



**Regular Meeting of the Bedford City Council
Tuesday, February 11, 2020
Bedford City Hall Building A
2000 Forest Ridge Drive
Bedford, Texas 76021**

**Council Chamber Work Session 5:30 p.m.
Council Chamber Regular Session 7:30 p.m.**

**COMPLETE COUNCIL AGENDAS AND BACKGROUND INFORMATION ARE AVAILABLE FOR REVIEW
ONLINE AT <http://www.bedfordtx.gov>**

COUNCIL CHAMBER WORK SESSION

- **Update on Boys Ranch Park – Phase Next: 50% Design Development – OWT (Multi-generational Building)**
- **Presentation by the Trinity Arts Guild regarding relocation.**
- **Discussion regarding the Street Improvement plan currently in place. **This item requested by Mayor Boyter**

EXECUTIVE SESSION

To convene in the conference room, if time permits, in compliance with Section 551.001 et. Seq. Texas Government Code, to discuss the following:

- Pursuant to Section 551.072, to deliberate the purchase, exchange, lease or value of real property – Abstract 1607 Tract 11e01 William Wallace Survey.**
- Pursuant to Section 551.087, receive an update on economic development negotiations related to Plaza Center Addition Lot AR 1A and Bedford Plaza Addition 1989 H Block A Lot 4B 1.**
- Pursuant to Section 551.087, update regarding ongoing economic development discussions/projects. **This item requested by Mayor Boyter.**
- Pursuant to Section 551.074, personnel matters – City Manager search.**
- Pursuant to Section 551.074, personnel matters – Interim City Manager contract.**

REGULAR SESSION

CALL TO ORDER/GENERAL COMMENTS

INVOCATION (Bishop Nosa Onaiwu, Arise and Shine International Ministries)

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS/UPCOMING EVENTS

OPEN FORUM *(The public is invited to address the Council on any topic that is posted on this agenda. Citizens desiring to speak on Public Hearing(s) must do so at the time the Public Hearing(s) are opened. In order to speak during Open Forum, a person must first sign in with the City Secretary prior to the Regular Session being called to order. Speakers will be called upon in the order in which they sign in. Any person not signing in prior to the commencement of the Regular Session shall not be allowed to speak under Open Forum. Further, Open Forum is limited to a maximum of 30 minutes. Should speakers not use the entire 30 minutes Council will proceed with the agenda. At the majority vote of the Council the Mayor may extend the time allotted for Open Forum.)*

CONSIDER APPROVAL OF ITEMS BY CONSENT (Consent items are deemed to need little Council deliberation and will be acted upon as on business item. Any member of the City Council may request that an item be withdrawn from the Consent Agenda and placed before the City Council for full discussion. Approval of the Consent Agenda authorizes the City Manager, or a designee, to implement each item in accordance with staff recommendation.)

1. Consider approval of the following City Council minutes:
 - a) January 28, 2020 regular meeting

COUNCIL RECOGNITION

2. Proclamation declaring February 2020 as Library Lover's Month in the City of Bedford.

PERSONS TO BE HEARD

3. The following individuals have requested to speak to the Council tonight under Persons to be Heard:
 - a) Josh Santillan, Cedric Santillan and Sergio Santos, 2816 Central Drive #140, Bedford, Texas 76021
– Request to speak to Council regarding the state of the arts in Bedford.

NEW BUSINESS

4. Consider an ordinance amending Chapter 2. "Administration," Article IV. "Boards, Commissions, and Committees," Division 1. "Generally," Section 2-172. "Subcommittees, meetings," and Division 4. "Cultural Commission," Section 2-242. "Subcommittees" of the City of Bedford Code of Ordinances; repealing all ordinances in conflict herewith; containing a savings clause; and declaring an effective date.
5. Consider a resolution authorizing the Interim City Manager to enter into an agreement, utilizing the Tarrant County cooperative purchasing agreement, in the amount of \$61,315.36, with TexOp Construction, LP for asphalt milling on Forest Ridge Drive from SH 183 to Pipeline Road and Brown Trail from SH 183 to Bedford Road.
6. Consider a resolution authorizing the Interim City Manager to reschedule and cancel regular Council meetings in 2020.
7. Mayor/Council Member Reports
 - a) Report on Phase Next branding
 - b) Report on arts and entertainment facility at the Old Bedford School
8. Report on most recent meeting of the following Boards and Commissions:
 - ✓ Animal Shelter Advisory Board
 - ✓ Beautification Commission
 - ✓ Community Affairs Commission
 - ✓ Cultural Commission
 - ✓ Economic Development Foundation
 - ✓ Library Advisory Board
 - ✓ Parks and Recreation Board
 - ✓ Teen Court Advisory Board
 - ✓ Senior Center Representative
9. City Manager/Staff Reports
 - a) Quarterly Financial Report

EXECUTIVE SESSION

To convene in the conference room in compliance with Section 551.001 et. Seq. Texas Government Code, to discuss the following:

- a) Pursuant to Section 551.072, to deliberate the purchase, exchange, lease or value of real property – Abstract 1607 Tract 11e01 William Wallace Survey.
- b) Pursuant to Section 551.087, receive an update on economic development negotiations related to Plaza Center Addition Lot AR 1A and Bedford Plaza Addition 1989 H Block A Lot 4B 1.
- c) Pursuant to Section 551.087, update regarding ongoing economic development discussions/projects. ****This item requested by Mayor Boyter.**
- d) Pursuant to Section 551.074, personnel matters – City Manager search.
- e) Pursuant to Section 551.074, personnel matters – Interim City Manager contract.

10. Take any action necessary as a result of the Executive Session.

(Any item on this posted agenda may be discussed in executive session provided it is within one of the permitted categories under Chapter 551 of the Texas Government Code.)

ADJOURNMENT

CERTIFICATION

I, the undersigned authority, do hereby certify that this Notice of Meeting was posted on the outside window in a display cabinet at the City Hall of the City of Bedford, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted by the following date and time: **Friday, February 7, 2020 at 5:00 p.m.**, and remained so posted at least 72 hours before said meeting convened.

Michael Wells, City Secretary

Date Notice Removed

(Auxiliary aids and services are available to a person when necessary to afford an equal opportunity to participate in City functions and activities. Auxiliary aids and services or accommodations must be requested in writing to the City Secretary's Office a minimum of seventy-two hours (72) hours prior to the scheduled starting time of the posted meeting. Requests can be delivered in person or mailed to the City Secretary's Office at 2000 Forest Ridge Drive, Bedford, TX 76021, or emailed to citysecretary@bedfordtx.gov. Some requests may take longer due to the nature, extent and/or availability of such auxiliary aids, services or accommodations.)



Council Agenda Background

PRESENTER: Cissy Sylo, Capital Projects Director

DATE: 02/11/20

Work Session

ITEM:

Update on Boys Ranch Park – Phase Next: 50% Design Development – OWT (Multi-generational Building)

City Attorney Review: N/A

DISCUSSION:

MULTI-GENERATIONAL RECREATION FACILITY

Oxley Williams Tharp Architects (OWT) submitted the 50% Design Development plans for the Multi-generational building on January 20, 2020. Each member of the Boys Ranch Park – Phase Next Development Review Committee (DRC) reviewed the plans and provided comments to OWT. The members include the City Manager’s Office, Communications, Police, Fire, Facilities Maintenance, Information Technology, Community Development, Public Works, Library, Parks, Recreation, Senior Center, and Special Events. This team meets every two weeks to discuss the project, bring forth and/or resolve any issues that affect their respective departments.

The 50% Multi-generational Design Development Plans include a site plan and building plans for the multi-generational building. Each member of the DRC was provided approximately one week to review the submittal. The City uses Bluebeam Revu™, an electronic collaborative program used by many government agencies to provide review comments to the consultants. The City can use the program for many other uses for Phase Next or capital projects, including construction requests for information (RFI), measure quantities for pay requests, add photographs for inspections, set templates, and other items to facilitate the review and inspection process, if desired.

The 50% Design Development Plans for the Multi-generational building include a site plan, and building design plans including: accessibility details, life safety plan, first floor plan, overall fitness mezzanine and upper track plan, wall type plans, finish type plans, reflected type ceiling plans, restroom plans, roof plans, outdoor concession plans, building sections, wall sections, interior elevations, window types, exterior plan details, interior ceiling details, perspectives of various areas, framing plans, plumbing plans, electrical plans, aquatics plans, mechanical equipment plans, and furniture plans for reference only.

After the 50% Design Development submittal, OWT revised the floor plans further in anticipation of the 100% Design Development submittal, which is scheduled on March 20, 2020. The Boys Ranch Park - Phase Next DRC was sent the revised attached floor plans. The documents include (1) Overall First Floor Plan and (2) the Fitness Mezzanine and Upper Track Plan for the Multi-generational Plan. The revisions include:

- The West Wing was enlarged slightly; therefore, the overall square footage of the building was increased.
 - The Multi-generational first floor is 69,884 square feet;
 - Fitness Mezzanine is 12,599 square feet;
 - Upper Track is 3,729 square feet;
 - Total Multi-generational building area: 86,212 square feet; and
 - Outdoor Concession building is 4,273 square feet.
- Community Hall Room was enlarged slightly and reconfigured (west and east side different sizes);

- The Activity Rooms in the West Wing have increased in size;
- The Restrooms have been relocated to a separate hallway near the Community Hall;
- Doors and glass walls added separating the West Wing from the remainder of the building for programming, rentals and noise;
- The Aquatics/Mechanical/Storage Area was reconfigured and enlarged near the Indoor Aquatics;
- Child Watch area was modified slightly;
- Main awning was rotated to align to main driveway;
- Vestibule area from Event Entrance to the building was decreased slightly in order to increase the area of the activity rooms;
- The Outdoor Aquatics Concession Building has shifted approximately ten (10) feet to the east; and
- A Storage Room has been added near Community Hall.

Building configurations will continue to be modified during the next few months due to design, code, and budget issues. Staff and the consultant team work together daily to ensure the community and Council's goals are met.

OTHER PHASE NEXT UPDATES FROM JANUARY 2020:

In order to communicate effectively on the Project, a brief summary of some of the recent work this month on the project is listed below for the Council and community.

Boys Ranch Phase Next Communications Plan: A Boys Ranch Park - Phase Next Communications Plan was developed by staff and approved by the City Manager. This will allow all staff involved in the project to effectively, consistently communicate internally and externally with the public. This will allow all events, the website, Nextdoor, Facebook, the cable channel, City calendars, City Manager Updates, and other social media to be consistent throughout the remainder of the Project. The Parks Department – Phase Next Website was updated, and all photographs/documents/videos are compliant with the Americans with Disabilities Act. Citizens are now able to scroll through photographs/documents/videos to obtain information on “who, what, when, and where” each image in order to improve communication and customer service on the Project. All meetings regarding Phase Next are now posted on the website in accordance to the Phase Next Communications Plan for the public to be able to attend if desired.

Public Meetings: Several public meetings were held during the past month regarding the Project. Each meeting was similar in scope. The December 2019 OWT animation video <https://youtu.be/LDzON5e4Fns> and Site Plan were discussed with the following groups: Parks & Recreation Board on January 2, 2020; Bedford Cultural Commission on January 13, 2020; Bedford Community Affairs Commission on January 16, 2020; and Bedford Beatification Commission on January 20, 2020. General questions regarding the Project were answered during all of the public meetings. All meeting agendas were posted on the Phase Next website in advance of the meeting.

Geotechnical Addendum #1: Staff received Addendum #1 on January 16, 2020 regarding the Ballfield Concessions and Restroom Buildings for the project from CMJ Engineering. The purpose of the Addendum was to reduce the movement potential originally shown in the November 14, 2019 geotechnical report to the order of one (1) inch or less in the concession structure for the ballfield based on the preliminary grading plans. Staff discussed the revised geotechnical report with the consultant team and the Construction Manager at Risk (CMR) to ensure this foundation was consistent with the design and construction team and distributed copies to the Building Official, Public Works and Parks/Recreation for future use.

Senior Center Analysis. Mr. Tom Culbert of 1925 Charleston Drive commented under the Open Forum portion of the January 14, 2020 City Council meeting. Staff appreciated Mr. Culbert's recommendations and questions. Staff also met with him on his concerns and explained the reasons why his recommendations for the project were not approved at this time. Staff provided a memo to the City Manager's Office in response to Mr. Culbert's recommendations. A copy of the memo is attached.

Preliminary Programming of Multi-generational Building: Staff examined the programming of the future multi-generational building to ensure the building will accommodate the necessary programming for recreation, seniors, and other activities for the opening and future years. Staff met with several other cities in the past month to examine their programming for both recreation and seniors to assist us in this activity. Staff also toured other cities programming and other cities have toured Bedford to look at the construction plans and the existing park.

Quilting/Ceramics Survey: Staff completed a survey of the Metroplex senior centers to determine if other senior centers provide similar programming to Bedford for quilting and ceramics. It was determined that no other cities provided frames for their quilters. One city allowed quilters bring their personal small frame to/from their facility. No other city uses large frames. No cities allow much, if any, storage for any programming due to liability. Most cities desire a nominal charge for classes to get buy-in for programs. Some charged \$1 to \$3 per class, but many charged for yoga or other basic classes. A more detailed survey is recommended prior to implementing any changes in dues for the new multi-generational center. The limited survey information was distributed to City Manager's Office and Recreation Manager.

Asbestos Survey Notice to Proceed: Halff and Associates began work on the non-destructive testing in the Park. Once the 524 bulk non-destructive samples and 18 roof core sample testing is completed for the Boys Ranch Recreation Activity Center, Daycare, Splash, ONSTAGE, NW Arts Council Building, Senior Center, Concession Stand, Hockey Rink, and four covered pavilions are completed, the sample materials will be send to a laboratory for analysis. The City Council will be informed of the results, once it is available.

Internal Meetings on 30% Construction Plans Outstanding Items: Staff met during the past month to communicate regarding any outstanding items from the 30% construction review comments submitted to the consultants. Each department is working on completing outstanding items necessary to the consultant team for the next design submittal on March 20, 2020.

Budget: Staff discussed several items regarding the budget with Steele & Freeman, the Construction Manager at Risk (CMR), to ensure the project continues to stay within budget. As new information becomes available, such as the detailed aquatics design, geotechnical addendum, and other construction plan updates, the CMR continues to refine the cost estimate. Staff, the CMR, and the consultant team continue to work closely on the budget to watch items that will produce the necessary cost recovery, the desired customer service, and long-term wow that Bedford residents expect from this project.

Branding: Staff met with the consultants several times over the past month to discuss various components of branding, such as finishes, landscaping, signs, colors and other items which will be impacted in the set of construction documents. The branding, including the new names and logos to be incorporated into the finishes, landscaping, signs and other components of the Project.

Landscaping: Parks and Recreation, and Phase Next staff met with both Halff and OWT to discuss the 60% landscaping submittal. The purpose of the meeting was to discuss types of landscaping for the project prior to the March 20, 2020 submittal. Items discussed included types of trees and locations in the parking lots; adding small concrete strips along parking spaces for motorists adjacent to landscaping islands; landscaping along berms; street trees and locations; branding of outdoor aquatic landscaping; maintenance of species of plant materials and location of plant materials; irrigation location and type; landscaping along the multi-generational building; and sight visibility and concrete wells for decreased maintenance by Parks staff. The purpose of the meeting was to improve the submittal by the consultants, decrease the review time by staff, improve customer service expectation and experience at the Park, and decrease the operation and maintenance costs long-term by the City.

Atmos Gas: The City met with Atmos Gas, the U.S. Post Office, Halff, and OWT regarding the need to install new, larger gas lines in the park for the new multi-generational facility. There is a need to relocate the post office line and service and remove and/or abandon the existing gas lines throughout the park as part of the project. Staff provided various plats of the Boys Ranch Park, load information, existing and proposed meter locations, and future line locations to begin the Atmos agreement process. The agreement will require City Council approval once Atmos has completed it. Once approved, Atmos will start construction ahead of the Boys Ranch Park – Phase Next Project in order

to meet the project schedule. It is anticipated the agreement process will take approximately three months according to Atmos and the construction to be approximately one month. The post office service will begin prior to the Phase Next Project, but the remainder of the Boys Ranch Park will remain on its existing gas line until the tenants are relocated to other facilities.

Fire Department Training: The Fire Department desires to use the Boys Ranch Park buildings for training prior to the CMR demolition process. Staff is coordinating this process between the Fire Department, Facilities, Architect, Public Works, and the CMR to allow the Fire Department to utilize the buildings for training at the appropriate time.

Harwood 12" Water Line Project: The Texas Water Development Board (TWDB) Swift Project 51016 water system improvement project from the west city limits to Forest Ridge Drive design must be completed to provide water improvements for Phase Next. These plans were being designed in-house but were not completed prior to staff turnover. However, in accordance with the Texas Professional Engineering and Surveying Board of Engineers Act, a consultant may not assume responsibility for the remainder of the design. The City would be required to start the design over using a consultant; however, as a Bedford Professional Engineer knowledgeable in water design, the rules allow staff to complete the design. Staff met to transfer this role during the past month in order to provide the water improvements for Phase Next. Meetings have been held with Public Works and Parks regarding the impacts to their facilities during the past month.

Calendar of Phase Next Construction Plan Milestones:

March 20, 2020: 60% Civil Engineering and Landscaping/100% Design Development Multi-generational Building Plans Submittal to City.

June 12, 2020: 90% Civil Engineering and Landscaping/Construction Drawings and 50% Construction Plans for Multi-generational Building Plans Submittal to City.

July 20, 2020: 100% Civil Engineering and Landscaping/Construction Plans and 100% Construction Plans for Multi-generational Building Plans Submittal to City.

August 7, 2020: 100% Construction Plans delivered to Steele & Freeman for Guaranteed Maximum Price/Bidding.

The above are only a selected sample of the work on the project from this month. The next major milestone is the 60% submittal for the project in which both the architect and civil engineer will be on the same time frame for submittal. This submittal will be large and very detailed, and the review process for staff is anticipated to be lengthy.

ATTACHMENTS:

Phase Next Multi-generational Facility: Overall First Floor Plan

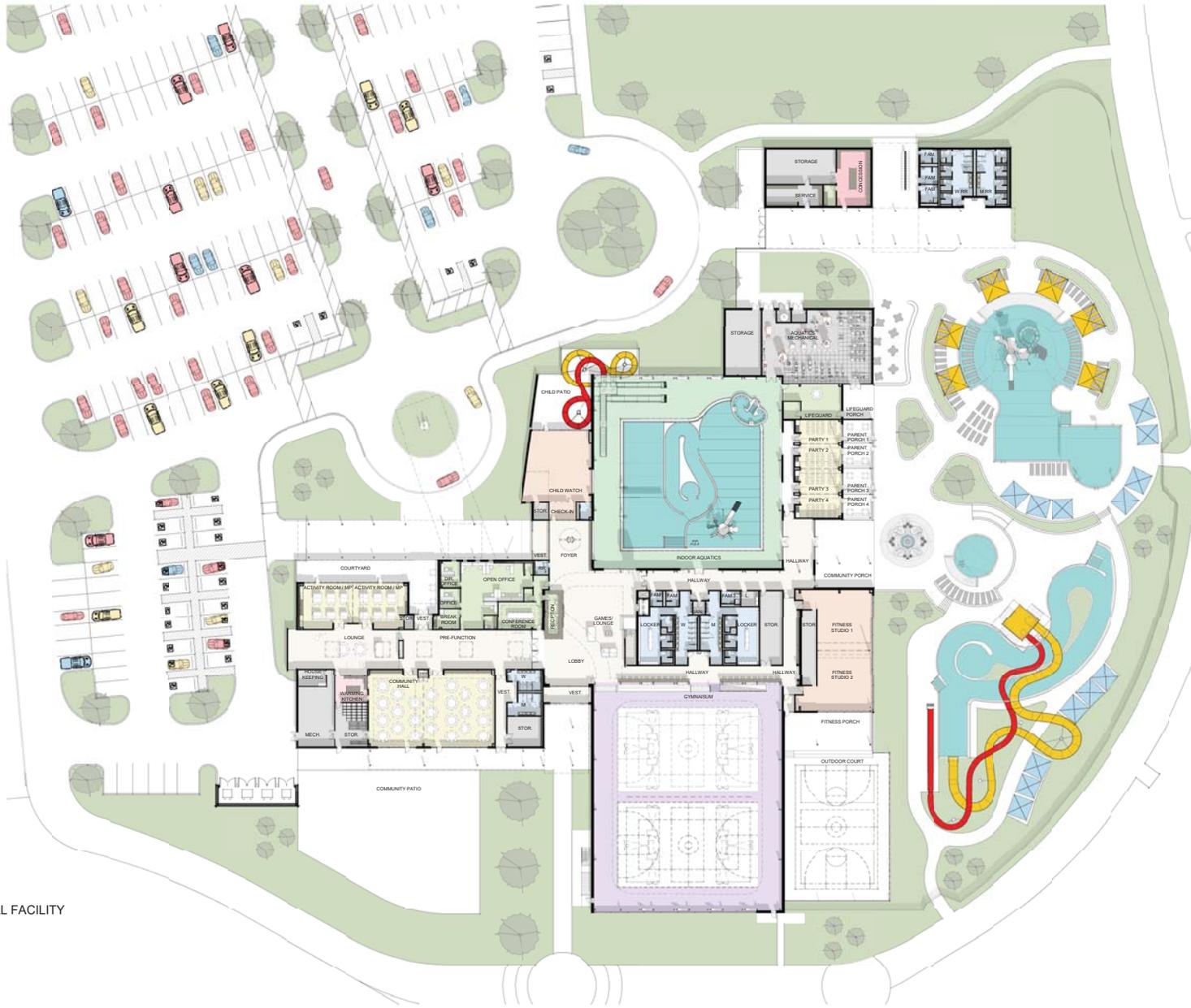
Phase Next Multi-generational Facility: Overall Fitness Mezzanine and Upper Track Plan

Boys Ranch Park – Phase Next Communications Plan

Senior Center Memo

LEGEND

- ADMIN.
- AQUATICS
- AUXILIARY
- CIRCULATION
- FITNESS
- GYM
- KITCHEN
- MULTI-PURPOSE
- RR

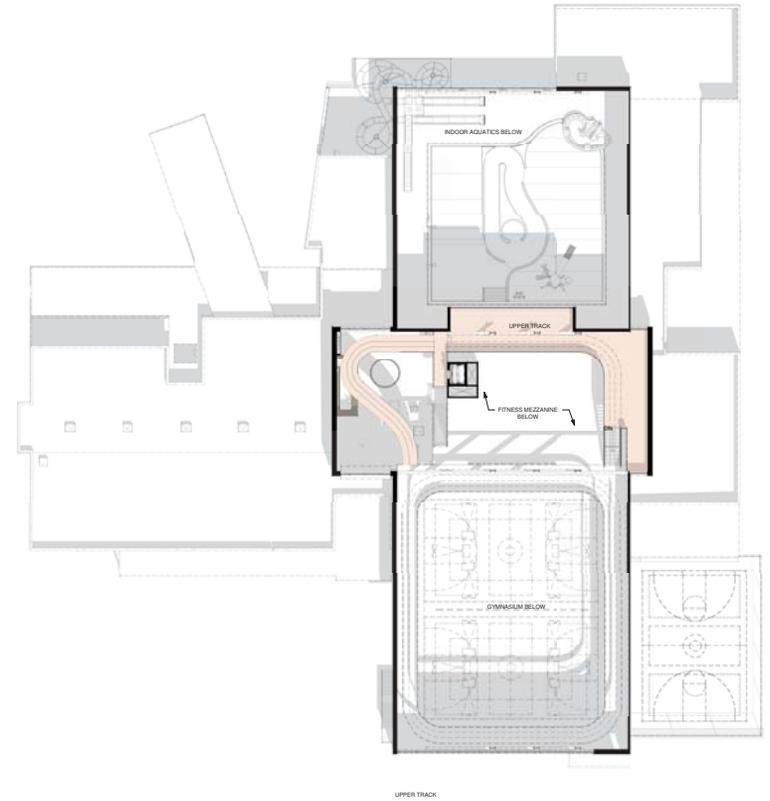
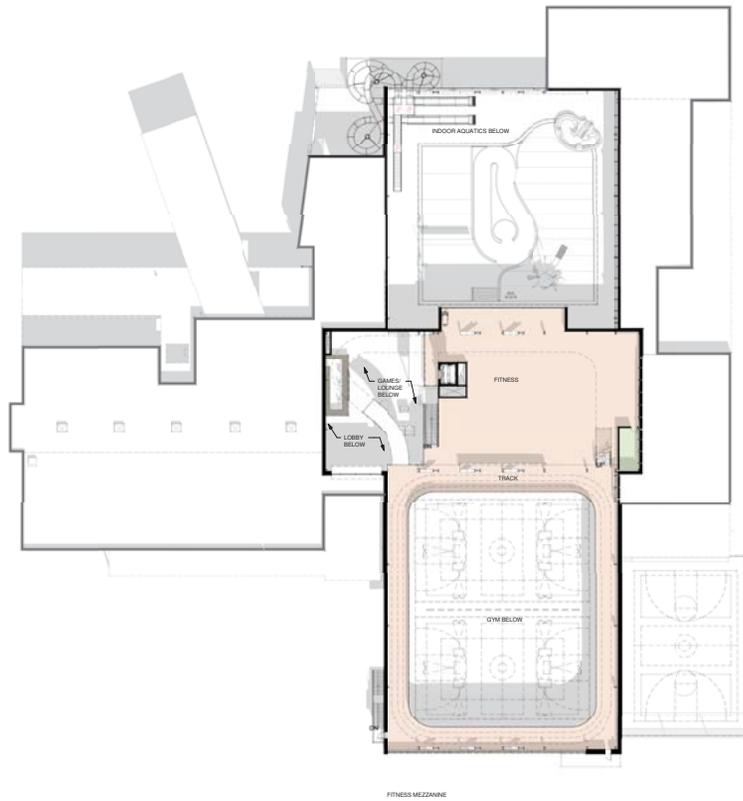


BEDFORD MULTI-GENERATIONAL FACILITY
OVERALL FIRST FLOOR PLAN

01.29.2020



LEGEND
 ADMIN.
 FITNESS



BEDFORD MULTI-GENERATIONAL FACILITY
 OVERALL FITNESS MEZZANINE & UPPER TRACK FLOOR PLAN

01.29.2020





Boys Ranch Park - Phase Next Communications Plan

The City of Bedford recognizes the value of citizen involvement and the importance of all the information and resources that the citizens possess. It is crucial to increase the City’s understanding of citizen concerns, ideas and values so that they can be utilized to make better decisions. The City must identify, create and budget adequate resources in order to engage citizens and citizen groups, effectively empowering them to become a part of the City’s decision-making process.

| Project Manager | Project Coordinator | Support Team |
|---------------------------------------|-----------------------------------|--|
| Cissy Sylo, Capital Projects Director | Brian TenEyck, Recreation Manager | Barrett Albright, Recreation Administrative Coordinator Mike Radoyevich, Athletics and Aquatics Coordinator Natalie Foster, Public Information Officer Jeff Florey, Communications Coordinator Wendy Hartnett, Special Events Manager Don Henderson, Parks Manager Meg Jakubik, Strategic Services Manager |

In the following Boys Ranch Park – Phase Next Communications Plan and its Procedures, the Project Coordinator shall have the responsibility of the deliverables unless instructed otherwise by the Project Manager. The Project Manager will have the sole authority to approve or deny any steps throughout the process. The Support Team serves as administrative support to the Project Coordinator in creating, editing and disseminating previously approved information. These roles will be carried out by the above City of Bedford staff.

Much of the City’s overall success is shaped by the quality of its communication efforts. Therefore, a proactive, team approach is needed to effectively foster two-way communications. The following procedures should be initiated as soon as the initial notification is delivered, or approved, by the Project Manager and/or the staff member initiating the information, update or event. This will give citizens ample opportunity to find information, updates and events on the Boys Ranch Park Phase - Next Project.

Boys Ranch Park - Phase Next Communications Procedures

Project Updates

Long term projects require public information updates regularly in order to adequately apprise citizens and stakeholders with current project status and other substantial matters deemed useful by the Project Manager and City Management. Moving forward, the Internal Project Update Procedures Checklist MUST be completed in order to accomplish the goal of effective external communication.

Internal Project Update Procedures Checklist

- Notify or receive notification of project update from Project Manager.
- Create the project update and send to Project Manager and Communications Team for approval.
- Project Coordinator to update approved information on Boys Ranch Park - Phase Next pages of the website.
 - The project will be referred to solely as “Boys Ranch Park – Phase Next”.
 - www.bedfordtx.gov/phase-next will be used for all Boys Ranch Park – Phase Next posts.
- Project Coordinator to send social media content to Communications Team to create and post information to relevant social media channels.
 - Provide content to Support Team for additional information outlets, i.e. press releases, videos, etc



Create accurate and concise talking points for employees to use when asked about the project. These talking points should always end with the employee referring the public to the Boys Ranch Park - Phase Next page of the website (www.bedfordtx.gov/Phase-Next) for the most up-to-date information. These talking points must be reviewed and approved by the Project Manager.

Project Events

A project of this size and scope will require various public information events to provide citizens and stakeholders timely and correct information regarding project status and other substantial matters deemed useful by the Project Manager and City Management. Moving forward, the Internal Project Event Procedures Checklist MUST be completed in order to accomplish the goal of effective external communication.

Internal Project Event Procedures Checklist

- Inform Project Manager, Project Coordinator and Communications Team of a project event if initiated by staff member; or receive notification of project event from Project Manager.
- Send project event information to Project Manager, Project Coordinator and Communications Team for Approval.
- Create calendar event and add information on Boys Ranch Park - Phase Next pages of the website.
- Create and post information to relevant social media channels, including a Facebook event.
 - Provide content to Communications Team for additional information outlets.
- Create and send Outlook Calendar event to City Secretary, City Management, Project Manager, Communications Team, and any additional staff that should attend.



Date: January 20, 2020

To: Cliff Blackwell, CGFO, Assistant City Manager
Bill Syblon, Interim City Manager

From: Cissy Sylo, PE CFM, Capital Projects Director

RE: Boys Ranch Park – Phase Next
City Council Meeting (1/14/2020) Citizen Comments

This memo is in response to Mr. Tom Culbert, 1925 Charleston Drive, Bedford Texas, comments regarding the Boys Ranch Park – Phase Next project under the Open Forum portion of the January 14, 2020 City Council meeting. I appreciated Mr. Culbert's comments as we have visited several times in the past on these specific comments. I admire his willingness to save the city significant funds and respect his desire to stay at the current location. The information below, is in response to Mr. Culbert's questions and statements. I can provide a full report to Mr. Culbert, the City Council and/or community if needed.

If the Senior Center building remains, there will not be a Multi-purpose Field (Soccer Field) at Boys Ranch Park. The Senior Center is located on a portion of the proposed Multi-purpose field. There is no other location on Boys Ranch Park for this field to be relocated. The Future Playground shown south of the proposed Multi-purpose field could also be eliminated due to conflicts. The parking shown on the east side of the park would have to be reconfigured. Many of the grades on the east side of the park would need to be reconfigured and the dirt balance for the overall park would be affected, potentially affecting the cost of the project. The proposed Restroom by the Special Events area would have to be reconfigured.

