



MINUTES

CALL TO ORDER

Chairman Humphreys called the meeting to order at 2:30 p.m.

PRESENT

Chairman Cole Humphreys

Council Member Kurt Johnson

Council Member Junior Ezeonu

STAFF PRESENTATIONS

1. Part Time Pay Plan Impact

Human Resources Director Lisa Norris provided an update on part-time and seasonal hiring, discussed hiring challenges and impact, especially with Parks Department part-time seasonal positions. She discussed strategies for hiring at the new rate of fifteen dollars for part-time seasonal positions, discussed referral incentives, their advertising campaign and hiring fairs conducted. Ms. Norris said results indicate there are less than twenty vacancies, one hundred sixty-two were hired, seventy-nine at hiring fairs. She said the most effective hiring sources are friends and family, and Grand Prairie websites and social media. Parks, Arts and Recreation Director Ray Cerda thanked the Human Resources team and pointed out that this is the first time aquatics has been fully staffed since 2019. Chairman Humphreys said he remembers seeing pools closed in the past because lifeguards were not available. Council Member Ezeonu thanked staff and discussed the impact of a living wage in relation to working students.

CONSENT AGENDA

Chairman Humphreys noted a change to item nine which should read the contract is not to exceed \$33,150 annually and not to exceed \$94,800 in total. Council Member Johnson asked staff to clarify agenda items five through eight, eleven, twelve and fourteen (see notes below). Council Member Johnson moved, seconded by Council Member Ezeonu, to approve items two through fourteen, with the noted amendment to item number nine. The motion carried unanimously.

2. Minutes of the May 2, 2023 Finance and Government Committee Meeting

Approved on Consent Agenda

3. Contingency Transfer for Radio Interoperability Assistance Program Allowable Expenses for the amount of \$70,064.00 (Reviewed by the Finance and Government Committee on 07/11/2023)

Approved on Consent Agenda

4. Pipeline License Agreement with DFW Midstream Services, LLC allowing a gas pipeline to cross City Right-of-Way at 2501 Hardrock Road near SH 161, Dallas County for a lump sum payment of \$7,425.00

(Reviewed by the Finance and Government Committee on 07/11/2023)

Approved on Consent Agenda

5. Change Order 02 with McMahon Contracting, LP in the amount of \$8,576.43 for pavement markings and signage revisions, additional sod, and conduit for the Stadium Drive Paving, Drainage, and Water Improvement Project (Reviewed by the Finance and Government Committee on 07/11/2023)

Engineering Services Director Noreen Housewright explained this change order for stadium drive to rectify final change order for all bid items which is part of the contingency. She explained based on the estimate at time of bid, this was the difference of the initial measurements and final cost. Council Member Johnson said he is uncomfortable that this is brought forward now as it is a significant amount of money. Deputy City Manager Bill Hills explained when bidding, the bidders provide estimates until more precise measurements can be made.

Approved on Consent Agenda

6. Data conversion and clean-up of Water Utility Customer Service data through Shibumi Consulting Services, LLC. totaling an amount not to exceed \$120,000.00 (Reviewed by the Finance and Government Committee on 07/11/2023)

Council Member Johnson asked to clarify why and how this service is used. Information Technology Director Officer Keshnel Penny and IT Project Administrator Michael Joy discussed the three bids received, discussed the service and noted it is this vendor's particular expertise.

Approved on Consent Agenda

7. Professional Engineering Services contract with Freese and Nichols to update and complete design drawing and specifications, provide bid services, as well as construction phase services for the Day Mirar Road from Ragland Road to Prairie Waters Drive project in the amount of \$95,010 (Reviewed by the Finance and Government Committee on 07/11/2023)

Mr. Johnson asked for clarification of this item and funding. Ms. Housewright reviewed the item and discussed possible funding source, noting she would provide a more accurate update prior to the Council meeting.

Approved on Consent Agenda

8. Contract Amendment 02 with 720 Design, Inc for Phase 2 of interior design for entry lobby renovations of the Memorial Library in the amount of \$39,750 and an additional \$22,500 for exterior design and reimbursable expenses for a funding request of \$62,250 (Reviewed by the Finance and Government Committee on 07/11/2023)

Council Member Johnson asked for clarification of this item and how the design firm was chosen. Deputy City Manager / City Attorney Megan Mahan noted the contract did not go to council for approval because it was under fifty thousand dollars. Ms. Mahan described the request for proposal and each phase of the project and associated costs. Design and Construction Manager Andy Henning discussed how the ranking and scoring was conducted to choose the vendor and the extent/quality of experience desired. There was further discussion on other vendors reviewed during the process.

