



**GRAND PRAIRIE HOTEL DEVELOPMENT CORPORATION**  
**CITY HALL - COUNCIL BRIEFING ROOM, 300 W. MAIN STREET**  
**TUESDAY, JUNE 21, 2022 AT 3:30 PM**

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**AGENDA**

**CALL TO ORDER**

**AGENDA ITEMS**

1. Minutes of the September 21, 2021, Hotel Development Corporation meeting
2. Resolution of the Board of Directors of Grand Prairie’s Hotel Development Corporation to appoint a new Vice President
3. Lease with the City of Grand Prairie for EpicCentral Hotel; Landlord, Tenant and Manager Non-Disturbance and Attornment Agreement with the City GPHDC and Concord GPHCC Management, LLC; Authorize hotel management contract between GPHDC and GPHCC Management, LLC as Hotel Operator

**EXECUTIVE SESSION**

*The Grand Prairie Hotel Development Corporation may conduct a closed session pursuant to Chapter 551, Subchapter D of the Government Code, V.T.C.A., to discuss any of the following:*

- (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**

*Citizens may speak during Citizen Comments for up to five minutes on any item not on the agenda by completing and submitting a speaker card.*

**ADJOURNMENT**

The Grand Prairie City Hall is accessible to people with disabilities. If you need assistance in participating in this meeting due to a disability as defined under the ADA, please call 972-237-8029 or email (tharbin@gptx.org) at least three (3) business days prior to the scheduled meeting to request an accommodation.

*Certification*

*In accordance with Chapter 551, Subchapter C of the Government Code, V.T.C.A, the Grand Prairie Hotel Development Corporation agenda was prepared and posted June 17, 2022.*



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*Terrence R. Harbin, Budget Analyst /  
Finance & Budget Department*



**CITY OF GRAND PRAIRIE Hotel  
Development Corporation  
COMMUNICATION**

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**MEETING DATE:** 06/21/2022

**REQUESTER:** Terrence Harbin

**PRESENTER:** Terrence Harbin, Financial Analyst

**TITLE:** Minutes of the September 21, 2021, Hotel Development Corporation meeting

**RECOMMENDED ACTION:** Approve

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**ANALYSIS:**

Minutes of the September 21, 202, Hotel Development Corporation meeting

**FINANCIAL CONSIDERATION:**

None.



**Grand Prairie Hotel Development Corporation**  
 City Hall – Council Chambers, 300 W. Main Street  
 September 21, 2021

**MINUTES**

**CALL TO ORDER**

Chair Jeff Copeland called the meeting of the Grand Prairie Hotel Development Corporation to order on September 21, 2021, at 4:04 p.m. Quorum was present, and Board Member Bill Hills was absent.

**Members Present**

Jeff Copeland, Board Chair  
 Dennis King, Board Vice Chair  
 Duane Strawn, Board Treasurer

**Members Absent**

Bill Hills, Board Secretary

**Staff Present**

Cheryl DeLeon, Deputy City Manager  
 Megan Mahan, City Attorney  
 Mona Lisa Galicia, City Secretary  
 Marty Wieder, Economic Development Director  
 Stewart McGregor, Economic Development Business Manager  
 Terrence Harbin, Economic Development Coordinator

**AGENDA ITEMS**

**1. Minutes from the August 17, 2021 meeting.**

Duane Strawn motioned to approve the minutes from the August 17, 2021 meeting, and Dennis King seconded the motion. The vote carried unanimously.

**2. Appointment of account signatories to the Grand Prairie Hotel Development Corporation.**

Duane Strawn motioned to approve Jeff Copeland and Dennis King as account signatories to the Grand Prairie Hotel Development Corporation, and Dennis King seconded the motion. The vote carried unanimously.

**3. Resolution approving the proposed budget for FY 2021-2022.**

Dennis King motioned to approve the proposed budget for FY 2021-2022 at \$0, and Duane Strawn seconded the motion. The vote carried unanimously.

**CITIZEN COMMENTS**

There were no citizens comments.

**EXECUTIVE SESSION**

There was no executive session.

**ADJOURNMENT**

Jeff Copeland adjourned the meeting at 4:06 p.m.

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Bill Hills, Secretary



CITY OF GRAND PRAIRIE HOTEL DEVELOPMENT CORPORATION RESOLUTION

MEETING DATE: 06/21/2022
REQUESTER: Terrence R. Harbin, Financial Analyst
PRESENTER: Megan Mahan, Assistant City Manager/City Attorney
TITLE: Resolution of the Board of Directors of Grand Prairie's Hotel Development Corporation to appoint a new Vice President.
RECOMMENDED ACTION: Approve

ANALYSIS:

On May 7, 2022, City Council removed Council member Dennis King and appointed Jacquin Headen as the newly elected Council member for District two. According to Article III of the Bylaws, the Hotel Development Corporation shall elect a new officer to fill any vacancy among the Board of Directors. With the vacancy of Vice President, the Hotel Development Corporation must replace Dennis King since Dennis King was appointed Vice President.

