



Debt/Procurement Stars

GFOAT Spring Conference – April 2018

presented by Keith Dagen

City of Richardson
Finance

Richardson's Transparency Efforts

- July 2007 – Agenda documents posted online
- August 2009 – Council meetings live-streamed on web site
- October 2010 – Formal Transparency Page debuts
 - Receives State Comptroller's Gold certification
- November 2011 – Council handouts posted online prior to start of meetings
- March 2012 – City Plan Commission live-streamed on web site
- November 2014 – Transparency Page receives Platinum certification
- June 2017 - Awarded Transparency Stars (all five stars)



Debt Obligations

- Must have dedicated Webpage or Section of Website
 - ✓ Include general narrative overview of transparency area
 - ✓ Must be 3 clicks or less from the homepage
- Five Major Requirements:
 1. Debt Obligations Summary
 2. Visualizations
 3. Documents
 4. Downloadable Data
 5. Other Information



Debt Obligations

Requirement # 1: Debt Obligations Summary

- ✓ Outstanding debt obligations – split out by tax-supported, revenue-supported and lease-purchase/revenue
 - Numbers expressed as total and per capita amounts
- ✓ Historical bond election information

Current Debt Obligation Information as of 9/30/2017

	General Government Debt	Business-Type Activity Debt	Total	Per Capita*
Total Outstanding, Tax-Supported Debt Obligations	\$217,725,000	\$47,370,000	\$265,095,000	\$2,468
Other Obligations, Including Leases	\$939,130	--	\$939,130	\$9
Total Outstanding Obligations	\$218,664,130	\$47,370,000	\$266,034,130	\$2,477

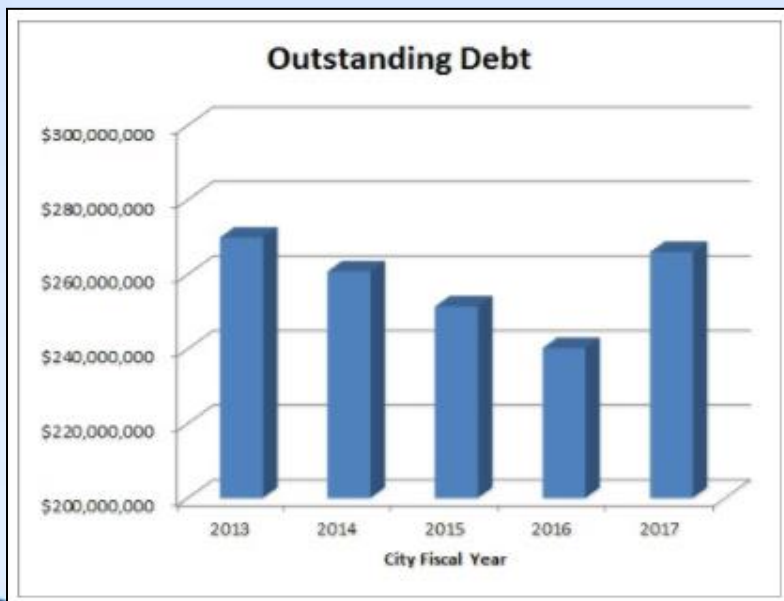
* Based on a population of 107,400 as of January 2017



