



**GRAND PRAIRIE HOTEL DEVELOPMENT CORPORATION**  
**CITY HALL - COUNCIL BRIEFING ROOM, 300 W. MAIN STREET**  
**TUESDAY, DECEMBER 13, 2022 AT 4:00 PM**

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**AGENDA**

**CALL TO ORDER**

**AGENDA ITEMS**

1. Approval of Meeting Minutes Tuesday, June 21, 2022
2. Resolution No. 2022-2 Electing the Officers of the Hotel Development Corporation
3. Resolution approving the proposed budget for FY 2022-2023
4. Appointment of Grand Prairie Hotel Development Corporation Wells Fargo Authorization Certificate

**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 December 09, 2022.*



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



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

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**MEETING DATE:** 12/13/2022  
**REQUESTER:** Terrence R. Harbin, Senior Financial Analyst  
**PRESENTER:** Megan Mahan, Assistant City Manager/ City Attorney  
**TITLE:** Approval of Meeting Minutes Tuesday, June 21, 2022  
**RECOMMENDED ACTION:** Approve

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**ANALYSIS:**  
June 21, 2022, Meeting Minutes Approval

**FINANCIAL CONSIDERATION:**  
None



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

## MINUTES

### CALL TO ORDER

*Board meeting called to order at 3:40 p.m. Due to absence of Board Chair Council Jeff Copeland; board members vote Board Secretary Bill Hills as temporary chair to conduct the Grand Prairie Hotel Development Corporation meeting.*

### PRESENT

Jacquín Headen, Vice Chair  
Bill Hills, Secretary  
Duane Strawn, Treasurer

### ABSENT

Jeff Copeland, Chair

### AGENDA ITEMS

**1. Minutes of the September 21, 2021, Hotel Development Corporation meeting**

*Bill Hills motioned to approve the minutes from the June 21, 2022, meeting, and Duane Strawn seconded the motion. The vote carried unanimously.*

**2. Resolution of the Board of Directors of Grand Prairie's Hotel Development Corporation to appoint a new Vice President**

*Bill Hills motioned to approve to approve the appointment of Jacquín Headen as new Vice President of the Hotel Development Corporation. Duane Strawn seconded the motion; the vote carried unanimously. Jacquín Headen as new Vice President proceeded to conduct the meeting in the absent of Board Chair Jeff Copeland.*

**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**

*Jacquín Headen, Board Vice Chair requested to hold the vote on item three to further discussion in executive session. Jacquín Headen, Board Vice Chair motioned to approve item number three. Bill Hills seconded the motion; the vote carried unanimously.*

**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:*

*Jacquin Headen, Board Vice Chair requested Executive Session under Section 551.087 “Deliberations Regarding Economic Development Negotiations;” to discuss item number three at 3:45 p.m. Board ended Executive Session at 3:58 p.m.*

**CITIZEN COMMENTS**

*There were no citizens comments.*

**ADJOURNMENT**

*Jacquin Headen, Board Vice Chair closed the Executive Session and adjourned the meeting at 3:58 p.m.*

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Bill Hills, Secretary



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

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**MEETING DATE:** 12/13/2022

**REQUESTER:** Terrence R. Harbin, Senior Financial Analyst

**PRESENTER:** Megan Mahan, Assistant City Manager/ City Attorney

**TITLE:** Resolution No. 2022-2 Electing the Officers of the Hotel Development Corporation

**RECOMMENDED ACTION:** Approve

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**ANALYSIS:**

Article III of the Bylaw of the Grand Prairie Local Government Corporation provides that the Board of Directors shall elect a President, Vice President, Secretary, and Treasurer for the Corporation. The initial term of the officers of the Corporation shall extend to December 31, 2022. The subsequent terms of office of each officer shall be two (2) years commencing on January 1. Approval of Resolution No.2022-2 would reappoint all board members until December 31, 2024.

