



**Lake Dallas Community Development Corporation
Board of Directors Regular Meeting
This meeting will be conducted via Video Conference
December 14, 2020 at 7:00 p.m.
Agenda**

Pursuant to Governor Greg Abbott's temporary suspension of various provisions of the Texas Open Meetings Act, and in an effort to protect the health and safety of the public, members of the public will not be admitted to the meeting room to attend the meeting. Members of the public who desire to listen to proceedings of the meeting may dial the following toll-free number and, when prompted, enter the following Meeting ID #, beginning at 6:45 p.m. to join the meeting:

Toll Free Number: 877- 853- 5257

Meeting ID#: 831 5365 8941

Password: 293547

Video Conference: <https://us02web.zoom.us/j/83153658941?pwd=clRYc0JrTHpyZFdlbkFUbC94aW9YQT09>

Any person wishing to provide comments during Item 2 – Citizen Agenda & Public Comment, or on any matter to be considered on this agenda, should email such comments to the City Secretary at cdelcambre@lakedallas.com by 3:00 p.m. on Monday, December 14, 2020.

- 1. Call to Order & Determination of Quorum**
- 2. Citizen Agenda & Public Comment:** An opportunity for citizens to address the Community Development Corporation (CDC) Board on matters which are not scheduled for consideration by the CDC. The Texas Open Meeting Act prohibits deliberation by the CDC of any subject which is not on the posted agenda, therefore the CDC Board will not be able to discuss or take any action on items discussed during the citizen presentations. Citizen presentation will be limited to five (5) minutes per person.
- 3. Approval of the November 9, 2020 minutes.**
- 4. Approval of the Oct. and Nov. 2020 Financial Report.**
- 5. Receive a report and hold a discussion and take appropriate action on nominating a board member to the Review Committee for the City of Lake Dallas Parks & Open Spaces Masterplan.**
- 6. Receive a report and discuss the Corporation's economic development goals and objectives, including the economic development strategic plan and economic development activities.**

- 7. Receive a report and hold a discussion regarding property maintenance, management actions, demolition activity and current leases for 103, 105 and 107 S. Lake Dallas Drive, and 312 Main Street, and take appropriate action.**
- 8. Announcements or requests for future agenda items**
- 9. Adjourn**

I certify that the above notice of this meeting posted on the bulletin board at City Hall of the City of Lake Dallas, Texas on December 11, 2020 at 5:00 p.m.



Codi Delcambre, City Secretary

If you plan to attend this via teleconference public meeting and you have a disability that requires special arrangements at this meeting, please contact City Secretary's Office at (940) 497-2226 ext. 103 or fax (940) 497-4485 at least two (2) working days prior to the meeting so that appropriate arrangements can be made.



Financial Reports

Community Development Corporation

October 2020

Lake Dallas Community Development Corporation
Monthly Financial Summary
October 2020

	Current Month	Year to Date	Budget
Revenues	\$32,870.23	\$32,870.23	\$427,449
Expenses	\$541.39	\$541.39	\$629,378
Net	\$32,328.84	\$32,328.84	\$201,929

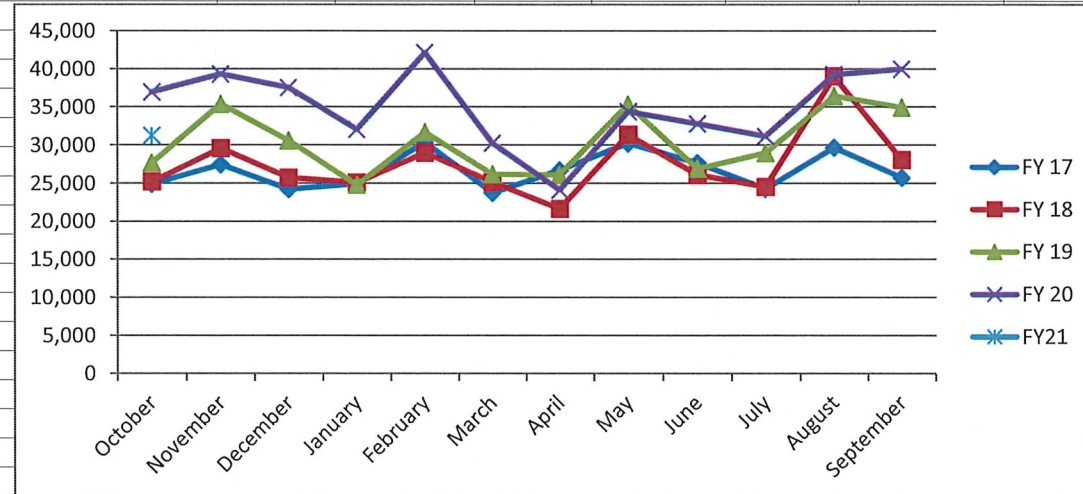
Sales Tax Revenue for the month of October was \$31,280.52 This is approx. a 15.4% decrease from October 2020. As of this month, 7.68% of the sales tax budget has been collected.

CDC has the following cash available as of October 2020:

CDC Investment Account	\$247,499.62
CDC Checking Account	\$173,322.30
Net Funds	\$420,821.92

City of Lake Dallas
Community Development Corp
Sales Tax Receipts
2016-2021

	FY 16	FY 17	FY 18	FY 19	FY 20	FY21
October	23,689	24,888	25,218	27,643	36,961	31,281
November	35,767	27,468	29,604	35,405	39,286	
December	23,625	24,197	25,716	30,596	37,548	
January	18,869	24,962	25,083	24,779	32,080	
February	26,226	30,383	29,016	31,709	42,125	
March	24,069	23,762	25,136	26,208	30,266	
April	21,251	26,732	21,641	26,091	24,134	
May	31,601	30,282	31,369	35,357	34,435	
June	22,787	27,718	26,084	26,906	32,815	
July	22,044	24,330	24,549	28,997	31,188	
August	26,604	29,717	39,028	36,474	39,278	
September	24,161	25,753	28,073	34,973	39,955	
St Comptroller Audit Adj		67,401				
Annual Auditor accrual	(7,099)	2,465				
Total	293,594	390,059	330,518	365,137	420,073	