Approved on Consent Agenda

9. Annual Contract for maintenance of existing hardware and software. with Envisionware in the amount of \$29,275.30. This contract will be for one year with the option to renew for two additional one-year periods totaling \$87,825.90 over three years if all extensions are exercised

(see noted changes in motion)

Approved on Consent Agenda

10. Ordinance Amending the FY2022-2023 Solid Waste Operating Budget for a decrease of \$264,782 and amending the Solid Waste Capital Projects fund for an increase of \$264,782; award a construction contract for 2023 Landfill Gas Control and Collection System Updates to TriCon Works LLC in the amount of \$1,304,899 and a Construction Quality Assurance contract to Weaver Consultants Group in the amount of \$146,417; 5% contracts contingency in the amount of \$72,565.80 for a total of \$1,523,881.80 (Reviewed by the Finance & Government on 07/11/2023)

Approved on Consent Agenda

11. Ordinance amending the FY2022/2023 Pooled Investment Fund and Capital Lending Fund budgets

Council Member Johnson asked for clarification on this item. Audit and Budget Director Thao Vo indicated he was not aware why it was not completed in the last fiscal year and said this is clean up as closing was anticipated last year, but did not close until this year. Mr. Vo said the Public Improvement District will reimburse five thousand for the concrete wall and noted there will be a year-end when departments reallocate funds

Approved on Consent Agenda

12. Annual Contract with Infinity Sound, LTD for Stage and Theater Curtains, Lighting, Sound Systems, and Supplies. This contract will be for one year in the amount of \$100,000 with the option to renew for four additional one-year periods totaling \$500,000 if all extensions are exercised

Council Member Johnson asked for clarification of this item and if the contract had been used in the past. Deputy City Manager Cheryl De Leon advised it is an annual contract used if needed but was not a guarantee. She also noted it was used in the past.

Approved on Consent Agenda

13. Assignment of Contract(s) for motor fuels from U.S. Oil, a division of U.S. Venture Inc. to U.S. Energy in the amount of \$3,000,000.00

Approved on Consent Agenda

14. Annual Contract for Fuel Card Services and Related Products from FleetCor Technologies dba Fuelman in the amount of \$180,000 annually through a Master Cooperative Agreement with Omnia Partners. This contract will be for one year with the option to renew for two additional one-year periods totaling \$540,000 if all extensions are exercised

Council Member Johnson asked for clarification of this item. Fire Chief Robert Fite explained they use city credit cards to get fuel and keeping up with receipts is hard, so with this service both Police & Fire Departments can issue specific cards with pin numbers to use at any gas station.

Approved on Consent Agenda

ITEMS FOR INDIVIDUAL CONSIDERATION

15. Change Order # 1 in the amount of \$2,829,945.94 to extend for five years the Motorola Managed Services and add a Radio Management Hosted Solution to the Annual contract with Motorola Solutions for a total cost of \$6,137,591.22

Chief Information Officer Keshnel Penny informed the committee the change order presented is to extend Managed Services for an additional five years through 12/31/2029. This would include adding Radio Management Hosted Solution. Motorola's Managed Services solution allows the City of Grand Prairie to not only connect all critical City services (including Police, Fire, Public Works, and Parks) to each other via radios but also facilitate membership in The North Texas Interoperable Radio Network (NTIRN).

Council Member Johnson inquired on the yearly increase. Mr. Penny advised the yearly increase is due to market demands and the addition of the Radio Management Hosted Solution.

Council Member Ezeonu moved, seconded by Council Member Johnson to approve this item. The motion carried unanimously.