FINANCIAL CONSIDERATION:

None

BODY

A RESOLUTION OF THE CITY OF GRAND PRAIRIE HOTEL DEVELOPMENT CORPORATION, APPOINTING A NEW VICE PRESIDENT

WHEREAS, Article III of the Bylaws of the Grand Prairie Hotel Development Corporation provides that the Board of Directors shall elect a President, Vice President, Secretary and Treasurer for the Corporation; and

WHEREAS, in the event of vacancy in any office elected pursuant to Article III shall be filled by a vote of majority of the entire Board and shall be for the remainder of the then current term of office;

NOW THEREFORE, BE IT RESOLVED, BY THE CITY OF GRAND PRAIRIE HOTEL DEVELOPMENT CORPORATION THAT:

SECTION 1. The following officer of the Corporation have been elected in accordance with the Article III of the Bylaws of the Corporation, with terms ending on December 31,2022:

Vice President – Jacquin Headen

**SECTION 2.** This Resolution shall become effective immediately upon its passage.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS, ON THIS THE 21<sup>st</sup> DAY OF JUNE, 2022.**



**CITY OF GRAND PRAIRIE  
HOTEL DEVELOPMENT  
CORPORATION  
COMMUNICATION**

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**MEETING DATE:** 06/21/2022

**REQUESTER:** Megan Mahan

**PRESENTER:** Megan Mahan, City Attorney

**TITLE:** Lease with the City of Grand Prairie for EpicCentral Hotel; Landlord, Tenant and Manager Non-Disturbance and Attornment Agreement with the City GPHDC and Concord GPHCC Management, LLC; Authorize hotel management contract between GPHDC and GPHCC Management, LLC as Hotel Operator

**RECOMMENDED ACTION:** Approve

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**ANALYSIS:**

The City has created a local government corporation, Grand Prairie Hotel Development Corporation, (“EpicCentral LGC”) to be the EpicCentral Hotel’s Tenant. The Tenant will contract with the hotel management company (GPHCC Management, LLC). The hotel management contract will be between the GPHDC and the management company. The Landlord, Tenant and Manager Non-Disturbance and Attornment Agreement outlines what happens to the management contract in the event of a lease termination or assignment.

The lease between the City and the EpicCentral LGC has the following terms:

**Rent:**

Base Rent: \$1,400,000 per year  
Common Area Maintenance Charge (CAM): to be set by Landlord  
Excess Net Profits

**Term:** 50-year term, begins after substantial completion

**Maintenance, Repairs, Taxes, Insurance:** Tenant responsibility

**City use:**

50 hotel rooms annually at the “owner’s rate”; additional will be an agreed discount  
6 large events at 30% discount or at cost  
Small events on a “space available basis” at 30% discount or at cost

**City Approvals Required:**

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Budget and Annual Plan  
 Franchise/Franchise Agreement  
 Management Company/Management Agreement  
 Material Alterations to Building  
 Convention Center Trade Name  
 Demolish/Tear down facilities  
 Construct/install underground or aboveground storage tanks  
 LGC has no right to mortgage leasehold interest or building  
 Assignment/subletting of full facility

The Management Agreement between the EpicCentral LGC and the management company has the following terms:

**Term:**

Five (5) full calendar years; One (1) automatic renewal option for two (2) full calendar years; annual renewal(s) thereafter. Annual renewals can be terminated with a 60-day notice of non-renewal.

**Fees:** Greater of 3% Operating Revenues or \$3,500/Mth, plus Preopening and Centralized Services Fees

**Reporting:**

Annual Operating & Capital Budgets; Due November 1; 45 Day Review Period  
 Annual Marketing Plan; Due November 1; 45 Day Review Period  
 Monthly Financial Reports (Full Suite – Balance Sheet, Income Statement, Cash Flow, Marketing)

**Cash Distributions To GPHDC:**

Excess cash flow (Net Income) is due five days after issuance of financials – monthly; less adjustments required for seasonal cash flow requirements.

**Capital Reserve:**

Dedicated bank account managed by Concord / owned by GPHDC.

Capital Reserve basis is from operating revenues where Year 1 = 2%, Year 2 = 3%; Year 3+ = 4%

Reserve is expected to fund one-time capital improvements as needed; improvements approved via annual capital budget submission; GPHDC required to fund short fall(s) in approved capital needs.

**Working Capital:**

The greater of \$300,000 or Twenty-One (21) Day Operating Expenditures

Owner covers working capital requirements; working capital is managed by Concord / owned by the GPHDC.

**.FINANCIAL CONSIDERATION:**

Any financial obligations of the City will be paid from The EPIC Central Capital Projects Fund (360093). Rent will be deposited in the EpicCentral revenue account to pay bond repayment obligations.