Budget Summary

**Revenue and Expenditures
by Month and Year to Date
Compared to Budget**

City of Lake Dallas
Statement of Revenue and Expenditures

Original Budget
For Community Development Corporation (11)
For the Fiscal Period 2021-1 Ending October 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Revenues					
Undefined Sub-Type Revenues					
11-00-42112 4B Sales Tax	407,500.00	31,280.52	\$ 407,500.00	\$ 31,280.52	92.32%
11-00-45480 Property Rental Income	12,000.00	1,550.00	12,000.00	1,550.00	87.08%
11-00-47482 Interest Income - 4B	7,949.00	39.71	7,949.00	39.71	99.50%
Total Undefined Sub-Type Revenues	427,449.00	32,870.23	427,449.00	32,870.23	92.31%
Total Revenues	427,449.00	32,870.23	427,449.00	32,870.23	92.31%
Total Community Development Corporation Revenues	\$ 427,449.00	\$ 32,870.23	\$ 427,449.00	\$ 32,870.23	92.31%

Expenditures**Administration Expenditures****Supplies Expenditures**

11-11-52205 Advertising	24,000.00	0.00	\$ 24,000.00	0.00	100.00%
11-11-52206 Travel & Training	2,000.00	0.00	2,000.00	0.00	100.00%
11-11-52207 Dues & Memberships	600.00	0.00	600.00	0.00	100.00%
11-11-52213 Subscriptions & Publications	1,500.00	0.00	1,500.00	0.00	100.00%
Total Supplies Expenditures	28,100.00	0.00	28,100.00	0.00	100.00%

Contractual Services Expenditures

11-11-53301 Utilities	11,000.00	541.39	11,000.00	541.39	95.08%
11-11-53303 Accounting & Auditor	3,250.00	0.00	3,250.00	0.00	100.00%
11-11-53304 Legal Services	3,000.00	0.00	3,000.00	0.00	100.00%
11-11-53309 Consultants & Professionals	30,000.00	0.00	30,000.00	0.00	100.00%
11-11-53381 CDC Downtown BIG Grants	30,000.00	0.00	30,000.00	0.00	100.00%
Total Contractual Services Expenditures	77,250.00	541.39	77,250.00	541.39	99.30%

Maintenance Expenditures

11-11-54480 Rental Property Maintenance	4,000.00	0.00	4,000.00	0.00	100.00%
Total Maintenance Expenditures	4,000.00	0.00	4,000.00	0.00	100.00%

City of Lake Dallas
Statement of Revenue and Expenditures

Original Budget
For Community Development Corporation (11)
For the Fiscal Period 2021-1 Ending October 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Capital Outlay Expenditures					
11-11-55520 Capital Outlay-CDC Projects	200,000.00	0.00	200,000.00	0.00	100.00%
Total Capital Outlay Expenditures	200,000.00	0.00	200,000.00	0.00	100.00%
Transfers Expenditures					
11-11-59111 Transfer to General Fund Parks & Admin	80,000.00	0.00	80,000.00	0.00	100.00%
11-11-59119 Transfer to Debt Service Fund	240,028.00	0.00	240,028.00	0.00	100.00%
Total Transfers Expenditures	320,028.00	0.00	320,028.00	0.00	100.00%
Total Administration Expenditures	629,378.00	541.39	629,378.00	541.39	99.91%
Total Community Development Corporation Expenditures	\$ 629,378.00	\$ 541.39	\$ 629,378.00	\$ 541.39	99.91%
Community Development Corporation Excess of Revenues	\$ (201,929.00)	\$ 32,328.84	\$ (201,929.00)	\$ 32,328.84	116.01%

City of Lake Dallas
Statement of Revenue and Expenditures
Original Budget

For the Fiscal Period 2021-1 Ending October 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$ 427,449.00	\$ 32,870.23	\$ 427,449.00	\$ 32,870.23	92.31%
Total Expenditures	\$ 629,378.00	\$ 541.39	\$ 629,378.00	\$ 541.39	99.91%
Total Excess of Revenues Over Expenditures	\$ (201,929.00)	\$ 32,328.84	\$ (201,929.00)	\$ 32,328.84	116.01%

Accounts Payable Check Register

**Checks Processed During
Posting
Of
Accounts Payable**

Accounts Payable Check Register Report - IB-Community Development Corporation-1061976

