



MINUTES
CITY COUNCIL MEETING
JUNE 21, 2022

CALL TO ORDER – Roll Call and Determination of a Quorum

The Parker City Council met in a regular meeting on the above date at Parker City Hall, 5700 E. Parker Road, Parker, Texas, 75002.

Mayor Lee Pettle called the meeting to order at 7:00 p.m. Mayor Pro Tem Michael Slaughter and Councilmembers Diana M. Abraham, Terry Lynch, Cindy Meyer and Jim Reed were present.

Staff Present: City Administrator Luke Olson, Asst. City Administrator/City Secretary Patti Scott Grey, Finance/Human Resources Director Grant Savage, City Attorney Trey Lansford, Public Works Director Gary Machado, Fire Chief Mike Sheff, and Police Chief Richard Brooks

PLEDGE OF ALLEGIANCE

AMERICAN PLEDGE: Linda Nelson led the pledge.

TEXAS PLEDGE: Steve Sallman led the pledge.

PUBLIC COMMENTS The City Council invites any person with business before the Council to speak. No formal action may be taken on these items at this meeting. Please keep comments to 3 minutes.

Sylvia Jordan, 5803 Corinth Chapel, submitted a comment card regarding concerns with several entities, i.e., Texas Department of Transportation (TxDot), North Texas Municipal Water District (NTMWD), Oncor, etc., doing construction on FM 2551, but indicated she did not wish to speak. Ms. Jordan said she would appreciate any prior notice on utilities, such as, water being cut off in the future. [See **Exhibit 1 – Sylvia Jordan's comment card, dated June 21, 2022**.]

Linda Nelson, 5802 Corinth Chapel, spoke in regarding the proposed facility and FM 2551 construction. [See **Exhibit 2 – Linda Nelson's comments, dated June 21, 2022**.] Mrs. Nelson said she would like periodic updates from Parker's service providers., i.e., TxDot, NTMWD, Oncor, etc., for transparency and sustainability purposes, she thanked the water department, and suggested the City purchase the water department light colored shirts, especially for the summer months.

Developer Steve Sallman of Warner Group, Inc., 4040 North Central Expressway, Suite 850, Dallas, Texas, 75204, spoke regarding Kings Crossing Phase 3 Final Plat being completed and shared photos with Council. [See **Exhibit 3 – Developer Steve Sallman's photos, dated June 21, 2022**.]

ITEMS OF COMMUNITY INTEREST

REMINDER – HOME HAZARDOUS WASTE - <http://www.parkertexas.us/416/Home-Hazardous-Waste>

CITY HALL CLOSED – FRIDAY, JULY 1, 2022

CITY HALL CLOSED – MONDAY, JULY 4, 2022

CITY COUNCIL (CC) – TUESDAY, JULY 5, 2022, 7 PM – CANCELED – DUE TO JULY 4TH HOLIDAY
PARKS AND RECREATION COMMISSION (P&R) – WEDNESDAY, JULY 13, 2022, 4 PM

The Wednesday, July 13, 2022, Parks and Recreation Commission (P&R) meeting is being planned, and the agenda will be available on the City's website, www.parkertexas.us.

COMPREHENSIVE PLAN (COMP) COMMITTEE - WEDNESDAY, JULY 20, 2022, 6 PM

The Wednesday, July 20, 2022, Comprehensive Plan (COMP) Committee meeting is being planned, and the agenda will be available on the City's website, www.parkertexas.us.

COUNCIL MEETING SCHEDULE

Mayor Pettle noted the 2022 Council Meeting Schedule in tonight's packet is tentative and may need to be updated from time to time, but it is a reference for upcoming meetings. She urged everyone to also check the City website for changes.

INDIVIDUAL CONSIDERATION ITEMS

1. Note: Software issue – Item 1. was skipped.
2. APPROVAL OF MEETING MINUTES FOR JUNE 7, 2022.

MOTION: Mayor Pro Tem Slaughter moved to approve the June 7, 2022 City Council Meeting minutes. Councilmember Jim Reed seconded with Councilmembers Abraham, Lynch, Meyer, Reed, and Slaughter voting for the motion. Motion carried 5-0.

3. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ACCEPTING A DONATION IN THE AMOUNT OF \$1,000 FROM SCOTT JEFFRIES AND ANDREA PETRO, TO BE ALLOCATED AS FOLLOWS:

\$500 FOR PARKER FIRE DEPARTMENT AND

\$500 FOR PARKER POLICE DEPARTMENT.