16. Annual Contract for SpryPoint Software from Precision Task Group, Inc. (PTG) in an initial annual amount of \$240,775.00 through a Master Interlocal Agreement with Omnia Partners, with an implementation cost of \$732,800.00. This contract will be for one year with the option to renew for four additional one-year periods totaling \$2,063,233.87, which includes a 5% annual increase if all extensions are exercised

IT Business Project Administrator Michael Joy informed the committee the current Water Utility Customer Service software has been in use, by the city, since 1989. With aging infrastructure, costs to maintain this system are steadily rising, requiring the use of specialized vendors and Information Technology staff to operate outside of normal business hours to ensure the system is working daily. The “Software as a Service” (SaaS) SpryPoint from PTG will allow the city to manage workflows, customer engagement, data management, field service, and record-keeping related to utility customer service. The software leverages modern cloud architecture, reducing future equipment and maintenance costs while positioning for future software integrations. The software will help reduce manual processes while providing staff with more resources to support customer engagement for water utilities for our residents.

Council Member Johnson inquired when the software would be implemented and who would be doing the marketing. Mr. Joy said he hopes the software would be implemented by November. Deputy City Manager Cheryl De Leon said the city's Marketing Department would handle the marketing.

Council Member Ezeonu moved, seconded by Council Member Johnson to approve this item. The motion carried unanimously.

17. Professional Engineering Services contract with Garver, LLC for the preliminary survey and alignment study for Shady Grove Road Reconstruction from Belt Line Road to Roy Orr Boulevard in the amount of \$872,762.00

Director of Engineering Services Noreen Housewright informed the committee that as part of the approved CIP projects, the City of Grand Prairie has identified the expansion of Shady Grove Road, between Roy Orr Boulevard to Belt Line Road. Before work can begin, an alignment study is required and will provide the following outcomes; Identify the future alignment of Shady Grove Road; Identify and quantify the required proposed right of way and easement needs; Receive input from local residents; Identify franchise utility conflicts and begin the process of relocations; Develop an opinion of probable cost at each phase of the study that closely relate to the City of Grand Prairie’s CIP for budget considerations. The proposed roadway section is an undivided four (4) 12-foot travel lanes (four land – two way) with curb and gutters including a six (6) foot wide sidewalk on both sides of the road. The project also includes either widening the existing bridge over Bear Creek or constructing a stand-alone second bridge to replace the existing bridge. Storm drain will be reviewed and considered during the study and an environmental assessment will also be included.

Council Member Johnson inquired if this project was bid out. Ms. Housewright said this was an RFQ and Garver, LLC was selected as the most qualified professional after reviewing their RFQ submittal. Chairman Humphreys inquired on the source of funds for this project. Ms. Housewright advised the source of funds for this project is the Streets CIP Fund.

Council Member Ezeonu moved, seconded by Council Member Johnson to approve this item. The motion carried unanimously.

18. Construction contract with McMahon Contracting LP for the FY 2023 Miscellaneous Drainage Projects in the contract amount of \$498,281.00 for the base bid, a 5% construction contract contingency in the amount of \$24,914.05, materials testing with Team Consultants for \$7,761.90, and in-house engineering in the amount of \$24,914.05 for a total construction project cost of \$555,871.00

Director of Engineering Services Noreen Housewright informed the committee this project repairs South Fork Cottonwood Creek bottom washout areas adjoining the Marshall Drive and Robinson Road bridge toe walls and repairs sink holes and installs weep hole screens along the Dalworth Creek concrete channel between Carrier Parkway and Blackburn Street.

The project will provide 400 cubic yards of 18-inch grouted rock riprap and 80 cubic yards of 24-inch rock riprap along the toe wall edges of the recently completed Marshall Drive and Robinson Road bridges across South Fork Cottonwood Creek, repair two sink holes that have developed behind the Dalworth Creek concrete channel wall near Turner Boulevard and install 350 protective screens on the weep holes of the Dalworth Creek concrete channel wall to help protect from further erosion problems.

Council Member Ezeonu moved, seconded by Council Member Johnson to approve this item. The motion carried unanimously.

19. Annual Contract for Vehicle and Equipment Telematics from Samsara (up to \$188,000.00 annually) through a Master Cooperative Agreement with Sourcewell. This contract will be for one year, with the option to renew for two additional one-year periods totaling \$564,000.00 if all extensions are exercised

Director of General Services Jayson Ramirez informed the committee this annual contract will be used by the Fleet Services Division for vehicle telematics for all City owned vehicles and equipment, this annual contract will expand the existing system to include additional fleet vehicles, equipment, for ongoing support and maintenance, subscriptions, and professional services as may be required.