For The Date Range From 10/1/2020 To 10/31/2020

For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status												
3623	C	10/1/2020	501	Lawn Butler	\$1,225.00	C												
<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>27406 - Tree Triming at 103 S Lake Dallas Dr</td><td>11-11-54480</td><td>\$490.00</td></tr><tr><td>27408 - Tree Triming at 107 S Lake Dallas Dr</td><td>11-11-54480</td><td>\$490.00</td></tr><tr><td>27407 - Tree Triming at 105 S Lake Dallas Dr</td><td>11-11-54480</td><td>\$245.00</td></tr></table>							Invoice Nbr - Description	GL Account	Amount	27406 - Tree Triming at 103 S Lake Dallas Dr	11-11-54480	\$490.00	27408 - Tree Triming at 107 S Lake Dallas Dr	11-11-54480	\$490.00	27407 - Tree Triming at 105 S Lake Dallas Dr	11-11-54480	\$245.00
Invoice Nbr - Description	GL Account	Amount																
27406 - Tree Triming at 103 S Lake Dallas Dr	11-11-54480	\$490.00																
27408 - Tree Triming at 107 S Lake Dallas Dr	11-11-54480	\$490.00																
27407 - Tree Triming at 105 S Lake Dallas Dr	11-11-54480	\$245.00																
3624	C	10/1/2020	527	TXU Energy	\$550.64	C												
<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>100059479722--10 - Energy Bill Sept 2020</td><td>11-11-53301</td><td>\$550.64</td></tr></table>							Invoice Nbr - Description	GL Account	Amount	100059479722--10 - Energy Bill Sept 2020	11-11-53301	\$550.64						
Invoice Nbr - Description	GL Account	Amount																
100059479722--10 - Energy Bill Sept 2020	11-11-53301	\$550.64																
3625	C	10/2/2020	594	Three Kings Grounds Keeping	\$100.00	C												
<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>51024 - Mowing at 107 S Lake Dallas Drive</td><td>11-11-54480</td><td>\$100.00</td></tr></table>							Invoice Nbr - Description	GL Account	Amount	51024 - Mowing at 107 S Lake Dallas Drive	11-11-54480	\$100.00						
Invoice Nbr - Description	GL Account	Amount																
51024 - Mowing at 107 S Lake Dallas Drive	11-11-54480	\$100.00																
3626	C	10/9/2020	137	Lake Cities Municipal Utility Authority	\$298.79	C												
<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>LD CDC--14 - Sept. 2020 Water Bill</td><td>11-11-53301</td><td>\$298.79</td></tr></table>							Invoice Nbr - Description	GL Account	Amount	LD CDC--14 - Sept. 2020 Water Bill	11-11-53301	\$298.79						
Invoice Nbr - Description	GL Account	Amount																
LD CDC--14 - Sept. 2020 Water Bill	11-11-53301	\$298.79																
3627	C	10/16/2020	111	Nichols, Jackson, Dillard	\$2,266.25	C												
<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>29628--01 - Sept. 2020 Legal Services</td><td>11-11-53304</td><td>\$2,266.25</td></tr></table>							Invoice Nbr - Description	GL Account	Amount	29628--01 - Sept. 2020 Legal Services	11-11-53304	\$2,266.25						
Invoice Nbr - Description	GL Account	Amount																
29628--01 - Sept. 2020 Legal Services	11-11-53304	\$2,266.25																
3628	C	10/16/2020	595	The Flying Locksmiths	\$4,805.16	C												
<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>057-1251561 - Capital Improvement Project Cameras for City Park</td><td>11-11-55520</td><td>\$4,805.16</td></tr></table>							Invoice Nbr - Description	GL Account	Amount	057-1251561 - Capital Improvement Project Cameras for City Park	11-11-55520	\$4,805.16						
Invoice Nbr - Description	GL Account	Amount																
057-1251561 - Capital Improvement Project Cameras for City Park	11-11-55520	\$4,805.16																
3629	C	10/22/2020	527	TXU Energy	\$541.39	C												
<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>055077582248 - Oct. 2020 Utilites</td><td>11-11-53301</td><td>\$541.39</td></tr></table>							Invoice Nbr - Description	GL Account	Amount	055077582248 - Oct. 2020 Utilites	11-11-53301	\$541.39						
Invoice Nbr - Description	GL Account	Amount																
055077582248 - Oct. 2020 Utilites	11-11-53301	\$541.39																
Cleared					\$9,787.23													
Outstanding					\$0.00													
Void					\$0.00													



Financial Reports

Community Development Corporation

November 2020

Lake Dallas Community Development Corporation
Monthly Financial Summary
November 2020

	Current Month	Year to Date	Budget
Revenues	\$43,070.24	\$75,940.47	\$427,449
Expenses	\$9,817.48	\$10,358.87	\$629,378
Net	\$33,252.76	\$65,581.60	\$(201,929)

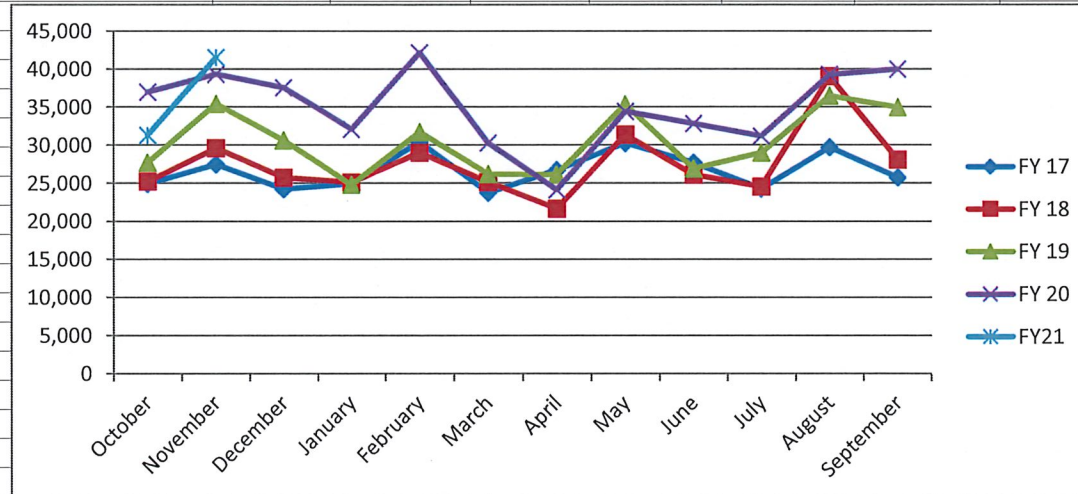
Sales Tax Revenue for the month of November was \$41,487.86 This is approx. a 5.6% increase from November 2020. As of this month, 17.86% of the sales tax budget has been collected.

CDC has the following cash available as of November 2020:

CDC Investment Account	\$247,532.00
CDC Checking Account	\$206,834.49
Net Funds	\$454,366.49

City of Lake Dallas
Community Development Corp
Sales Tax Receipts
2016-2021

	FY 16	FY 17	FY 18	FY 19	FY 20	FY21
October	23,689	24,888	25,218	27,643	36,961	31,281
November	35,767	27,468	29,604	35,405	39,286	41,488
December	23,625	24,197	25,716	30,596	37,548	
January	18,869	24,962	25,083	24,779	32,080	
February	26,226	30,383	29,016	31,709	42,125	
March	24,069	23,762	25,136	26,208	30,266	
April	21,251	26,732	21,641	26,091	24,134	
May	31,601	30,282	31,369	35,357	34,435	
June	22,787	27,718	26,084	26,906	32,815	
July	22,044	24,330	24,549	28,997	31,188	
August	26,604	29,717	39,028	36,474	39,278	
September	24,161	25,753	28,073	34,973	39,955	
St Comptroller Audit Adj		67,401				
Annual Auditor accrual	(7,099)	2,465				
Total	293,594	390,059	330,518	365,137	420,073	



