



CITY OF GRAND PRAIRIE
FINANCE AND GOVERNMENT COMMITTEE
MEETING
COUNCIL BRIEFING ROOM
TUESDAY, MARCH 07, 2023 AT 2:30 PM

MINUTES

CALL TO ORDER

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

Present

Chairman Jeff Copeland

Mayor Pro Tem Cole Humphreys

Council Member Kurt Johnson, entered meeting at 3:00 p.m.

STAFF PRESENTATIONS

1. Presentation on the Annual Financial Report for the year ended September 30, 2022

Senior Manager, Government Services for Weaver, Meredith Churchill presented to the committee the Annual Finance Report for the year ended September 30, 2022 noting the audit process, audit results, implementation of new standards, required communications and additional required communications.

Chairman Copeland congratulated staff for a job well done. Deputy City Manager Cheryl De Leon, thanked all the city departments and Weaver for their efforts with the audit process and thanked the finance team for their efforts as well, noting that this is the most important document the city creates that assures credit worthiness and rating.

2. Options for 2023 Ice Skating Rink

Downtown Manager Chip Nami presented to the committee a detail expense for this item, rink options, power options, ideas for revenue and marketing. Mr. Nami added the original contract did not include a tent, but as mentioned by Mayor Pro Tem Humphreys a possible need as the sun was the cause of poor quality of ice on the rink. Chairman Copeland informed the committee he is not in support of this item as presented as it is a costly expense that is not profitable. Mayor Pro Tem Humphreys mentioned a lot of downtown things being done currently is groundwork for what downtown will be in 3 years. Council Member Johnson mentioned he too is not in support of this item as presented and asked staff to inquire on the cost of a synthetic ice rink and bring forward to the committee for their review. Chairman Copeland thanked staff for their time and efforts.

3. Discussion of Parks, Arts & Recreation Enterprise Venues

City Manager Steve Dye advised the committee that staff will present the revenues and expenses for the various enterprise venues for the Park, Arts and Recreation department to this committee at an upcoming meeting in part one of two or three. Mr. Dye added a staff presentation would be given to Council afterwards with the committee's recommendations.

Chairman Copeland requested the presentation to the committee include cost per user. Council Member Johnson requested the presentation to the committee go back five years. Deputy City Manager De Leon noted the numbers presented will be before COVID and after COVID.

CONSENT AGENDA

Council Member Johnson requested clarification of items eleven and fifteen, clarification noted below in corresponding items. Council Member Johnson moved, seconded by Mayor Pro Tem Humphreys to approve items four through twenty-one. The motion carried unanimously.

4. Minutes of the February 7, 2023, Finance and Government Committee Meeting

Approved on Consent Agenda

5. Ordinance Amending the FY2021/2022 Operating Budgets

Approved on Consent Agenda

6. Resolution Approving Tax Increment Reinvestment Zone Planning Services Contract with Catalyst Commercial not-to-exceed \$49,000

Approved on Consent Agenda

7. Personal Services contract with Gary Yakesch for Epic Central Asset Management in the amount of \$27,000 (6 months) with the option to renew for two additional years totaling \$135,000 if all renewal options are exercised.

Approved on Consent Agenda

8. Reject all proposals from RFP #23019 for Accountable Care Act (ACA) Federally Required Reporting

Approved on Consent Agenda

9. Reject all proposals from RFP #23063 for a Tobacco Cessation Program

Approved on Consent Agenda

10. Authorize payment of \$118,662.83 to McGriff Insurance Services, Inc. for renewal of the City's Cyber Liability policy with Underwriters at Lloyd's of London for the period of February 4, 2023, through February 4, 2024

Approved on Consent Agenda

11. Construction contract with A & C Construction, Inc for the addition of entry canopies over two (2) existing doors at City Hall in the amount of \$69,900 along with a design contingency of \$2,500, a construction contingency of \$2,500 and a \$5,000 material testing allowance for a total funding request of \$79,900

Council Member Johnson requested clarification on the bidding requirement process and contingency funds. Director of Design and Construction of Municipal Facilities Andy Henning advised the project is published as required and noted we have never extended the contingency funds.

Council Member Johnson inquired on how the contractor has acknowledge of the budgeted project cost. Mr. Henning advised this information must be given if a bonding capacity is needed. City Attorney/Assistant City Manager Megan Mahan informed the committee Mr. Henning is knowledgeable in understanding the cost of projects. Purchasing Manager Angi Mize added the city sometimes includes engineer estimates in the project advertisements.