PROS Study would need to be updated if Mr. Culbert's request is chosen by the City. This is due to several reasons. There would be two separate facilities would be maintained. The square foot of building is not the same, and the staff is not the same. The Multi-generational building "senior wing" also would be reconfigured to better suit the cost revenue and needs of the community. Therefore, the costs and revenue are not the same in the original report. For example, the PROS report has a combined supervisor of the Senior/Rec Supervisor for Programming since the Senior Center and Boys Ranch Activity Center are combined buildings. If the two buildings are not combined, the assumptions in the report, would need to be modified. The city is currently in the process of hiring this combined supervisor. The variables would need to be updated for this scenario once confirmed to determine the impact once the site plan is modified. The changes to the Multi-generational Center could increase revenue as the Community Room could be increased by eliminating the seniors from this end of the building if funding if not reduced for the project and the building is left in its current configuration. Leaving the Senior Center, but leaving the Multi-generational building footprint, would allow for the 300 desired occupant load requested by Special Events.

The existing Senior Center does not meet city, state and federal building codes. For example, the lighting, HVAC, etc. does not meet codes today. The City would need to need to refurbish the existing approximately 15,000 square foot building at a current cost of \$160/sf (\$2,400,000) not including some repairs that are needed to the foundation due to the expansion according to our Facilities Manager. The



Council Agenda Background

PRESENTER: Members of the Trinity Arts Guild

DATE: 02/11/20

Work Session

ITEM:

Presentation by the Trinity Arts Guild regarding relocation.

City Attorney Review: N/A

DISCUSSION:

Members of the Trinity Arts Guild will make a presentation regarding relocation.

ATTACHMENTS:

PowerPoint



TRINITY ARTS GUILD

Facility Search

Jan 2020

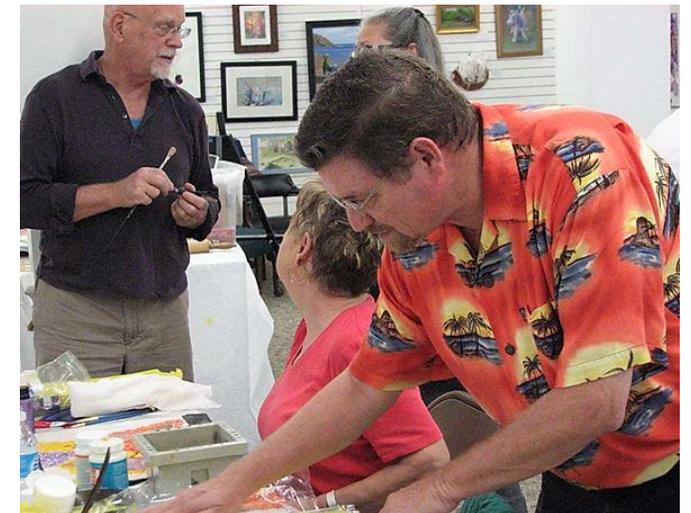
CONTENTS

- Who we are
- Current situation
- TAG needs a home
- Benefits
- Sponsors
- Contacts



TRINITY ARTS GUILD

- TAG – Trinity Arts Guild was founded in 1961 - 58 Years Strong
- Purpose
 - *“Advance the cultural environment of the metroplex by making and displaying fine and applied arts.”*
- Help artists explore, develop and expand talents through
 - Education and Instruction
 - Display
 - Promotion
 - Competition





CURRENT SITUATION

- Located at Bedford Boys Ranch over 40 years
- Co-located with Arts Council Northeast
- Subleased for \$1k annual
- Building planned for demolition June 2020





TAG NEEDS A HOME

As a 501(c)3 non-profit, a donation is needed

- Ideally, minimum 2000 sq. ft., space
 - Restroom, sink/service area, parking, handicapped access, with space to hang work. +100 sq ft storage.
- Full Time occupancy to allow multiple weekly classes, workshops, meetings, and shows. These take place during daytime evening and weekend hours.

HOW TAG BENEFITS OUR COMMUNITY

- Traveling art displays in public venues
- Venue for professional and amateur artists to explore, share, and learn
- 5-10 juried and non-juried shows per year
 - Varied public participant levels for members and/or residents, including youth through cooperative efforts with schools
- Education opportunities – various ages
 - Free 'paint-in' groups
 - 1-3 day intense workshops – various mediums
 - Classes
- Trinity Arts Guild is a 501(c)3 non-profit organization.

Upcoming Shows and Exhibits



2019 - 2020 Show Schedule

| | |
|---------------|-----------------------------|
| Aug. 27 | In Motion/Teachers |
| Oct 1, 2019 | Fall Members' Juried Show |
| Nov. 8, 2019 | Youth Art Show |
| Jan. 8, 2020 | TAG/Central Arts Joint Show |
| Feb. 4, 2020 | Past, Present and Future |
| March 3, 2020 | Spring Members' Juried Show |
| May 5, 2020 | Home Fires Burning |
| June 2, 2020 | On the Wild Side |

*Juried Shows Indicated in Color.

SPONSORS



Together Art Grows

CONTACTS

Trinityartsguild.net

- Pam Oldham, pamelaoldhamsart@gmail.com
- Gail Cooksey, gail@cookseypr.com
- Adele Younkin, Adele.Younkin@gmail.com



Council Agenda Background

PRESENTER: Michael Boyter, Mayor

DATE: 02/11/20

Council Request

ITEM:

Discussion regarding the Street Improvement plan currently in place.

City Attorney Review: N/A

DISCUSSION:

Mayor Boyter requested this item be placed on the agenda for discussion.

ATTACHMENTS:

Letter of Request

From: [Michael Boyter](#)
To: [Michael Wells](#); [Cliff Blackwell](#)
Cc: [Michael Boyter](#)
Subject: Agenda Item for Tuesday, February 11, 2020 Council Meeting
Date: Wednesday, February 5, 2020 8:17:41 AM

Mr. Wells,

By means of this correspondence, I would like to request an item be added to the Work Session portion of the upcoming City Council meeting to be held on Tuesday, February 11, 2020. Please add a discussion item regarding the Street Improvement plan currently in place and have staff be prepared to discuss the status of the five year plan and answer questions with regards to prioritizing projects within the program.

If you have any questions or comments regarding this, feel free to call me. Thanks and have a great day.

Michael

--

Michael Boyter

Mayor

City of Bedford

2000 Forest Ridge Drive, Bedford, TX 76021-5713

Office: 817-952-2108 | Fax: 817-952-2103 | Michael.Boyter@bedfordtx.gov

From: [Michael Boyter](#)
To: [Michael Wells](#); [Cliff Blackwell](#)
Cc: [Michael Boyter](#)
Subject: Agenda Item for Tuesday, February 11, 2020 City Council Agenda
Date: Wednesday, February 5, 2020 8:31:34 AM

Mr. Wells,

By means of this correspondence, please add an item to the Executive Session portion of the upcoming City Council meeting to be held on Tuesday, February 11, 2020. I would like to request an update from the Economic Development director to Council regarding ongoing discussions/projects.

Feel free to call me if you have any questions or comments regarding this item. Thanks and have a great day.

Michael

--

Michael Boyter

Mayor

City of Bedford

2000 Forest Ridge Drive, Bedford, TX 76021-5713

Office: 817-952-2108 | Fax: 817-952-2103 | Michael.Boyter@bedfordtx.gov



Council Agenda Background

PRESENTER: Michael Wells, City Secretary

DATE: 02/11/20

Minutes

ITEM:

Consider approval of the following City Council minutes:

- a) January 28, 2020 regular meeting

DISCUSSION:

N/A

ATTACHMENTS:

January 28, 2020 regular meeting

Council Minutes January 28, 2020

STATE OF TEXAS §

COUNTY OF TARRANT §

CITY OF BEDFORD §

The City Council of the City of Bedford, Texas, met in Work Session at 5:30 p.m. and Regular Session at 6:30 p.m. in the Council Chambers of City Hall, 2000 Forest Ridge Drive, on the 28th day of January, 2020 with the following members present:

| | |
|----------------|----------------|
| Michael Boyter | Mayor |
| Tom Burnett | Councilmembers |
| Dan Cogan | |
| Ruth Culver | |
| Roger Fisher | |
| Amy Sabol | |
| Rusty Sartor | |

constituting a quorum.

Staff present included:

| | |
|------------------|------------------------------------|
| Cliff Blackwell | Interim City Manager |
| Stan Lowry | City Attorney |
| Michael Wells | City Secretary |
| Doug Campbell | Court Manager |
| Sean Fay | Fire Chief |
| Natalie Foster | Public Information Officer |
| Jeff Gibson | Police Chief |
| Meg Jakubik | Strategic Services Manager |
| Maria Joyner | Finance Director |
| Andrew Kloefkorn | Neighborhood Services Manager |
| Kenny Overstreet | Public Works Director |
| Maria Redburn | Library Director |
| Bill Syblon | Development Director |
| Scott Tedford | Assistant Director of Public Works |
| Brandi West | Grants Administrator |

COUNCIL CHAMBER WORK SESSION

Mayor Boyter called the Work Session to order at 5:30 p.m.

- **Receive a report on the Library Satisfaction Survey.**

Library Director Maria Redburn presented the results of the Library Satisfaction Survey. There were 545 respondents, representing an increase of 60 percent from the previous survey, with 81 percent of respondents rating the Library an "A." She presented information the top-rated library services; customer service ratings; comparisons of collection usage, program attendance and volunteer hours with neighboring cities; examples of the Library enriching, empowering people and transforming lives; and focus areas for the upcoming year. There was discussion on changes

Council Minutes January 28, 2020

to the survey, including the time of year and a reduction in questions; the number of full-time Library employees; the impact of volunteers; challenges faced by the Library; the importance of listening to the community; pilot projects; the growth and impact of e-books; statistics on computer usage; the evolution in services; circulation statistics at the old library; previous issues with Wi-Fi at the Library; statistics on the number of non-residents that use the Library; the Library's strategic plan; demographics on the age groups who have library cards; and programming.

- **Receive an update regarding changes to the governance of Donation Boxes throughout the City. **This item requested by Mayor Boyter.**

Development Director Bill Syblon presented a background on recent amendments to the Zoning Ordinance related to donation bins. He stated in 2018, Council adopted an amendment essentially regulating the bins out of the City; however, staff was contacted by an attorney representing one of the non-profit organizations, who stated the bins were protected by the First Amendment. Staff then worked with the City Attorney to draft new language which did not infringe on First Amendment rights. Mr. Syblon gave an overview of the requirements of the new regulations and an inventory of the bins identified in the City. He stated staff sent out letters to property owners and Neighborhood Services has gone door-to-door to businesses.

In response to questions from Council, Mr. Syblon stated the deadline to come into compliance with the new regulations is mid-March. The property owner would be subject to citations and fines for non-compliance with the regulations, including not picking up materials left outside the bins. Mr. Syblon confirmed the Municipal Court Judge has been made aware of the new regulations. He discussed incentivizing property owners by offering to have the City pick up the bins. There was discussion on identifying and inventorying bins, and Mr. Syblon stated the bins would require a color-coded sticker based on the permit year. Further, the bins are required to be earth-tone in color and be at least 200 feet apart from another bin. He stated only one permit has been issued to a donation bin so far and the fine for non-compliance is an amount up to \$2,000. There was discussion on staff's efforts in contacting property owners and including information about the City's efforts to regulate the bins in the water bill and on the website.

- **Introduce Community Affairs Commission Chairperson Sal Caruso to invite Council to participate in a Bedford Business Owners Town Hall discussion sponsored by the Community Affairs Commission. **This item requested by Mayor Boyter.**

Community Affairs Commission Sal Caruso stated the Commission will host a business owners' townhall to give them the opportunity to talk to the City about their experiences working with the City and what the City can do for them. The townhall is scheduled for February 24, 2020 at 5:30 p.m. at former library building. Mr. Caruso invited Council to attend and stated townhalls would take place twice a year. He thanked the Mayor for proposing this approach to the business community and Councilmember Culver for her support. He recognized Commission Members Margaret Hall and Robert Gagliardi who were in attendance.

Mayor Boyter adjourned the Work Session at 6:31 p.m.

REGULAR SESSION

The Regular Session began at 6:38 p.m.

CALL TO ORDER/GENERAL COMMENTS

Council Minutes January 28, 2020

Mayor Boyter called the meeting to order.

INVOCATION (Joe Cartwright)

Joe Cartwright gave the invocation.

PLEDGE OF ALLEGIANCE

The Pledges of Allegiance to the flags of the United States and Texas were given.

ANNOUNCEMENTS/UPCOMING EVENTS

Public Information Officer Natalie Foster reported on upcoming events, including the Bedford Valentine's Dance at the Boys Ranch Activity Center on February 7, 2020, the Crud Cruiser event on March 7, 2020, and the Bedford Library Mardi Gras Gala on March 21, 2020.

Mayor Boyter reported he attended ribbon cuttings for Tiny 2 Teen Dentistry and Simply Smooth Skin Therapy and welcomed both businesses to the City.

OPEN FORUM

Nobody chose to speak during Open Forum.

CONSIDER APPROVAL OF ITEMS BY CONSENT

Interim City Manager Cliff Blackwell gave an overview of the items on the consent agenda.

Motioned by Councilmember Sabol, seconded by Councilmember Burnett, to approve the following items by consent: 1 and 2.

Motion approved 7-0-0. Mayor Boyter declared the motion carried.

- 1. Consider approval of the following City Council minutes:**
 - a) January 14, 2020 regular session**
 - b) January 20, 2020 special session**

This item was approved by consent.

- 2. Consider a resolution of the City Council of Bedford, Texas, designating the Interim City Manager as the Authorized Official for grants submitted on behalf of the City of Bedford and the Director of Finance as the Financial Officer for grants submitted on behalf of the City of Bedford.**

This item was approved by consent.

COUNCIL RECOGNITION

- 3. Employee Service Recognition**

Council Minutes January 28, 2020

The following employees received recognition for dedicated service and commitment to the City of Bedford:

Barbara Johnson, Library - 30 years of service
Tyler Stillman, Police Department - 20 years of service
Onay Nunez, Police Department - 10 years of service
Jereme Brown, Police Department - 5 years of service
Joe Grasmick, Public Works - 5 years of service

PERSONS TO BE HEARD

4. **The following individual has requested to speak to the Council tonight under Persons to be Heard:**
 - a) **Sal Caruso, 148 Ravenswood Drive, Bedford, Texas 76022 - Request to speak to Council regarding the liquor petition.**

Sal Caruso, 148 Ravenswood Drive, Bedford – Mr. Caruso discussed the vote Council would take later to place the liquor initiative on the May 2, 2020 ballot. He thanked Council for their support on this effort in both 2017 and 2019. He discussed the new revenue stream made possible by citizens banding together. Mr. Caruso thanked the citizens who signed the petition; the businesses who allowed use of their location for petition signings; Goody Goody and Mirage Spirits for their investment in the City; members of the Bedford Development Coalition for their support on this and future projects; and Councilmember Burnett for his support and efforts. He stated the vote is history making and urged voters to complete the effort by voting yes. He felt with the new Mayor and Council, there was a more determined and focused effort to make Bedford the “center.”

OLD BUSINESS

5. **Follow up on the May 28, 2019 discussion regarding the Tourism Fund/Hotel Motel Tax.**

Interim City Manager Cliff Blackwell stated Council discussed the hotel/motel occupancy tax the previous May and wanted to explore the possibility of implementing an arts grant program. During that discussion, items paid out of that tax were identified that may need to be addressed or reallocated. He presented an overview of state regulations regarding the tax, including 11 categories under which the tax can be used. He stated there is a 15 percent cap on the use of the tax under the category covering the arts, which Bedford has historically exceeded. He discussed what needs to take place in the budget to get below the 15 percent cap, including reallocating approximately \$440,000 in expenditures, ideally to the General Fund. He stated 15 percent of the tax could constitute a line item that is completely up to Council to allocate. He discussed the annual reports cities must submit to the Texas Comptroller regarding usage of the tax and stated he does not know of any punitive actions for being over the 15 percent cap.

There was discussion on transparency and the Comptroller's report. In response to questions from Council, Mr. Blackwell stated the Old Bedford School falls under the category for historic preservation. There was discussion regarding paying for festivals moving forward; punitive actions that could be taken for exceeding the 15 percent cap; approaches to addressing the issue with the overage; reducing deficits in programs; funding for FourthFest moving to the General Fund; the amount paid for bands at the City's festivals; increasing sponsorships; taking a graduated approach to addressing the issue; holding work sessions to discuss the tax as part of the budget and possibly renaming BluesFest; identifying items in the General Fund that can be paid using the tax, including advertising; decline in revenue from food vendors and VIP tent sales; cost

Council Minutes January 28, 2020

recovery for events; increasing revenue from the festivals; and holding a more formal work session on this issue.

NEW BUSINESS

- 6. Consider an ordinance of the City of Bedford amending Chapter 42, "Courts" of the City of Bedford Code of Ordinances by amending and replacing Sections 42-36 to 42-39 relative to the assessment and collection of reimbursement fees and court costs; providing a cumulative clause; providing a severability clause; providing a savings clause; and establishing an effective date.**

Finance Director Maria Joyner presented information regarding this item, which is to update the Code of Ordinances to match state legislation that went into effect on January 1, 2020, as well as cleaning up up language repealed by that legislation. She presented an overview of the sections of the Code that were updated, including for the Building Security Fund and the Court Technology Fund, as well as sections that were added, including for the establishment of a juvenile case manager and a municipal jury fund. She stated the estimated fiscal impact to the City is \$70,000 in additional revenue from the new and updated fees.

Motioned by Councilmember Fisher, seconded by Councilmember Burnett, to approve an ordinance of the City of Bedford amending Chapter 42, "Courts" of the City of Bedford Code of Ordinances by amending and replacing Sections 42-36 to 42-39 relative to the assessment and collection of reimbursement fees and court costs; providing a cumulative clause; providing a severability clause; providing a savings clause; and establishing an effective date.

Motion approved 7-0-0. Mayor Boyter declared the motion carried.

- 7. Consider a resolution of the City Council of the City of Bedford, Texas, authorizing the adoption of the Tarrant County Hazard Mitigation Action Plan as the jurisdiction's Multi-Hazard Mitigation Plan and executing the actions of the Plan subject to available funding, in accordance with the Disaster Mitigation Act of 2000.**

Fire Chief Sean Fay presented information regarding this item, which is to adopt the Tarrant County Hazard Mitigation Action Plan. He stated since 2000, the Federal Emergency Management Agency (FEMA) compels municipalities to adopt a hazard mitigation action plan every four years in order to make those communities safer. Tarrant County previously completed a plan in 2015, which the Council adopted. The plan is designed to identify where the community can take future action to mitigate hazards. It does not obligate the City financially, but obligates the organization to consider planning items when conducting future projects. If adopted, Chief Fay stated he would meet with each affected department on the plan and it would be used in consideration of future mitigation efforts. He further stated adopting the plan will allow access to certain grants, including for hazard mitigation. There was discussion regarding the hazard mitigation grants, including examples.

Motioned by Councilmember Cogan, seconded by Councilmember Culver, to approve a resolution of the City Council of the City of Bedford, Texas, authorizing the adoption of the Tarrant County Hazard Mitigation Action Plan as the jurisdiction's Multi-Hazard Mitigation Plan and executing the actions of the Plan subject to available funding, in accordance with the Disaster Mitigation Act of 2000.

Motion approved 7-0-0. Mayor Boyter declared the motion carried.

Council Minutes January 28, 2020

- 8. Consider a resolution authorizing the Interim City Manager to expend funds and enter into an interlocal agreement with Tarrant County for street improvements on Forest Ridge Drive from SH 121/183 to Pipeline Road and Brown Trail from SH 121/183 to Bedford Road.**

Public Works Director Kenny Overstreet presented information regarding this item. He stated staff worked with Tarrant County Precinct 3 for an interlocal agreement to do overlays on Forest Ridge Drive and Brown Trail. The County would provide the labor and equipment, while the City would pay for the cost of materials and half the cost for fuel. The agreement does not include milling of the old asphalt, and an item for that would be brought to Council in the future. If approved, this item would then go to the Commissioner's Court, and the County plans on starting the project on March 2, 2020. Regarding Brown Trail south of Bedford Road, Mr. Overstreet stated they would replace that portion of the street after water and sewer lines are replaced in that area. There was discussion on completing Bedford Road to the Hurst city limit.

Motioned by Councilmember Fisher, seconded by Councilmember Culver, to approve a resolution authorizing the Interim City Manager to expend funds and enter into an interlocal agreement with Tarrant County for street improvements on Forest Ridge Drive from SH 121/183 to Pipeline Road and Brown Trail from SH 121/183 to Bedford Road.

Motion approved 7-0-0. Mayor Boyter declared the motion carried.

- 9. Consider a resolution ordering the General Election of the City of Bedford, Texas to be held on Saturday, May 2, 2020 for the purpose of electing Place 4 and Place 6 to the Bedford City Council.**

City Secretary Michael Wells presented information regarding this item, which is to order the General Election for Places 4 and 6 on the City Council on May 2, 2020. He stated the filing period is January 15 through February 14, 2020. Early voting begins April 20 and ends on April 28, 2020. The early voting location in Bedford is the Library at 2424 Forest Ridge Drive and the Election Day voting location is the Pat May Center at 1849B Central Drive; however, voters can vote at any Tarrant County early voting and election day location.

Motioned by Councilmember Culver, seconded by Councilmember Sabol, to approve a resolution ordering the General Election of the City of Bedford, Texas to be held on Saturday, May 2, 2020 for the purpose of electing Place 4 and Place 6 to the Bedford City Council.

Motion approved 7-0-0. Mayor Boyter declared the motion carried.

- 10. Consider a resolution ordering a special election of the City of Bedford, Texas to be held on Saturday, May 2, 2020 to allow the voters to consider voting for or against the following proposition: the legal sale of all alcoholic beverages including mixed beverages.**

Mr. Wells presented information regarding this item, which is to order a special election to allow the voters to vote for or against the legal sale of all alcoholic beverages including mixed beverages. He stated the City Secretary's Office received a petition meeting the legal requirements of Chapter 501 of the Texas Election Code related to local option elections. Tarrant County performed the signature verification utilizing a statistical sampling method pursuant to Section 501.03(a) of the Election Code and confirmed approximately 7,300 signatures. The

Council Minutes January 28, 2020

required number of signatures to order a local option election was 6,729. He stated the special election would be held in conjunction with the general election so the early voting and election day information would be the same.

Motioned by Councilmember Burnett, seconded by Councilmember Culver, to approve a resolution ordering a special election of the City of Bedford, Texas to be held on Saturday, May 2, 2020 to allow the voters to consider voting for or against the following proposition: the legal sale of all alcoholic beverages including mixed beverages.

Motion approved 7-0-0. Mayor Boyter declared the motion carried.

11. Mayor/Council Member Reports

No reports were given.

12. Report on most recent meeting of the following Boards and Commissions

No reports were given.

13. City Manager/Staff Reports

No report was given.

EXECUTIVE SESSION

- a) Pursuant to Section 551.074, personnel matters - City Manager search.
- b) Pursuant to Section 551.074, personnel matters - severance package for former City Manager.
- c) Pursuant to Section 551.087, receive an update on economic development negotiations related to Bedford Centre Block 1 Lot 2R01. **This item requested by Mayor Boyter.
- d) Pursuant to Section 551.087, update regarding current economic development discussions/negotiations. **This item requested by Mayor Boyter.

Council convened into Executive Session pursuant to Texas Government Code Section 551.074, personnel matters - City Manager search; Section 551.074, personnel matters - severance package for former City Manager; Section 551.087, receive an update on economic development negotiations related to Bedford Centre Block 1 Lot 2R01; and Section 551.087, update regarding current economic development discussions/negotiations, at 8:06 p.m.

Council reconvened from Executive Session at 9:48 p.m. Any necessary action to be taken as a result of the Executive Session will be during the Regular Session.

14. Take any action necessary as a result of the Executive Session.

Motioned by Councilmember Burnett, seconded by Councilmember Culver, to approve a recruiting contract with SGR to perform a City Manager search.

Motion approved 7-0-0. Mayor Boyter declared the motion carried.

Mayor Boyter stated a voluntary separation agreement has been reached between the City Council of Bedford and Brian Bosshardt. His last day of employment with the City is January 28,

Council Minutes January 28, 2020

2020. He stated the Council and himself thank Brian for his committed service to the City and wish him well and express their expectations that he will have success in his future management endeavors.

Motioned by Councilmember Sabol, seconded by Councilmember Burnett, to approve the separation agreement between the City and Brian Bosshardt and authorize the Mayor to execute the agreement.

Motion approved 6-0-1. Mayor Boyter declared the motion carried.

Voting in favor of the motion: Mayor Boyter, Councilmember Sartor, Councilmember Cogan, Councilmember Sabol, Councilmember Burnett, and Councilmember Culver

Abstaining from voting: Councilmember Fisher

ADJOURNMENT

Mayor Boyter adjourned the meeting at 9:54 p.m.

Michael Boyter, Mayor

ATTEST:

Michael Wells, City Secretary



Council Agenda Background

PRESENTER: Michael Boyter, Mayor

DATE: 02/11/20

Council Recognition

ITEM:

Proclamation declaring February 2020 as Library Lover's Month in the City of Bedford.

DISCUSSION:

Library Director Maria Redburn will accept the proclamation on behalf of the Bedford Public Library. Children and teens attending programs the week of February 10 – 15 will receive a Valentine's Day gift from the City Council as a part of Love Your Library Month.

ATTACHMENTS:

Proclamation



CITY OF
BEDFORD

Proclamation

WHEREAS, the Bedford Public Library enriches lives through early literacy, arts and culture and STEM programming; and

WHEREAS, the Bedford Public Library empowers individuals to make informed decisions and is a center for lifelong learning; and

WHEREAS, the Bedford Public Library transforms lives by supporting a competitive workforce with literacy programs, educational classes and job seeker resources; and

NOW, THEREFORE, let it be known that I, Michael Boyter, Mayor of the City of Bedford, and the City Council do hereby proclaim February 2020 as:

Library Lovers Month

in the City of Bedford and urge all residents to visit and support the Library.

*In witness whereof, I have hereunto set my hand and
caused the seal of the City of Bedford to be affixed this
11th Day of February 2020.*

Michael Boyter, Mayor





Council Agenda Background

PRESENTER: See below

DATE: 02/11/20

Persons to be Heard

ITEM:

- a) Josh Santillan, Cedric Santillan and Sergio Santos, 2816 Central Drive #140, Bedford, Texas 76021 – Request to speak to Council regarding the state of the arts in Bedford.

DISCUSSION:

N/A

ATTACHMENTS:

Letter of Request

From: josh santillan
To: [Michael Wells](mailto:Michael.Wells@bedfordtx.gov)
Subject: Re: Central arts city council
Date: Thursday, January 30, 2020 4:19:52 PM

EXTERNAL SENDER

State of the arts in Bedford

On Thu, Jan 30, 2020, 3:21 PM Michael Wells <Michael.Wells@bedfordtx.gov> wrote:

Sure. What is the subject you want to speak on?

--

Michael Wells
Office: 817-952-2104

From: josh santillan <[REDACTED]>
Sent: Thursday, January 30, 2020 3:18 PM
To: Michael Wells <Michael.Wells@bedfordtx.gov>
Subject: Central arts city council

**EXTERNAL
SENDER**

Can we be a persons to be heard on the 11th?

Thanks!

--

Joshua Santillan
General Manager
Go Green Energy Solutions
817.501.2644

"It is unwise to pay too much, but it is worse to pay too little. When you pay too much, you lose a little money... that is all. When you pay too little, you sometimes lose everything because what you bought was incapable of doing what it was

bought to do. The common law of business balance prohibits paying a little and getting a lot... it can't be done. If you deal with the lowest bidder, it is well to add something for the risk you run. And if you do that, you will have enough to pay for something better." -John Ruskin 1819-1900

CONFIDENTIALITY NOTICE: This City of Bedford (CoB) email transmission is intended only for the use of the individual to whom it is addressed and may contain information that is confidential, privileged, and exempt from disclosure. Any use, copying, retention or disclosure by any person other than the intended recipient or the intended recipient's designees is strictly prohibited. If you have received this email in error, please notify the sender immediately by return email and destroy all electronic and paper copies of the original message and any attachments immediately. --o365--



Council Agenda Background

PRESENTER: Wendy Hartnett, Special Events Manager

DATE: 02/11/20

Council Mission Area: Be responsive to the needs of the community.

ITEM:

Consider an ordinance amending Chapter 2. "Administration," Article IV. "Boards, Commissions, and Committees," Division 1. "Generally," Section 2-172. "Subcommittees, meetings," and Division 4. "Cultural Commission," Section 2-242. "Subcommittees" of the City of Bedford Code of Ordinances; repealing all ordinances in conflict herewith; containing a savings clause; and declaring an effective date.

City Attorney Review: Yes

SUMMARY:

This item is to request a change to the subcommittee section for the Cultural Commission in order to remove the old list of subcommittees and provide flexibility to set subcommittees as cultural programming projects are identified. The flexibility will allow the Commission to move forward with projects without having to wait for City Council approval for each subcommittee needed by the Commission's projects. This item also amends language in conflict with the requested changes.

BACKGROUND:

The Cultural Commission is tasked by the City Council and the Code of Ordinances to serve as an advisory body to improve arts and culture in the City of Bedford. Due to the nature of meeting this requirement, the Commission needs the ability to set up subcommittees as it sees fit to address cultural programming in a timely manner. The subcommittees will be determined by the Commission membership in conjunction with the City Manager's designee and the City Council liaison to the Commission.

If the Commission determines the need for permanent subcommittee(s), it will present to the City Council for approval.

Section 2-172 of the Code speaks to Council's role in approving all subcommittees. So as not to create a conflict, staff is recommending that language be amended as shown in the attachments.

RECOMMENDATION:

Staff recommends the following motion:

Approval of an ordinance amending Chapter 2. "Administration," Article IV. "Boards, Commissions, and Committees," Division 1. "Generally," Section 2-172. "Subcommittees, meetings," and Division 4. "Cultural Commission," Section 2-242. "Subcommittees" of the City of Bedford Code of Ordinances; repealing all ordinances in conflict herewith; containing a savings clause; and declaring an effective date.

FISCAL IMPACT:

N/A

ATTACHMENTS:

**Ordinance
Redline Ordinance**

ORDINANCE NO. 2020-

AN ORDINANCE AMENDING CHAPTER 2. "ADMINISTRATION," ARTICLE IV. "BOARDS, COMMISSIONS, AND COMMITTEES," DIVISION 1. "GENERALLY," SECTION 2-172. "SUBCOMMITTEES, MEETINGS," AND DIVISION 4. "CULTURAL COMMISSION," SECTION 2-242. "SUBCOMMITTEES" OF THE CITY OF BEDFORD CODE OF ORDINANCES; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; CONTAINING A SAVINGS CLAUSE; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the City Council of Bedford, Texas desires to assist the Citizen Boards and Commissions in achieving their goals and making their meetings as effective as possible; and,

WHEREAS, the City Council of Bedford, Texas deems it expedient and for the benefit of the City of Bedford, Texas that the ordinance creating the Cultural Commission be revised and updated to remove subcommittee references and add language to provide flexibility to the Commission in setting up subcommittees to address cultural programming projects.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BEDFORD, TEXAS:

SECTION 1. That the findings above are found to be true and correct, and are incorporated herein.

