



City of Grand Prairie

City Hall
300 W. Main Street
Grand Prairie, Texas

Meeting Agenda

Finance and Government Committee

Tuesday, January 5, 2021

2:30 PM

Video Conference

Due to the imminent threat to public health and safety arising from the COVID-19 pandemic, this meeting of the Finance and Government Committee will be held via video conference. Members of the public may participate in the meeting remotely by webinar or telephone through the following:

You are invited to a Zoom webinar.

When: Jan 5, 2021 02:30 PM Central Time (US and Canada)

Topic: City of Grand Prairie - F&G Meeting

Please click the link below to join the webinar:

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All meeting participants will automatically be muted until it is their turn to speak. To be recognized to speak, use the "raise hand" feature in the Zoom meeting platform. Or, if you are joining by phone, you may press *9 to raise your hand. A maximum five (5) minutes is permitted per speaker. After speaking, re mute your phone by pressing *6.

Call to Order

1 [20-10728](#)

Acknowledgement of New Committee Member and Chairman

Executive Session

The Finance and Government Committee may conduct a closed session pursuant to Chapter 551, Subchapter D of the Government Code, V.T.C.A. to discuss 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"*

Staff Presentations

2 [20-10696](#)

Debt Briefing Policy Update

Attachments: [Debt Policy 2021.pdf](#)

3 [20-10698](#)

General Obligation Bond Election Presentation

4 [20-10708](#)

FYE 2020 - Parks Enterprise Financial Reports Update

Attachments: [FYE20 UNAUDITED ENTERPRISE FINANCIAL REPORTS - PARKS.pdf](#)

Consent Agenda

5 [20-10706](#)

Resolution declaring expectation to reimburse expenditures with proceeds of future debt in the amount of \$48,500 for Professional Engineering Services contract with Criado and Associates for Dechman Drive from Westchester Parkway to Bardin Road; Authorize City Manager to enter into Professional Engineering Services Contract with Criado and Associates

Attachments: [05-11-2020 ULine 332.21.pdf](#)

[W.O. 621.59.xlsx](#)

Items for Individual Consideration

6 [20-10722](#)

Ratify a contract for vaccination services with TopCare Medical as an exigency purchase for a cost not to exceed \$164,800

Attachments: [TopCare 2020.docx](#)

- 7 [20-10699](#) Award bid for the completion of one residential reconstruction project as part of the HOME Reconstruct Program to Symone Construction Services, LLC in the amount of \$129,928.68

 Attachments: [Contractors Bid Estimate Attachment A.pdf](#)
 [Reconstruct Procedures Attachment B](#)
- 8 [20-10707](#) Professional Services Agreement with Arnold & Associates Inc. for forensic building and mechanical systems investigation at Epic and Epic Waters in the amount not to exceed \$116,140

 Attachments: [20-10707 FORENSIC STUDY EPIC.doc](#)
- 9 [20-10712](#) Resolution declaring expectation to reimburse expenditures with proceeds of future debt in the amount of \$36,000 for Professional Engineering Services contract with Innovative Transportation Solutions, Inc. (up to \$36,000 annually) for one year with the option to renew for four additional one-year periods, totaling \$180,000 if all extensions are exercised; and authorize the City Manager to execute the renewal options with aggregate price fluctuations of the lesser of up to \$50,000 or 25% of the original maximum price so long as sufficient funds is appropriated by the City Council to satisfy the City's obligation during the renewal terms

 Attachments: [WO 621.62.xlsx](#)
- 10 [20-10719](#) Price Agreement for yard waste grinding from Thelin Recycling of Fort Worth, TX (up to \$147,000 annually) for one year with the option to renew for four additional one-year periods totaling \$735,000 if all extensions are exercised and authorize the City Manager to execute the renewal options with aggregate price fluctuations of the lesser of up to \$50,000 or 25% of the original maximum price so long as sufficient funding is appropriated by the City Council to satisfy the City's obligation during the renewal terms

 Attachments: [Bid Tab 21039](#)

Adjournment

Certification

In accordance with Chapter 551, Subchapter C of the Government Code, V.T.C.A, the Finance & Government Committee meeting agenda was prepared and posted December 31, 2020.

Jennifer Stubbs, Deputy City Secretary

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 972-237-8018 or email Jennifer Stubbs (jstubbs@gptx.org) at least three (3) business days prior to the scheduled meeting to request an accommodation.



Legislation Details (With Text)

File #: 20-10728 **Version:** 1 **Name:** Acknowledgement of New Committee Member and Chairman
Type: Agenda Item **Status:** Agenda Ready - Committee
File created: 12/31/2020 **In control:** Finance and Government Committee
On agenda: 1/5/2021 **Final action:**
Title: Acknowledgement of New Committee Member and Chairman
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Title
Acknowledgement of New Committee Member and Chairman



Legislation Details (With Text)

File #: 20-10696 **Version:** 1 **Name:** Debt Briefing
Type: Presentation **Status:** Agenda Ready - Committee
File created: 12/16/2020 **In control:** Finance and Government Committee
On agenda: 1/5/2021 **Final action:**
Title: Debt Briefing Policy Update
Sponsors:
Indexes:
Code sections:
Attachments: [Debt Policy 2021.pdf](#)

Date	Ver.	Action By	Action	Result
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From

Brady Olsen; Treasury and Debt Manager

Title

Debt Briefing Policy Update

Presenter

Brady Olsen; Treasury and Debt Manager
Andre Ayala, Financial Advisor

Recommended Action

Approve

Analysis

We are updating the City's debt policy. The Debt Management Policies set forth comprehensive guidelines for the financing of capital expenditures.

Highlights include:

General administrative clean-up

Allowance of greater use of short term debt and debt financing of smaller equipment

Adding greater checks to the use of capital leasing

Adjusting our coverage goals for WWW fund

Allowing greater flexibility in the selection of rating agencies

Additionally, per prior Council action, we will present an update as well as a draft bond ordinance for the issuance of CO debt. Due to posting requirements, the sale was delayed from the originally scheduled January 5th to the next Council meeting on January 19th. We do not anticipate any negative effects from this change. The CO issuance will be used to fund the annual CIP.

Financial Consideration

A CO issuance will fund the annual CIP.

CITY OF GRAND PRAIRIE
DEBT MANAGEMENT POLICIES

Prepared by the Finance Department

Approved by the City Manager
Confirmed by ~~the City Council Finance &~~
~~Government Committee January 5, 2021~~
Confirmed by City Council

~~March 30, 2019~~January 1975, 2020

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DEBT MANAGEMENT POLICIES

Table of Contents

	<u>Page No.</u>
I. Purpose Statement	1
II. Responsibility	1
A. Bond Counsel Involvement	2
B. Financial Advisor Involvement	2
III. Short Term Debt	2
A. General	2
B. Commercial Paper	3
C. Line of Credit	3
IV. Long Term Debt	3
A. General	3
B. Bonds	4
C. Certificates of Obligation	4
D. Public Property Finance Contractual Obligation	5
E. Anticipation Notes	5
F. Negotiated versus Competitive Sale versus Private Placement	5
G. Bidding Parameters	6
H. Bond Elections	7
V. Refunding	7
VI. Capital Leasing	7
VII. Other Types of Financing	8
VIII. Ratios and Reserves	8
IX. Official Statement	9
A. Responsibility	9
B. Timing	9
X. Ratings	10
XI. Credit Enhancements	11

DEBT MANAGEMENT POLICIES

Table of Contents

	<u>Page No.</u>
XII. Secondary Market Disclosure	11
XIII. Arbitrage Liability Management	12
A. General	12
B. Responsibility	12
C. Internal Interim Financing	13
D. Two Year Spend-out Option	13
XIV. Modification to Policies	14

CITY OF GRAND PRAIRIE
DEBT MANAGEMENT POLICIES
AUGUST, 1992
As Revised
~~March 30, 2018~~ January 5~~17~~, 2020

I. PURPOSE

The Debt Management Policies set forth comprehensive guidelines for the financing of capital expenditures. It is the objective of the policies that (1) the city obtains financing only when necessary, (2) the process for identifying the timing and amount of debt or other financing be as efficient as possible and (3) the most favorable terms and conditions, interest and other costs be obtained.

II. RESPONSIBILITY

The primary responsibility for developing financing recommendations rests with the Chief Financial Officer (CFO). In developing the recommendations, the ~~Chief Financial Officer~~ CFO shall be assisted by the Treasury & Debt Manager, Budget Director, and Controller. The ~~Chief Financial Officer~~ CFO shall hold as follows:

- * meet no less than twice a year with Department Managers to consider the need for financing and assess progress on the Capital Improvement Program,
- * meet as necessary in preparation for a financing,
- * review changes in state and federal legislation,
- * review annually the provisions of ordinances authorizing issuance of obligations, and to
- * annually review services provided by the Financial Advisor, Bond Counsel, Paying Agent, Disclosure Counsel, and other service providers to evaluate the extent and effectiveness of services being provided.

Prior to the meetings, the Budget Director and Treasury & Debt Manager shall jointly prepare a ~~written~~ report on the status of Capital Improvement Program financing. The report shall be based in part on information collected from the primary capital improvement project managers in the city and shall include a projection of near term financing needs compared to available resources, an analysis of the impact of contemplated financings on the property tax rate and user charges, and a financing recommendation.

In developing financing recommendations, consideration will be given as follows:

- * the time proceeds of obligation are expected to remain on hand and the related carrying cost;
- * the options for interim financing including short term and interfund borrowing,

taking into consideration federal and state reimbursement regulations;

- * the effect of proposed action on the tax rate and user charges;
- * trends in interest rates;
- * other factors as appropriate.

Per the City Charter, no long-term financing commitments can be entered into without prior approval by the CFO and the City Manager's Office.

A. **Bond Counsel Involvement**

The Bond Counsel will issue an opinion as to the legality and tax-exempt status of any obligations. The city will also seek the advice of Bond Counsel on all other types of financings and on any other questions involving federal tax or arbitrage law. Bond Counsel is also responsible for the preparation of the ordinance authorizing issuance of obligations and all of the closing documents to complete their sale and will perform other services as defined by contract approved by the City Council.

B. **Financial Advisor Involvement**

The city will seek the advice of the Financial Advisor when necessary. The Financial Advisor will advise on the structuring of obligations to be issued, inform the city of various options, advise the city as to how choices will impact the marketability of city obligations and will provide other services as defined by contract approved by the City Council. To ensure independence, the Financial Advisor will not bid on nor underwrite any city debt issues. The Financial Advisor will inform the ~~Chief Financial Officer~~CFO and City Manager of potential and actual significant issues.

III. **SHORT TERM DEBT**

A. **General**

Short term obligations may be issued to finance projects or portions of projects for which the city ultimately intends to issue long term debt; i.e., it will be used to provide interim financing which will eventually be refunded with the proceeds of long term Approved General Obligation Bonds, [Certificates of Obligation](#) and Revenue Bonds.

Short term obligations may be backed with a tax or revenue pledge, or a pledge of other existing and available resources.

~~The amount of short term obligations due to mature in a year shall not exceed 5% of outstanding long term debt.~~ Short-term debt, when combined with the replacement long-term debt, will not exceed the life of the asset. For example, if a 20-year facility is initially funded with a 2-year short-term obligation, then the long-term debt will not exceed the balance of the remaining 18 year life of the asset.

Interim financing may be appropriate for revenue generating projects during their construction and ramp up to stabilization, and to take advantage of short-term interest, especially when long-term interest rates are expected to decline in the future. In addition, some forms of short-term obligations can be obtained quicker than long term obligations and thus can be used in emergencies until long term financing can be obtained. In some cases when the amount of financing required in the immediate future is relatively small, it may be cheaper for the city to issue a small amount of short term obligations to provide for its immediate needs than to issue a larger amount of long term obligations to provide financing for both immediate and future needs when the carrying costs of issuing obligations which are not immediately needed are taken into account.

B. Commercial Paper

Interest rates on commercial paper are generally favorable to an issuer relative to interest on other forms of debt. In addition, cities may legally only issue commercial paper for revenue supported projects. However, should the opportunity to participate in a commercial paper issuance pool present itself, the advantages and disadvantages shall be evaluated.

C. Line of Credit

With the approval of the City Council, the city may establish a tax-exempt line of credit with a financial institution selected through a competitive process. Draws shall be made on the line of credit when (1) the need for financing is so urgent that time does not permit the issuance of long term debt, or (2) the need for financing is so small that the total cost of issuance of long term debt including carrying costs of debt proceeds not needed immediately is significantly higher.

Draws will be made on the line of credit to pay for projects designated for line of credit financing by the City Council. Only projects which will ultimately be financed with the proceeds of authorized bonds may be so designated.

Borrowings under the line of credit shall be retired with the proceeds of long-term debt. Interest on borrowings will be repaid from current revenues. A takeout agreement or alternate financing source will be provided for additional security in addition to the tax or revenue pledge and the available voter authorized bonds.

The ~~Chief Financial Officer~~CFO (or designee) will authorize draws and the Treasury & Debt Manager (or designee) will execute them. The Controller will identify line-of-credit draws and expenditures on the books of account. Internal Audit will quarterly verify compliance and adequacy of documentation.

Additionally, a line of credit may be established to fulfill bond covenant requirements for a reserve fund when permitted under applicable ordinances and it is cost beneficial to do so.

IV. LONG TERM DEBT

A. General

Long-term obligations will not be used for operating purposes, and the life of all obligations (long-term and short-term) will not exceed the useful life of the projects financed. _

Debt service structure will approximate level debt service unless operational matters dictate otherwise or to take advantage of unique structure elements of existing debt obligations.

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The cost of issuance of private activity bonds is usually higher than for governmental purpose bonds. Consequently, private activity bonds will be issued only when there is a strategic justification and they will economically benefit the city.

The cost of taxable debt is traditionally higher than for tax exempt debt. However, the issuance of taxable debt is mandated in some circumstances, _and may allow valuable flexibility in subsequent contracts with users or managers of the improvement constructed with the bond proceeds as well as additional refunding opportunities. Therefore, the city will usually issue obligations tax-exempt, but may occasionally issue taxable obligations.

B. Bonds

Long-term general obligation ~~or revenue bonds~~ shall be issued to finance significant capital improvements for purposes set forth by voters in bond elections. Additionally, revenue bonds may be issued in response to public need without voter authorization.

Bonds will have an average life of 15 years or less.

A resolution of intent to issue bonds authorizing staff to proceed with preparations shall be presented for the consideration of the City Council when ~~the capital budget is presented~~ deemed appropriate.

The city will consider the use of surety bonds, lines of credit or similar instruments to satisfy reserve requirements, if needed.

C. Certificates of Obligation

Certificates of obligation may be issued to finance permanent improvements and land acquisition, the need for which arose between bond elections. In addition, they may be used to finance cost overruns or to acquire equipment costing at least \$~~25~~10,000. The life of certificates of obligation issued to finance equipment shall match the life of the equipment.

~~In accordance with state law, a~~ A resolution authorizing publication of notice of intent to issue certificates of obligation shall be presented for the consideration of the City Council in accordance with state law. ~~no less than 45 days before an expected issuance. The notice of intent shall be published~~

~~in a newspaper of general circulation in the city once a week for two consecutive weeks with the first publication to be at least fifteen (31) days prior to the sale date.~~

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Certificates of obligation can be backed by revenues eligible to be pledged under state law. Some revenues are restricted as to the uses for which they may be pledged. Water and wastewater revenues may be pledged without limit for water and wastewater purposes, but may only be pledged up to \$10,000 for non-water and wastewater purposes.

Certificates of obligation may also be backed by a tax pledge under certain circumstances as defined by law. They may also be backed by a combination tax and revenue pledge.

D. Public Property Finance Contractual Obligation

Public property finance contractual obligations may be issued to finance the acquisition of personal property.

E. Anticipation Notes

Anticipation Notes empower municipalities to issue debt without giving notice of intent. Anticipation Notes may be secured and repaid by a singular pledge, but not plural pledge, of revenue, taxes, or the proceeds of a future debt issue. Anticipation Notes are authorized by an ordinance adopted by the city.

Anticipation Notes may be used to finance projects or acquisition that could also be financed with Certificates of Obligation, General Obligation Bonds and Revenue Bonds.

Anticipation Notes have several restrictions which include:

- 1) Anticipation Notes issued for general purposes must mature before the seventh anniversary of the date the Attorney General approves the issue,
- 2) Anticipation Notes may not be used to repay interfund borrowing or a borrowing that occurred 24 months prior to the date of issuance,
- 3) A governing body may not issue Anticipation Notes that are payable from bond proceeds unless the proposition authorizing the issuance of the bonds has already been approved by the voters.