**FINANCIAL CONSIDERATION:**

None

**RESOLUTION 2022-2**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF GRAND PRAIRIE HOTEL DEVELOPMENT CORPORATION ELECTING THE CORPORATION’S OFFICERS; AND PROVIDING FOR AN EFFECTIVE DATE.**

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

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

**SECTION 1.** The following officers of the Corporation have been elected in accordance with Article III of the Bylaws of the Corporation, with terms ending on December 31, 2024:

President	_____	Jeff Copeland	_____
Vice President	_____	Jacquin Headen	_____
Secretary	_____	Bill Hills	_____
Treasurer	_____	Duane Strawn	_____

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

**DULY PASSED AND APPROVED BY THE BOARD OF DIRECTORS OF THE GRAND PRAIRIE HOTEL DEVELOPMENT CORPORATION THE 13TH DAY DECEMBER OF 2022.**

**APPROVED:**

\_\_\_\_\_  
Jeff Copland, President

**ATTEST:**

\_\_\_\_\_  
Bill Hills, Secretary



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

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**MEETING DATE:** 12/13/2022

**REQUESTER:** Terrence R. Harbin, Senior Financial Analyst

**PRESENTER:** Megan Mahan, Assistant City Manager/ City Attorney

**TITLE:** Resolution approving the proposed budget for FY 2022-2023

**RECOMMENDED ACTION:** Approve

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**ANALYSIS:**

The FY 2022-2023 budget is \$2,375,000. The transfer of \$2,375,000 of appropriated funds to Grand Prairie Hotel Development obligations to fund pre-opening and working capital and repayment reserve requirements.

**FINANCIAL CONSIDERATION:**

The total budget for FY 2022-2023 is \$2,375,000.

\* City Council will approve the Grand Prairie Hotel Development FY2022-2023 Budget on December 13, 2022.



**RESOLUTIONS OF  
GRAND PRAIRIE HOTEL DEVELOPMENT CORPORATION**

**A RESOLUTION APPROVING THE BUDGET OF THE GRAND PRAIRIE HOTEL DEVELOPMENT CORPORATION, ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022, AND ENDING SEPTEMBER 30, 2023 (FY 2022-2023)**

**Whereas, the Board wishes to set a budget for FY 2022-2023**

**NOW THEREFORE, BE IT RESOLVED, by the GRAND PRAIRIE HOTEL DEVELOPMENT CORPORATION that:**

**Section 1. the Board hereby adopts the FY2022-2023 budget as attached as Exhibit A.**

**PASSED AND APPROVED BY THE BOARD OF DIRECTORS OF GRAND PRAIRIE HOTEL DEVELOPMENT CORPORATION ON THE 13TH DAY OF DECEMBER 2022.**

\_\_\_\_\_  
Jeff Copeland, President

ATTEST:

\_\_\_\_\_  
Jacquin Headen, Vice President

**Grand Prairie Hotel Development Corporation**  
**FY 2022-2023 Proposed Budget**  
**Exhibit A**

	<b>Proposed 2023</b>
Operating Contribution (City Funds Transfer)	2,375,000
<b>TOTAL REVENUES</b>	<u><b>2,375,000</b></u>
Misc Services (Pre Opening Expenses - Hotel Mgmt Agreement)	1,879,000
Contractual Services (Pre Opening Services Fee - Hotel Mgmt Agreement)	96,000
Professional Services (Reserve Establishment - Hotel Mgmt Agreement)	400,000
<b>TOTAL OPERATING EXPENDITURES</b>	<u><b>2,375,000</b></u>
Beginning Resources	0
<b>Ending Resources</b>	<u><b>0</b></u>
Uncommitted Reserve	0
<b>Total Reserves</b>	<u><b>0</b></u>



CITY OF GRAND PRAIRIE  
HOTEL DEVELOPMENT  
CORPORATION  
COMMUNICATION

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**MEETING DATE:** 12/13/2023

**REQUESTER:** Terrence R. Harbin, Senior Financial Analyst

**PRESENTER:** Megan Mahan, Assistant City Manager/ City Attorney

**TITLE:** Appointment of Grand Prairie Hotel Development Corporation Wells Fargo Authorization Certificate

**RECOMMENDED ACTION:** Approve

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**ANALYSIS:**

Wells Fargo requires the Grand Prairie Hotel Development Corporation to establish Authorized Representatives upon opening, operating, and closing deposit accounts for Customers at Bank and enrolling in, using, and terminating Bank services, including Bank’s non-deposit sweep services used in connection with the Account(s); and authorize transactions of all types on the Accounts and instruct Bank regarding Accounts and Services.

**FINANCIAL CONSIDERATION:**

None