</td>
<td>13,908</td>
<td>113,485</td>
<td>6,676</td>
<td>9,730</td>
</tr>
<tr>
<td><strong>Actual Cost of Service</strong></td>
<td>$3,210</td>
<td>$2,177</td>
<td>$1.71</td>
<td>$718</td>
<td>$1,703</td>
<td>$195</td>
<td>$1,473</td>
<td>$6,992</td>
</tr>
<tr>
<td><strong>Credited Maximum Cost per Service Unit</strong></td>
<td>$2,756</td>
<td>$1,862</td>
<td>$1.64</td>
<td>$688</td>
<td>$1,610</td>
<td>$146</td>
<td>$1,419</td>
<td>$6,609</td>
</tr>
<tr>
<td><strong>50% Credit to Actual Cost per Service Unit</strong></td>
<td>$1,605</td>
<td>$1,088</td>
<td>$0.85</td>
<td>$359</td>
<td>$851</td>
<td>$97</td>
<td>$736</td>
<td>$3,496</td>
</tr>
</tbody>
</table>
Calculating an Impact Fee

**Example:** Single-Family* Development with collection rate for Roads of $1000 per vehicle-mile, Water at $2,756, Wastewater at $1,862 and Drainage at $1.64 per square foot impervious surface.

1 Single-Family Dwelling*

<table>
<thead>
<tr>
<th>Component</th>
<th>Calculation</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roads</td>
<td>1 dwelling unit x 5.30 veh-miles/dwelling unit = 5.30 veh-miles</td>
<td>$5,300.00</td>
</tr>
<tr>
<td></td>
<td>5.30 veh-miles x $1,000/veh-mile =</td>
<td></td>
</tr>
<tr>
<td>Water (5/8” x 3/4” Meter):</td>
<td>1.00 service units x $2,756/service unit =</td>
<td>$2,756.00</td>
</tr>
<tr>
<td>Wastewater (5/8” x 3/4” Meter):</td>
<td>1.00 service units x $1,862/service unit =</td>
<td>$1,862.00</td>
</tr>
<tr>
<td>Drainage:</td>
<td>2,520 sq. ft. x $1.64/sf =</td>
<td>*$4,132.80</td>
</tr>
<tr>
<td><strong>Total Impact Fee:</strong></td>
<td>Roads + Water + Wastewater + Drainage =</td>
<td>$14,050.80</td>
</tr>
</tbody>
</table>

* Assumptions: Average lot size 7,200 sf (60’x120’) with 35% coverage in Heritage Drainage Area.
# Roadway Service Areas

<table>
<thead>
<tr>
<th>Service Area</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
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<tbody>
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Attachment: WS Impact Fee Policies_02.22 (14397 : 56 Impact Fee Ordinance Policies)
# Recommended Fee Structure

### Multi-family and Light Industrial (Manufacturing/Warehouse/Distribution)
- Credited Maximum Cost per service unit for Water, Wastewater, and Drainage
- Cap Roadway Fee at $1,000, $500, or $200 per service unit

<table>
<thead>
<tr>
<th>Service Area</th>
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*Attachment: WS Impact Fee Policies_02.22 (14397 : 56 Impact Fee Ordinance Policies)*
### Recommended Fee Structure

- **All Other Development Types** - (Single Family, Duplex, Office, Retail, Commercial, Institutional, etc.)
  - 50% Actual Cost per service unit for Water, Wastewater, and Drainage
  - Cap Roadway Fee at $1000, $500, or $200 per service unit

<table>
<thead>
<tr>
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<td>$97</td>
<td>$736</td>
<td>$3,496</td>
</tr>
<tr>
<td>Service Unit</td>
<td>Fee</td>
<td>Service Unit</td>
<td>Fee</td>
<td>Service Unit</td>
<td>Fee</td>
<td>*Total Fee</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Warehouse - 250,000 S.F. - 4” Meter</td>
<td>$2,756</td>
<td>$110,240</td>
<td>$1,862</td>
<td>$74,480</td>
<td>$200</td>
<td>$40,000</td>
<td>$224,720</td>
<td></td>
</tr>
<tr>
<td>- W. Northgate</td>
<td>$2,756</td>
<td>$110,240</td>
<td>$1,862</td>
<td>$74,480</td>
<td>$500</td>
<td>$100,000</td>
<td>$284,720</td>
<td></td>
</tr>
<tr>
<td>Data Center - 264,400 S.F. - 4” Meter</td>
<td>$2,756</td>
<td>$110,240</td>
<td>$1,862</td>
<td>$74,480</td>
<td>$1000</td>
<td>$200,000</td>
<td>$384,720</td>
<td></td>
</tr>
<tr>
<td>Multi-family - 370 units - 6” Meter - (Rosewood on W. John Carpenter)</td>
<td>$2,756</td>
<td>$146,895</td>
<td>$1,862</td>
<td>$99,245</td>
<td>$146</td>
<td>$103,178</td>
<td>$349,317</td>
<td></td>
</tr>
</tbody>
</table>

