



---

## MINUTES

### CALL TO ORDER

Chairperson Jeff Copeland called to order the City of Grand Prairie Finance and Government Committee meeting at 2:30 PM on Tuesday, December 6, 2022, in the Council Briefing Room, 300 West Main Street, Grand Prairie, Texas 75052.

### MEMBERS PRESENT

*Chairperson Jeff Copeland  
Council Member Cole Humphreys  
Council Member Kurt Johnson*

### GUESTS IN ATTENDANCE

*No Guests were recognized as being in attendance.*

*Chief Financial Officer Cathy Patrick introduced the Purchasing team members, noting that the Purchasing Division now reports to Assistant Finance Director Brady Olsen.*

### STAFF PRESENTATIONS

#### 1. Epic Membership Review

*Director of Parks, Arts, and Recreation, Duane Strawn introduced members of the department's team: Assistant Director of Operations Erin Hart, Recreation Superintendent and Epic General Manager Chris Ginapp, and Assistant Director of Business Leticia (Lettie) Evans.*

*Director Strawn presented information that included Fiscal Year End 2022 data and an outline to increase active memberships and revenue. Deputy City Manager Cheryl De Leon summarized that the activity-based changes presented will incorporate certain activities that were previously add-ons requiring an additional fee into the membership.*

*Director Strawn stated that the projection for the quarter-cent sales tax investment in Epic was \$1,700,000; the actual was \$1,500,000. Council Member Johnson asked for more specific information regarding the quarter-cent sales tax. Director Strawn explained that the quarter-cent sales tax was a subsidy for Epic operations. It had been projected that the subsidy would be \$1,700,000. However, the subsidy was \$1,500,000, or \$200,000 less than anticipated. Deputy City Manager De Leon noted that it was understood that the city would always need to provide a subsidy for the facility.*

*Director Strawn noted that other facilities have some of the same amenities as Epic. However, the Epic also has art and unique culinary options. The Department has also implemented an aggressive marketing campaign. Council Member Humphreys initiated a conversation about marketing to the growing population choosing multi-family properties. Director Strawn stated that the department's marketing plan had incorporated marketing to multi-family properties. Chairperson Copeland asked about Epic's capacity, and he suggested focusing on what Epic has that other fitness facilities do not*

offer.

*Council Members Copeland, Humphreys, and Johnson opened a discussion about the subsidy and options to increase memberships. Chief Financial Officer Patrick and Deputy City Manager De Leon clarified that the financial goal regarding the support was to reduce it, over time, to \$1,000,000.*

## 2. Responsible Banking Policy Recommendation

*Assistant Finance Director Olsen presented information about the City's depository, noting that the version presented was a draft. He stated that the best aspects of the City of DeSoto and the City of Dallas's Responsible Banking Policies were melded into one document, noting that the City of DeSoto's policy was much closer to the national standard. Assistant Director Olsen also stated that five main categories would be used to select a bank. The Responsible Banking Policy will be an addendum to the Financial Management Policy. Deputy City Manager De Leon noted that in addition to the City's cash funds in the depository, the bank also receives revenue from various fees the City pays.*

*Chairperson Copeland and Council Members Humphreys and Johnson approved without a formal vote that the Responsible Banking Policy is added as an addendum to the Financial Management Policy.*

## **CONSENT AGENDA**

*Chairperson Copeland presented the Consent Agenda Items 3 through 10. Council Member Johnson opened a discussion regarding Items 5 and 6. Deputy City Manager De Leon clarified for Item 5 that if the City does need to exceed the annual amount of \$75,000, the contract would be renegotiated. She also noted that the vendor was selected based on the lowest bid. Assistant Finance Director Olsen and Deputy City Manager De Leon stated for Item 6 that stringent laws and rules must be followed regarding investments, including diversity of assets. They also noted that the City's Investment Policy is separate from the Financial Management Policy. Council Member Johnson moved to approve Items 3 through 10 as presented. Council Member Humphreys seconded the motion. The motion passed 3-0.*

*Ayes: Copeland, Humphreys, Johnson*

*Nays: None*

*Abstentions: None*

3. Minutes of the November 1, 2022, Finance and Government Committee Meeting
4. Annual Contract for Digital Orthophotography from North Central Texas Council of Governments (NCTCOG) for (\$15,250.00 annually). This contract will be for one year with the option to renew for one additional one-year period totaling \$30,500.00 if all extensions are exercised
5. Annual Contract for Tents and Event Rentals from Serving Him dba Rental Stop up to \$75,000.00 annually. This contract will be for one year with the option to renew for four additional one-year periods totaling \$375,000.00 if all extensions are exercised
6. Resolution approving the City's Investment Policy
7. Purchase of permanent Right-of-Way designated as Parcel No 3, Ellis County, located at approximately 2445 Davis Dr, Midlothian, TX, from Mr. Clinton Smart, required for re-alignment and widening of Davis Drive for \$64,216.00 plus title insurance expenses and closing costs, not-to-exceed \$70,000.00

