

RECEIVED

**BUDGET, FINANCE & AUDIT COMMITTEE**  
DALLAS CITY COUNCIL COMMITTEE AGENDA

---

2016 JUL 29 AM 8:53

CITY SECRETARY  
DALLAS, TEXAS

MONDAY, AUGUST 1, 2016  
CITY HALL  
COUNCIL BRIEFING ROOM, 6ES  
1500 MARILLA  
DALLAS, TEXAS 75201  
1:00 P.M. – 2:30 P.M.

*Chair*, Councilmember Jennifer S. Gates  
*Vice-Chair*, Councilmember Philip T. Kingston  
Deputy Mayor Pro Tem Erik Wilson  
Councilmember Rickey D. Callahan  
Councilmember Scott Griggs  
Councilmember Lee M. Kleinman

Call to Order

1. Consideration of the minutes from the June 20, 2016 Budget, Finance and Audit Committee meeting

**BRIEFINGS**

2. Nomination and Appointment of the City Auditor Craig Kinton, City Auditor
3. Ethics & Diversity Update Vanessa Gray, Interim Ethics & Diversity Officer  
*City Manager's Office*

**FYI:**

4. May 2016 Financial Forecast Report

**UPCOMING AGENDA ITEMS**

**August 10, 2016 City Council Meeting**

- A. Draft Agenda Item: Authorize a thirty-four month service contract for hardware, software maintenance and support for the City's Symantec electronically stored information discovery system - Symantec distributed by Carahsoft Technology Corp. and sold through TEQSYS, Inc., through the Department of Information Resources, State of Texas Cooperative - Not to exceed \$301,721 - Financing: Current Funds (subject to annual appropriations)
- B. Draft Agenda Item: Authorize a three-year service contract to provide professional auctioneer services at the City's auctions - Lone Star Auctioneers, Inc., most advantageous proposer of four - Financing: No cost consideration to the City (commissions to be paid by a buyer's premium)
- C. Draft Agenda Item: Authorize a three-year master agreement for the purchase of animal food - Lab Animal Supplies, Inc. dba Lab Supply in the amount of \$331,205 and Simba Industries in the amount of \$25,047, lowest responsible bidders of three - Total not to exceed \$356,252 - Financing: Current Funds
- D. Draft Agenda Item: Authorize a three-year master agreement for hydrogen peroxide to be used in the water purification process - U.S. Peroxide, LLC, lowest responsible bidder of three - Not to exceed \$593,640 - Financing: Water Utilities Current Funds
- E. Draft Agenda Item: Authorize a three-year master agreement for janitorial supplies, trash bags and liners - MANS Distributors, Inc. in the amount of \$8,134,179, Eagle Brush & Chemical, Inc. in the amount of \$3,611,700, All American Poly Corp. in the amount of \$595,511, Nationwide-Supplies, LP dba USA Supply in the amount of \$140,050, JBG Purchasing Group, LLC in the amount of \$81,639, Interboro Packaging Corp. in the amount of \$68,498, Central Poly Corporation in the amount of \$28,505 and Pollock Investments dba Pollock Paper Distributors in the amount of \$687, lowest responsible bidders of eleven - Total not to exceed \$12,660,769 - Financing: Current Funds (\$3,483,196), Convention and Event Services Current Funds (\$87,333), Aviation Current Funds (\$8,585,878), Water Utilities Current Funds (\$366,021), Sanitation Current Funds (\$94,426), Stormwater Drainage Management Current Funds (\$34,302), Department of State Health Services Grant Funds (\$5,413) and 2016-17 Community Development Block Grant Funds (\$4,200)
- F. Draft Agenda Item: Authorize supplemental agreement no.1 to increase the service contract with AT&T DataComm, LLC for maintenance and support of the 9-1-1 system - Not to exceed \$702,078, from \$4,333,528 to \$5,035,606 - Financing: 911 System Operations Current Funds (subject to annual appropriations)

Adjourn

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

A closed executive session may be held if the discussion of any of the above agenda items concerns one of the following:

1. Contemplated or pending litigation, or matters where legal advice is requested of the City Attorney. Section 551.071 of the Texas Open Meetings Act.
2. The purchase, exchange, lease or value of real property, if the deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third person. Section 551.072 of the Texas Open Meetings Act.
3. A contract for a prospective gift or donation to the City, if the deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third person. Section 551.073 of the Texas Open Meetings Act.
4. Personnel matters involving the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear a complaint against an officer or employee. Section 551.074 of the Texas Open Meetings Act.
5. The deployment, or specific occasions for implementation of security personnel or devices. Section 551.076 of the Texas Open Meetings Act.
6. Deliberations regarding economic development negotiations. Section 551.087 of the Texas Open Meetings Act.

**"Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun."**

***"De acuerdo con la sección 30.06 del código penal (ingreso sin autorización de un titular de una licencia con una pistola oculta), una persona con licencia según el subcapítulo h, capítulo 411, código del gobierno (ley sobre licencias para portar pistolas), no puede ingresar a esta propiedad con una pistola oculta."***

**"Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly."**

***"De acuerdo con la sección 30.07 del código penal (ingreso sin autorización de un titular de una licencia con una pistola a la vista), una persona con licencia según el subcapítulo h, capítulo 411, código del gobierno (ley sobre licencias para portar pistolas), no puede ingresar a esta propiedad con una pistola a la vista."***

# **Budget, Finance & Audit Committee**

## **Meeting Record**

**Meeting Date:** June 20, 2016

**Convened:** 1:02 pm

**Adjourned:** 2:42 pm

### **Committee Members Present:**

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

Rickey D. Callahan  
Lee M. Kleinman

Scott Griggs  
Eric Wilson

### **Committee Members Absent:**

N/A

### **Other Council Members Present:**

N/A

### **Staff Present:**

Jeanne Chipperfield  
Craig D. Kinton  
Michael Frosch  
Stephanie Cooper  
Jill Jordan  
William Finch

Jack Ireland  
Akilah McLaughlin  
Lance Sehorn  
Edward Scott  
Anthony Asaad  
Robert Sims

Dianne Gibson  
Tammy Palomino  
Obeng Opokku-Acheampong  
Zaida Basora  
Stephanie McHenry

Rick Galceran  
Jo Giudice  
Clinton Lawrence  
Zack Kuentz  
Susan Alvarez  
Erick Thompson

Kelly High  
Donzell Gibson  
Louise Elam  
Kris Sweckard  
David Fisher  
Daisy Fast

### **Others Present:**

N/A

### **AGENDA:**

#### **Call to Order**

#### **1. Consideration of the June 6, 2016 Minutes**

Presenter(s):

Information Only: \_

Action Taken/Committee Recommendation(s):

A motion was made to approve the June 6, 2016 minutes. Motion passed unanimously.

Motion made by: Philip Kingston

Motion seconded by: Rickey Callahan

#### **2. Study of Fees for Service**

Presenter(s): Jack Ireland, Director

Information Only: X

Action Taken/Committee Recommendation(s):

Motion made by: N/A

Motion seconded by: N/A

# **Budget, Finance & Audit Committee**

## **Meeting Record**

### 3. **Overview of Contract for Graphic Design Services**

Presenter(s): Mike Frosch, Director

Information Only:

Action Taken/Committee Recommendation(s):

A motion was made to move to City Council on Wednesday, June 22, 2016. Motion failed on a divided vote.

Motion made by: Erik Wilson

Motion seconded by: Jennifer Gates

A motion was made to not enter into a contract. Motion passed on a divided vote.

Motion made by: Scott Griggs

Motion seconded by: Philip Kingston

### 4. **2017 Bond Program Development Possible Revision to Financial Management Performance Criteria**

Presenter(s): Jeanne Chipperfield, Chief Financial Officer

Information Only:

Action Taken/Committee Recommendation(s):

Motion made by: N/A

Motion seconded by: N/A

### 5. **Bond Fund Uses, Savings and Reprogramming**

Presenter(s): Rick Galceran, Director

Information Only:

Action Taken/Committee Recommendation(s):

Motion made by: N/A

Motion seconded by: N/A

### 6. **FY 2015 Sunset Review Status Update**

Presenter(s): Jack Ireland, Director

Information Only:

Action Taken/Committee Recommendation(s):

Motion made by: N/A

Motion seconded by: N/A

FYI

### 7. **April 2016 Financial Forecast Report**

Presenter(s):

Information Only:

Action Taken/Committee Recommendation(s):

N/A

# **Budget, Finance & Audit Committee**

## **Meeting Record**

### **UPCOMING AGENDA ITEMS:**

**June 22, 2016 City Council Meeting**

- A. Agenda Item #2: Authorize a three-year service contract for volunteer coordination services with background checks - VolunteerNow, only proposer - Not to exceed \$343,350 - Financing: Current Funds (subject to annual appropriations)**

A motion was made to forward to the City Council on Wednesday, June 22, 2016. Motion passed on unanimous vote.

Motion made by: Rick Callahan

Motion seconded by: Erik Wilson

- B. Agenda Item #4: Authorize a one-year service contract for cloud services subscription for the IBM Tririga software for a citywide capital management system - IBM Corporation, through the Department of Information Resources, State of Texas Cooperative - Not to exceed \$298,800 - Financing: Current Funds (subject to appropriations)**

A motion was made to forward to the City Council on Wednesday, June 22, 2016. Motion passed on unanimous vote.

Motion made by: Rick Callahan

Motion seconded by: Erik Wilson

- C. Agenda Item #5: Authorize a three-year service contract for the implementation of IBM Tririga software for a citywide capital management system – eCIFM Solutions, Inc., most advantageous proposer of six - Not to exceed \$549,125 - Financing: Current Funds (subject to annual appropriations)**

A motion was made to forward to the City Council on Wednesday, June 22, 2016. Motion passed on unanimous vote.

Motion made by: Rick Callahan

Motion seconded by: Erik Wilson

- D. Agenda Item #6: Authorize a three-year service contract, with a two-year renewal option, for legal document reproduction services - Delphi Legal Technologies, Inc., most advantageous proposer of seven - Not to exceed \$115,667 - Financing: Current Funds (subject to annual appropriations)**

A motion was made to forward to the City Council on Wednesday, June 22, 2016. Motion passed on unanimous vote.

Motion made by: Rick Callahan

Motion seconded by: Erik Wilson

- E. Agenda Item #8: Authorize a five-year subscription service contract for access to a web-based investigative subscription to assist Police in locating individuals involved in criminal and terrorism activities - TransUnion distributed by Carahsoft Technology Corp through The Cooperative Purchasing Network - Not to exceed \$679,401 - Financing: Current Funds (subject to annual appropriations)**

A motion was made to forward to the City Council on Wednesday, June 22, 2016. Motion passed on unanimous vote.

Motion made by: Rick Callahan

Motion seconded by: Erik Wilson

# **Budget, Finance & Audit Committee**

## **Meeting Record**

- F. Agenda Item #9: Authorize an acquisition contract for the purchase and installation of one laboratory analyzer (gas chromatograph mass spectrometer) for analytical laboratory testing for Water Utilities - All Business Machines, Inc. dba AttainIt, through the Texas SmartBuy - Not to exceed \$136,878 - Financing: Water Utilities Current Funds**

A motion was made to forward to the City Council on Wednesday, June 22, 2016. Motion passed on unanimous vote.

Motion made by: Rick Callahan

Motion seconded by: Erik Wilson

- G. Agenda Item #10: Authorize the purchase of one ozone generator – Xylem Water Solutions USA, Inc., only bidder – Not to exceed \$561,658 – Financing: Water Utilities Capital Construction Funds**

A motion was made to forward to the City Council on Wednesday, June 22, 2016. Motion passed on unanimous vote.

Motion made by: Rick Callahan

Motion seconded by: Erik Wilson

- H. Agenda Item #11: Authorize the purchase of (1) twenty three pieces of fleet vehicles and equipment - Hudson Bus Sales, LLC in the amount of \$2,665,662 and Metro Fire Apparatus Specialists, Inc. in the amount of \$7,053,525, through the Houston-Galveston Area Council of Governments; (2) one pumper truck - Brasada Ford, Ltd. in the amount of \$151,750 through the Texas Multiple Award Schedule; and (3) one excavator with mower attachment - Landmark Equipment, Inc. in the amount of \$107,399 through the Texas Association of School Boards - Total not to exceed \$9,978,336 - Financing: Municipal Lease Agreement Funds (\$9,321,400), Aviation Current Funds (\$549,537) and Stormwater Drainage Management Current Funds (\$107,399)**

A motion was made to forward to the City Council on Wednesday, June 22, 2016. Motion passed on unanimous vote.

