

# Budget, Finance & Audit Committee

## Meeting Record

Meeting Date: September 6, 2016

Convened: 1:09 pm

Adjourned: 1:43 pm

### Committee Members Present:

Jennifer S. Gates, Chair  
Philip T. Kingston, Vice-Chair

Eric Wilson  
Rickey D. Callahan

### Committee Members Absent:

Lee M. Kleinman

### Other Council Members Present:

N/A

### Staff Present:

Craig D. Kinton  
Michael Frosch  
Jack Ireland  
Jeanne Chipperfield  
Akilah McLaughlin  
Elizabeth Reich

Brittany Burrell  
Stephanie Cooper  
Richard Sims  
Shelia Robinson  
Corrine Steeger  
William Finch

Zeronda Smith  
James McGuire  
Lori Trulson  
Kelly High  
Robert Miranda  
Rowena Zhang

Jody Puckett

### Others Present:

N/A

### **AGENDA:**

#### **Call to Order**

#### **1. Consideration of the August 15, 2016 Minutes**

Presenter(s):

Information Only:

Action Taken/Committee Recommendation(s):

A motion was made to Amend the August 15, 2016 minutes to indicate The Office of the City Auditor: Fiscal Year 2017 Audit Plan was forwarded to Council with a recommendation of approval; otherwise to accept minutes as written. Motion passed unanimously.

Motion made by: Philip Kingston

Motion seconded by: Scott Griggs

#### **2. FY 2016-2017 General Fund Proposed Reserves**

Presenter(s): Jack Ireland, Director, *Office of Financial Services*

Information Only:

Action Taken/Committee Recommendation(s):

Motion made by: N/A

Motion seconded by: N/A

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3. Annual Investment Policy Review and Recommendations for Local Government Investment Pools

Presenter(s): Corrine Steeger, Assistant Director, *City Controller's Office*

Information Only: \_

Action Taken/Committee Recommendation(s):

A motion was made to forward the amendments to the investment policy, and the additions of Texas Term and Texas Class to City Council on September 14, 2016 with recommendations for approval. Motion passed unanimously.

Motion made by: Philip Kingston

Motion seconded by: Rickey Callahan

4. June 30, 2016 Quarterly Investment Report

Presenter(s):

Information Only: X

Action Taken/Committee Recommendation(s):

A motion was made to forward to City Council on September 14, 2016. Motion passed unanimously.

Motion made by: N/A

Motion seconded by: N/A

### UPCOMING AGENDA ITEMS:

#### September 14, 2016 City Council Meeting

- A. Draft Agenda Item: Authorize a four-year service contract for non-engineering environmental consulting, investigative and remediation services with twenty-nine vendors selected as most qualified respondent of thirty-seven (list attached) - Not to exceed \$17,156,124 - Financing: Current Funds (\$9,958,124), Aviation Current Funds (\$2,400,000), Stormwater Drainage Management Current Funds (\$1,900,000), Water Utilities Current Funds (\$1,290,000), Sanitation Current Funds (\$1,220,000) and Convention and Event Services Current Funds (\$388,000) (subject to annual appropriations)

A motion was made to forward to the City Council on Wednesday, September 14, 2016. Motion passed on unanimous vote.

Motion made by: Erik Wilson

Motion seconded by: Philip Kingston

- B. Draft Agenda Item: Authorize a three-year service contract for the rental and maintenance of portable toilets - Pot-O-Gold Rentals, LLC, lowest responsible bidder of three - Not to exceed \$813,172 - Financing: Current Funds (\$773,077), Stormwater Drainage Management Current Funds (\$24,005), Water Utilities Current Funds (\$10,177), Sanitation Current Funds (\$4,020) and Aviation Current Funds (\$1,893) (subject to annual appropriations)

A motion was made to forward to the City Council on Wednesday, September 14, 2016. Motion passed on unanimous vote.

Motion made by: Erik Wilson

Motion seconded by: Philip Kingston

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- C. Draft Agenda Item: Authorize a five-year service contract, with two two-year renewal options, to provide maintenance and support for the existing airport access control system at Dallas Love Field - Convergent Technologies, LLC, most advantageous proposer of three - Not to exceed \$5,502,820 - Financing: Aviation Current Funds (subject to annual appropriations)

A motion was made to forward to the City Council on Wednesday, September 14, 2016. Motion passed on unanimous vote.

Motion made by: Erik Wilson

Motion seconded by: Philip Kingston

- D. Draft Agenda Item: Authorize (1) a contract for the purchase and five-years of maintenance for meter test bench system and portable meter testers - Ow Investors, LLC in the amount of \$439,415, most advantageous proposer of two; and (2) a contract for the purchase of a sandblaster and five-years of maintenance for new and existing sandblasters - Clemtex II, Inc. in the amount of \$85,830, most advantageous proposer of two - Total not to exceed \$525,245 - Financing: Water Utilities Current Funds (subject to annual appropriations)

A motion was made to forward to the City Council on Wednesday, September 14, 2016. Motion passed on unanimous vote.

