



## City Manager's Office

**DATE:** April 30, 2020

**TO:** Dan Steele, Rotary District 5790, District Grant Chair  
2100 Flat Rock Road, Graham, Texas 76450  
[dsteelerotary5790@gmail.com](mailto:dsteelerotary5790@gmail.com)  
940-328-5903

**FROM:** Deputy City Manager Gilbert T. Perales

**RE:** COMMUNITY RELATIONS COMMISSION RESTRICTED GRANT

Please accept this Grant Closeout Report on behalf of the Community Relations Commission (CRC) for the generous \$3,820 in grant funds from Rotary District 5790. This documentation is to provide the required information about the vendors, the invoices paid and the purpose of the expenditures. Because the CRC is comprised of volunteers appointed by the Mayor & Council Members, the City Manager's Office manages its record-keeping.



### Grant Closeout Report

#### Section 1: Identification Information

<b>Name of Agency:</b>	City of Arlington, tax exempt government/municipality Tax ID# 1-75-6000450-3
<b>Category of Grant:</b>	Restricted – cannot use for scholarships
<b>Grant Cycle:</b>	FY20 (Oct 1 – Sep 30)
<b>Name of Project:</b>	Community Relations Commission (City Council-appointed commission with 15 community members) Kindness Campaign Marketing and Signage
<b>Grant Amount:</b>	\$3,820.00 total • \$1,160.00 (ck#1794 deposited 01-29-2020) • \$2,660.00 (ck#1798 deposited 02-10-2020)
<b>Agency Contact Information:</b>	Timi Hazle, CRC Chair, <a href="mailto:timi@harriscooklaw.com">timi@harriscooklaw.com</a> Gloria Pena, CRC Member, <a href="mailto:gloriapena01@yahoo.com">gloriapena01@yahoo.com</a> Alexa Aragonex, CRC Liaison, <a href="mailto:Alexa.Aragonex@arlingtontx.gov">Alexa.Aragonex@arlingtontx.gov</a>



# City Manager's Office

## Section 2: Performance of Project

### **Goal 1: Transportation Fees for AISD Classes Recognized for Extraordinary Acts of Kindness to attend Ice Skating Parties at the Parks Mall.**

**Current Status:** Since receiving the funds on January 29 and February 10, the CRC is now covering the transportation costs for AISD students to attend skating parties awarded to classes selected for their extraordinary kindness efforts by the Parks Mall. Although only Ellis Elementary has claimed \$103.68 bus funds to date, 5 other elementary schools and 3 junior high schools are entitled to receive reimbursement for transportation to the Parks Mall for the skating parties.

**Explanation of any Variance:** Due to the complications caused by the COVID-19 virus and shelter-at-home required by Tarrant County since March 22, the Parks Mall ice skating rink is closed and the schools have been unable to take advantage of the ice skating party/field trips. Further, the CRC has had to cancel all pep rallies scheduled for March through May 2020.

### **Goal 2: Purchase and distribution of signage for the Community Relations Commission Kindness Campaign.**

**Current Status:** 65 Syntra (hard plastic) signs, 200 decals, 50 corrugated plastic signs, and 100 easel signs have been printed for a cost of \$2,756.50. Distribution has started, but the bulk of the signs will be delivered once the shelter in place order is lifted.

**Explanation of any Variance:** Barring new virus-related restrictions, distribution of the signs will continue once the shelter in place order is lifted.

### **Goal 3: Of the \$3,820.00 Rotary Grant funds received by the Community Relations Commission, \$959.82 is unspent. The Community Relations Commission respectfully requests to keep this remaining balance. Our plans are to find new ways to promote the Kindness Campaign and to honor residents and businesses who are doing extraordinary things in these extraordinary times, due to the COVID-19 virus.**

**Current Status:** Pending.

**Explanation of any Variance:** The COVID-19 virus put a stop to our group meetings, and we are adjusting to this new way of functioning.



# City Manager's Office

## Section 3: Financial Documentation

Expenditures by Line Item	Grant Allowance	Actual Expense
<b>INV#100</b> <ul style="list-style-type: none"> <li>Dated: 02-28-2020</li> <li>Vendor: AISD Ellis Elementary</li> <li>Purpose: bus expense for skating party</li> </ul>		\$103.68
<b>INV#20-20615</b> <ul style="list-style-type: none"> <li>Dated: 03-10-2020</li> <li>Vendor: Digital Corporation Companies</li> <li>Purpose: 50 11x17 printed 4/0 signs and 100 8.5x11 printed 4/0 signs</li> </ul>		\$673.50
<b>ORDER CONFIRMATION/funds encumbered</b> <ul style="list-style-type: none"> <li>Dated: 04-13-2020</li> <li>Vendor: Digital Corporation Companies</li> <li>Purpose: 65 24x18 plastic signs and 200 4x4 sticker decals</li> </ul>		\$2,083.00 - 198.00 invoice rec'd \$1,885.00 outstanding
<b>INV#20-20767</b> <ul style="list-style-type: none"> <li>Dated: 04-20-2020</li> <li>Vendor: Digital Corporation Companies</li> <li>Purpose: 200 4x4 printed 4/0 decals</li> </ul>		\$198.00
<b>Total</b>	<b>\$3,820.00</b>	<b>\$2,860.18</b>