F. Negotiated versus Competitive Sale versus Private Placement

When feasible and economical, obligations shall be issued by competitive rather than negotiated sale. A sale may be negotiated when the issue is predominantly a refunding issue or in other non-routine situations which require more flexibility than a competitive offer allows. Whenever the option exists to offer an issue either for competition or for negotiation, analysis of the options shall be performed to aid in the decision making process.

When a sale is not competitively bid, the city will publicly present the reasons and will participate with the financial advisor in the selection of the underwriter or direct purchaser.

The criteria used to select an underwriter in a competitive sale shall be the true interest cost. In a negotiated sale, the underwriter may be selected through a request for proposal process (RFP) [and](#)/or based on previous successful experience underwriting the City's bonds. The criteria used to select an underwriter in a negotiated sale should include the following:

- * Overall experience
- * Marketing philosophy
- * Capability
- * Previous experience as managing or co-managing partner
- * Financial statement
- * Public finance team and resources
- * Breakdown of underwriter's discount
 - Management fee - compensation to the underwriter for their work in structuring the issue.
 - Underwriting fee - compensation to the underwriter for using their capital to underwrite the bonds.
 - Average takedown - the portion of the underwriter's discount used to pay the sales force.
 - Expenses - administrative costs such as underwriter's counsel and administrative fees.

In a negotiated underwriting, when appropriate, the sale will be negotiated with a consortium of underwriting firms, rather than just one, to preserve some of the benefits of competition.

When cost/beneficial, the city may privately place its debt. Since no underwriter participates in a private placement, it may result in lower cost of issuance. Private placement is sometimes an option for small issues. The opportunity may be identified by the Financial Advisor. When a sale is privately placed, the City will determine with input from the financial advisor if a Placement Agent is engaged to assist with the process.

The criteria used to select [an](#) Placement Agent for a private placement is the same as the underwriter selection process.

G. Bidding Parameters

The notice of sale will be carefully constructed so as to ensure the best possible bid for the city, in light of existing market conditions and other prevailing factors. Parameters to be examined include:

- * Limits between lowest and highest coupons
- * Coupon requirements relative to the yield curve
- * Method of underwriter compensation, discount or premium coupons
- * Use of true interest cost (TIC) versus net interest cost (NIC)
- * Use of bond insurance
- * Deep discount bonds
- * Variable rate bonds
- * Call provisions

H. **Bond Elections**

Before a bond election, the City Manager, Bond Election Committee members and City Councilmembers will be provided with competent debt capacity analyses, tax and user fee impact projections and other information as directed by the City Manager's Office.

The Bond Counsel and Financial Advisor will provide support during the process. Bond Counsel will assist with ballot proposition and language, as well as supporting resolutions and ordinances. Financial Advisors will assist with debt capacity analysis and tax rate impact of future debt.

V. **REFUNDING**

The city shall consider refunding debt, following provisions of federal and state law, and whenever an analysis indicates the potential for present value savings of approximately 5% of the principal being refunded or at least \$200,000 and the city will not refund less than 5% of its outstanding debt at one time except for strategic reasons such as when it intends to change bond covenants, to reduce the impact of issuance of new debt, to take advantage of existing interest rates and when combining new debt issuance with a refunding to take advantage of economies of scale for cost of issuance.

Tax-exempt bonds may only be refunded in a current refunding only, by current accordance with IRS requirements. Taxable bonds can be refunded by either current or advance refunding, as long as it meets the city's savings goal.

VI. **CAPITAL LEASING**

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Due to recent legislative and accounting standard changes, capital leasing should be avoided if possible. Leasing shall not be considered when funds are on hand for the acquisition unless the interest expense associated with the lease is less than the interest that can be earned by investing the funds on hand or when other factors such as budget constraints or vendor responsiveness override the economic consideration.

Whenever a lease is arranged with a private sector entity, a tax-exempt rate shall be sought. Whenever a lease is arranged with a government or other tax-exempt entity, the city shall strive to obtain an explicitly defined taxable rate so that the lease will not be counted in the city's total annual borrowings subject to arbitrage rebate.

The lease agreement shall permit the city to refinance the lease at no more than reasonable cost should the city decide to do so. A lease which can be called at will is preferable to one which can merely be accelerated.

Since the market for lease financings is relatively inefficient, the interest rates available at any one time may vary widely. Therefore, the city shall obtain at least three competitive proposals for any major lease financing. The net present value of competitive bids shall be compared, taking into account whether payments are in advance or in arrears, and how frequently payments are made. The purchase price of equipment shall be competitively bid as well as the financing cost.

The advice of the city's bond counsel shall be sought in any leasing arrangement and when federal tax forms 8038 are prepared to ensure that all federal tax laws are obeyed.

The city may consider issuing certificates of participation to finance a very large project. Care should be taken because financing costs may be greater than for other types of financing. When possible, the lease agreement will be backed with a tax pledge.

If the city is obligated to make payments more than a year in the future then the agreement will probably be considered debt by the state. However, if the payments are subject to annual appropriation by the City Council, then they may not.

VII. OTHER TYPES OF FINANCING

From time to time other types of financing may become available. Examples of these options are debt pools with other entities and low-interest loans from state agencies such as the Texas Water Development Board. At the direction of the ~~Chief Financial Officer~~CFO, the Treasury & Debt Manager will prepare a written analysis of an option. The analysis will include consideration of the advice of the city's bond counsel and financial advisor.

VIII. RATIOS AND RESERVES

The portion of the city's property tax rate levied for debt service shall not exceed 40% of the total tax rate.

The Water and Wastewater Fund total long term debt outstanding shall not exceed the amount

of fund equity.

The city will endeavor to manage its finances in the most efficient and effective way possible, which may include achieving a maintain 2.00160 “all-in” coverage for all indebtedness of the Water and Wastewater Fund and 1.50 coverage for the Parks and Recreation Venue Fund. Operational and economic factors may be more important than a coverage goal in a given fiscal year.

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Debt Service Funds should not have reserves or balances in excess of 1/12 of last year’s principal and interest expense except that

- (1) the city’s Water/Wastewater revenue bond debt service reserves will be maintained at the level of the average annual debt service plus amounts accrued for the next debt service payment, if required by bond covenant
- (2) the city’s outstanding sSales tTax revenue bond reserves will be maintained at the level of maximum annual debt service plus amounts accrued for the next debt service payment, if required by bond covenant,
- (3) the city’s outstanding pProject revenue bond reserves will be maintained at the level of maximum annual debt service plus amounts accrued for the next debt service payment, if required by bond covenant

When revenue supported, tax-backed debt is issued, an internal debt service reserve or similar alternative backup source from which to pay debt service will be established. The source of the reserve will be determined on a case by case basis. When the revenue source being financed with the debt has become well established and generates debt service coverage in excess of the coverage policy, then it will no longer be necessary to maintain the reserve or similar alternative backup source.

The city will use national rating agency methodology and assumptions, within reason, to calculate coverage ratios and reserves.

IX. OFFICIAL STATEMENT

The Official Statement is the disclosure document prepared by or on behalf of the city for an offering of securities.

A. Responsibility

The preparation of the Official Statement is the responsibility of the Treasury & Debt Manager under the supervision of the ~~Chief Financial Officer~~CFO. Information for the Official Statement is gathered from departments/divisions throughout the city.

B. Timing

The Finance Department will compile all supporting documents and schedules in accordance with a timeline provided by the City’s financial advisor in advance of each desired bond sale. Timelines are prepared approximately two to three months prior to each debt issue, depending on the complexity of the project.

X. RATINGS

The city's goal is to achieve and maintain the highest bond rating for each debt lien while being in alignment with city's strategic goals and without inhibiting the city's funding capacity. To that end, prudent financial management policies will be adhered to in all areas.

The City will determine whether multiple rating agencies will be necessary to ensure an optimum rating in the market. A rating agency's role in a new issue will be chosen based on their past efforts to adequately review and communicate their process to the City. Any ongoing surveillance by a rating agency for a prior issue will be managed with the same professional courtesy and accuracy.

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Full disclosure of operations will be made to the bond rating agencies. The city staff, with the assistance of the financial advisors and bond counsel, will prepare the necessary materials for presentation to the rating agencies.

The city shall maintain a line of communications with the national rating agencies informing them of major financial events in the city as they occur. The Comprehensive Annual Financial Report shall be distributed to the rating agencies after it has been accepted by the City Council.

The rating agencies will also be notified either by telephone or through written correspondence when the city begins preparation for a debt issuance. After the initial contact, a formal ratings application will be prepared and sent along with the draft of the Official Statement relating to the bond sale to the rating agencies. This application and related documentation should be sent several weeks prior to the bond sale to give the rating agencies sufficient time to perform their review.

A personal meeting with representatives of the rating agencies will be scheduled every few years or whenever a major project is initiated.

XI. CREDIT ENHANCEMENTS

Credit enhancements are mechanisms which guarantee principal and interest payments. They include bond insurance and a line or letter of credit. A credit enhancement, while costly, will usually bring a lower interest rate on debt and a higher rating from the rating agencies, thus lowering overall costs.

During debt issuance planning, the Financial Advisor will advise the city whether or not a credit enhancement is cost effective under the circumstances and what type of credit enhancement, if any, should be purchased. In a negotiated sale, bids will be taken during the period prior to the pricing of the sale. In a competitive sale, bond insurance may be provided

by the purchaser if the issue qualifies for bond insurance.

XII. SECONDARY MARKET DISCLOSURE

The City shall comply in accordance with all regulations updated, introduced and effective on the date of the City's debt issuance. Furthermore, the City's existing, outstanding debt issues will comply with any new legislation executed.

The ~~Chief Financial Officer~~CFO will designate a person to be responsible for continuing disclosure. This person shall assist with determination of a material event or other reporting requirements, within the context of each individual obligation(s), and in conjunction with the external advisors and counsel.

The City may use the services of Disclosure Counsel to ~~e~~nsure compliance with changing regulatory issues in the market.

XIII. ARBITRAGE LIABILITY MANAGEMENT

It is the city's policy to minimize the cost of arbitrage rebate and yield restriction while strictly complying with the law.

A. General

Federal arbitrage legislation is intended to discourage entities from issuing tax exempt obligations unnecessarily. In compliance with the spirit of this legislation, the city will not issue obligations except for identifiable projects with very good prospects of timely initiation. Obligations will be issued as closely in time as feasible to the time contracts are expected to be awarded so that they will be spent quickly.

B. Responsibility

Because of the complexity of arbitrage rebate regulations and the severity of non-compliance penalties, the advice of Bond Counsel and other qualified experts will be sought whenever questions about arbitrage rebate regulations arise. The city ~~has can~~ contracted for arbitrage rebate ~~calculation~~ services ~~with Hilltop Securities (HTS)~~

The Treasury & Debt Manager will be responsible for identifying the amount of unspent debt proceeds including interest which is on hand and the Controller will be responsible for ensuring that, to the extent feasible, the oldest proceeds on hand are spent first.

~~HTS-Contractor~~ will maintain a system for computing and tracking the arbitrage rebate liability. and will notify the city within 60 days of year end of the amount of accrued liability. They will also be responsible for notifying the city two months in advance of when a rebate of excess arbitrage earnings is due to the Internal Revenue Service.

The city's bond counsel and financial advisor shall review in advance any arbitrage rebate payments and forms sent to the Internal Revenue Service.

The expenditure of obligation proceeds will be tracked in the financial accounting system by type of issue. Investments will be pooled for financial accounting purposes and may, at the discretion of the City, be pooled for investment purposes. When investments of bond proceeds are co-mingled with other investments, the city shall adhere to the Internal Revenue Service rules on accounting allocations.

Arbitrage rebate costs shall be charged as negative interest revenue to the funds in which the related obligation proceeds were originally deposited.

C. Internal Interim Financing

In order to defer the issuance of obligations, when sufficient non-restricted reserve funds are on hand, consideration shall be given to appropriating them to provide interim financing for large construction contracts or parts of contracts. When the appropriations are subsequently re-financed with the proceeds of obligations or other resources, the non-restricted reserve funds shall be repaid. When expenditures are reimbursed from debt issuances, applicable state law and the Internal Revenue Service rules on reimbursements will be complied with so that the reimbursements may be considered expenditures for arbitrage purposes. Requirements are in general:

- * The city shall declare its intention to reimburse an expenditure with debt proceeds before paying the expenditure, and will exclude costs such as design and engineering fees or cost of issuance;
- * Reimbursement bonds must be issued and the reimbursement made within one year after the expenditure was made or the property financed by the expenditure was placed in service, whichever is later; and
- * The expenditure to be reimbursed must be a capital expenditure.

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D. Two Year Spend-out Option

Arbitrage rebate legislation offers a safe harbor whereby obligations issued for construction will be exempt from arbitrage rebate if certain rules are adhered to and the proceeds are spent within two years. However, if this option is elected and all the proceeds are not spent according to the prescribed schedule, penalties are imposed. The option should be considered when circumstances indicate the city will with certainty be successful in achieving a two-year spend-out goal. Such circumstances may include, but are not limited to the following:

- * Obligations are issued to finance a variety of small construction projects, not large projects which might be unexpectedly delayed after the issuance. Also, project management understands the requirements and is firmly committed to achieving the spend-out goal.
- * Obligations are issued for a single, large high priority project with a relatively short construction period and there is a high level of commitment to speedy completion.

When the two-year spend-out option is elected, debt will be issued for an estimated one year

of expenditures to provide for unexpected delays of up to a year without incurring penalties.

The exercise of the two-year spend-out option will always be coordinated with Bond Counsel and the Financial Advisor and will comply with all Federal and State law changes and be managed by the Finance Department.

XIV. MODIFICATION TO POLICIES

These policies will be reviewed annually by the ~~Chief Financial Officer~~CFO and minor clarification changes may be made with the approval of the City Manager. Significant policy changes will be presented to the Finance and Government Committee and City Council for confirmation.



Legislation Details (With Text)

File #:	20-10698	Version:	1	Name:	Bond Election
Type:	Presentation	Status:		Status:	Agenda Ready - Committee
File created:	12/16/2020	In control:		In control:	City Council
On agenda:	1/19/2021	Final action:		Final action:	
Title:	General Obligation Bond Election Presentation				
Sponsors:					
Indexes:					
Code sections:					
Attachments:					

Date	Ver.	Action By	Action	Result
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From

Becky L. Brooks, CFO

Title

General Obligation Bond Election Presentation

Presenter

Cheryl Y. DeLeon, Deputy City Manager
Becky L. Brooks, Chief Financial Officer
Amy Sprinkles, Communications and Marketing Director
Mona Lisa Galicia, City Secretary

Recommended Action

Approve

Analysis

City Manager is recommending a General Obligation Bond Election in May 2021. The election will need to be called at the first regular City Council meeting in February. The purpose of the presentation is:

- 1) to outline the bond election history of the city and provide a refresher on the different types of debt obligations available;
- 2) to provide results of a voter survey identifying the support for different elements of the bond proposition, including level of detail and dollar amounts; and
- 3) to present a timeline of the election process.

From this presentation, the staff will provide recommendations and ask for City Council direction regarding the language and dollar amount of the bond proposition. A final ordinance will then be drafted for formal action in February.

Financial Consideration

Costs to our counties and election administrators for election.