*Add Drainage Impact Fee if located in the Heritage Drainage Area (Second/Shady Grove; MacArthur/Lucille).
| Service | Water | Sewer | Roadway | *Total Fee*
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Fee/$Service Unit</td>
<td>Fee</td>
<td>Fee/$Service Unit</td>
<td>Fee</td>
<td>Fee/$Service Unit</td>
</tr>
<tr>
<td><strong>Wells Fargo</strong>&lt;br&gt;- Office&lt;br&gt;- 858,204 S.F.&lt;br&gt;- 6” Meter &amp; - 4” Meter</td>
<td>$1,605</td>
<td>$149,747</td>
<td>$1,088</td>
<td>$101,510</td>
</tr>
<tr>
<td></td>
<td>$1,605</td>
<td>$149,747</td>
<td>$1,088</td>
<td>$101,510</td>
</tr>
<tr>
<td></td>
<td>$1,605</td>
<td>$149,747</td>
<td>$1,088</td>
<td>$101,510</td>
</tr>
<tr>
<td></td>
<td>$1,605</td>
<td>$149,747</td>
<td>$1,088</td>
<td>$101,510</td>
</tr>
<tr>
<td><strong>Christus</strong>&lt;br&gt;- Office&lt;br&gt;- 458,556 S.F.&lt;br&gt;- 4” Meter</td>
<td>$1,605</td>
<td>$85,547</td>
<td>$1,088</td>
<td>$57,990</td>
</tr>
<tr>
<td></td>
<td>$1,605</td>
<td>$85,547</td>
<td>$1,088</td>
<td>$57,990</td>
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<tr>
<td></td>
<td>$1,605</td>
<td>$85,547</td>
<td>$1,088</td>
<td>$57,990</td>
</tr>
<tr>
<td></td>
<td>$1,605</td>
<td>$85,547</td>
<td>$1,088</td>
<td>$57,990</td>
</tr>
<tr>
<td><strong>Grocery Store</strong>&lt;br&gt;- 121,000 S.F.&lt;br&gt;- 4” Meter</td>
<td>$1,605</td>
<td>$64,200</td>
<td>$1,088</td>
<td>$43,520</td>
</tr>
<tr>
<td></td>
<td>$1,605</td>
<td>$64,200</td>
<td>$1,088</td>
<td>$43,520</td>
</tr>
<tr>
<td></td>
<td>$1,605</td>
<td>$64,200</td>
<td>$1,088</td>
<td>$43,520</td>
</tr>
<tr>
<td><strong>Single Family</strong>&lt;br&gt;- 5/8”x 3/4” Meter</td>
<td>$1,605</td>
<td>$1,605</td>
<td>$1,088</td>
<td>$1,088</td>
</tr>
<tr>
<td></td>
<td>$1,605</td>
<td>$1,605</td>
<td>$1,088</td>
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<td>$1,605</td>
<td>$1,088</td>
<td>$1,088</td>
</tr>
</tbody>
</table>

*Add Drainage Impact Fee if located in the Heritage Drainage Area (Second/Shady Grove; MacArthur/Lucille). Typical drainage impact fee for single family home on a 7200 square foot lot in Heritage Drainage Area would be $2,142.*
Policy Considerations

• The City may set different impact fee charges (below the legal maximum) for different development types (i.e. multi-family, light industrial) but the application of fees should be uniform for the same development types that are similarly situated.

• Once adopted, Impact Fees cannot be waived, but Chapter 380 Economic Development Grants may be provided as part of an Economic Incentive Agreement for a project to pay for or reimburse the cost of required Impact Fees.