Budget Summary

**Revenue and Expenditures
by Month and Year to Date
Compared to Budget**

City of Lake Dallas
Statement of Revenue and Expenditures

Original Budget
For Community Development Corporation (11)
For the Fiscal Period 2021-2 Ending November 30, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Revenues					
Undefined Sub-Type Revenues					
11-00-42112 4B Sales Tax	0.00	41,487.86	\$ 407,500.00	\$ 72,768.38	82.14%
11-00-45480 Property Rental Income	0.00	1,550.00	12,000.00	3,100.00	74.17%
11-00-47482 Interest Income - 4B	0.00	32.38	7,949.00	72.09	99.09%
Total Undefined Sub-Type Revenues	0.00	43,070.24	427,449.00	75,940.47	82.23%
Total Revenues	0.00	43,070.24	427,449.00	75,940.47	82.23%
Total Community Development Corporation Revenues	\$ 0.00	\$ 43,070.24	\$ 427,449.00	\$ 75,940.47	82.23%

Expenditures**Administration Expenditures****Supplies Expenditures**

11-11-52205 Advertising	0.00	7,655.25	\$ 24,000.00	\$ 7,655.25	68.10%
11-11-52206 Travel & Training	0.00	0.00	2,000.00	0.00	100.00%
11-11-52207 Dues & Memberships	0.00	0.00	600.00	0.00	100.00%
11-11-52213 Subscriptions & Publications	0.00	0.00	1,500.00	0.00	100.00%
Total Supplies Expenditures	0.00	7,655.25	28,100.00	7,655.25	72.76%

Contractual Services Expenditures

11-11-53301 Utilities	0.00	1,019.73	11,000.00	1,561.12	85.81%
11-11-53303 Accounting & Auditor	0.00	0.00	3,250.00	0.00	100.00%
11-11-53304 Legal Services	0.00	1,017.50	3,000.00	1,017.50	66.08%
11-11-53309 Consultants & Professionals	0.00	0.00	30,000.00	0.00	100.00%
11-11-53381 CDC Downtown BIG Grants	0.00	0.00	30,000.00	0.00	100.00%
Total Contractual Services Expenditures	0.00	2,037.23	77,250.00	2,578.62	96.66%

Maintenance Expenditures

11-11-54480 Rental Property Maintenance	0.00	125.00	4,000.00	125.00	96.88%
Total Maintenance Expenditures	0.00	125.00	4,000.00	125.00	96.88%

City of Lake Dallas
Statement of Revenue and Expenditures

Original Budget
For Community Development Corporation (11)
For the Fiscal Period 2021-2 Ending November 30, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Capital Outlay Expenditures					
11-11-55520 Capital Outlay-CDC Projects	0.00	0.00	200,000.00	0.00	100.00%
Total Capital Outlay Expenditures	0.00	0.00	200,000.00	0.00	100.00%
Transfers Expenditures					
11-11-59111 Transfer to General Fund Parks & Admin	0.00	0.00	80,000.00	0.00	100.00%
11-11-59119 Transfer to Debt Service Fund	0.00	0.00	240,028.00	0.00	100.00%
Total Transfers Expenditures	0.00	0.00	320,028.00	0.00	100.00%
Total Administration Expenditures	0.00	9,817.48	629,378.00	10,358.87	98.35%
Total Community Development Corporation Expenditures	\$ 0.00	\$ 9,817.48	\$ 629,378.00	\$ 10,358.87	98.35%
Community Development Corporation Excess of Revenues	\$ 0.00	\$ 33,252.76	\$ (201,929.00)	\$ 65,581.60	132.48%

City of Lake Dallas
Statement of Revenue and Expenditures
Original Budget

For the Fiscal Period 2021-2 Ending November 30, 2020

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$	0.00	\$ 43,070.24	\$ 427,449.00	\$ 75,940.47	82.23%
Total Expenditures	\$	0.00	\$ 9,817.48	\$ 629,378.00	\$ 10,358.87	98.35%
Total Excess of Revenues Over Expenditures	\$	0.00	\$ 33,252.76	\$ (201,929.00)	\$ 65,581.60	132.48%

Accounts Payable Check Register

**Checks Processed During
Posting
Of
Accounts Payable**

Accounts Payable Check Register Report - IB-Community Development Corporation-1061976

For The Date Range From 11/1/2020 To 11/30/2020

For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status						
3630	C	11/16/2020	137	Lake Cities Municipal Utility Authority	\$311.53	C						
<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>LD CDC--15 - Oct. 2020 Water Bill</td><td>11-11-53301</td><td>\$311.53</td></tr></table>							Invoice Nbr - Description	GL Account	Amount	LD CDC--15 - Oct. 2020 Water Bill	11-11-53301	\$311.53
Invoice Nbr - Description	GL Account	Amount										
LD CDC--15 - Oct. 2020 Water Bill	11-11-53301	\$311.53										
3632	C	11/19/2020	111	Nichols, Jackson, Dillard	\$1,017.50	C						
<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>31176 - Oct. 2020 Legal Bill</td><td>11-11-53304</td><td>\$1,017.50</td></tr></table>							Invoice Nbr - Description	GL Account	Amount	31176 - Oct. 2020 Legal Bill	11-11-53304	\$1,017.50
Invoice Nbr - Description	GL Account	Amount										
31176 - Oct. 2020 Legal Bill	11-11-53304	\$1,017.50										
3634	C	11/19/2020	700	The Retail Coach, LLC	\$7,655.25	C						
<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>3479 - 2nd payment for Phase 1</td><td>11-11-52205</td><td>\$7,655.25</td></tr></table>							Invoice Nbr - Description	GL Account	Amount	3479 - 2nd payment for Phase 1	11-11-52205	\$7,655.25
Invoice Nbr - Description	GL Account	Amount										
3479 - 2nd payment for Phase 1	11-11-52205	\$7,655.25										
3631	C	11/16/2020	594	Three Kings Grounds Keeping	\$125.00	O						
<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>51924 - Mowing at 107 S Lake Dallas Dr</td><td>11-11-54480</td><td>\$125.00</td></tr></table>							Invoice Nbr - Description	GL Account	Amount	51924 - Mowing at 107 S Lake Dallas Dr	11-11-54480	\$125.00
Invoice Nbr - Description	GL Account	Amount										
51924 - Mowing at 107 S Lake Dallas Dr	11-11-54480	\$125.00										
3633	C	11/19/2020	527	TXU Energy	\$708.20	O						
<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>100059479722--11 - Electric Bill Oct. 2020</td><td>11-11-53301</td><td>\$708.20</td></tr></table>							Invoice Nbr - Description	GL Account	Amount	100059479722--11 - Electric Bill Oct. 2020	11-11-53301	\$708.20
Invoice Nbr - Description	GL Account	Amount										
100059479722--11 - Electric Bill Oct. 2020	11-11-53301	\$708.20										
Cleared					\$8,984.28							
Outstanding					\$833.20							
Void					\$0.00							



CDC
AGENDA MEMO

Prepared By: Layne Cline, Public Works Superintendent

December 14, 2020

RFQ Review Committee

DESCRIPTION:

Receive a report and hold a discussion and take appropriate action on nominating a board member to the Review Committee for the City of Lake Dallas Parks & Open Spaces Masterplan.