Legislation Details (With Text)

File #: 20-10708 **Version:** 1 **Name:** FYE 2020 Parks Enterprise Financial Report Presentation
Type: Agenda Item **Status:** Agenda Ready - Committee
File created: 12/21/2020 **In control:** Finance and Government Committee
On agenda: 1/5/2021 **Final action:**
Title: FYE 2020 - Parks Enterprise Financial Reports Update
Sponsors:
Indexes:
Code sections:
Attachments: [FYE20 UNAUDITED ENTERPRISE FINANCIAL REPORTS - PARKS.pdf](#)

Date	Ver.	Action By	Action	Result
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From

Gary Yakesch

Title

FYE 2020 - Parks Enterprise Financial Reports Update

Presenter

Gary Yakesch, Assistant Director Parks, Arts, & Recreation

Recommended Action

Presentation Only

Analysis

FYE 2020 Financial Report Presentation - Parks Enterprise Financial Reports

Financial Consideration

None Presentation Only

Financial Report September 2020 (Unaudited)



	YEAR TO DATE					FY20 PROJECTION		FY20 BUDGET		Actual to Budget
	FY20 ACTUAL		FY19 ACTUAL		\$ Chg					
Revenues										
In House Catering	60,841	8.39%	102,674	7.38%	(41,833)	65,000	10.19%	125,000	9.29%	48.67%
Outside Catering	268,779	37.07%	583,124	41.90%	(314,345)	235,000	36.85%	525,000	39.03%	51.20%
Service Charge	112,496	15.51%	200,138	14.38%	(87,642)	100,000	15.68%	230,000	17.10%	48.91%
Alcohol	64,715	8.92%	101,921	7.32%	(37,206)	53,750	8.43%	85,000	6.32%	76.14%
Equipment Rental	43,266	5.97%	62,436	4.49%	(19,170)	36,000	5.64%	50,000	3.72%	86.53%
Room Rental	175,025	24.14%	334,767	24.06%	(159,742)	148,000	23.21%	325,000	24.16%	53.85%
Other	-	0.00%	6,550	0.47%	(6,550)	-	0.00%	5,000	0.37%	0.00%
	725,122	100.00%	1,391,610	100.00%	(666,488)	637,750	100.00%	1,345,000	100.00%	53.91%
Labor										
City Labor	254,410	35.09%	284,728	20.46%	(30,318)	254,284	39.87%	304,261	22.62%	83.62%
City Benefits	107,778	14.86%	115,599	8.31%	(7,821)	110,599	17.34%	126,820	9.43%	84.99%
Workforce/Temp Labor	94,817	13.08%	118,213	8.49%	(23,396)	100,000	15.68%	108,000	8.03%	87.79%
	457,005	63.02%	518,540	37.26%	(61,535)	464,883	72.89%	539,081	40.08%	84.77%
Cost Of Goods										
Food	30,556	50.22%	55,170	53.73%	(24,614)	32,500	50.00%	56,250	45.00%	54.32%
Alcohol	25,194	38.93%	38,961	38.23%	(13,767)	23,100	42.98%	36,508	42.95%	69.01%
	55,750	44.40%	94,131	46.01%	(38,381)	55,600	46.82%	92,758	44.17%	60.10%
Catering Cost	218,154	81.16%	477,446	81.88%	(259,292)	188,000	80.00%	404,500	77.05%	53.93%
Supplies	10,789	1.49%	24,751	1.78%	(13,962)	13,100	2.05%	9,800	0.73%	110.09%
Utilities	51,759	7.14%	60,928	4.38%	(9,169)	60,000	9.41%	80,500	5.99%	64.30%
Promotion	24,916	3.44%	26,623	1.91%	(1,707)	25,000	3.92%	25,000	1.86%	99.66%
Operating Expense	151,788	20.93%	184,406	13.25%	(32,618)	150,008	23.52%	231,531	17.21%	65.56%
Total All Expenditures	970,161	133.79%	1,386,825	99.66%	(416,664)	956,591	149.99%	1,383,170	102.84%	70.14%
Operating Income / (Loss)	(245,039)	-33.79%	4,785	0.34%	(249,824)	(318,841)	-49.99%	(38,170)	-2.84%	641.97%
Cost Recovery	74.74%		100.35%			66.67%		97.24%		
Subsidy	25.26%		-0.35%			33.33%		2.76%		

Excludes encumbrances, transfers, and reimbursements.

Financial Report

September 2020 (Unaudited)



	YEAR TO DATE							FY20		Actual to Budget	
	FY20 ACTUAL		FY19 ACTUAL		\$ Chg	FY20 PROJECTION		BUDGET			
Revenues											
Tickets	49,158	27.55%	47,790	17.78%	1,368	46,000	24.35%	65,000	24.62%	75.63%	
Rentals	44,177	24.76%	91,304	33.97%	(47,127)	38,200	20.22%	65,000	24.62%	67.96%	
Concessions	8,967	5.02%	18,118	6.74%	(9,151)	9,000	4.76%	20,000	7.58%	44.84%	
Alcohol	9,795	5.49%	22,798	8.48%	(13,003)	9,000	4.76%	26,000	9.85%	37.67%	
Catering	2,250	1.26%	2,285	0.85%	(35)	2,250	1.19%	-	0.00%		
Arts Council Rent (HM)	60,000	33.62%	60,000	22.32%	-	60,000	31.75%	60,000	22.73%	100.00%	
City Advertising Contribution (HM)	-	0.00%	20,000	7.44%	(20,000)	20,000	10.58%	20,000	7.58%	0.00%	
Restoration Fees	4,103	2.30%	6,489	2.41%	(2,386)	4,500	2.38%	8,000	3.03%	51.29%	
Sponsorships / Contributions	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%	#DIV/0!	
	178,450	100.00%	268,784	100.00%	(90,334)	188,950	100.00%	264,000	100.00%	67.59%	
Labor	157,348	88.17%	168,997	62.87%	(11,649)	165,781	87.74%	185,869	70.40%	84.66%	
Cost Of Goods											
Food	3,686	41.11%	8,034	44.34%	(4,348)	4,950	55.00%	11,000	55.00%	33.51%	
Alcohol	5,109	52.16%	9,232	40.49%	(4,123)	4,500	50.00%	12,711	48.89%	40.19%	
	8,795	46.88%	17,266	42.20%	(8,471)	9,450	52.50%	23,711	51.55%	37.09%	
Supplies	4,079	2.29%	8,421	3.13%	(4,342)	6,450	3.41%	6,950	2.63%	58.69%	
Utilities	16,733	9.38%	20,238	7.53%	(3,505)	19,500	10.32%	23,500	8.90%	71.20%	
Promotion	5,116	2.87%	6,402	2.38%	(1,286)	15,000	7.94%	23,500	8.90%	21.77%	
Shows	52,228	29.27%	63,662	23.69%	(11,434)	60,000	31.75%	60,000	22.73%	87.05%	
Operating Expense	129,559	72.60%	141,134	52.51%	(11,575)	146,094	77.32%	148,707	56.33%	87.12%	
Total Operating Expenditures	373,858	209.50%	426,120	158.54%	(52,262)	422,275	223.49%	472,237	178.88%	79.17%	
Net Income / (Loss)	(195,408)	-109.50%	(157,336)	-58.54%	(38,072)	(233,325)	-123.49%	(208,237)	-78.88%	93.84%	
Cost Recovery	47.73%		63.08%			44.75%		55.90%			
Subsidy	52.27%		36.92%			55.25%		44.10%			

Excludes encumbrances and transfers.

Financial Report
September 2020 (Unaudited)



	FY20 YTD		FY19 YTD		\$ CHANGE	FY20 PROJECTION		FY20 BUDGET	Actual to Budget	
Active Members			3,757			1,500		4,000		
Active Silver Sneaker Members			1,022			1,000		750		
Active Renew Active Members			832			1,000		850		
			5,611			3,500		5,600		
MEMBERSHIPS	196,471	36.39%	445,379	42.67%	(248,908)	210,000	38.03%	510,000	48.80%	38.52%
Silver Sneakers	32,550	6.03%	71,855		(39,305)	35,000		90,000		
Renew Active	81,000	15.00%	83,860		(2,860)	85,000		-		
Total Memberships	310,021		601,094		(291,073)	330,000		600,000		
ACTIVITIES										
Fitness	44,212	8.19%	108,888	10.43%	(64,676)	45,000	8.15%	90,000	8.61%	49.12%
Massage	17,362	3.22%	37,214	3.57%	(19,852)	18,000	3.26%	40,000	3.83%	43.41%
Aquatics	13,277	2.46%	30,232	2.90%	(16,955)	14,000	2.54%	24,000	2.30%	55.32%
Classes	5,944	1.10%	15,225	1.46%	(9,281)	6,000	1.09%	18,000	1.72%	33.02%
Dances	816	0.15%	590	0.06%	226	1,000	0.18%	2,000	0.19%	40.80%
Travel	18,538	3.43%	37,742	3.62%	(19,204)	20,456	3.70%	50,000	4.78%	37.08%
	100,149	18.55%	229,891	22.03%	(129,742)	104,456	18.92%	224,000	21.44%	44.71%
FOOD & BEVERAGE										
In House Food Service	32,364	5.99%	81,554	7.81%	(49,190)	33,000	5.98%	80,000	7.66%	40.46%
Alcohol	6,216	1.15%	11,359	1.09%	(5,143)	6,400	1.16%	13,000	1.24%	47.82%
External Catering	9,671	1.79%	18,312	1.75%	(8,641)	10,000	1.81%	20,000	1.91%	48.36%
	48,251	8.94%	111,225	10.66%	(62,974)	49,400	8.95%	113,000	10.81%	42.70%
OTHER / MISC.										
Special Events/Theater	7,206	1.33%	10,214	0.98%	(3,008)	7,200	1.30%	9,000	0.86%	80.07%
Rentals & Attendant Fees	17,572	3.25%	63,913	6.12%	(46,341)	23,000	4.17%	50,000	4.78%	35.14%
Vending	8	0.00%	777	0.07%	(769)	100	0.02%	3,000	0.29%	0.27%
Merchandise	2,938	0.54%	7,582	0.73%	(4,644)	3,000	0.54%	4,000	0.38%	73.45%
Other Contributions	53,796	9.96%	18,992	1.82%	34,804	35,000	6.34%	42,000	4.02%	128.09%
	81,520	15.10%	101,478	9.72%	(19,958)	68,300	12.37%	108,000	10.33%	75.48%
TOTAL REVENUE	539,941	85.00%	1,043,688	85.08%	(503,747)	552,156	78.27%	1,045,000	91.39%	51.67%

Financial Report
September 2020 (Unaudited)



	FY20 YTD		FY19 YTD		\$ CHANGE	PROJECTION		BUDGET		
									Actual to Budget	
LABOR										
City Labor	775,031	143.54%	805,467	77.18%	(30,436)	879,348	159.26%	944,031	90.34%	82.10%
City Benefits	324,554	60.11%	326,078	31.24%	(1,524)	375,367	67.98%	379,065	36.27%	85.62%
Workforce / Recreation Leaders	56,526	10.47%	118,771	11.38%	(62,245)	81,000	14.67%	90,250	8.64%	62.63%
	1,156,111	214.12%	1,250,316	119.80%	(94,205)	1,335,715	241.91%	1,413,346	135.25%	81.80%
COST OF GOODS										
Merchandise	2,156	73.38%	3,402	44.87%	(1,246)	3,800	126.67%	3,750	93.75%	57.49%
In House Food Service	26,656	82.36%	56,009	68.68%	(29,353)	25,750	78.03%	61,750	77.19%	43.17%
Alcohol Sales	3,032	48.78%	5,619	49.47%	(2,587)	3,310	51.72%	7,642	58.78%	39.68%
External Catering	7,538	77.94%	13,676	74.68%	(6,138)	9,000	90.00%	19,000	95.00%	39.67%
	39,382	76.93%	78,706	66.25%	(39,324)	41,860	79.89%	92,142	78.75%	42.74%
EXPENDITURES										
Supplies	55,428	10.27%	83,768	8.03%	(28,340)	76,434	13.84%	87,744	8.40%	63.17%
Utilities	136,567	25.29%	172,192	16.50%	(35,625)	200,000	36.22%	248,000	23.73%	55.07%
Travel	23,981	129.36%	43,869	116.23%	(19,888)	27,000	131.99%	40,000	80.00%	59.95%
Special Events/Theater	3,262	16.85%	5,161	13.46%	(1,899)	6,500	30.29%	12,582	24.20%	25.93%
Promotion	11,779	2.18%	25,279	2.42%	(13,500)	20,000	3.62%	28,200	2.70%	41.77%
Maintenance	118,834	22.01%	125,481	12.02%	(6,647)	104,262	18.88%	114,232	10.93%	104.03%
Janitorial	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%	#DIV/0!
Masasage Therapy	16,025	2.97%	27,385	2.62%	(11,360)	19,000	3.44%	24,000	2.30%	66.77%
Contingency	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%	#DIV/0!
Operating Expense	62,197	11.52%	67,011	6.42%	(4,814)	81,320	14.73%	82,995	7.94%	74.94%
Reimbursements	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%	#DIV/0!
	428,073	79.28%	550,146	52.71%	(122,073)	534,516	96.81%	637,753	61.03%	67.12%
TOTAL EXPENDITURES	1,623,566	300.69%	1,879,168	180.05%	(255,602)	1,912,091	346.30%	2,143,241	205.09%	75.75%
OPERATING INCOME / (LOSS)	(1,083,625)	-200.69%	(835,480)	-80.05%	(248,145)	(1,359,935)	-246.30%	(1,098,241)	-105.09%	98.67%
Cost Recovery	33.26%		55.54%			28.88%		48.76%		
Subsidy	66.74%		44.46%			71.12%		51.24%		

Excludes capital and transfers

Financial Report
September 2020 (Unaudited)



	YEAR TO DATE					FY20		FY20		Actual to
	FY20		FY19		\$	PROJECTION		BUDGET		Budget
	ACTUAL		ACTUAL		Chg					
Revenues										
Camp	2,220	2.61%	62,952	24.76%	(60,732)	3,000	3.65%	60,000	24.14%	3.70%
Class	20,052	23.56%	59,057	23.23%	(39,005)	20,000	24.32%	60,000	24.14%	33.42%
Memberships	30,381	35.70%	64,750	25.47%	(34,369)	27,000	32.83%	67,000	26.96%	45.34%
Food / Beverage / Retail	3,240	3.81%	1,685	0.66%	1,555	3,242	3.94%	1,500	0.60%	216.00%
Rental Reservations	28,325	33.28%	64,988	25.56%	(36,663)	28,000	34.05%	60,000	24.14%	47.21%
Other	889	1.04%	819	0.32%	70	1,000	1.22%	-	0.00%	0.00%
	85,107	100.00%	254,251	100.00%	(169,144)	82,242	100.00%	248,500	100.00%	34.25%
Labor										
City Labor	224,337	263.59%	288,114	113.32%	(63,777)	271,692	330.36%	312,624	125.80%	71.76%
City Benefits	65,748	77.25%	69,638	27.39%	(3,890)	75,542	91.85%	76,558	30.81%	85.88%
Workforce/Temp Labor	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%	0.00%
	290,085	340.85%	357,752	140.71%	(67,667)	347,234	422.21%	389,182	156.61%	74.54%
Supplies	12,156	14.28%	32,039	12.60%	(19,883)	23,768	28.90%	32,148	12.94%	37.81%
Utilities	42,024	49.38%	50,043	19.68%	(8,019)	49,000	59.58%	59,000	23.74%	71.23%
Promotion	-	0.00%	-	0.00%	-	700	0.85%	700	0.28%	0.00%
Capital	23,855	0.00%	-	0.00%	23,855	23,855	0.00%	23,855	0.00%	#DIV/0!
Operating Expense	79,070	92.91%	102,375	40.27%	(23,305)	90,757	110.35%	114,265	45.98%	69.20%
Total Operating Expenditures	447,190		542,209			535,314		619,150		72.23%
Net Income / (Loss)	(362,083)		(287,958)		(74,125)	(453,072)		(370,650)		97.69%
Cost Recovery	19.03%		46.89%			15.36%		40.14%		
Subsidy	80.97%		53.11%			84.64%		59.86%		

Financial Report
September 2020 (Unaudited)



	FY20 ACTUAL		FY19 ACTUAL		FY20 PROJECTION		FY20 BUDGET		Actual To Budget
Active Members	6,413		11,006		5,000		13,000		
MEMBERSHIPS	887,188	72.67%	1,404,554	69.35%	978,763	73.13%	1,600,000	55.17%	55.45%
LEAGUES / TOURNAMENTS	32,599	2.67%	31,659	1.56%	33,782	2.52%	250,000	8.62%	13.04%
ACTIVITIES									
Camps	14,995	1.23%	94,295	4.66%	15,000	1.12%	100,000	3.45%	15.00%
Massage	10,270	0.84%	5,219	0.26%	10,695	0.80%	50,000	1.72%	20.54%
Swim	9,290	0.76%	51,205	2.53%	11,690	0.87%	75,000	2.59%	12.39%
Recording Studio	2,706	0.22%	14,018	0.69%	2,706	0.20%	80,000	2.76%	3.38%
Art	9,711	0.80%	8,173	0.40%	10,033	0.75%	25,000	0.86%	38.84%
Fitness	57,282	4.69%	101,910	5.03%	66,700	4.98%	275,000	9.48%	20.83%
	104,254	8.54%	274,820	13.57%	116,824	8.73%	605,000	20.86%	17.23%
FOOD & BEVERAGE									
Food Service	3,674	0.30%	10,314	0.51%	841	0.06%	20,000	0.69%	18.37%
Alcohol	-	0.00%	2,326	0.11%	-	0.00%	0	0.00%	0.00%
Catering	-	0.00%	-	0.00%	-	0.00%	5,000	0.17%	0.00%
	3,674	0.30%	12,640	0.62%	841	0.06%	25,000	0.86%	14.70%
OTHER / MISC.									
Special Events	-	0.00%	-	0.00%	-	0.00%	-	0.00%	
Childcare	20,089	1.65%	38,337	1.89%	22,731	1.70%	30,000	1.03%	66.96%
Vending	4,618	0.38%	2,800	0.14%	5,673	0.42%	10,000	0.34%	46.18%
Merchandise	2,800	0.23%	10,023	0.49%	2,000	0.15%	25,000	0.86%	11.20%
Theater	22,350	1.83%	47,008	2.32%	25,000	1.87%	100,000	3.45%	22.35%
Rentals	77,628	6.36%	113,331	5.60%	87,239	6.52%	160,000	5.52%	48.52%
Sponsorships	62,500	5.12%	62,500	3.09%	62,500	4.67%	75,000	2.59%	83.33%
Youth Programs	3,075	0.25%	27,683	1.37%	2,970	0.22%	20,000	0.69%	15.38%
Transfers - Gen Fund	-	0.00%	-	0.00%	-	0.00%	-	0.00%	
	193,060	15.81%	301,682	14.90%	208,113	15.55%	420,000	14.48%	45.97%
TOTAL REVENUE	1,220,775	100.00%	2,025,355	100.00%	1,338,323	100.00%	2,900,000	100.00%	42.10%