Approved on Consent Agenda

12. Purchase of permanent Right-of-Way designated as Parcel No 4, Ellis County, located near 10745 Davis Drive, Midlothian, TX, from The Karen B. Cramer 2019 Revocable Trust and Karen B. Cramer, required for re-alignment and widening of Davis Drive for \$65,000.00 plus title insurance expenses and closing costs, not-to-exceed \$73,000.00

Approved on Consent Agenda

13. Purchase of two Cisco firewalls and upgrade service from Flair Data Systems in the amount of \$65,911.08 through a national cooperative agreement with DIR

Approved on Consent Agenda

14. Purchase of Panasonic "Toughbook" rugged mobile laptops and accessories from GTS Technology Solutions, Inc. in the amount of \$65,934.63, through a cooperative agreement with the Department of Information Resources (DIR)

Approved on Consent Agenda

15. Contract for Professional Design Services from Parkhill in the amount of \$247,200 for design of Tyre Park Phase II

Council Member Johnson requested clarification if any other bidders were considered for this phase of the project as the same company was selected.

Chairman Copeland mentioned he agreed with Council Member Johnson's inquiry for clarification noting is the city receiving the best bid for additional phases since the company selected was the same and has knowledge that no additional bids will be received. Deputy City Manager De Leon mentioned from a procurement standpoint, perhaps the city needs to look into the process. City Manager Dye assured the committee staff is being good stewards of the project costs and timeline. Chairman Copeland informed the committee his approval to approve this item as is.

Approved on Consent Agenda

16. Annual Contract for Heavy Duty Tire Repair Service from T C Tire LLC dba Texas Commercial Tire (up to \$30,000.00 annually). This contract will be for one year with the option to renew for four additional one-year periods totaling \$150,000.00 if all extensions are exercised

Approved on Consent Agenda

17. Annual Contract for tire recycling from All American Tire (up to \$46,224.00 annually. This contract will be for one year with the option to renew for four additional one-year periods totaling \$231,120.00 if all extensions are exercised

Approved on Consent Agenda

18. Annual Contract for Rescue Dive Gear from House of Scuba (up to \$17,741.14 annually) for one year with the option to renew for four additional one-year periods totaling \$88,705.70 if all extensions are exercised

Approved on Consent Agenda

19. Annual Contract for Priority Service Plan for a remaining 8-month period which includes video display software and purchase of Jupiter extended warranty at an estimated cost of \$33,899.48, with four one-year renewals at \$23,797.04 annually for a total of \$129,087.64

Approved on Consent Agenda

20. Annual Contract for Veterinarian Test Kits and Accessories for testing animal shelter animals from sole-source provider IDEXX Laboratories (up to \$45,000 annually) for one year with the option to renew for four additional one-year periods totaling \$225,000 if all extensions are exercised

Approved on Consent Agenda

21. Annual Contract for Fence Repairs & Replacements from Llano River Fence Company, LLC (up to \$100,000 annually). This agreement will be for one year with the option to renew for four additional one-year periods totaling \$500,000 if all extensions are exercised. Award a secondary to Diamond Fence & Concrete (up to \$100,000 annually) to be used only if the primary is unable to fulfill the needs of the department

Approved on Consent Agenda

ITEMS FOR INDIVIDUAL CONSIDERATION

22. Ordinance amending the FY23 Economic Development Capital Improvement Projects fund and approval to purchase 207 W Main St for \$405,000 plus anticipated closing costs of up to \$10,000 for a total cost of up to \$415,000.00 from the Estate of Wanda Cober for use by Downtown Manager and team

Deputy City Manager De Leon informed the committee the City Managers Office and Downtown Manager are requesting authorization to purchase 207 W. Main Street to be used as offices for outreach and community related activities in the downtown Grand Prairie area.

Mayor Pro Tem Humphreys moved, seconded by Council Member Johnson to approve this item. The motion carried 2 to 1, as Chairman Copeland was not in agreement and recorded a no vote on this item.

23. Annual Contract for Alternate Daily Cover (ADC) hydro mulch materials from Space Savers (up to \$93,120.00) annually. This contract will be for one year with the option to renew for four additional one-year periods totaling \$456,600.00 if all extensions are exercised

Solid Waste/Landfill Director Patricia Redfearn informed the committee the use of ADC has been approved by the Texas Commission on Environmental Quality as a substitute for 6 inches of daily compacted cover soil on days when the landfill will be closed for more than 24 hours. Therefore, on non-holiday weeks from Monday through Friday, the City of Grand Prairie deploys a hydro mulch-style product over the days' waste to provide for odor control and for vector deterrent. This saves the landfill extremely valuable airspace and the soil stockpile for more appropriate uses.