BACKGROUND INFORMATION:

The City of Lake Dallas is accepting Statements of Qualification from qualified consultants, architects, engineers, landscape architects or other technical planning professionals with experience in municipal parks & recreation projects, for the creation of a Parks and Open Spaces Masterplan, with consideration to our city and neighboring cities trail networks. The Parks and Open Spaces Masterplan should consider the Parks Masterplan adopted in 2003 as well as the goals and objectives laid out in Lake Dallas' Vision 2030 Comprehensive Plan. The Masterplan should include an inventory of existing facilities and equipment in the City; identify recommendations for parks, trails, facilities, trail linkages and other areas of improvement.

The City needs to create a Review Committee to review proposals, interview firms and select the candidate that will be recommended to the Parks & Recreation Board and the City Council. This Committee will consist of two (2) Parks and Recreation Board members, one (1) Community Development Corporation Board member, one (1) City Council member and appropriate city staff. The Review Committee will evaluate and score each proposal submitted and select the firm that is the most highly qualified to service the City's needs.

Below are important dates for the project:

IMPORTANT DATES:

RFQ Issue Date:	Monday December 7, 2020
RFQ Publication Dates:	Monday December 14, 2020
Questions Deadline:	Wednesday, January 20, 2021 @ 4:00 PM CST
Submittal Due Date and Time:	Monday, February 1, 2021 @ 4:00 PM CST
Submittal Opening:	Wednesday, February 3, 2021
Interview Week:	February 8-February 12, 2021
Expected Contract Date:	Monday, March 1, 2021

Below is the project schedule.

November 2020	City staff assembles review committee made up of staff, City Council liaison, Parks and Recreation Board Members, and CDC
December 2020-January 2021	Review committee finalizes RFQ and accepts submissions
February 2021	Review committee interviews qualified firms
March 2021	Kick-off meeting held for selected firm and review committee
April-June 2021	Visioning and plan development meetings held for review committee
July 2021	Final draft of plan presented to review committee and hears recommendations
August 2021	Parks & Recreation Board public hearing and recommendation to adopt plan
September 2021	City Council hears plan with recommendations for adoption

FINANCIAL CONSIDERATION:

The cost for this project will be paid for partially from Community Development Corporation funds that have been identified for this, and the remaining balance will be paid out of the Parks Department budget. We will not know the cost until a proposal is approved by the City Council.

RECOMMENDED MOTIONS:

I nominate _____, as the Lake Dallas Community Development Corporation's representative to the Review Committee for the City of Lake Dallas Parks & Open Spaces Masterplan.

ATTACHMENT(S):

1. Request for Statement of Qualifications

CITY OF LAKE DALLAS REQUEST FOR QUALIFICATIONS

PARKS MASTER PLAN AND OPEN SPACE/TRAILS UPDATE
DECEMBER 7, 2020





Request for Statement of Qualifications

For Parks Master Plan and Open Space/Trails Update

IMPORTANT DATES:

SOQ Issue Date:	Monday December 7, 2020
SOQ Publication Dates:	Monday December 14, 2020
Questions Deadline:	Wednesday, January 20, 2021 @ 4:00 PM CST
Submittal Due Date and Time:	Monday, February 1, 2021 @ 4:00 PM CST
Submittal Opening:	Wednesday, February 3, 2021 @ 2:00 PM CST
Interview Week:	February 8-February 12, 2021
Expected Contract Date:	Monday, March 1, 2021

Statements of Qualifications (SOQ) for the services specified will be received by the City of Lake Dallas until the date and time as indicated above. Please submit one (1) original SOQ, one (1) digital SOQ and seven (7) copies of the SOQ in hard copy only.

Delivery and Mailing Address:

City of Lake Dallas
Attn.: Public Works Department
212 Main Street
Lake Dallas, Texas 75065

Proposal Contact:

Layne Cline
Public Works Superintendent
940-497-2226 ext.- 501
lcline@lakedallas.com

Late submissions will not be considered. Statements of Qualifications must be submitted with the SOQ number and the respondent's name and address clearly indicated on the front of the envelope. Additional instructions for preparing a Statement of Qualifications are provided within.

The City appreciates your time and effort in preparing a response. The City does not accept oral, telephone, faxed or electronic proposal. Proposal will be accepted only if delivered in person, by the U.S. Postal Service, or by delivery service such as UPS or Federal Express. The City is not responsible for, missing, lost, or late deliveries.

RESPONDENTS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE

ENTIRE DOCUMENT PRIOR TO SUBMITTING A RESPONSE.

1. Introduction

The City of Lake Dallas is accepting Statements of Qualification from qualified consultants, architects, engineers, landscape architects or other technical planning professionals with experience in municipal parks & recreation projects, for the creation of a Parks and Open Spaces Masterplan, with consideration to our city and neighboring cities trail networks. The Parks and Open Spaces Masterplan should consider the Parks Masterplan adopted in 2003 as well as the goals and objectives laid out in Lake Dallas' Vision 2030 Comprehensive Plan. The Masterplan should include an inventory of existing facilities and equipment in the City; identify recommendations for parks, trails, facilities, trail linkages and other areas of improvement. The contract will be awarded to the firm that best fits the needs of the City based on the evaluation criteria stated herein.