Financial Report
September 2020 (Unaudited)



	FY20 ACTUAL		FY19 ACTUAL		FY20 PROJECTION		FY20 BUDGET		Actual To Budget
LABOR									
City Labor	1,441,441	118.08%	1,502,544	74.19%	1,557,720	116.39%	1,899,829	65.51%	75.87%
City Benefits	426,523	34.94%	441,020	21.77%	474,034	35.42%	497,923	17.17%	85.66%
	1,867,964	153.01%	1,943,564	95.96%	2,031,754	151.81%	2,397,752	82.68%	77.90%
COST METRICS									
Activities	79,923	76.66%	133,102	48.43%	86,617	74.14%	338,500	55.95%	23.61%
Leagues/Tournaments	11,804	36.21%	-	0.00%	15,000	44.40%	162,500	65.00%	7.26%
Massage	8,385	81.65%	3,960	75.88%	8,556	80.00%	40,000	80.00%	20.96%
Resale	571	20.39%	8,193	81.74%	1,266	63.30%	17,500	70.00%	3.26%
Youth Programs	2,145	69.76%	19,725	71.25%	2,000	67.34%	17,000	85.00%	12.62%
Theater	2,117	9.47%	16,681	35.49%	7,315	29.26%	30,000	30.00%	7.06%
Food & Beverage	-	0.00%	8,257	65.32%	-	0.00%	-	0.00%	
	104,945	8.60%	189,918	9.38%	120,754	9.02%	605,500	20.88%	17.33%
EXPENDITURES									
Supplies	67,948	5.57%	116,328	5.74%	73,500	5.49%	150,000	5.17%	45.30%
Utilities	314,756	25.78%	243,934	12.04%	360,000	26.90%	470,000	16.21%	66.97%
Promotion	85,338	6.99%	85,899	4.24%	150,000	11.21%	150,000	5.17%	56.89%
Maintenance	103,222	8.46%	32,419	1.60%	129,300	9.66%	129,300	4.46%	79.83%
Contingency	-	0.00%	-	0.00%	51,500	3.85%	51,500	1.78%	0.00%
Operating Expense	123,683	10.13%	192,884	9.52%	139,025	10.39%	239,000	8.24%	51.75%
Reimbursements	22,517	1.84%	26,959	1.33%	22,517	1.68%	22,517	0.78%	100.00%
	717,464	58.77%	698,423	34.48%	925,842	69.18%	1,212,317	41.80%	59.18%
General Fund Reimbursement - Facilities	(75,000)		(75,000)		(75,000)		(75,000)		100.00%
**TOTAL EXPENDITURES	2,615,373	214.24%	2,756,905	136.12%	3,003,350	224.41%	4,140,569	142.78%	63.16%
OPERATING INCOME / (LOSS)	(1,394,598)	-114.24%	(731,550)	-36.12%	(1,665,027)	-124.41%	(1,240,569)	-42.78%	112.42%
Cost Recovery	46.68%		73.46%		44.56%		70.04%		
Subsidy	53.32%		26.54%		55.44%		29.96%		

** Includes One Time

**Financial Report
September 2020 (Unaudited)**



	A		B		C		D	
	FY 20 ACTUAL		FY 19 ACTUAL		FY 20 PROJECTION		FY 20 BUDGET	
1 VISITATION STAT	179,860		329,895		164,716		438,284	
2 Revenue/Visit Metric	31.58		30.09		30.60		23.86	
REVENUE BY DEPARTMENT								
3 Waterpark Revenue	3,538,203	62.30%	6,415,733	64.63%	3,230,650	64.09%	6,728,597	64.33%
4 Food & Beverage Revenue + EPIC Eats	1,469,281	25.87%	2,481,667	25.00%	1,195,252	23.71%	2,249,400	21.51%
5 Retail & Misc Revenue (Includes Other)	354,154	6.24%	485,644	4.89%	295,457	5.86%	992,925	9.49%
6 Arcade Revenue	317,949	5.60%	543,218	5.47%	319,534	6.34%	487,890	4.66%
7 Total Department Revenue	5,679,587	100.00%	9,926,262	100.00%	5,040,893	100.00%	10,458,812	100.00%
8 Total Department Expenses	3,345,619	58.91%	4,335,058	43.67%	3,001,703	59.55%	4,808,252	45.97%
9 Department Income	2,333,968	41.09%	5,591,204	56.33%	2,039,190	40.45%	5,650,560	54.03%
Undistributed Operating Expenses								
10 Sales & Marketing	763,379	13.44%	1,154,968	11.64%	1,038,910	20.61%	1,408,279	13.46%
11 Administration & General	988,415	17.40%	1,026,812	10.34%	1,011,160	20.06%	1,007,120	9.63%
12 Maintenance	662,034	11.66%	795,470	8.01%	663,422	13.16%	878,727	8.40%
13 Utilities	436,279	7.68%	397,006	4.00%	474,855	9.42%	507,500	4.85%
14 Total Undistributed Operati	2,850,107	50.18%	3,374,256	33.99%	3,188,347	63.25%	3,801,626	36.35%
15 Gross Operating Profit	-516,139	-9.09%	2,216,948	22.33%	-1,149,157	-22.80%	1,848,934	17.68%
Fixed Cost / Insurance								
16 Management Fees	288,035	5.07%	446,567	4.50%	221,705	4.40%	418,352	4.00%
17 Insurance & Other	238,891	4.21%	274,517	2.77%	209,215	4.15%	226,200	2.16%
18 Total Fixed Cost / Insura	526,926	9.28%	721,084	7.26%	430,920	8.55%	644,552	6.16%
19 NET INCOME	-1,043,065	-18.37%	1,495,864	15.07%	-1,580,077	-31.35%	1,204,382	11.52%

Financial Report

September 2020 (Unaudited)



GRAND PRAIRIE MEMORIAL GARDENS And Mausoleum

	YEAR TO DATE					FY20 PROJECTION		FY20 BUDGET		Actual to Budget
	FY20 ACTUAL		FY19 ACTUAL		\$ Chg					
Revenues										
Section Sales	648,241	45.10%	508,672	24.79%	139,569	520,000	40.12%	489,000	44.19%	132.56%
Marker Sales	335,524	23.34%	346,628	16.89%	(11,104)	350,000	27.00%	300,000	27.11%	111.84%
Columbarium Sales	61,266	4.26%	32,402	1.58%	28,864	55,000	4.24%	25,000	2.26%	245.06%
Interment Fees	256,691	17.86%	181,281	8.84%	75,410	245,000	18.90%	193,600	17.50%	132.59%
Mausoleum Sales	65,725	4.57%	93,853	4.57%	(28,128)	60,000	4.63%	60,000	5.42%	109.54%
Burial Box/Vaults	44,894	3.12%	38,463	1.87%	6,431	40,000	3.09%	33,000	2.98%	136.04%
Scattering Sales	203	0.01%	(208)	-0.01%	411	600	0.05%	1,000	0.09%	20.30%
Other	24,876	1.73%	8,710	0.42%	16,166	25,500	1.97%	5,000	0.45%	497.52%
Transfers	-	0.00%	842,036	41.04%	(842,036)	-	0.00%	-	0.00%	0.00%
Total	1,437,420	100.00%	2,051,837	100.00%	(614,417)	1,296,100	100.00%	1,106,600	100.00%	129.90%
Labor										
City Labor	265,791	18.49%	242,879	11.84%	22,912	271,080	20.92%	269,460	24.35%	98.64%
City Benefits	107,215	7.46%	96,675	4.71%	10,540	116,233	8.97%	117,853	10.65%	90.97%
Workforce/Temp Labor	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%	0.00%
	373,006	25.95%	339,554	16.55%	33,452	387,313	29.88%	387,313	35.00%	96.31%
Marker Cost	203,006	60.50%	193,491	55.82%	9,515	230,200	65.77%	230,200	76.73%	88.19%
Utilities	26,673	1.86%	28,561	1.39%	(1,888)	36,500	2.82%	36,500	3.30%	73.08%
Operating Expense	213,055	14.82%	182,973	8.92%	30,082	249,624	19.26%	249,624	22.56%	85.35%
Indirect Cost - Gen Fund	39,120	2.72%	37,198	1.81%	1,922	39,120	3.02%	39,120	3.54%	100.00%
Operating Income / (Loss)	582,560	40.53%	1,270,060	61.90%	(687,500)	353,343	27.26%	163,843	14.81%	355.56%
Replacement Transfer	-	0.00%	-	0.00%	-	-	0.00%	-	0.00%	#DIV/0!
Capital	126,035	8.77%	49,563	2.42%	76,472	127,835	9.86%	127,835	11.55%	98.59%
	126,035	8.77%	49,563	2.42%	76,472	127,835	9.86%	127,835	11.55%	98.59%
Total Expenditures	980,895		831,340		149,555	1,070,592		1,070,592		91.62%
Net Income / (Loss)	456,525	31.76%	1,220,497	59.48%	(763,972)	225,508	17.40%	36,008	3.25%	1267.84%

Excludes encumbrances

Financial Report
September 2020 (Unaudited)



	YEAR TO DATE					FY20		FY20		Actual to	
	FY20		FY19		\$	PROJECTION		BUDGET		Budget	
	ACTUAL		ACTUAL		Chg						
Revenues											
Festivals	1,000	0.03%	1,000	0.03%	-	1,000	0.03%	10,000	0.27%	10.00%	
Gate Receipts	1,539,812	46.79%	1,561,836	48.72%	(22,024)	1,189,000	32.36%	1,874,000	51.00%	82.17%	
Annual Permits	189,415	5.76%	184,838	5.77%	4,577	120,000	3.27%	175,000	4.76%	108.24%	
Cabins	108,346	3.29%	133,231	4.16%	(24,885)	75,000	2.04%	150,000	4.08%	72.23%	
Rentals	48,179	1.46%	95,357	2.97%	(47,178)	50,000	1.36%	86,000	2.34%	56.02%	
Parksites	926,897	28.16%	695,845	21.70%	231,052	780,000	21.23%	730,000	19.87%	126.97%	
Marina Lease	305,991	9.30%	245,497	7.66%	60,494	230,000	6.26%	325,000	8.84%	94.15%	
Camp Store	37,097	1.13%	64,193	2.00%	(27,096)	35,000	0.95%	80,000	2.18%	46.37%	
Lodge	28,280	0.86%	130,211	4.06%	(101,931)	58,500	1.59%	156,000	4.25%	18.13%	
Other	105,964	3.22%	94,038	2.93%	11,926	585,615	15.94%	88,500	2.41%	119.73%	
	3,290,981	100.00%	3,206,046	100.00%	84,935	3,124,115	85.02%	3,674,500	100.00%	89.56%	
Labor											
City Labor	1,048,093	31.85%	1,150,654	35.89%	(102,561)	1,106,610	35.42%	1,231,816	33.52%	85.09%	
City Benefits	474,575	14.42%	495,872	15.47%	(21,297)	518,981	16.61%	534,652	14.55%	88.76%	
Workforce/Temp Labor	60,202	1.83%	67,870	2.12%	(7,668)	70,000	2.24%	70,000	1.91%	86.00%	
	1,582,870	48.10%	1,714,396	53.47%	(131,526)	1,695,591	54.27%	1,836,468	49.98%	86.19%	
Camp Store	32,984	88.91%	47,347	73.76%	(14,363)	42,950	122.71%	50,750	63.44%	64.99%	
Supplies	87,890	2.67%	140,919	4.40%	(53,029)	126,039	4.03%	160,085	4.36%	54.90%	
Utilities	167,122	5.08%	151,695	4.73%	15,427	211,000	6.75%	263,000	7.16%	63.54%	
Indirect Cost - Gen Fund	143,716	4.37%	136,694	4.26%	7,022	143,716	4.60%	143,716	3.91%	100.00%	
Reimbursements	56,748	1.72%	68,051	2.12%	(11,303)	56,748	1.82%	56,748	1.54%	100.00%	
Debt	-	0.00%	-	0.00%	-	750	0.02%	185,000	5.03%	0.00%	
Operating Expense	358,333	10.89%	458,798	14.31%	(100,465)	422,586	13.53%	486,689	13.25%	73.63%	
Total Operating Expenditures	2,429,663		2,717,900		(288,237)	2,699,380		3,182,456		76.35%	
Operating Income / (Loss)	861,318	26.17%	488,146	15.23%	373,172	424,735	13.60%	492,044	13.39%		
Transfer To Lake CIP	200,000	6.08%	450,000	14.04%		200,000	6.40%	200,000	5.44%		
Capital	196,519	5.97%	155,065	4.84%		219,525	7.03%	246,000	6.69%		
Debt Svc	-	0.00%	-	0.00%		-	0.00%	-	0.00%		
	396,519	12.05%	605,065	18.87%		419,525	13.43%	446,000	12.14%		
Total All Expenditures	2,826,182		3,322,965			3,118,905		3,628,456			
Net Income / (Loss)	464,799	14.12%	(116,919)	-3.65%		5,210	0.17%	46,044	1.25%		

CONSOLIDATED GOLF FUND REPORT
September 2020 (Unaudited)

		YEAR TO DATE										
		FY20 ACTUAL		FY19 ACTUAL			\$ Chg	FY20 PROJECTION		FY20 BUDGET		Actual to Budget
Rounds												
Paid	60,321			58,550		1,771		51,993		65,000		
Pass	14,037			12,395		1,642		11,783		12,300		
Comp	12,360			7,467		4,893		8,000		4,300		
	86,718			78,412		8,306		71,756		81,600		
Avg Green Fee	23.01			22.77		0.24		23.08		22.92		
Avg Cart Fee	7.94			6.42		1.52		6.50		7.12		
Avg Range	0.92			1.04		(0.11)		1.12		1.13		
Total	31.88			30.22		1.66		30.70		31.17		
Revenues												
Green Fee	1,387,846	58.00%		1,332,924	58.29%	54,922		1,200,000	59.92%	1,490,000	58.71%	93.14%
Cart Fee	479,220	20.03%		375,865	16.44%	103,355		338,000	16.88%	462,500	18.23%	103.62%
Driving Range	55,751	2.33%		60,607	2.65%	(4,856)		58,000	2.90%	73,700	2.90%	75.65%
Memberships	261,552	10.93%		291,013	12.73%	(29,461)		250,000	12.48%	280,000	11.03%	93.41%
Pro Shop	106,243	4.44%		120,469	5.27%	(14,226)		75,000	3.75%	124,000	4.89%	85.68%
F&B	84,612	3.54%		98,642	4.31%	(14,030)		72,000	3.60%	104,000	4.10%	81.36%
Other	17,462	0.73%		7,041	0.31%	10,421		9,610	0.48%	3,500	0.14%	498.91%
	2,392,686	100.00%		2,286,561	100.00%	106,125		2,002,610	100.00%	2,537,700	100.00%	94.29%
Labor												
City Labor	1,068,552	44.66%	69.84%	1,061,253	46.41%	7,299		1,126,411	56.25%	1,142,382	45.02%	93.54%
City Benefits	461,442	19.29%	30.16%	455,185	19.91%	6,257		506,501	25.29%	508,507	20.04%	90.74%
	1,529,994	63.94%		1,516,438	66.32%	13,556		1,632,912	81.54%	1,650,889	65.05%	92.68%
Pro Shop Cost Of Goods	84,510	3.53%		114,366	5.00%	(29,856)		56,160	2.80%	90,125	3.55%	93.77%
	79.54%			94.93%				74.88%		72.68%		
Course Maintenance	403,442	16.86%		453,454	19.83%	(50,012)		434,507	21.70%	454,222	17.90%	88.82%
Management Contract	402,765	16.83%		389,458	17.03%	13,307		375,000	18.73%	403,200	15.89%	99.89%
Cart Lease	215,674	9.01%		179,724	7.86%	35,950		217,834	10.88%	217,834	8.58%	99.01%
Supplies	5,959	0.25%		2,971	0.13%	2,988		11,350	0.57%	16,575	0.65%	35.95%
Utilities	170,377	7.12%		177,844	7.78%	(7,467)		209,900	10.48%	238,100	9.38%	71.56%
Promotion	28,739	1.20%		29,228	1.28%	(489)		46,825	2.34%	46,825	1.85%	61.38%
Services	57,992	2.42%		48,999	2.14%	8,993		71,475	3.57%	67,257	2.65%	86.22%
Total Operating Expenditures	2,899,452			2,912,482		(13,030)		3,055,963		3,185,027		91.03%
Operating Income / (Loss)	(506,766)	-21.18%		(625,921)	-27.37%	119,155		(1,053,353)	-52.60%	(647,327)	-25.51%	

