



**CITY OF GRAND PRAIRIE
FINANCE AND GOVERNMENT COMMITTEE
MEETING
COUNCIL BRIEFING ROOM
TUESDAY, FEBRUARY 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*

STAFF PRESENTATIONS

1. Golf Consultant Report Presentation

Parks, Arts and Recreation Director Duane Strawn presented to the committee the Tangle Ridge Review done by JJ Keegan Consultant Study. The review presented included City Staff Responses and Recommendations; Golf Operations 4-year Trend, Management contract, GolfNow, GolfNow Annual Support, GolfNow Marketing Benefits, Rate Adjustments, annual Passes, Loyalty Program, Acquire Mobile Food and Beverage Unit, Capital Improvements and Golf Programming 2023.

Noted recommendation from Chairman Copeland is for golf operations to perform at a higher level and to maximize increase in golf rounds. Noted recommendation from Council Member Johnson is benchmark set for performance looks good but would like to know who will monitor this performance. In addition, Council Member Johnson added that a 10% growth is high and asks staff to reconsider a more reasonable growth. Deputy City Manager Cheryl De Leon mentioned the goal is to maximize efforts. Chairman Copeland added that he understands Council Member Johnson's concern with the 10% growth. City Manager Steve Dye mentioned staff is in the process of studying the restaurant and patio service brought forth by Council Member Johnson request and stated staff will bring back a recommendation. Chairman Copeland thanked staff for their efforts.

Presented

2. After Action Report for 2022 Downtown Ice-Skating Rink

Downtown Manager Chip Nami presented to the committee the Ice Rink After Action Report noting the positives were great attendance, first ice skating experience for most skaters and introduced people to Downtown Grand Prairie. Also noted with the total attendance numbers,

by checked in and walk-ins, highlighting a high no show reservation rate and many others showed up with no reservation. Chairman Copeland asked staff for their thoughts on how to best handle the high no show reservations in the future. Mr. Nami mentioned his recommendation is to not take any reservations. Chairman Copeland and Mayor Pro Tem Humphreys said a minimal charge might be a good idea at the time of reservation and then give the skater a coupon to use in that amount at the concession stand. Council Member Johnson inquired if an additional ice rink is needed. Mr. Nami said possibly adding another ice rink at another location in the city. The report also included an expense report noting that mobile generator was an unforeseen expense and recommends a capital improvement of \$80,000 to have adequate power on site for all events at this location. Mayor Pro Tem Humphreys said he is in support of bringing this capital improvement to Council for consideration instead of using mobile generators in the future. Chairman Copeland and Council Member Johnson also asked staff to look into increasing the size of the ice-skating rink and look at options at renting the ice-skating rink to private events. Chairman Copeland asked staff to consider a one-hour ice skating rink pass to a local non-profit charity. Deputy City Manager Cheryl De Leon said staff would bring this item back for consideration with some recommendations. Chairman Copeland thank staff for this after-action report. Mr. Nami closed with kudos to corporate sponsors, Tuff Shed and IKEA for their participation as well.

Presented

CONSENT AGENDA

Mayor Pro Tem Humphreys moved, seconded by Council Member Johnson to approve items three through thirteen with the correction to item 10 noting the amount of \$196,350 would be changed in the ordinance presented. The motion carried unanimously.

3. Minutes of the January 03, 2023, Finance and Government Committee Meeting

Approved on Consent Agenda

4. Annual Contract for 50 Mobile Hotspots with Wireless Service Plan from Verizon for \$25,670.00 annually through cooperative agreement with DIR. First year includes a one-time \$350.00 charge for Verizon Support. This contract will be for one year with the option to renew for one additional one-year period at \$25,320.00 totaling \$50,990.00 if all extensions are exercised

Approved on Consent Agenda

5. Annual contract for smart texting software using artificial intelligence from TextMyGov, for an initial term of one year, with four one-year renewals for a total of \$132,000 (\$24,000 annually plus \$12,000 one-time) if all extensions (to total five years) are exercised

Approved on Consent Agenda

16. Authorize City Manager to enter into grant applications with Texas Commission on the Arts (TCAC) for Library programming in 2023-2024 not to exceed \$50,000.00

Approved on Consent Agenda

7. Annual Contract for brake and spring repairs from Weaver Spring & Brake, Inc. This contract will be for one year (\$20,000.00), with the option to renew for four additional one-year periods totaling \$100,000.00 if all extensions are exercised

Approved on Consent Agenda

8. Annual Contract for Pest Control Services for Cantu Pest Control (up to \$30,941.00 annually). This agreement will be for one year with the option to renew for four additional one-year periods totaling \$154,705.00 if all extensions are exercised. Award secondary to Charles Pest Control (up to \$45,050.00 annually and \$225,250.00 if extensions are exercised) to be used only if the primary is unable to fulfill the needs of the department