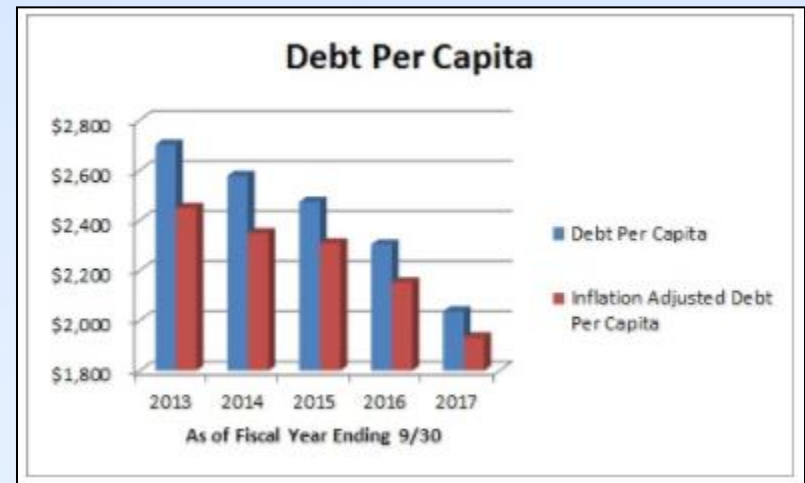
Debt Obligations

Requirement # 2: Visualizations

- ✓ Time trend – last five years showing total outstanding debt (tax-supported and revenue-supported)
- ✓ Time trend – last five years showing inflation adjusted tax-supported debt per capita/student



Example - Outstanding Debt Time Trend



Example - Inflation Adjusted Time Trend



Debt Obligations

Requirement # 3: Documents *(separate from audits and other financial reports)*

- ✓ Local Annual Debt Report – in compliance with House Bill 1378

Report for compliance with HB 1378, Texas Legislative Session 84(R)
House Bill 1378 from the 2015 Texas legislative session requires local governments to provide detailed information and analysis of outstanding obligations, beginning with fiscal year 2016. The City's report, using formatting and debt definitions provided by the Texas Comptroller's Office, can be found in the links below.
[2017 Report](#)
[2016 Report](#)

Example – Verbiage and Links to HB 1378

- ✓ Tax Rates – document or link to current fiscal year tax rates
- ✓ Debt Excerpts – link to debt information in previous years' adopted budgets dating back 5 fiscal years

Debt Excerpts from Approved Budgets
Debt information is provided as part of the City's budget in accordance with the City's Charter. The following links contain debt information excerpts from the past 5 years of City budgets.
[2018 Budget Excerpt](#)
[2017 Budget Excerpt](#)
[2016 Budget Excerpt](#)
[2015 Budget Excerpt](#)
[2014 Budget Excerpt](#)
[2013 Budget Excerpt](#)

Example – Verbiage and Links to Budget Excerpts



Debt Obligations

Requirement # 4: Downloadable Data *(tabular or spreadsheet format)*

- ✓ Time trend – last five years showing total outstanding debt (tax-supported and revenue-supported)
- ✓ Issue by Issue listing of each outstanding debt obligation; including principal amount

City of Richardson Debt Time Trend*				
As of 9/30	General Government Debt	Business-Type Activity Debt	Other Obligatons	Total
2013	\$214,000,447	\$55,944,553	\$2,239,859	\$272,184,859
2014	\$208,599,602	\$52,240,398	\$2,607,421	\$263,447,421
2015	\$201,229,259	\$50,195,741	\$1,929,898	\$253,354,898
2016	\$191,684,412	\$47,245,588	\$1,314,584	\$240,244,584
2017	\$217,725,000	\$47,370,000	\$939,130	\$266,034,130

*Bonds issued for the General Government are payable from the levy of property taxes assessed against taxable property within the City, as well as a limited pledge of revenues from the Water Fund. Bonds issued for business-type activities are secured by a pledge of the property tax levy, but are self-supporting obligations which are paid from the respective net revenues of each activity. Other obligations, including leases, may be repaid from property tax levies or general operating revenues. The City does not currently issue revenue bonds.



Debt Obligations

Requirement # 5: Other Information

- ✓ Link to Comptroller's Debt at a Glance Website
- ✓ Link to Bond Review Board Local Government Debt Data
- ✓ Upcoming bond election information that includes date of election, purpose, and amount

Not Required by Comptroller:

- ✓ Information on City Council Members



Debt Obligations

Timing of updates:

Debt Obligations Summary:	When to update:
Outstanding debt obligations	After close of fiscal year
Historical bond election information	As needed
Visualizations:	When to update:
Time Trend - total outstanding debt	After close of fiscal year
Time Trend - inflation adjusted debt	After close of fiscal year
Documents:	When to update:
HB 1378	After close of fiscal year - before March 29th
Tax Rates	After Budget Approval
Debt Excerpts	After Budget Approval
Downloadable Data:	When to update:
Time Trend - total outstanding debt	After close of fiscal year
Issue by Issue Listing	After close of fiscal year - before March 29th
Other Information:	When to update:
Link to Comptroller's Debt at a Glance	Check link quarterly
Link to Bond Review Board Website	Check link quarterly
Upcoming bond election information	As needed