Excludes encumbrances, debt, transfers, and non-budget items

Financial Report
September 2020 (Unaudited)



	FY20		YEAR TO DATE					FY20		FY20		Actual to
	ACTUAL		ACTUAL				\$	PROJECTION		BUDGET		Budget
							Chg					
Rounds												
Paid	34,621		34,440			181		31,492		39,000		
Pass	7,747		6,870			877		5,267		4,300		
Comp	5,972		4,584			1,388		4,000		1,500		
	48,340		45,894			2,446		40,759		44,800		
Avg Green Fee	20.90		20.24			0.66		20.64		20.72		
Avg Cart Fee	7.02		5.32			1.70		5.08		6.09		
Avg Range	1.28		1.38			(0.10)		1.43		1.36		
Total	29.20		26.94			2.26		27.15		28.17		
Revenues												
Green Fee	723,633	56.84%	697,037	55.71%		26,596		650,000	59.44%	808,000	56.89%	89.56%
Cart Fee	243,105	19.10%	183,335	14.65%		59,770		160,000	14.63%	237,500	16.72%	102.36%
Driving Range	44,247	3.48%	47,410	3.79%		(3,163)		45,000	4.12%	53,200	3.75%	83.17%
Memberships	85,098	6.68%	127,700	10.21%		(42,602)		110,000	10.06%	120,000	8.45%	70.92%
Pro Shop	102,089	8.02%	116,604	9.32%		(14,515)		72,000	6.58%	120,000	8.45%	85.07%
F&B	63,493	4.99%	73,623	5.88%		(10,130)		53,000	4.85%	78,000	5.49%	81.40%
Other	11,352	0.89%	5,449	0.44%		5,903		3,500	0.32%	3,500	0.25%	324.34%
	1,273,017	100.00%	1,251,158	100.00%		21,859		1,093,500	100.00%	1,420,200	100.00%	89.64%
Labor												
City Labor	620,686	48.76%	634,203	50.69%	72.93%	(13,517)		668,583	61.14%	683,635	48.14%	90.79%
City Benefits	240,317	18.88%	235,372	18.81%	27.07%	4,945		264,622	24.20%	266,460	18.76%	90.19%
	861,003	67.63%	869,575	69.50%		(8,572)		933,205	85.34%	950,095	66.90%	90.62%
Pro Shop Cost Of Goods	84,510	82.78%	114,366	98.08%		(29,856)		56,160	5.14%	90,125	6.35%	75.10%
	82.78%		98.08%					78.00%		75.10%		
Course Maintenance	185,820	14.60%	207,875	16.61%		(22,055)		200,173	18.31%	215,513	15.17%	86.22%
Cart Lease	91,373	7.18%	83,158	6.65%		8,215		92,558	8.46%	92,558	6.52%	98.72%
Supplies	5,959	0.47%	2,971	0.24%		2,988		11,350	1.04%	16,575	1.17%	35.95%
Utilities	90,494	7.11%	108,362	8.66%		(17,868)		109,900	10.05%	125,100	8.81%	72.34%
Promotion	12,079	0.95%	8,484	0.68%		3,595		21,825	2.00%	21,825	1.54%	55.34%
Services	46,031	3.62%	37,660	3.01%		8,371		56,925	5.21%	55,647	3.92%	82.72%
Total Operating Expenditures	1,377,269		1,432,451			(55,182)		1,482,096		1,567,438		87.87%
Operating Income / (Loss)	(104,252)	-8.19%	(181,293)	-14.49%		77,041		(388,596)	-35.54%	(147,238)	-10.37%	70.81%

Tangle Ridge
September 2020 (Unaudited)



	FY20		YEAR TO DATE				FY20		FY20	
	ACTUAL		FY19		\$		PROJECTION		BUDGET	Actual to Budget
			ACTUAL		Chg					
Rounds										
Paid	25,700		24,110		1,590		20,501		26,000	
Pass	6,290		5,525		765		6,496		8,000	
Comp	6,388		2,883		3,505		4,000		2,800	
	38,378		32,518		5,860		30,997		36,800	
Avg Green Fee	25.84		26.37		(0.53)		26.83		26.23	
Avg Cart Fee	9.19		7.99		1.20		8.68		8.65	
Avg Range	0.45		0.55		(0.10)		0.63		0.79	
Total	35.48		34.91		0.57		36.14		35.67	
Revenues										
Green Fee	664,213	59.32%	635,887	61.41%	28,326		550,000	60.50%	682,000	61.03% 97.39%
Cart Fee	236,115	21.09%	192,530	18.59%	43,585		178,000	19.58%	225,000	20.13% 104.94%
Driving Range	11,504	1.03%	13,197	1.27%	(1,693)		13,000	1.43%	20,500	1.83% 56.12%
Memberships	176,454	15.76%	163,313	15.77%	13,141		140,000	15.40%	160,000	14.32% 110.28%
Pro Shop	4,154	0.37%	3,865	0.37%	289		3,000	0.33%	4,000	0.36% 103.85%
F&B	21,119	1.89%	25,019	2.42%	(3,900)		19,000	2.09%	26,000	2.33% 81.23%
Other	6,110	0.55%	1,592	0.15%	4,518		6,110	0.67%	-	0.00% 0.00%
	1,119,669	100.00%	1,035,403	100.00%	84,266		909,110	100.00%	1,117,500	100.00% 100.19%
Labor										
City Labor	447,866	40.00%	427,050	41.24%	20,816		457,828	50.36%	458,747	41.05% 97.63%
City Benefits	221,125	19.75%	219,813	21.23%	1,312		241,879	26.61%	242,047	21.66% 91.36%
	668,991	59.75%	646,863	62.47%	22,128		699,707	76.97%	700,794	62.71% 95.46%
Course Maintenance	217,622	19.44%	245,579	23.72%	(27,957)		234,334	25.78%	238,709	21.36% 91.17%
Management Contract	402,765	35.97%	389,458	37.61%	13,307		375,000	41.25%	403,200	36.08% 99.89%
Cart Lease	124,301	11.10%	96,566	9.33%	27,735		125,276	13.78%	125,276	11.21% 99.22%
Supplies	-	0.00%	-	0.00%	-		-	0.00%	-	0.00%
Utilities	79,883	7.13%	69,482	6.71%	10,401		100,000	11.00%	113,000	10.11% 70.69%
Promotion	16,660	1.49%	20,744	2.00%	(4,084)		25,000	2.75%	25,000	2.24% 66.64%
Services	11,961	1.07%	11,339	1.10%	622		14,550	1.60%	11,610	1.04% 103.02%
Total Operating Expenditures	1,522,183		1,480,031		42,152		1,573,867		1,617,589	94.10%
Operating Income / (Loss)	(402,514)	-35.95%	(444,628)	-42.94%	42,114		(664,757)	-73.12%	(500,089)	-44.75% 80.49%



Legislation Details (With Text)

File #:	20-10706	Version:	1	Name:	Resolution; Professional Engineering Services contract with Criado and Associates for Dechman Drive
Type:	Resolution	Status:			Consent Agenda
File created:	12/21/2020	In control:			Engineering
On agenda:	1/5/2021	Final action:			
Title:	Resolution declaring expectation to reimburse expenditures with proceeds of future debt in the amount of \$48,500 for Professional Engineering Services contract with Criado and Associates for Dechman Drive from Westchester Parkway to Bardin Road; Authorize City Manager to enter into Professional Engineering Services Contract with Criado and Associates				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	05-11-2020 ULine 332.21.pdf W.O. 621.59.pdf				

Date	Ver.	Action By	Action	Result
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From
max

Title
Resolution declaring expectation to reimburse expenditures with proceeds of future debt in the amount of \$48,500 for Professional Engineering Services contract with Criado and Associates for Dechman Drive from Westchester Parkway to Bardin Road; Authorize City Manager to enter into Professional Engineering Services Contract with Criado and Associates

Presenter
Gabe Johnson, Director of Public Works, Walter Shumac, Director of Transportation and Romin Khavari, City Engineer

Recommended Action
Approve

Analysis
As part of the FY 2020/2021 Capital Improvement Projects (CIP) budget, funds were approved to design the extension of an unimproved section of Dechman Drive from Westchester Parkway to Edgeview Drive to connect to Bardin Road. The approximate 780-foot roadway section is to be constructed as a 45-foot back-to-back minor arterial concrete street section with a 4-foot sidewalk along the west side of the road to include, drainage, 12" waterline, Irrigation and landscaping along the west side of the street to match up with the northern connection section to be included as part of the project.

The City requested qualification statements from seven (7) firms and the selection committee selected Criado and Associates to turn in a priced proposal for the design of this project.

Due to the flat area, the project is to be designed in two phases. The current contract for Phase I will include preparing 30% Engineering design plans based on field surveying, Geotechnical, and Subsurface Utility Engineering and to include preparing preliminary plans for the roadway to include defining the drainage patterns and outfall as well as need for retaining walls, etc. based on field conditions.

The final design (Phase II) will include the preparation of the final paving, drainage, 12" waterline plans to include irrigation, landscaping and sidewalk along the west side of the roadway.

The City is also discussing these proposed improvements with the Westchester PID to include possible cost sharing to replace the existing stockade fences with a masonry fence along the west side of Dechman Drive from Westchester Parkway to Edgeview Drive and the associated maintenance of the irrigation and landscaping along the west side of the roadway by the PID.

Funding for construction is to be requested as part of FY 2021/2022 CIP Funding.

Phase I of this project is scheduled to begin in January 2021 to be completed in March 2021. Phase II for 100% design plans will follow.

Financial Consideration

Interim funding in the total amount of \$48,500 is available from the unobligated fund balance in the Street Capital Projects Fund (400192) to WO #02105903 (Dechman Drive from Westchester to Bardin)

Body

A RESOLUTION OF THE CITY OF GRAND PRAIRIE, TEXAS, RESOLUTION OF THE CITY OF GRAND PRAIRIE, TEXAS, DECLARING EXPECTATION TO REIMBURSE EXPENDITURES WITH PROCEEDS OF FUTURE DEBT FOR PROFESSIONAL ENGINEERING SERVICES FOR THE DECHMAN DRIVE FROM WESTCHESTER PARKWAY TO BARDIN ROAD PROJECT

Whereas, the City of Grand Prairie, Texas (the "Issuer") intends to issue debt for a professional services contract for Dechman Drive from Westchester Parkway to Edgeview Drive to connect to Bardin Road, (the "Project") and further intends to make certain capital expenditures with respect to the Project and currently desires and expects to reimburse the capital expenditures with proceeds of such debt;

WHEREAS, under Treas. Reg. 1.150-2 (the "Regulation"), to fund such reimbursement with proceeds of tax-exempt obligations, the Issuer must declare its expectation to make such reimbursement; and

WHEREAS, the Issuer desires to preserve its ability to reimburse the capital expenditures with proceeds of tax-exempt obligations.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of GRAND PRAIRIE, Texas

SECTION 1: that the Issuer reasonably expects to reimburse capital expenditures with respect to the Project with proceeds of debt hereafter to be incurred by the Issuer, and that this resolution shall constitute a declaration of official intent under the Regulation. The maximum principal amount of obligations expected to be issued for the Project is \$48,500.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS, JANUARY 5, 2021.

CRIADO

CIVIL ENGINEERING | LAND SURVEYING | SUBSURFACE UTILITY ENGINEERING | CE&I

December 15, 2020

Mr. Romin A. Khavari, P.E., CFM,
City Engineer
City of Grand Prairie
PO Box 534045
Grand Prairie, TX 75053-4045

**Re: Civil Engineering Fee Proposal for Dechman Drive Paving, Drainage and Water Improvements from Westchester Pkwy. To Bardin Road (W.O. #621.59)
Phase 1 – 30% Design**

Dear Mr. Khavari:

Criado & Associates, Inc. (CRIADO) is pleased to be of service to the City of Grand Prairie, by providing the 30% preliminary design for paving, drainage, and water line improvements along Dechman Drive. This is to be constructed as a 2-lane, 45-foot back-to-back, M4U minor arterial street section with a 4-foot sidewalk along the west side of the road from Westchester Parkway to Bardin Road (Approximately 780 LF).

CRIADO shall perform services for the project in accordance with the Scope of Work contained in **Exhibit A**, attached. We propose the hourly, not to exceed amounts as detailed in the Fee Schedule (**Exhibits B & B-1**) and summarized below:

Basic Services

Task 1 – Preliminary Design (30%):	\$ 20,505.00
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Special Services

Tasks 2.1-2.3 – Design Survey	\$ 21,270.00
Task 3 – Geotechnical Investigations	\$ 4,935.00
Task 4 – Subsurface Utility Engineering (Level 'C' & 'D')	\$ 1,535.00
Task 5 - Reimbursables	\$ 255.00
Total Fee	\$ 48,500.00

Preliminary plans shall be submitted in accordance with the design schedule provided in Exhibit C after a "Notice to Proceed" has been provided.

We appreciate the opportunity to be of service to the City of Grand Prairie. We trust that our association on this project will be mutually beneficial and continue to serve as the foundation for a long-term relationship. If you have any questions, please do not hesitate to call me at 972-392-9092.

Sincerely,
Criado & Associates, Inc.



Kelly Moncrief, P.E.
Senior Project Manager

EXHIBIT A
SCOPE OF SERVICES
DECHMAN DRIVE
PHASE 1 – 30% DESIGN
CITY OF GRAND PRAIRIE, TEXAS

0.0 GENERAL

0.1 Project Description

The services to be provided for this project include topographic and boundary surveying, preliminary design and development of estimate for construction for the extension of Dechman Drive from Westchester Parkway to Bardin Road (Approximately 780 linear feet) in the City of Grand Prairie, Texas. Project also includes preliminary design of the associated drainage improvements and construction of a proposed 12-inch water line along the project corridor.

All work will be performed within the existing right of way. Plans will be prepared to produce 1" = 20' scale construction documents. All horizontal survey data will be based on the Global Positioning Satellite (GPS) Systems observations utilizing a local Virtual Reference System (VRS). Horizontal data will be based on the North American Datum of 1983 (NAD '83), Texas State Plane Coordinate System, North Central Zone, (4202). Deliverables will be scaled to surface using the TxDOT's Dallas County Scale Factor of 1.000136506.

0.2 Project Phasing

This project shall be divided into three phases:

Topographic Survey for Design / Geotechnical Investigations
Preliminary Engineering Phase (30% Design)
Design Memorandum

0.3 Design Standards

Design and preparation of construction drawings and technical specifications required for the project shall be in accordance with the following standards (Latest revisions).

- a. City of Grand Prairie Standard Cover Sheet and AutoCAD prototype (to be provided by City staff)
- b. City of Grand Prairie Standard Details Latest revision (Currently amended Aug 2018)
- c. City of Grand Prairie Drainage Design Manual (Amended Jan 2017)
- d. City of Grand Prairie Article 14, Drainage (Adopted Nov 2016)
- e. City of Grand Prairie Article 15, Floodplain Management (Adopted March 2019)
- f. NCTCOG Construction Specifications and Details
- g. AASHTO Design Criteria

- h. TDLR Architectural Barriers Act / Texas Accessibility Standards
- i. TxDOT Design and Construction Standards

0.4 Project Management

ENGINEER to provide a monthly project status report and updated schedule throughout project design phase.

BASIC SERVICES

1.0 PRELIMINARY ENGINEERING

1.1 Pre-Design Conference / Kick-Off Meeting

Meet with the City of Grand Prairie staff to review and discuss the primary design criteria, operational concerns, traffic information and other preliminary data. Prepare a record of the meeting and distribute it to all attendees.

1.2 Data Collection

Obtain and review available reports, pertinent utility plans, street plans, plats and right-of-way maps, existing easement information, and other features within the project area from the City of Grand Prairie.