MOTION: Mayor Pro Tem Slaughter moved to accept the donation as listed with sincere gratitude. Councilmember Abraham seconded with Councilmembers Abraham, Lynch, Meyer, Reed, and Slaughter voting for the motion. Motion carried 5-0.

4. CONSIDERATION AND/OR ANY APPROPRIATE ACTION ON REQUEST FOR QUALIFICATIONS (RFQ) INDEPENDENT FINANCIAL AUDIT SERVICES.

MOTION: Councilmember Lynch moved to approve the RFQ for Independent Financial Audit Services as amended for advertisement. Councilmember Reed seconded with Councilmembers Abraham, Lynch, Meyer, Reed, and Slaughter voting for the motion. Motion carried 5-0. [See **Exhibit 4 – REQUEST FOR QUALIFICATIONS (RFQ) INDEPENDENT FINANCIAL AUDIT SERVICES, as amended, dated June 22, 2022.**]

ROUTINE ITEMS

5. UPDATE(S):

CITY ADMINISTRATOR UPDATE ON FM 2551

City Administrator Olson said the FM 2551 construction project was scheduled from 2024-2025 but TxDot received funding early so they are moving forward. NTMWD is relocating an eighty-four inch water line with plans of it going into service in October. Other service lines must be replaced and/or relocated, such as Oncor (mid-July) and Grayson-Collin Electric Cooperative (August). Mr. Olson said the goal is to get the project completed, but the timeline is quite fluid at this point. At some point there will be an open sewer line, hopefully with the proper barricades and safety measures in place. If anyone sees a safety hazard, please report it to the Parker Police Department, who will investigate the situation and take any necessary action. The City of Parker will provide notice to residents of disruption of services as best as we can, including using Everbridge. Residents were advised to opt in to Everbridge. Mr. Olson said the City of Parker will participate in monthly meetings with various entities, i.e., TxDot and others, and provide updates. He did advise everything is subject to change.

ANY COMMITTEE UPDATES, AS NEEDED.

COMPREHENSIVE PLAN (COMP) COMMITTEE

Mayor Pro Tem Slaughter acknowledged Councilmembers Cindy Meyer and Terry Lynch, and resident Bethany Ultieg have been a tremendous help with the COMP Plan project. He said he hopes to have the plan completed by the end of the year, noting he needs the code and maps to complete the plan. When finished with those two pieces, the Committee will complete their work, turn it over to the Planning and Zoning (P&Z) Commission, and finally Council.

CAPITAL IMPROVEMENTS (CIP) COMMITTEE

Councilmember/CIP Co-Chair Lynch said the committee and their plans have been placed on hold awaiting additional engineering work. It was her understanding the engineer has been overloaded and unable to move forward on the project. Mrs. Lynch said she plans on meeting to discuss the matter with Mayor Pettle and City Administrator Olson to determine how to move forward. Councilmember/CIP Co-Chair Reed agreed the committee did obtain invaluable road information but did need additional information from the engineer.

EMERGENCY PREPAREDNESS

Councilmember/Emergency Preparedness Committee Chair Abraham said she has had discussions with Fire Chief Sheff and Police Chief Brooks to develop a plan to get residents more involved with designated roles. It may be more of a disaster and recovery plan. Mrs. Abraham encouraged residents to participate by contacting her at dabraham@parkertexas.us to help formulate plans for before, during, and after disasters.

NEWSLETTER COMMITTEE

Councilmember/Newsletter Committee member Meyer said the summer issue of the Parker Connection City Newsletter would be mailed mid-July. Ms. Meyer asked for ideas or suggestions to get residents to read the newsletter as there is valuable information about what is going on in the City. It was suggested to email the newsletter, but few residents are signed up for the service.

MONTHLY/QUARTERLY REPORTS

- [Apr 2022 - Building Permit/Code Report](#)
- [Apr 2022 – Court Report](#)
- [Apr 2022 – Finance \(monthly financials\) Report](#)
- [1st Qtr. Fire Department Report](#)
- [Apr 2022 – Police Report](#)
- [Apr 2022 – Republic Services Inc., dba Allied Waste Services of Plan](#)
- [Apr/May 2022 – Website \(PIWIK\) Report](#)
- [May 2022 - Building Permit/Code Report](#)
- [May 2022 – Court Report](#)
- [May 2022 – Finance \(monthly financials\) Report](#)
- [May 2022 – Police Report](#)
- [May 2022 – Republic Services Inc., dba Allied Waste Services of Plano](#)

ACCEPTANCE OF DONATION(S) FOR POLICE, FIRE, AND CITY STAFF FOR THE RECORD (Each valued at between \$0 - \$500)

- James & Cindy Henderson/Anthony Cordova donated snacks values at \$120.00 to the Parker Police Department.
- Trudy Jackson donated snacks valued at \$30.00 to the Parker Police Department.
- Hsieh Family donated snacks valued at \$150.00 to the Parker Police Department.

