

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 2, ADMINISTRATION, SEC 2-223 POLICY IN ITS ENTIRETY, BY ADOPTING RECORDS MANAGEMENT PROCESS FOR FEDERAL GRANTS, OF THE CODE OF ORDINANCES OF THE CITY OF DEER PARK, TEXAS AND PROVIDING FOR AN EFFECTIVE DATE AND PROVIDING FOR SEVERABILITY.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DEER PARK:

WHEREAS, the Records Management Program section of the Code of Ordinances needs to be updated to include processes for record retention for U.S. Treasury's ARPA compliance requirements (2 CFR §200.334–337) for federal grant records.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DEER PARK, TEXAS:

1. That *Article VI – Public Records, Division 2 – Records Management Program, Chapter 2 Administration, Sec 2-223 - Policy* of the Code of Ordinances, City of Deer Park, Texas, is hereby amended in full to read as follows:

Sec. 2-223. Policy

It is hereby declared to be the policy of the city to provide for efficient, economical and effective controls over the creation, distribution, organization, maintenance, use and disposition of all city records through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the state Local Government Records Act, V.T.C.A., Local Government Code § 201.001 et seq. and accepted records management practice.

For all projects funded in whole or in part with federal ARPA (American Rescue Plan Act) funds, the City shall retain all financial, programmatic, procurement, and compliance records for a minimum of five (5) years after submission of the final expenditure report to the U.S. Department of the Treasury. These records shall be made available to the Treasury, the Office of Inspector General, or other authorized federal representatives upon request.

2. This ordinance is made effective immediately upon approval.
3. If any provision of this Ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

4. It is officially found and determined that the meeting at which this Ordinance was adopted was open to the public, and that public notice of the time, place and purpose of said meeting was given, all as required by Chapter 551 of the Government Code of the State of Texas.

5. In accordance with Article VIII, Section 1 of the City Charter, this Ordinance was

introduced before the City Council of the City of Deer Park, Texas, **passed, approved and adopted** on this
the ____ day of _____, 2025 **by a vote of** _____ **“Ayes” and** _____ **“Noes”**.

MAYOR, City of Deer Park, Texas

ATTEST:

City Secretary

APPROVED:

City Attorney