1.3 Preliminary Design (30%)

- a. Work with affected utilities such as water, gas, telephone, cable TV, and electric to obtain accurate information for horizontal and vertical data for their facilities.
- b. Prepare schematic design plans at the engineering scale indicated:
 - Cover sheet.
 - Typical sections sheet.
 - Project Layout, Alignment, and ROW Map Sheets.
 - Demolition sheet. Scale 1" = 20'.
 - Paving plan & profile sheet for street improvements. Scale 1"= 20' horizontal and 1"= 4' vertical.
 - Cross sections for street improvements.
 - Drainage Area Map, Calculations – using City GIS topography and LIDAR. Scale 1" = 50'
 - Storm Plan & Profile Layout Sheets. Scale 1"= 20'
(Note: Profile to only include flowlines at critical design points; including proposed utility crossings, drainage appurtenances, and outfall locations.)
 - Storm Outfall and Grading Sheets. Scale 1"= 20' horizontal.
 - Water Line plan sheets. Scale 1"= 20' horizontal.

(Note: To include flowlines at proposed utility crossings.)

1.4 Preliminary Cost Estimate

Prepare a preliminary estimate of construction quantities and develop preliminary statement of probable construction cost.

1.5 Quality Assurance / Quality Control

Complete an internal QA/QC review on all survey deliverables, existing utility maps, plan documents, cost estimates, quantities, and calculations prior to submittal to City.

1.6 Preliminary Submittal

Submit two (2) sets (one (1) half size and one (1) full size) of 30% preliminary plans, and preliminary estimates to the City for review. Submit a PDF (printed to scale) of preliminary plans.

1.7 Design Memorandum

Prepare a design memorandum two weeks following the 30% submittal in which all aspects of project design criteria, design alternatives and exhibits with associated construction cost estimates, and recommendations shall be provided in narrative form. Submit in .pdf format a minimum of four (4) hard bound copies.

1.8 City Review Meeting

Schedule and attend meeting with the City of Grand Prairie via Zoom to discuss preliminary plans, estimates, and City review comments.

1.9 Franchise Utility Coordination

Distribute the plans to local utility companies to obtain information regarding impacts to their facilities and coordinate any required relocations.

SPECIAL SERVICES

2.0 DESIGN SURVEY

Criado shall complete a topographical and boundary design survey of Dechman Drive from East Westchester Parkway to Edgeview Drive in the City of Grand Prairie, TX, as shown on the aerial image labeled Exhibit 'A', attached herewith. The following assumptions were made during the preparation of the Scope of Services and Fee. If these assumptions do not prove correct, a modification to the scope and fee for this project may be required.

- The project limits are within the Dechman Drive right-of-way and 20-feet east of the right-of-way and within the existing drainage easement that runs from the intersection of Dechman Drive with Edgeview Drive

northeast approximately 725-feet. Limits to include the full intersections of Dechman Drive with E. Westchester Parkway and Edgeview Drive and a minimum of 50-feet past these intersections.

- All horizontal survey data will be based on the Global Positioning Satellite (GPS) Systems observations utilizing a local Virtual Reference System (VRS). Horizontal data will be based on the North American Datum of 1983 (NAD '83), Texas State Plane Coordinate System, North Central Zone, (4202). Deliverables will be scaled to surface using the TxDOT's Dallas County Scale Factor of 1.000136506.
- Vertical data will be based on City of Grand Prairie's benchmark datum.
- Project control will be established along the length of the project, set no farther than 600-feet apart. Horizontal data will be established utilizing GPS. Vertical data will be established by differential leveling using the City of Grand Prairie's benchmark datum.
- Criado personnel will have access to the project site from 7:00 AM to 6:00 PM, Monday through Sunday, throughout the duration of the project. Access to private property is not anticipated.
- Texas811 field markings; as coordinated in Section 4.0, Subsurface Utility Engineering.

2.1 Project Control

Criado shall establish project control along the length of the project and shall include the following:

- All horizontal and vertical control shall be tied to at least two City 2016 GPS monuments.
- Control monuments will be set no greater than 600-feet apart.
- Where appropriate the following control points will be set:
 - 5/8-inch capped iron rod, 18-inches in length set in concrete.
 - Mag Nails set in asphalt.
 - 'X' cut in concrete.
- The horizontal data shall be established using GPS.
- The vertical data shall be established by a differential level loop, with elevations based on Grand Prairie's benchmark datum.

2.2 Topographical Survey

Criado proposes to provide topographical survey data of the Dechman Drive right-of-way, from E. Westchester Parkway to Edgeview Drive for the width of the existing right-of-way, and shall include the following, where existing:

- Natural ground shots on a 50-foot grid.
- Ties to fences.
- Ties to trees, 6-inches or greater in caliper diameter measured at breast height (4.5-feet above ground), providing the common tree

name (Note: Criado field crews are not certified arborists and cannot guarantee that trees are correctly identified).

- Ties to all above ground visible utilities.
- Ties to all signs and markers indicating the location of an underground utility.
- Ties to all paint marks and flags provided by Texas811 indicating the horizontal location of an underground utility.
- Ties to all paint marks and flags provided by Texas811 indicating the horizontal location of an underground utility.
- Ties to all storm drain curb inlets, providing the width of the throat and depth of inlet, storm drain drop inlets, slotted drains, and manholes, providing a shot on the center of the manhole rim and flowline at the center of the manhole, approximate pipe sizes and direction of flow.
- Ties to the storm drain outfall at Edgeview Dr., providing ties to the headwall and flowline of the reinforced concrete pipe (RCP).
- Ties to all wastewater manholes, providing a shot on the center of the manhole rim and flowline at the center of the manhole, approximate pipe sizes and direction of flow.
- Ties to all waterline appurtenances, including but not limited to fire hydrants, water meters, water valves, air release valves, blow off valves, irrigation control valves, etc.
- Ties to the street stub outs at the North and South end of the project, providing two cross-sections with ties to the natural ground at 20-feet East of the East property line, the property line, top of curb, gutter and centerline of the street, and
- Any other above ground feature observed in the field.

Criado proposes to also provide topographical survey data within the existing drainage easement that runs from the intersection of Dechman Drive with Edgeview Drive northeast approximately 725-feet, and shall include the following, where existing:

- Natural ground shots to provide drainage channel cross sections at 50-foot intervals.
- Ties to fences.
- Ties to all above ground visible utilities.
- Ties to all signs and markers indicating the location of an underground utility.
- Ties to all paint marks and flags provided by Texas811 indicating the horizontal location of an underground utility.
- Ties to all paint marks and flags provided by Texas811 indicating the horizontal location of an underground utility.
- Ties to all storm drain curb inlets, providing the width of the throat and depth of inlet, storm drain drop inlets, slotted drains, and manholes, providing a shot on the center of the manhole rim and flowline at the center of the manhole, pipe diameters and flowlines

in and out of manholes, approximate pipe sizes and direction of flow.

- Ties to all wastewater manholes, providing a shot on the center of the manhole rim and flowline at the center of the manhole, approximate pipe sizes and direction of flow.
- Ties to all waterline appurtenances, including but not limited to fire hydrants, water meters, water valves, air release valves, blow off valves, irrigation control valves, etc.

2.3 Boundary Survey

Criado Survey will perform boundary research and surveys on the existing right-of-way and along the existing drainage easement that runs from the intersection of Dechman Drive with Edgeview Drive northeast approximately 725-feet. Limits to include the full intersections of Dechman Drive with E. Westchester Parkway and Edgeview Drive and a minimum of 50-feet past these intersections.

2.4 Deliverables

- A 2d CADD file in AutoCAD Civil 3d 2020.
- A 3d CADD file containing a DTM and 1-foot contours in AutoCAD Civil 3d 2020.
- A .csv file containing all points tied.
- A file in AutoCAD Civil 3d containing boundary survey of the properties within the project limits and property ownership information based of Dallas Central Appraisal District records.
- PDF copy of plans, exhibits, etc.

3.0 GEOTECHNICAL INVESTIGATIONS

Services to be provided by sub-consultant – See attached Proposal from Alliance dated December 7, 2020.

4.0 SUBSURFACE UTILITY ENGINEERING

The Subsurface Utility Engineering Department (SUE) of CRIADO proposes to perform utility investigations; including utility research, coordination and field investigation.

- Quality Levels-C & D (QL-C, QL-D) - Existing utilities are plotted from review of available existing records and field features. The information provided will be for horizontal location only; no vertical location will be provided.
 - Contact Texas811 (an underground utility locator service) to designate public underground utilities within the project limits.
 - Contact (972) 237-8413 to field designate City fiber, water and wastewater utilities within the project limits.

- Contact and identify franchise utilities within the proposed project limits and provide Utility Contact List of all owners.
 - Provide existing plans from all franchise utility owners within the proposed project limits.
- Deliverables
 - Existing Utility Layout of QL-C, QL-D facilities
 - Utility Contact List
 - Existing utility records of franchise utility owners

5.0 REIMBURSABLES

Reimbursable expenses include expenses directly related to the project such as (but are not limited to): filing fees; permit fees; review fees; postage; courier service; parking fees; mileage to and from job site or meetings; surveying equipment (such as GPS receivers and Robotic Total Stations) and printing and reprographics for submittals to City or other municipalities/agencies for construction plans, for cost estimates, and for specifications and/or bidding. Reimbursable expenses shall be invoiced on a monthly basis, separately, and will be billed at 1.1 times actual cost.

6.0 EXCLUSIONS

The intent of the scope is to include only the services specifically listed above and none others. Services specifically excluded from this Scope of Services include, but are not necessarily limited to the following:

- Final design services.
- Computer modeling and routing of wastewater flows.
- Title searches.
- Fees for permits.
- Traffic engineering report or studies.
- Traffic Control Design.
- Floodplain reclamation plans.
- Level 'A' & Level 'B' Subsurface Utility Engineering.
- Preparation of Easement / R.O.W. Acquisition Documents
- Bid & Construction Phase Services.
- Full time inspection.
- Designs for trench safety.
- Consulting services by others not included in proposal.
- Quality control and testing services during construction.

- Prints furnished after acceptance of the required sets for construction in accordance with this Agreement.
- Environmental Services / Archeological Research.
- Prepare to serve or serve as an expert witness on behalf of the Town in connection with any public hearings or legal proceedings.
- Sanitary sewer system improvements.
- Review monthly requests for payment from the contractor and prepare a recommendation for action by the City of Grand Prairie.
- Review the contractor's monthly progress reports and provide review comments to the City of Grand Prairie.
- This project includes the design of on-site facilities only. Design of any off-site road, utility extensions which may be required to serve the project is not included in the engineer's scope.
- Street lighting electrical design.
- Right-of –Way Acquisition Services.
- Environmental site assessments.
- Wastewater capacity analysis, flow study, or condition analysis.



- GEOTECHNICAL ENGINEERING
- ENVIRONMENTAL CONSULTING
- CONSTRUCTION MATERIALS ENGINEERING AND TESTING
- CONSTRUCTION INSPECTION

December 14, 2020

Ms. Kelly Moncrief, P.E.
Senior Project Manager
Criado and Associates, Inc.
4100 Spring Valley Road #1001
Dallas, Texas 75244

Phone: (972) 392-9092
Email: KMoncrief@criadoassociates.com

Re: Proposal for Geotechnical Investigation
Proposed New Pavement – Dechman Drive
Grand Prairie, TX
AGG Proposal No: P20-1117E-R2

Dear Ms. Moncrief,

Alliance Geotechnical Group (AGG) understands that we have been selected to provide geotechnical engineering and testing services at the above noted project. We understand that AGG has been selected based on qualifications in accordance with the Professional Services Procurement Act for providing geotechnical services. A detailed scope and project fee are provided below.

PROJECT DESCRIPTION

The project consists of extending Dechman Drive south to connect to Bardin Road in Grand Prairie, Texas. It is understood that new water utilities will be installed along the subject alignment. We understand that the invert depths will be 10 feet or less below existing grades.

SCOPE OF WORK

The geotechnical investigation performed for the referenced project will consist of field and laboratory investigations, engineering analysis, and a report prepared by a Registered Professional Engineer.

Field Investigation

The field investigation will consist of drilling two (2) test borings. The test borings will be drilled on each end of the proposed new pavement alignment and will be advanced to depths of fifteen (15) feet below the existing ground surface. The borings will be backfilled with soil cuttings and the existing pavements where penetrated will be patched upon drilling completion.

Subsurface soil samples will be secured with thin walled tube and/or split spoon samples depending on soil type and consistency. Rock encountered in the borings will be evaluated using



the Texas Department of Transportation Penetrometer (TxDOT Cone). All samples will be properly logged, packaged, sealed, and placed in a core box for transportation to the laboratory.

AGG assumes that we can perform the field work during normal working hours. Traffic control will consist of using signs and safety cones only. Should unusual soil conditions be encountered, we will call you with a recommendation and cost estimate to explore these unusual conditions.

AGG will contact Texas 811 and the City of Grand Prairie's Water Department to have them locate underground utilities. However, AGG is not responsible for damage to underground utilities that are not identified prior to drilling.

Laboratory Investigation

Laboratory tests will be conducted to classify the soil and to evaluate the volume change potential and strength of the soil present at the site. Soil classification tests will consist of Atterberg Limits, percent passing #200 sieve, moisture content and dry unit weight. The volume change potential of the soils will be evaluated by swell tests. The strength of the soil will be determined by hand penetrometer tests unconfined compression testing. In addition, sulfate tests will also be performed on selected samples.

Engineering Analyses

Results of field and laboratory work for all streets and detention ponds will be presented in one engineering report. The report will include our recommendations to guide design and construction of the new pavement and will include the following:

1. Site reconnaissance, boring staking and utility clearance coordination.
2. Plan of borings, boring logs, water level observations, and laboratory test results.
3. Comments on the presence and effect of expansive soils on pavement construction will be provided. Alternative methods of reducing any anticipated shrink/swell movements associated with expansive clays will be included for pavement construction, if required. Comments on presence of sulfates in on-site soils will also be provided.
4. Open cut recommendations for the new water and wastewater lines.
5. Pavement subgrade stabilization recommendations.
6. Concrete pavement thickness recommendations based on traffic data provided by the City of Grand Prairie.



GEOTECHNICAL FEES


Based upon the above scope of work, AGG will perform the geotechnical investigation and provide a single Geotechnical Report for a lump sum fee of **\$4,935.00**.

TERMS AND CONDITIONS

If this proposal meets with your approval, please sign below to authorize AGG to perform the work. We look forward to working with you on this project. Please contact us after reviewing our proposal if you have any questions.

Sincerely,
ALLIANCE GEOTECHNICAL GROUP

for 
Logan Tucker, E.I.T.
Staff Engineer


for Michael D. Roland, P.E.
Vice President

ACCEPTED BY:

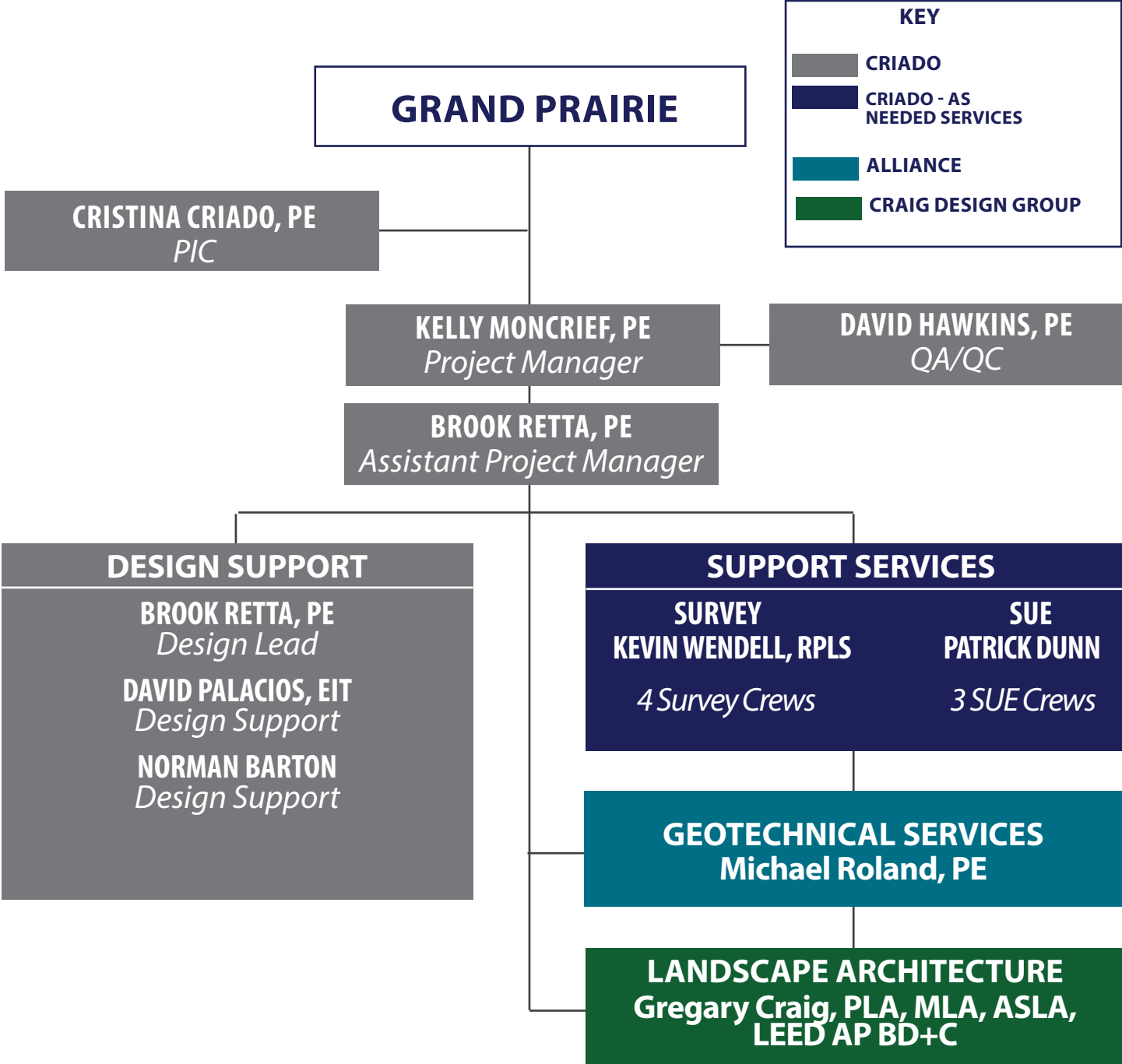
Name/Title

Date

City of Grand Prairie
 Dechman Drive Paving, Drainage and Water Improvements from
 Westchester Pkwy. To Bardin Road (W.O. #621.59)
 Phase 1 - 30% Design