Mayor Pettle, on behalf of herself, City Council, and City Staff, thanked the above listed donors for their kind and generous donations.

FUTURE AGENDA ITEMS

6. FUTURE AGENDA ITEMS

Mayor Pettle asked if there were any items to be added to the future agenda.

Hearing no requests, Mayor Pettle encouraged everyone to email her any requests. She noted the next regularly scheduled meeting would be Tuesday, July 19, 2022, as City Council canceled the Tuesday, July 5, 2022, meeting, due to the July 4th Independence Day Holiday.

WORKSHOP

7. DISCUSSION AND GIVE STAFF DIRECTION ON APPLYING FOR COLLIN COUNTY PARKS GRANT.

City Administrator Olson said he just received notice last Tuesday, June 14th, for an opportunity to apply for a Park Grant. The deadline for the grant is July 11, 2022. He said he has not had a chance to discuss the grant with the Parks and Recreation (P&R) Commission members. After discussion, Council felt P&R Commission should be involved and with there only being 2 ½ weeks and the 4th of July holiday there was unfortunately not enough time to apply this year. Council discussed gathering information, involving P&R Commission, and bringing the item back to Council for consideration in March/April of 2023.

EXECUTIVE SESSION - Pursuant to the provisions of Chapter 551, Texas Government Code, Vernon's Texas Codes Annotated the City Council may hold a closed meeting.

RECESS TO CLOSED EXECUTIVE SESSION IN ACCORDANCE WITH THE AUTHORITY CONTAINED IN:

Government Code Section 551.074 Personnel—To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

Government Code Section 551.071(1)—Consultation with City Attorney concerning Pending or Contemplated Litigation.

Government Code Section 551.071(2) – Consultation with Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas Clearly conflicts with this chapter (Open Meetings Act).

Mayor Lee Pettle recessed the regular meeting to Executive Session at 8:07 p.m.

RECONVENE REGULAR MEETING.

Mayor Lee Pettle reconvened the meeting at 9:07 p.m.

ANY APPROPRIATE DELIBERATION AND/OR ACTION ON ANY OF THE EXECUTIVE SESSION SUBJECTS LISTED ABOVE.

No action was taken.

ADJOURN

Mayor Lee Pettle adjourned the meeting at 9:08 p.m.



ATTESTED:

Patti Scott Grey, City Secretary

APPROVED:

Mayor Lee Pettle

Approved on the 19th day
of July, 2022.

COMMENT CARD

Please complete and give to the City Secretary prior to the start of the meeting. All comments will be limited to 3 minutes. If you are with a group, please select one spokesperson to speak on the group's behalf.

() I WISH TO SPEAK TO THE MAYOR AND CITY COUNCIL.

(I DO NOT WISH TO SPEAK, BUT WOULD LIKE TO REGISTER MY OPINION.

Comments: Construction on Dillehey is currently causing drainage issues which have not been remediated after neighborhood speaking with TxDOT & North Texas Water representatives

STAY INFORMED: WWW.PARKERTEXAS.US
Could this be addressed by city for code violation?

Exhibit 1

Day / Date: **Tuesday, June 21, 2022**

Attention: **City Council, Mayor, and City Administrator**

Subject: **Go Forward Planning**

Hello everyone,

My name is Linda S. Nelson. I reside at 5802 Corinth Chapel Road in Parker Village. I have lived in Parker since 2009, a total of 13 years.

I have been glad to hear that several suggestions / recommendations made by Parker Citizens over the past several years have been recognized. Specifically

- Viability of existing facility renovation addressing current & future Police Dept requirements
- Permissibility for storage of city records on electronic media
- Confirmation that existing building is not in the flood plain nor impacted by the build line

Before consideration of any additional bonds, I strongly encourage City Council to first complete work on an integrated / comprehensive plan addressing: (1) Water; (2) Drainage; and (3) Roads so that there is full line-of-sight of the financial impacts to the City and individual households.

I am here this evening to hear the updates on FM 2551 and look forward to future periodic updates on similar topics.