SECITON 2. That Chapter 2. "Administration," Article IV. "Boards, Commissions, and Committees," Division 1. "Generally," Section 2-172. "Subcommittees, meetings" of the City of Bedford Code of Ordinances shall read in its entirety as follows:

DIVISION 1. GENERALLY

Sec. 2-172. Subcommittees, meetings

Notwithstanding any other provisions within the Code of Ordinances unless specifically delegated by the City Council otherwise, all subcommittees for a board, commission or committee shall require approval by the city council. No subcommittee shall be composed of a number of members to establish a quorum of their respective board, commission or committee. All subcommittee meetings shall be held in accordance with the Open Meetings Act, including the posting of agendas.

SECTION 3. That Chapter 2. "Administration," Article IV. "Boards, Commissions, and Committees," Division 4. "Cultural Commission," Section 2-242. "Subcommittees" of the City of Bedford Code of Ordinances shall read in its entirety as follows:

DIVISION 4. CULTURAL COMMISSION

Sec. 2-242. Subcommittees.

Subcommittees of the cultural commission shall be determined by the Commission members to meet the various cultural programming projects planned to be addressed. All subcommittee meetings shall be held in accordance with the Open Meetings Act, including the posting of agendas.

SECTION 3. That this ordinance shall be cumulative of all provisions of other ordinances of the City of Bedford, Texas, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting revisions of such ordinances are hereby repealed.

SECTION 4. That if any section, paragraph, clause, phrase, or provision of this ordinance, shall for any reason be held to be invalid or unenforceable, the validity or unenforceability of such section, paragraph, clause, phrase, or provision shall not affect any of the remaining provisions of this ordinance.

ORDINANCE NO. 2020-

SECTION 5. That this ordinance shall be in full force and effect from and after its passage.

PRESENTED AND PASSED this 11th day of February 2020, by a vote of ___ ayes, ___ nays and ___ abstentions, at a regular meeting of the City Council of the City of Bedford, Texas.

Michael Boyter, Mayor

ATTEST:

Michael Wells, City Secretary

APPROVED AS TO FORM:

Stan Lowry, City Attorney

ORDINANCE NO. 2020-

AN ORDINANCE AMENDING CHAPTER 2. "ADMINISTRATION," ARTICLE IV. "BOARDS, COMMISSIONS, AND COMMITTEES," DIVISION 1. "GENERALLY," SECTION 2-172. "SUBCOMMITTEES, MEETINGS," AND DIVISION 4. "CULTURAL COMMISSION," SECTION 2-242. "SUBCOMMITTEES" OF THE CITY OF BEDFORD CODE OF ORDINANCES; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; CONTAINING A SAVINGS CLAUSE; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the City Council of Bedford, Texas desires to assist the Citizen Boards and Commissions in achieving their goals and making their meetings as effective as possible; and,

WHEREAS, the City Council of Bedford, Texas deems it expedient and for the benefit of the City of Bedford, Texas that the ordinance creating the Cultural Commission be revised and updated to remove subcommittee references and add language to provide flexibility to the Commission in setting up subcommittees to address cultural programming projects.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BEDFORD, TEXAS:

SECTION 1. That the findings above are found to be true and correct, and are incorporated herein.

SECITON 2. That Chapter 2. "Administration," Article IV. "Boards, Commissions, and Committees," Division 1. "Generally," Section 2-172. "Subcommittees, meetings" of the City of Bedford Code of Ordinances shall read in its entirety as follows:

DIVISION 1. GENERALLY

Sec. 2-172. Subcommittees, meetings

Notwithstanding any other provisions within the Code of Ordinances **unless specifically delegated by the City Council otherwise**, all subcommittees for a board, commission or committee shall require approval by the city council. No subcommittee shall be composed of a number of members to establish a quorum of their respective board, commission or committee. All subcommittee meetings shall be held in accordance with the Open Meetings Act, including the posting of agendas.

SECTION 3. That Chapter 2. "Administration," Article IV. "Boards, Commissions, and Committees," Division 4. "Cultural Commission," Section 2-242. "Subcommittees" of the City of Bedford Code of Ordinances shall read in its entirety as follows:

DIVISION 4. CULTURAL COMMISSION

Sec. 2-242. Subcommittees.

~~There are hereby created the following subcommittees of the cultural commission: 501(c)(3), Arts Incubator, ArtsFest and Storefront Gallery. Subcommittee of the cultural commission shall be determined by the Commission members to meet the various cultural programming projects planned to be addressed.~~ All subcommittee meetings shall be held in accordance with the Open Meetings Act, including the posting of agendas.

SECTION 3. That this ordinance shall be cumulative of all provisions of other ordinances of the City of Bedford, Texas, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting revisions of such ordinances are hereby repealed.

SECTION 4. That if any section, paragraph, clause, phrase, or provision of this ordinance, shall for any reason be held to be invalid or unenforceable, the validity or unenforceability

ORDINANCE NO. 2020-

of such section, paragraph, clause, phrase, or provision shall not affect any of the remaining provisions of this ordinance.

SECTION 5. That this ordinance shall be in full force and effect from and after its passage.

PRESENTED AND PASSED this 11th day of February 2020, by a vote of ___ ayes, ___ nays and ___ abstentions, at a regular meeting of the City Council of the City of Bedford, Texas.

Michael Boyter, Mayor

ATTEST:

Michael Wells, City Secretary

APPROVED AS TO FORM:

Stan Lowry, City Attorney



Council Agenda Background

PRESENTER: Kenneth Overstreet, Director of Public Works **DATE:** 02/11/20

Council Mission Area: Protect the vitality of neighborhoods.

ITEM:

Consider a resolution authorizing the Interim City Manager to enter into an agreement, utilizing the Tarrant County cooperative purchasing agreement, in the amount of \$61,315.36, with TexOp Construction, LP for asphalt milling on Forest Ridge Drive from SH 183 to Pipeline Road and Brown Trail from SH 183 to Bedford Road.

City Attorney Review: Yes

SUMMARY:

The City of Bedford has entered into an interlocal agreement with Tarrant County to complete an asphalt overlay on Forest Ridge Drive from SH 183 to Pipeline Road and Brown Trail from SH 183 to Bedford Road. Tarrant County Precinct 3 is scheduled to begin the overlay process on March 2, 2020.

Prior to the County starting the overlay process, the road surface needs to be milled two inches. This request is for authorization to enter into an agreement with TexOp Construction, LP, utilizing the Tarrant County Cooperative purchasing agreement, to complete the required milling.

BACKGROUND:

During the July 16, 2019 Street Improvement Economic Development Corporation (SIEDC) meeting, the Board approved a project to complete a mill and asphalt overlay on Forest Ridge Drive from SH 183 to Pipeline Road and Brown Trail from SH 183 to Bedford Road. The project was included in the SIEDC recommended budget submittal for the FY 2019/2020 budget.

Each year, the City works with Tarrant County for street rehabilitation. In the interlocal agreement for the asphalt overlay approved during the January 28, 2020 City Council meeting, the County agrees to provide the labor and equipment necessary to complete the paving. One item not provided by the County, but needed for the completion of the project, is the two-inch milling of the existing asphalt. Neither the County, nor the City, has a milling machine suitable for this operation.

Tarrant County has a contract for milling with TexOp Construction, LP that is open to cooperative purchasing members. Utilizing the existing cooperative purchasing agreement with Tarrant County, approved by City Council on July 16, 1996, TexOp Construction, LP provided a quote of \$61,315.36 for milling services on Forest Ridge Drive and Brown Trail. The quote includes the milling of the top two inches of the entire roadway, loading, trucking, sweeping, detailing and traffic control for 36,696 square yards of roadway. The City has previously used TexOp Construction, LP for this type of work.

If approved, the agreement amount of \$61,315.36 would be paid from the FY 2019/2020 SIEDC approved budget.

RECOMMENDATION:

Staff recommends the following motion:

Approval a resolution authorizing the Interim City Manager to enter into an agreement, utilizing the Tarrant County cooperative purchasing agreement, in the amount of \$61,315.36, with TexOp Construction, LP for asphalt milling on Forest Ridge Drive from SH 183 to Pipeline Road and Brown Trail from SH 183 to Bedford Road.

FISCAL IMPACT:

| | |
|----------------------------|---------------------|
| SIEDC Project Budget: | \$130,000.00 |
| Agreement Cost: | <u>\$ 61,315.36</u> |
| Remaining Project Balance: | \$ 68,684.64 |

ATTACHMENTS:

Resolution
Agreement
Quotes

RESOLUTION NO. 2020-

A RESOLUTION AUTHORIZING THE INTERIM CITY MANAGER TO ENTER INTO AN AGREEMENT, UTILIZING THE TARRANT COUNTY COOPERATIVE PURCHASING AGREEMENT, IN THE AMOUNT OF \$61,315.36, WITH TEXOP CONSTRUCTION, LP FOR ASPHALT MILLING ON FOREST RIDGE DRIVE FROM SH 183 TO PIPELINE ROAD AND BROWN TRAIL FROM SH 183 TO BEDFORD ROAD.

WHEREAS, the City Council of Bedford, Texas has determined that the asphalt milling, prior to the asphalt overlay, is necessary to protect the vitality of the neighborhoods; and,

WHEREAS, the City Council of Bedford, Texas recognizes the importance of providing these improvements to be responsive to the community.

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

SECTION 1. That the findings above are found to be true and correct, and are incorporated herein.

SECTION 2. That the City Council does hereby authorize the Interim City Manager to enter into an agreement with TexOp Construction, LP, in the amount of \$61,315.36, utilizing the Tarrant County cooperative purchasing agreement.

SECTION 3. That funding will come from the Street Improvement Economic Development Corporation (4B) FY 2019/2020 approved budget.

PRESENTED AND PASSED this 11th day of February 2020, by a vote of ___ ayes, ___ nays and ___ abstentions, at a regular meeting of the City Council of the City of Bedford, Texas.

Michael Boyter, Mayor

ATTEST:

Michael Wells, City Secretary

STATE OF TEXAS §
 §
COUNTY OF TARRANT §

**AGREEMENT BETWEEN CONTRACTOR AND THE CITY OF BEDFORD TO
UTILIZE THE TARRANT COUNTY INTERLOCAL AGREEMENT FOR
ANNUAL CONTRACT FOR COLD MILLING MACHINE WITH OPERATOR
AND HELPER.**

This Agreement is between TexOp Construction LP and the City of Bedford, Texas to utilize the Master Interlocal Cooperative Purchasing Agreement between Tarrant County and the City of Bedford acting by and through their authorized officers.

RECITALS:

WHEREAS, this Agreement is authorized by Chapter 791 of the Texas Government Code and Subchapter F, Chapter 271, Texas Local Government Code; and

WHEREAS, Section 271.102 of the TEX. LOC. GOV'T CODE authorizes a local government to participate in a Cooperative Purchasing Program with another local government or a local cooperative organization; and

WHEREAS, a local government that purchases goods and services pursuant to a Cooperative Purchasing Program with another local government satisfies the requirement of the local government to seek competitive bids for the purchase of the goods and materials; and

WHEREAS, this Master Interlocal Cooperative Purchasing Agreement between Tarrant County and the City of Bedford was approved by Resolution by the City of Bedford on July 16, 1996; and

WHEREAS, Tarrant County and TexOp Construction, LP entered into a Contract for Annual Contract for Cold Milling Machine with Operator and Helper on April 5, 2019; and

WHEREAS, the City of Bedford and TexOp Construction, LP wishes to utilize the current Contract from Tarrant County for the Cold Milling Machine With Operator and Helper, through the Master Interlocal Agreement, said Contract being attached hereto as Exhibit "A"; and

WHEREAS, the parties agree to be bound by the terms and conditions of the Tarrant County contract; and

WHEREAS, the City of Bedford agrees to pay the same unit price in the Tarrant County contract of \$1.66 per square yard; and a mobilization fee of \$200.00 per location.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, the parties agree as follows:

**ARTICLE I
PURPOSE**

The purpose of this agreement is to utilize Tarrant County's Contract for Services Price agreement with TexOp Construction, LP, for Annual Contract for Cold Milling Machine with Operator and Helper through the City of Bedford Master Interlocal Agreement.

**ARTICLE II
TERM**

The term of this Agreement shall be for a period of one (1) year commencing on the last date of execution hereof.

**ARTICLE III
TERMINATION**

Either party may terminate this Agreement by providing thirty (30) days prior written notice to the other party.

**ARTICLE IV
MISCELLANEOUS**

5.1 **Relationship of Parties**: This Agreement is not intended to create, nor should it be construed as creating, a partnership, association, joint venture or trust.

5.2 **Notice**: Any notice required or permitted to be delivered hereunder shall be deemed received when sent in the United States Mail, Postage Prepaid, Certified Mail, Return Receipt Requested, or by hand-delivery or facsimile transmission addressed to the respective party at the address set forth below the signature of the party.

5.3 **Amendment**: This Agreement may be amended by the mutual written agreement of both parties hereto.

5.4 **Severability**: In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect the other provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in this Agreement.

5.5 **Governing Law**: The validity of this Agreement and any of its terms and provisions as well as the rights and duties of the parties, shall be governed by the laws of the State of Texas; and venue for any action concerning this Agreement shall be in Tarrant County, Texas.

5.6 **Entire Agreement:** This Agreement represents the entire agreement among the parties with respect to the subject matter covered by this Agreement. There is no other collateral, oral or written agreement between the parties that in any manner relates to the subject matter of this Agreement.

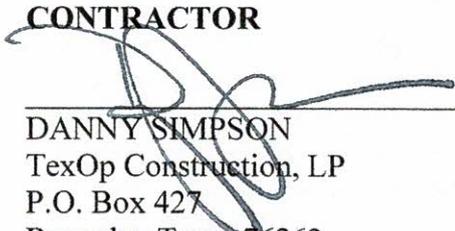
5.7 **Recitals:** The recitals to this Agreement are incorporated herein.

5.8 **Counterparts:** This Agreement may be executed in any number of counterparts, each of whom shall be deemed an original and constitute one and the same instrument.

IN WITNESS WHEREOF, the parties' action under authority of their respective governing bodies has caused this Agreement to be executed and effective as of the last date written below.

CONTRACTOR

CITY OF BEDFORD, TEXAS



DANNY SIMPSON
TexOp Construction, LP
P.O. Box 427
Roanoke, Texas 76262

CLIFFORD BLACKWELL, CGFO
Interim City Manager
2000 Forest Ridge Drive
Bedford, Texas 76021

Date: 1-29-20

Date: _____

CITY ATTORNEY

Bid No. 2019-087, Annual Contract for Cold Milling Machine with Operator and Helper

| Item | Description | Primary | | Primary | |
|----------|---|------------------------------|-----------|---------------------------------------|-----------|
| | | Dustrol, Inc. Towanda, KS | | TexOp Construction, LP Roanoke, TX | |
| | | HUB - No | COOP- Yes | HUB - No | COOP- Yes |
| | | Price per square yard | | Price per square yard | |
| 1 | Vendor Retains Millings | | | | |
| | Full Depth Milling 0 - 2" | \$2.70 | | \$1.66 | |
| | Full Depth Milling >2 - 4" | \$3.70 | | \$2.15 | |
| | Full Depth Milling >4 - 6" | \$4.45 | | \$3.05 | |
| | Full Depth Milling >6 - 8" | \$6.95 | | \$4.50 | |
| | Mobilization | \$20.00 | | \$200.00 | |
| | Normal Response Time After Receipt of Order: | 3 Days | | 2 Days | |
| | Percent Discount for Similar Work: | 0% | | 0% | |
| | Category 1 Total: | \$37.80 | | \$211.36 | |

Bid No. 2019-087, Annual Contract for Cold Milling Machine with Operator and Helper

| Item | Description | Primary | Primary |
|----------|---|------------------------------|---------------------------------------|
| | | Dustrol, Inc. Towanda, KS | TexOp Construction, LP Roanoke, TX |
| | | Price per square yard | Price per square yard |
| 2 | Vendor Hauls and County Retains Millings | | |
| | Full Depth Milling 0 - 2" | \$2.75 | \$1.70 |
| | Full Depth Milling >2 - 4" | \$3.75 | \$2.20 |
| | Full Depth Milling >4 - 6" | \$4.50 | \$3.05 |
| | Full Depth Milling >6 - 8" | \$7.00 | \$4.50 |
| | Bobtail (12yd) per mile | \$8.00 | \$6.50 |
| | End Dump (25yd) per mile | \$10.00 | \$8.00 |
| | Mobilization | \$20.00 | \$200.00 |
| | Normal Response Time After Receipt of Order: | 3 Days | 2 Days |
| | Percent Discount for Similar Work: | 0% | 0% |
| | Category 2 Total: | \$56.00 | \$225.95 |

Bid No. 2019-087, Annual Contract for Cold Milling Machine with Operator and Helper

| Item | Description | Primary | Primary |
|----------|--|------------------------------|---------------------------------------|
| | | Dustrol, Inc. Towanda, KS | TexOp Construction, LP Roanoke, TX |
| | | Price per square yard | Price per square yard |
| 3 | County Hauls and Retains Millings | | |
| | Full Depth Milling 0 - 2" | \$1.50 | \$0.65 |
| | Full Depth Milling >2 - 4" | \$2.50 | \$0.90 |
| | Full Depth Milling >4 - 6" | \$3.00 | \$1.15 |
| | Full Depth Milling >6 - 8" | \$5.00 | \$1.50 |
| | Traffic Control | \$0.75 | \$0.22 |
| | Sweeping | \$0.75 | \$0.36 |
| | Mobilization | \$20.00 | \$100.00 |
| | Normal Response Time After Receipt of Order: | 3 Days | 2 Days |
| | Percent Discount for Similar Work: | 0% | 0% |
| | Category 3 Total: | \$33.50 | \$104.78 |



TAKINGS IMPACT ASSESSMENT CHECKLIST

Complete this form for any county action that involves the adoption of a regulation, policy, guideline, court resolution or order.

Project/Regulation Name: Bid No. 2019-087, Annual Contract for Cold Milling Machine with Operator and Helper

County Department: PURCHASING

Contact Person: Jack Beacham, C.P.M., A.P.P.

Phone Number for Contact Person: (817) 884-1133

Type of TIA Performed: SHORT TIA or FULL TIA. Circle one after answering the questions in Sections II and III below.

*

I. Stated Purpose

Attach to this checklist an explanation of the purpose of the regulation, policy, guideline, court resolution or order.

*

Note: The remainder of this Takings Impact Assessment Checklist should be completed in consultation with the Criminal District Attorney's Office.

II. Potential Effect on Private Real Property

1. Does the county action require a physical invasion, occupation or dedication of real property?

Yes _____ No √

2. Does the county action limit or restrict a real property right, even partially or temporarily?

Yes _____ No √

If you answered yes to either question, go to Section III. If you answered no to both, STOP HERE and circle SHORT TIA at the top of the form.

*



Bidder Name:

TARRANT COUNTY
PURCHASING DEPARTMENT

JACK BEACHAM, C.P.M., A.P.P.
PURCHASING AGENT

MELISSA LEE, C.P.M., A.P.P.
ASSISTANT PURCHASING AGENT

RFB NO. 2019-087

**REQUEST FOR BID
FOR
ANNUAL CONTRACT
FOR
COLD MILLING MACHINE
WITH OPERATOR AND HELPER**

**BIDS DUE JANUARY 28, 2019
2:00 P.M.**

RFB NO. 2019-087

TABLE OF CONTENTS

SPECIFICATIONS

| | |
|--|----|
| OPENING DATE, TIME, PROCEDURES, CONTACTS | 1 |
| GENERAL CONDITIONS | 1 |
| DELIVERY REQUIREMENTS | 5 |
| SPECIAL TERMS AND CONDITIONS | 6 |
| EVALUATION CRITERIA | 14 |
| SPECIFICATIONS | 15 |

| | |
|--|-----------|
| TARRANT COUNTY HUB POLICY | 18 |
|--|-----------|

| | |
|---|-----------|
| DISADVANTAGED BUSINESS ENTERPRISES FORM..... | 22 |
|---|-----------|

| | |
|------------------------|-----------|
| REFERENCES..... | 23 |
|------------------------|-----------|

FORMS

| | |
|--|----|
| SIGNATURE FORM | 25 |
| COMPLIANCE WITH FEDERAL AND STATE LAWS FORM..... | 27 |
| AFFIRMATIONS/FORMS/DOCUMENTS CHECKLIST | 28 |
| NO-BID RESPONSE | 29 |
| PRICE FORM(S)..... | 30 |

This Table of Contents is intended as an aid to bidders and not as a comprehensive listing of the bid package. Bidders are responsible for reading the entire bid package and complying with all specifications.

ANNUAL CONTRACT FOR COLD MILLING MACHINE WITH OPERATOR AND HELPER

Tarrant County is requesting bids for the **ANNUAL CONTRACT FOR COLD MILLING MACHINE WITH OPERATOR AND HELPER** for **ALL PRECINCTS**. All bids must be submitted on the attached Price Forms. Tarrant County will not enter into any contract where the cost is provisional upon such clauses as "escalator" or "cost-plus" clauses.

Original and One (1) Copy
OF
COMPLETED BID PROPOSALS
MUST BE RECEIVED IN THE
TARRANT COUNTY PURCHASING DEPARTMENT
AT 100 E. WEATHERFORD, SUITE 303
FORT WORTH, TEXAS 76196-0104
ON OR BEFORE JANUARY 28, 2019 AT 2:00 P.M.

All bids are due in the Tarrant County Purchasing Department by the due date in sealed envelopes or boxes. All bids must be clearly marked with the Bid Number, the name of the company submitting the bid, and date and time of opening on the outside of the envelope/box and/or Air Bill/Delivery Receipt. Original bid must be clearly marked "ORIGINAL" and contain all original signatures. "No-Bid" Response to be returned on form included in section under Forms.

Any bid received after the date and/or hour set for bid opening will not be accepted. Bidder will be notified and will advise Tarrant County Purchasing as to the disposition by either pick up, return at Bidder's expense, or destroyed with written authorization of the Bidder. If bids are sent by mail to the Tarrant County Purchasing Department, the Bidder shall be responsible for actual delivery of the bid to the Tarrant County Purchasing Department before the advertised date and hour for opening of bids. If mail is delayed either in the postal service or in the internal mail system of Tarrant County beyond the date and hour set for the bid opening, bids thus delayed will not be considered and will be disposed of as authorized.

Bids may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by Bidder guaranteeing authenticity. After the official opening, bids become the property of Tarrant County and may not be amended, altered or withdrawn without the recommendation of the Tarrant County Purchasing Agent and the approval of Tarrant County Commissioners' Court.

Tarrant County is exempt from Federal Excise and State Sales Tax; therefore, tax must not be included in this bid. Tarrant County is not exempt from Surplus Lines Tax or Texas Stamping Tax.

Tarrant County reserves the right to accept or reject in part or in whole any bids submitted, and to waive any technicalities for the best interest of Tarrant County.

No oral explanation or instructions will be given by Tarrant County officials or employees in regard to the meaning of the proposal specifications before the award of the contract unless authorized by the Tarrant County Purchasing Agent or their designee. Requests

ANNUAL CONTRACT FOR COLD MILLING MACHINE WITH OPERATOR AND HELPER

from interested bidders for additional information or interpretation of the information included in the specifications should be directed in writing, via facsimile, to:

BRANDIE BINGHAM, CPPB, SENIOR BUYER
FAX: (817) 884-2629

All documents relating to the Bid, including but not limited to, the bid document, questions and responses, addenda and special notices will be posted under the Bid number on the Tarrant County website and available for download by Bidders and other interested parties. No documents will be faxed or emailed after the initial Notice of Intent prior to award. It is the Bidder's sole responsibility to review this site and retrieve all related documents up to the Bid due date.

The deadline for receipt of all questions is 12:00 (Noon), Fort Worth, Texas time, Friday, January 18, 2019 . After the question deadline, all questions and their responses will be posted on the website and available for download by interested parties.

All bids shall specify terms and conditions of payment, which will be considered as part of, but not control, the award of bid. County review, inspection, and processing procedures ordinarily require thirty (30) days after receipt of invoice, materials, or service. Bids which call for payment before thirty (30) days from receipt of invoice, or cash discounts given on such payment, will be considered only if, in the opinion of the Tarrant County Purchasing Agent, the review, inspection, and processing procedures can be completed as specified.

Invoices shall be sent directly to the Tarrant County Auditor's Office, Attention: Accounts Payable, 100 East Weatherford, Room 506, Fort Worth, Texas 76196, or email to SAP-invoices@tarrantcounty.com. In accordance with the Prompt Payment Act, it is the intention of Tarrant County to make payment on completed orders within thirty (30) days after receipt of invoice or items; whichever is later, unless unusual circumstances arise. **Invoices must be fully documented as to labor, materials, and equipment provided and must reference the Tarrant County Purchase Order Number in order to be processed. No payments shall be made on invoices not listing a Purchase Order Number.**

Continuing non-performance of the Vendor in terms of Specifications shall be a basis for the termination of the contract by Tarrant County. Tarrant County shall not pay for work, equipment, or supplies which are unsatisfactory. The Vendor will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

The **contract may be terminated** by either party upon written thirty (30) day notice prior to cancellation.

Bids will be considered non-responsive if they show any omissions, alteration of form, additions or conditions not called for, or inconsistencies of any kind. However, Tarrant County reserves the right to waive any inconsistencies and to make award in the best interest of Tarrant County.

ANNUAL CONTRACT FOR COLD MILLING MACHINE WITH OPERATOR AND HELPER

Bids may be rejected, among other reasons, for any of the following specific reasons:

1. Bids containing any inconsistencies.
2. Unbalanced value of any items.

Bidders may be disqualified and their bids not considered, among other reasons, for any of the following specific reasons:

1. Reason for believing collusion exists among the Bidders.
2. Reasonable grounds for believing that any Bidder is interested in more than one (1) Bid for the work contemplated.
3. Bidder being interested in any litigation against Tarrant County.
4. Bidder being in arrears on any existing contract or having defaulted on a previous contract
5. Lack of competency as revealed, including but not limited to, by a financial statement, experience and equipment and questionnaires
6. Uncompleted work, which in the judgment of Tarrant County, will prevent or hinder the prompt completion of additional work, if awarded.
7. Bidders shall not owe delinquent property tax in Tarrant County.
8. Limited competition.

It is the Bidders' sole responsibility to print and review all pages of the bid document, attachments, questions and responses, addenda and special notices. The Signature Form must be signed and returned. Failure to provide a signature on the form renders bid non-responsive. Failure to complete and submit all required forms, including but not limited to References, Compliance With Federal and State Laws Form, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire bid.

CONFIDENTIALITY: Any material that is to be considered confidential must be clearly marked as such and shall be treated as confidential to the extent allowable under Section 552.136, Texas Government Code. Notice will be sent to you pursuant to Section 552.305 of the Texas Government Code should Tarrant County receive an open records request to inspect your bid. This notice will allow you to assert any objections to the release of confidential information in response to an open records request. It is your responsibility to assert any objections to the release of your bid in response to an open records request. Tarrant County cannot argue on your behalf that the information contained in your bid is exempt from public release. Trade secrets or confidential information **MUST** be placed in a separate envelope marked "**CONFIDENTIAL INFORMATION.**" Note: **PRICING INFORMATION IS NOT CONSIDERED CONFIDENTIAL AND IF MARKED AS SUCH, WILL RESULT IN REJECTION OF YOUR BID.**

Due care and diligence has been used in preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein shall rest solely with the Bidder. Tarrant County and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the Bidder to determine the full extent of the exposures.

Vendor may not assign their rights and duties under an award without the written consent of the Tarrant County Purchasing Agent. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

ANNUAL CONTRACT FOR COLD MILLING MACHINE WITH OPERATOR AND HELPER

TO THE EXTENT PERMITTED BY LAW, VENDOR AGREES TO DEFEND, INDEMNIFY AND HOLD TARRANT COUNTY, ITS OFFICIALS, AGENTS, SERVANTS, AND EMPLOYEES, HARMLESS AGAINST ANY AND ALL CLAIMS, LAWSUITS, ACTIONS, COSTS AND EXPENSES OF ANY KIND, INCLUDING BUT NOT LIMITED TO, THOSE FOR PROPERTY DAMAGE OR LOSS (INCLUDING ALLEGED DAMAGE OR LOSS TO OWNER'S BUSINESS AND ANY RESULTING LOST PROFITS), EMPLOYMENT MATTERS, AND/OR PERSONAL INJURY, INCLUDING DEATH, THAT MAY RELATE TO OR ARISE OUT OF OR BE OCCASIONED BY (I) VENDOR'S BREACH OF ANY OF THE TERMS OF PROVISIONS OF THIS AGREEMENT OR (II) ANY NEGLIGENT ACT OR OMISSION OR INTENTIONAL MISCONDUCT OF VENDORS, ITS OFFICERS, AGENTS, ASSOCIATES, EMPLOYEES, CONTRACTORS OR SUBCONTRACTORS, RELATED TO THE PERFORMANCE OF THIS AGREEMENT.

VENDOR(S) WILL COMPLY WITH ALL STATE, FEDERAL, AND LOCAL LAWS INCLUDING BUT NOT LIMITED TO THE AMERICANS WITH DISABILITIES ACT, TITLE VII OF THE CIVIL RIGHTS OF 1964, AGE DISCRIMINATION IN EMPLOYMENT ACT, CIVIL RIGHTS ACT OF 1991, FEDERAL INSURANCE CONTRIBUTIONS ACT (FICA), FAIR LABOR STANDARDS ACT, EQUAL PAY ACT OF 1963 AND THE AFFORDABLE HEALTH CARE ACT, AS TO TREATMENT AND COMPENSATION OF ITS EMPLOYEES.

VENDOR(S) WILL PREPARE PAYROLL CHECKS, MAKE ALL NECESSARY DEDUCTIONS, AND PAY ALL TAXES, AND MAINTAIN INSURANCE REQUIRED BY FEDERAL, STATE, AND LOCAL LAWS. THE SUCCESSFUL VENDOR ACCEPTS FULL RESPONSIBILITY FOR THE PAYMENT OF WAGES, COMPENSATION, OVERTIME AND BENEFITS TO PERSONNEL. VENDOR ACCEPTS RESPONSIBILITY FOR PAYMENT OF ALL TAXES, ASSESSMENTS, FEES, AND FINES THAT MAY BE DUE AND OWING TO ANY LOCAL, STATE OR FEDERAL GOVERNMENT AGENCIES.

ANNUAL CONTRACT FOR COLD MILLING MACHINE WITH OPERATOR AND HELPER

Prices shall include all charges for freight, F.O.B. destination inside delivered to:

**VARIOUS LOCATIONS WITHIN TARRANT COUNTY
AS INDICATED ON INDIVIDUAL PURCHASE ORDERS**

Hours of operation shall be between 8:00 a.m. and 4:00 p.m., Monday through Friday.

Delivery date is important to Tarrant County and may be part of the bid and a factor in evaluation of each bid. Tarrant County considers delivery time to be that period elapsing from the time the individual order is placed until that order is received by Tarrant County at the specified delivery location. The delivery date indicates a guaranteed delivery to Tarrant County, Texas. Failure of the Vendor to meet guaranteed delivery dates or service performance could affect future County orders.

Tarrant County reserves the right to demand bond or penalty to guarantee delivery by the date indicated. If order is given and the Vendor fails to furnish the materials by the guaranteed date, Tarrant County reserves the right to cancel the order without liability on its part.