Contracts & Procurement

- Must have dedicated Webpage or Section of Website
 - ✓ Include general narrative overview of transparency area
 - ✓ Must be 3 clicks or less from the homepage
- Five Major Requirements:
 1. Contracts & Procurement Summary
 2. Visualizations
 3. Documents
 4. Downloadable Data
 5. Other Information



Contracts & Procurement

Requirement # 1: Contracts & Procurement Summary

- ✓ Procurement & Contracting Spending (total & per capita/student)
- ✓ Total number of publicly posted bidding & contracting opportunities
- ✓ Total number of closed bids or awarded contracts
- ✓ Total dollar amount of bids received from Invitations to Bid & Requests for Proposals
- ✓ Total dollar amount awarded from contracts

Fiscal Year 2017 Contracts and Procurement Summary	
Total Procurement and Contracting Spending*	\$97,656,274
Procurement and Contracting Spending Per Capita**	\$909
Publicly Posted Bidding and Contracting Opportunities	59
Closed Bids or Awarded Contracts	90
Dollar Amount of Bids Received from Invitations to Bid and Requests for Proposals	\$66,677,854
Dollar Amount of Contracts Awarded from Invitations to Bid and Requests for Proposals	\$19,670,853

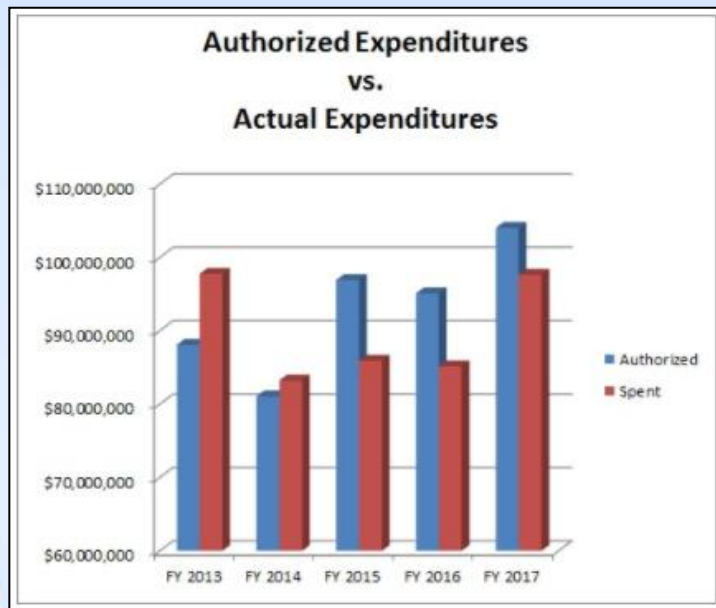
Example – Contracts & Procurement Summary



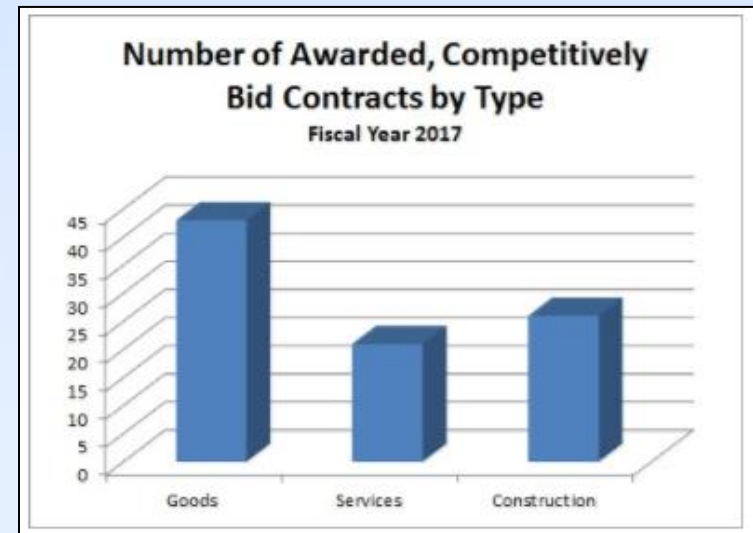
Contracts & Procurement

Requirement # 2: Visualizations

- ✓ Time trend – last five years of authorizations versus actual procurement expenditures
- ✓ Total contracts broken down by business sector or other meaningful categories for the last completed fiscal year