I also strongly encourage City Council to build strong, transparent, and sustainable partnerships and agreements that would include periodic updates with all service providers for City of Parker residents. This broader view would extend beyond vendors (e.g., trash) or internal departments (e.g., Water) but also with other entities such as TxDot, NTMWD and Southfork.

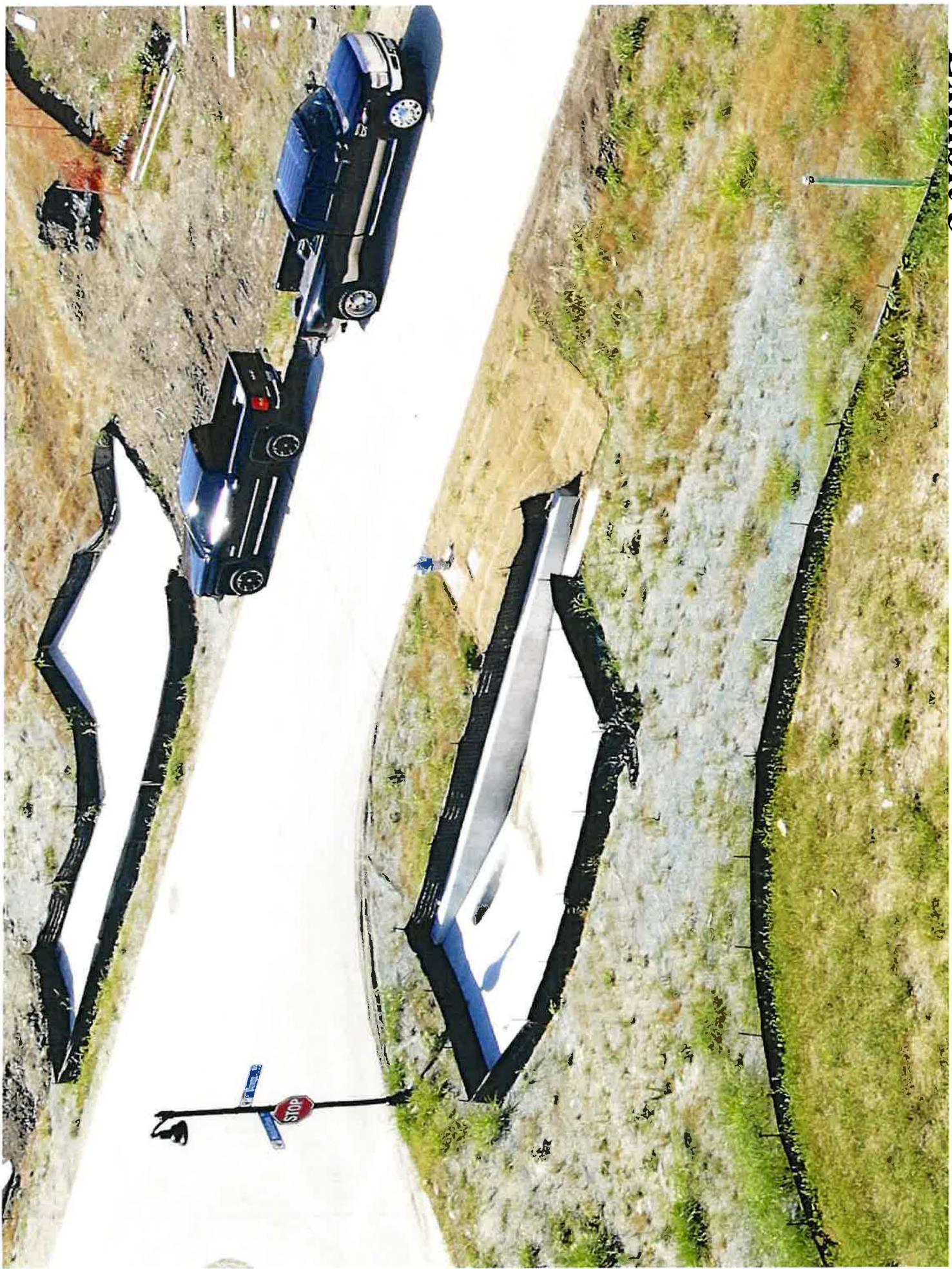
I ask that my comments be included in the Council minutes.

Best regards,



Linda Nelson

Exhibit 3









CITY OF PARKER, TEXAS

REQUEST FOR QUALIFICATIONS

INDEPENDENT FINANCIAL AUDIT SERVICES

DUE DATE:

THURSDAY, JULY 21, 2022 at 2:00 P.M.