Motion made by: Rick Callahan

Motion seconded by: Erik Wilson

- I. Agenda Item #12: Authorize a three-year master agreement for liquid carbon dioxide to be used in the water purification process - Ethanol Products, LLC, lowest responsible bidder of two - Not to exceed \$999,800 - Financing: Water Utilities Current Funds**

A motion was made to forward to the City Council on Wednesday, June 22, 2016. Motion passed on unanimous vote.

Motion made by: Rick Callahan

Motion seconded by: Erik Wilson

# **Budget, Finance & Audit Committee**

## **Meeting Record**

- J. Draft Addendum Item: Authorize Supplemental Agreement No. 9 to the contract with Xerox State and Local Solutions, Inc. (formerly ACS State and Local Solutions, Inc.) to extend the contract term from August 3, 2016 through September 14, 2016 for services related to meter operations and a parking management information system - Estimated Net Parking Revenue: \$937,500**

A motion was made to forward to the City Council on Wednesday, June 22, 2016. Motion passed on unanimous vote.

Motion made by: Rick Callahan

Motion seconded by: Erik Wilson

- K. Draft Addendum Item: Authorize (1) acceptance of the 2016-17 Veterans Treatment Court Grant from the Texas Veterans Commission's Fund for Veteran's Assistance for expansion of the South Oak Cliff Community Court to include the South Oak Cliff Veterans Treatment Court project for the period July 1, 2016 through June 30, 2017; (2) approval of creating two new full-time positions to execute the proposed project; and (3) execution of the grant agreement - Not to exceed \$300,000 - Financing: Texas Veterans Commission Grant Funds**

A motion was made to forward to the City Council on Wednesday, June 22, 2016. Motion passed on unanimous vote.

Motion made by: Rick Callahan

Motion seconded by: Erik Wilson

**Adjourn**

---

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



# Memorandum



CITY OF DALLAS

DATE: July 29, 2016

TO: Honorable Members of the Budget, Finance & Audit Committee –  
Jennifer S. Gates (Chair); Philip T. Kingston (Vice Chair);  
Deputy Mayor Pro Tem Erik Wilson; Rickey D. Callahan;  
Scott Griggs; Lee M. Kleinman

SUBJECT: Nomination and Appointment of the City Auditor

I will provide a briefing to the members of the Budget, Finance & Audit Committee on Monday, August 1, 2016 regarding:

- Nomination and Appointment of the City Auditor

My current term as the City Auditor expires on September 5, 2016. The Dallas City Code (Section 2-17.2) stipulates that the City Council shall appoint a nominating commission before the end of each term of the City Auditor. It further specifies that the Budget, Finance & Audit Committee may act as a nominating commission to nominate the incumbent City Auditor for reappointment by the full City Council. If the Committee chooses to serve as the nominating commission to recommend reappointment, the item is scheduled for placement on the August 24, 2016 Council Agenda.

Respectfully,

Craig D. Kinton  
City Auditor

C: Honorable Mayor and Members of the City Council  
A.C. Gonzalez, City Manager  
Christopher D. Bowers, Interim City Attorney  
Rosa A. Rios, City Secretary  
Jeanne Chipperfield, Chief Financial Officer  
Daniel F. Solis, Administrative Judge  
Jack Ireland, Director – Office of Financial Services  
Elsa Cantu, Assistant to the City Manager – Mayor & Council

Ryan S. Evans, First Assistant City Manager  
Eric D. Campbell, City Manager  
Jill A. Jordan, P.E., Assistant City Manager  
Mark McDaniel, Assistant City Manager  
Joey Zapata, Assistant City Manager  
Sana Syed, Public Information Officer

# Nomination and Appointment of the City Auditor



City of Dallas  
Office of the City Auditor  
August 1, 2016



Budget, Finance and Audit Committee

# Nomination and Appointment of the City Auditor

---

The current term of the City Auditor, Craig D. Kinton, CPA will expire on September 5, 2016.

The purpose of this presentation is to brief the Budget, Finance & Audit Committee on the process for reappointment of Mr. Kinton or the requirements for nomination of a new City Auditor.

# City Charter

## Chapter IX. City Auditor

---

Chapter IX of the City Charter creates the Office of City Auditor.

The chapter includes four sections:

- Section 1 – Selection of City Auditor
- Section 2 – Assistants and Employees
- Section 3 – Duties of the City Auditor
- Section 4 – Special Audit

# CITY CHARTER – CHAPTER IX. CITY AUDITOR

## SEC.1 – SELECTION OF CITY AUDITOR

---

### Section 1:

- Creates Office of City Auditor
- Establishes Two-Year Term  
(and until a successor is chosen and qualifies)
- Defines Qualifications:
  - Knowledgeable in public administration, public financial and fiscal theory, municipal accounting, and auditing
  - Licensed CPA
  - Resident of City of Dallas  
(or move into the city within time period required by the City Council)
- Stipulates Appointment by City Council  
(after being nominated in accordance with a nominating procedure established by ordinance)

City Code  
Chapter 2 – Administration  
Sec. 2-17.2 Selection of City Auditor;  
Nominating Commission

---

The nominating procedure established by ordinance is codified in the City Code in Chapter 2, Section 2-17.2

# City Code

## Chapter 2 – Administration

### Sec. 2-17.2 Selection of City Auditor; Nominating Commission

---

Section 2-17.2 stipulates that:

- City Council shall appoint a nominating commission before the end of each term of the City Auditor
- **The finance and audit committee may act as a nominating commission to nominate the incumbent City Auditor for reappointment by full City Council (requires majority vote)**
- If majority of finance and audit committee does not vote to nominate the incumbent City Auditor (or a majority of the Council does not vote to reappoint) the Council must follow the process outlined in Sec. 2-17.2 subsections (a) through (e)

# City Code

## Chapter 2 – Administration

### Sec. 2-17.2 Selection of City Auditor; Nominating Commission

---

Section (a) requires the city council to appoint a five member nominating commission meeting the following qualifications:

- One member selected by Dallas Chapter / TXCPA board of directors
- One member who is the regional director of USGAO (or highest ranking member of Dallas division)
- Three members meeting one of following qualifications:
  - Managing partner in multi-national public accounting firm with office in Dallas
  - CEO/CFO/CAE - publicly-traded company headquartered in Dallas County (\$1 billion annual revenue)
  - Former Dallas Mayor or Council Member
  - Current or former Dallas City Auditor



City Code  
Chapter 2 – Administration  
Sec. 2-17.2 Selection of City Auditor;  
Nominating Commission

---

Additional requirements pertaining to the nominating committee include:

- Meet within 15 days of appointment
- Nominate one or more candidates to City Council within 180 days of first meeting
- Serve until the City Council accepts a candidate

City Code  
Chapter 2 – Administration  
Sec. 2-17.2 Selection of City Auditor;  
Nominating Commission

---

Additional requirements pertaining to the city council include:

- Accept one candidate or reject all within 30 days of receipt of nomination
- Immediately notify commission if candidates are rejected

# QUESTIONS?

**City of Dallas  
Office of the City Auditor  
August 1, 2016**



# Memorandum



CITY OF DALLAS

DATE July 29, 2016

TO Honorable Members of the Budget, Finance & Audit Committee: Jennifer S. Gates (Chair), Philip T. Kingston (Vice Chair), Erik Wilson, Rickey D. Callahan, Scott Griggs, Lee M. Kleinman

SUBJECT Ethics & Diversity Update

On Monday, August 1, 2016, the Budget, Finance & Audit Committee will be briefed on the "Ethics & Diversity Update". The briefing is attached for your review.

Please let me know if you need additional information.

  
Jeanne Chipperfield  
Chief Financial Officer

Attachment

cc: Honorable Mayor and Members of the City Council  
AC Gonzalez, City Manager  
Christopher D. Bowers, Interim City Attorney  
Craig D. Kinton, City Auditor  
Rosa A. Rios, City Secretary  
Daniel F. Solis, Administrative Judge  
Ryan S. Evans, First Assistant City Manager

Eric D. Campbell, Assistant City Manager  
Jill A. Jordan, P.E., Assistant City Manager  
Mark McDaniel, Assistant City Manager  
Joey Zapata, Assistant City Manager  
Sana Syed, Public Information Officer  
Elsa Cantu, Assistant to the City Manager – Mayor & Council

# Ethics & Diversity Update

*Keeping the ALL in DALLAS*

**Budget, Finance and Audit Committee  
August 1, 2016**

Vanessa A. Gray, IPMA-SCP, SHRM-SCP  
Interim Ethics and Diversity Officer



# Purpose

- To provide an update on the Ethics and Diversity Office's activities
- About Us: Our Mission, Vision & Values
- Ethics Initiatives
- Ethics Audit
- Diversity Initiatives
- Summary

# "We Make BIG Things Happen"

**B**

## Build:

Set the foundation/framework and build upon the success of the City for all in the Dallas community

- **Accountability:** connecting performance with desired outcomes and ensuring safe working conditions and continuous improvement
- **Commitment:** following through to completion and taking initiative
- **Leadership:** moving the organization forward by anticipating and empowering all employees to lead rather than reacting to changing times
- **Teamwork:** accomplishing more together than could be achieved alone; fostering employee engagement and collaboration

**I**

## Innovate:

Adopt new or adapted ideas, where relevant and applicable, to improve outcomes or processes for all in the Dallas community

- **Innovation:** welcoming, encouraging and enabling new ideas and opportunities for improvement; gaining efficiencies and enhancements through exploitation of new approaches, technology and tools

**G**

## Give:

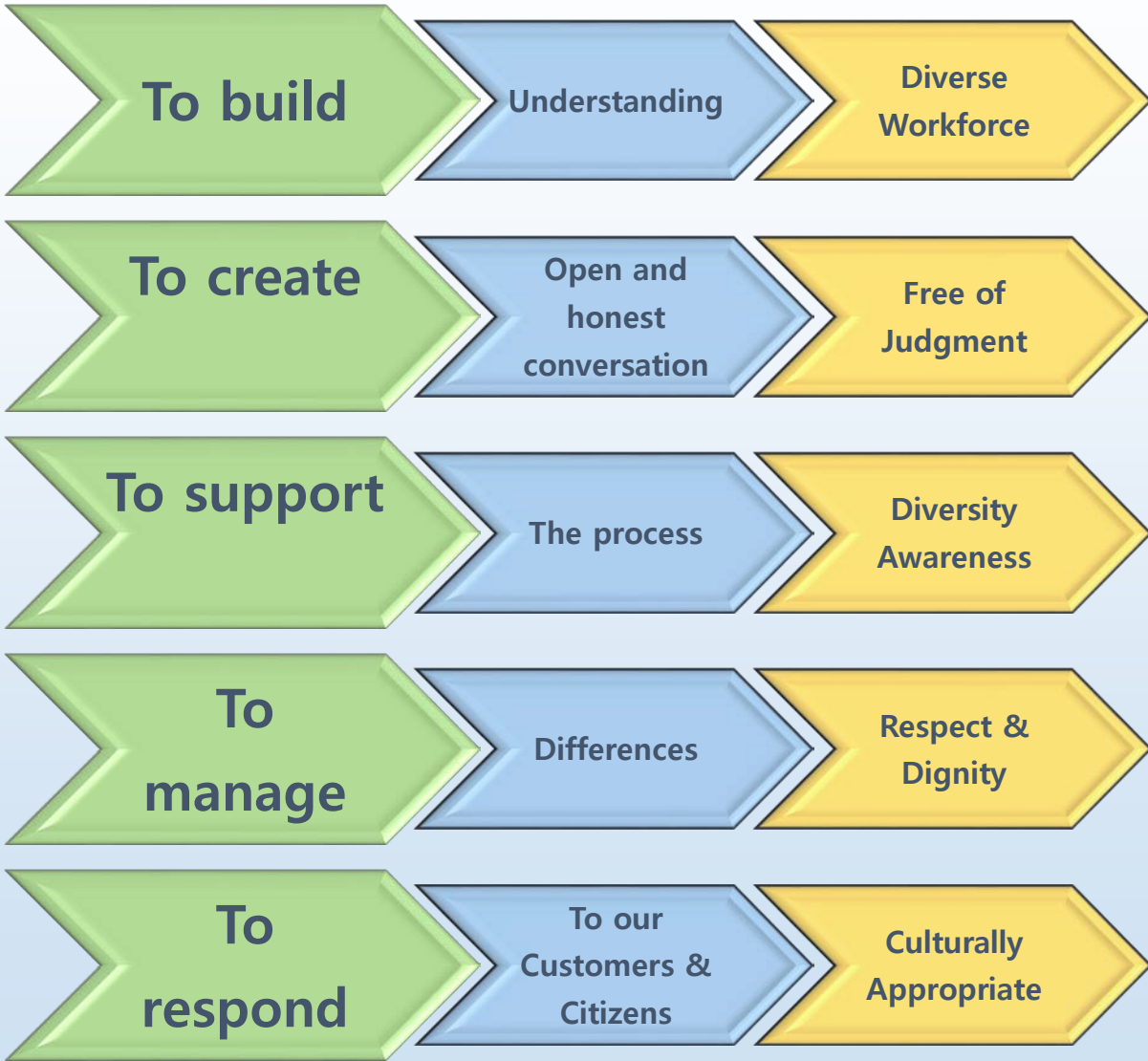
Make a difference by being responsive, ethical, and service-oriented for the betterment of our community

- **Customer Service:** striving to deliver greater value responsiveness and quality service to the customer
- **Environmental Stewardship:** ensuring a vibrant healthy and safe legacy for current and future generations
- **Integrity:** taking actions, not based on expediency, but because they are the right thing to do; exercising ethical judgment and behavior
- **Sensitivity:** valuing diversity in experiences, backgrounds and points of view

CITY OF DALLAS CORE VALUES

# Office of Ethics & Diversity

## Strategic Directive





# Choosing the Ethical Path



# A Video Message from Leadership



# Ethics & Diversity Update Since last Briefing

## Staffing Changes

Former Ethics Officer had great momentum, however services are impacted by staffing interruptions.