TASK / DESCRIPTION	SENIOR PM - Kelly Moncrief, PE	QA-QC - David Hawkins, PE	PROJECT ENGINEER - Brook Retta, PE	EIT - David Palacios, EIT	SNR DESIGN TECH - Norman Barton	SURVEY TECH - Jeff Williams	RPLS - Kevin Wendell, RPLS	2-MAN FIELD CREW	FIELD MGR / UTIL CRDNTR - Drew Payne, EIT	CLERICAL - Samantha Cheney	MAN- HOURS	CHARGES	SUB- CONSULTANTS	FOR TASK
	\$230.00	\$250.00	\$140.00	\$110.00	\$110.00	\$130.00	\$160.00	\$170.00	\$120.00	\$90.00				
BASIC SERVICES														
TASK 1 - PRELIMINARY ENGINEERING (30%)														
1.1 PRE-DESIGN CONFERENCE / KICK-OFF MEETING	2.0		2.0								4.0	\$740		\$740
1.2 DATA COLLECTION			0.5	1.0							1.5	\$180		\$180
1.3 PRELIMINARY DESIGN														
1.3a UTILITY COORDINATION	0.5			1.0					2.0		3.5	\$465		\$465
1.3b.1 GENERAL SHEETS (COVER)			0.5		4.0						4.5	\$510		\$510
1.3b.2 CONTROL SHEETS (PROJECT LAYOUT, ALIGNMENT & ROW MAP)	1.0		2.0	4.0	8.0						15.0	\$1,830		\$1,830
1.3b.3 DEMOLITION SHEET	0.5		1.0	2.0	6.0						9.5	\$1,135		\$1,135
1.3b.4 ROADWAY PLANS (HORIZONTAL & VERTICAL ALIGNMENTS, TYPICAL SECTIONS, CROSS SECTIONS & DETAILS)	2.0		6.0	10.0	24.0						42.0	\$5,040		\$5,040
1.3b.5 DRAINAGE PLANS (DRAINAGE AREA MAP, HYDROLOGY, STORM PLAN LAYOUT)	1.0		2.0	6.0	12.0						21.0	\$2,490		\$2,490
1.3b.5 DRAINAGE PLANS (OUTFALL & GRADING SHEET)	1.0		4.0	5.0	10.0						20.0	\$2,440		\$2,440
1.3b.6 WATER LINE PLANS	1.0		2.0	4.0	8.0						15.0	\$1,830		\$1,830
1.4 QUANTITIES / ESTIMATE OF PROBABLE CONSTRUCTION COST	1.0		1.0	2.0							4.0	\$590		\$590
1.5 QA/QC		4.0									4.0	\$1,000		\$1,000
1.6 PRELIMINARY SUBMITTAL	1.0				2.0						3.0	\$450		\$450
1.7 DESIGN MEMORANDUM	2.0		1.0								3.0	\$600		\$600
1.8 CITY REVIEW MEETING (REMOTE)	2.0		2.0								4.0	\$740		\$740
1.9 FRANCHISE UTILITY COORDINATION	0.5			1.0					2.0		3.5	\$465		\$465
SUBTOTAL HOURS/COSTS	15.5	4.0	24.0	36.0	74.0				4.0		157.5	\$20,505		\$20,505
SPECIAL SERVICES														
TASK 2.1, 2.2, 2.3 - DESIGN SURVEY	1.0					40.0	8.0	80.0	8.0			\$21,270		\$21,270
TASK 3 - GEOTECHNICAL SERVICES													\$4,935	\$4,935
TASK 4 - SUBSURFACE UTILITY ENGINEERING SERVICES (LEVEL 'C' & 'D')	0.5							2.0	9.0			\$1,535		\$1,535
SUBTOTAL HOURS/COSTS	1.5					40.0	8.0	82.0	17.0			\$22,805	\$4,935	\$27,740
TASK 5 - REIMBURSABLES														
5.1 REIMBURSABLES (TO BE BILLED AT ACTUAL COST X 1.1)												\$255		\$255
SUBTOTAL HOURS/COSTS												\$255		\$255
F E E S U M M A R Y														
TASK 1 - PRELIMINARY ENGINEERING (30%)	15.5	4.0	24.0	36.0	74.0				4.0		158	\$20,505		\$20,505.00
TASK 2.1, 2.2, 2.3 - DESIGN SURVEY	1.0					40.0	8.0	80.0	8.0			\$21,270		\$21,270.00
TASK 3 - GEOTECHNICAL SERVICES													\$4,935	\$4,935.00
TASK 4 - SUBSURFACE UTILITY ENGINEERING SERVICES (LEVEL 'C' & 'D')	0.5							2.0	9.0			\$1,535		\$1,535.00
TASK 5 - REIMBURSABLES												\$255		\$255.00
TOTAL HOURS	17.0	4.0	24.0	36.0	74.0	40.0	8.0	82.0	21.0		158	\$43,565	\$4,935	
HOURLY RATES	\$230.00	\$250.00	\$140.00	\$110.00	\$110.00	\$130.00	\$160.00	\$170.00	\$120.00	\$90.00				
													TOTAL FEE	\$48,500

Organization Chart



CRIADO

CIVIL ENGINEERING | LAND SURVEYING | SUE | CEI

EXHIBIT C

CITY OF GRAND PRAIRIE

DECHMAN DRIVE PAVING, DRAINAGE AND WATER IMPROVEMENTS

PHASE 1 - 30% DESIGN

Grand Prairie

T E X A S

ID	Task Name	Start	Finish	Duration	Dec	Qtr 1, 2021	Feb	Mar	Qtr 2, 2021	May	Jun	Qtr 3, 2021	Aug	Sep
						Jan			Apr			Jul		
0	Dechman Drive Paving, Drainage and Water Improvements - City of Grand Prairie	Mon 1/18/21	Mon 3/29/21	51 days										
1	Notice to Proceed	Mon 1/18/21	Mon 1/18/21	1 day		◆ 1/18								
2	Topographic Survey and S.U.E. (Level "B", "C" and "D")	Mon 1/18/21	Fri 2/12/21	20 days										
3	Preliminary Design (30% Submittal)	Mon 2/1/21	Fri 3/12/21	30 days										
4	Data Collection and Field Visit	Mon 2/1/21	Fri 2/5/21	5 days										
5	Preliminary Design	Mon 2/8/21	Fri 3/12/21	25 days										
6	Submit Preliminary Plans	Fri 3/12/21	Fri 3/12/21	1 day										
7	City Review	Mon 3/15/21	Fri 3/26/21	10 days										
8	Submit Design Memorandum	Mon 3/29/21	Mon 3/29/21	1 day										

Date: Tue 12/8/20
CRIADO P#: 14854

Task

Milestone

Summary

Project Summary

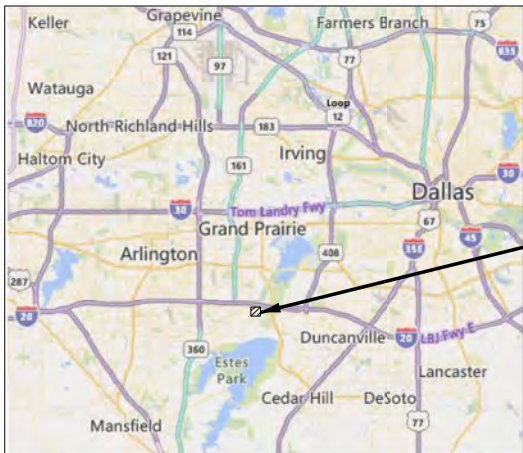
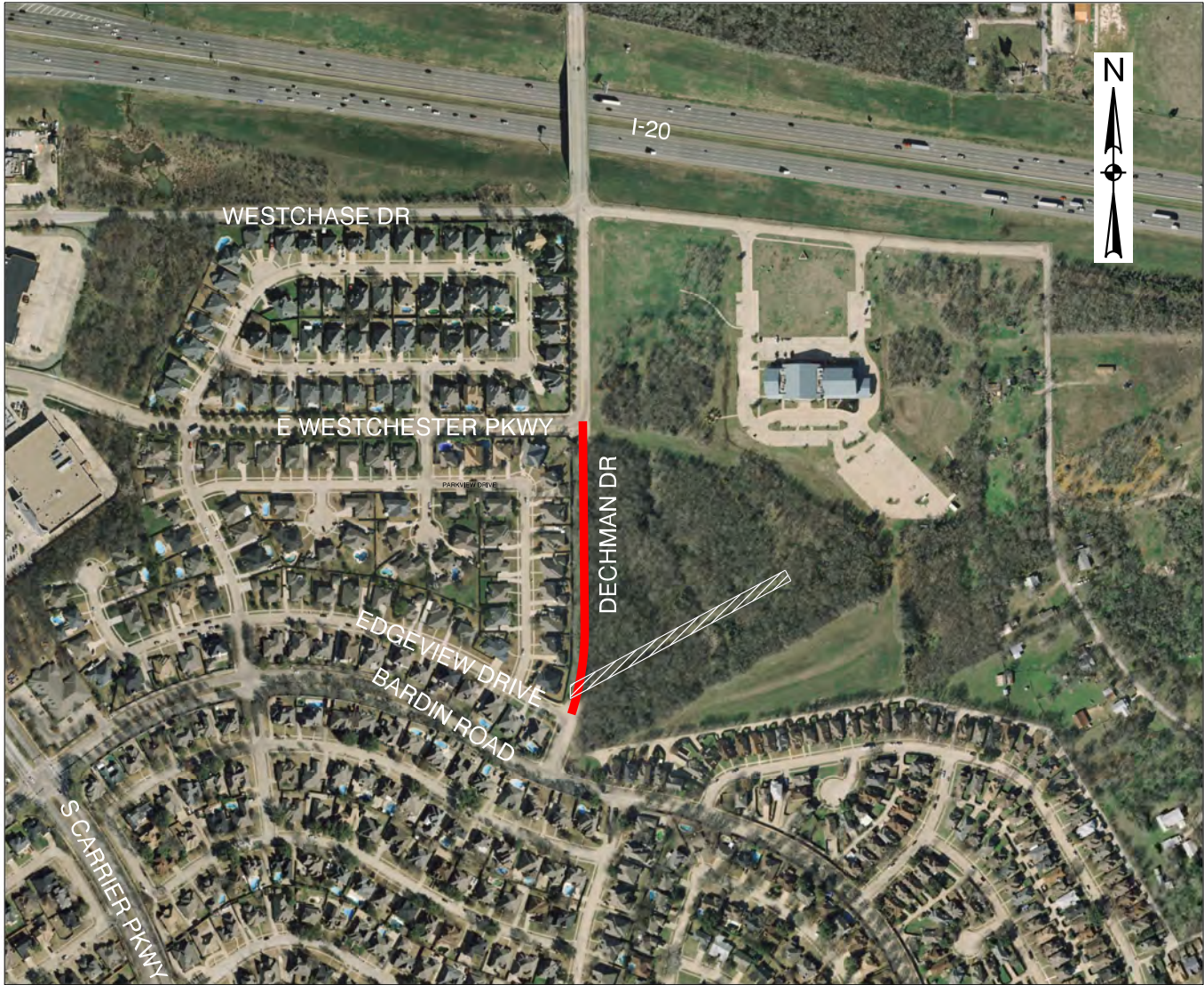
Manual Task

Progress

Manual Progress

Page 1

EXHIBIT D
PROJECT MAP



PROJECT LOCATION
DECHMAN DR
MAPSCO 61A-S (DALLAS)

CRIADO

4100 SPRING VALLEY ROAD, SUITE 1001
DALLAS, TX 75244
O: 972-392-9092 F: 972-392-9192
FIRM NO. F-4373

DECHMAN DRIVE PAVING,
DRAINAGE & WATER IMPROVEMENTS

DECHMAN DRIVE

GRAND PRAIRIE, TEXAS

DESIGN	DRAWN	DATE	SCALE	NOTES	FILE	NO.
CRIADO	CRIADO	DEC 2020	AS SHOWN			

CITY OF GRAND PRAIRIE
CAPITAL PROJECTS BUDGET SUMMARY

Fund/Activity Account: 400192 / 02105903
Project Title: Dechman Road
Current Request: \$48,500.00

ACCOUNT DESCRIPTION	1 CURRENT BUDGET	2 AVAILABLE BALANCE	3 CURRENT REQUEST	2+3 REVISED BALANCE	1+3 AMENDED BUDGET
61041 Prof Engineering	\$0	\$0	\$48,500	\$48,500	\$48,500
				\$0	\$0
				\$0	\$0
				\$0	\$0
				\$0	\$0
				\$0	\$0
				\$0	\$0
TOTAL	\$0	\$0	\$48,500	\$48,500	\$48,500



Legislation Details (With Text)

File #:	20-10722	Version:	1	Name:	COVID Vaccine Agreement
Type:	Agenda Item	Status:		Status:	Consent Agenda
File created:	12/28/2020	In control:		In control:	Environmental Services
On agenda:	1/5/2021	Final action:		Final action:	
Title:	Ratify a contract for vaccination services with TopCare Medical as an exigency purchase for a cost not to exceed \$164,800				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	TopCare 2020.pdf				

Date	Ver.	Action By	Action	Result
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From

Cindy Mendez, Environmental Quality Manager

Title

Ratify a contract for vaccination services with TopCare Medical as an exigency purchase for a cost not to exceed \$164,800

Presenter

Cindy Mendez, Environmental Quality Manager

Recommended Action

Approve

Analysis

COVID-19 Vaccines moved from the FDA request for approval to Emergency Use Authorization quickly. Entities like the City had to pre-order our vaccines for our EMS and Critical Infrastructure employees as quickly as possible with a Texas Department of State Health Services registered medical provider specific to COVID-19 vaccines. Given the time frame of mere weeks, bidding out the provider costs was not possible. Although the vaccine is being provided for free by the federal government, the administrative fees will still need to be funded. Staff selected TopCare Medical/Mi Doctor for two reasons: 1) Mi Doctor operates a medical clinic in Grand Prairie and currently serves our community and 2) we have an established testing relationship with Mi Doctor. Since the vaccine is new a cost had not been established by TopCare Medical. This vaccine requires special handling, storage, and tracking that current vaccines do not require. The city has agreed to pay in one of three ways: up to \$50 per dose (two doses are required) by direct pay, a cost established as a most favored rate, or if more cost effective for the city, the insurance rate. Currently, our EMS will be paid direct pay, but when all costs are evaluated, the City may switch to insurance.

Exigency purchases are exempt from bidding requirements as stated in Section 252.022 of the Local Government Code. State law clarifies exigency as:

1. A procurement made because of public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of the municipality;
2. A procurement necessary to preserve or protect the public health or safety of the municipality's residents;
3. A procurement necessary because of unforeseen damage to public machinery, equipment or other property.

Financial Consideration

The costs for the administration of the vaccine will be paid from Federal Cares Act funding.