Approved on Consent Agenda

9. Annual Contract for facility maintenance, repair, and operations (MRO) and building supplies with related equipment, accessories, supplies and service from Fastenal Company at an estimated cost of \$134,000 for eight months through a national interlocal agreement with Sourcewell, with the option to renew for three additional one-year periods at \$200,000 annually, totaling \$734,000 if all extensions are exercised

Approved on Consent Agenda

10. Ordinance allocating \$196,350 to rehabilitate the Densman Health Clinic; Professional Services Contract with Parkhill for Architectural, Interior Design, and Engineering Services for \$196,350, which includes a 5% contingency

Approved on Consent Agenda with a notation the amount of \$196,350 would be changed in the ordinance presented

11. Ordinance amending the FY2022/2023 Capital Improvement Projects Budget; Construction contract with The Nay Company for Purchase and Installation of Steel Building at the Streets Service Center in the amount of \$177,036.00 plus a 5% contingency amount of \$8,852.00 for a total project cost of \$185,888.00

Approved on Consent Agenda

12. Annual Contract with Terry Rutland for Landscape Maintenance at Great Southwest Nature Park in the amount of \$37,840 for one year with the option to renew for four additional years totaling \$189,200

Approved on Consent Agenda

13. Annual Contract with Pure Service for litter abatement, emptying of receptacles, and restroom cleaning of high profile and high use parks through a Master interlocal agreement with the City of Grapevine in the amount of \$82,030 with the option to renew for four additional years totaling \$410,150

Approved on Consent Agenda

ITEMS FOR INDIVIDUAL CONSIDERATION

14. Professional Services contract with Salcedo Group, Inc. to prepare 30% Schematic Design Plans in the amount of \$749,687.56 for Pioneer Parkway Improvements

Planning and Development Director Rashad Jackson informed the committee this contract would begin the schematic design development and establish the estimated cost of construction for Pioneer Parkway improvements as part of Pioneer Parkway "International Corridor" Urban Design Strategy Plan. The adopted plan includes several infrastructure improvements and streetscape enhancements between S. Great Southwest Parkway to east of Belt Line (FM1382). This contract will help bring the city one step closer to bringing the urban design plan to fruition. The schematic plans will assure that what was proposed in the conceptual urban design plan can be developed and will also establish estimated costs for the improvements. The city has dedicated one million dollars of 2023 capital improvement funds for the development of schematic plans for this project and 10 million dollars for 2024 to assist with potential construction costs.

Chairman Copeland asked for confirmation on the 30% noted. Mr. Jackson advised once approved to proceed the anticipated time for completion of the 30% schematic plans would be six months. Council Member Johnson inquired if this project went out for bid. Mr. Jackson confirmed four bid proposals were received. In addition, Assistant City Manager Megan Mahan noted this project went through the professional services contract process. Deputy City Manager Bill Hills mentioned the city has worked with Dallas and Tarrant County on this project as well.

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

15. Annual Software Maintenance and Support Agreement with Tyler Technologies for one year in the amount of \$135,724.29 with the option of four annual renewals totaling \$749,962.37 if all extensions are exercised; total amount includes a 5% annual automatic increase

Court Services Director Steven Cherry informed the committee that the municipal court purchased the INCODE software platform in 2005. Tyler Technologies is a sole source provider and is the only party authorized to support and update the software.

The software is used for the daily operation of the municipal court, online transactions, and imaging platform, along with electronic ticket writers utilized by the police department.

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

16. Authorize Termination of Annual Contract for Janitorial Services with Entrust One Facility Services, Inc. and authorize City Manager to send a thirty-day written notice of termination
17. Annual Contract for janitorial services from UBM Enterprise, Inc. up to \$1,099,062.32. This contract will be for one year with the option to renew for four additional one-year periods totaling \$5,495,311.60 if all extensions are exercised

Deputy City Manager Bill Hills informed the committee that on August 2, 2022, City Council awarded an annual contract for janitorial services to Entrust One Facility Services, Inc. and noted that a thirty-day written notice of termination with an end date of March 7, 2023 will be submitted as Entrust One Facility Services, Inc. is not performing services properly and staff believes it is in the best interest of the City to terminate this contract.

Mr. Hills informed the committee that item seventeen is to award an annual contract for janitorial services to UBM Enterprise, Inc. Mr. Hills noted this contract is for janitorial services for all current city facilities, excluding the Summit and the Epic. In addition, UBM Enterprise, Inc. has a good track record of their janitorial services with the city.

Deputy Mayor Pro Tem Humphreys moved, seconded by Council Member Johnson, to approve items sixteen and seventeen. The motion carried unanimously.