- Original Coordinator departs June 2015; replaced July 2015
- Original Manager II departs August 2015; replaced September 2015
- Original Ethics & Diversity Officer departs the City of Dallas Nov. 2015
- Interim Ethics Officer assigned responsibility for the continuation of services in Dec. 2015
  - Another Coordinator departs March, replaced April 2016
  - Manager II role and services transferred to Center for Performance Excellence in April 2016

## Re-established Presence of Office

Updated the Ethics and Diversity website

- Internet
- Intranet

# Ethics & Diversity Update Since last Briefing

## Employee Engagement Activities

- Attending monthly Employee Advisory Committee (EAC) Meetings
- Partnering with:
  - Human Resources (HR)/City University
  - Affinity groups
  - Center for Performance Excellence (CPE)

## Ethics Advisory Commission Interaction

This Advisory Commission's members are appointed by members of the Dallas City Council. The Advisory Commission is chaired by John Rogers. The Commission is actively reviewing the Code of Ethics for updates and revisions.

The Ethics Officer (and select other city staff) attends and participates in all:

- Monthly Ethics Advisory Commission Meetings
- Bi-Monthly Ethics Awareness Committee Meetings
- Bi-Monthly Ethics Education Committee Meetings
  - One Commission member(Pam Gerber) has attended a New Employee Orientation (NEO) Ethics
  - All have been provided the NEO training calendar

# Ethics Update Since last Briefing

## Ethics Training

The Ethics training continues:

- 1,200 new employees at New Employee Orientation (NEO)
  - refreshed the training material
  - updated and included Ethics handout in NEO packets
- 450 Supervisors, Managers and/or Executives received Ethics training at Supervisory Development training
  - modified the training material
- Provided Ethics training upon request for the City of Dallas Code Academy, Dallas Fire Recruit Academy and other city departments upon request
- Updated the Ethics brochure
- Ethics awareness continues through
  - regular citywide email announcements; and
  - bulletin board postings

# Ethics Update Dec. 2015 to Date

- Developed Phase II - 1 hour Ethics refresher training slated to begin, October 1, 2016
  - Classroom style (live in person) training
  - Electronic training available through the City's Learning Management System (LMS)
- Developed a draft Ethics Recognition Program also slated to roll out October 2016
- Developed a database for ethics complaints/investigations
- Moved to 4<sup>th</sup> Floor (4DN)
- Renewed Compliance Wave Ethics (Ethics Awareness Toolbox)
- Joined Ethics & Compliance Initiative (ECI) an Ethics & Compliance Officer Association
- Partnering with HR, AUD on investigations

# Ethics Action/Work Plan

- Scheduling regular Ethics and Diversity presentations with City staff members
- Using the City's Employee Advisory Committees (EAC's) to access City culture and ethical climate through the use of surveys and focus groups for program planning through their various committees
  - Work, Life , Play
  - Communication
  - Health & Wellness
  - Training
  - Technology
- Tending to website and Ethics and Diversity mailboxes
- Created a database for complaints/concerns received and addressed
- Maintain partnership with HR, CPE & AUD

# Ethics Audit Action Items

When the Office of Ethics and Diversity was Established there were associated audit recommendations based on the Federal Sentencing Guidelines.

## Status

- 15 initial recommendations were received from the Auditor's Office
- 9 of 15 recommendations were implemented at time of last audit review
- 4 of 6 have either been addressed or are in process and the Auditor's Office will be apprised at our next review
- 2 have not been started, but are in review by the Ethics Advisory Commission and the Office of Ethics and Diversity

On the following slides, we will review the status of recommendations last listed by the Auditor's Office as not completed.



# Ethics Audit Action Items

**For element 2, effective ethics oversight, the Ethics Advisory Commission's jurisdiction, which appears to be granted by the Code of Ethics, is limited to reviewing and issuing formal opinions on the Code of Ethics violations only.**

- The Ethics Advisory Commission is reviewing the Code of Ethics for needed updates and changes
- Management recommends that each department be placed on an annual schedule to review each of their associated Administrative Directives (AD) and submit a form to OFS indicating they have reviewed and no changes or necessary or submit revised AD's pursuant to the requirements of AD 2-1
- Regarding Interviewing and Background checks, HR has become ISO certified and has implemented standardized processes related to hiring. This encompasses the interview process, as well as the On-Boarding process which includes background checks

# Ethics Audit Action Items

**For element 6, enforcing Ethical Standards, the City does not enforce the Ethical Standards, through: (3) A formal venue to recognize good ethical behavior.**

- The Office of Ethics and Diversity has drafted an Ethics Recognition Program that has been reviewed by the City Manager and the Internal Audit Office and has progressed in the review cycle
- The Recognition program is planned for implementation on October 1, 2016

# Ethics Audit Action Items

Ethics Recognition Program – Minimally employees would need to be recognized by a peer, member of management or a citizen for an act above or beyond their normal duties, meeting all of the 8 ethical values noted in the Code of Ethics to be recognized.



**Commitment  
beyond self**



**Accountability to  
the public**

**Obedience and  
commitment  
beyond the law**



**Truthfulness**



**Commitment to the  
public good**



**Fairness**

**Respect for the  
value and dignity of  
all**



**Responsible  
application of  
resources**



# Ethics Audit Action Items

**For element 7, responding to unethical behavior, the City does not have an established and developed process to avoid repeated incidents of known ethical misconduct.**

- The City deals with ALL misconduct in an established method. We coach/ train and counsel with employees. Where that proves ineffective, the city practices progressive discipline
- Consideration is given to the individual offense committed, the individual employee's disciplinary and performance history, along with past action for other such infractions
- Human Resources maintains a disciplinary database of all known incidences of performance or behavioral issues that result(ed) in discipline
- This system is referred to for historical purposes when the need arises to compare current acts requiring discipline
- Annually, Human Resources reviews all their policies, Administrative Directives and guidelines to update based on changes in the local, state or federal law as well as to resolve any gaps that exist in city policies, guidelines and practices. This review is intended to addresses the “ repeated incidents” this section refers to

# Ethics Audit Action Items

**For element 7, responding to unethical behavior, the City does not have an established and developed process to revise Ethical Standards to incorporate prevention or repeated incidents.**

- The steps that have been taken to address these concerns to date to address prevention are highlighting ethical behavior through training
- The training makes use of scenarios for employees to work through and resolve
- Citywide Ethics email announcements are sent out
- An electronic video vignette was emailed out as well as is used in training
- Bulletin board postings are sent out as well as placed around in City Hall promoting the topic of Ethical behavior

When no one is looking...



act as if someone is

### THE OFFICE OF ETHICS & DIVERSITY

Our office has relocated to 4DN - Office phone # 214-671-8999

[DallasEthics@Dallascityhall.com](mailto:DallasEthics@Dallascityhall.com) [DallasDiversity@Dallascityhall.com](mailto:DallasDiversity@Dallascityhall.com)



## THE OFFICE OF ETHICS & DIVERSITY

AN ETHICAL LIFE IS BUILT OF INTEGRITY HONESTY KINDNESS DECENCY & BELIEF IN TRUTH JUSTICE HONOR LOVE RESPECT COMPASSION AND WORKING TOGETHER TO MAKE LIFE BETTER

Work Ethically – Embrace Diversity – Be Inclusive

The following telephone numbers are provided to employees who may wish to contact the office to confidentially discuss issues and/or make suggestions. All voicemail messages will be answered promptly. We also have two email addresses available for employees to provide comments, suggestions and concerns to the office for review and attention.

Our office has relocated to 4DN - Office phone # 214-671-8999

[DallasEthics@Dallascityhall.com](mailto:DallasEthics@Dallascityhall.com)

[DallasDiversity@Dallascityhall.com](mailto:DallasDiversity@Dallascityhall.com)

## THE OFFICE OF ETHICS & DIVERSITY

If your boss or co-worker asked you to conceal the truth for them, what would you do?



The following telephone numbers are provided to employees who may wish to contact the office to confidentially discuss issues and/or make suggestions. All voicemail messages will be answered promptly. We also have two email addresses available for employees to provide comments, suggestions and concerns to the office for review and attention.

The Office of Ethics and Diversity - 214-671-8999

[DallasEthics@Dallascityhall.com](mailto:DallasEthics@Dallascityhall.com)

[DallasDiversity@Dallascityhall.com](mailto:DallasDiversity@Dallascityhall.com)

# Without your neighbor's permission would you ....



Take your neighbors' power tools?



Tap into their phone line?



Surf the net on their computer?

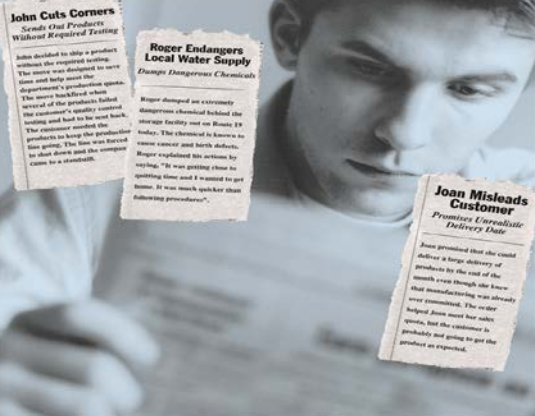
# Then Don't Misuse Company Resources

### THE OFFICE OF ETHICS & DIVERSITY

The following telephone numbers are provided to employees who may wish to contact the office to confidentially discuss issues and/or make suggestions. All voicemail messages will be answered promptly. We also have two email addresses available for employees to provide comments, suggestions and concerns to the office for review and attention.

Our office has relocated to 4DN - Office phone # 214-671-8999

[DallasEthics@Dallascityhall.com](mailto:DallasEthics@Dallascityhall.com) [DallasDiversity@Dallascityhall.com](mailto:DallasDiversity@Dallascityhall.com)



## HOW WOULD YOU LIKE YOUR LIFE IN THE HEADLINES?

### THE OFFICE OF ETHICS & DIVERSITY

Our office has relocated to 4DN - Office phone # 214-671-8999

[DallasEthics@Dallascityhall.com](mailto:DallasEthics@Dallascityhall.com) [DallasDiversity@Dallascityhall.com](mailto:DallasDiversity@Dallascityhall.com)



# Your Ethical Life In The Headlines Video



# Ethics Audit Action Items

**For element 7, responding to unethical behavior, the City does not have an established and developed process to report on ethical violations and keep City management, City Council, and other committees, apprised of potential repeated incidents.**

- The Ethics Advisory Commission is reviewing the Code of Ethics for needed updates and changes
- The Ethics Office has developed a database for Ethics Complaints
- The Office of the City Secretary has a system for receiving Ethics Complaints
- The Auditor's Office also has a repository for receiving, assigning and tracking all complaints received by their Office. The AUD refers all Ethics complaints to the Ethics Office
- Human Resources has a system for receiving, assigning and tracking all complaints received by their Office. The HR department also refers all Ethics complaints to the Ethics Office
- In all instances the City Manager is made aware of these complaints received
- In all instances, the HR Director and director of the affected department are notified of the received complaint
- This process will be drafted as the official process until further notice



# Ethics Audit Action Items

**For element 7, responding to unethical behavior, the City does not have an established and developed process to self-report for known violations.**

- The Ethics Advisory Commission is reviewing the Code of Ethics for needed updates and changes
- The Office of Ethics and Diversity in concert with the Office of Compliance and Internal Controls will work to address this recommendation

Diversity & Inclusion is  
more than just color...