CITY OF GRAND PRAIRIE
OPERATING BUDGET EXPENDITURE INFORMATION

FUND:	<u>COVID ASGN</u> Name of Fund (i.e. General Fund)
AGENCY:	<u>Environmental Services</u> Name of Department
ACCOUNTING UNIT:	<u>300598</u>
AVAILABLE:	<u>61275 – Wellness Program</u> Account Code, Description, and amount available
STAFF CONTACT:	<u>Cindy Mendez, Environmental Quality Manager</u>
VENDOR NUMBER:	<u>28008</u>
VENDOR NAME:	<u>TopCare Medical</u>
CONTINGENCY:	<u>N/A</u>



Legislation Details (With Text)

File #: 20-10699 **Version:** 1 **Name:** Reconstruction project, 1726 Avenue B.
Type: Agenda Item **Status:** Consent Agenda
File created: 12/16/2020 **In control:** Housing and Neighborhood Services
On agenda: 1/5/2021 **Final action:**

Title: Award bid for the completion of one residential reconstruction project as part of the HOME Reconstruct Program to Symone Construction Services, LLC in the amount of \$129,928.68

Sponsors:

Indexes:

Code sections:

Attachments: [Contractors Bid Estimate Attachment A.pdf](#)
[Reconstruct Procedures Attachment B](#)

Date	Ver.	Action By	Action	Result
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From

Patrick Cornelius

Title

Award bid for the completion of one residential reconstruction project as part of the HOME Reconstruct Program to Symone Construction Services, LLC in the amount of \$129,928.68

Presenter

Esther Coleman, Director, Housing and Neighborhood Services

Recommended Action

Approve

Analysis

The family residing at the location in attachment A, has met all of the eligibility requirements of the HOME Reconstruct Program as described below; therefore the City Council is requested to award the bid for one residential reconstruction project as part of the HOME Reconstruct Program to the low bidder for the project, Symone Construction Services, LLC in the amount of \$129,928.68

The Housing and Neighborhood Services Department, as part of the Housing rehabilitation program, takes applications from citizens of Grand Prairie for assistance in the rehabilitation of their homes. All HNS rehabilitation programs are federally funded, with the reconstruction program being the most comprehensive rehabilitation effort. The detailed procedures and guidelines for the reconstruction program can be found in attachment B.

The HOME Reconstruct Program has specific eligibility requirements. The applicant must be 60 years of age or older, or have a long-term disability supported statement; the home must be owner occupied with a valid Deed of Trust; the property must be located in the city limits of Grand Prairie; the applicant must have owned

the property at least 3 years; the current taxes must be paid (county, city, and schools); the insurance must be current (minimum value of the home); and the property must be more than 75% deteriorated from its appraised value, as provided by the appropriate appraisal district. To qualify for the program, the applicant's income must not exceed 80% of the median income for the City of Grand Prairie, as determined by the U.S. Department of Housing and Urban Development (HUD). This program is a Deferred Payment Loan (DPL), not a grant, and a lien is placed on the property for the total amount of reconstruction with a 0% to 3% interest rate, based on the applicant's income.

Financial Consideration

The bid sheet for the project is attached (Attachment A). We received two (2) competitive bids from our contractors after sending the bid packet to all 4 eligible bidders. Sufficient funding is available and was approved in the PY19 CDBG/HOME program budget to complete the projects using 302092 HOME Grant Funding.



HOUSING AND NEIGHBORHOOD SERVICES

CONTRACTOR BIDS DEPARTMENT ESTIMATE

PROPERTY: 1726 Avenue B Grand Prairie, TX 75051

HOMEOWNER: Joel Ahuyon

Bid Opening 11/30/2020 Bid Closing 12/11/2020

of Bids 4 # of Bids Returned 2

Department Estimate: _____ 10% High: _____ 10% Low: _____

BIDDING CONTRACTORS

BID AMOUNT

Johnson Construction Services

\$143,175.00

Symone Construction Services, LLC

\$129,928.68 ✓

B& R Construction Services

No Bid

Add-On Construction

No Bid



REHAB COORDINATOR REVIEWING


DIRECTOR REVIEWING



MANAGER REVIEWING

December 15, 2020

RECONSTRUCT PROCEDURES

- I. Potential clients fill out the qualification questions form.
Property must be owner occupied and client must fall in the income range.
- II. When client comes up on waiting list, client fills out application and provides qualifying documents.
- III. We determine income and whether rehab will be paid back or not.
- IV. Rehab Coordinator does the Work Write Up (WWUP) and determines if the property is more than 75% deteriorated.
- V. If the property is more than 75% deteriorated, will need to be reconstructed.
- VI. Obtain Land Records
Property must be in owner's name. If any liens were found, they will need to be cleared before demolition.
- VII. Obtain Survey
Determine if building over the common lot line and if house will be over, we need to obtain paperwork from zoning and get it signed before demolition.
- VIII. Check zoning to determine the square footage of the house.
- IX. Obtain site plan
- X. Obtain foundation letter.
- XI. Obtain MEC check.
- XII. Project out for bid (5-10 days).
 - a. Site Plans
 - b. Building Materials List
 - c. Floor Plans
 - d. 3 elevations
- XIII. Award Bid to winning contractor.
- XIV. Client moves out to a relocation house, apartment or relatives.



Legislation Details (With Text)

File #:	20-10707	Version:	1	Name:	Professional Services Agreement With Arnold & Associates Inc.
Type:	Agenda Item	Status:		Status:	Consent Agenda
File created:	12/21/2020	In control:		In control:	Parks & Recreation
On agenda:	1/5/2021	Final action:		Final action:	
Title:	Professional Services Agreement with Arnold & Associates Inc. for forensic building and mechanical systems investigation at Epic and Epic Waters in the amount not to exceed \$116,140				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	20-10707 FORENSIC STUDY EPIC.pdf				

Date	Ver.	Action By	Action	Result
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From

Gary Yakesch

Title

Professional Services Agreement with Arnold & Associates Inc. for forensic building and mechanical systems investigation at Epic and Epic Waters in the amount not to exceed \$116,140

Presenter

Duane Strawn, Director Parks, Arts, & Recreation

Recommended Action

Approve

Analysis

Staff wishes to enter into a Professional Services Agreement with Arnold & Associates Inc. for a forensic review of The Epic and Epic Waters design/construction means and methods. This review has become necessary as premature failure of mechanical systems and building components - particularly at Epic Waters - require a deeper dive into the architecture of building and mechanical systems contained in both buildings. The findings of this study will provide a source document for remedy and/or provide corrective action(s) required to mitigate deficiencies that may have arisen from design/construction means and methods.

Arnold & Associates Inc. provided a base proposal of \$89,890. Additionally, \$9,250 in alternative work scope, a \$5,000 allowance for reimbursables and \$12,000 for contingency allowance are recommended to be included in the Professional Services Agreement for a total of \$116,140. The contingency allowance of \$12,000 is approximately 14% of the base contract. While in percentage the contingency is above our standard threshold, given the complexities and unique nature of both buildings under forensic review, a higher contingency threshold is recommended by staff.

The forensic building and mechanical system architectural investigation will require access to underground

mechanical systems to include pipe systems. Accordingly, earth boring through existing deck systems in both buildings may be required. An additional \$23,000 for cleaning and deck patching as well as an additional \$10,000 for unforeseen conditions allowance is anticipated but will not be associated with the professional service agreement with Arnold & Associates Inc. Staff will comply with established procurement policies as it relates to the execution of any expenditure related to cleaning, deck patching, and/or unforeseen conditions allowance required for the forensic building and mechanical system architectural investigation.

Chapter 252, Section 22 of the Local Government Code allows for the exemption to competitive bidding when the expenditure is for Professional Services such as architecture services. Arnold & Associates was selected as the most qualified professional due to their familiarity with similar projects and their ability to mobilize aquatics, geotech, and other like professional sub-consultants to facilitate all areas required to complete the forensic building and mechanical system architectural investigation/study.

This item was presented to the Finance and Government Committee on January 5, 2021 for review and approval.

Financial Consideration

Funds are currently available in the FY 2020/2021 Risk Fund Budget (212110-64020) for the forensic building and mechanical system architectural investigation study at Epic and Epic Waters.

CITY OF GRAND PRAIRIE
OPERATING BUDGET EXPENDITURE INFORMATION

FUND: Risk Fund

AGENCY: HR Legal Services

ACCOUNTING UNIT: 212110

AVAILABLE: 64020, Property Losses, \$421,591
Account Code, Description, and amount available

STAFF CONTACT: Gary Yakesch x8078; gyakesch@gptx.org

VENDOR NUMBER: TBD

VENDOR NAME: Arnold & Associates Inc.

CONTINGENCY: \$12,000



Legislation Details (With Text)

File #:	20-10712	Version:	1	Name:	Resolution; ITS Annual Agreement + Four Renewal Options
Type:	Resolution	Status:		Status:	Consent Agenda
File created:	12/22/2020	In control:		In control:	Transportation
On agenda:	1/5/2021	Final action:		Final action:	
Title:	Resolution declaring expectation to reimburse expenditures with proceeds of future debt in the amount of \$36,000 for Professional Engineering Services contract with Innovative Transportation Solutions, Inc. (up to \$36,000 annually) for one year with the option to renew for four additional one-year periods, totaling \$180,000 if all extensions are exercised; and authorize the City Manager to execute the renewal options with aggregate price fluctuations of the lesser of up to \$50,000 or 25% of the original maximum price so long as sufficient funds is appropriated by the City Council to satisfy the City's obligation during the renewal terms				

Sponsors:

Indexes:

Code sections:

Attachments: [WO 621.62.pdf](#)

Date	Ver.	Action By	Action	Result
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From

Maxine Snow

Title

Resolution declaring expectation to reimburse expenditures with proceeds of future debt in the amount of \$36,000 for Professional Engineering Services contract with Innovative Transportation Solutions, Inc. (up to \$36,000 annually) for one year with the option to renew for four additional one-year periods, totaling \$180,000 if all extensions are exercised; and authorize the City Manager to execute the renewal options with aggregate price fluctuations of the lesser of up to \$50,000 or 25% of the original maximum price so long as sufficient funds is appropriated by the City Council to satisfy the City's obligation during the renewal terms

Presenter

Walter Shumac III, P.E., Director of Transportation Services

Recommended Action

Approve

Analysis

This contract is for professional engineering services including the preparation and processing of local project advance funding agreements (LPAFA) with all appropriate transportation partners; transportation policy development; development of transportation funding options; governmental interaction on local, state and federal levels; and all other duties that may arise during their development.

Pursuant to Chapter 252.022 of the Local Government Code, local governments are authorized to exempt

expenditures from competitive bidding for professional or planning services. Proposals were not solicited for this work due to the firm's familiarity with the City of Grand Prairie projects.

Financial Consideration

Interim funding in the total amount of \$36,000 is available from the unobligated fund balance in the Street Capital Projects Fund (400192) to WO #02106203 (FY21 Intersection Improvements)

Body

A RESOLUTION OF THE CITY OF GRAND PRAIRIE, TEXAS, DECLARING EXPECTATION TO REIMBURSE EXPENDITURES WITH PROCEEDS OF FUTURE DEBT FOR PROFESSIONAL ENGINEERING SERVICES FOR PREPARATION AND PROCESSING OF LOCAL PROJECT ADVANCE FUNDING AGREEMENTS (LPAFA) WITH ALL APPROPRIATE TRANSPORTATION PARTNERS; TRANSPORTATION POLICY DEVELOPMENT; DEVELOPMENT OF TRANSPORTATION FUNDING OPTIONS; GOVERNMENTAL INTERACTION OF LOCAL, STATE AND FEDERAL LEVELS; AND ALL OTHER DUTIES THAT MAY ARISE DURING THEIR DEVELOPMENT PROJECT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Grand Prairie, Texas (the "Issuer") intends to issue debt for a professional services contract for preparation and processing of local project advance funding agreements (LPAFA) with all appropriate transportation partners; transportation policy development; development of transportation funding options; governmental interaction on local, state and federal levels; and all other duties that may arise during their development (the "Project") and further intends to make certain capital expenditures with respect to the Project and currently desires and expects to reimburse the capital expenditures with proceeds of such debt;

WHEREAS, under Treas. Reg. 1.150-2 (the "Regulation"), to fund such reimbursement with proceeds of tax-exempt obligations, the Issuer must declare its expectation to make such reimbursement; and

WHEREAS, the Issuer desires to preserve its ability to reimburse the capital expenditures with proceeds of tax-exempt obligations.

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS:

SECTION 1. That the Issuer reasonably expects to reimburse capital expenditures with respect to the Project with proceeds of debt hereafter to be incurred by the Issuer, and that this resolution shall constitute a declaration of official intent under the Regulation. The maximum principal amount of obligations expected to be issued for the Project is \$36,000.00.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS, JANUARY 5TH, 2021.

CITY OF GRAND PRAIRIE

CAPITAL PROJECTS BUDGET SUMMARY

Fund/Activity Account: 400192 / 02106203
 Project Title: FY21 Intersection Improvements
 Current Request: \$36,000.00

ACCOUNT DESCRIPTION	1 CURRENT BUDGET	2 AVAILABLE BALANCE	3 CURRENT REQUEST	2+3 REVISED BALANCE	1+3 AMENDED BUDGET
61041 Prof Engineering	\$0	\$0	\$36,000	\$36,000	\$36,000
				\$0	\$0
				\$0	\$0
				\$0	\$0
				\$0	\$0
				\$0	\$0
				\$0	\$0
TOTAL	\$0	\$0	\$36,000	\$36,000	\$36,000



Legislation Details (With Text)

File #:	20-10719	Version:	1	Name:	Wood Grinding Services for Grand Prairie Landfill
Type:	Agenda Item	Status:		Status:	Consent Agenda
File created:	12/23/2020	In control:		In control:	Environmental Services
On agenda:	1/5/2021	Final action:		Final action:	
Title:	Price Agreement for yard waste grinding from Thelin Recycling of Fort Worth, TX (up to \$147,000 annually) for one year with the option to renew for four additional one-year periods totaling \$735,000 if all extensions are exercised and authorize the City Manager to execute the renewal options with aggregate price fluctuations of the lesser of up to \$50,000 or 25% of the original maximum price so long as sufficient funding is appropriated by the City Council to satisfy the City's obligation during the renewal terms				

Sponsors:

Indexes:

Code sections:

Attachments: [Bid Tab 21039](#)

Date	Ver.	Action By	Action	Result
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From

Patricia D. B. Redfearn, Ph.D

Title

Price Agreement for yard waste grinding from Thelin Recycling of Fort Worth, TX (up to \$147,000 annually) for one year with the option to renew for four additional one-year periods totaling \$735,000 if all extensions are exercised and authorize the City Manager to execute the renewal options with aggregate price fluctuations of the lesser of up to \$50,000 or 25% of the original maximum price so long as sufficient funding is appropriated by the City Council to satisfy the City's obligation during the renewal terms

Presenter

Patricia D. B. Redfearn, Ph.D

Recommended Action

Approve

Analysis

The City of Grand Prairie Landfill, Permit #996-C receives commercial, residential and internal brush and limbs sourced from Dallas County and it receives wood wastes such as fencing, railroad ties, treated lumber and scrap dimension lumber from all of Grand Prairie, on a daily basis. This contract provides for periodic grinding events to reduce the wood and brush piles into coarsely ground material suitable for dressing internal side-slopes and for wet-weather access.

Notice of bid #21039 was advertised in the Fort Worth Star Telegram and Public Purchase; it was distributed to nine vendors, including four HUB vendors. There were no Grand Prairie vendors available for this commodity. Two bids were received as shown on attachment A.

The low bid received from Prime Trees, however, it is not recommended for award, as there is a 65,000 cubic yard minimum required to deploy this vendor from Houston. The City of Grand Prairie Landfill cannot accommodate the vendor's requirement; therefore Thelin Recycling meets specifications and is recommended for award.

Financial Consideration

Funds are available in FY 2020/2021 Solid Waste Fund (303510 61440) for solid waste grinding services and will be charged accordingly on orders through the end of the current fiscal year. Funding for future fiscal years will be paid from that year's approved budgets.


Submittal Evaluation
Yard Waste Grinding
RFB #21039

Item #	Item	Thelin	
		Prime Trees	Recycling
1	Submittal Check List	X	X
2	Pricing	X	X
3	Questionnaire & References	X	X
4	Submittal Affirmation Form	X	X
5	HUB	X	X
6	House Bill 89	X	X



Bid Tabulation

Yard Waste Grinding
RFB #21039

		Bid Tabulation Yard Waste Grinding RFB #21039		<div>Prime Trees Houston, TX</div>		<div>Thelin Recycling Fort Worth, TX</div>	
Item	Description	QTY	UOM	Unit Price	Extended Price	Unit Price	Extended Price
1	Yard Waste Grinding	140,000	CY	1.02	142,800.00	1.05	147,000.00

*minimum 65,000 CY per
visit