NO LATE SUBMISSIONS WILL BE ACCEPTED

QUALIFICATION PACKAGES
MAY BE DELIVERED OR MAILED TO:

CITY OF PARKER
ATTN: PATTI GREY, CITY SECRETARY
5700 E. PARKER RD.
PARKER, TEXAS 75002

FOR ADDITIONAL INFORMATION CONCERNING THIS RFQ PLEASE CONTACT:

Grant Savage, Finance Director
gsavage@parkertexas.us

I INTRODUCTION

A Request for Qualifications (RFQ)

The City of Parker, Texas (the City) is soliciting Statements of Qualifications for services to audit its financial records and accounts and to prepare its Comprehensive Annual Financial Report (CAFR) based on the audit. Persons qualified to perform these services include certified public accountants who are licensed in the State of Texas and public accountants who hold permits to practice from the Texas State Board of Public Accountancy.

B Term of Audit Engagement

A three-year term with an optional two-year extension is contemplated, subject to the annual review and recommendation of the City Administrator and Finance Director, the satisfactory negotiation of terms (including a price acceptable to both the City and the selected firm), the concurrence of the City Council, and the annual availability of an appropriation. The audit will initially be performed for the fiscal year October 1, 2021 to September 30, 2022.

II DESCRIPTION OF THE MUNICIPALITY

A Background Information

The City of Parker, Texas is a political subdivision located East of Allen, Texas and is in Collin County. The City's corporate limits currently encompass a land area of approximately 8 square miles and has a population of approximately 5,250. The City was incorporated on March 22, 1969 and operates under a Type A General Law form of government. The City provides; Police; Fire; Code Enforcement; Public Works; Street Repair and Maintenance; Parks; General Administrative Services; Water; Wastewater; and Sanitation. The City currently has 28 full-time employees and approximately 45 part-time employees.

B Current City Officials

(i) Elected Officials:

Mayor	Lee Pettle
Mayor Pro-Tem	Michael Slaughter
Councilmember	Diana Abraham
Councilmember	Terry Lynch
Councilmember	Cynthia Meyer
Councilmember	Jim Reed

(ii) Executive Staff:

City Administrator	Luke Olson
City Attorney	Trey Lansford
City Secretary	Patti Grey
Finance Director	Grant Savage
Police Chief	Richard Brooks
Fire Chief	Mike Sheff
Public Works Director	Gary Machado

C Fund Structure

As of June 1, 2022, the City's fund structure is as follows:

Fund Type/Account Group	Number of Funds
General Fund	1
Special Revenue Funds	9
Debt Service Funds	1
Capital Projects Funds	3
Enterprise Funds	2
Blended Component Units	1
General Fixed Asset Account Group	1
General Long-Term Debt Account Group	1

D Budgetary Basis of Accounting

The City prepares its operating budget on an annual basis. The budgets for all governmental funds are prepared and adopted on a basis consistent with generally accepted accounting principles. The budgets prepared and adopted for enterprise funds differ from generally accepted accounting principles primarily in that depreciation expense is not a budgeted item, while capital outlay is budgeted as an expense.

E Financial Information

Total annual appropriations for funds of the primary government for fiscal year 2021-22 total \$5.4 million. More detailed information about the City and its finances is available on the City's website at www.parkertexas.us. There you will find prior audits and adopted budgets. The City utilizes pooled cash and has one bank account that is used as the operating account.

F Pension Plans

The City's employees participate in the Texas Municipal Retirement System. Employees are also eligible to contribute to a deferred compensation plan offered through Nationwide.

G Federal and State Financial Assistance

During the fiscal year to be audited, the City may receive funding from federal and state financial assistance programs. A Single Audit may be required if the appropriate grant expenditure thresholds are met. Last year the City was not required to provide a Single Audit.

H Component Units

Besides the primary government, the City's financial statements provide information for a blended component unit. The Parker Volunteer Fire Department is reported as a blended component unit because it has no separate board from City Council, and it is financially accountable to the City.

I Computer Systems

The City currently utilizes the INCODE/ENERGOV software packages from Tyler Technologies for the following applications:

- General Ledger
- Accounts Payable
- Check Reconciliation
- Payroll
- Utility Billing
- Cash Collections
- Building Permits

Municipal court currently utilizes the MCRS software package from Utility Data Systems of Texas, LLC, to input citations and traffic tickets, maintain the docket, enter judgments, and enter payments. Payment information is uploaded into INCODE as separate transactions daily. The two software entries are reconciled daily.