2. Community Background

Lake Dallas is a charming lakeside community of 2.7 square miles on the shores of Lewisville Lake ten miles south of Denton and 7 miles north of Lewisville on I-35E in southeastern Denton County. The City is bordered by I-35E to the west and Lewisville Lake to the east and is 30 miles northwest of downtown Dallas, 38 miles northeast of downtown Fort Worth, and 18 miles from the Dallas-Fort Worth International Airport. The City owns four parks; City Park, Community Park, River Oaks Park and Thousand Oaks Park, all varying in size and uniqueness. At these parks some of the amenities that can be found are: playground equipment, swing sets, picnic tables and seating, walking/nature trails, open spaces and a pond with a fountain feature. Along the shores of Lewisville Lake is the City's largest and most beautiful park, Willow Grove Park. This park is located on protected and preserved Army Corp of Engineers land leased by the City of Lake Dallas and offers a scenic location for an afternoon picnic, walking or biking the Willow Grove Park Trail, or just a quiet and beautiful place to relax in nature.

Lake Dallas leaders and residents look ahead to a future where our city parks and open spaces both elevate the beauty of our existing natural resources and seamlessly connect residents to these places so they can be enjoyed by all for years to come.



3. Scope of Work

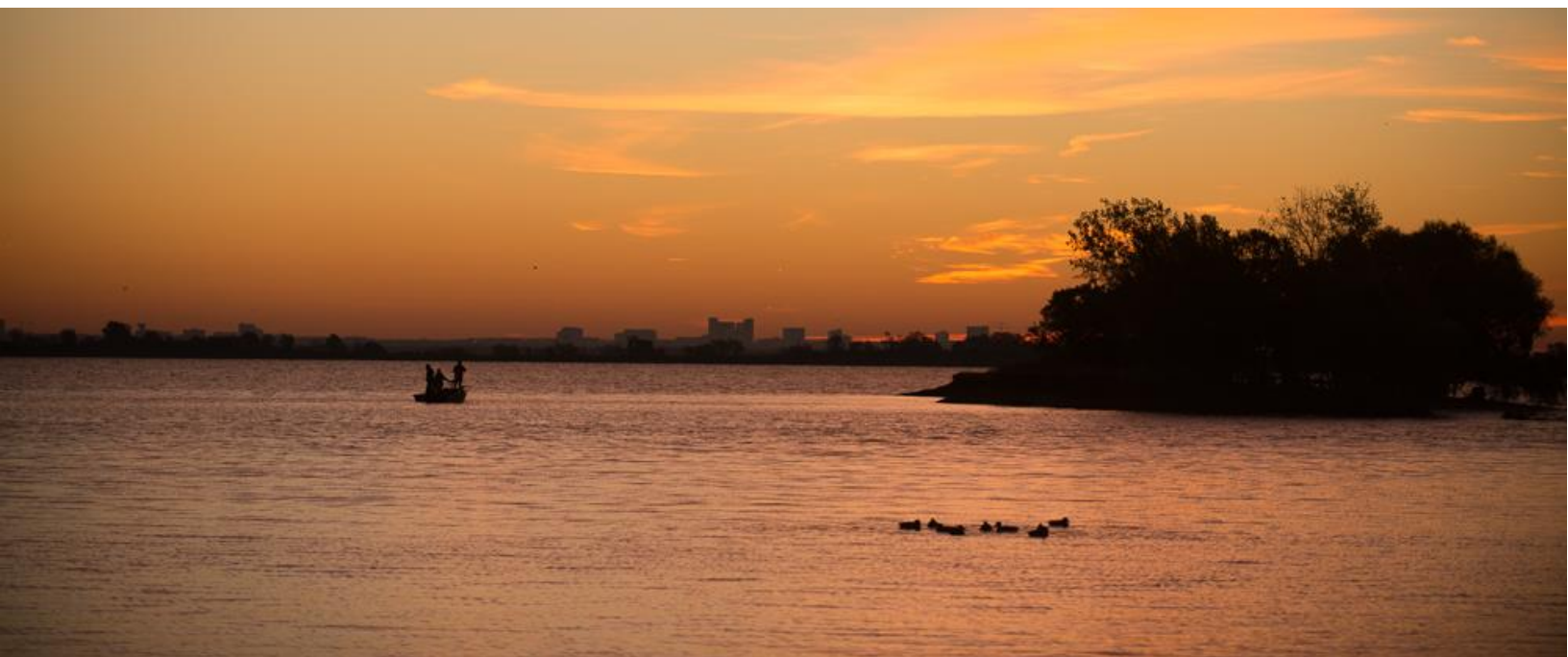
- A. The selected firm/consultant will be expected to provide a plan that addresses the following:
 - a. Demographics Analysis
 - i. Determine the defining characteristics of Lake Dallas residents.
 - b. Standards Analysis
 - i. Evaluate the City's current resources and park inventory based on nationally accepted parks and recreation standards and perform comparison studies with relevant comparison cities.
 - c. Existing Conditions Analysis
 - i. Conduct a detailed analysis of the City's existing parks, trails, recreation facilities (including joint-use facilities with Lake Dallas Independent School District (LDISD) and the U.S. Army Corps. of Engineers (USACE) park property along Lake Lewisville). Firms should utilize the City's existing planning documents and Future Land Use Plan to conduct the analysis and prepare documents for review.
 - d. Direct tie-ins and references to existing goals of the City Comprehensive Plan should be addressed as part of the new Parks Masterplan. Main objectives identified in the Vision 2030 Comprehensive Plan include:
 - i. Conduct a walking audit to prioritize sidewalk needs
 - ii. Prioritize development of bicycle and pedestrian improvements along Hundley Dr. and Shady Shores Rd.
 - iii. Consider adopting the Trust for Public Land's 10 minute "Walk to Park" vision
 - iv. Preserve floodplain areas as natural open space
 - v. Coordinate with neighboring cities and regional partners on trail and greenbelt initiatives
 - vi. Create connection to the Denton County Transportation Authority (DCTA) Rail Trail and develop pedestrian gateways
 - vii. Conduct a planning and design study of the citywide shoreline
 - viii. Consider partnerships with faith-based groups or other cities to offer recreation opportunities
 - e. Demand/Needs Analysis
 - i. Firms shall utilize public involvement to establish recommendations from residents. Public opinions, surveys, focus groups, and stakeholder

meetings shall be utilized to provide data necessary to determine the prioritization of facilities, programming, and park development needs of the City.