Motion made by: Erik Wilson

Motion seconded by: Philip Kingston

- E. Draft Agenda Item: Authorize (1) a three-year contract, with two one-year renewal options, for broker of record and the purchase of an insurance policy for commercial property/boiler and machinery insurance, from October 1, 2016 through September 30, 2019; and risk management consulting services from January 8, 2017 through January 7, 2020 - Wells Fargo Insurance Services USA, Inc., in the amount of \$4,315,290, most advantageous proposer of three; (2) a one-year contract, with two one-year renewal options, for the purchase of aviation, crime, fine arts, flood, media and professional liability, and general liability insurance policies from October 1, 2016 through September 30, 2017 - Wells Fargo Insurance Services USA, Inc. in the amount of \$411,711, most advantageous proposer of three; and (3) a one-year contract, with two one year renewal options for brokerage fees and the purchase of cyber liability and privacy insurance from October 1, 2016 through September 30, 2017 - McGriff, Seibels & Williams of Texas, Inc., in the amount of \$245,225, most advantageous proposer of three - Total not to exceed \$4,972,226 - Financing: Current Funds (subject to annual appropriations)

A motion was made to forward to the City Council on Wednesday, September 14, 2016. Motion passed on unanimous vote.

Motion made by: Erik Wilson

Motion seconded by: Philip Kingston

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- F. Draft Agenda Item: Authorize a three-year master agreement for the purchase of recreation center and physical education supplies - S & S Worldwide, Inc. in the amount of \$269,630 and BSN Sports in the amount of \$60,500, lowest responsible bidders of three - Total not to exceed \$330,130 - Financing: Current Funds

A motion was made to forward to the City Council on Wednesday, September 14, 2016. Motion passed on unanimous vote.

Motion made by: Erik Wilson

Motion seconded by: Philip Kingston

- G. Draft Agenda Item: Authorize a three-year master agreement for water meter castings, risers, cast iron inlet frames and covers - Accucast LTD in the amount of \$2,064,389, Fortiline, Inc. in the amount of \$1,231,033, Bass & Hays Foundry, Inc. in the amount of \$1,108,293, Johnson Enterprises in the amount of \$826,080, U.S.F. Fabrication, Inc. in the amount of \$362,240, ACT Pipe & Supply, Inc. in the amount of \$27,537 and DFW Plastics, Inc. in the amount of \$568, lowest responsible bidders of nine - Total not to exceed \$5,620,140 - Financing: Current Funds (\$1,222,623), Water Utilities Current Funds (\$4,393,216), Stormwater Drainage Management Current Funds (\$3,305) and Aviation Current Funds (\$996)

A motion was made to forward to the City Council on Wednesday, September 14, 2016. Motion passed on unanimous vote.

Motion made by: Erik Wilson

Motion seconded by: Philip Kingston

- H. Draft Agenda Item: Authorize supplemental agreement no. 4 to increase and extend the service contract to provide for maintenance and support of the City's financial and accounting system, from October 1, 2016 through September 30, 2019 - CGI Technologies and Solutions, Inc. through the Texas Department of Information Resources - Not to exceed \$1,509,565, from \$1,373,756 to \$2,883,321 - Financing: Current Funds (subject to annual appropriations)

A motion was made to forward to the City Council on Wednesday, September 14, 2016. Motion passed on unanimous vote.

Motion made by: Erik Wilson

Motion seconded by: Philip Kingston

- I. Draft Agenda Item: Authorize (1) acceptance of the 2016-17 Substance Abuse and Mental Health Services Administration grant from the U.S. Department of Health and Human Services for expansion of the South Dallas Community Court to include the South Dallas Treatment Drug Court for the Adult Treatment Drug Court Expansion project for the period September 30, 2016 through September 29, 2017; (2) approval to create one new full-time position to execute the proposed project; and (3) execution of the grant agreement - Not to exceed \$305,074 - Financing: U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration Grant Funds

A motion was made to forward to the City Council on Wednesday, August 24, 2016. Motion passed on unanimous vote.

Motion made by: Erik Wilson

Motion seconded by: Philip Kingston

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- J. Draft Addendum Item: Authorize the purchase of (1) one heavy duty snow blower with attachments for Aviation - M-B Companies, Inc. in the amount of \$1,241,368, through the National Joint Powers Alliance; and (2) four fleet vehicles for Fire-Rescue - Sam Pack's Five Star Ford in the amount of \$121,381 through Texas Smartbuy - Total not to exceed \$1,362,749 - Financing: Current Funds (\$121,381) and Aviation Current Funds (\$1,241,368)

A motion was made to forward to the City Council on Wednesday, August 24, 2016. Motion passed on unanimous vote.

Motion made by: Erik Wilson

Motion seconded by: Philip Kingston

**Adjourn**

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Jennifer S. Gates, Chair  
Budget, Finance & Audit Committee

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