A **packing list** must accompany each shipment and must include but is not limited, to the following:

1. Tarrant County Purchase Order Number
2. Name and address of Vendor
3. Name and address of receiving department
4. Description of material shipped, including item numbers, quantity, etc.

ANNUAL CONTRACT FOR COLD MILLING MACHINE WITH OPERATOR AND HELPER

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. **CONTRACT TERMS:** Vendor(s) will be awarded a twelve (12) month contract, effective from date of award or notice to proceed as determined by the Tarrant County Purchasing Department. At Tarrant County's option and approval by the Vendor, the contract may be renewed for two (2) additional twelve (12) month periods, as further explained in Renewal Options. **Prices must remain firm for the entire contract.**

2. **RENEWAL OPTIONS:** Tarrant County reserves the right to exercise an option to renew the contract of the Vendor for two (2) additional twelve (12) month periods, provided such option is stipulated and agreed upon by both parties. If Tarrant County exercises the right in writing, the Vendor must update and submit any documents required during the initial solicitation by no later than thirty (30) calendar days prior to the commencement of the option period. Required documents must be in force for the full period of the option. If the updated documents are not submitted by the Vendor in complete form within the time specified, Tarrant County may rescind its option or seek a new solicitation.

3. **SECONDARY/ALTERNATE AWARD:** Secondary or Alternate Vendors serve in a backup capacity only. In the event the Primary is unable to honor the terms and conditions of the contract, the Secondary Vendor(s) may be called. If the Secondary Vendor is unable to honor the terms and conditions of the contract the Alternate Vendor(s) may be called. The Primary Vendor is the first contact. Use of the Secondary or Alternate Vendor(s) must be approved, in writing, by the Tarrant County Purchasing Agent or his designee.
 - A. In the event the Secondary or Alternate Vendors are called upon, they will offer the materials and services at their awarded price(s), or better. Any attempt to increase their awarded price(s) may be cause to remove the Vendor from the contract. Calling upon the Secondary or Alternate Vendors does not necessarily affect the status of any awarded Vendor, including the Primary Vendor.
 - B. If a Secondary or Alternate Vendor represents themselves as the Primary Vendor without written authorization from the Tarrant County Purchasing Agent, or his designee, the Secondary or Alternate Vendor may be removed from the contract.
 - C. Would you, as the Vendor, be willing to accept a Secondary or Alternate Award based on the above?

_____Yes _____No

ANNUAL CONTRACT FOR COLD MILLING MACHINE WITH OPERATOR AND HELPER

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

4. **COOPERATIVE PURCHASING:** Tarrant County has the lead role in developing and encouraging Cooperative Purchasing efforts among governmental entities that participate in its Cooperative Purchasing Program. Cooperative Purchasing can be a great benefit to Tarrant County vendors by providing an avenue to offer materials and services to participating entities. A current list of participating entities is included in this solicitation and an up-to-date list can be found on the Tarrant County website.

A. Should other Governmental Entities decide to participate in this contract, would you, as the Vendor, agree that all terms, conditions, specifications, and pricing would apply? **A "NO" answer could result in complete rejection of bid.**

_____Yes _____No

1. If you, the Bidder, checked Yes, the following will apply:
 - a. Governmental Entities utilizing Intergovernmental Contracts with Tarrant County will be eligible, but not obligated, to purchase materials and services under the contract(s) awarded because of the solicitation. All purchases by Governmental Entities other than Tarrant County will be billed directly to that Governmental Entity and paid by that Governmental Entity. Tarrant County will not be responsible for another Governmental Entity's debts. Each Governmental Entity will order their own material and services as needed.
 - b. Delivery to governmental entities located within Tarrant County will be at no charge or as otherwise provided for in the Award Document. Delivery charges, if any, for governmental entities located outside Tarrant County shall be negotiated between the Vendor and each governmental entity.
 - c. Tarrant County utilizes County Purchase Orders as its primary means of encumbering funds and pays for goods and services utilizing Vendor invoices. In the event Governmental Entities utilizing Inter-Governmental Contracts use other payment methods, including but not limited to, purchasing cards, debit cards, check requests or other methods which cause the Vendor to incur service, processing, or other fees, these fees are the responsibility of that Governmental Entity, unless otherwise negotiated with the Vendor.
 - d. Vendor(s) awarded contract(s) resulting from bid will be responsible for providing to Tarrant County, at no additional charge, a complete list of all governmental entities currently utilizing the contract and their annual expenditures. This information should be provided ninety (90) days prior to the expiration of the contract, or as otherwise requested by Tarrant County.

ANNUAL CONTRACT FOR COLD MILLING MACHINE WITH OPERATOR AND HELPER

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

| | | | | | |
|-----|--|------|-----------------------------|------|----------------------------------|
| 1. | ALAMO HEIGHTS ISD | 60. | CITY OF BROWNWOOD | 121. | CITY OF GRANBURY |
| 2. | ALLEN ISD | 61. | CITY OF BRYAN | 122. | CITY OF GRAND PRAIRIE |
| 3. | ALVORD ISD | 62. | CITY OF BURKBURNETT | 123. | CITY OF GRAND SALINE |
| 4. | ANNA FIRE DEPARTMENT | 63. | CITY OF BURLESON | 124. | CITY OF GRAPEVINE |
| 5. | ANDERSON COUNTY | 64. | CITY OF CADDO MILLS | 125. | CITY OF GREENVILLE |
| 6. | ARANSAS COUNTY | 65. | CITY OF CANTON | 126. | CITY OF HALTOM CITY |
| 7. | ARLINGTON ISD | 66. | CITY OF CARROLLTON | 127. | CITY OF HASLET |
| 8. | ARMSTRONG COUNTY | 67. | CITY OF CASTLE HILLS | 128. | CITY OF HEATH |
| 9. | ATASCOSA COUNTY | 68. | CITY OF CEDAR HILL | 129. | CITY OF HITCHCOCK |
| 10. | AUBREY ISD | 69. | CITY OF CEDAR PARK | 130. | CITY OF HORIZON CITY |
| 11. | BASTROP COUNTY | 70. | CITY OF CELESTE | 131. | CITY OF HUDSON OAKS |
| 12. | BELL COUNTY | 71. | CITY OF CELINA | 132. | CITY OF HUNTSVILLE |
| 13. | BENBROOK WATER AUTHORITY | 72. | CITY OF CIBOLO | 133. | CITY OF HURST |
| 14. | BETHANY SPEC UTILITY DIST | 73. | CITY OF CLEBURNE | 134. | CITY OF HUTCHINS |
| 15. | BEXAR COUNTY | 74. | CITY OF COCKRELL HILL | 135. | CITY OF HUTTO |
| 16. | BIRDVILLE ISD | 75. | CITY OF COLLEYVILLE | 136. | CITY OF INGLESIDE |
| 17. | BLUE RIDGE FIRE DEPARTMENT | 76. | CITY OF COLUMBUS | 137. | CITY OF IRVING |
| 18. | BOSQUE COUNTY | 77. | CITY OF COMBINE | 138. | CITY OF ITALY |
| 19. | BRANCH FIRE DEPARTMENT | 78. | CITY OF COMMERCE | 139. | CITY OF JACKSBORO |
| 20. | BRAZORIA COUNTY | 79. | CITY OF CONVERSE | 140. | CITY OF JONESTOWN |
| 21. | BRAZOS COUNTY | 80. | CITY OF COPPELL | 141. | CITY OF JEFFERSON |
| 22. | BRIAR VOLUNTEER FIRE DEPT. | 81. | CITY OF COPPERAS COVE | 142. | CITY OF KEENE |
| 23. | BROOKS COUNTY CONSTABLES, PRECINCTS 1-4 | 82. | CITY OF CORINTH | 143. | CITY OF KELLER |
| 24. | BROWN COUNTY | 83. | CITY OF CORSICANA | 144. | CITY OF KENNEDALE |
| 25. | BULVERDE POLICE DEPARTMENT | 84. | CITY OF CROWLEY | 145. | CITY OF KERMIT |
| 26. | BURNET COUNTY | 85. | CITY OF CUMBY | 146. | CITY OF KILLEEN |
| 27. | BYNUM ISD | 86. | CITY OF DALWORTHINGTON GRDN | 147. | CITY OF KRUM |
| 28. | CAMERON COUNTY | 87. | CITY OF DE LEON | 148. | CITY OF KYLE |
| 29. | CARROLL ISD | 88. | CITY OF DECATUR | 149. | CITY OF LA VERNIA |
| 30. | CARROLLTON-FARMERS BRANCH ISD | 89. | CITY OF DEER PARK | 150. | CITY OF LAKE DALLAS |
| 31. | CASTLEBERRY ISD | 90. | CITY OF DENISON | 151. | CITY OF LAKE WORTH |
| 32. | CEDAR HILL ISD | 91. | CITY OF DENTON | 152. | CITY OF LANCASTER |
| 33. | CHAMBERS COUNTY | 92. | CITY OF DESOTO | 153. | CITY OF LAREDO |
| 34. | CHEROKEE COUNTY | 93. | CITY OF DIBOLL | 154. | CITY OF LEAGUE CITY |
| 35. | CITY OF ALEDO | 94. | CITY OF DUNCANVILLE | 155. | CITY OF LEANDER |
| 36. | CITY OF ALLEN | 95. | CITY OF EARLY | 156. | CITY OF LEWISVILLE |
| 37. | CITY OF ALVORD | 96. | CITY OF EASTLAND | 157. | CITY OF LINDALE |
| 38. | CITY OF AMARILLO | 97. | CITY OF EL PASO | 158. | CITY OF LITTLE ELM |
| 39. | CITY OF ANGLETON | 98. | CITY OF ELECTRA | 159. | CITY OF LITTLEFIELD |
| 40. | CITY OF ANNA | 99. | CITY OF EMORY | 160. | CITY OF LIVE OAK |
| 41. | CITY OF ARLINGTON | 100. | CITY OF ESCOBARES | 161. | CITY OF LUBBOCK |
| 42. | CITY OF ATHENS | 101. | CITY OF EULESS | 162. | CITY OF LUCAS |
| 43. | CITY OF AUBREY | 102. | CITY OF EVERMAN | 163. | CITY OF LUFKIN |
| 44. | CITY OF AUSTIN | 103. | CITY OF FARMERS BRANCH | 164. | CITY OF LUMBERTON |
| 45. | CITY OF AZLE | 104. | CITY OF FARMERSVILLE | 165. | CITY OF MANSFIELD |
| 46. | CITY OF BALCH SPRINGS | 105. | CITY OF FERRIS | 166. | CITY OF MARSHALL |
| 47. | CITY OF BANGS | 106. | CITY OF FLORESVILLE | 167. | CITY OF MCALLEN |
| 48. | CITY OF BAYTOWN | 107. | CITY OF FLOYDADA | 168. | CITY OF MCKINNEY |
| 49. | CITY OF BEDFORD | 108. | CITY OF FOREST HILL | 169. | CITY OF MELISSA |
| 50. | CITY OF BELLS | 109. | CITY OF FORNEY | 170. | CITY OF MERKEL |
| 51. | CITY OF BENBROOK | 110. | CITY OF FORT WORTH | 171. | CITY OF MESQUITE |
| 52. | CITY OF BIG SPRING | 111. | CITY OF FRISCO | 172. | CITY OF MIDLOTHIAN |
| 53. | CITY OF BLUE MOUND | 112. | CITY OF GAINESVILLE | 173. | CITY OF MINEOLA |
| 54. | CITY OF BONHAM | 113. | CITY OF GALENA PARK | 174. | CITY OF MINERAL WELLS |
| 55. | CITY OF BOVINA | 114. | CITY OF GALVESTON | 175. | CITY OF MORGAN'S POINT RESORT |
| 56. | CITY OF BOWIE | 115. | CITY OF GANADO | 176. | CITY OF MURPHY |
| 57. | CITY OF BOYD | 116. | CITY OF GARLAND | 177. | CITY OF NACOGDOCHES |
| 58. | CITY OF BRIDGE CITY | 117. | CITY OF GATESVILLE | 178. | CITY OF NEDERLAND |
| 59. | CITY OF BRIDGEPORT | 118. | CITY OF GEORGETOWN | 179. | CITY OF NEW BRAUNFELS |
| | | 119. | CITY OF GLEN HEIGHTS | 180. | CITY OF NORTH RICHLAND HILLS |
| | | 120. | CITY OF GODLEY | | |

ANNUAL CONTRACT FOR COLD MILLING MACHINE WITH OPERATOR AND HELPER

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

| | | | | | |
|------|---------------------------|------|---|------|--|
| 181. | CITY OF ODESSA | 242. | CITY OF WILLS POINT | 297. | HARDIN COUNTY |
| 182. | CITY OF OVILLA | 243. | CITY OF WILMER | 298. | HARRIS CNTY EMG SVCS DIST #7 |
| 183. | CITY OF PALESTINE | 244. | CITY OF WINNSBORO | 299. | HARRIS CNTY EMG SVCS DIST #10 |
| 184. | CITY OF PARKER | 245. | CITY OF WYLIE | 300. | HARRIS CNTY EMG SVCS DIST #24 |
| 185. | CITY OF PASADENA | 246. | CLAY COUNTY | 301. | HARRISON COUNTY |
| 186. | CITY OF PELICAN BAY | 247. | CLEAR CREEK ISD | 302. | HAWKINS ISD |
| 187. | CITY OF PERRYTON | 248. | CLEBURNE ISD | 303. | HAYS COUNTY |
| 188. | CITY OF PHARR | 249. | COCHRAN COUNTY | 304. | HEART OF TEXAS REGIONAL MHMR CENTER |
| 189. | CITY OF PLANO | 250. | COLLIN COUNTY | 305. | HENDERSON COUNTY |
| 190. | CITY OF PORT ISABEL | 251. | COLLIN COUNTY COMMUNITY COLLEGE DISTRICT | 306. | HILL COUNTY |
| 191. | CITY OF POTEET | 252. | COMAL COUNTY | 307. | HOOD COUNTY |
| 192. | CITY OF POTTSBORO | 253. | COOKE COUNTY | 308. | HOPKINS COUNTY |
| 193. | CITY OF PRINCETON | 254. | CORYELL COUNTY | 309. | HOUSING AUTHORITY OF THE CITY OF AUSTIN |
| 194. | CITY OF RALLS | 255. | COTTONDALE VOL FIRE DEPT | 310. | HUMBLE ISD |
| 195. | CITY OF RED OAK | 256. | CROWLEY ISD | 311. | HUNT COUNTY |
| 196. | CITY OF RHOME | 257. | DALLAS COUNTY | 312. | HURST EULESS BEDFORD ISD |
| 197. | CITY OF RICHARDSON | 258. | DALLAS/FORT WORTH INTERNATIONAL AIRPORT BOARD | 313. | HUTCHINSON COUNTY |
| 198. | CITY OF RICHLAND HILLS | 259. | DALLAS ISD | 314. | IDEA PUBLIC SCHOOLS |
| 199. | CITY OF RIVER OAKS | 260. | DECATUR ISD | 315. | IRVING ISD |
| 200. | CITY OF ROANOKE | 261. | DENISON ISD | 316. | JACK COUNTY |
| 201. | CITY OF ROBINSON | 262. | DENTON COUNTY | 317. | JASPER COUNTY |
| 202. | CITY OF ROCKWALL | 263. | DENTON COUNTY FRESH WATER SUPPLY DIST NO. 1-A | 318. | JEFFERSON COUNTY |
| 203. | CITY OF ROUND ROCK | 264. | DENTON ISD | 319. | JEFFERSON CNTY DRAIN. DIST. #7 |
| 204. | CITY OF ROWLETT | 265. | DESOTO ISD | 320. | JIM WELLS COUNTY |
| 205. | CITY OF ROYSE CITY | 266. | DIANA SPECIAL UTILITY DISTRICT | 321. | JOHNSON COUNTY |
| 206. | CITY OF RUNAWAY BAY | 267. | DUNCANVILLE ISD | 322. | JOHNSON COUNTY SUD |
| 207. | CITY OF RUSK | 268. | DUVAL COUNTY | 323. | KARNES COUNTY |
| 208. | CITY OF SACHSE | 269. | EAGLE MOUNTAIN-SAGINAW ISD | 324. | KAUFMAN COUNTY |
| 209. | CITY OF SAGINAW | 270. | EAST TEXAS COUNCIL OF GOVS. | 325. | KAUFMAN ISD |
| 210. | CITY OF SAN ANGELO | 271. | ECTOR COUNTY | 326. | KELLER ISD |
| 211. | CITY OF SAN BENITO | 272. | ECTOR COUNTY ISD | 327. | KENNEDALE ISD |
| 212. | CITY OF SAN MARCOS | 273. | EDDY COUNTY, NM | 328. | KERENS ISD |
| 213. | CITY OF SANGER | 274. | EL PASO COUNTY | 329. | KINNEY COUNTY |
| 214. | CITY OF SANSOM PARK | 275. | EL PASO COUNTY HOSPITAL DISTRICT DBA UNIVERSITY MEDICAL CENTER OF EL PASO | 330. | KRUM ISD |
| 215. | CITY OF SEAGOVILLE | 276. | ELECTRA ISD | 331. | LAKE DALLAS ISD |
| 216. | CITY OF SHERMAN | 277. | ELLIS COUNTY | 332. | LAKE WORTH ISD |
| 217. | CITY OF SOUR LAKE | 278. | ERATH COUNTY | 333. | LAMAR COUNTY |
| 218. | CITY OF SOUTHLAKE | 279. | EVERMAN ISD | 334. | LAMB COUNTY |
| 219. | CITY OF SOUTHMAYD | 280. | FANNIN COUNTY | 335. | LAMPASAS COUNTY |
| 220. | CITY OF SPRINGTOWN | 281. | FLOYD COUNTY | 336. | LAVON POLICE DEPARTMENT |
| 221. | CITY OF STEPHENVILLE | 282. | FORT BEND COUNTY | 337. | LEON COUNTY |
| 222. | CITY OF SULPHUR SPRINGS | 283. | FORT BEND COUNTY ESD#2 | 338. | LEONARD ISD |
| 223. | CITY OF TAFT | 284. | FORT WORTH HOUSING AUTHORITY | 339. | LEWISVILLE ISD |
| 224. | CITY OF TAYLOR | 285. | FORT WORTH ISD | 340. | LIMESTONE COUNTY |
| 225. | CITY OF TEMPLE | 286. | FORT WORTH TRANSP AUTHORITY | 341. | LITTLE ELM ISD |
| 226. | CITY OF TERRELL | 287. | FRANKLIN COUNTY | 342. | LOVEJOY ISD |
| 227. | CITY OF TEXARKANA, AR | 288. | FREESTONE COUNTY | 343. | LOWRY CROSSING VOL FIRE DEPT |
| 228. | CITY OF TEXARKANA, TX | 289. | FRISCO ISD | 344. | LUBBOCK COUNTY |
| 229. | CITY OF THE COLONY | 290. | GRAND PRAIRIE ISD | 345. | MANSFIELD ISD |
| 230. | CITY OF UNIVERSITY PARK | 291. | GRANDVIEW POLICE DEPT. | 346. | MAVERICK COUNTY |
| 231. | CITY OF VAN ALSTYNE | 292. | GRAPEVINE\COLLEYVILLE ISD | 347. | MCKINNEY ISD |
| 232. | CITY OF VENUS | 293. | GRAYSON COUNTY | 348. | MCLENNAN COUNTY |
| 233. | CITY OF VERNON | 294. | GREGG COUNTY | 349. | MCLENNAN COMM. COLLEGE |
| 234. | CITY OF WACO | 295. | GRIMES COUNTY | 350. | MEDINA VALLEY ISD |
| 235. | CITY OF WATAUGA | 296. | GUADALUPE COUNTY | 351. | MERILEE SPECIAL UTILITY DIST. |
| 236. | CITY OF WAXAHACHIE | | | 352. | MHMR OF TARRANT COUNTY |
| 237. | CITY OF WEATHERFORD | | | 353. | MIDLAND COUNTY |
| 238. | CITY OF WESTWORTH VILLAGE | | | 354. | MIDWAY ISD |
| 239. | CITY OF WHITE SETTLEMENT | | | 355. | MILAM COUNTY |
| 240. | CITY OF WHITESBORO | | | | |
| 241. | CITY OF WHITEWRIGHT | | | | |

ANNUAL CONTRACT FOR COLD MILLING MACHINE WITH OPERATOR AND HELPER

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

| | | |
|--|--|---|
| <p>356. MILLS COUNTY</p> <p>357. MONTGOMERY COUNTY</p> <p>358. MONTGOMERY COUNTY EMG SVCS DIST NO. 10 (ESD 10)</p> <p>359. MONTGOMERY CNTY HOSP DIST.</p> <p>360. MOUNT PLEASANT POLICE DEPT.</p> <p>361. MOUNT VERNON POLICE DEPT.</p> <p>362. NACOGDOCHES COUNTY</p> <p>363. NAVARRO COUNTY</p> <p>364. NEVADA VOL. FIRE DEPT.</p> <p>365. NEW CANEY ISD</p> <p>366. NOLAN COUNTY</p> <p>367. NORMANGEE ISD</p> <p>368. NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS</p> <p>369. NORTH TEXAS MUNICIPAL WATER DISTRICT</p> <p>370. NORTH TEXAS TOLLWAY AUTH</p> <p>371. NORTHWEST ISD</p> <p>372. NUECES COUNTY</p> <p>373. OLTON POLICE DEPARTMENT</p> <p>374. ORANGE COUNTY</p> <p>375. ORANGE CNTY DRAINAGE DIST</p> <p>376. PALO PINTO COUNTY</p> <p>377. PANOLA COUNTY</p> <p>378. PARADISE ISD</p> <p>379. PARKER COUNTY</p> <p>380. PARKER COUNTY EMERGENCY SERVICES DISTRICT 1</p> <p>381. PARMER COUNTY</p> <p>382. PLANO ISD</p> <p>383. POTTER COUNTY</p> <p>384. PUBLIC TRANSIT SERVICE OF MINERAL WELLS</p> <p>385. QUINLAN ISD</p> <p>386. RAINS COUNTY ESD #1</p> <p>387. RANCHO VIEJO POLICE DEPT.</p> <p>388. RANDALL COUNTY</p> <p>389. RED OAK ISD</p> <p>390. RED RIVER COUNTY</p> <p>391. REFUGIO COUNTY</p> <p>392. REGION 9 EDUCATION SERVICE CENTER OF WICHITA</p> <p>393. REGION 11 EDUCATION SERVICE CENTER (ESC)</p> <p>394. RICHARDSON ISD</p> <p>395. ROCKWALL COUNTY</p> <p>396. ROUND ROCK ISD</p> <p>397. SAM RAYBURN ISD</p> <p>398. SAN JACINTO COM COLL DIST.</p> <p>399. SAN PATRICIO COUNTY</p> <p>400. SCHLEICHER COUNTY</p> <p>401. SEABROOK VOL FIRE DEPT.</p> <p>402. SENIOR CENTER RESOURCE AND PUBLIC TRANSIT, INC. OF HUNT COUNTY</p> <p>403. SEVEN POINTS FIRE RESCUE</p> <p>404. SHERMAN ISD</p> <p>405. SMITH COUNTY</p> <p>406. SPRINGTOWN ISD</p> <p>407. SOUTH MONTGOMERY FIRE DEPT</p> <p>408. SOUTH TEXAS COLLEGE</p> | <p>409. SPAN, INC.</p> <p>410. STEPHENS COUNTY</p> <p>411. STERLING COUNTY</p> <p>412. STONEWALL COUNTY</p> <p>413. TARLETON STATE UNIVERSITY</p> <p>414. TARRANT APPRAISAL DISTRICT</p> <p>415. TARRANT COUNTY 9-1-1 EMG ASSISTANCE DISTRICT</p> <p>416. TARRANT COUNTY COLLEGE DISTRICT</p> <p>417. TARRANT COUNTY EMERGENCY SERVICES DISTRICT 1</p> <p>418. TARRANT COUNTY HOSP DIST</p> <p>419. TARRANT COUNTY WORKFORCE DEVELOPMENT BOARD</p> <p>420. TARRANT REGIONAL WATER DIST</p> <p>421. TAYLOR COUNTY</p> <p>422. TEMPLE COLLEGE</p> <p>423. TERRELL ISD</p> <p>424. TEXARKANA ISD</p> <p>425. TEXAS A&M UNIVERSITY AT COMMERCE</p> <p>426. TEXAS A&M UNIVERSITY-KINGSVILLE</p> <p>427. TEXAS A&M UNIVERSITY-TEXARKANA</p> <p>428. TEXAS ALCOHOLIC BEVERAGE COMMISSION</p> <p>429. TEXAS DEPT. OF PARK/WILDLIFE</p> <p>430. TEXAS DEPT. OF PUBLIC SAFETY</p> <p>431. TEXAS WOMAN'S UNIVERSITY</p> <p>432. THE WOODLANDS TOWNSHIP</p> <p>433. TITUS COUNTY</p> <p>434. TML MULTISTATE INTERGOV EMPLOYEE BENEFITS POOL</p> <p>435. TOM GREEN COUNTY</p> <p>436. TOWN OF ADDISON</p> <p>437. TOWN OF ARGYLE</p> <p>438. TOWN OF DOUBLE OAK</p> <p>439. TOWN OF EDGECLIFF VILLAGE</p> <p>440. TOWN OF FAIRVIEW</p> <p>441. TOWN OF FLOWER MOUND</p> <p>442. TOWN OF HICKORY CREEK</p> <p>443. TOWN OF HIGHLAND PARK</p> <p>444. TOWN OF LAKESIDE</p> <p>445. TOWN OF LITTLE ELM</p> <p>446. TOWN OF NORTHLAKE</p> <p>447. TOWN OF PANTEGO</p> <p>448. TOWN OF PECOS CITY</p> <p>449. TOWN OF PONDER</p> <p>450. TOWN OF PROSPER</p> <p>451. TOWN OF PROVIDENCE VILLAGE</p> <p>452. TOWN OF SUNNYVALE</p> <p>453. TOWN OF TROPHY CLUB</p> <p>454. TOWN OF WESTLAKE</p> <p>455. TOWN OF WESTOVER HILLS</p> <p>456. TRAVIS COUNTY</p> <p>457. TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO.6</p> <p>458. TRAVIS COUNTY HEALTHCARE DISTRICT</p> <p>459. TRINITY RIVER AUTHORITY</p> | <p>460. U.S. MARSHALS SERVICE</p> <p>461. UNIVERSITY OF NORTH TEXAS</p> <p>462. UNIVERSITY OF NORTH TEXAS HEALTH SCIENCE CENTER</p> <p>463. UNIVERSITY OF TEXAS AT ARLINGTON</p> <p>464. UNIVERSITY OF TEXAS AT DALLAS</p> <p>465. UNIVERSITY OF TX MD ANDERSON CANCER CENTER</p> <p>466. UPPER TRINITY REGIONAL WATER DISTRICT</p> <p>467. UPSHUR COUNTY</p> <p>468. UPTON COUNTY</p> <p>469. VAN ALSTYNE ISD</p> <p>470. VAN ZANDT COUNTY</p> <p>471. VERNON ISD</p> <p>472. VICTORIA COUNTY</p> <p>473. WACO ISD</p> <p>474. WALKER COUNTY</p> <p>475. WALLER COUNTY</p> <p>476. WARD COUNTY</p> <p>477. WEATHERFORD COLLEGE</p> <p>478. WEATHERFORD ISD</p> <p>479. WESTMINSTER FIRE DEPT.</p> <p>480. WESTON VOLUNTEER FIRE DEPT</p> <p>481. WHITE SETTLEMENT ISD</p> <p>482. WILLIAMSON COUNTY</p> <p>483. WILLIAMSON CNTY EMG SVCS DIST #3</p> <p>484. WILSON COUNTY</p> <p>485. WINKLER COUNTY</p> <p>486. WINNSBORO ISD</p> <p>487. WISE COUNTY</p> <p>488. WOOD COUNTY</p> <p>489. YMCA OF METROPOLITAN DALLAS</p> <p>490. YOUNG COUNTY</p> <p>491. ZAPATA COUNTY</p> |
|--|--|---|

ANNUAL CONTRACT FOR COLD MILLING MACHINE WITH OPERATOR AND HELPER

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

5. MINIMUM INSURANCE REQUIREMENTS:

A. Vendor shall take out, pay for and maintain at all times during the prosecution of the work under the contract, the following forms of insurance, in carriers acceptable to and approved by Tarrant County.

1. Workers' Compensation/Employer's Liability

a. Worker's Compensation — statutory

b. Employer's Liability — \$500,000

2. Commercial General Liability:

a. Bodily Injury/Personal Injury/Property Damage —
\$1,000,000 per occurrence/\$2,000,000 aggregate

3. Auto Liability:

a. Combined Single Liability (CSL)
— \$500,000 per occurrence

B. Tarrant County reserves the right to review the insurance requirements of this section during the effective period of the contract and to require adjustment of insurance coverage and their limits when deemed necessary and prudent by Tarrant County based upon changes in statutory law, court decisions, or the claims history of the industry as well as the Vendor.

C. Required Provisions:

1. Proof of Carriage of Insurance – All Certificates of Insurance will be required in duplicate and filed with the Tarrant County Purchasing Agent and the Budget and Risk Management Department at 100 East Weatherford Street, Suite 305, Fort Worth, Texas 76196 prior to work commencing.

2. All Certificates shall provide Tarrant County with an unconditional thirty (30) days written notice in case of cancellation or any major change.

3. As to all applicable coverage, policies shall name Tarrant County and its officers, employees, and elected representatives as an additional insured.

4. All copies of the Certificates of Insurance shall reference the project name and solicitation number for which the insurance is being supplied.

5. Vendor agrees to waive subrogation against Tarrant County, its officers, employees, and elected representatives for injuries, including death, property damage, or any other loss to the extent the loss, if any, is covered by the proceeds of insurance.

6. If applicable, the Vendor is responsible for making sure any sub-contractor(s) performing work under this agreement has the required insurance coverage(s) and supplies Tarrant County with the proper documents verifying the coverage.

ANNUAL CONTRACT FOR COLD MILLING MACHINE WITH OPERATOR AND HELPER

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

6. CRIMINAL BACKGROUND CHECK:

- A. If this contract requires that Vendor personnel access Tarrant County Data (either on-site or remotely) or access secure areas of Tarrant County Facilities, then Vendor personnel may be required to undergo a Criminal Justice Information Services (CJIS) Background Check, a Human Resources Criminal Background Check, or a Sheriff's Criminal Background Check. Criminal Background Checks will be paid for by Tarrant County.
1. Vendor must provide information, including, but not limited to, Employee Name, date of birth, and driver's license number for each individual required to pass a Criminal Background Check.
 2. Award of a contract could be affected by Vendor's refusal to agree to these terms.
 3. Failure of the Vendor to supply personnel who pass a Criminal Background Check could affect the award of the contract or could result in termination of the contract.
 4. The Criminal Background Check applies to the individual and not the Company.
 5. Passing status must be maintained by Vendor personnel for duration of the contract.