8. Ordinance amending the FY 2022/2023 Streets Capital Improvement Project Budget; Change Order No. 2 with Pacheco Koch for the Main Street Roadway Improvements, including intersection improvements, roundabouts, traffic data collection, and traffic analysis in the amount of \$270,300
9. Professional Civil Engineering Services Contract with Cobb, Fendley & Associates, Inc. with a maximum amount of \$148,200 for the erosion mitigation of bridges located at Pollock Place, Roy Orr Boulevard & Trinity Boulevard
10. Construction Contract Revision No. 2 with Arch-Con Corporation in the amount of \$166,224.10 for Epicentral dual-brand hotel and convention center work, including elevator finish allowance credit, metal panel revisions, utility adjustments, and metal deck shoring

**ITEMS FOR INDIVIDUAL CONSIDERATION**

11. Transfer of \$2,375,000 of appropriated funds to Grand Prairie Hotel Development Corporation for Hotel Management Agreement obligations to fund Pre-Opening and Working Capital and Repayment Reserve requirements

*Deputy City Manager De Leon presented an informative note that this action would move money to the Grand Prairie Hotel Development Corporation to use as an active account. The money has already been budgeted.*

*Council Member Cole Humphreys moved to approve Item 11 as presented. Council Member Kurt Johnson seconded the motion. The motion passed 3-0.*

*Ayes: Copeland, Humphreys, Johnson*

*Nays: None*

*Abstentions: None*

12. Professional Services Contract with Stantec Consulting Services Inc. for FY 2022 Master Plan Study Updates (Kirby and Fish Creeks and West Fork Trinity River Geomorphology and Erosion Studies) in the amount of \$426,880.50 with \$21,344.03 contingency for a total request of \$448,224.53

*Director of Engineering Services Noreen Housewright presented information that nothing this item will be fully funded from the Storm Drainage Capital Improvement Projects fund. Director Housewright noted that Item 12 is part of the Fiscal Year 2022 Drainage Master Plan. A brief discussion took place regarding erosion.*

*Council Member Humphreys moved to approve Item 12 as presented. Council Member Johnson seconded the motion. The motion passed 3-0.*

*Ayes: Copeland, Humphreys, Johnson*

*Nays: None*

*Abstentions: None*

13. Purchase of 1.961 acres from TEXDEVCO GP LLC for permanent Right-of-way designated as Parcel Numbers 1 and 10 (Tracts 1, 2, and 3), Ellis County, on the southeast corner of Double Oak Avenue and SH360, Grand Prairie, required for re-alignment and widening of Davis Drive for \$412,365.00 plus title insurance expenses and closing costs with a total cost not to exceed

\$422,000.00

*Director of Engineering Services Noreen Housewright states that the property must re-align and widen Davis Drive, an approved Capital Improvement Project for the Fiscal Year 2023.*

*Council Member Humphreys moved to approve Item 13 as presented. Council Member Johnson seconded the motion. The motion passed 3-0.*

*Ayes: Copeland, Humphreys, Johnson*

*Nays: None*

*Abstentions: None*

14. Ordinance amending the FY23 Storm Drainage Capital Improvement Projects fund and approval of a Professional Services contract with Plummer Associates, Inc. in the amount of \$90,000.00 for the 2023 Annual Study for Outfall Rehabilitation

*Director of Engineering Services Noreen Housewright stated, informed that the Texas Commission on Environmental Quality (TCEQ) requires the city to field-verify all storm drainage point outfalls within five years as part of its minimum control measure (MCM) agreement with TCEQ. Director Housewright also stated that the outfall inspection was completed for the first year. This contract provides for the second year of the outfall inspection and inventory effort. Director Housewright also explained outfalls (discharge points of a waste stream into a body of water) and noted that Item 14 would be funded from the Storm Drainage Capital Improvement Unobligated Fund.*

*Council Member Humphreys moved to approve Item 14 as presented. Council Member Johnson seconded the motion. The motion passed 3-0.*

*Ayes: Copeland, Humphreys, Johnson*

*Nays: None*

*Abstentions: None*

15. Annual Contract for Water and Wastewater Repair and Replacement Services from North Texas Contracting (up to \$2,000,000.00 annually). This agreement will be for one year with the option to renew for one additional one-year period, totaling \$4,000,000 if all extensions are exercised