# Ways the City Promotes Diversity

- ❖ In 2014, The Office of Ethics and Diversity was created
- ❖ 2009 - Employee Advisory Councils (EAC's) began formation
  - 18 various EAC's across the City organization currently
- ❖ 1980's – City Affinity Groups form
  - ❖ Affinity groups are by definition groups formed around shared interest & common goals, to which individuals formally or informally belong. These groups advance diversity, inclusiveness and may contribute to personal and professional development of employees
- ❖ Asian American Association of City Employees (AAACE)
  - Kim Naam, Chair
- ❖ Black Employees Support Team (BEST)
  - Cheritta Johnson, Chair
- ❖ City Association Promoting Equality (CAPE – LGBT Association)
  - Brian J. Price, Chair
- ❖ Hispanic Association of City Employees for Results (HACER)
  - David Trevino, Chair

# Diversity Action/Work Plan

## Related to Diversity the Office of Ethics and Diversity Continued:

- Attending Councilmember Adam Medrano's monthly LGBT Task Force night meetings
- Supporting the affinity groups
  - attending their monthly meetings and/or programs
  - membership open to all – I have joined all 4
  - programs are free and open to all
- Diversity training
  - modified the Diversity training material
  - NEO – 1 hour training (26 times a year)- 1,200 trained annually
  - Supervisory Development training 1-1/2 hour training (6 sessions annually) – 450 trained annually
  - Developed Phase II classroom Diversity training
    - Developing online version now
  - Scheduling Diversity presentations with City staff members

(Code Academy, Fire Academy, staff meetings, various training)

# Diversity Action/Work Plan

- Guiding the City's Diversity RoundTable committee to create a Diversity Plan for the organization and our employees
  - Draft plan developed. Needs review by the Diversity Roundtable and legal prior to finalization
- Updates to website, maintenance of Diversity mailboxes
- Partnership with HR, CPE and other departments
- Distribute Citywide Email announcements and bulletin Board postings

## **Outreach**

- Assembled a roundtable meeting with select City executives and members of The Mayor's Star Council - March 2016
- Attended GLBTQ Chamber Dinner representing the LGBT Taskforce – April 2016
- Hosted a group of Japanese graduate students and assembled a panel of various members of management to speak with them on our business practices related to Diversity, Human Resources, Employee Engagement and Business Development (Fair Housing, Purchasing, CPE, ECO, HR ) - May 2016
- Re-established the City's membership and presence with the Texas Diversity Council – June 2016

**THE OFFICE OF  
ETHICS & DIVERSITY**



**Work Ethically – Embrace Diversity – Be Inclusive**

The following telephone numbers are provided to employees who may wish to contact the office to confidentially discuss issues and/or make suggestions. All voicemail messages will be answered promptly. We also have two email addresses available for employees to provide comments, suggestions and concerns to the office for review and attention.

The Ethics and Diversity Office has relocated to 4DN

Office phone # 214-671-8999

[DallasEthics@Dallascityhall.com](mailto:DallasEthics@Dallascityhall.com)

[DallasDiversity@Dallascityhall.com](mailto:DallasDiversity@Dallascityhall.com)

**We didn't discriminate on the playground ...**



**don't do it in  
the workplace.**

**THE OFFICE OF  
ETHICS & DIVERSITY**

Our office has relocated to 4DN – Office phone # 214-671-8999

[DallasEthics@Dallascityhall.com](mailto:DallasEthics@Dallascityhall.com)

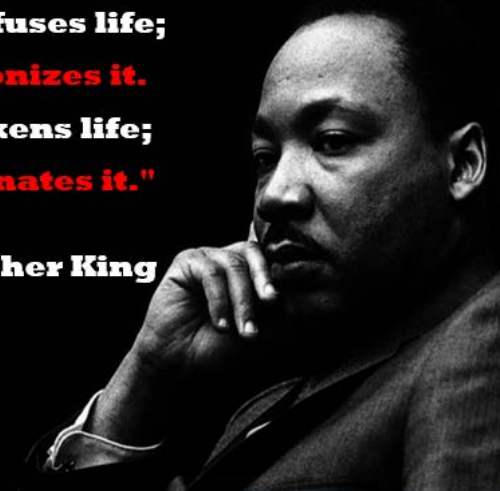
[DallasDiversity@Dallascityhall.com](mailto:DallasDiversity@Dallascityhall.com)



City of Dallas

**"Hatred paralyzes life;  
Love releases it.  
Hatred confuses life;  
Love harmonizes it.  
Hatred darkens life;  
Love illuminates it."**

**- Martin Luther King**



**THE OFFICE OF  
ETHICS & DIVERSITY**

Our office has relocated to 4DN – Office phone # 214-671-8999

[DallasEthics@Dallascityhall.com](mailto:DallasEthics@Dallascityhall.com)

[DallasDiversity@Dallascityhall.com](mailto:DallasDiversity@Dallascityhall.com)



City of Dallas

**The City of Dallas  
Diverse, Vibrant  
and Progressive**

**THE OFFICE OF  
ETHICS & DIVERSITY**

The Office of Ethics and Diversity is responsible for promoting a culture of inclusion, acceptance and appreciation for a diverse workforce. Diversity is our priority!

Dallas has PRIDE in our LGBT community and those in our workforce. June is Lesbian, Gay, Bisexual, and Transgender (LGBT) pride month. Take time to appreciate our diverse workforce and what it means to be a part of such an inclusive work environment.



The following telephone numbers are provided to employees who may wish to contact the office to confidentially discuss issues and/or make suggestions. All voicemail messages will be answered promptly. We also have two email addresses available for employees to provide comments, suggestions and concerns to the office for review and attention.

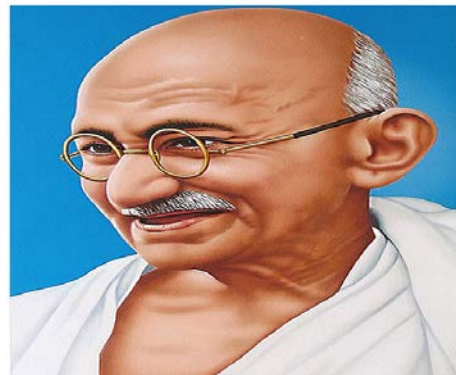
The Ethics and Diversity Office has relocated to 4DN:

Our phone # is 214-671-8999

[DallasEthics@Dallascityhall.com](mailto:DallasEthics@Dallascityhall.com)

[DallasDiversity@Dallascityhall.com](mailto:DallasDiversity@Dallascityhall.com)

We are available to attend employee meetings and/or events to discuss issues pertaining to ethics and diversity.



**"An eye for an eye only ends up  
making the whole world blind."  
-Mohandas Gandhi**

**THE OFFICE OF  
ETHICS & DIVERSITY**

Our office has relocated to 4DN – Office phone # 214-671-8999

[DallasEthics@Dallascityhall.com](mailto:DallasEthics@Dallascityhall.com)

[DallasDiversity@Dallascityhall.com](mailto:DallasDiversity@Dallascityhall.com)



City of Dallas

# Why Should we be Concerned with Ethics & Diversity?

## Benefits for the City of Dallas

- Promotes citizens' trust and public image
- Helps attract, recruit and retain good employees
- Increases productivity
- Helps avoid legal problems
- Helps avoid negative media exposure

## Benefits for employees

- Strengthens job satisfaction
- Helps Build stronger teams
- Reduces stress
- Maintains open communication
- Employees broaden their beliefs, skill-sets and skills

# PUBLIC SERVICE

Public agencies were created by the public to accomplish things that could not be done by individuals acting alone or with a profit motive.

People who work in public agencies are entrusted with resources, power and authority.

But the nature of that trust is that these resources, power and authority can be used only to benefit the public — not those in public service.





# ETHICS SUMMARY

**We will continue to promote a culture of ethical behavior and educate our employees that:**

People who work for public sector agencies must:

- Hold themselves to the same high standards that the public has for those who are elected or appointed to public service.
- The exact combination of standards depends on a particular individual's job within the organization.

However, three cross-cutting principles apply to all public servants:

- Public employees are stewards of scarce public resources;
- Public agencies must treat everyone fairly, irrespective of who they know or are related to; and
- Public service means one's actions are subject to public scrutiny.



# ETHICS SUMMARY

**We will continue to promote a culture of ethical behavior and educate our employees on:**

- On their responsibilities
- The City's Code of ethics Chapter 12-5A
- How to make ethical decisions using the ethical decision making path
- How to make a complaint using the various avenues that exist
- How the complaint resolution process works



# SUMMARY

We will continue to work with the Auditors Office to ensure that:

1. The audit recommendations that were not yet implemented are implemented
2. That the measures that have been implemented continue to be fine tuned and improved upon.



# QUESTIONS



# Contact Information

## The Office of Ethics & Diversity

Vanessa Averheart Gray  
Interim Ethics & Diversity Officer

Brian Wisdom  
Ethics and Diversity Coordinator

Located at City Hall – 4DN

Email our office:

[DallasEthics@dallascityhall.com](mailto:DallasEthics@dallascityhall.com)

214-671-8999

# Memorandum



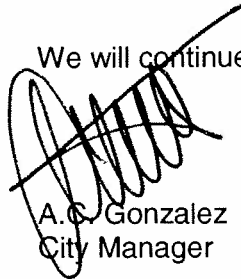
CITY OF DALLAS

DATE July 29, 2016  
TO The Honorable Mayor and Members of the City Council  
SUBJECT Financial Forecast Report

The FY 2015-16 Financial Forecast Report based on information through May 2016 is attached and provided for your information.

For FY 2015-16, General Fund revenues are projected to be \$6,692,000 above budget and expenditures are projected to be \$6,577,000 above budget. This results in forecast revenues being in excess of forecast expenditures by \$115,000. Details related to budget variances may be found at the end of the Financial Forecast Report.

We will continue to closely monitor revenues and expenditures and keep you informed.



A.C. Gonzalez  
City Manager

## Attachment

c: Ryan S. Evans, First Assistant City Manager  
Jill A. Jordan, P.E., Assistant City Manager  
Joey Zapata, Assistant City Manager  
Eric D. Campbell, Assistant City Manager  
Mark McDaniel, Assistant City Manager  
Jeanne Chipperfield, Chief Financial Officer  
Jack Ireland, Director, Office of Financial Services



FY 2015-16

# Financial Forecast Report

Information as of May 31, 2016



---

# GENERAL FUND

---

As of May 31, 2016  
(000s)

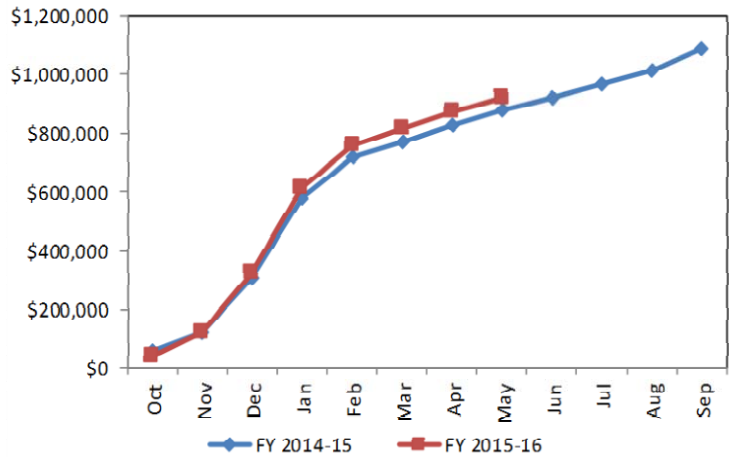
<b>ITEM</b>	<b>AMENDED BUDGET<sup>1</sup></b>	<b>YEAR TO DATE</b>	<b>YEAR-END FORECAST</b>	<b>BUDGET VS FORECAST VARIANCE</b>
Revenues	\$1,145,713	\$921,902	\$1,152,404	\$6,692
Expenditures	1,145,713	768,062	1,152,289	6,577
Net Excess of Revenues Over Expenditures/Transfers	<u>\$0</u>	<u>\$153,840</u>	<u>\$115</u>	<u>\$115</u>



