



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

MINUTES

**CALL TO ORDER**

City Councilperson Cole Humphreys called to order the City of Grand Prairie Finance and Government Committee meeting at 2:30 p.m. on Tuesday, February 1, 2022 in the City Hall, Council Chambers, 300 West Main Street, Grand Prairie, Texas.

**MEMBERS PRESENT**

City Councilperson Cole Humphreys  
 City Councilperson Kurt Johnson

**MEMBERS ABSENT**

Chairperson Jeff Copeland

**GUESTS IN ATTENDANCE**

No guests were recognized as being in attendance.

**STAFF PRESENTATIONS**

1. Employee Insurance Fund Quarterly Update  
 Human Resources Director, Lisa Norris, presented the Employee Insurance Fund Quarterly Report. She stated that revenues are trending on track with projections, and she noted anomalies, such as higher claims in December. Ms. Norris explained the projection process and trends. Discussions took place about the requirements for fund balances and which funds are 100% employee funded.
2. Quarterly Investment Report  
 Treasury and Debt Manager, Brady Olsen, presented information on the Quarterly Investment Report. He reviewed the investment portfolio and noted adjustments that were made in anticipation of higher interest rates. Mr. Olsen also discussed pooled investments. Deputy City Manager, Ms. Cheryl De Leon, noted that Mr. Olsen does an outstanding job overseeing the City's investments.
3. Facility Construction Process Overview Presentation  
*The Facility Construction Process Overview Presentation was postponed until the end of the meeting.* Director of Municipal Facilities Design and Construction, Andy Henning, presented information for Item 3. Mr. Henning outlined the process, including a detailed slide show presentation. Mr. Henning also offered a break down on how contingencies are spent. A discussion took place about adjusting terminology to more accurately describe contract change orders to lay persons (e.g., contract amendment).

**CONSENT AGENDA**

## 4. Minutes from the Finance and Government Committee Meeting January 4, 2022

Councilperson Cole Humphreys presented for approval the Minutes from the January 4, 2022, Finance and Government Committee meeting.

Councilperson Kurt Johnson moved to approve the Finance and Government Committee January 4, 2022 minutes, as presented. Councilperson Cole Humphreys seconded the motion. The motion passed 2-0.

Ayes: Humphreys, Johnson

Nays: None

Absent: Chairperson Jeff Copeland

**ITEMS FOR INDIVIDUAL CONSIDERATION**

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

Mr. Brady Olsen presented information for Item 5. He reviewed the Council’s authorization in December of the intent to issue debt to fund the Annual Capital Improvement Projects (CIP). Mr. Olsen stated the City is ready to authorize the debt. He also noted that it is within the current tax rate to absorb the new debt. Mr. Olsen additionally stated that a full recap of the investment activity will be presented in the next two months.

Councilperson Kurt Johnson moved to approve Item 5, as presented. Councilperson Cole Humphreys seconded the motion. The motion passed 2-0.

Ayes: Humphreys, Johnson

Nays: None

Absent: Copeland

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

Parks, Arts, and Recreation Director, Duane Strawn, presented information for item 6. Mr. Strawn provided an update from the budget retreat regarding the master plan for Turner Park. The master plan will be executed in phases, and he outlined what projects will be completed in each phase. A discussion took place about the scope of the project and the steps involved. Additional discussion took place about diversifying the vendor selections.

Councilperson Kurt Johnson moved to approve Item 6, as presented. Councilperson Cole Humphreys seconded the motion. The motion passed 2-0.

Ayes: Humphreys, Johnson

Nays: None

Absent: Copeland

## 7. Change Order/Amendment No. 4 with Hill &amp; Wilkinson General Contractors in the amount of

\$116,915.86 for final project closeout change orders regarding Phase 3 Construction of the CityHall Municipal Campus

Mr. Andy Henning presented information for Item 7. He noted that Item 7 is the last change order request for the project. Mr. Henning explained that if contingency funds are not used, they can be used to fund items in the project that were removed from the scope in order to end the project on time and on budget. The final expenditures will be \$66,000 less than projected.