J Internal Audit Function

The City does not currently have any internal audit functions.

K Finance Department Personnel

The Finance Director has a Bachelor of Science from the University of North Texas with an emphasis in accounting and has 18 years of municipal government experience.

Other finance-related personnel include the following:

- Accounting/HR Specialist
- Utility Billing Coordinator
- Court Administrator
- Permit Tech

III SCOPE OF AUDIT SERVICES REQUIRED

A Auditing Standards to be followed

The examination of the City's financial statements should be made in accordance with:

- Generally accepted auditing standards (GAAS) established by the American Institute of Certified Public Accountants (AICPA),
- Standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States,
- Provisions of relevant Governmental Accounting Standards Board statements, and
- U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, as applicable

B Scope

- 1 The City desires the auditor to express an opinion on the fair presentation of its general-purpose financial statements in conformity with Generally Accepted Accounting Principles (GAAP).
- 2 The audit firm shall also be responsible for performing certain limited procedures involving required supplementary information required by the Government Accounting Standards Boards (GASB) as mandated by Generally Accepted Audited Standards (GAAS).

C Reports to be issued

The audit firm will be required to prepare the following reports:

- Independent Auditor's Report,
- Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Governmental Auditing Standards*, and
- All other reports required of the independent auditor examining the City's financial statements in accordance with the standards listed above.

D CAFR Preparation

The audit firm will prepare the draft and final versions of the CAFR as follows:

- The financial section will be prepared by the auditor. The auditor will compile and prepare all financial statement and schedules. Management's Discussion and Analysis and the notes to the basic financial statements will be a joint effort of the City and the auditor, and they will be prepared by the auditor.

Printing and binding of twelve (12) copies of the CAFR will be the responsibility of the audit firm. The audit firm will also provide the City with a print-ready version of the CAFR in Portable Document Format (PDF) to facilitate the printing of any additional copies and for posting the CAFR on the City's website.

E Evaluation of Internal Control Systems

The selected audit firm shall observe the adequacy of the systems of internal control. If weaknesses are noted, appropriate findings and recommendations should be reviewed with either the Mayor, City Administrator or Finance Director, with final inclusion in a separate letter to management.

F Provision of Advisory Guidance

The successful audit firm will be expected to provide advisory guidance to City staff during the course of audit work and throughout the year for accounting and other technical matters necessary to keep the City in compliance with any changes in governmental accounting and financial reporting standards.

G Requested Client-prepared Schedules

The successful audit firm will be expected to submit a detailed list of requested client-prepared schedules to the City's Finance Director at an agreed-upon date to facilitate efficient and timely completion for the fieldwork process. The Finance Department is staffed at only a maintenance level and must carry on its normal operations during the audit.

H Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years, unless the firm is notified in writing by the City of the need to extend the retention period.

At the City's request, copies of any or all working papers prepared in conjunction with a respective audit engagement will be provided, on a timely basis, at no cost to the City. In addition, the audit firm shall respond to reasonable inquiries of successor auditors and allow them to review working papers relating to matters of continuing accounting significance.

IV CITY OF PARKER'S RESPONSIBILITIES DURING AUDIT

- A The City's Finance Department staff shall close all accounts within 60-90 days after fiscal year end and prepare, at the audit firm's option, a trial balance and/or detailed general ledger transaction listing for all funds to be examined by the auditor.
- B The City will provide the auditor with an on-site work area and access to a source of power, photocopier, fax machine, and internet access.
- C The City will make available and accessible all documents, records, and systems requested by the independent auditors to conduct their examination.
- D City staff will be available to provide documents and reports for examination, reproduce documents, prepare specific schedules, etc.
- E The City will allow the auditor access to staff work areas for confidential discussions to take place.

V CALENDAR OF EVENTS

A Selection of Audit Firm

The following is a proposed calendar of events for selection of an auditor. Dates are subject to change.

Date	Description of Event
Thursday, June 23, 2022	Advertise RFQ for Audit Services
Thursday, July 21, 2022	RFQ Proposals due by 2:00 PM to City Secretary
Tuesday, August 16, 2022	City Council selection of audit firm

B Contemplated Schedule for Annual Audit

The desired schedule for completion of certain aspects of the audit for each year of the engagement is as follows:

Date	Description of Event
October 1, 2022	Development of Audit Plan and PBC Schedules
December 2022 - January 2023	Audit Field Work
February 2023	Draft Report
March 2023	Final Reports and Management Letters Presented to Council

VI INFORMATION REQUESTED FROM AUDIT FIRMS

Any firm interested in being considered for the independent financial audit services engagement is requested to submit, on the firm's letterhead, a Statement of Qualifications, which provides information on the points, indicated below. Responding firms should refer to Section VII (Submission of Statement of Qualifications) of this RFQ for additional response guidelines.