f. Action Plan

- i. The new Parks Masterplan shall serve as a guide for the City for prioritizing projects, parks, developing and maintaining trails, park maintenance, staff requirements, recreational opportunities and programs and financial planning for the Lake Dallas Parks Department for the next ten (10) years. The action plan shall at a minimum include the following:
 1. Identify recreational opportunities on City-owned parkland as well as USACE Property, including identification of potential costs for these programming opportunities.
 2. Identify costs associated with the development, maintenance, and enhancement of new and/or existing recreational parks and facilities. This should include the cost of any staffing required.
 3. Identify partnership opportunities with area sports associations for the use of City parks.
 4. Identify, review, and recommend changes to City Ordinances pertaining to parks as well as park rules and regulations.
 5. Develop a Trails Masterplan including trail standards, trail signage, and identifying trail linkages both within the City and connections to adjacent cities.
 6. Identify grant and funding opportunities and resources to construct parks and facilities identified in the master plan.
 7. Develop a prioritized list of future projects based on goals outlined in the Parks Masterplan and community input. Include a suggested timeline for each project identified.
 8. Identify branding and signage opportunities for parks and trails, include signage standards to be uniformly incorporated at all existing and future parks.
 9. Identify relevant regional trends relating to future park development projects.

- g. Meetings
 - i. Firms should include a recommended number of meetings with various stakeholders, boards and commissions, the public and City Council in order to develop the Parks Masterplan.
- B. Deliverables
 - a. Data from surveys and research, timelines of project development, maps, graphics and text for entire plan
 - b. Electronic and hard copies of the plan
 - c. Large-scale maps
 - d. Insert a timeline within the Masterplan for achievement of goals and projects as identified in the document
- C. Interviews & Presentations
 - a. In fairness to all firms, requests for interviews prior to the closing time and date will not be permitted. Selection may be made strictly from the information provided in the submission. However, the City of Lake Dallas reserves the right to conduct interviews with, and request presentations from any respondents.



4. Insurance

- A. Adhere to the following insurance:
 - a. A commercial general liability policy of insurance for bodily injury, death and property damage insuring against all claims, demands or actions relating to the Professional's performance of services pursuant to this Agreement with a minimum combined single limit of not less than \$1,000,000.00 per occurrence for injury to persons (including death), and for property damage;
 - b. An automobile liability insurance policy covering any vehicles owned and/or operated by Professional, its officers, agents, and employees, and used in the performance of this Agreement with policy limits of not less than \$500,000.00 combined single limit and aggregate for bodily injury and property damage;
 - c. If Professional employs employees, Statutory Worker's Compensation Insurance at the statutory limits and Employers Liability covering all of Professional's employees involved in the provision of services under this Agreement with policy limit of not less than \$500,000.00; and
 - d. Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limit of not less than \$1,000,000.00 per claim and \$1,000,000.00 in the aggregate.
- B. Except as otherwise stated, all insurance and certificate(s) of insurance shall contain the following provisions:
 - a. Name the City, its officers, and employees as additional insureds as to all applicable coverage (not including the Workers Compensation Insurance and Professional Liability);
 - b. Provide for at least thirty (30) days prior written notice to the City for cancellation or non-renewal of the insurance or reduction in coverage limits; and
 - c. Provide for a waiver of subrogation against the City for injuries, including death, property damage, or any other loss to the extent the same is covered by the proceeds of insurance (not including the Professional Liability Insurance).
- C. All insurance companies providing the required insurance shall be authorized to transact business in Texas and rated at least "A" by AM Best or other equivalent rating service.
- D. A certificate of insurance evidencing the required insurance and all endorsements shall be delivered to City prior to commencement of services.

Indemnification: CITY SHALL NOT BE LIABLE FOR ANY LOSS, DAMAGE, OR INJURY OF ANY KIND OR CHARACTER TO ANY PERSON OR PROPERTY ARISING FROM THE SERVICES PROVIDED BY PROFESSIONAL PURSUANT TO THIS AGREEMENT. PROFESSIONAL HEREBY WAIVES ALL CLAIMS AGAINST CITY, ITS OFFICERS, AGENTS AND EMPLOYEES (COLLECTIVELY REFERRED TO IN THIS SECTION AS "CITY") FOR DAMAGE TO ANY PROPERTY OR INJURY TO, OR DEATH OF, ANY PERSON TO THE EXTENT ARISING AT ANY TIME AND FROM ANY CAUSE OTHER THAN THE NEGLIGENCE OR WILLFUL MISCONDUCT OF CITY OR BREACH OF CITY'S OBLIGATIONS HEREUNDER. PROFESSIONAL AGREES TO INDEMNIFY, DEFEND, AND SAVE HARMLESS CITY FROM AND AGAINST LIABILITIES, DAMAGES, CLAIMS, SUITS, COSTS (INCLUDING COURT COSTS, REASONABLE ATTORNEYS' FEES AND COSTS OF INVESTIGATION) AND ACTIONS OF ANY KIND BY REASON OF INJURY TO OR DEATH OF ANY PERSON OR DAMAGE TO OR LOSS OF PROPERTY TO THE EXTENT CAUSED BY PROFESSIONAL'S NEGLIGENT PERFORMANCE OF SERVICES UNDER THIS AGREEMENT OR BY REASON OF ANY NEGLIGENT ACT OR OMISSION ON THE PART OF PROFESSIONAL, ITS OFFICERS, DIRECTORS, SERVANTS, EMPLOYEES, REPRESENTATIVES, CONSULTANTS, LICENSEES, SUCCESSORS OR PERMITTED ASSIGNS (EXCEPT WHEN SUCH LIABILITY, CLAIMS, SUITS, COSTS, INJURIES, DEATHS OR DAMAGES ARISE FROM OR ARE ATTRIBUTED TO NEGLIGENCE OF CITY, IN WHOLE OR IN PART, IN WHICH CASE PROFESSIONAL SHALL INDEMNIFY CITY ONLY TO THE EXTENT OR PROPORTION OF NEGLIGENCE ATTRIBUTED TO PROFESSIONAL AS DETERMINED BY A COURT OR OTHER FORUM OF COMPETENT JURISDICTION). PROFESSIONAL'S OBLIGATIONS UNDER THIS SECTION SHALL NOT BE LIMITED TO THE LIMITS OF COVERAGE OF INSURANCE MAINTAINED OR REQUIRED TO BE MAINTAINED BY PROFESSIONAL UNDER THIS AGREEMENT. THIS PROVISION SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.