# GENERAL FUND REVENUES

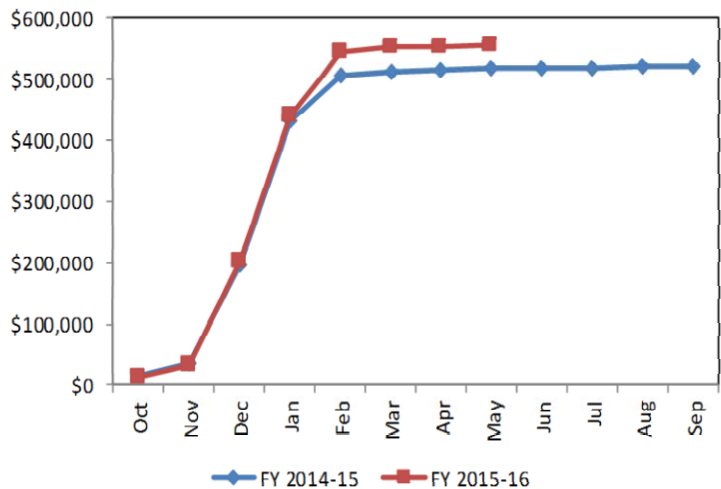
## ALL SOURCES

	FY 2014-15	FY 2015-16	Variance
Oct	\$60,959	\$41,660	(\$19,299)
Nov	58,982	77,665	18,682
Dec	187,753	203,876	16,123
Jan	271,536	288,996	17,460
Feb	138,254	147,975	9,721
Mar	52,292	53,193	901
Apr	59,984	58,776	(1,208)
May	48,230	49,762	1,532
Jun	43,757		
Jul	46,560		
Aug	45,056		
Sep	74,964		
<b>Total</b>	<b>\$1,088,327</b>	<b>\$921,902</b>	<b>\$43,912</b>



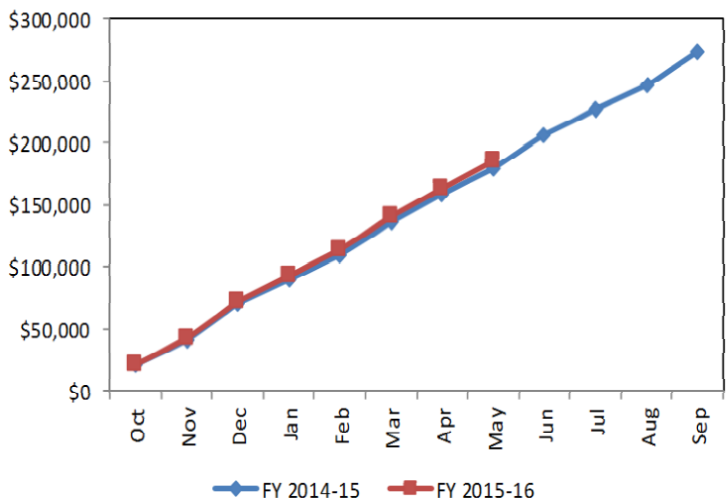
## PROPERTY TAX

	FY 2014-15	FY 2015-16	Variance
Oct	\$16,175	\$11,487	(\$4,688)
Nov	18,472	20,589	2,117
Dec	160,305	169,848	9,543
Jan	235,891	237,273	1,382
Feb	74,439	104,025	29,586
Mar	6,533	7,675	1,142
Apr	3,115	2,364	(751)
May	1,536	1,593	56
Jun	1,750		
Jul	821		
Aug	948		
Sep	673		
<b>Total</b>	<b>\$520,658</b>	<b>\$554,853</b>	<b>\$38,387</b>



## SALES TAX

	FY 2014-15	FY 2015-16	Variance
Oct	\$21,933	\$21,769	(\$164)
Nov	19,220	20,524	1,303
Dec	29,690	30,137	447
Jan	20,009	21,258	1,250
Feb	18,928	20,418	1,490
Mar	26,847	27,482	635
Apr	22,124	22,265	141
May	20,755	22,311	1,557
Jun	26,477		
Jul	20,798		
Aug	20,332		
Sep	26,386		
<b>Total</b>	<b>\$273,499</b>	<b>\$186,164</b>	<b>\$6,658</b>



FY 2014-15 All Sources has been restated to reflect the conversion of Sanitation to an Enterprise Fund in FY 2015-16

# GENERAL FUND REVENUES

As of May 31, 2016  
(000s)

	AMENDED BUDGET <sup>1</sup>	REVENUES YEAR TO DATE	YEAR-END FORECAST	BUDGET VS FORECAST VARIANCE
<b>TAXES</b>				
Ad Valorem Tax	\$559,636	\$554,853	\$559,644	\$7
Sales Tax <sup>2</sup>	281,272	186,164	283,679	2,408
<b>TOTAL TAXES</b>	<b>840,908</b>	<b>741,017</b>	<b>843,323</b>	<b>2,415</b>
<b>FRANCHISE REVENUES</b>				
Oncor Electric <sup>3</sup>	50,612	39,636	51,013	401
AT&T	10,950	5,730	10,993	42
Atmos Energy <sup>4</sup>	12,242	6,706	11,642	(600)
Time Warner Cable	6,102	3,164	6,122	20
Other <sup>5</sup>	27,291	14,680	27,913	622
<b>TOTAL FRANCHISE REVENUES</b>	<b>107,198</b>	<b>69,916</b>	<b>107,683</b>	<b>484</b>
<b>LICENSES AND PERMITS</b>	<b>6,067</b>	<b>4,849</b>	<b>5,912</b>	<b>(156)</b>
<b>INTEREST EARNED<sup>6</sup></b>	<b>962</b>	<b>1,516</b>	<b>2,075</b>	<b>1,113</b>
<b>INTERGOVERNMENTAL</b>	<b>7,432</b>	<b>7,390</b>	<b>7,544</b>	<b>113</b>
<b>FINES AND FORFEITURES</b>				
Municipal Court <sup>7</sup>	14,771	12,646	18,049	3,277
Vehicle Towing & Storage <sup>8</sup>	7,146	5,124	7,608	463
Parking Fines	3,591	1,261	3,592	1
Red Light Camera Fines	7,460	0	7,460	0
Public Library <sup>9</sup>	494	161	398	(96)
<b>TOTAL FINES</b>	<b>33,462</b>	<b>19,193</b>	<b>37,107</b>	<b>3,645</b>
<b>CHARGES FOR SERVICE</b>				
Parks <sup>10</sup>	10,283	6,668	10,763	480
Emergency Ambulance	31,569	12,824	31,115	(454)
Security Alarm	4,450	2,715	4,350	(100)
Street Lighting	648	427	648	0
Vital Statistics <sup>11</sup>	1,484	1,019	1,616	132
Other <sup>12</sup>	23,960	19,314	21,827	(2,133)
<b>TOTAL CHARGES</b>	<b>72,393</b>	<b>42,967</b>	<b>70,319</b>	<b>(2,074)</b>
<b>INTERFUND REVENUE</b>	<b>67,223</b>	<b>28,460</b>	<b>67,768</b>	<b>545</b>
<b>MISCELLANEOUS<sup>13</sup></b>	<b>10,068</b>	<b>6,594</b>	<b>10,675</b>	<b>607</b>
<b>TOTAL REVENUES</b>	<b>\$1,145,713</b>	<b>\$921,902</b>	<b>\$1,152,404</b>	<b>\$6,692</b>

# GENERAL FUND EXPENDITURES

## ALL EXPENSES

	FY 2014-15	FY 2015-16	Variance
Oct	\$77,525	\$75,601	(\$1,924)
Nov	79,013	78,065	(948)
Dec	123,491	124,594	1,103
Jan	76,655	97,321	20,666
Feb	86,673	84,683	(1,990)
Mar	82,668	95,576	12,908
Apr	69,958	86,104	16,146
May	96,984	126,118	29,134
Jun	102,442		
Jul	78,895		
Aug	85,592		
Sep	124,316		

**Total \$1,084,212 \$768,062 \$75,095**

## POLICE

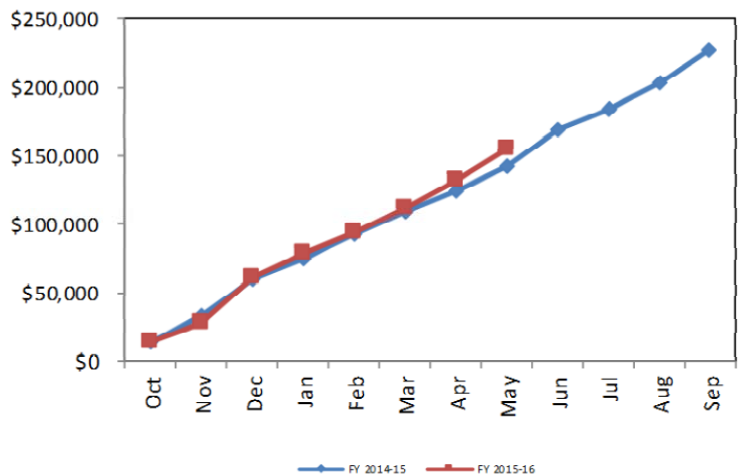
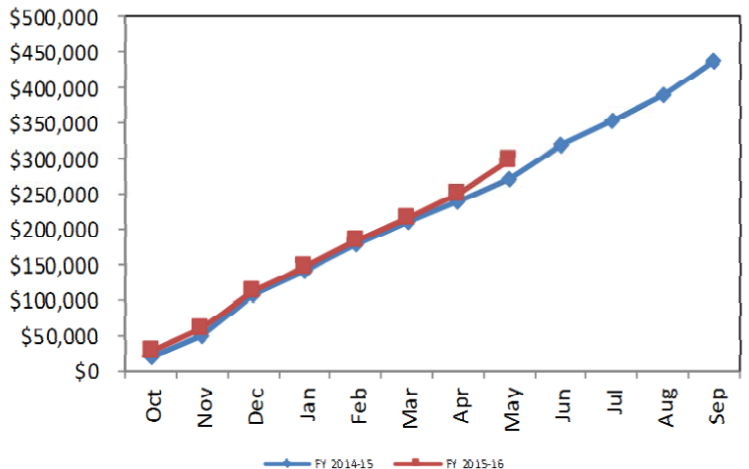
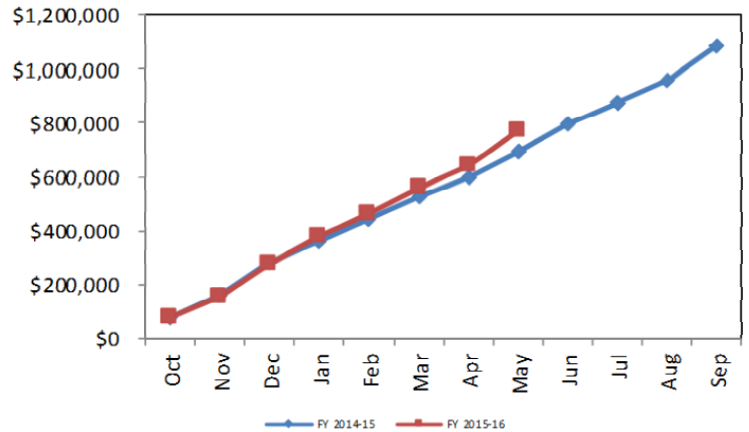
	FY 2014-15	FY 2015-16	Variance
Oct	\$19,262	\$28,488	\$9,226
Nov	31,339	31,370	31
Dec	57,789	52,490	(5,299)
Jan	32,898	35,550	2,652
Feb	36,863	37,126	263
Mar	32,472	30,058	(2,414)
Apr	27,900	34,931	7,031
May	33,265	48,649	15,384
Jun	47,086		
Jul	34,846		
Aug	35,661		
Sep	46,774		

**Total \$436,155 \$298,662 \$26,874**

## FIRE

	FY 2014-15	FY 2015-16	Variance
Oct	\$13,502	\$13,994	\$492
Nov	19,557	14,184	(5,373)
Dec	26,055	32,389	6,334
Jan	16,078	17,547	1,469
Feb	17,117	16,128	(989)
Mar	17,032	18,076	1,044
Apr	15,063	19,295	4,232
May	17,344	23,154	5,810
Jun	26,753		
Jul	16,442		
Aug	18,322		
Sep	24,269		

**Total \$227,535 \$154,767 \$13,018**



FY 2014-15 All Expenses has been restated to reflect the conversion of Sanitation to an Enterprise Fund in FY 2015-16

# GENERAL FUND EXPENDITURES

As of May 31, 2016

(000s)