Mayor Pro Tem Humphreys moved, seconded by Council Member Johnson to approve this item. The motion carried unanimously.

24. Annual Contract with Yellowstone Landscape for landscape maintenance and litter services at EpicCentral. This contract will be for one year (\$846,777) with the option to renew for four additional one-year periods totaling \$4,233,885 if all extensions are exercised

Assistant Director of Operations Erin Hart informed the committee this contract is for the landscape maintenance services to include mowing, edging, blowing, trimming, pruning, integrated pest management, fertilization, mulching, seasonal color rotations, plant/tree removal, pressure washing, litter removal, irrigation maintenance and repairs, and other related landscape services for approximately 173 acres of park space, trails, Zone A (Retail Area), PlayGrand Adventures, the Grand Lawn, Summit, EPIC and EPIC Waters.

Chairman Copeland inquired on the termination of the contract if the city is not pleased with the services rendered. City Attorney/Assistant City Manager Mahan advised the contracted can be terminated with a 30 day notice. Chairman Copeland asked staff to keep a close eye on the landscape maintenance and litter services provided at EpicCentral. Council Member Johnson asked City Manager Dye to add Scenic City Sign to this area.

Mayor Pro Tem Humphreys moved, seconded by Council Member Johnson to approve this item. The motion carried unanimously.

25. Construction contract with McMahon Contracting, LP for FY23 Storm Drain Outfall Repairs for Cherry Street Drainage issues in the total amount of \$587,853.96 for Base Bid and Base Bid Alternate 1, and a 5% contingency in the amount of \$29,392.70; materials testing with Team Consultants for \$14,917.00; in-house engineering in the amount of \$29,392.70; for a total project cost of \$661,556.36

Director of Engineering Services Noreen Housewright informed the committee this project was identified as part of the FY23 Capital Projects Budget. This project replaces a failed outfall and storm drainage line serving Cherry Street that runs downhill from the Cherry Street to the TxDOT drainage system at IH 30 Eastbound Service Road. The project will upsize the existing capacity of the storm drain system and repair the erosion caused by the failed storm drain between 1702 and 1706 Cherry Street and stabilize the area, protecting it from future erosion.

This project requires the relocation of an existing water line and wastewater line to complete the storm drain and outfall construction.

Mayor Pro Tem Humphreys inquired when the street was completed. Ms. Housewright mentioned she did not have knowledge of this information. Mayor Pro Tem Humphreys mentioned a vast majority of streets in District 5 were badly engineered and repairs such as this are necessary. Chairman Copeland appreciated the proven product was considered for this repair.

Mayor Pro Tem Humphreys moved, seconded by Council Member Johnson to approve this item. The motion carried unanimously.

26. Construction Manager at Risk (CMAR) Contract with Modern Contractors, Inc. for pre-construction services for the Public Safety Storage Facility project in the amount of \$1,000 and approve a Construction Services Fee of 2.25% to be applied to the actual approved construction costs for the new construction work at a later time

Director of Design and Construction Andy Henning informed the committee the project will consist of an approximate 24,000 square foot warehouse and office building space particularly designed to store the back-up emergency generators purchased by the city for use in supplying power to building during critical outages. In addition, the Facility Services Department will office and operate from a portion of this facility.

Chairman Copeland thanked Council Member Johnson for his efforts to give attention to provide information to allow minority contractors to bid for projects. Mayor Pro Tem Humphreys asked if it is not concerning the vast difference in estimates. Mr. Henning noted the construction services fee of 2.25% are a locked fee.

Mayor Pro Tem Humphreys moved, seconded by Council Member Johnson to approve this item. The motion carried unanimously.

27. Professional Design Services Contract with Brown Reynolds Watford (BRW) Architects, Inc. for the design of Fire Station 6 renovations and design of a new Emergency Operations Center in the amount of \$969,500 with additional project allowances of \$186,275 for a total funding request of \$1,155,775
28. Professional Design Services Contract with Martinez Architects, LP for the design of new Fire Station 11 in the amount of \$455,000 with additional project allowances of \$134,500 for a total funding request of \$589,500

Fire Chief Robert Fite presented items twenty-seven and twenty-eight to the committee advising several submissions were received for these projects and were presented for reviewed by the Fire Chief, Assistant Fire Chiefs and Emergency Management and agree these were the best firms. Chairman Copeland thanked staff for their efforts and appreciates the information provided adding Mr. Henning is a valuable employee on staff.

Mayor Pro Tem Humphreys 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 4:16 p.m.



Jeff Copeland, Chairman



Date