5. Submittals

In order for your firm to be considered for this project, please submit the proposal in accordance to the format below:

- A. Letter of Transmittal
 - a. Legal name of firm/company as registered with the Secretary State of Texas
 - b. Address of office
 - c. Date of the Proposal
 - d. Names of personnel involved, including: titles, addresses, email addresses and phone numbers
 - e. Signed letter of transmittal
- B. Table of Contents
- C. Company's professional qualifications and team's experience
 - a. Provide a history of the company including size, years in existence, location and a summary of personnel and portfolio experience as it relates to the creation of parks and recreation masterplans.
 - b. Please provide details on any concurrent projects which may interfere with Lake Dallas' proposed timeline found below
 - c. Provide at least three (3) examples of past projects worked on at the municipal level in order of priority. The City of Lake Dallas reserves the right to contact listed municipalities at any time during the RFP/RFQ process. Please include for each of the examples:
 - i. Name and address of the entity of which work was performed for
 - ii. Brief overview of work performed
 - iii. Total contract amount
 - iv. Duration of project from award to final submission
 - d. Provide qualifications of each team member who will be involved in the scope of this project. Please identify their roles and provide examples of past work.
- D. Planned Approach and Methodology Toward Project
 - a. Please provide a detailed management plan on how team will accomplish the work needed to complete this project being considered.
 - b. Propose timeline with special consideration to the City of Lake Dallas' proposed timeline below.
 - c. Please provide any expectations for the City of Lake Dallas to help meet the proposed timeline.

E. Budget

- a. Please itemize all not-to-exceed fees associated with this proposed project, including travel expenses for each phase.
- b. Provide a fee schedule hourly rate for each team member and/or subcontractor if applicable.

F. References

- a. Please provide 3 references for the City of Lake Dallas to contact. These references can overlap with the past project contacts mentioned above. Additional points will be awarded to references where the scope of work performed shows similarity to this proposed project. For each reference, please include:
 - i. Client name and address
 - ii. Contact person, phone number and email address
 - iii. Brief overview of work performed and short description of services
 - iv. Total fee of contract



6. Evaluation of Criteria

The City of Lake Dallas will select finalists to be interviewed based upon the criteria listed in this section. The City will then select the firm it determines to be the most highly qualified to perform the masterplan identified in the “Scope of Work” and attempt to negotiate an agreement. If the City is unable to reach a satisfactory agreement, it may commence negotiations with the firm determined to be the next highly qualified.

The City’s Review Committee will evaluate and score each proposal submitted. Should the City award this contract, it shall be made on the basis of demonstrated competence and qualification to perform the services for a fair and reasonable price. The objective of the Review Committee will be to select the firm that is the most highly qualified to service the City’s needs and make their recommendation to the City Council. City Staff may contact selected firms to arrange a date and time for interviews. Submissions found to be incomplete or fail to address the needs of the City will not be evaluated.

The City reserves the right to:

- require additional technical and pricing information;
- have discussions with respondents regarding all elements which comprise the respondent’s proposal;
- to accept all or part of any proposal;
- to reject any or all proposals;
- to re-solicit for proposals.

Proposals will be evaluated on, but not limited to, the following criteria and will be awarded points in each category up to the maximum number of points listed:

Category	Maximum Points Awarded
Firm’s overall ability to meet the City of Lake Dallas’ objectives as identified in the action plan	30
Experience of firm with similar projects and experience of key personnel directly working on project	25
Approach to methodology and project management. Commitment to timeline and budget	25
References	10
Quality of response submission	10

7. Questions Deadline

Questions regarding this request for qualifications/proposal must be submitted to the contact below and no other member of City staff, City Council, Review committee or other city leadership. Clarification requests will not be accepted by phone. Requests pertaining to this proposal must be received no later than five (5) calendar days prior to the closing date of the proposal.

Questions should be submitted in writing (email) and answers will be sent to each individual respondent.

Questions Deadline: Wednesday, January 20, 2021 4:00pm CST

Proposal Contact:

Layne Cline
Public Works Superintendent
lcline@lakedallas.com

8. Projected Timeline

November 2020	City staff assembles review committee made up of staff, City Council liaison, Parks and Recreation Board Members, and CDC
December 2020-January 2021	Review committee finalizes RFQ and accepts submissions
February 2021	Review committee interviews qualified firms
March 2021	Kick-off meeting held for selected firm and review committee
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September 2021	City Council hears plan with recommendations for adoption

Economic/Community Development Monthly Report

Presented at the December 2020 CDC Board Meeting

General Information

1. Drafted and executed (obtained all signatures) for the Redwood Design Anderson's Auto Repair BIG agreements. Redwood Design is working with Development Services for site planning and permitting processes.
2. Completed Phase 1 deliverables with The Retail Coach. Completed the final revisions to the LakeDallasCDC.com and the LakeDallasEDC.com website. The website link is below and will be emailed to City Council and the CDC in advance of going live.
<https://retail360.us/lake-dallas-texas/>
3. Drafted and executed (obtained all signatures) the Phase 2 agreement with The Retail Coach to assist Lake Dallas with recruiting retailers and developers, representing Lake Dallas at retail conferences, and continuing to update the CDC website.
4. Via email provided the local business community with information about the Rural Relief Small Business Grant program implemented by the Local Initiatives Support Corporation. The recent round was November 30th – December 6th, with two additional rounds set for December 29th – January 5th and January 26th – February 2nd. Awards will be made to qualified businesses, and eligibility is based on accurate and complete submission. **Priority will be given to entrepreneurs of color, women- and veteran-owned businesses and other enterprises in historically under-served places who do not have access to flexible, affordable capital.** All awardees will have to certify that they are promoting the best interests of the community and are negatively impacted by the Covid-19 crisis. visit the LISC website.
5. Asbestos survey, project design, and air monitoring quotations have been received for 103, 105, and 107 S. Lake Dallas Drive.
6. The City's surplus inventory auctions ended on December 1st and 2nd. The revenue expected from these auctions is \$12,488.01.