DEPARTMENT	AMENDED BUDGET <sup>1</sup>	EXPENDITURES YEAR TO DATE	YEAR-END FORECAST	BUDGET VS FORECAST VARIANCE
Building Services <sup>14</sup>	\$23,931	\$17,464	\$24,047	\$116
Business Dev/Procurement Svcs	2,884	2,006	2,881	(3)
City Attorney's Office	15,886	10,044	15,847	(39)
City Auditor's Office	3,004	1,886	2,975	(29)
City Controller's Office	4,541	3,019	4,507	(34)
City Manager's Office	1,972	1,304	1,972	0
City Secretary's Office <sup>15</sup>	2,005	1,191	2,015	11
Civil Service <sup>16</sup>	2,599	1,483	2,607	8
Code Compliance	38,569	23,567	38,569	0
Court Services <sup>17</sup>	11,563	7,117	11,212	(350)
Elections	97	59	97	0
Fire	239,567	154,767	239,465	(103)
Housing	11,936	9,736	11,907	(29)
Human Resources	4,788	3,010	4,764	(24)
Independent Audit	786	-	786	0
Jail Contract - Lew Sterret	7,557	7,557	7,557	0
Judiciary <sup>18</sup>	3,231	2,090	3,059	(171)
Library	30,509	18,616	30,509	0
Management Services	8,544	6,382	8,353	(192)
Mayor and Council <sup>19</sup>	4,243	2,721	4,321	78
Non-Departmental <sup>20</sup>	58,026	41,498	58,337	311
Office of Cultural Affairs <sup>21</sup>	17,671	15,071	17,745	74
Office of Economic Development	1,818	1,818	1,818	0
Office of Financial Services	2,957	1,718	2,901	(57)
Park and Recreation <sup>22</sup>	85,646	59,988	85,938	292
Planning & Urban Design <sup>23</sup>	4,232	1,678	3,980	(252)
Police <sup>24</sup>	452,695	298,662	459,295	6,600
Public Works	5,911	5,790	5,790	(121)
Street Lighting	17,525	8,109	17,525	0
Street Services <sup>25</sup>	71,531	53,320	72,320	789
Sustainable Dev/Construction <sup>26</sup>	1,438	1,142	1,142	(295)
Trinity Watershed Management	1,526	627	1,525	(2)
<b>RESERVES AND TRANSFERS</b>				
Contingency Reserve	2,628	2,628	2,628	0
Liability/Claim Fund	1,994	1,994	1,994	0
Salary & Benefit Reserve	1,900	0	1,900	0
<b>TOTAL EXPENDITURES</b>	<b>\$1,145,713</b>	<b>\$768,062</b>	<b>\$1,152,289</b>	<b>\$6,577</b>

# PROPRIETARY FUNDS

As of May 31, 2016  
(000s)

DEPARTMENT	BUDGET	YEAR TO DATE	YEAR-END FORECAST	BUDGET VS FORECAST VARIANCE
<b>AVIATION</b>				
BEGINNING FUND BALANCE	\$16,775	\$ -	\$16,775	\$ -
REVENUES:				
Parking	27,443	17,045	24,805	(2,638)
Terminal Concessions	22,423	15,731	25,191	2,768
Landing Fees	17,784	10,588	17,784	0
Rental on Airport - Terminal	13,831	8,697	13,831	0
Rental on Airport - Field	9,067	4,563	7,963	(1,104)
Fuel Flow Fees	1,225	749	1,197	(28)
All Other	2,102	1,879	4,269	2,167
TOTAL REVENUES	93,876	59,254	95,042	1,166
TOTAL EXPENDITURES	93,876	58,107	93,720	(156)
ENDING FUND BALANCE	\$16,775	\$ -	\$18,097	\$1,322

## CONVENTION AND EVENT SERVICES

BEGINNING FUND BALANCE	\$20,607	\$ -	\$20,607	\$ -
REVENUES:				
Hotel Occupancy Tax	54,002	34,164	54,987	986
Alcoholic Beverage Tax	10,461	5,983	11,819	1,358
Contract Services	9,119	9,681	12,195	3,076
All Remaining Revenues	10,414	10,373	15,382	4,968
TOTAL REVENUES <sup>27</sup>	83,996	60,201	94,383	10,387
TOTAL EXPENDITURES <sup>27</sup>	82,939	48,169	92,630	9,691
ENDING FUND BALANCE	\$21,664	\$ -	\$22,360	\$696

# PROPRIETARY FUNDS

As of May 31, 2016

(000s)

DEPARTMENT	BUDGET	YEAR TO DATE	YEAR-END FORECAST	BUDGET VS FORECAST VARIANCE
<b>SUSTAINABLE DEVELOPMENT AND CONSTRUCTION</b>				
BEGINNING FUND BALANCE	\$33,842	\$ -	\$33,842	\$ -
<b>REVENUES:</b>				
Building Permits	18,770	14,196	19,104	334
Certificate of Occupancy	1,412	867	1,412	0
Plan Review	3,736	3,153	3,749	13
Registration/License	1,028	813	1,028	(0)
Special Plats	887	756	887	0
Private Development	1,010	962	1,010	(0)
Zoning	1,184	580	1,184	0
Interest Earnings	117	211	117	0
All Remaining Revenues	1,478	1,179	1,478	0
<b>TOTAL REVENUES</b>	<b>29,622</b>	<b>22,719</b>	<b>29,969</b>	<b>347</b>
<b>TOTAL EXPENDITURES</b>	<b>30,697</b>	<b>16,105</b>	<b>30,611</b>	<b>(86)</b>
<b>ENDING FUND BALANCE</b>	<b>\$32,767</b>	<b>\$ -</b>	<b>\$33,200</b>	<b>\$433</b>
 <b>MUNICIPAL RADIO</b>				
BEGINNING FUND BALANCE	\$1,183	\$ -	\$1,183	\$ -
<b>REVENUES:</b>				
Local and National Sales	2,058	1,294	1,887	(171)
All Remaining Revenues	12	5	13	2
<b>TOTAL REVENUES<sup>28</sup></b>	<b>2,070</b>	<b>1,299</b>	<b>1,900</b>	<b>(170)</b>
<b>TOTAL EXPENDITURES<sup>28</sup></b>	<b>2,055</b>	<b>1,317</b>	<b>1,967</b>	<b>(87)</b>
<b>ENDING FUND BALANCE</b>	<b>\$1,198</b>	<b>\$ -</b>	<b>\$1,116</b>	<b>(\$82)</b>

# PROPRIETARY FUNDS

As of May 31, 2016

(000s)

DEPARTMENT	BUDGET	YEAR TO DATE	YEAR-END FORECAST	BUDGET VS FORECAST VARIANCE
<b>WATER UTILITIES</b>				
BEGINNING FUND BALANCE	\$86,191	\$ -	\$86,191	\$ -
REVENUES:				
Treated Water - Retail	286,483	166,498	283,187	(3,296)
Treated Water - Wholesale	80,082	49,222	77,555	(2,526)
Wastewater - Retail	232,649	141,072	223,113	(9,536)
Wastewater - Wholesale	9,874	6,647	9,929	55
All Remaining Revenues	36,040	17,804	29,938	(6,101)
<b>TOTAL REVENUES<sup>29</sup></b>	<b>645,128</b>	<b>381,243</b>	<b>623,723</b>	<b>(21,405)</b>
<b>TOTAL EXPENDITURES<sup>29</sup></b>	<b>645,128</b>	<b>358,447</b>	<b>623,723</b>	<b>(21,405)</b>
<b>ENDING FUND BALANCE</b>	<b>\$86,191</b>	<b>\$ -</b>	<b>\$86,191</b>	<b>\$0</b>

## COMMUNICATION & INFORMATION SERVICES

BEGINNING FUND BALANCE	\$10,910	\$ -	\$10,910	\$ -
REVENUES:				
Interdepartmental Charges	52,799	34,559	52,799	0
Telephones Leased	8,532	2,943	8,532	0
Circuits	1,367	679	1,207	(160)
Desktop Services	269	52	58	(210)
Interest	137	110	144	0
Equipment Rental	4,546	3,030	4,545	(1)
Miscellaneous	77	602	602	525
<b>TOTAL REVENUES</b>	<b>67,727</b>	<b>41,976</b>	<b>67,887</b>	<b>160</b>
<b>TOTAL EXPENDITURES</b>	<b>72,284</b>	<b>43,565</b>	<b>71,847</b>	<b>(437)</b>
<b>ENDING FUND BALANCE</b>	<b>\$6,352</b>	<b>\$ -</b>	<b>\$6,950</b>	<b>\$598</b>

# PROPRIETARY FUNDS

As of May 31, 2016

(000s)

DEPARTMENT	BUDGET	YEAR TO DATE	YEAR-END FORECAST	BUDGET VS FORECAST VARIANCE
<b>EQUIPMENT SERVICES</b>				
BEGINNING FUND BALANCE	\$4,129	\$ -	\$4,129	\$ -
REVENUES:				
Rental/Wreck	33,640	20,181	38,842	5,203
Fuel	16,180	7,394	13,885	(2,295)
Auto Auction	418	543	843	426
Miscellaneous Revenue	267	439	526	259
Interest and Other	5	0	1	(5)
<b>TOTAL REVENUES<sup>30</sup></b>	<b>50,509</b>	<b>28,558</b>	<b>54,097</b>	<b>3,588</b>
<b>TOTAL EXPENDITURES<sup>30</sup></b>	<b>50,509</b>	<b>34,796</b>	<b>54,097</b>	<b>3,588</b>
<b>ENDING FUND BALANCE</b>	<b>\$4,129</b>	<b>\$ -</b>	<b>\$4,129</b>	<b>\$0</b>
 <b>EXPRESS BUSINESS CENTER</b>				
BEGINNING FUND BALANCE	\$1,223	\$ -	\$1,223	\$ -
REVENUES:				
Postage Sales	2,703	1,591	2,500	(203)
All Other Revenues	1,260	1,018	1,517	257
<b>TOTAL REVENUES</b>	<b>3,963</b>	<b>2,609</b>	<b>4,017</b>	<b>54</b>
<b>TOTAL EXPENDITURES</b>	<b>3,815</b>	<b>2,537</b>	<b>3,755</b>	<b>(59)</b>
<b>ENDING FUND BALANCE</b>	<b>\$1,372</b>	<b>\$ -</b>	<b>\$1,485</b>	<b>\$113</b>



# PROPRIETARY FUNDS

As of May 31, 2016  
(000s)

DEPARTMENT	BUDGET	YEAR TO DATE	YEAR-END FORECAST	BUDGET VS FORECAST VARIANCE
<b>SANITATION SERVICES</b>				
BEGINNING FUND BALANCE	\$7,108	\$ -	\$7,108	\$ -
REVENUES:				
Residential Collection	66,537	46,249	67,862	1,325
Cost Plus Bulk/Brush	114	84	126	12
Sale of Recyclables	2,100	1,145	1,718	(382)
City Facility Collection	761	466	700	(62)
Landfill Revenue	17,676	19,920	24,711	7,035
<b>TOTAL REVENUES<sup>31</sup></b>	<b>87,188</b>	<b>67,864</b>	<b>95,116</b>	<b>7,928</b>
<b>TOTAL EXPENDITURES<sup>31</sup></b>	<b>86,480</b>	<b>47,618</b>	<b>88,590</b>	<b>2,110</b>
<b>ENDING FUND BALANCE</b>	<b>\$7,816</b>	<b>\$ -</b>	<b>\$13,634</b>	<b>\$5,818</b>

# OTHER FUNDS

As of May 31, 2016  
(000s)

DEPARTMENT	BUDGET	YEAR TO DATE	YEAR-END FORECAST	BUDGET VS FORECAST VARIANCE
<b>9-1-1 SYSTEM OPERATIONS</b>				
BEGINNING FUND BALANCE	\$7,090	\$ -	\$7,090	\$ -
REVENUES:				
9-1-1 Service Receipts - Wireless	6,257	4,012	6,308	51
9-1-1 Service Receipts - Wireline	6,898	4,150	6,345	(554)
Interest and Other	63	36	40	(23)
<b>TOTAL REVENUES</b>	<b>13,218</b>	<b>8,199</b>	<b>12,692</b>	<b>(526)</b>
<b>TOTAL EXPENDITURES</b>	<b>16,292</b>	<b>9,799</b>	<b>15,949</b>	<b>(343)</b>
<b>ENDING FUND BALANCE</b>	<b>\$4,015</b>	<b>\$ -</b>	<b>\$3,832</b>	<b>(\$183)</b>
 <b>STORM DRAINAGE MANAGEMENT</b>				
BEGINNING FUND BALANCE	\$8,114	\$ -	\$8,114	\$ -
REVENUES:				
Storm Water Fees	50,413	33,803	50,367	(46)
Interest and Other	40	76	86	46
<b>TOTAL REVENUES</b>	<b>50,452</b>	<b>33,880</b>	<b>50,452</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>51,417</b>	<b>25,210</b>	<b>51,273</b>	<b>(144)</b>
<b>ENDING FUND BALANCE</b>	<b>\$7,150</b>	<b>\$ -</b>	<b>\$7,294</b>	<b>\$144</b>