To achieve a uniform review process and obtain the maximum degree of comparability, the Statement of Qualifications is to be organized according to the following outline:

A Title Page

Show the RFQ subject, the name of the proposing firm, local address, website address, telephone number, name of contact person, and date submitted.

B Table of Contents

Include a clear identification of the material by section and by page number.

C Letter of Transmittal

- (1) Briefly state the firm's understanding of the work to be performed and provide a clear commitment that work will be performed within the time period specified in the RFQ.
- (2) Provide the names of the persons who will be authorized to make representations for the firm, their titles, addresses, email addresses, and telephone numbers.
- (3) State that the person signing the transmittal letter is authorized to bind the firm and enter into a contract.
- (4) The firm should provide affirmative statements that:
 - (a) It is a CPA firm licensed to practice in the State of Texas and
 - (b) It is independent of the City of Parker as defined by Government Auditing Standards issued by the Comptroller General of the United States. Otherwise, identify and discuss any potential conflicts of interest of which the firm is aware.

D Profile of the Responding Firm

- (1) State size of the firm and the size of the municipal government audit staff.
- (2) State the location of the office from which work is to be performed and the number of partners, managers, supervisors, seniors, and other professional staff employed at that office.
- (3) Submit a copy of the report of the most recent external quality control review, with a statement whether that review included a review of specific government engagements.
- (4) Provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three years. In addition, provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three years with state regulatory bodies or professional organizations.
- (5) Describe the firm's most recent auditing experience similar to the type of audit being requested. Include a reference list of local government audit clients and the number of years served for each.

E Summary of the Responding Firm's Qualifications

- (1) Identify the partner, audit manager, and supervisors who will work on the audit. Resumes including relevant governmental auditing experience and continuing education for each individual assigned to the audit should be included. (Resumes may be included as an appendix)
- (2) Indicate the firm's experience in providing any additional services to local governments by listing the name of each entity, the type(s) of service performed, and the year(s) of the engagement.
- (3) For the firm's office that will be assigned responsibility for the audit, list up to five of the most significant engagements performed in the last five years that are like the engagement described in this request.

F Approach to the Audit and Cost Proposal

- (1) Submit a work plan to accomplish the scope of services required, including an explanation of the audit methodology to be followed. In developing the work plan, reference should be made to sources of information, such as the City's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems. The planned use of any specialists should also be specified. In addition, submitters are required to provide the following information on their audit approach and cost proposal:
 - (a) Proposed segmentation of the engagement, and
 - (b) Level of staff and number of hours to be assigned to each proposed segment of the engagement.

- (2) State the purpose and degree of utilization of City of Parker personnel.
- (3) The dollar cost to provide the maximum not-to-exceed fee. The total hours and hourly rate required to complete the requested work by staff classification are to be stated. The resulting all-inclusive maximum not-to-exceed fee amount is to contain all direct and indirect costs, including all out-of-pocket expenses.
- (4) The cost to perform the Single Audit (if applicable) is to be shown separately from the cost to audit the basic financial statements and required supplementary information. In addition, the expected rates for any additional services for which the City might desire to utilize the expertise of the auditor on additional projects outside the scope of this financial audit engagement are to be provided.
- (5) The expected manner and terms of payment for the proposed engagement are to be provided.

VII SUBMISSION OF STATEMENT OF QUALIFICATIONS

A Instructions to Prospective Firms

The following instructions should be observed by firms responding to this RFQ:

- (1) Respond specifically to all information requested in this RFQ or indicate why a particular response is not given.
- (2) Identify the RFQ item being addressed in the introduction to each response.
- (3) Respondents or their representatives are prohibited from communicating with City of Parker officials (including City Council members) and employees regarding the RFQ from the time it is released until it has been acted upon by the City Council. Violation of this provision by respondents or their agents will lead to disqualification of the respective Statement of Qualifications from consideration.
- (4) If there are any clarification questions regarding the scope of work and/or any other requirements of this RFQ, respondents or their representatives should submit them in writing and forward them via email to Grant Savage, Finance Director, at gsavage@parkertexas.us.