*Assistant Director of Transportation and Mobility Services Dane Stovall presented information regarding this contract which will establish an annual price agreement for the purchase of water and wastewater repair and replacement services as a supplement to City staff. Funding will come from the Water and Wastewater Capital Improvement Project funds.*

*Council Member Humphreys moved to approve Item 15 as presented. Council Member Johnson seconded the motion. The motion passed 3-0.*

*Ayes: Copeland, Humphreys, Johnson*

*Nays: None*

*Abstentions: None*

16. Construction contract with RLM EarthCo. Inc. for Turner Park Phase I construction in the amount of \$1,707,218.45 plus a 2.5% contingency amount of \$42,680.46 for a total project cost of \$1,749,898.91

*Director of Parks, Arts, and Recreation Duane Strawn presented this project is the Department's*

*first American Rescue Plan Act (ARPA) funded project. Director Strawn noted that the project was awarded to the lowest bidder by requirement. He stated that the selected vendor previously worked with the city, and their references were good.*

*Council Member Humphreys initiated a discussion of the project. Director Strawn stated that Phase I improvements to Turner Park will include a new playground, playground shade, picnic pavilions, walking trails, site furnishings, and a tribute to Grand Prairie High School baseball. Council Member Humphreys provided background information regarding the tribute to Grand Prairie baseball.*

*Council Member Johnson inquired about the variance of \$105,316.50 between the bid tabulation and the Council Communication. Director Strawn explained that the variance includes alternative items listed in the bid tabulation. He stated that it is not anticipated that the City will reach the tabulation price with the alternative options.*

*Council Member Humphreys opened a discussion about the restroom. Director Strawn stated it would be a new restroom closer to the project's north side. He also noted that a larger bathroom would be included in future phases. Additional discussion took place about the potential hazards of a restroom in the park. Director Strawn pointed out that automatic locks, surveillance, and curfews are being considered. Deputy City Manager De Leon suggested working with the police department to reach a solution.*

*Council Member Humphreys moved to approve Item 16 as presented. Council Member Johnson seconded the motion. The motion passed 3-0.*

*Ayes: Copeland, Humphreys, Johnson*

*Nays: None*

*Abstentions: None*

17. Amendment No. 4 regarding the Construction Manager at Risk (CMAR) Contract with Hill & Wilkinson General Contractors (H&W) in the amount of \$428,263.46 for Epicentral work, including signage additions, material cost escalations (roofing and landscaping), an extension of construction management services, and lighting

*Director of Municipal Facilities Design and Construction Andy Henning presented information noted that the City made early decisions preventing substantial COVID-related and supply chain issues. However, there were some delays in roofing and landscaping, creating additional costs for one of the vendors, as the project was planned to finish on July 15, 2022, not mid-December 2022.*

*A discussion occurred about whether the vendor or the City should absorb the additional costs due to supply-chain issues. Deputy City Manager De Leon clarified that some costs were due to the added work scope and enhancements.*

*Council Member Humphreys moved to approve Item 17 as presented. Council Member Johnson seconded the motion. The motion passed 3-0.*

*Ayes: Copeland, Humphreys, Johnson*

*Nays: None*

*Abstentions: None*

18. Professional services contract with Pacheco Koch in the amount of \$976,586.50 for engineering design services for the widening of Jefferson Street from four lanes to six lanes from SW 23rd Street to Great Southwest Parkway

*Director of Transportation and Mobility Services Walter Shumac presented information stating that the city was in the last part of Phase 4 in the Capital Improvement Project to widen Jefferson Street from Great Southwest Parkway to Southwest 3<sup>rd</sup> Street (the Turnback Project). Tarrant County will reimburse the city for half of the project cost, not to exceed \$5,748,450, and the City of Arlington has completed its portion of the project. Director Shumac also stated that the roadway would be six lanes, and most of the surface would be concrete. The section that is still currently asphalt will be replaced with concrete.*

*Council Member Humphreys moved to approve Item 18 as presented. Council Member Johnson seconded the motion. The motion passed 3-0.*

*Ayes: Copeland, Humphreys, Johnson*

*Nays: None*

*Abstentions: None*

**EXECUTIVE SESSION**

*No Executive Session was held.*

**CITIZEN COMMENTS**

*No citizen comments were made.*

**ADJOURNMENT**

*There being no further business, the Finance and Government Committee meeting adjourned at 4:06 p.m.*

  
Chairperson Jeff Copeland  
Finance and Government Committee

*Cole Humphreys*

*1-3-23*  
Date