# OTHER FUNDS

As of May 31, 2016  
(000s)

DEPARTMENT	BUDGET	YEAR TO DATE	YEAR-END FORECAST	BUDGET VS FORECAST VARIANCE
<b>EMPLOYEE BENEFITS</b>				
<b>BENEFITS ADMINISTRATION</b>				
TOTAL EXPENDITURES	\$1,126	\$365	\$1,077	(\$50)
<b>WELLNESS PROGRAM</b>				
TOTAL EXPENDITURES <sup>32</sup>	\$430	\$296	\$366	(\$64)
<b>RISK MANAGEMENT</b>				
TOTAL EXPENDITURES <sup>33</sup>	\$2,594	\$1,672	\$2,319	(\$274)
<b>LIABILITY/CLAIMS FUND</b>				
<b>Beginning Balance October 1, 2015</b>				<b>\$3,649</b>
Budgeted Revenue				6,297
<b>FY 2015-16 Available Funds</b>				<b>9,946</b>
Paid October 2015				(168)
Paid November 2015				(328)
Paid December 2015				(379)
Paid January 2016				(744)
Paid February 2016				(436)
Paid March 2016				(353)
Paid April 2016				(434)
Paid May 2016				(783)
<b>Balance as of May 31, 2016</b>				<b>\$6,321</b>

# DEBT SERVICE FUND

As of May 31, 2016  
(000s)

DEPARTMENT	BUDGET	YEAR TO DATE	YEAR-END FORECAST	BUDGET VS FORECAST VARIANCE
<b>DEBT SERVICE FUND</b>				
BEGINNING FUND BALANCE	\$12,109	\$ -	\$12,109	\$ -
REVENUES:				
Ad Valorem	230,475	228,496	230,419	(57)
Interest/Transfers/Other	20,468	901	20,468	0
<b>TOTAL REVENUES</b>	<b>250,943</b>	<b>229,397</b>	<b>250,886</b>	<b>(57)</b>
<b>TOTAL EXPENDITURES<sup>34</sup></b>	<b>255,326</b>	<b>212,338</b>	<b>254,444</b>	<b>(881)</b>
<b>ENDING FUND BALANCE</b>	<b>\$7,726</b>	<b>\$ -</b>	<b>\$8,551</b>	<b>\$825</b>

---

# NOTES

---

(Dollars in 000s)

1. The General Fund budget was amended/increased based on Council's approved use of contingency reserve funds by \$100 on January 27, 2016 by CR# 16-0214 (executive search contract for the City Attorney) and based on an increase in projected revenue by \$813 on June 15, 2016 by CR# 16-1007 (Parking Services contract).
2. Sales tax revenue is projected to be \$2,408 above budget due to the strength of the local economy. Over the most recent 12 months, sales tax receipts have increased by 4.7%.
3. Oncor Electric revenues are projected to be \$401 above budget primarily due to higher than expected electric consumption.
4. Atmos Energy revenues are projected to be \$600 below budget primarily due to warmer winter weather that resulted in less gas consumption.
5. Other Franchise revenues are projected to be \$622 above budget primarily due to an increase in private waste hauler activity and more growth than expected in Cable TV service.
6. Interest Earned revenue is projected to be \$1,113 above budget due to an increase in the market interest rate.
7. Municipal Court revenue is projected to be \$3,277 above budget primarily due to an increase in the collection per citation rates and due to the new collection agency's success of collection on older past due accounts.
8. Vehicle Towing & Storage revenues are projected to be \$463 above budget due to an increase in tows as well as vehicles staying on the auto pound property longer than anticipated.
9. Public Library revenue is projected to be \$96 below budget due to implementation of automatic renewal on materials that have been checked out at library locations and an increase in the usage of e-materials. Fines and late fees are not collected on e-materials as they are electronically recalled on the due date.
10. Parks revenue is projected to be \$480 above budget primarily due to an increase in demand for contract classes and an increase in pavilion rentals.
11. Vital Statistics revenues are projected to be \$132 above budget due to an increase in the sale of birth certificates.
12. Other Charges for Service revenue is projected to be \$2,133 below budget primarily as a result of contracting with fewer hospitals than anticipated for the Mobile Community Healthcare Program, a reduction in Fire Watch fees, and a reduction in the number of fire inspectors used at American Airline Center events.

---

# NOTES

---

(Dollars in 000s)

13. Miscellaneous revenue is projected to be \$607 above budget primarily due to land lease payments from AT&T for communication towers located on Dallas Fire Rescue premises.
14. Building Services is projected to be \$116 above budget primarily due to materials and labor for unanticipated building maintenance needs.
15. City Secretary's Office is projected to be \$11 above budget due to higher than budgeted salary expenses.
16. Civil Service is projected to be \$8 above budget primarily due to salary expenses.
17. Court Services is projected to be \$350 below budget due to vacancies.
18. Judiciary is projected to be \$171 below budget due to vacancies.
19. Mayor and Council is projected to be \$78 above budget due to double filled positions and the unbudgeted use of temp help.
20. Non-Departmental is projected to be \$311 above budget primarily due to unbudgeted costs such as the actuarial review related to the Police and Fire Pension Fund and efforts related to ADA Compliance.
21. Office of Cultural Affairs is projected to be \$74 above budget primarily due to increased usage of custodial and security services based on events at the Majestic, Meyerson, and City Performance Hall facilities. These expenses are offset by corresponding revenue.
22. Park and Recreation is projected to be \$292 above budget primarily due to repairs related to flooding in 2015 and increased demand for contract classes.
23. Planning and Urban Design is projected to be \$252 below budget due to vacancies.
24. Police is projected to be \$6,600 above budget due to overtime expenses.
25. Street Services is projected to be \$789 above budget primarily due to equipment maintenance costs.
26. Sustainable Development and Construction is projected to be \$295 below budget due to vacancies.
27. Convention and Event Services expenses are projected to be \$9,691 above budget due to increased food and beverage service based on event demand as well as an increased transfer to capital construction resulting from additional revenues. Revenues are projected to be \$10,387 above budget primarily due to higher than expected Alcoholic Beverage Tax and more events than anticipated.

---

# NOTES

---

(Dollars in 000s)

28. Municipal Radio expenses are projected to be \$87 below budget due to vacancies and a reduction in sales commission. Revenues are projected to be \$170 below budget due to the sale of commercials being less than planned.

29. Water Utilities revenues and expenses are both projected to be \$21,405 below budget. Revenues are projected to be below budget primarily due to the loss of a wholesale water customer contract and lower than projected retail wastewater service revenues. Expenses are projected to be under budget primarily due to a reduction in the transfer to fund capital projects.

30. Equipment Services revenues and expenses are both projected to be \$3,588 above budget primarily due to increased maintenance and repair costs for heavy equipment partially offset by fuel savings.

31. Sanitation expenses are projected to be \$2,110 above budget primarily due to equipment maintenance costs. Revenues are projected to be \$7,928 above budget due to the volume of solid waste from non-contract customers being above historic levels and solid waste from the Upper Chain of Wetlands projects.

32. Wellness Program expenses are projected to be \$64 below budget due to vacancies.

33. Risk Management expenses are projected to be \$274 below budget primarily due to vacancies.

34. Debt Service expenses are projected to be \$881 below budget due to lower than projected interest rates realized on the 2015 GO Bond sale and lower than anticipated TIF expenses.

**KEY FOCUS AREA:** E-Gov

**AGENDA DATE:** August 10, 2016

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Business Development & Procurement Services  
City Attorney's Office  
Communication and Information Services

**CMO:** Jeanne Chipperfield, 670-7804  
Christopher D. Bowers, 670-3491  
Mark McDaniel, 670-3256

**MAPSCO:** N/A

---

**SUBJECT**

Authorize a thirty-four month service contract for hardware, software maintenance and support for the City's Symantec electronically stored information discovery system - Symantec distributed by Carahsoft Technology Corp. and sold through TEQSYS, Inc., through the Department of Information Resources, State of Texas Cooperative - Not to exceed \$301,721 - Financing: Current Funds (subject to annual appropriations)

**BACKGROUND**

This action does not encumber funds; the purpose of a service contract is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis.

This service contract will provide ongoing hardware, software maintenance and support for the City's Symantec electronically stored information discovery-system. This system is utilized by the City Attorney's Office, Communication and Information Services and Police to collect, analyze and produce data used for pre-trial discovery, administrative hearings and internal department investigations. Additionally, this system provided efficiencies in responding to approximately 320 open records request in 2015. It is a key component in the City's ability to meet deadlines for open records requests and litigation pre-trial discovery timelines.

This system has proved to be an efficient tool in the management and processing of the large amounts of electronic data stored within the City. Attorneys are able to create cases, perform document redaction and generate numbering to identify and label legal documents. The system also streamlines case reviews and provides automated legal hold notifications.



**BACKGROUND (Continued)**

The Department of Information Resources conforms to the requirements of Texas Statutes that are applicable for competitive bids and proposals, in accordance with the Interlocal Cooperation Act, Chapter 791, Texas Government Code. In addition, the Department of Information Resources receives bids from manufacturers and dealers throughout the United States.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On June 17, 2015, City Council authorized an acquisition contract to upgrade the City's Symantec E-Discovery Platform system by Resolution No. 15-1140.

Information about this item will be provided to the Budget, Finance and Audit Committee on August 1, 2016.

**FISCAL INFORMATION**

\$301,720.01 - Current Funds (subject to annual appropriations)

**ETHNIC COMPOSITION**

TEQSYS, Inc.

White Male	2	White Female	2
Black Male	0	Black Female	0
Hispanic Male	0	Hispanic Female	0
Other Male	0	Other Female	0

**OWNER**

**TEQSYS, Inc.**

Keri Ramirez, President  
Laura Cruise, Secretary

August 10, 2016

**WHEREAS**, on June 3, 2015, Administrative Action No. 15-6061 authorized the acquisition and installation of a replacement server for eDiscovery; and,

**WHEREAS**, on June 17, 2015, City Council authorized an acquisition contract to upgrade the City's Symantec E-Discovery Platform system by Resolution No. 15-1140; and,

**WHEREAS**, on July 12, 2016, Administrative Action No. 16-6302 authorized a two-month support renewal for the Clearwell eDiscovery Platform;

**NOW, THEREFORE,**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:**

**Section 1.** That the City Manager is authorized to execute a service contract with Symantec distributed by Carahsoft Technology Corp. and sold through TEQSYS, Inc. (VS0000076343) through the Department of Information Resources, State of Texas Cooperative for hardware, software maintenance and support for the City's Symantec electronically stored information discovery system for a term of thirty four months in an amount not to exceed \$301,720.01, upon approval as to form by the City Attorney. If the service was bid or proposed on an as needed, unit price basis for performance of specified tasks, payment to TEQSYS, Inc. shall be based only on the amount of the services directed to be performed by the City and properly performed by TEQSYS, Inc. under the contract.

**Section 2.** That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$301,720.01 (subject to annual appropriations) from Service Contract number MASCDV19CLRTEQ.

**Section 3.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

**KEY FOCUS AREA:** E-Gov  
**AGENDA DATE:** August 10, 2016  
**COUNCIL DISTRICT(S):** 6  
**DEPARTMENT:** Business Development & Procurement Services  
**CMO:** Jeanne Chipperfield, 670-7804  
**MAPSCO:** 33-Y, 44-S

---

**SUBJECT**

Authorize a three-year service contract to provide professional auctioneer services at the City's auctions - Lone Star Auctioneers, Inc., most advantageous proposer of four - Financing: No cost consideration to the City (commissions to be paid by a buyer's premium)

**BACKGROUND**

This service contract will provide a turn key professional auctioneer service and any fees associated with the sale of property will be paid thru a buyer's premium. The contractor in coordination with the Police Department and the City Store will conduct bi-weekly auctions at the City auto pound for unclaimed vehicles, live auctions for surplus City-owned property, auctions for surplus City-owned vehicles and heavy equipment and online auctions as needed of unclaimed, court-awarded, confiscated or surplus property. The auctions will provide an opportunity for the general public to bid, will help to maintain lower levels of vehicles in the auto impound lot and items will be sold at a fair and reasonable price. The buyer's premium rates are as follows:

- Live auction of unclaimed and seized vehicles at 5.50%
- Live auction of surplus City property at 5.00%
- On-line auction of surplus City-owned vehicles and heavy equipment at 7.00%
- On-line auctioning of unclaimed, court awarded, confiscated or surplus property at 7.00%

The contractor will advertise all upcoming auctions through newspapers, catalogs and the internet to ensure notice to a wide range of buyers. Sufficient personnel and security staff will be provided by the contractor to handle all activities associated with conducting an auction such as cashiering, document processing and crowd control. The contractor will furnish reports of sales activity for analysis on market prices and conditions and for verification of deposited amounts. The City will pilot online auctions for the City auto pound as an effort to increase competition and revenue.