7. INFORMATION TECHNOLOGY HOSTED OR CLOUD SOLUTION:

- A. The following is only applicable when Vendor is providing Information Technology hosted or cloud solution:
1. **Confidentiality, Integrity, Availability (CIA)**
Vendor shall protect the Confidentiality, Integrity, and Availability (CIA) of all Tarrant County Data ensuring extra levels of security. All Tarrant County information must remain private and permit redaction of protected information before publication. Audit trails cannot be altered.
 2. **Breach Notification**
Vendor agrees that upon discovery of unauthorized access to Tarrant County Data, Vendor shall notify Tarrant County both orally and in writing. In no event shall the notification be made more than forty-eight (48) hours after Vendor knows or reasonably suspect unauthorized access has or may have occurred. In the event of a suspected unauthorized Access, Vendor agrees to reasonably coordinate with Tarrant County to investigate the occurrence.
 3. **Data**
All Tarrant County data will remain in the 48 contiguous United States at all times.

ANNUAL CONTRACT FOR COLD MILLING MACHINE WITH OPERATOR AND HELPER

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

4. **Right to Audit**
Tarrant County reserves the right to audit vendor datacenters which house Tarrant County Data or receive SSAE 16 SOC Type II audits from a reputable security advisory service firm (e.g. EY, Deloitte, KPMG, PWC, Coalfire, etc.).
8. There is no opportunity for remote attendance at the Pre-Bid Conference. Vendors not allowed to call in to attend this meeting.

ANNUAL CONTRACT FOR COLD MILLING MACHINE WITH OPERATOR AND HELPER

Evaluation Criteria will include, but is not limited to the following:

1. Unit Price
2. Delivery
3. Bidder's past performance record with Tarrant County
4. Tarrant County's evaluation of Bidder's ability to perform
5. Tarrant County's experience with products bid
6. Special needs and requirements of Tarrant County
7. Results of testing samples (if needed)

Quantities indicated on the Price Forms are estimates based upon the best available information. Tarrant County reserves the right to increase or decrease the quantities to meet its actual needs without any adjustments in the bid price.

Any **catalog, brand name or manufacturer's reference** used is considered to be descriptive - - not restrictive -- and is indicative of the type and quality Tarrant County desires to purchase. Bids on similar items of like quality may be considered if the bid is noted and fully descriptive brochures are enclosed. If notation of substitution is not made, it is assumed vendor is bidding item specified. Vendor will not be allowed to make unauthorized substitutions after award.

ANNUAL CONTRACT FOR COLD MILLING MACHINE WITH OPERATOR AND HELPER

SPECIFICATIONS

1. **SCOPE:**

- A. This specification describes requirements for service to provide cold milling machine with operator and helper for Tarrant County and/or other Governmental Entities utilizing Interlocal Agreements with Tarrant County.
- B. Tarrant County reserves the right to go out for bid for any project that exceeds \$50,000.00.

2. **BIDDER QUALIFICATIONS:**

- A. Bidders shall be individuals, firms, or corporations regularly engaged in the Cold Milling Process.

3. **GENERAL REQUIREMENTS:**

- A. Prior to beginning operations, the vendor shall meet with County representative to outline their proposed method to accomplish the work required and each project. Contractor will be used on an as needed basis.
 - 1. Vendor shall begin work within seventy-two (72) hours after notification. If vendor does not begin operations as specified within seventy-two (72) hours after notification, Tarrant County has the option to contract with secondary vendor or to perform work in any manner deemed necessary.
 - 2. The vendor shall notify Tarrant County within twenty-four (24) hours prior to beginning work.
 - 3. All work performed by the vendor shall be during the hours and dates agreed upon by vendor and Tarrant County.
 - 4. Tarrant County will provide the contractor a seven (7) hour, minimum, continuous work window to perform the work. Once work begins in the designated area, the vendor shall proceed until the work is satisfactorily completed, unless otherwise designated by Tarrant County.
 - 5. Any change in scheduled work required by the vendor shall be brought to the attention of Tarrant County immediately. Tarrant County, if approved, will direct rescheduling.
 - 6. All equipment shall be maintained in good operating condition. Tarrant County reserves the right to inspect before each set-up and at any time during operations. Any equipment found to be defective shall be removed and replaced by the vendor.

ANNUAL CONTRACT FOR COLD MILLING MACHINE WITH OPERATOR AND HELPER

4. DESCRIPTION OF SERVICE:

- A. The vendor shall provide cold milling machine of not less than six and one half (6.5) feet milling width including a conveyer and shall meet the following requirements:
 - 1. Full depth milling from zero (0) inches to eight (8) inches.
 - 2. Wedge milling.
- B. The vendor shall provide all equipment and labor necessary to mill, load, transport, control dust, sweep and provide traffic control as specified by the bid item.
- C. Vendor shall comply with all local, state, and federal safety regulations. Traffic control shall be in accordance with the current TxMUTCD.
- D. The vendor shall control dust during their operations.
- E. The vendor will provide a dump site and dispose of millings for each project, unless the County chooses to keep the millings.
- F. The County will provide a water source for the contractor.

5. MEASUREMENT AND PAYMENT:

- A. The unit of measurement for this service will be square yard (sy) per bid item.
- B. Wedge milling will be measured and paid by the square yard as calculated by the actual width of the milled surface (6.5 ft. minimum) and at the average depth of the milled surface.
- C. For the purpose of minimum payment, a "job" will be defined as a call out possibly with multiple locations that can be completed in a continuous sequence.
- D. At the end of each working day, a County representative will verify the number of square yard the vendor will be paid and product will be rounded off to the nearest yard.

6. QUANTITIES:

- A. This service will be used on an as needed basis. Tarrant County does not guarantee to purchase any minimum quantity.

7. AWARD:

- A. Award will be based on three (3) categories:
 - 1. Vendor Retains Millings
 - a. Turn-Key project with vendor to supply labor and equipment to mill, load, transport millings, provide dust control, provide traffic control, sweeping, and clean up.
 - b. Minimum Price per Job: \$10,000.00.

ANNUAL CONTRACT FOR COLD MILLING MACHINE WITH OPERATOR AND HELPER

2. Vendor Hauls and County Retains Millings
 - a. Turn-Key project with vendor to supply labor and equipment to mill, load, transport millings, provide dust control, provide traffic control, sweeping and clean up.
 - b. Minimum Price per Job: \$10,000.00.
 3. County Hauls and Retains Millings
 - a. Vendor to supply labor and equipment to mill, load County trucks and provide dust control.
 - b. Minimum Price per Job: \$5,000.00.
- B. Bidders may bid any or all categories, but must bid on all items within each category.
- C. Primary award shall be made to the three (3) lowest bidders per category. Tarrant County and participating entities reserve the right to obtain a written estimate from all three (3) awarded bidders per job and/or project and proceed with the lowest priced bidder with the best estimated completion date.



TARRANT COUNTY

HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) POLICY

I. POLICY STATEMENT

The Tarrant County Commissioners Court, being the policy development and budgetary control unit of county government, will strive to ensure that all businesses, regardless of size, economic, social or ethnic status have an equal opportunity to participate in the County's procurement processes. The County is committed to promote full and equal business opportunity for all businesses to supply the goods and services needed to support the mission and operations of county government, and seeks to encourage the use of certified historically underutilized businesses (HUBs) through the use of race, ethnic and gender neutral means. It is the policy of Tarrant County to involve certified HUBs to the greatest extent feasible in the County's procurement of goods, equipment, services and construction projects while maintaining competition and quality of work standards. The County affirms the good faith efforts of firms who recognize and practice similar business standards.

II. DEFINITIONS

Historically underutilized businesses (HUBs), also known as a disadvantaged business enterprise (DBE), are generally business enterprises at least 51% of which is owned and the management and daily business operations are controlled by one or more persons who is/are socially and economically disadvantaged because of his or her identification as a member of certain groups, including women, Black Americans, Mexican Americans and other Americans of Hispanic origin, Asian Americans and American Indians.

Certified HUBs includes business enterprises that meet the definition of a HUB and who meet the certification requirements of certification agencies recognized by Tarrant County.

Businesses include firms, corporations, sole proprietorships, vendors, suppliers, contractors, subcontractors, professionals and other similar references when referring to a business that provides goods and/or services regardless of the commodity category.

Statutory bid limit refers to the Texas Local Government Code provision that requires competitive bidding for many items valued at greater than \$50,000.

III. POLICY GUIDELINES

- A. Tarrant County, its contractors, their subcontractors and suppliers, as well as all vendors of goods, equipment and services, shall not discriminate on the basis of race, color, creed, gender, age, religion, national origin, citizenship, mental or physical disability, veteran's status or political affiliation in the award and/or performance of contracts. All entities doing business or anticipating doing business with the County shall support, encourage and implement affirmative steps toward a common goal of establishing equal opportunity for all citizens and businesses of the county.
- B. Tarrant County will use and recognize the State of Texas certification process in conjunction with the implementation of this policy. The County does recognize other agencies' certifications. Tarrant County reserves the right to review the certification status of any vendor applying to do business with the County. This review will be accomplished to determine the validity and authenticity of the vendor's certification as a HUB.
- C. The Commissioners Court may establish HUB target goals. Through a systematic approach of soliciting quotes, bids and proposals from certified HUBs and in compliance with applicable state and federal law this policy will strive to meet those goals.
 1. Target goals should consider:
 - the availability of HUB firms within the specific category of goods or services to be procured; and
 - the diversity of the county's population.
 2. The goals should be reviewed and amended periodically.
 3. The program may apply to all County procurements including construction and professional services.
 4. Particular attention will be given to HUB participation on purchases in excess of the statutory bid limit.
 5. The Commissioners Court herein establishes a 20% good faith target goal for Tarrant County.

- D. Tarrant County will actively seek and encourage HUBs to participate in all facets of the procurement process by:
1. Continuing to increase and monitor a database of certified HUB vendors, professionals and contractors. The database will be expanded to include products, areas of expertise and capabilities of each HUB firm.
 2. Continuing to seek new communication links with HUB vendors, professionals and contractors to involve them in the procurement process.
 3. Continuing to advertise bids on the County's website and in newspapers including newspapers that target socially and economically disadvantaged communities.
 4. Continuing to provide bid notifications to minority Chambers of Commerce.
- E. As prescribed by law, the purchase of one or more items costing in excess of the statutory bid limit must comply with the competitive bid process. Where possible, those bids will be structured to include and encourage the participation of HUB firms in the procurement process by:
1. Division of proposed requisitions into reasonable lots in keeping with industry standards and competitive bid requirements.
 2. Where feasible, assessment of bond and insurance requirements and the designing of such requirements to reasonably permit more than one business to perform the work.
 3. Specification of reasonable, realistic delivery schedules consistent with the County's actual requirements.
 4. Specifications, terms and conditions reflecting the County's actual requirements are clearly stated, and do not impose unreasonable or unnecessary contract requirements.
- F. A HUB Policy statement shall be included in all specifications. The County will consider the bidder's responsiveness to the HUB Policy in the evaluation of bids and proposals. Failure to demonstrate a good faith effort to comply with the County's HUB policy may result in a bid or proposal being considered non-responsive to specifications.
- G. The Tarrant County Purchasing Department will actively seek the participation of HUB firms in the quotation process for purchases under the statutory bid limit. HUB firms will be identified on the computerized database and linked to the commodities they represent. Buyers will be encouraged to use available internal and external databases of certified HUB firms.

- H. Nothing in this policy shall be construed to require the County to award a contract other than to the lowest responsive bidder meeting specifications as required by law. This policy is narrowly tailored in accordance with applicable law.

IV. ADMINISTRATIVE GUIDELINES

- A. The Tarrant County Purchasing Department shall serve as the County's HUB Office with responsibility for the implementation, monitoring and general operations of the HUB policy. The Purchasing Agent shall serve as the County HUB Officer.
 - 1. The HUB Officer will establish procedures to implement this policy across the full spectrum of the procurement process. The County HUB Office will periodically review with department head and elected officials regarding procurement opportunities.
 - 2. Managing the policy and training buyers and other County personnel in order to meet County goals will be the responsibility of the HUB Office.
 - 3. The HUB Office will cooperate with other local government entities to increase HUB participation throughout the county and region. The HUB Office is encouraged to participate in educational and other outreach programs to assist HUB firms.
 - 4. The HUB Officer will receive and review complaints and recommendations regarding the implementation of the HUB Policy and the good faith efforts of bidders. Further, the HUB Office will audit for compliance to the HUB Policy on eligible projects after award, during the performance of the contract and after completion, while also making any recommendations to Commissioners Court regarding any irregularities or misrepresentation of facts as they relate to compliance with the policy. The HUB Office will review documentation submitted by HUB firms in compliance with this policy.
 - 5. An annual report along with recommendations shall be provided to the Commissioners Court and Purchasing Board. The annual report will provide statistical data and efforts reflected in the number of purchase orders, value of goods and services purchased, percentages to HUB firms, and outreach and marketing efforts. Other statistics may be required or requested by the Commissioners Court or Purchasing Board.

510 Historically Underutilized Businesses Policy

Adopted: Court Order 64788 (December 17, 1990)

Amended: Court Order 69958 (December 7, 1993)

Amended: Court Order 99651 (December 28, 2006)

Amended: Court Order 127875 (June 19, 2019)

ANNUAL CONTRACT FOR COLD MILLING MACHINE WITH OPERATOR AND HELPER

FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

Disadvantaged Business Enterprises (DBE) are encouraged to participate in Tarrant County's bid process. The Purchasing Department will provide additional clarification of specifications, assistance with Price Forms, and further explanation of bidding procedures to those DBEs who request it.

Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

Tarrant County recognizes the certifications of both the State of Texas General Services Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning DBE certification are urged to contact.

Texas Procurement and Support Services
Statewide HUB Program
1711 Jacinto Blvd.
PO Box 13047
Austin, Texas 78711-3047
(512) 463-5872

OR

North Central Texas
Regional Certification Agency
624 Six Flags Drive, Suite 100
Arlington, Texas 76011
(817) 640-0606

If your company is already certified, attach a copy of the certification to this form and return with bid.

COMPANY NAME: _____

REPRESENTATIVE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NO. _____ FAX NO. _____

Indicate all that apply:

- _____ Minority-Owned Business Enterprise
- _____ Women-Owned Business Enterprise
- _____ Disadvantaged Business Enterprise

ANNUAL CONTRACT FOR COLD MILLING MACHINE WITH OPERATOR AND HELPER

REFERENCES

Please list three (3) references, **other than past or present employees of Tarrant County**, who can verify your performance as a Vendor. Performance includes, but is not limited to, sales and/or service, delivery, invoicing, and other items as may be required for Tarrant County to determine Vendor's ability to provide the intended goods or service of the bid. Tarrant County **PREFERS** references to be from Government customers. References must be able to verify the quality of service Vendor's company provides and that the Bidder has completed a project of similar size and scope of work in this response. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your bid.

Failure to supply required references will deem the bid as non-responsive and will not be considered for award.

Bidder involvement with reference checks is not permitted. Only Tarrant County or its designee will conduct reference checks. Any deviation to this will result in rejection of your response.

REFERENCE ONE

GOVERNMENT/COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
E-MAIL ADDRESS: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

REFERENCE TWO

GOVERNMENT/COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
E-MAIL ADDRESS: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

REFERENCES MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR COLD MILLING MACHINE WITH OPERATOR AND HELPER

REFERENCES

REFERENCE THREE

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCES MUST BE RETURNED WITH BID!

SIGNATURE FORM

The undersigned, on behalf of and as the authorized representative of Bidder, agrees this bid becomes the property of Tarrant County after the official opening.

The undersigned affirms that the Bidder has familiarized himself with the local conditions under which the work is to be performed; satisfied himself of the conditions of delivery, handling and storage of equipment and all other matters that may be incidental to the work, before submitting a bid.

The undersigned agrees, on behalf of Bidder, that if the bid is accepted, Bidder will furnish all materials and services upon which price(s) are offered, at the price(s) and upon the terms and conditions contained in the specifications. The period for acceptance of this bid will be ninety (90) calendar days.

The undersigned affirms that they are duly authorized to execute this contract, that this bid has not been prepared in collusion with any other Bidder, nor any employee of Tarrant County, and that the contents of this bid have not been communicated to any other Bidder or to any employee of Tarrant County prior to the official opening of this bid.

Vendor hereby assigns to Tarrant County all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this solicitation. ***Failure to sign and return this form will result in the rejection of the entire bid.***

Signature _____ **X**
Authorized Representative

LEGAL NAME AND ADDRESS OF COMPANY:

Date _____
Name _____
Title _____
Tel. No. _____ FAX No. _____
E-Mail Address: _____

AFTER HOURS EMERGENCY CONTACT:

Name: _____ Tel. No. _____

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND ONE (1) COPY MUST BE RETURNED WITH BID!



Did you sign and submit all
required forms?
If not, your Bid will be
rejected!

ANNUAL CONTRACT FOR COLD MILLING MACHINE WITH OPERATOR AND HELPER

COMPANY IS:

Business included in a Corporate Income Tax Return? _____ YES _____ NO
____ Corporation organized & existing under the laws of the State of _____
____ Partnership consisting of _____
____ Individual trading as _____
____ Principal offices are in the city of _____

DUNS Number: _____

CAGE Code: _____

COMPLIANCE WITH FEDERAL AND STATE LAWS

CERTIFICATION OF ELIGIBILITY

By submitting a Bid in response to this solicitation, the Bidder certifies that at the time of submission, they are not on the Federal Government's list of suspended, ineligible, or debarred entities.

In the event of placement on the list between the time of Bid submission and time of award, the Bidder will notify the Tarrant County Purchasing Agent. Failure to do so may result in terminating this contract for default.

RELATING TO STATE CONTRACTS WITH AND INVESTMENTS IN COMPANIES THAT BOYCOTT ISRAEL AND INVESTMENTS IN COMPANIES THAT DO BUSINESS WITH IRAN, SUDAN, OR ANY KNOWN FOREIGN TERRORIST ORGANIZATIONS.

Effective September 1, 2017, Bidder verifies that they do not boycott Israel and will not boycott Israel during the term of this contract. The term "boycott Israel" is defined by Texas Government Code Section 808.001, effective September 1, 2017. Bidder further verifies that they are not engaged in business with Iran, Sudan, or any foreign terrorist organization. The term "foreign terrorist organization" means an organization designated as a foreign terrorist organization by the United States Secretary of State as authorized by 8 U.S.C. Section 1189.

DISCLOSURE OF INTERESTED PARTIES

The law states that a governmental entity may not enter into certain contracts with a non-exempt business entity unless the business entity submits a disclosure of interested parties to the governmental entity. By submitting a Bid in response to this solicitation, the Bidder agrees to comply with HB 1295, Government Code 2252.908. Bidder agrees to provide Tarrant County Purchasing Agent, and/or requesting department, the "Certificate of Interested Parties," Form 1295 as required, within **ten (10)** business days from notification of pending award, renewal, amended or extended contract.

Signature _____ X

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND ONE (1) COPY MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR COLD MILLING MACHINE WITH OPERATOR AND HELPER

AFFIRMATIONS/FORMS/DOCUMENTS

| ✓ Check Indicates Completion | |
|------------------------------|---|
| | 1. References. Bidder has provided references, other than Tarrant County. References must be able to verify the quality of service the company provides and that the company has completed a project of similar size and scope of work in this bid. |
| | 2. Signatures. All forms requiring a signature must be signed. Bids not signed will be rejected. |
| | 3. Price Forms. All sections of Price Forms have been completed. |
| | 4. Bidder has acknowledged Secondary/Alternate Award and Cooperative Purchasing opportunities in the Special Terms and Conditions on pages 7 and 8. |
| | 5. Insurance Certificates (If required). Bidders must submit all Insurance Certificates prior to commencement of work. If no insurance requirements specified, mark N/A. |
| | 6. Addenda. When applicable, Bidder acknowledges receipt of all Addenda and any revised Forms. Bidder must sign and submit any required signature forms. |
| | 7. It is the Bidders' sole responsibility to print and review all pages of the bid document, attachments, questions and responses, addenda and special notices. The Signature Form must be signed and returned. Failure to provide a signature on the form renders bid non-responsive. Failure to complete and submit all required forms, including but not limited to References, Compliance With Federal and State Laws Form, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire bid. |
| | 8. Bidder has read, understands, and agrees to Tarrant County's Criminal Background Check requirements. |
| | 9. Accuracy for all mathematical and numerical entries is the sole responsibility of the Bidder. Tarrant County will not be responsible for errors made by the Bidder. |
| | 10. Bidder's company is registered on TVORS (Tarrant Vendor On-Line Registration System). |
| | 11. Bidder has sealed and marked the envelope with the Company Name, Bid Number, Bid Title, and due date. |

THE ORIGINAL AND ONE (1) COPY OF THIS FORM SHOULD BE RETURNED WITH BID!

NO-BID RESPONSE

In the event that your organization chooses not to submit a bid/proposal for this solicitation, the Tarrant County Purchasing Department is interested in the reasons why vendors have chosen not to submit bids/proposals in order to better serve the taxpayers of Tarrant County. Please indicate your reason(s) by checking all applicable items below and return this form to the address shown below.

- Could not meet specifications.
- Items or materials requested not manufactured by us or not available to our company.
- Insurance requirements too restricting.
- Bond requirements too restricting.
- Scope of services not clearly understood or applicable (too vague, too rigid, etc.)
- Project not suited to our organization.
- Quantities too small.
- Insufficient time allowed for preparation of bid/proposal.
- Other (please specify).

Vendor Name: _____

Contact Person: _____

Telephone: _____

Email: _____

Please send your response to:
Tarrant County Purchasing Department
100 E. Weatherford, Suite 303
Fort Worth, TX 76196-0104

ANNUAL CONTRACT FOR COLD MILLING MACHINE WITH OPERATOR AND HELPER

PRICE FORM

| ITEM NO. | DESCRIPTION | PRICE PER SQ. YARD |
|-----------|---|-----------------------------|
| 1. | CATEGORY I: Vendor Retains Millings | |
| | A. Turn-Key project with vendor to supply labor and equipment to mill, load, transport millings, provide dust control, provide traffic control, sweeping, and clean up. | |
| | Minimum Price per Job: \$10,000.00 | |
| | Full Depth Milling: 0 – 2" | Price per sq. yard \$ _____ |
| | Full Depth Milling: >2" – 4" | Price per sq. yard \$ _____ |
| | Full Depth Milling: >4" – 6" | Price per sq. yard \$ _____ |
| | Full Depth Milling: >6" – 8" | Price per sq. yard \$ _____ |
| | Mobilization | \$ _____ |
| | Normal Response Time After Receipt of Order: | _____ |
| | Percent (%) Discount for Similar Work: | _____ % |
| | CATEGORY I TOTAL: | \$ _____ |

ANNUAL CONTRACT FOR COLD MILLING MACHINE WITH OPERATOR AND HELPER

PRICE FORM

| ITEM NO. | DESCRIPTION | PRICE PER SQ. YARD |
|-----------|--|-----------------------------|
| 2. | CATEGORY II: Vendor Hauls and County Retains Millings | |
| | A. Turn-Key project with vendor to supply labor and equipment to mill, load, transport millings, provide dust control, provide traffic control, sweeping and clean up. | |
| | Minimum Price per Job: \$10,000.00 | |
| | Full Depth Milling: 0 – 2" | Price per sq. yard \$ _____ |
| | Full Depth Milling: >2" – 4" | Price per sq. yard \$ _____ |
| | Full Depth Milling: >4" – 6" | Price per sq. yard \$ _____ |
| | Full Depth Milling: >6" – 8" | Price per sq. yard \$ _____ |
| | Maximum Haul Distance, one way, ten (10) miles. | |
| | For one way distances further than ten (10) miles, the following charges will apply, per load, per mile: | |
| | Bobtail (12 yd.): | \$ _____ |
| | End-Dump (25 yd.) | \$ _____ |
| | Mobilization | \$ _____ |
| | Normal Response Time After Receipt of Order: | _____ |
| | Percent (%) Discount for Similar Work: | _____ % |
| | CATEGORY II TOTAL: | \$ _____ |

ANNUAL CONTRACT FOR COLD MILLING MACHINE WITH OPERATOR AND HELPER

PRICE FORM

| ITEM NO. | DESCRIPTION | PRICE PER SQ. YARD |
|-----------|---|--------------------|
| 3. | CATEGORY III: County Hauls and Retains Millings | |
| | A. Vendor to supply labor and equipment to mill, load County trucks and provide dust control. | |
| | Minimum Price per Job: \$5,000.00 | |
| | Full Depth Milling: 0 – 2" Price per sq. yard | \$ _____ |
| | Full Depth Milling: >2" – 4" Price per sq. yard | \$ _____ |
| | Full Depth Milling: >4" – 6" Price per sq. yard | \$ _____ |
| | Full Depth Milling: >6" – 8" Price per sq. yard | \$ _____ |
| | Traffic Control Price per sq. yard | \$ _____ |
| | Sweeping Price per sq. yard | \$ _____ |
| | Mobilization | \$ _____ |
| | Normal Response Time After Receipt of Order: | _____ |
| | Percent (%) Discount for Similar Work: | _____ % |
| | CATEGORY III TOTAL: | \$ _____ |

Please cut out and affix to the outside of your response package



**TARRANT COUNTY
SEALED BID/PROPOSAL/RESPONSE**

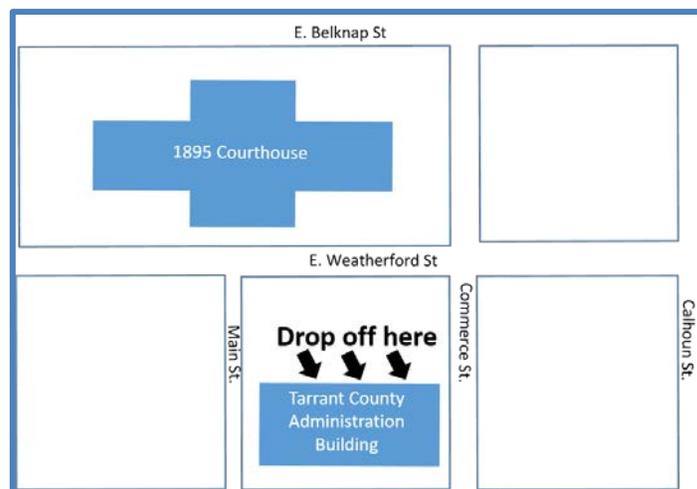
RFB No. 2019-087

**ANNUAL CONTRACT FOR COLD MILLING
MACHINE WITH OPEARTOR AND HELPER**

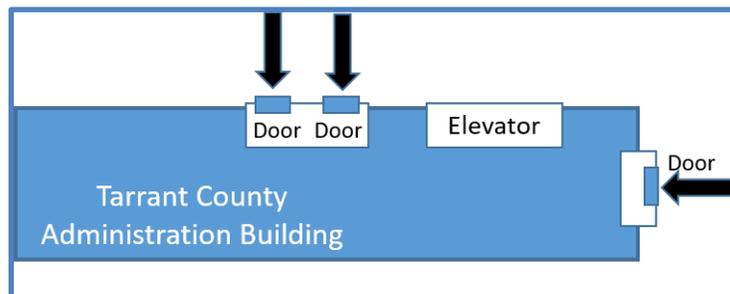
Due Date: January 28, 2019 at 2:00 p.m.

**Tarrant County Administration Building
ATTN: Purchasing Department
100 E. Weatherford St., Third Floor, Suite 303
Fort Worth, Texas 76196-0104**

Street View



Building View





P. O. Box 427
Roanoke, Texas 76262
(940) 648-1455 office ♦♦♦ (940) 648-1457 fax

Proposal No. 20-01-068

BID DATE: January 13, 2020
TO: City of Bedford
ATTN: Scott Tedford
PROJECT: Forest Ridge Dr.
LOCATION: SH 121 to Pipeline Rd.

Tarrant County Interlocal agreement Bid No. 2019-087

Quantities and Prices:

| <u>Item</u> | <u>Description</u> | <u>Quantity</u> | <u>Unit Price</u> | <u>Extension</u> |
|--------------|---------------------|-----------------|-------------------|------------------|
| <u>1</u> | Plane ACP (2") | 25,994.00 SY | 1.66 \$ | 43,150.04 |
| <u>Mob</u> | Mobilization Charge | 1.00 EA | 200.00 \$ | 200.00 |
| Total | | | \$ | 43,350.04 |

Prices Include:

Milling, Loading, Trucking, Sweeping, Detailing, Labor for Traffic Control, & Water Transport RAP to become TexOp property.

General Contractor to provide a project water source & the water for the milling operation.

Prices Exclude:

Sawcuts, Engineering, Base Repair, Traffic Control Devices, Water, Sizing of ACP, AGC Dues, Stockpiling of Materials, Police personnel, Message Boards, and Barricades

Questions, please call (940) 648-1455 or (817) 308-4818.

Email jdavis@texop.com

Sincerely,

James Davis
Estimator



P. O. Box 427
Roanoke, Texas 76262
(940) 648-1455 office ♦♦♦ (940) 648-1457 fax

Proposal No. 20-01-067

BID DATE: January 13, 2020
TO: City of Bedford
ATTN: Scott Tedford
PROJECT: Brown Trail
LOCATION: SH 121 to Bedford Rd.

Tarrant County Interlocal agreement Bid No. 2019-087

Quantities and Prices:

| <u>Item</u> | <u>Description</u> | <u>Quantity</u> | <u>Unit Price</u> | <u>Extension</u> |
|--------------|---------------------|-----------------|-------------------|------------------|
| <u>1</u> | Plane ACP (2") | 10,702.00 SY | 1.66 \$ | 17,765.32 |
| <u>Mob</u> | Mobilization Charge | 1.00 EA | 200.00 \$ | 200.00 |
| Total | | | \$ | 17,965.32 |

Prices Include:

Milling, Loading, Trucking, Sweeping, Detailing, Labor for Traffic Control, & Water Transport RAP to become TexOp property.

General Contractor to provide a project water source & the water for the milling operation.

Prices Exclude:

Sawcuts, Engineering, Base Repair, Traffic Control Devices, Water, Sizing of ACP, AGC Dues, Stockpiling of Materials, Police personnel, Message Boards, and Barricades

Questions, please call (940) 648-1455 or (817) 308-4818.

Email jdavis@texop.com

Sincerely,

James Davis
Estimator



Council Agenda Background

PRESENTER: Michael Wells, City Secretary

DATE: 02/11/20

Council Mission Area: Encourage citizen involvement.

ITEM:

Consider a resolution authorizing the Interim City Manager to reschedule and cancel regular Council meetings in 2020.

City Attorney Review: Yes

SUMMARY:

This item is for Council to authorize the Interim City Manager to reschedule and cancel regularly scheduled Council meetings in 2020. Staff recommends the second Council meeting in August be moved to Monday, August 24, 2020 in order to accommodate the new budget calendar. Staff further recommends the second meeting in December be cancelled as it falls during the Christmas holiday.

BACKGROUND:

The City's Charter was amended in 2014 so that the City Council is no longer required to hold two regular meetings a month. Since that time, Council has authorized the Interim City Manager to cancel the second meeting in December as it generally falls during the Christmas holiday. It is staff's recommendation to do so again this year.

Council also came to a consensus at the January 14, 2020 meeting to move the second meeting in August to Monday, August 24, 2020 in order accommodate the new budget calendar.

The move of the second meeting in August and the cancellation of the second meeting in December are listed on the accompanying resolution. If Council chooses to authorize the cancellation of additional meetings, it will need to be part of the motion.

RECOMMENDATION:

Staff recommends the following motion:

Approve a resolution authorizing the Interim City Manager to reschedule and cancel regular Council meetings in 2020.