18. Ordinance amending the FY2022/2023 Capital Improvement Budget; Construction contract with A&C Construction, Inc. for Mi Familia Park Phase I construction in the amount of \$2,056,320 plus a 2.5% contingency in the amount of \$51,408 for a total construction cost of \$2,107,728

Parks, Arts and Recreation Director Duane Strawn informed the committee this item is for Phase I improvements to Mi Familia Park will include a playground, playground shade, walking trails, trail lighting, park signage, vehicle barriers, landscape, to include an additional 44 new trees with irrigation, and site furnishings. Mr. Strawn provided an explanation of the ordinance amendment for this contract. Council Member Johnson inquired if there would be any unforeseen additional costs. Chairman Copeland noted that the lower bidder should keep costs in mind and not be the low bidder by manipulating the numbers to be awarded contracts. Deputy Mayor Pro Tem Humphreys recognized Council Member Mike Del Bosque's efforts to have the City of Grand Prairie take over this park.

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

19. Annual Contract for the Congregate Meal Program at the Summit from The Visiting Nurse Association of Texas (VNA) in the amount not to exceed \$196,500 for one year with the option to renew for four additional years totaling \$982,500

Assistant Director of Operations Erin Hart informed the committee that on September 20, 2022, City Council approved the contractual agreement with Dallas County and Dallas Area Agency on Aging. Parks, Arts and Recreation continues to work with Dallas County and Dallas Area Agency on Aging and The Visiting Nurse Association of Texas, offering funding and

services for a senior meal program and for senior transportation to the nutrition site. During the past years, staff has been working with the agencies to enhance and expand the program for our citizens, 60 years of age and older. The Visiting Nurse Association is also the current vendor and has been providing meals for the Congregate Meal Program for the past 10 years. The Congregate Meal Program is a fully reimbursable contract funded through a grant agreement with the Dallas Area Agency on Aging. Meals purchased under the Visiting Nurse Association of Texas agreement will be based on approved funds in the City's annual grant budget.

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

20. Annual Contract for HVAC Products, Installation, Labor Based Solutions, and Related Products and Services including Air Balance Testing from Trane, Inc through an interlocal agreement with Omnia Partners at an estimated cost of \$750,000.00 for one year with the option to renew for four additional one-year periods totaling \$3,750,000.00 if all extensions are exercised

Facility Services Manager Ray Riedinger informed the committee this contract will assist on maintaining and upgrading HVAC systems as needed in the city. Deputy Mayor Pro Tem Humphreys inquired if HVAC training would be beneficial for our facility services technicians. Council Member Johnson mentioned it might be a good idea to send two staff facility services staff members to become a master HVAC trainer to save resources. Mr. Riedinger said this would be beneficial to a point as technology and EPA requirements are constantly changing.

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

21. Annual Contract for uniforms, mats, towels, and first aid kits from Cintas in the amount of \$300,000.00 annually through a Master Interlocal Agreement with OMNIA. The contract will be for one year with the option to renew for three additional one-year periods totaling \$1,200,00.00 if all extensions are exercised

Purchasing Manager Angi Mize informed the committee that this contract will provide each of the City's maintenance employees with a well-made, high-quality uniform that consistently presents a professional appearance, meeting the city's high standards. This will be done through the rental, laundering, repair, and replacement of uniforms and through direct purchases as well.

The uniform rentals will be utilized by the Municipal Airport, Grand Prairie Memorial Gardens, Parks & Recreation, Solid Waste, Streets, Utility Customer Service, and Water Utilities divisions.

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

22. Annual Contract for the purchase of ready-mix concrete from Redi-Mix Concrete (up to \$1,057,125.00 annually). This contract will be for one year with the option to renew for four additional one-year periods totaling \$5,285,625.00 if all extensions are exercised

Assistant Director Transportation and Mobility Dane Stovall informed the committee that this contract will be utilized to purchase ready mix concrete for street pavement repairs and improvements. Council Member Johnson if other products to extend the life of the concrete have been considered. Mr. Stovall mentioned said those other products have limitations.

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

23. Annual Contract for water utility warehouse supplies from Ferguson Enterprises LLC, Core & Main LP, and Zepp Mfg. (up to \$650,000.00 annually). This contract will be for one year with the option to renew for four additional one-year periods totaling \$3,250,000.00 if all extensions are exercised

Water Utility Department Manager Douglas Taylor informed the committee that these annual contracts will be utilized by the Water Utility Warehouse Department for repair and replacement stock on various jobs throughout the city. Ferguson's bid had the most low-cost items. The bid will be awarded to Ferguson Enterprise LLC and Core & Main due to the nationwide supply shortage of parts. Zepp is awarded one item only. Orders will be placed as needed from these suppliers. Council Member Johnson inquired about on time supply. Mr. Taylor mentioned that supplies are ordered for known and unknown projects allowing that some of the supplies are kept in case of emergency.

Deputy 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 4:10 p.m.

*Chairman Jeff Copeland
Finance and Government Committee*

Date