Councilperson Kurt Johnson moved to approve Item 7, as presented. Councilperson Cole Humphreys seconded the motion. The motion passed 2-0.

Ayes: Humphreys, Johnson

Nays: None

Absent: Copeland

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

Director of Engineering and Public Works, Gabe Johnson, presented information for Item 8 and Item 9. Mr. Johnson stated that both Items 8 and 9 are master plans. Item 8 is the Wastewater Master Plan, and Item 9 is the Water Master Plan. The master plans are required by TCEQ and are done every five years. One of the components in the master plans include impact fee updates. Mr. Johnson briefly discussed the breakdown of the impact fees, and how impact fees vary in different areas of the City (e.g., north, south).

Mr. Johnson noted that the \$1,492,054 in Item 8 total is two projects rolled into one, and he discussed the dollar value for each of the two projects.

Councilperson Kurt Johnson moved to approve Item 8, as presented. Councilperson Cole Humphreys seconded the motion. The motion passed 2-0.

Ayes: Humphreys, Johnson

Nays: None

Absent: Copeland

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

*See Item 8 for additional discussion for Item 9.*

Mr. Gabe Johnson stated that there are three primary components to Item 9: the master plan, the impact fee updates, and TCEQ mandates. He also discussed the approximate cost for each component.

Councilperson Kurt Johnson moved to approve Item 8 and Item 9, as presented.

Councilperson Cole Humphreys seconded the motion. The motion passed 2-0.

Ayes: Humphreys, Johnson

Nays: None

Absent: Copeland

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

Mr. Andy Henning presented information for Item 10. He stated that the timing of when the project started was ahead of the supply chain issues, and that none of the \$3,000,000 contingency funds had been used. He did note that the water and light show contracted with OTL had been impacted by the supply chain issues. After considering a scaled down version, the conclusion was drawn that the original, full design is recommended. A discussion took place regarding use of the contingency funds.

Councilperson Kurt Johnson moved to approve Item 10 as presented. Councilperson Cole Humphreys seconded the motion. The motion passed 2-0.

Ayes: Humphreys, Johnson

Nays: None

Absent: Copeland

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

*See Item 12 for Item 11 discussion and vote.*

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

Police Operations Support Bureau Assistant Director, Ryan Simpson, presented information for Item 11 and 12. Mr. Simpson referred to a previous presentation to City Council.

Mr. Simpson stated that currently, all violations issued by Code Enforcement are classified as criminal violations. Item 11 would allow the flexibility to move some of the violations to a civil or administrative process. Police Chief, Daniel Scesney, additionally explained that that code violations, such as high grass, issued as civil violations instead of criminal violations could reduce staff time substantially, allowing Code Enforcement Officers to be in the field more often.

Mr. Simpson explained that Item 12 is regarding approval of an agreement with a vendor to facilitate the process. He also discussed fines, escalation as needed, and eventual penalties, including placing liens on properties and Justice of the Peace (JP) Court.

Councilperson Kurt Johnson moved to approve Items 11 and 12 as presented. Councilperson

Cole Humphreys seconded the motion. The motion passed 2-0.

Ayes: Humphreys, Johnson

Nays: None

Absent: Copeland

A discussion took place about hiring consultants and contractors instead of utilizing staffing resources. Ms. Cheryl De Leon explained the benefits of using expert contractors and vendors.

**EXECUTIVE SESSION**

No Executive Session was held.

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

**CITIZEN COMMENTS**

No citizen comments were made.

**ADJOURNMENT**

There being no further business, the Finance and Government Committee meeting adjourned at 4:21 PM.

  
 Chairperson, Jeff Copeland  
 Finance and Government Committee *Copeland*

3-1-22  
 Date