FISCAL IMPACT:

N/A

ATTACHMENTS:

Resolution

RESOLUTION NO. 2020-

A RESOLUTION AUTHORIZING THE INTERIM CITY MANAGER TO RESCHEDULE AND CANCEL REGULAR COUNCIL MEETINGS IN 2020.

WHEREAS, a 2014 Charter Amendment removed the provision that required the City Council of Bedford, Texas to meet at least twice a month; and,

WHEREAS, staff proposes that the City Council of Bedford, Texas consider cancelling a Council meeting in December due to the Christmas holiday; and,

WHEREAS, staff proposes that the City Council of Bedford, Texas consider rescheduling the second regular Council meeting in August to Monday, August 24, 2020.

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

SECTION 1. That the findings above are found to be true and correct, and are incorporated herein.

SECTION 2. That the Interim City Manager is hereby authorized to cancel the December 22, 2020 Council meetings.

SECTION 3, That the Interim City Manager is hereby authorized to reschedule the second regularly scheduled Council meeting in August to Monday, August 24, 2020.

PRESENTED AND PASSED this 11th day of February 2020 by a vote of ___ayes, ___nays and ___ abstentions, at a regular meeting of the City Council of the City of Bedford, Texas.

Michael Boyter, Mayor

ATTEST:

Michael Wells, City Secretary



Council Agenda Background

PRESENTER: Meg Jakubik, C.G.F.O., Strategic Services
Manager

DATE: 02/11/20

Staff Report

ITEM:

First Quarter Financial Report.

City Attorney Review: N/A

DISCUSSION:

Fiscal Year 19-20 started on October 1, 2019, with the first quarter ending on December 31, 2019. While reports are reviewed monthly, the quarter point is commonly used to assess the financial status of the organization. Staff will present an update on the revenues and expenditures through the first quarter.

ATTACHMENTS:

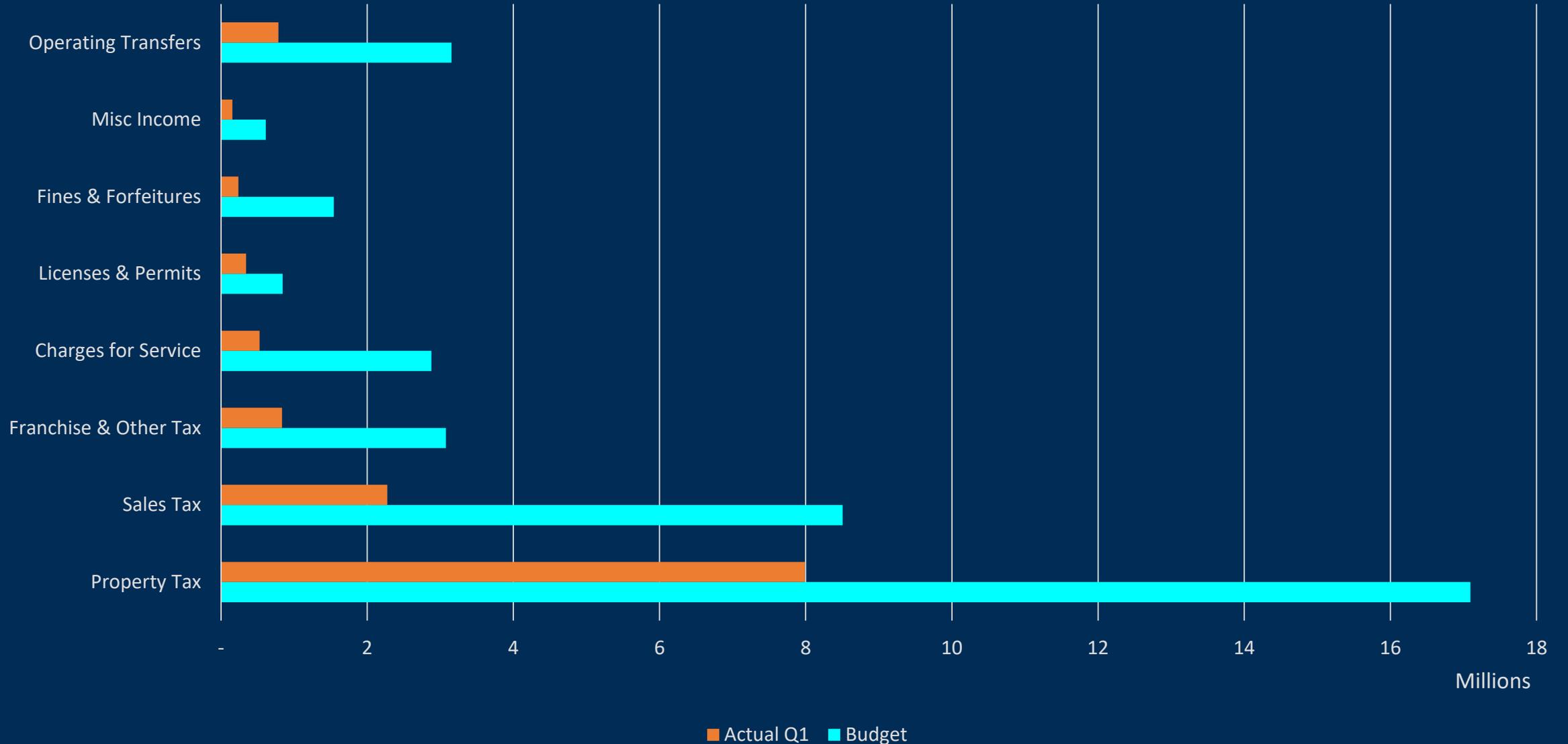
PowerPoint
Quarterly Financial Report

Quarterly Financial Report

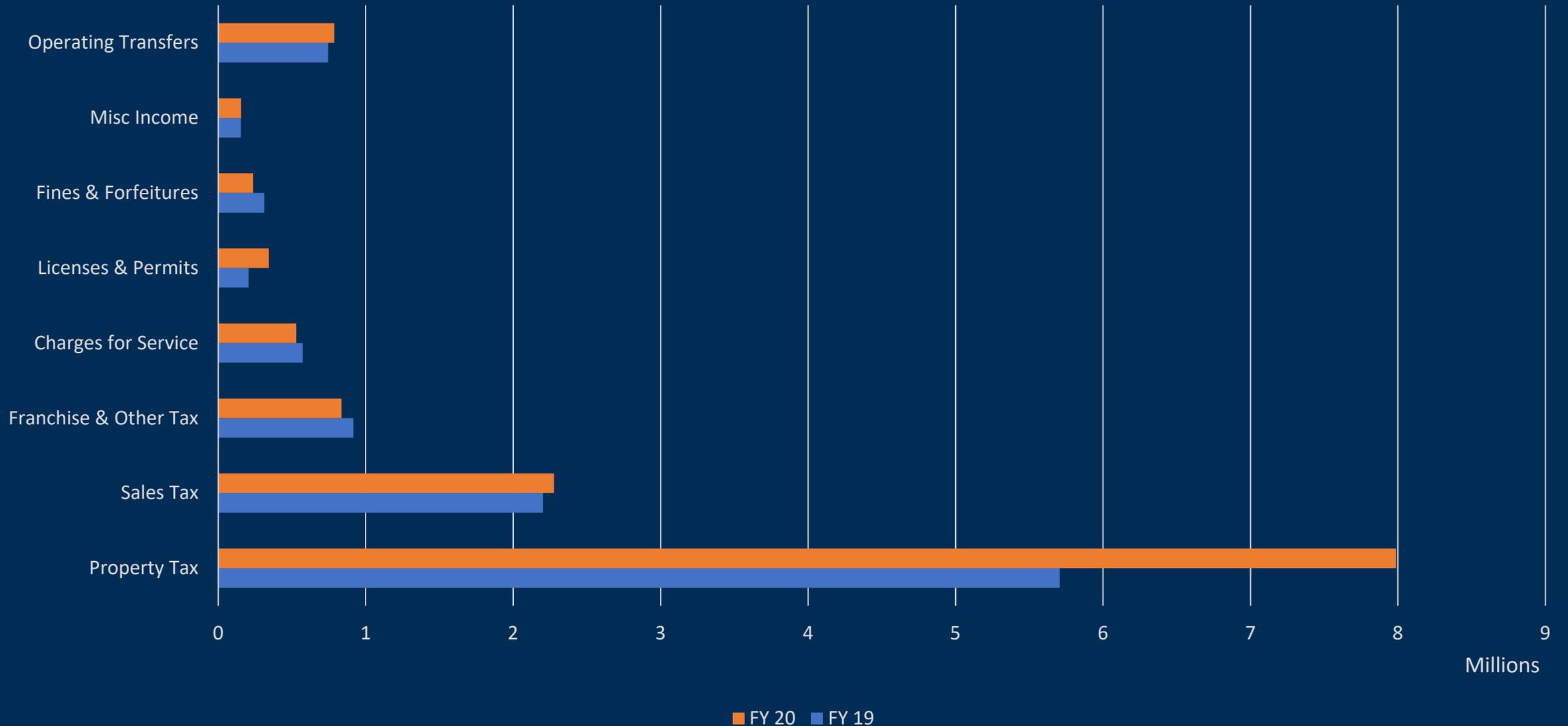
October – December 2019

General Fund

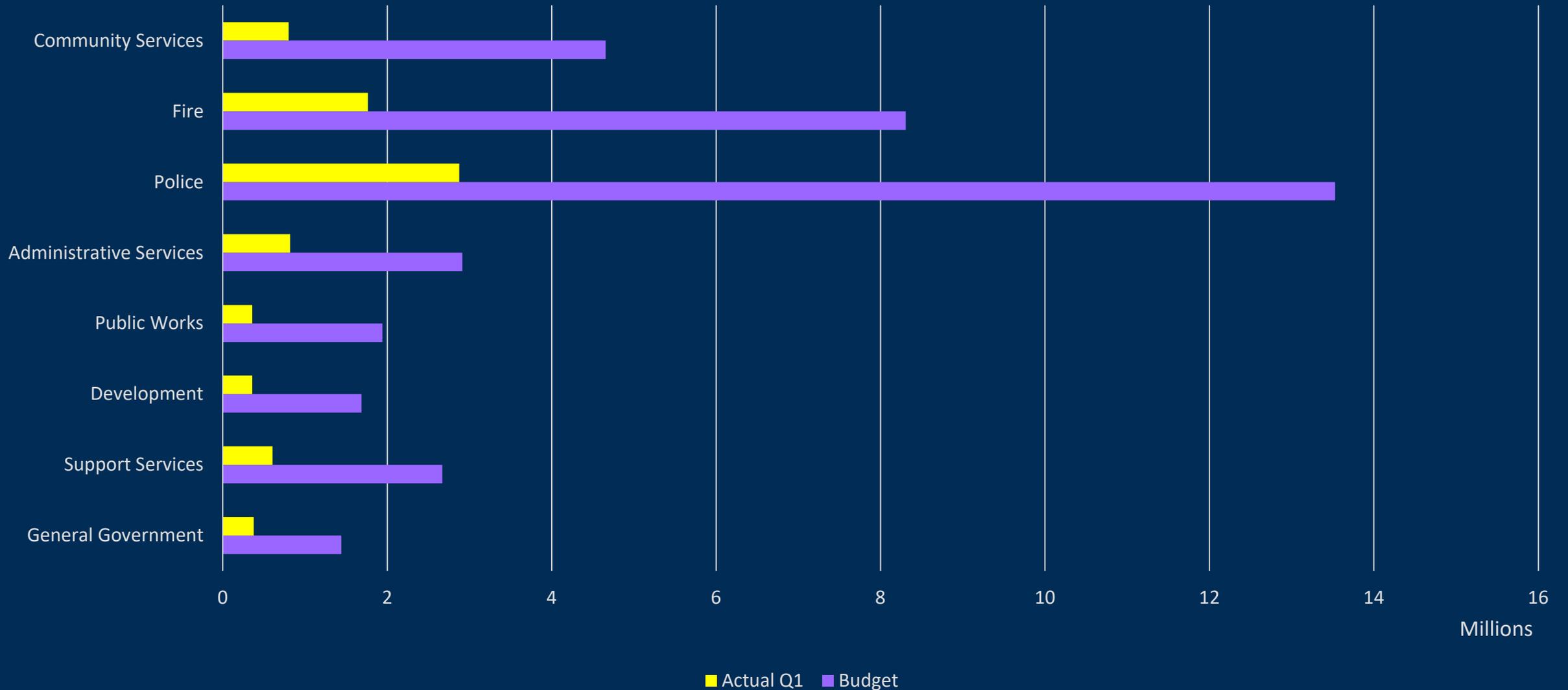
Revenue – Actual vs. Budget



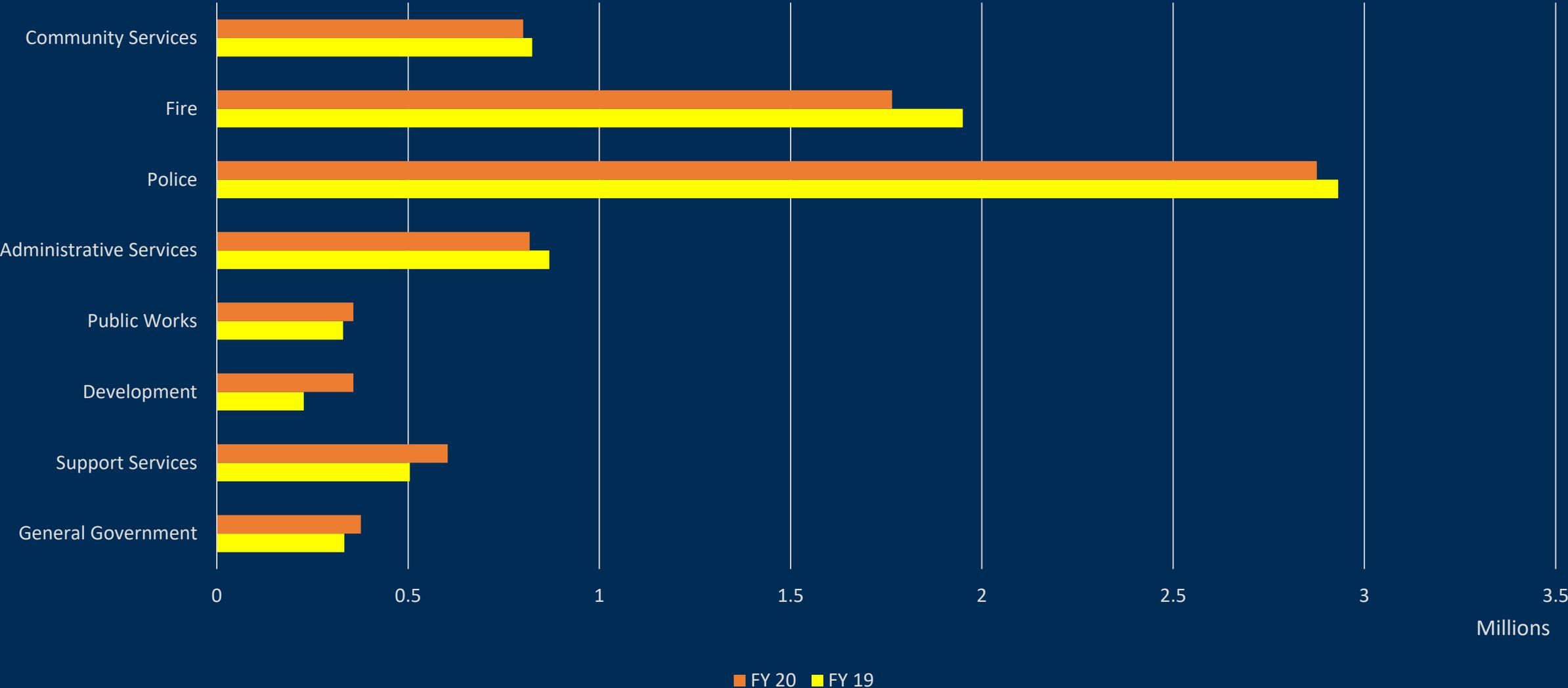
Revenue – FY 19 vs FY 20



Expenditures – Actual vs. Budget

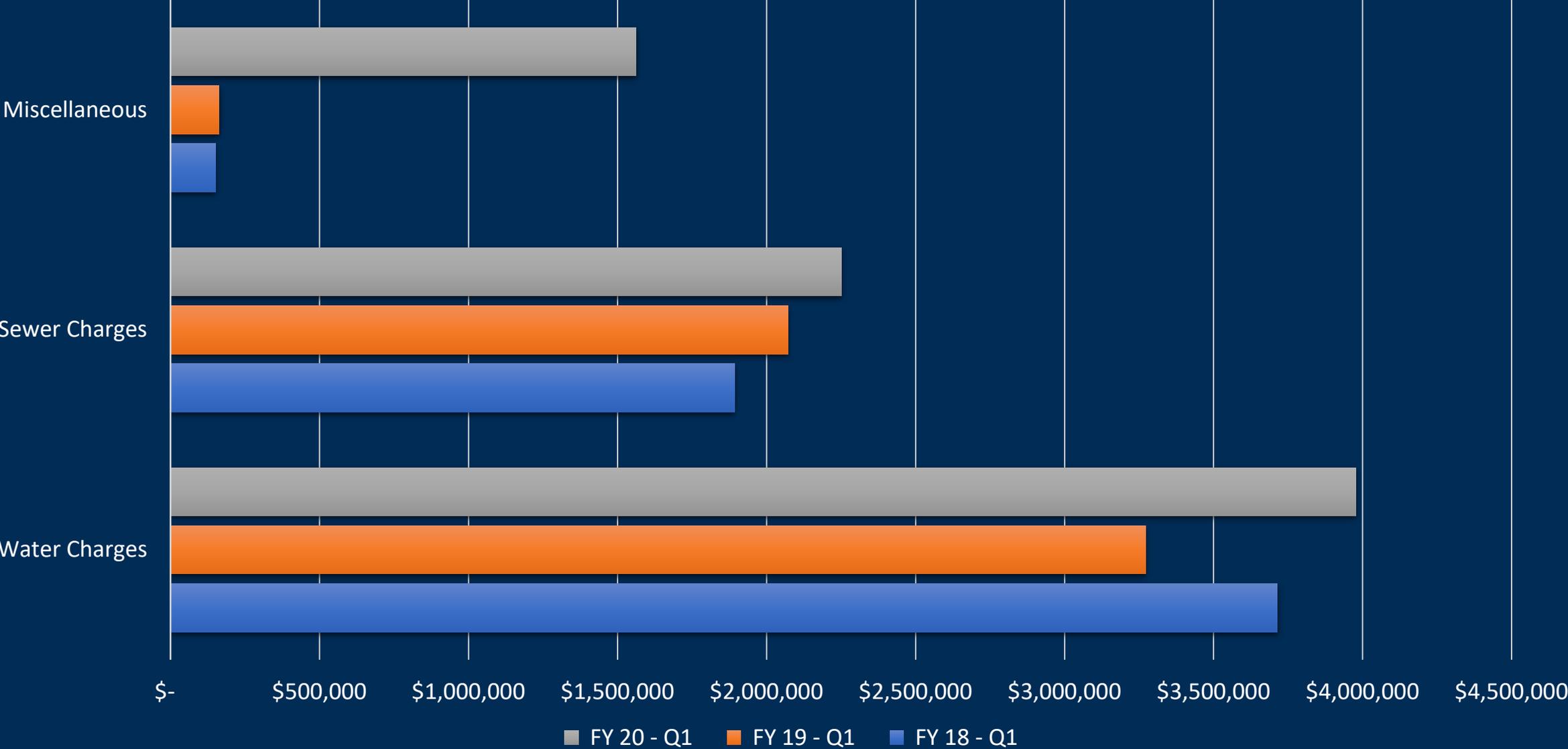


Expenditures – FY 19 vs FY 20

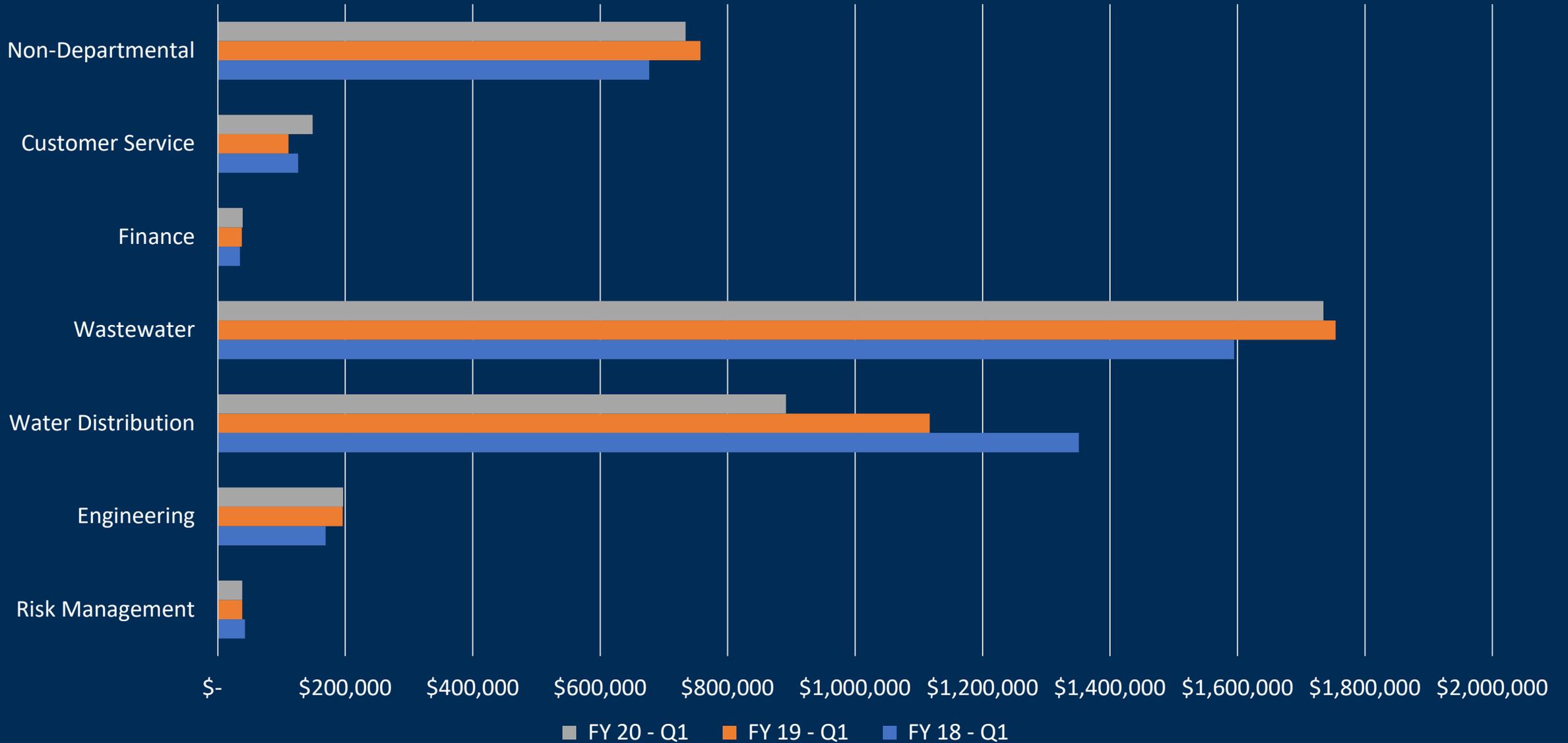


Water & Sewer Fund

Revenue – 3 Year History

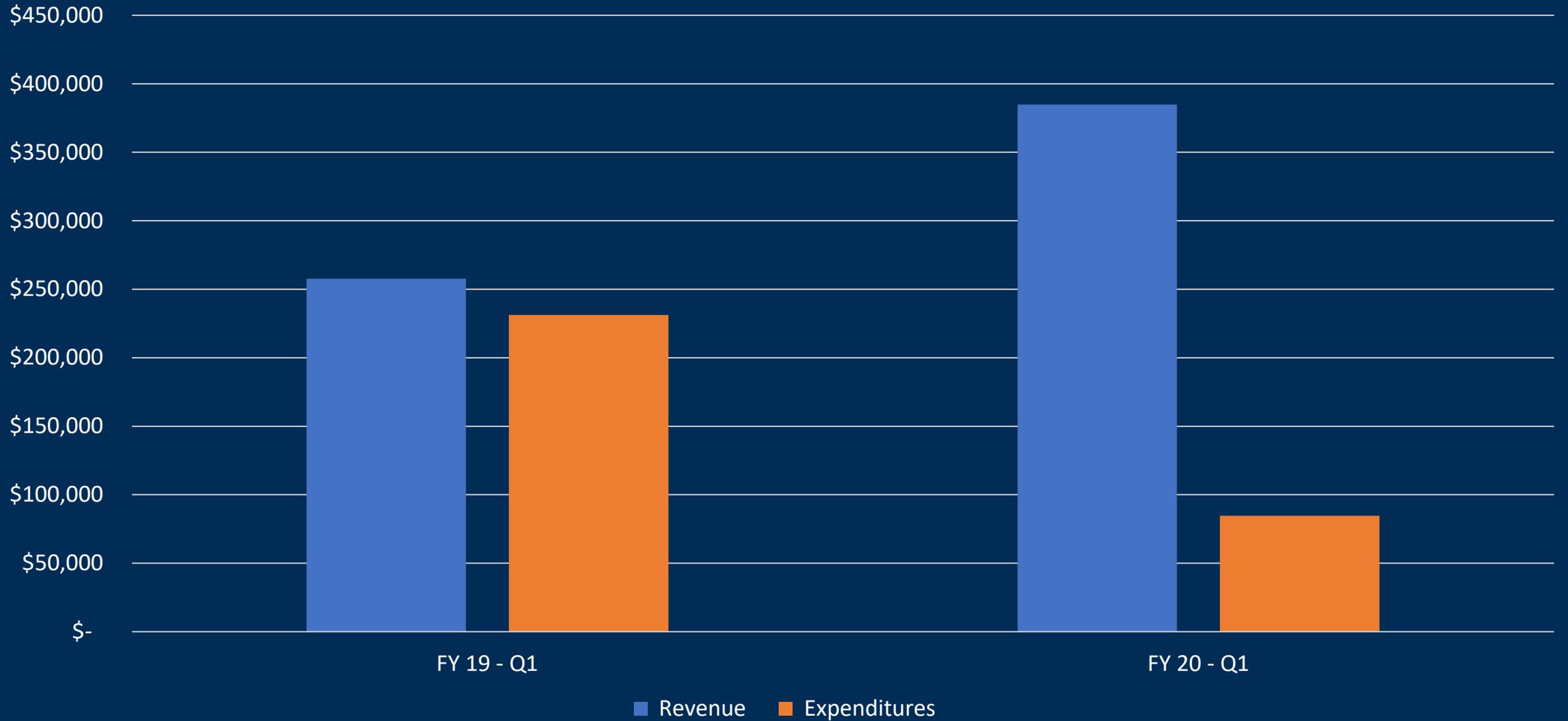


Expenditures – 3 Year History

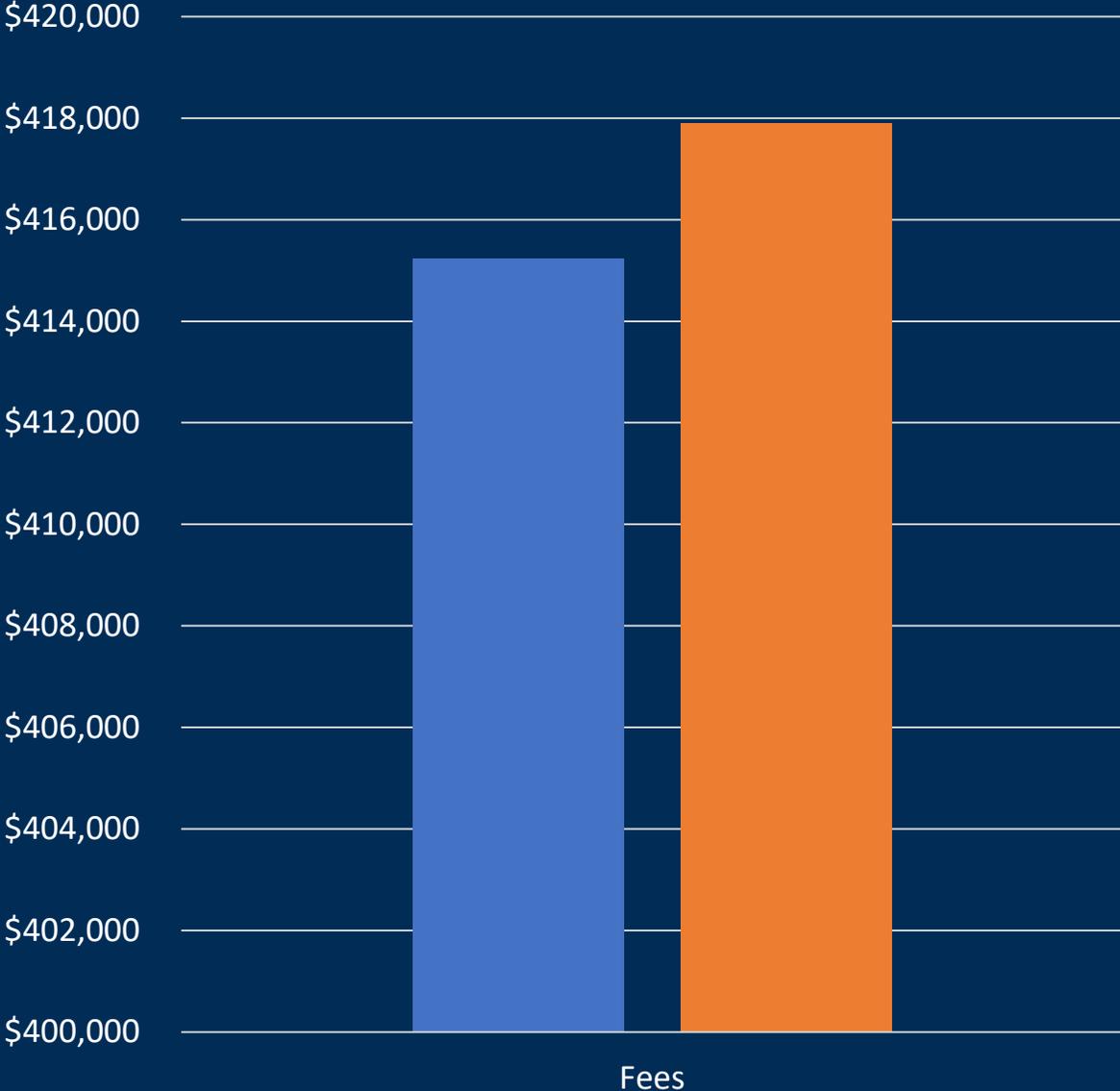


Other Funds

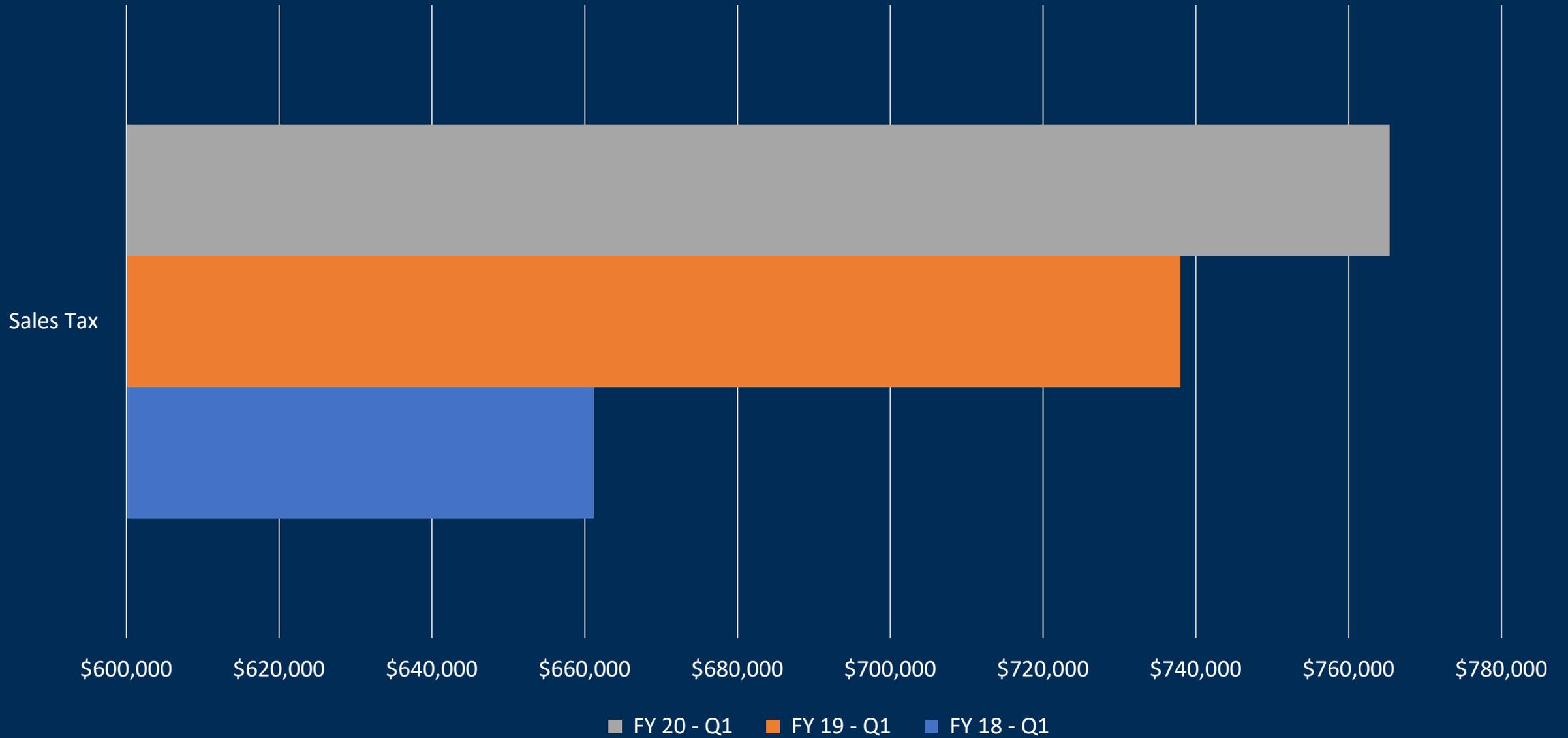
Tourism Fund



Stormwater Fund



SIEDC Fund



FY 2019-2020 FINANCIAL REPORT - QUARTER 1

October - December Financial Summary

Total All Funds

| | |
|--------------|---------------|
| Revenue | \$ 27,628,233 |
| Expenditures | \$ 12,638,162 |
| Difference | \$ 14,990,071 |