B Filing Requirements

The City of Parker requests six (6) bound copies of the Statements of Qualifications, along with one (1) electronic copy suitable for reproduction and a thumb drive. All statement of Qualifications should be sealed in an envelope and clearly marked "Statement of Qualifications for Independent Financial Audit Services" on the outside of the envelope or on any carrier's envelope.

Sealed Statement of Qualifications should be sent to the attention of:

Patti Grey, City Secretary
City of Parker, Texas
5700 E. Parker Rd.
Parker, TX 75002

The City of Parker will accept sealed Statement of Qualifications for independent financial audit services **until 2:00 PM on Thursday, July 21, 2022. Statement of Qualifications received after this time will not be considered.**

The City of Parker will not be responsible if the U.S. Postal Service or any other courier system fails to deliver the sealed Statement of Qualifications to the City of Parker by the deadline specified above. **Electronic transmission or facsimile of the Statement of Qualifications will not be accepted.**

VIII EVALUATION CRITERIA

City staff's recommendation to the City Council will be based on the Statement of Qualifications determined to offer the highest qualifications based on demonstrated competence to the City and its taxpayers. The evaluation of the Statement of Qualifications will be made based on, but not limited to, the following criteria, in no particular order of priority or rating, in addition to the items listed in Section VI (Information Requested from Audit Firms) of this document. These factors will be applied to all eligible, responsive firms in comparing the Statement of Qualifications received and in selecting the audit firm.

The City of Parker reserves the right to require oral presentations by any or all firms. A contract award may be made without oral presentations and/or discussions with firms after RFQ responses are received by the City. Therefore, RFQ responses should be submitted on the most favorable terms.

All costs directly or indirectly related to preparation of a response or oral presentation, if any, required to supplement and/or clarify an item in the RFQ shall be the sole responsibility of, and shall be borne by, the responding firm.

The City will use the following criteria in evaluating the qualifications of those responding the greatest benefit to the RFQ:

- (1) Qualifications will be based on the firm's professional background, education, and experience, including qualifications of the local office principals managing the audit and staff assigned to the audit.
- (2) Governmental audit experience will be based on list of client cities of similar size or larger, references with contact names and information, and providing guidance to cities with new accounting and auditing standards.
- (3) Firm size, staffing and resources available to complete the annual audit in a timely manner.
- (4) Audit quality will be based on required information of peer reviews and any additional information that will be useful in determining audit quality.
- (5) Description of the audit plan and associated costs. Key dates and relevant information related to the approach for completing the audit will also be considered.

IX RIGHTS RESERVED BY THE CITY OF PARKER

The City of Parker reserves the right to:

- 1 Accept, reject, re-solicit, and/or extend the RFQ from the original submission date for an appropriate period determined solely by the City if only one or no Statement of Qualifications is received by the submission deadline,
- 2 Hold Statements of Qualifications for 90 days from the submission date without action,
- 3 Extend the original 90 day holding period prior to the award if agreed upon in writing by both parties,
- 4 Request additional information or to meet with representative from responding firms to discuss items in the Statement of Qualifications before and after submission, any or all of which may be used in forming a recommendation,
- 5 Disregard and reject the entire Statement of Qualifications for any alterations, changes, or deletions made to the RFQ by the submitter,
- 6 Reject any or all Statements of Qualifications received and to accept the Statement of Qualifications the City considers being in its best interest based upon the requirements and descriptions outlined in the RFQ,
- 7 Retain all Statements of Qualifications submitted and to use any information in a Statement of Qualifications regardless of whether that Statement is selected,
- 8 Terminate all of or any part of the unfinished portion of the work resulting from this solicitation within thirty (30) days written notice whether due to default, delay, or non-performance by the firm or, if it is deemed in the City's discretion to be in the best interest of the City or for convenience,
- 9 Terminate negotiations with any submitter if, in the City's sole determination, a fair and reasonable price cannot be obtained and initiate negotiations with the next best qualifications as determined by rankings by the City Council and City staff.

X WARRANTIES

- 1 The successful firm warrants that it will not delegate or subcontract its responsibilities under the audit engagement without the express prior written consent of the City.
- 2 The successful firm warrants that it will not replace or substitute key audit personnel without the City's knowledge and consent.
- 3 The successful firm warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for willful or negligent acts or the omissions of any officers or employees.
- 4 The submission of a Statement of Qualifications shall be *prima facie* evidence that the proposing firm has full knowledge of the scope, nature, quantity, and quality of work to be performed, the detailed requirements of the specifications, and the conditions under which the work is to be performed.