• New development on Lots that have been platted prior to the adoption of Impact Fees are not required to pay Impact Fees for one year immediately following the date of adoption of a new Impact Fee Ordinance.
Next Steps

- **Thursday December 7 - Planning and Development Committee Meeting**: Discuss Recommendations for Impact Fee Calculations and Collection Policy
- **Thursday January 25, 2024 – City Council Work Session**: Review Draft Ordinance
- **Thursday February 8 - City Council Regular Meeting**: Resolution calling for the second public hearing
- **Saturday February 17**: Notice of the March 21 public hearing is published in the Rambler (Per State Law, minimum of 30-days prior to the public hearing)
- **Thursday February 22, 2024 – City Council Work Session**: Review Collection Policy Options
- **Not later than March 15**: Capital Improvement Advisory Committee (CIAC) Report and Recommendation provided to the City Council (per State law, not later than 5 days prior to the second public hearing)
- **Thursday March 21 - City Council Regular Meeting**: Conduct Public Hearing #2
- **Thursday April 11 - City Council Regular Meeting**: Consider adoption of an Impact Fee Ordinance. (Per State law, within 30 days of Public Hearing #2)
- **Begin Implementation of Impact Fee**: Recommend Effective Date 90-days after date of adoption of the ordinance
Discussion
Irving Ethics Code Review

DISCUSSION:

ATTACHMENTS:

Irving Ethics Code Review - 2024 (PDF)

REVISION INFORMATION:

Prepared: 2/15/2024 05:23 PM by Marivi Gambini
Last Updated: 2/16/2024 08:18 AM by Cecilia Castillo
Irving Ethics Code Review

Work Session

February 22, 2024
Background

- Irving City Charter Art. IV, Sec. 15-A
  - Requires City Council:
    - To adopt a code of ethics; and
    - Review the code of ethics every five (5) years
  - Originally approved by voters on May 22, 2013
  - Amended by voters on May 17, 2023
- **Code of Ethics** adopted by City Council on August 7, 2014
Irving Ethics Code: Overview

• Article I: Ethics Code of Conduct
• Article II: Ethics Policy
• Article III: Enforcement
• Article IV: Definitions
Ethics Code of Conduct

• **Section 1.01** – General *standards of conduct* for every member, applicant, or candidate for the city council, appointed board, committee, and commission members (“City officials”)

• **Section 1.02** – Does not apply to food, lodging, transportation, or entertainment as a guest or other benefits which are allowed by applicable state law
• **Section 2.01 – Board Appointments**
  
  • **City Council will:**
    - Make all board and commission appointments consistent with the Ethics Policy
    - Not appoint any person to a board or commission if such appointment would violate the Ethics Policy
    - Shall remove any appointee whose service is found to be in conflict with the Ethics Policy
  
  • **Irving City Code Sec. 38-4:** The city council may remove a board member whose service is found to be in conflict with Article I of the Irving Ethics Code.
Ethics Policy

• Section 2.02 – Lobbyists
  • Registration required for:
    • A person/ entity who engages in lobbying activities for compensation in excess of:
      • $500 for any single engagement or
      • $2,000 for all engagements in a given calendar year; or
    • The person or entity expends monies for lobbying activities in excess of $1,000 in a calendar year.
  • Appearances: Lobbyist disclosure before City Council or a City board or commission and on sign-in sheets.
  • Exception: An engineer, architect, or other person or firm who represents a property owner in a planning or zoning matter and signs a City application relating to such matter is not a lobbyist for this policy.
Ethics Policy

• Section 2.03 – Political Campaigns
  • Influencing Subordinates
  • Campaign Contributions Limits
    • Single Member Places: $10,000
    • Mayor & At-Large Places: $25,000
    • Apply to each election or run-off election and are not cumulative
    • Don’t apply to contributions made to a candidate’s own campaign by the candidate, the candidate’s spouse, or a person related to the candidate by blood or marriage
  • Prohibited Campaign Contributions
    • Campaign Contributions include both direct campaign contributions and any loan(s) to a candidate.
    • Individuals or entities seeking discretionary contracts, legal signatories of such contracts, any immediate family members of these individuals, or attorneys, lobbyists, or other consultants retained to assist in seeking discretionary contracts are prohibited from making campaign contributions to candidates while such contracts are pending, active, or under consideration by the City Council.
Ethics Policy

• Section 2.04 – Rule for Contractors: Discretionary Contracts
  • An individual or entity seeking a discretionary contract from the City is required to disclose in a proposal for a discretionary contract certain information on a form provided by the City.

• Section 2.05 – Representation of Private Interests
  • Representation before the City by a Member of the Board
  • Representation for Compensation Before the City by City Officials
    • Excepts appointed board members
  • Representation in Litigation Adverse to the City
Enforcement

- **Section 3.01 – Filing a Complaint** for a violation of Article II of the Ethics Policy
- **Section 3.02 – Complaint Review** by the City Secretary
- **Section 3.03 – Hearing** before the City Council
Questions?
Library Collection Discussion

DISCUSSION:

ATTACHMENTS:

REVISION INFORMATION:
Prepared: 1/25/2024 01:24 PM by Anthony Cao
Last Updated: 2/13/2024 09:36 AM by Anthony Cao