General Fund

| | |
|--------------|---------------|
| Revenue | \$ 13,148,436 |
| Expenditures | \$ 7,953,032 |
| Difference | \$ 5,195,404 |

Tourism Fund

| | |
|--------------|------------|
| Revenue | \$ 384,814 |
| Expenditures | \$ 84,629 |
| Difference | \$ 300,185 |

Water & Sewer Fund

| | |
|--------------|--------------|
| Revenue | \$ 7,789,376 |
| Expenditures | \$ 3,782,831 |
| Difference | \$ 4,006,545 |

Stormwater Fund

| | |
|--------------|------------|
| Revenue | \$ 423,804 |
| Expenditures | \$ 215,999 |
| Difference | \$ 207,805 |

Debt Service Fund

| | |
|--------------|--------------|
| Revenue | \$ 4,060,965 |
| Expenditures | \$ - |
| Difference | \$ 4,060,965 |

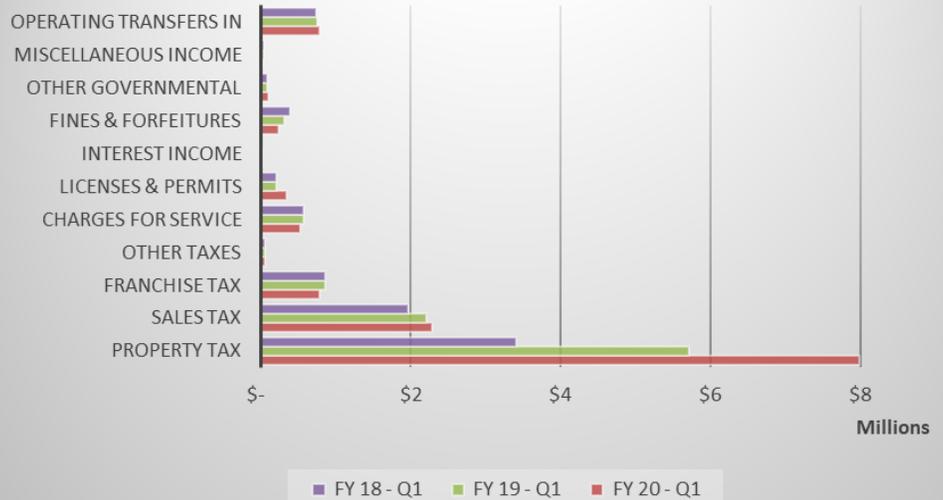
4B SIEDC Fund

| | |
|--------------|------------|
| Revenue | \$ 808,886 |
| Expenditures | \$ 251,587 |
| Difference | \$ 557,299 |

The information contained within this report represents financial transactions through the 1st Quarter (October - December) of the fiscal year ending September 30, 2020. All of the current year financial figures are un-audited and may be subject to change or adjustment.

General Fund

General Fund Revenues



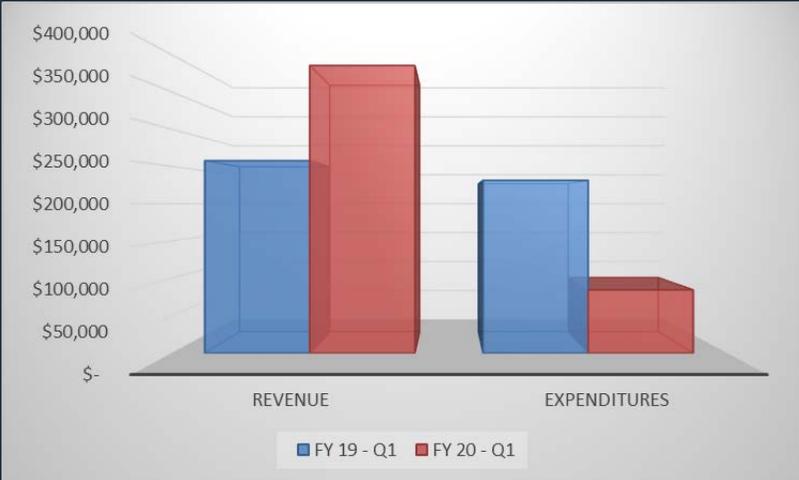
General Fund Expenditures



Overall General Fund revenues are performing as seasonally expected. Property tax has reached 46% of budget, which is expected with most payments made by the end of the calendar year and the remaining generally on payment plans. Sales tax continues to trend ahead of last year and just over 25% of budget. Other revenue categories are driven by the season, with this year's collection percentages in line with prior years. Compared to budget, revenue collected through the first quarter is at a higher percentage of budget than last year.

Expenditures are within seasonally anticipated levels, with expenses currently 21.4% of budget. Expenditures are decreased slightly since this same time period last year. Expenditures in all areas are around a quarter spent or have one-time expenses that are paid in the first quarter of the fiscal year.

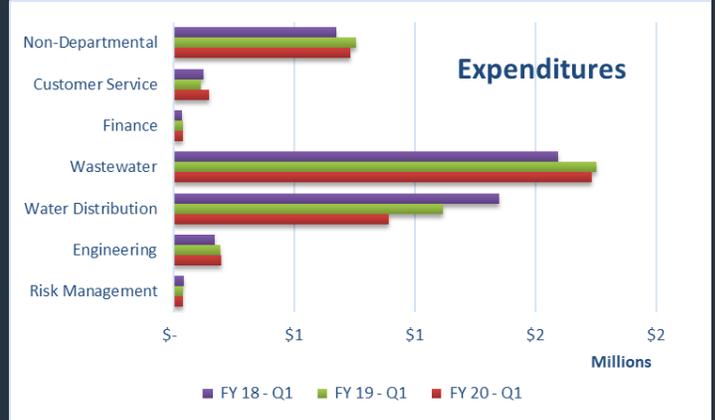
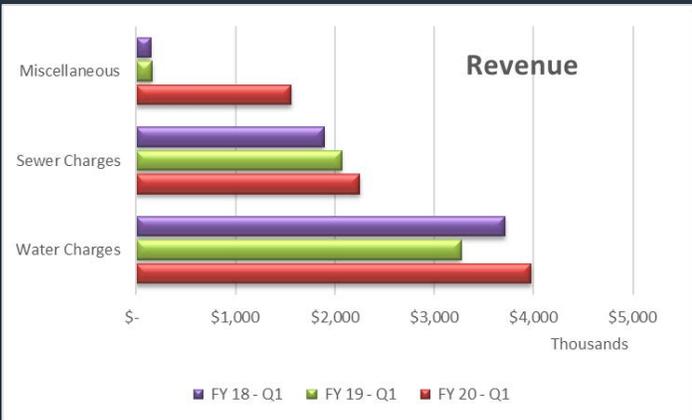
Tourism Fund



The primary revenue source for the Tourism Fund is the hotel/motel tax. Revenue has increased significantly over the previous year in this category. There may be some additional revenue in the next quarter from rentals of the Old Bedford School with the completion of the building repairs.

Expenditures are lower than last year with the completion of repairs to the Old Bedford School. Most expenditures occur during the third and fourth quarter of the year with the festivals. The fund is performing within seasonally anticipated levels.

Water & Sewer Fund



Revenue for the Water & Sewer fund has reached 33.25% of budget. Water charges and sewer charges are on track for budget and increased over last year, a sign that the automated water meters are more accurately tracking a household's use. Increased water and sewer volume rates will be in effect starting with the second quarter of the fiscal year. Staff is also proceeding with issuing a Request for Proposals to conduct a rate study to ensure that revenue is adequate for the operational cost of the water system.

Expenses for this quarter have reached 15.8% of budget and are minimally lower than the same period last year. Expenses should be higher, but there was one less payment to the Trinity River Authority in this fiscal year. This is one of the largest expenses of the fund as it is the primary source of water utilized in the City's system. Amounts vary by water purchased and number of bills that fall within each quarter. Expenses are within seasonally anticipated levels.

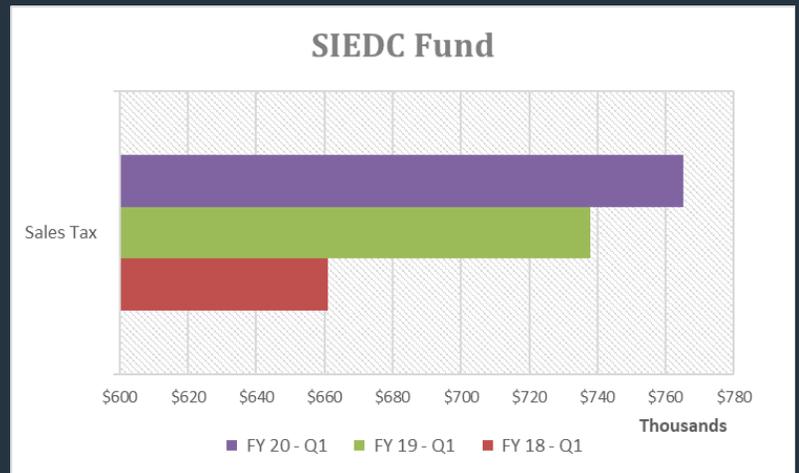
FY 2019-2020 FINANCIAL REPORT – QUARTER 1



Revenue for the Stormwater Fund is at 23.9% of budget and static from the same period last year. This is typically the City’s most stable fund. Expenses for the fund are at 12.1% of budget and within seasonally anticipated levels.

Sales tax is the primary source of revenue for the Street Improvement Economic Development Corporation (SIEDC). Sales taxes are increasing over the prior year in the same period and meeting budgetary expectations.

Expenditures for this fund typically happen in the spring and summer when weather is conducive for road improvements. Expenses are within seasonally appropriate levels.



CITY OF BEDFORD
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2020
For the period ending December 31, 2019 (1st Quarter)

GENERAL FUND

| REVENUE: | ADOPTED BUDGET | AMENDED BUDGET | 12/31/2019 YTD ACTUAL | % USED | % REMAINING | 12/31/2018 YTD ACTUAL | \$ CHG 19 VS 18 | % CHG 19 VS 18 |
|--|-------------------|-------------------|--------------------------|---------------|----------------|--------------------------|--------------------|-------------------|
| TAXES | | | | | | | | |
| PROPERTY | 17,094,240 | 17,094,240 | 7,986,207 | 46.72% | 53.28% | 5,706,977 | 2,279,230 | 39.94% |
| SALES TAX | 8,505,000 | 8,505,000 | 2,276,620 | 26.77% | 73.23% | 2,202,448 | 74,173 | 3.37% |
| FRANCHISE | 2,843,000 | 2,843,000 | 780,321 | 27.45% | 72.55% | 854,798 | (74,477) | -8.71% |
| OTHER | 235,000 | 235,000 | 55,715 | 23.71% | 76.29% | 60,766 | (5,052) | -8.31% |
| CHARGES FOR SERVICES | 2,878,950 | 2,878,950 | 528,269 | 18.35% | 81.65% | 573,484 | (45,215) | -7.88% |
| LICENSES & PERMITS | 843,750 | 843,750 | 343,371 | 40.70% | 59.30% | 204,843 | 138,528 | 67.63% |
| INTEREST INCOME | 175,000 | 175,000 | 28,764 | 16.44% | 83.56% | 26,284 | 2,480 | 9.43% |
| FINES & FORFEITURES | 1,542,500 | 1,542,500 | 236,662 | 15.34% | 84.66% | 312,274 | (75,612) | -24.21% |
| OTHER GOVERNMENTAL | 349,577 | 349,577 | 105,869 | 30.28% | 69.72% | 85,278 | 20,591 | 24.15% |
| MISCELLANEOUS INCOME | 87,400 | 87,400 | 20,062 | 22.95% | 77.05% | 41,658 | (21,596) | -51.84% |
| OPERATING TRANSFERS IN | 3,153,177 | 3,153,177 | 786,577 | 24.95% | 75.05% | 744,638 | 41,939 | 5.63% |
| TOTAL REVENUE | 37,707,594 | 37,707,594 | 13,148,436 | 34.87% | 65.13% | 10,813,447 | 2,334,989 | 21.59% |
| TOTAL EXPENDITURES | 37,112,322 | 37,140,826 | 7,953,032 | 21.41% | 78.59% | 7,969,731 | (57,510) | -0.72% |
| EXCESS REVENUE OVER(UNDER) EXPENDITURES | 595,272 | 566,768 | 5,195,404 | | | 2,843,716 | 2,392,499 | 84.13% |

CITY OF BEDFORD
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2020
For the period ending December 31, 2019 (1st Quarter)

GENERAL FUND

| EXPENDITURES: | ADOPTED BUDGET | AMENDED BUDGET | 12/31/2019 ACTUAL | % | % | 12/31/2018 ACTUAL | \$ CHG 19 VS 18 | % CHG 19 VS 18 |
|--------------------------------|-------------------|-------------------|----------------------|---------------|---------------|----------------------|--------------------|-------------------|
| | | | | USED | REMAINING | | | |
| GENERAL GOVERNMENT | | | | | | | | |
| CITY COUNCIL | 218,450 | 218,300 | 87,191 | 39.94% | 60.06% | 90,860 | (3,669) | -4.04% |
| CITY MANAGER | 747,373 | 747,373 | 174,740 | 23.38% | 76.62% | 170,391 | 4,350 | 2.55% |
| CITY SECRETARY | 307,923 | 307,923 | 73,624 | 23.91% | 76.09% | 71,935 | 1,689 | 2.35% |
| COMMUNICATIONS | 167,597 | 167,597 | 40,811 | 24.35% | 75.65% | - | 40,811 | N/A |
| TOTAL | 1,441,343 | 1,441,193 | 376,367 | 26.11% | 73.89% | 333,186 | 2,370 | 0.71% |
| SUPPORT SERVICES | | | | | | | | |
| INFORMATION SYSTEMS | 1,223,414 | 1,223,414 | 365,767 | 29.90% | 70.10% | 277,996 | 87,771 | 31.57% |
| HUMAN RESOURCES | 518,141 | 518,141 | 127,885 | 24.68% | 75.32% | 90,862 | 37,023 | 40.75% |
| FLEET MAINTENANCE | - | - | 666 | N/A | N/A | (19) | 685 | -3556.59% |
| FACILITY SERVICES | 927,757 | 927,757 | 109,076 | 11.76% | 88.24% | 135,420 | (26,344) | -19.45% |
| TOTAL | 2,669,312 | 2,669,312 | 603,394 | 22.60% | 77.40% | 504,259 | 99,135 | 19.66% |
| DEVELOPMENT | | | | | | | | |
| ECONOMIC DEVELOPMENT | 284,901 | 284,901 | 65,775 | 23.09% | 76.91% | 17,228 | 48,546 | 281.78% |
| NEIGHBORHOOD SERVICES | 554,626 | 554,626 | 128,672 | 23.20% | 76.80% | - | 128,672 | N/A |
| INSPECTIONS | 570,040 | 570,040 | 123,652 | 21.69% | 78.31% | 122,870 | 781 | 0.64% |
| PLANNING & ZONING | 277,877 | 277,877 | 38,939 | 14.01% | 85.99% | 87,065 | (48,126) | -55.28% |
| TOTAL | 1,687,444 | 1,687,444 | 357,038 | 21.16% | 78.84% | 227,164 | 129,874 | 57.17% |
| PUBLIC WORKS | | | | | | | | |
| FLEET MAINTENANCE | 1,000,722 | 1,000,722 | 231,526 | 23.14% | 76.86% | 147,332 | 84,194 | 57.15% |
| STREETS | 939,248 | 939,248 | 125,464 | 13.36% | 86.64% | 182,510 | (57,046) | -31.26% |
| TOTAL | 1,939,970 | 1,939,970 | 356,991 | 18.40% | 81.60% | 329,842 | 27,149 | 8.23% |
| ADMINISTRATIVE SERVICES | | | | | | | | |
| FINANCE | 696,832 | 696,832 | 149,312 | 21.43% | 78.57% | 153,764 | (4,452) | -2.90% |
| NON-DEPARTMENTAL | 1,496,110 | 1,529,144 | 525,865 | 34.39% | 65.61% | 533,026 | (7,161) | -1.34% |
| MUNICIPAL COURT | 544,908 | 544,908 | 112,086 | 20.57% | 79.43% | 150,244 | (38,158) | -25.40% |
| TEEN COURT | 141,101 | 141,101 | 30,680 | 21.74% | 78.26% | 32,332 | (1,653) | -5.11% |
| TOTAL | 2,878,951 | 2,911,985 | 817,943 | 28.09% | 71.91% | 869,365 | (51,423) | -5.91% |

CITY OF BEDFORD
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2020
For the period ending December 31, 2019 (1st Quarter)

| | ADOPTED BUDGET | AMENDED BUDGET | 12/31/2019 ACTUAL | % USED | % REMAINING | 12/31/2018 ACTUAL | \$ CHG 19 VS 18 | % CHG 19 VS 18 |
|------------------------------|---------------------------|---------------------------|------------------------------|-------------------|------------------------|------------------------------|----------------------------|---------------------------|
| POLICE | | | | | | | | |
| ADMINISTRATION | 1,095,197 | 1,094,447 | 171,116 | 15.63% | 84.37% | 181,765 | (10,650) | -5.86% |
| ANIMAL CONTROL | 429,826 | 429,826 | 99,029 | 23.04% | 76.96% | 84,305 | 14,724 | 17.46% |
| COMMUNITY SERVICES | 1,137,319 | 1,137,169 | 234,062 | 20.58% | 79.42% | 247,314 | (13,252) | -5.36% |
| C.I.D. | 2,075,164 | 2,074,814 | 472,645 | 22.78% | 77.22% | 450,317 | 22,328 | 4.96% |
| S.W.A.T. | - | - | - | N/A | N/A | 220 | (220) | -100.00% |
| CODE COMPLIANCE | - | - | 34 | N/A | N/A | 99,366 | (99,331) | -99.97% |
| PATROL | 5,453,381 | 5,453,381 | 1,234,491 | 22.64% | 77.36% | 1,078,604 | 155,886 | 14.45% |
| TRAFFIC | 798,579 | 798,579 | 122,846 | 15.38% | 84.62% | 232,619 | (109,773) | -47.19% |
| DISPATCH | 881,682 | 881,682 | 200,566 | 22.75% | 77.25% | 200,481 | 85 | 0.04% |
| DETENTION SERVICES | 914,241 | 914,241 | 198,866 | 21.75% | 78.25% | 191,312 | 7,554 | 3.95% |
| RECORDS | 407,293 | 404,793 | 86,072 | 21.26% | 78.74% | 93,143 | (7,071) | -7.59% |
| BEHAVIORAL INTERVENTION UNIT | 340,358 | 340,178 | 55,754 | 16.39% | 83.61% | 71,742 | (15,988) | -22.29% |
| TOTAL | 13,533,040 | 13,529,110 | 2,875,479 | 21.25% | 78.75% | 2,931,188 | (55,708) | -1.90% |
| FIRE | | | | | | | | |
| ADMINISTRATION | 750,701 | 750,451 | 200,016 | 26.65% | 73.35% | 232,642 | (32,626) | -14.02% |
| OPERATIONS | 7,555,327 | 7,555,327 | 1,564,971 | 20.71% | 79.29% | 1,717,614 | (152,643) | -8.89% |
| TOTAL | 8,306,028 | 8,305,778 | 1,764,987 | 21.25% | 78.75% | 1,950,255 | (185,268) | -9.50% |
| COMMUNITY SERVICES | | | | | | | | |
| LIBRARY | 1,568,820 | 1,568,820 | 322,418 | 20.55% | 79.45% | 328,129 | (5,710) | -1.74% |
| PARKS | 1,719,618 | 1,719,618 | 342,552 | 19.92% | 80.08% | 283,231 | 59,321 | 20.94% |
| RECREATION | 691,267 | 691,267 | 94,888 | 13.73% | 86.27% | 147,967 | (53,080) | -35.87% |
| AQUATICS | 415,255 | 415,255 | 1,632 | 0.39% | 99.61% | 6,087 | (4,455) | -73.19% |
| SENIOR CENTER | 261,274 | 261,074 | 39,344 | 15.07% | 84.93% | 59,058 | (19,713) | -33.38% |
| TOTAL | 4,656,234 | 4,656,034 | 800,834 | 17.20% | 82.80% | 824,472 | (23,638) | -2.87% |
| TOTAL EXPENDITURES | 37,112,322 | 37,140,826 | 7,953,032 | 21.41% | 78.59% | 7,969,731 | (57,510) | -0.72% |

CITY OF BEDFORD
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2020
For the period ending December 31, 2019 (1st Quarter)

ECONOMIC DEVELOPMENT FUND

| REVENUE: | ADOPTED BUDGET | AMENDED BUDGET | 12/31/2019 ACTUAL | % USED | % REMAINING | 12/31/2018 ACTUAL | \$ CHG 19 VS 18 | % CHG 19 VS 18 |
|---|-------------------|-------------------|----------------------|----------------|-----------------|----------------------|--------------------|-------------------|
| OPERATING TRANSFERS | 50,000 | 50,000 | 12,560 | 25.12% | 74.88% | 12,560 | - | 0.00% |
| MISCELLANEOUS | - | - | 208,501 | N/A | N/A | - | 208,501 | N/A |
| INTEREST | 3,000 | 3,000 | 1,264 | 42.13% | 57.87% | 1,571 | (307) | -19.56% |
| TOTAL | 53,000 | 53,000 | 222,325 | 419.48% | -319.48% | 14,131 | 208,194 | 1473.30% |
| EXPENDITURES: | | | | | | | | |
| CONTRACTUAL SERVICES | 140,000 | 140,000 | 14,894 | 10.64% | 89.36% | - | 14,894 | N/A |
| REIMBURSEMENTS | - | - | - | N/A | N/A | - | - | N/A |
| TOTAL | 140,000 | 140,000 | 14,894 | 10.64% | 89.36% | - | 14,894 | N/A |
| EXCESS REVENUES OVER/ (UNDER) EXPENDITURES | (87,000) | (87,000) | 207,431 | | | 14,131 | 193,300 | 1367.90% |

PUBLIC EDUCATIONAL GOVERNMENT (PEG) FUND

| REVENUE: | ADOPTED BUDGET | AMENDED BUDGET | 12/31/2019 ACTUAL | % USED | % REMAINING | 12/31/2018 ACTUAL | \$ CHG 19 VS 18 | % CHG 19 VS 18 |
|---|-------------------|-------------------|----------------------|---------------|----------------|----------------------|--------------------|-------------------|
| CABLE FRANCHISE | 48,000 | 48,000 | 27,920 | 58.17% | 41.83% | 27,847 | 73 | 0.26% |
| INTEREST | 7,000 | 7,000 | 2,699 | 38.56% | 61.44% | 2,526 | 173 | 6.83% |
| TOTAL | 55,000 | 55,000 | 30,619 | 55.67% | 44.33% | 30,373 | 245 | 0.81% |
| EXPENDITURES: | | | | | | | | |
| CAPITAL | 38,400 | 38,400 | 321 | 0.84% | 99.16% | 8,661 | (8,340) | -96.29% |
| TOTAL | 38,400 | 38,400 | 321 | 0.84% | 99.16% | 8,661 | (8,340) | -96.29% |
| EXCESS REVENUES OVER/ (UNDER) EXPENDITURES | 16,600 | 16,600 | 30,298 | | | 21,713 | 8,585 | 39.54% |

CITY OF BEDFORD
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2020
For the period ending December 31, 2019 (1st Quarter)

COMMERCIAL VEHICLE ENFORCEMENT

| REVENUE: | ADOPTED BUDGET | AMENDED BUDGET | 12/31/2019 ACTUAL | % USED | % REMAINING | 12/31/2018 ACTUAL | \$ CHG 19 VS 18 | % CHG 19 VS 18 |
|---|-------------------|-------------------|----------------------|---------------|----------------|----------------------|--------------------|-------------------|
| INTEREST | - | - | 21 | N/A | N/A | 97 | (77) | -78.91% |
| OPERATING TRANSFERS | 87,710 | 87,710 | 22,010 | 25.09% | 74.91% | 27,050 | (5,040) | -18.63% |
| MISCELLANEOUS | - | - | - | N/A | N/A | - | - | N/A |
| FINES | 30,000 | 30,000 | 2,381 | 7.94% | 92.06% | - | 2,381 | N/A |
| TOTAL | 117,710 | 117,710 | 24,412 | 20.74% | 79.26% | 27,147 | (2,736) | -10.08% |
| EXPENDITURES: | | | | | | | | |
| OPERATIONS | 117,705 | 117,705 | 25,467 | 21.64% | 78.36% | 23,321 | 2,147 | 9.20% |
| TOTAL | 117,705 | 117,705 | 25,467 | 21.64% | 78.36% | 23,321 | 2,147 | 9.20% |
| EXCESS REVENUES OVER/ (UNDER) EXPENDITURES | 5 | 5 | (1,055) | | | 3,827 | (4,882) | -127.58% |

PARK MAINTENANCE FUND

| REVENUE: | ADOPTED BUDGET | AMENDED BUDGET | 12/31/2019 ACTUAL | % USED | % REMAINING | 12/31/2018 ACTUAL | \$ CHG 19 VS 18 | % CHG 19 VS 18 |
|---|-------------------|-------------------|----------------------|---------------|----------------|----------------------|--------------------|-------------------|
| INTEREST | 2,000 | 2,000 | 607 | 30.37% | 69.63% | 754 | (146) | -19.42% |
| MISCELLANEOUS | - | - | - | N/A | N/A | - | - | N/A |
| OPER TRANSFERS | 50,000 | 50,000 | 12,560 | 25.12% | 74.88% | 12,560 | - | 0.00% |
| TOTAL | 52,000 | 52,000 | 13,167 | 25.32% | 74.68% | 13,314 | (146) | -1.10% |
| EXPENDITURES: | | | | | | | | |
| CAPITAL OUTLAY | 100,000 | 100,000 | - | 0.00% | 100.00% | - | - | N/A |
| TOTAL | 100,000 | 100,000 | - | 0.00% | 100.00% | - | - | N/A |
| EXCESS REVENUES OVER/ (UNDER) EXPENDITURES | (48,000) | (48,000) | 13,167 | | | 13,314 | (146) | -1.10% |

CITY OF BEDFORD
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2020
For the period ending December 31, 2019 (1st Quarter)

COMPUTER REPLACEMENT FUND

| REVENUE: | ADOPTED BUDGET | AMENDED BUDGET | 12/31/2019 ACTUAL | % USED | % REMAINING | 12/31/2018 ACTUAL | \$ CHG 19 VS 18 | % CHG 19 VS 18 |
|---|-------------------|-------------------|----------------------|---------------|----------------|----------------------|--------------------|-------------------|
| INTEREST | 1,000 | 1,000 | 540 | 53.99% | 46.01% | 531 | 9 | 1.69% |
| OPER TRANSFERS | 60,000 | 60,000 | 15,000 | 25.00% | 75.00% | 15,000 | - | 0.00% |
| TOTAL | 61,000 | 61,000 | 15,540 | 25.48% | 74.52% | 15,531 | 9 | 0.06% |
| EXPENDITURES: | | | | | | | | |
| CAPITAL OUTLAY | 20,000 | 20,000 | 542 | 2.71% | 97.29% | - | 542 | N/A |
| TOTAL | 20,000 | 20,000 | 542 | 2.71% | 97.29% | - | 542 | N/A |
| EXCESS REVENUES OVER/ (UNDER) EXPENDITURES | 41,000 | 41,000 | 14,998 | | | 15,531 | (533) | -3.43% |