Example – Authorized vs. Actual Expenditures



Example – Number of Contracts by Type



Contracts & Procurement

Requirement # 3: Documents *(separate from audits and other financial reports)*

- ✓ Bid documents
 - ✓ Intent to Award documents
 - ✓ Awarded, competitively bid contracts
 - ✓ Vendor registration forms and/or guide (Richardson uses Bidsync.com)
 - ✓ Procurement manual or purchasing procedures
- All three in single document for Richardson

Current Fiscal Year Publicly Posted Bids

This spreadsheet contains information on all publicly posted bidding and contracting opportunities for the current fiscal year. Links to bid documents, addendums, tabulations, and intent to award documents are included.

Example – Verbiage and links to bid documents, Intent to Award documents and awarded, competitively bid contracts



Contracts & Procurement

Requirement # 4: Downloadable Data *(tabular or spreadsheet format)*

- ✓ Vendor check register – past three completed fiscal years
- ✓ Dataset of open contracting and bidding opportunities and closed solicitations for the past three complete fiscal years

[Interactive Check Register Data](#)

This database includes information on the city's check and electronic disbursements, including payments to vendors. Detailed information is provided about each payment, such as the vendor the payment was made to, the amount of each payment, the department and the name of the account to which the payment was charged. You may also [download the check register data](#).

Example – Verbiage for Downloadable Vendor Check Register

[Downloadable Prior Years' Bidding Opportunities and Closed Solicitations](#)

Provides a listing of Requests for Bids, Requests for Quotes, and Requests for Proposals for fiscal years 2015 through 2017.

Example – Verbiage for Downloadable bidding opportunities and closed solicitations



Contracts & Procurement

Requirement # 5: Other Information

- ✓ Links to contracting & procurement statutes
- ✓ Links to applicable GASB statements or other reference resources
- ✓ Local contact information of procurement/purchasing officer(s)

Not Required by Comptroller:

- ✓ City Auction information
- ✓ Conflict of Interest information



Contracts & Procurement

Timing of updates:

Contracts & Procurement Summary:	When to update:
Procurement & Contracting Spending	After close of fiscal year
Total number of publicly posted opportunities	After close of fiscal year
Total number of closed bids/contracts	After close of fiscal year
Total dollar amount of received	After close of fiscal year
Total dollar amount awarded from contracts	After close of fiscal year
Visualizations:	When to update:
Time trend - authorized vs. actual expenditures	After close of fiscal year
Contracts split by business sector	After close of fiscal year
Documents:	When to update:
Bid docs, Intent to Award Docs & Contracts	Updated weekly
Vendor Registration forms/guide	As needed
Purchasing manual and glossary	As needed
Downloadable Data:	When to update:
Vendor check register	Updated monthly
Dataset - Open opportunities	Updated weekly
Dataset - Closed solicitations from prior fiscal years	After close of fiscal year
Other Information:	When to update:
Links to contracting & procurement statutes	Verified quarterly
Links to applicable GASB statements or other resources	Verified quarterly
Local purchasing contact information	Verified quarterly



Contracts & Procurement

Challenges:

- ✓ Authorizations versus Actual Procurement Expenditures:
 - Timing differences from when PO was issued versus when funds are spent. Blanket PO's or Cap Project PO's can cross fiscal years.
- ✓ Information not previously tracked:
 - Business Sector (categories) – did not previously track so had to go back one year and gather information
 - Total \$ amount and # of bids received – staff did not previously track so had to go through all bid tally sheets and consolidate
- ✓ Updates to documents
 - A staff member is assigned to update documents relating to bids, contracts, etc. weekly