## Section 4: Submission Certification

Name of Person Submitting Report: **Gilbert T. Perales**

Title: **Deputy City Manager**

Signature:

 04/30/2020

Submission Date: **04-30-2020**

**INVOICE #100**

# Ellis Elementary

2601 Shadow Ridge Dr Arlington, TX 76006  
682-867-7900

2/28/2020

## BILL TO

City of Arlington  
City Manager's Office, Attn: DCM Perales, 101 W Abram St.,  
MS 01-0300 Arlington, TX 76010

MAR 4 120 RCVE  
CMB

ATA

Cmsup  
Non-PO Invoice  
V# 1462 Location TX2  
Acc Unit: 121201 Acc: 61002  
Activity: 125005

## FOR

Community Relations Commission  
City of Arlington Kindness Initiative  
Skating Party Bus Expense

### Details

### AMOUNT

12/17/2019 Ellis Kindness Initiative Bus Expense

\$103.68

SUBTOTAL \$103.68

TAX RATE 0.00%

OTHER \$0.00

**TOTAL \$103.68**

Make all checks payable to Ellis Elementary

If you have any questions concerning this invoice, use the following contact information:

LuAnn Mihelich 682-867-7902

**THANK YOU FOR YOUR BUSINESS!**

**DIGITAL**  
**CORPORATE COMPANIES, inc.**  
 Printing · Corporate Gifts · Apparel  
 801 Station Dr., Suite 109  
 Arlington, Texas 76015  
 (817) 801-8000

CMSUP  
 Non-PO Invoice  
 V# 24680  
 Acc Unit 121201  
 Acc 61002  
 Activity 125005

A# B  
**INVOICE**  
 DATE 3/10/2020  
 INVOICE # 20-20615

**BILL TO:**  
 City of Arl. Comm. Relations  
 Commission  
 Attention: Accounts Payable  
 4717 Hillside Dr.  
 Arlington, TX 7601

**SHIP TO:** Attention: Timi Hazle

P.O. NUMBER	TERMS	DUE DATE	REP	SHIP	SHIP VIA
	net	3/10/2020	AW	3/10/2020	Pick up

QUANTITY	DESCRIPTION	EACH	AMOUNT
50	11x17 printed 4/0 Arlington Acts of Kindness signs on corrugated plastic	6.49	324.50T
100	8.5X11 printed 4/0 Signs- corrugated plastic with easel backs	3.49	349.00T

Thank you have a wonderful day!

<b>Subtotal</b>	<b>\$673.50</b>
<b>Sales Tax (0.0%)</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$673.50</b>
<b>Balance Due</b>	<b>\$673.50</b>

AHC



# ORDER CONFIRMATION

801 Station Drive, Suite 109  
Arlington, TX 76015  
817-801-8000

**ORDER DATE**  
4/13/2020

**PO#**

## CUSTOMER

City of Arlington  
Mail Stop 01-0370  
Attention: Community Relations Comm.  
101 W. Abrams Street  
Arlington, TX 76010

## Ship To

City of Arlington  
Mail Stop 01-0370  
Attention: Community Relations Comm.  
101 W. Abrams Street  
Arlington, TX 76010

**DELIVERY**      4/13/2020      **TERMS**      net

QTY	DESCRIPTION	UNIT COST	TOTAL
65	24 x 18 Syntra (plastic) signs. 1/8th thick rounded corners no holes.	29.00	1,885.00T
200	4 x 4 4/0 sticker decals	0.99	198.00T

Thank you

(0.0%)      \$0.00  
**TOTAL**      **\$2083.00**

AHD

**DIGITAL**  
**CORPORATE COMPANIES, Inc.**  
 Printing · Corporate Gifts · Apparel  
 801 Station Dr., Suite 109  
 Arlington, Texas 76015  
 (817) 801-8000

CMSUP  
 Non-PO Invoice  
 V# 24680  
 Acc Unit 121201  
 Acc 61002  
 Activity 125005

# INVOICE

DATE INVOICE #  
 4/20/2020 20-20767

**BILL TO:**  
 City of Arlington  
 Mail Stop 01-0370  
 Attention: Community Relations  
 Comm.  
 101 W. Abrams Street  
 Arlington, TX 76010

**SHIP TO:**  
 City of Arlington  
 Mail Stop 01-0370  
 Attention: Timi Hazel  
 101 W. Abrams Street  
 Arlington, TX 76010

P.O. NUMBER	TERMS	DUE DATE	REP	SHIP	SHIP VIA
	net	4/20/2020	AW	4/20/2020	Pick up

QUANTITY	DESCRIPTION	EACH	AMOUNT
200	4X4 printed 4/0 Decals	0.99	198.00

Thank you have a wonderful day!

<b>Subtotal</b>	<b>\$198.00</b>
<b>Sales Tax (0.0%)</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$198.00</b>
<b>Balance Due</b>	<b>\$198.00</b>