AQUATIC MAINTENANCE FUND

| REVENUE: | ADOPTED BUDGET | AMENDED BUDGET | 12/31/2019 ACTUAL | % USED | % REMAINING | 12/31/2018 ACTUAL | \$ CHG 19 VS 18 | % CHG 19 VS 18 |
|---|-------------------|-------------------|----------------------|---------------|----------------|----------------------|--------------------|-------------------|
| INTEREST | 2,000 | 2,000 | 474 | 23.70% | 76.30% | 636 | (162) | -25.46% |
| OPER TRANSFERS | 25,000 | 25,000 | 6,280 | 25.12% | 74.88% | 6,280 | - | 0.00% |
| TOTAL | 27,000 | 27,000 | 6,754 | 25.01% | 74.99% | 6,916 | (162) | -2.34% |
| EXPENDITURES: | | | | | | | | |
| MAINTENANCE | 10,000 | 10,000 | - | 0.00% | 100.00% | - | - | N/A |
| CAPITAL OUTLAY | - | - | - | N/A | N/A | - | - | N/A |
| TOTAL | 10,000 | 10,000 | - | 0.00% | 100.00% | - | - | N/A |
| EXCESS REVENUES OVER/ (UNDER) EXPENDITURES | 17,000 | 17,000 | 6,754 | | | 6,916 | (162) | -2.34% |

CITY OF BEDFORD
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2020
For the period ending December 31, 2019 (1st Quarter)

LIBRARY MAINTENANCE FUND

| | <u>ADOPTED BUDGET</u> | <u>AMENDED BUDGET</u> | <u>12/31/2019 ACTUAL</u> | <u>% USED</u> | <u>% REMAINING</u> | <u>12/31/2018 ACTUAL</u> | <u>\$ CHG 19 VS 18</u> | <u>% CHG 19 VS 18</u> |
|---|---------------------------|---------------------------|------------------------------|-------------------|------------------------|------------------------------|----------------------------|---------------------------|
| REVENUE: | | | | | | | | |
| INTEREST | 500 | 500 | 256 | 51.17% | 48.83% | 222 | 34 | 15.18% |
| OPER TRANSFERS | 25,000 | 25,000 | 6,280 | 25.12% | 74.88% | 6,280 | - | 0.00% |
| TOTAL | 25,500 | 25,500 | 6,536 | 25.63% | 74.37% | 6,502 | 34 | 0.52% |
| EXPENDITURES: | | | | | | | | |
| CAPITAL OUTLAY | 34,500 | 34,500 | - | 0.00% | 100.00% | - | - | N/A |
| TOTAL | 34,500 | 34,500 | - | 0.00% | 100.00% | - | - | N/A |
| EXCESS REVENUES OVER/ (UNDER) EXPENDITURES | (9,000) | (9,000) | 6,536 | | | 6,502 | 34 | 0.52% |

FACILITY MAINTENANCE FUND

| | <u>ADOPTED BUDGET</u> | <u>AMENDED BUDGET</u> | <u>12/31/2019 ACTUAL</u> | <u>% USED</u> | <u>% REMAINING</u> | <u>12/31/2018 ACTUAL</u> | <u>\$ CHG 19 VS 18</u> | <u>% CHG 19 VS 18</u> |
|---|---------------------------|---------------------------|------------------------------|-------------------|------------------------|------------------------------|----------------------------|---------------------------|
| REVENUE: | | | | | | | | |
| INTEREST | 3,000 | 3,000 | 1,122 | 37.41% | 62.59% | 1,522 | (400) | -26.25% |
| MISCELLANEOUS | - | - | - | N/A | N/A | - | - | N/A |
| OPER TRANSFERS | 45,000 | 45,000 | 11,250 | 25.00% | 75.00% | 11,250 | - | 0.00% |
| TOTAL | 48,000 | 48,000 | 12,372 | 25.78% | 74.22% | 12,772 | (400) | -3.13% |
| EXPENDITURES: | | | | | | | | |
| CAPITAL OUTLAY | 30,000 | 30,000 | - | 0.00% | 100.00% | - | - | N/A |
| TOTAL | 30,000 | 30,000 | - | 0.00% | 100.00% | - | - | N/A |
| EXCESS REVENUES OVER/ (UNDER) EXPENDITURES | 18,000 | 18,000 | 12,372 | | | 12,772 | (400) | -3.13% |

CITY OF BEDFORD
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2020
For the period ending December 31, 2019 (1st Quarter)

EQUIPMENT REPLACEMENT FUND

| REVENUE: | ADOPTED BUDGET | AMENDED BUDGET | 12/31/2019 ACTUAL | % USED | % REMAINING | 12/31/2018 ACTUAL | \$ CHG 19 VS 18 | % CHG 19 VS 18 |
|---|-------------------|-------------------|----------------------|---------------|----------------|----------------------|--------------------|-------------------|
| PROPERTY LOSS | - | - | - | N/A | N/A | - | - | N/A |
| MISCELLANEOUS | 128,250 | 128,250 | 164,020 | 127.89% | -27.89% | - | 164,020 | N/A |
| AUCTION PROCEEDS | - | - | - | N/A | N/A | - | - | N/A |
| INTEREST | 1,000 | 1,000 | 1,042 | 104.20% | -4.20% | 442 | 600 | 135.88% |
| OPER TRANSFERS | 580,600 | 580,600 | 145,225 | 25.01% | 74.99% | - | 145,225 | N/A |
| TOTAL | 709,850 | 709,850 | 310,287 | 43.71% | 56.29% | 442 | 309,845 | 70137.25% |
| EXPENDITURES: | | | | | | | | |
| CAPITAL OUTLAY | 708,850 | 708,850 | 131,938 | 18.61% | 81.39% | - | 131,938 | N/A |
| TOTAL | 708,850 | 708,850 | 131,938 | 18.61% | 81.39% | - | 131,938 | N/A |
| EXCESS REVENUES OVER/ (UNDER) EXPENDITURES | 1,000 | 1,000 | 178,349 | | | 442 | 177,908 | 40271.53% |

POLICE VEHICLE REPLACEMENT FUND

| REVENUE: | ADOPTED BUDGET | AMENDED BUDGET | 12/31/2019 ACTUAL | % USED | % REMAINING | 12/31/2018 ACTUAL | \$ CHG 19 VS 18 | % CHG 19 VS 18 |
|---|-------------------|-------------------|----------------------|---------------|----------------|----------------------|--------------------|-------------------|
| MISCELLANEOUS | - | - | - | N/A | N/A | - | - | N/A |
| INTEREST | 500 | 500 | 239 | 47.85% | 52.15% | 317 | (77) | -24.44% |
| OPER TRANSFERS | 78,000 | 78,000 | 19,500 | 25.00% | 75.00% | 19,500 | - | 0.00% |
| TOTAL | 78,500 | 78,500 | 19,739 | 25.15% | 74.85% | 19,817 | (77) | -0.39% |
| EXPENDITURES: | | | | | | | | |
| LEASE PAYMENTS | 77,630 | 77,630 | - | 0.00% | 100.00% | - | - | N/A |
| TOTAL | 77,630 | 77,630 | - | 0.00% | 100.00% | - | - | N/A |
| EXCESS REVENUES OVER/ (UNDER) EXPENDITURES | 870 | 870 | 19,739 | | | 19,817 | (77) | -0.39% |

CITY OF BEDFORD
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2020
For the period ending December 31, 2019 (1st Quarter)

TOURISM DEVELOPMENT

| REVENUES: | ADOPTED BUDGET | AMENDED BUDGET | 12/31/2019 ACTUAL | % | % | 12/31/2018 ACTUAL | \$ CHG 19 VS 18 | % CHG 19 VS 18 |
|---|-------------------|-------------------|----------------------|---------------|---------------|----------------------|--------------------|-------------------|
| | | | | USED | REMAINING | | | |
| HOTEL MOTEL TAX (Current) | 900,000 | 900,000 | 383,661 | 42.63% | 57.37% | 256,397 | 127,263 | 49.64% |
| DELINQUENT TAX | - | - | - | N/A | N/A | - | - | N/A |
| INTEREST | 8,000 | 8,000 | 543 | 6.79% | 93.21% | 1,225 | (682) | -55.66% |
| MISCELLANEOUS | - | - | - | N/A | N/A | - | - | N/A |
| OLD BEDFORD SCHOOL | 107,150 | 107,150 | - | 0.00% | 100.00% | - | - | N/A |
| BLUES FESTIVAL | 257,750 | 257,750 | - | 0.00% | 100.00% | (154) | 154 | -100.00% |
| JULY 4 FESTIVAL | 32,500 | 32,500 | 336 | 1.03% | 98.97% | 77 | 259 | 335.87% |
| ARTSFEST | 5,000 | 5,000 | 275 | 5.50% | 94.50% | 77 | 198 | 255.99% |
| TOTAL | 1,310,400 | 1,310,400 | 384,814 | 29.37% | 70.63% | 257,622 | 127,192 | 49.37% |
| EXPENDITURES: | | | | | | | | |
| TOURISM ADMINISTRATION | 484,430 | 484,430 | 82,936 | 17.12% | 82.88% | 57,490 | 25,446 | 44.26% |
| OLD BEDFORD SCHOOL | 199,784 | 199,784 | 8,449 | 4.23% | 95.77% | 137,681 | (129,232) | -93.86% |
| MARKETING | - | - | - | N/A | N/A | 35,597 | (35,597) | -100.00% |
| BLUES FESTIVAL | 475,500 | 475,500 | (6,789) | -1.43% | 101.43% | 360 | (7,149) | -1985.91% |
| JULY 4 FESTIVAL | 137,800 | 137,800 | 26 | 0.02% | 99.98% | 52 | (26) | -49.98% |
| ARTFEST | - | - | 7 | N/A | N/A | - | 7 | N/A |
| TOTAL | 1,297,514 | 1,297,514 | 84,629 | 6.52% | 93.48% | 231,179 | (146,550) | -63.39% |
| EXCESS REVENUES OVER/ (UNDER) EXPENDITURES | 12,886 | 12,886 | 300,186 | | | 26,443 | 273,743 | 1035.23% |

**CITY OF BEDFORD
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2020
For the period ending December 31, 2019 (1st Quarter)**

SWAT - NETCAST FUND

| | ADOPTED BUDGET | AMENDED BUDGET | 12/31/2019 ACTUAL | % USED | % REMAINING | 12/31/2018 ACTUAL | \$ CHG 19 VS 18 | % CHG 19 VS 18 |
|---|---------------------------|---------------------------|------------------------------|-------------------|------------------------|------------------------------|----------------------------|---------------------------|
| REVENUE: | | | | | | | | |
| OPERATING TRANSFERS | 15,000 | 15,000 | 15,000 | 100.00% | 0.00% | 15,000 | - | 0.00% |
| OPHTER GOVERNMENTAL | 45,000 | 45,000 | - | 0.00% | 100.00% | - | - | N/A |
| INTEREST | 500 | 500 | 134 | 26.85% | 73.15% | 15 | 119 | 789.01% |
| TOTAL | 60,500 | 60,500 | 15,134 | 25.02% | 74.98% | 15,015 | 119 | 0.79% |
| EXPENDITURES: | | | | | | | | |
| OPERATIONS | 60,000 | 60,000 | 8,317 | 13.86% | 86.14% | 7,923 | 393 | 4.96% |
| TOTAL | 60,000 | 60,000 | 8,317 | 13.86% | 86.14% | 7,923 | 393 | 4.96% |
| EXCESS REVENUES OVER/ (UNDER) EXPENDITURES | 500 | 500 | 6,818 | | | 7,092 | (274) | -3.87% |

COURT SECURITY FUND

| | ADOPTED BUDGET | AMENDED BUDGET | 12/31/2019 ACTUAL | % USED | % REMAINING | 12/31/2018 ACTUAL | \$ CHG 19 VS 18 | % CHG 19 VS 18 |
|---|---------------------------|---------------------------|------------------------------|-------------------|------------------------|------------------------------|----------------------------|---------------------------|
| REVENUE: | | | | | | | | |
| COURT SECURITY FEES | 25,000 | 25,000 | 4,505 | 18.02% | 81.98% | 5,744 | (1,240) | -21.58% |
| INTEREST | - | - | 4 | N/A | N/A | 13 | (9) | -66.67% |
| TOTAL | 25,000 | 25,000 | 4,509 | 18.04% | 81.96% | 5,757 | (1,248) | -21.68% |
| EXPENDITURES: | | | | | | | | |
| PERSONNEL EXPENSE | 25,000 | 25,000 | 4,475 | 17.90% | 82.10% | 7,260 | (2,785) | -38.36% |
| TOTAL | 25,000 | 25,000 | 4,475 | 17.90% | 82.10% | 7,260 | (2,785) | -38.36% |
| EXCESS REVENUES OVER/ (UNDER) EXPENDITURES | - | - | 34 | | | (1,503) | 1,537 | -102.25% |

CITY OF BEDFORD
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2020
For the period ending December 31, 2019 (1st Quarter)

PARK DONATIONS FUND

| | <u>ADOPTED BUDGET</u> | <u>AMENDED BUDGET</u> | <u>12/31/2019 ACTUAL</u> | <u>% USED</u> | <u>% REMAINING</u> | <u>12/31/2018 ACTUAL</u> | <u>\$ CHG 19 VS 18</u> | <u>% CHG 19 VS 18</u> |
|---|---------------------------|---------------------------|------------------------------|----------------------|------------------------|------------------------------|----------------------------|---------------------------|
| REVENUE: | | | | | | | | |
| INTEREST | 1,000 | 1,000 | 331 | 33.15% | 66.85% | 381 | (50) | -13.06% |
| PARK DONATIONS | 12,000 | 12,000 | 2,695 | 22.46% | 77.54% | 2,910 | (215) | -7.37% |
| DOG PARK SPONSORSHIP/DONATIONS | - | - | - | N/A | N/A | - | - | N/A |
| TOTAL | <u>13,000</u> | <u>13,000</u> | <u>3,027</u> | <u>23.28%</u> | <u>76.72%</u> | <u>3,291</u> | <u>(264)</u> | <u>-8.03%</u> |
| EXPENDITURES: | | | | | | | | |
| OPERATIONS | 75,000 | 75,000 | (333) | -0.44% | 100.44% | 80 | (413) | -516.25% |
| TOTAL | <u>75,000</u> | <u>75,000</u> | <u>(333)</u> | <u>-0.44%</u> | <u>100.44%</u> | <u>80</u> | <u>(413)</u> | <u>-516.25%</u> |
| EXCESS REVENUES OVER/ (UNDER) EXPENDITURES | <u>(62,000)</u> | <u>(62,000)</u> | <u>3,360</u> | | | <u>3,211</u> | <u>149</u> | <u>4.63%</u> |

BEAUTIFICATION COMMISSION

| | <u>ADOPTED BUDGET</u> | <u>AMENDED BUDGET</u> | <u>12/31/2019 ACTUAL</u> | <u>% USED</u> | <u>% REMAINING</u> | <u>12/31/2018 ACTUAL</u> | <u>\$ CHG 19 VS 18</u> | <u>% CHG 19 VS 18</u> |
|---|---------------------------|---------------------------|------------------------------|---------------------|------------------------|------------------------------|----------------------------|---------------------------|
| REVENUE: | | | | | | | | |
| INTEREST | 600 | 600 | 191 | 31.89% | 68.11% | 265 | (73) | -27.68% |
| MISCELLANEOUS | 10,000 | 10,000 | - | 0.00% | 100.00% | - | - | N/A |
| TOTAL | <u>10,600</u> | <u>10,600</u> | <u>191</u> | <u>1.80%</u> | <u>98.20%</u> | <u>265</u> | <u>(73)</u> | <u>-27.68%</u> |
| EXPENDITURES: | | | | | | | | |
| BEAUTIFICATION FUND | 25,000 | 25,000 | 1,796 | 7.18% | 92.82% | 274 | 1,522 | 556.55% |
| TOTAL | <u>25,000</u> | <u>25,000</u> | <u>1,796</u> | <u>7.18%</u> | <u>92.82%</u> | <u>274</u> | <u>1,522</u> | <u>556.55%</u> |
| EXCESS REVENUES OVER/ (UNDER) EXPENDITURES | <u>(14,400)</u> | <u>(14,400)</u> | <u>(1,604)</u> | | | <u>(9)</u> | <u>(1,595)</u> | <u>17805.69%</u> |

CITY OF BEDFORD
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2020
For the period ending December 31, 2019 (1st Quarter)

PUBLIC SAFETY TRAINING FUND

| REVENUE: | ADOPTED BUDGET | AMENDED BUDGET | 12/31/2019 ACTUAL | % USED | % REMAINING | 12/31/2018 ACTUAL | \$ CHG 19 VS 18 | % CHG 19 VS 18 |
|---|-------------------|-------------------|----------------------|-----------------|-------------------|----------------------|--------------------|-------------------|
| OTHER GOVERNMENTAL INTEREST | 5,900 200 | 5,900 200 | - 30 | 0.00% 14.90% | 100.00% 85.11% | - 89 | - (59) | N/A -66.35% |
| TOTAL | 6,100 | 6,100 | 30 | 0.49% | 99.51% | 89 | (59) | -66.35% |
| EXPENDITURES: | | | | | | | | |
| POLICE | 6,150 | 6,150 | 5,028 | 81.76% | 18.24% | - | 5,028 | N/A |
| FIRE | - | - | 1,352 | N/A | N/A | 849 | 503 | 59.25% |
| TOTAL | 6,150 | 6,150 | 6,380 | 103.74% | -3.74% | 849 | 5,531 | 651.49% |
| EXCESS REVENUES OVER/ (UNDER) EXPENDITURES | (50) | (50) | (6,350) | | | (760) | (5,590) | 735.05% |

STREET IMPROVEMENT EDC

| REVENUE: | ADOPTED BUDGET | AMENDED BUDGET | 12/31/2019 ACTUAL | % USED | % REMAINING | 12/31/2018 ACTUAL | \$ CHG 19 VS 18 | % CHG 19 VS 18 |
|---|--------------------|--------------------|----------------------|---------------|----------------|----------------------|--------------------|-------------------|
| SALES TAX | 2,900,000 | 2,900,000 | 765,335 | 26.39% | 73.61% | 737,960 | 27,375 | 3.71% |
| INTEREST | 45,000 | 45,000 | 13,636 | 30.30% | 69.70% | 15,783 | (2,147) | -13.60% |
| MISCELLANEOUS INCOME | - | - | 29,915 | N/A | N/A | - | 29,915 | N/A |
| OPER TRANSFERS | - | - | - | N/A | N/A | - | - | N/A |
| TOTAL | 2,945,000 | 2,945,000 | 808,886 | 27.47% | 72.53% | 753,743 | 55,143 | 7.32% |
| EXPENDITURES: | | | | | | | | |
| MAINTENANCE | 4,797,450 | 4,797,450 | 251,587 | 5.24% | 94.76% | 524,473 | (272,886) | -52.03% |
| DEBT SERVICE | - | - | - | N/A | N/A | - | - | N/A |
| TOTAL | 4,797,450 | 4,797,450 | 251,587 | 5.24% | 94.76% | 524,473 | (272,886) | -52.03% |
| EXCESS REVENUES OVER/ (UNDER) EXPENDITURES | (1,852,450) | (1,852,450) | 557,299 | | | 229,270 | 328,029 | 143.08% |

CITY OF BEDFORD
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2020
For the period ending December 31, 2019 (1st Quarter)

COURT TECHNOLOGY FUND

| | <u>ADOPTED BUDGET</u> | <u>AMENDED BUDGET</u> | <u>12/31/2019 ACTUAL</u> | <u>% USED</u> | <u>% REMAINING</u> | <u>12/31/2018 ACTUAL</u> | <u>\$ CHG 19 VS 18</u> | <u>% CHG 19 VS 18</u> |
|---|---------------------------|---------------------------|------------------------------|-------------------|------------------------|------------------------------|----------------------------|---------------------------|
| REVENUE: | | | | | | | | |
| INTEREST | 1,000 | 1,000 | 191 | 19.07% | 80.94% | 353 | (162) | -45.98% |
| FINES | 45,000 | 45,000 | 6,005 | 13.34% | 86.66% | 7,660 | (1,655) | -21.61% |
| TOTAL | 46,000 | 46,000 | 6,195 | 13.47% | 86.53% | 8,013 | (1,818) | -22.68% |
| EXPENDITURES: | | | | | | | | |
| MISCELLANEOUS | 7,000 | 7,000 | 270 | 3.86% | 96.14% | 495 | (225) | -45.44% |
| CONTRACTS | 2,600 | 2,600 | - | 0.00% | 100.00% | - | - | N/A |
| MACHINERY | 36,110 | 36,110 | 19,242 | 53.29% | 46.71% | 22,558 | (3,316) | -14.70% |
| TOTAL | 45,710 | 45,710 | 19,512 | 42.69% | 57.31% | 23,053 | (3,541) | -15.36% |
| EXCESS REVENUES OVER/ (UNDER) EXPENDITURES | 290 | 290 | (13,316) | | | (15,040) | 1,723 | -11.46% |

DEBT SERVICE

| | <u>ADOPTED BUDGET</u> | <u>AMENDED BUDGET</u> | <u>12/31/2019 ACTUAL</u> | <u>% USED</u> | <u>% REMAINING</u> | <u>12/31/2018 ACTUAL</u> | <u>\$ CHG 19 VS 18</u> | <u>% CHG 19 VS 18</u> |
|---|---------------------------|---------------------------|------------------------------|-------------------|------------------------|------------------------------|----------------------------|---------------------------|
| REVENUE: | | | | | | | | |
| TAXES | 7,481,968 | 7,481,968 | 4,052,794 | 54.17% | 45.83% | 3,603,376 | 449,418 | 12.47% |
| INTEREST | 40,000 | 40,000 | 8,170 | 20.43% | 79.57% | 10,647 | (2,477) | -23.26% |
| OPER TRANSFERS | - | - | - | N/A | N/A | - | - | N/A |
| TOTAL | 7,521,968 | 7,521,968 | 4,060,965 | 53.99% | 46.01% | 3,614,023 | 446,942 | 12.37% |
| EXPENDITURES: | | | | | | | | |
| PRINCIPAL | 4,605,000 | 4,605,000 | - | 0.00% | 100.00% | - | - | N/A |
| INTEREST | 2,887,092 | 2,887,092 | - | 0.00% | 100.00% | - | - | N/A |
| CONTRACT LABOR | 23,000 | 23,000 | - | 0.00% | 100.00% | - | - | N/A |
| AGENT FEES | 6,650 | 6,650 | - | 0.00% | 100.00% | - | - | N/A |
| TOTAL | 7,521,742 | 7,521,742 | - | 0.00% | 100.00% | - | - | N/A |
| EXCESS REVENUES OVER/ (UNDER) EXPENDITURES | 226 | 226 | 4,060,965 | | | 3,614,023 | 446,942 | 12.37% |

CITY OF BEDFORD
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2020
For the period ending December 31, 2019 (1st Quarter)

WATER AND SEWER

| REVENUE: | ADOPTED BUDGET | AMENDED BUDGET | 12/31/2019 ACTUAL | % | % | 12/31/2018 ACTUAL | \$ CHG 19 VS 18 | % CHG 19 VS 18 |
|---|--------------------------|--------------------------|-------------------------|---------------|---------------|-------------------------|-------------------------|-------------------|
| | | | | USED | REMAINING | | | |
| WATER CHARGES | 13,780,000 | 13,780,000 | 3,976,797 | 28.86% | 71.14% | 3,271,268 | 705,529 | 21.57% |
| WATER TAP FEES | 6,000 | 6,000 | - | 0.00% | 100.00% | - | - | N/A |
| WATER SERVICE CONNECTION | 7,500 | 7,500 | 2,010 | 26.80% | 73.20% | 225 | 1,785 | 793.33% |
| WATER SERVICE FEE | 14,000 | 14,000 | 3,590 | 25.64% | 74.36% | 3,195 | 395 | 12.36% |
| SEWER CHARGES | 9,060,000 | 9,060,000 | 2,250,846 | 24.84% | 75.16% | 2,071,341 | 179,505 | 8.67% |
| SEWER TAP FEES | 3,000 | 3,000 | - | 0.00% | 100.00% | - | - | N/A |
| INSPECTION FEES | 23,000 | 23,000 | 30,545 | 132.80% | -32.80% | 6,320 | 24,225 | 383.30% |
| BILLING CHARGES | 90,000 | 90,000 | 15,966 | 17.74% | 82.26% | 15,919 | 47 | 0.29% |
| WATER MISCELLANEOUS | 41,500 | 41,500 | 9,091 | 21.91% | 78.09% | 27,871 | (18,780) | -67.38% |
| TRANSFER | 221,823 | 221,823 | 1,445,458 | 651.63% | -551.63% | 55,773 | 1,389,685 | 2491.68% |
| LATE FEES | 170,000 | 170,000 | 52,255 | 30.74% | 69.26% | 49,171 | 3,084 | 6.27% |
| INTEREST | 10,000 | 10,000 | 2,818 | 28.18% | 71.82% | 4,566 | (1,748) | -38.28% |
| TOTAL | <u>23,426,823</u> | <u>23,426,823</u> | <u>7,789,376</u> | 33.25% | 66.75% | <u>5,505,649</u> | <u>2,283,727</u> | 41.48% |
| EXPENSES: | | | | | | | | |
| RISK MANAGEMENT | 231,172 | 231,172 | 38,405 | 16.61% | 83.39% | 38,247 | 157 | 0.41% |
| ENGINEERING SERVICES | 1,008,355 | 1,148,485 | 196,461 | 17.11% | 82.89% | 195,910 | 551 | 0.28% |
| SUPPLY AND DISTRIBUTION | 9,422,875 | 9,422,875 | 891,636 | 9.46% | 90.54% | 1,117,139 | (225,503) | -20.19% |
| WASTE WATER | 5,337,309 | 5,337,309 | 1,734,860 | 32.50% | 67.50% | 1,753,794 | (18,934) | -1.08% |
| FINANCE | 244,787 | 244,787 | 38,843 | 15.87% | 84.13% | 37,664 | 1,179 | 3.13% |
| CUSTOMER SERVICE | 706,222 | 705,222 | 148,692 | 21.08% | 78.92% | 110,933 | 37,759 | 34.04% |
| NON DEPARTMENTAL | 6,780,680 | 6,785,180 | 733,935 | 10.82% | 89.18% | 757,322 | (23,387) | -3.09% |
| TOTAL | <u>23,731,400</u> | <u>23,875,030</u> | <u>3,782,831</u> | 15.84% | 84.16% | <u>4,011,010</u> | <u>(228,179)</u> | -5.69% |
| EXCESS REVENUES OVER/ (UNDER) EXPENDITURES | <u>(304,577)</u> | <u>(448,207)</u> | <u>4,006,545</u> | | | <u>1,494,640</u> | <u>2,511,905</u> | 168.06% |

CITY OF BEDFORD
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2020
For the period ending December 31, 2019 (1st Quarter)

STORMWATER

| REVENUES: | ADOPTED BUDGET | AMENDED BUDGET | 12/31/2019 ACTUAL | % USED | % REMAINING | 12/31/2018 ACTUAL | \$ CHG 19 VS 18 | % CHG 19 VS 18 |
|---|-------------------|-------------------|----------------------|---------------|----------------|----------------------|--------------------|-------------------|
| STORMWATER CHARGES | 1,725,000 | 1,725,000 | 417,907 | 24.23% | 75.77% | 415,233 | 2,674 | 0.64% |
| MISCELLANEOUS INCOME | 30,000 | 30,000 | - | 0.00% | 100.00% | - | - | N/A |
| INTEREST | 20,000 | 20,000 | 5,897 | 29.49% | 70.51% | 4,535 | 1,362 | 30.04% |
| TOTAL | 1,775,000 | 1,775,000 | 423,804 | 23.88% | 76.12% | 419,768 | 4,036 | 0.96% |
| EXPENSES: | | | | | | | | |
| DEBT SERVICE | 526,606 | 526,606 | - | 0.00% | 100.00% | - | - | N/A |
| OPERATING | 1,253,297 | 1,253,297 | 215,999 | 17.23% | 82.77% | 212,826 | 3,173 | 1.49% |
| TOTAL | 1,779,903 | 1,779,903 | 215,999 | 12.14% | 87.86% | 212,826 | 3,173 | 1.49% |
| EXCESS REVENUES OVER/ (UNDER) EXPENDITURES | (4,903) | (4,903) | 207,805 | | | 206,942 | 863 | 0.42% |

UTILITY MAINTENANCE & REPAIR FUND

| REVENUES: | ADOPTED BUDGET | AMENDED BUDGET | 12/31/2019 ACTUAL | % USED | % REMAINING | 12/31/2018 ACTUAL | \$ CHG 19 VS 18 | % CHG 19 VS 18 |
|---|-------------------|-------------------|----------------------|---------------|----------------|----------------------|--------------------|-------------------|
| INTEREST | 30,000 | 30,000 | 21,729 | 72.43% | 27.57% | 17,041 | 4,688 | 27.51% |
| MISCELLANEOUS | - | - | - | N/A | N/A | - | - | N/A |
| OPER TRANSFERS | 1,000,000 | 1,000,000 | 286,100 | 28.61% | 71.39% | 188,400 | 97,700 | 51.86% |
| TOTAL | 1,030,000 | 1,030,000 | 307,829 | 29.89% | 70.11% | 205,441 | 102,388 | 49.84% |
| EXPENDITURES: | | | | | | | | |
| CAPITAL OUTLAYS | 600,000 | 600,000 | - | 0.00% | 100.00% | 11,270 | (11,270) | -100.00% |
| TOTAL | 600,000 | 600,000 | - | 0.00% | 100.00% | 11,270 | (11,270) | -100.00% |
| EXCESS REVENUES OVER/ (UNDER) EXPENDITURES | 430,000 | 430,000 | 307,829 | | | 194,171 | 113,658 | 58.54% |

CITY OF BEDFORD
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2020
For the period ending December 31, 2019 (1st Quarter)

WATER VEHICLE - EQUIPMENT REPLACEMENT FUND

| REVENUE: | <u>ADOPTED BUDGET</u> | <u>AMENDED BUDGET</u> | <u>12/31/2019 ACTUAL</u> | <u>% USED</u> | <u>% REMAINING</u> | <u>12/31/2018 ACTUAL</u> | <u>\$ CHG 19 VS 18</u> | <u>% CHG 19 VS 18</u> |
|---|---------------------------|---------------------------|------------------------------|-------------------|------------------------|------------------------------|----------------------------|---------------------------|
| PROPERTY LOSS | - | - | - | N/A | N/A | - | - | N/A |
| MISCELLANEOUS | - | - | - | N/A | N/A | - | - | N/A |
| AUCTION PROCEEDS | - | - | - | N/A | N/A | - | - | N/A |
| INTEREST | 2,000 | 2,000 | 726 | 36.31% | 63.69% | 881 | (155) | -17.62% |
| OPER TRANSFERS | <u>50,000</u> | <u>50,000</u> | <u>12,560</u> | 25.12% | 74.88% | <u>12,560</u> | <u>-</u> | 0.00% |
| TOTAL | <u>52,000</u> | <u>52,000</u> | <u>13,286</u> | 25.55% | 74.45% | <u>13,441</u> | <u>(155)</u> | -1.16% |
| EXPENDITURES: | | | | | | | | |
| CAPITAL OUTLAY | <u>224,000</u> | <u>224,000</u> | <u>136,776</u> | 61.06% | 38.94% | <u>-</u> | <u>136,776</u> | N/A |
| TOTAL | <u>224,000</u> | <u>224,000</u> | <u>136,776</u> | 61.06% | 38.94% | <u>-</u> | <u>136,776</u> | N/A |
| EXCESS REVENUES OVER/ (UNDER) EXPENDITURES | <u>(172,000)</u> | <u>(172,000)</u> | <u>(123,490)</u> | | | <u>13,441</u> | <u>(136,931)</u> | -1018.73% |