Fleet Services currently uses telematics on 536 vehicles to assist other departments in monitoring City assets. Telematics tools capture critical telemetry such as mileage, hours, fuel consumption, error codes, and vehicle and/or equipment location. The data is electronically transmitted in real time to our fleet management system (FMS) utilizing cellular technology.

Council Member Johnson mentioned the information received did not include the quotes. Deputy City Manager Megan Mahan advised this is not required as the City approved a Master Interlocal Agreement with Sourcewell; whereby, the City could make use of all the entities agreement(s). Council Member Johnson inquired who the agreement is with. Ms. Mahan advised the agreement is with Samsara through a Master Interlocal Agreement with Sourcewell. Council Member Ezeonu asked if the installation will be done in house. Mr. Ramirez advised installation would be done in house.

Council Member Ezeonu moved, seconded by Council Member Johnson to approve this item. The motion carried unanimously.

20. Annual Contract for Power Generation Service and Repairs from Holt Cat (up to \$330,000.00 annually) through a Master Cooperative Agreement with Sourcewell. This contract will be for one year with the option to renew for two additional one-year periods totaling \$990,000.00 if all extensions are exercised

Director of General Services Jayson Ramirez informed the committee this annual contract will be used by General Services and Water Utilities for original equipment manufacturer (OEM) repairs and other services on City owned generators on an as-needed basis. Services include preventive maintenance, repairs, and annual load tests of generators throughout the city.

Mr. Ramirez presented previous contract information. Council Member Johnson mentioned he would not ask as many questions if the information presented was provided in the agenda packet for the committee to review.

Council Member Ezeonu moved, seconded by Council Member Johnson to approve this item. The motion carried unanimously.

21. Construction Manager at Risk (CMAR) Contract with Key Construction for initial pre-construction services regarding Fire Station 6 renovations and a new Emergency Operations Center in the amount of \$5,000 along with approval of a construction management services fee of 3.00%

Director of Design and Construction Andy Henning informed the committee the approval of a Construction Manager at Risk (CMAR) Contract with Key Construction for initial pre-construction services regarding Fire Station 6 renovations and a new Emergency Operations Center in the amount of \$5,000. In addition, approval of a construction management services fee of 3.00% to be applied to the actual costs of construction for the finalized work which will be competitively bid later and brought back to City Council for approval prior to construction beginning. The Fire Station 6 renovation project will consist of a partial tear-down and rebuild. The recently constructed new apparatus bay structure will be maintained with the remaining portion of the original station being demolished. The new rebuild will include dormitories, a kitchen, a living area, shower facilities/bathrooms, laundry, and other back-of-house spaces as required. The project will be constructed at 602 Stonewall Drive. The new Emergency Operations Center project will be located adjacent to the recently constructed Fire Station 3 on a site challenged both by space and topography. The new EOC will include offices, a break room, restrooms, a main operations room, and breakout rooms. The facility will meet all FEMA requirements related to an Emergency Operations Center. The project will be constructed at 1260 West Marshall Drive.

Council Member Johnson inquired why only one response for this project was received. Mr. Henning said the state of construction is in high demand and fire station construction is specialized.

Council Member Ezeonu moved, seconded by Council Member Johnson to approve this item. The motion carried unanimously.

22. Ordinance amending the FY2023 unobligated Street CIP Fund to allocate \$1,000,000 to Street Assessment Fund for the renovation of the streets around the Grand Prairie Hospital District

This item was tabled.

23. Annual contract for landscape maintenance materials from Lowery Sand and Gravel (\$139,462.50) and Green Dream International (\$509,247.50). These contracts will be for one year with the option to renew for four additional one-year periods totaling \$3,243,550.00 if all extensions are exercised

Purchasing Manager Angi Mized informed the committee these agreements will be for the purchase of Landscape Maintenance Materials for the City division/departments, ballfield clay, class A1 rock, cushion sand screened, decomposed crushed granite ½” minus, and other materials to be used by the Parks, Streets, and Water departments.

Council Member Ezeonu moved, seconded by Council Member Johnson to approve this item. The motion carried unanimously.

EXECUTIVE SESSION

No executive session was held.

CITIZEN COMMENTS

There were no citizen comments.

ADJOURNMENT

There being no further business, the Finance and Government Committee meeting adjourned at 3:31 p.m.



Cole Humphreys, Chairman