**BACKGROUND (Continued)**

A seven-member evaluation committee was selected from the following departments:

- Police (1)
- Dallas Water Utilities (1)
- Equipment & Building Services (1)
- Fire (1)
- Business Development and Procurement Services (3)

The successful proposer was selected by the committee on the basis of the following criteria:

- Cost 35%
- Capability and expertise 25%
- Overall approach 25%
- Business Inclusion and Development Plan 15%

As part of the solicitation process and in an effort to increase competition, Business Development and Procurement Services (BDPS) used its procurement system to send out 124 email bid notifications to vendors registered under respective commodities. To further increase competition, BDPS uses historical solicitation information, the internet, and vendor contact information obtained from user departments to contact additional vendors by phone. Additionally, in an effort to secure more bids, notifications were sent by the BDPS' ResourceLINK Team (RLT) to 25 chambers of commerce, the DFW Minority Business Council and the Women's Business Council – Southwest, to ensure maximum vendor outreach.

The recommended vendor meets the wage floor rate of \$10.37 approved by City Council on November 10, 2015, by Resolution No. 15-2141.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On December 13, 2006, City Council authorized a sixty-month service contract to provide professional auctioneer services at the City's auctions by Resolution No. 06-3383.

Information about this item will be provided to the Budget, Finance and Audit Committee on August 1, 2016.

**FISCAL INFORMATION**

No cost consideration to the City (commissions to be paid by a buyer's premium)

**M/WBE INFORMATION**

- 27 - Vendors contacted
- 26 - No response
  - 1 - Response (Bid)
  - 0 - Response (No bid)
  - 1 - Successful

124 M/WBE and Non-M/WBE vendors were contacted.

The recommended awardee has fulfilled the good faith requirements set forth in the Business Inclusion and Development (BID) Plan adopted by Council Resolution No. 08-2826 as amended.

**ETHNIC COMPOSITION**

Lone Star Auctioneers, Inc.

White Male	4	White Female	8
Black Male	0	Black Female	1
Hispanic Male	0	Hispanic Female	1
Other Male	0	Other Female	0

**PROPOSAL INFORMATION**

The following proposals were received from solicitation number BKZ1525 and were opened on October 30, 2015. This service contract is being awarded in its entirety to the most advantageous proposer.

\*Denotes successful proposer

<b><u>Proposers</u></b>	<b><u>Address</u></b>	<b><u>Score</u></b>
*Lone Star Auctioneers, Inc.	4629 Mark IV Pkwy. Fort Worth, TX 76106	86%
Municibid	2401 Walnut St. 6 <sup>th</sup> Floor Philadelphia, PA 19103	66%
Gov Planet	3850 Hopyard Rd. Suite 250 Pleasanton, CA 94588	63%

**PROPOSAL INFORMATION (continued)**

<b><u>Proposers</u></b>	<b><u>Address</u></b>	<b><u>Score</u></b>
Gov Deals	100 Capitol Commerce Blvd. Suite 110 Montgomery, AL 36117	61%

**OWNER**

**Lone Star Auctioneers, Inc.**

Marilyn K. Burgess, President  
Ed Lanford, Vice President

August 10, 2016

**WHEREAS**, on December 13, 2006, City Council authorized a sixty-month service contract to provide professional auctioneer services at the City's auctions by Resolution No. 06-3383; and,

**WHEREAS**, on April 16, 2014, Administrative Action No. 14-5872 authorized Supplemental Agreement No. 2 to extend the term of the service contract for six months from March 4, 2014 to September 3, 2014; and,

**WHEREAS**, on August 21, 2014, Administrative Action No. 14-6749 authorized Supplemental Agreement No. 3 to extend the term of the service contract for six months from September 4, 2014 to March 3, 2015; and,

**WHEREAS**, on March 11, 2015, Administrative Action No. 15-5600 authorized Supplemental Agreement No. 4 to extend the term of the service contract for six months from March 3, 2015 to September 3, 2015; and,

**WHEREAS**, on July 30, 2015, Administrative Action No. 15-6685 authorized Supplemental Agreement No. 5 to extend the term of the service contract for six months from September 4, 2015 to March 3, 2016; and,

**WHEREAS**, on March 4, 2016, Administrative Action No. 16-5693 authorized Supplemental Agreement No. 6 to extend the term of the service contract for ninety days from March 4, 2016 to June 3, 2016; and,

**WHEREAS**, on May 25, 2016, Administrative Action No. 16-6037 authorized Supplemental Agreement No. 7 to extend the term of the service contract for ninety days from June 4, 2016 to September 3, 2016;

**NOW, THEREFORE,**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:**

**Section 1.** That the City Manager is authorized to execute a service contract with Lone Star Auctioneers, Inc. (268423) to provide professional auctioneer services at the City's auctions for a term of three years upon approval as to form by the City Attorney. If the service was bid or proposed on an as needed, unit price basis for performance of specified tasks, payment to Lone Star Auctioneers, Inc. shall be based only on the amount of the services directed to be performed by the City and properly performed by Lone Star Auctioneers, Inc. under the contract.

**Section 2.** That the Chief Financial Officer is hereby authorized to receive and deposit all revenues received from Lone Star Auctioneers, Inc. to the appropriate department.

August 10, 2016

**Section 3.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.



<b>KEY FOCUS AREA:</b>	Clean, Healthy Environment
<b>AGENDA DATE:</b>	August 10, 2016
<b>COUNCIL DISTRICT(S):</b>	All
<b>DEPARTMENT:</b>	Business Development & Procurement Services Code Compliance Fire Police
<b>CMO:</b>	Jeanne Chipperfield, 670-7804 Joey Zapata, 670-3009 Eric Campbell, 670-3255
<b>MAPSCO:</b>	N/A

---

## **SUBJECT**

Authorize a three-year master agreement for the purchase of animal food - Lab Animal Supplies, Inc. dba Lab Supply in the amount of \$331,205 and Simba Industries in the amount of \$25,047, lowest responsible bidders of three - Total not to exceed \$356,252 - Financing: Current Funds

## **BACKGROUND**

This action does not encumber funds; the purpose of a master agreement is to establish firm pricing for goods, for a specific term, which are ordered on an as needed basis.

This master agreement will provide food for animals managed by Code Compliance's Dallas Animal Services (DAS), Police (DPD) and Fire-Rescue (DFR). This agreement will provide the nutrition required to maintain a healthy diet for canines, felines and equines.

- DAS cares for approximately 28,700 dogs, cats and other animals each year
- DPD cares for 15 horses and 46 canines
- DFR cares for two canines assigned to the Fire Arson Investigation Division and Urban Search and Rescue

As part of the solicitation process and in an effort to increase competition, Business Development and Procurement Services (BDPS) used its procurement system to send out 65 email bid notifications to vendors registered under respective commodities. To further increase competition, BDPS uses historical solicitation information, the internet, and vendor contact information obtained from user departments to contact additional vendors by phone.

**BACKGROUND (Continued)**

Additionally, in an effort to secure more bids, notifications were sent by the Business Development and Procurement Services' ResourceLINK Team (RLT) to 25 chambers of commerce, the DFW Minority Business Council and the Women's Business Council – Southwest, to ensure maximum vendor outreach.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

Information about this item will be provided to the Quality of Life and Environment Committee on August 8, 2016.

**FISCAL INFORMATION**

\$356,251.90 - Current Funds

**M/WBE INFORMATION**

- 3 - Vendors contacted
- 2 - No response
- 1 - Response (Bid)
- 0 - Response (No bid)
- 1 - Successful

65 - M/WBE and Non-M/WBE vendors were contacted.

The recommended awardees have fulfilled the good faith requirements set forth in the Business Inclusion and Development (BID) Plan adopted by Council Resolution No. 08-2826 as amended.

**ETHNIC COMPOSITION**

**Lab Animal Supplies, Inc. dba Lab Supply**

White Male	17	White Female	11
Black Male	0	Black Female	0
Hispanic Male	1	Hispanic Female	0
Other Male	0	Other Female	0

**Simba Industries**

White Male	5	White Female	4
Black Male	0	Black Female	0
Hispanic Male	0	Hispanic Female	0
Other Male	0	Other Female	0

## **BID INFORMATION**

The following bids were received from solicitation number BA1603 and were opened on April 14, 2016. This master agreement is being awarded to the lowest responsive and responsible bidders by line. Information related to this solicitation is available upon request.

\*Denotes successful bidders

<b><u>Bidders</u></b>	<b><u>Address</u></b>	<b><u>Amount of Bid</u></b>
*Lab Animal Supplies, Inc. dba Lab Supply	54 Remington Dr. Highland Village, TX 75077	Multiple Lines
*Simba Industries	753 Port America Pl. Suite 210 Grapevine, TX 76051	Multiple Lines
Arete Properties dba Green Pet Supply	315 N. Bishop Ave. Dallas, TX 75208	Non-Responsive**

\*\*Arete Properties dba Green Pet Supply was deemed non-responsive due to not meeting specifications.

## **OWNERS**

### **Lab Animal Supplies, Inc. dba Lab Supply**

Tim Raynor, President  
Jason Raynor, Vice President  
Katie Raynor, Secretary

### **Simba Industries**

Vickie L. Kasten, President

## BUSINESS INCLUSION AND DEVELOPMENT PLAN SUMMARY

**PROJECT:** Authorize a three-year master agreement for the purchase of animal food - Lab Animal Supplies, Inc. dba Lab Supply in the amount of \$331,205 and Simba Industries in the amount of \$25,047, lowest responsible bidders of three - Total not to exceed \$356,252 - Financing: Current Funds

Lab Animal Supplies, Inc. dba Lab Supply is a non-local, non-minority firm, has signed the "Business Inclusion & Development" documentation, and proposes to use their own workforce. Simba Industries is a local, minority firm, has signed the "Business Inclusion & Development" documentation, and proposes to use their own workforce.

**PROJECT CATEGORY:** Goods

### LOCAL/NON-LOCAL CONTRACT SUMMARY

	<u>Amount</u>	<u>Percent</u>
Total local contracts	\$25,046.80	7.03%
Total non-local contracts	\$331,205.10	92.97%
<b>TOTAL CONTRACT</b>	<b>\$356,251.90</b>	<b>100.00%</b>

### LOCAL/NON-LOCAL M/WBE PARTICIPATION

#### Local Contractors / Sub-Contractors

<u>Local</u>	<u>Certification</u>	<u>Amount</u>	<u>Percent</u>
Simba Industries	WFWB08925N0718	\$25,046.80	100.00%
<b>Total Minority - Local</b>		<b>\$25,046.80</b>	<b>100.00%</b>

#### Non-Local Contractors / Sub-Contractors

None

### TOTAL M/WBE CONTRACT PARTICIPATION

	<u>Local</u>	<u>Percent</u>	<u>Local &amp; Non-Local</u>	<u>Percent</u>
African American	\$0.00	0.00%	\$0.00	0.00%
Hispanic American	\$0.00	0.00%	\$0.00	0.00%
Asian American	\$0.00	0.00%	\$0.00	0.00%
Native American	\$0.00	0.00%	\$0.00	0.00%
WBE	\$25,046.80	100.00%	\$25,046.80	7.03%
<b>Total</b>	<b>\$25,046.80</b>	<b>100.00%</b>	<b>\$25,046.80</b>	<b>7.03%</b>

August 10, 2016

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:**

**Section 1.** That a master agreement for the purchase of animal food is authorized with Lab Animal Supplies, Inc. dba Lab Supply (VS0000036448) in the amount of \$331,205.10 and Simba Industries (519720) in the amount of \$25,046.80 for a term of three years in a total amount not to exceed \$356,251.90.

**Section 2.** That the Purchasing Agent is authorized, upon appropriate request and documented need by a user department, to issue a purchase order for animal food. If a written contract is required or requested for any or all purchases for animal food under the master agreement instead of individual purchase orders, the City Manager is authorized to execute the contract upon approval as to form by the City Attorney.

**Section 3.** That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$356,251.90 from Master Agreement number BA1603.

**Section 4.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

**KEY FOCUS AREA:** E-Gov

**AGENDA DATE:** August 10, 2016

**COUNCIL DISTRICT(S):** 6, Outside City Limits

**DEPARTMENT:** Business Development & Procurement Services  
Water Utilities

**CMO:** Jeanne Chipperfield, 670-7804  
Mark McDaniel, 670-3256

**MAPSCO:** 50A N S T 33C G

---

**SUBJECT**

Authorize a three-year master agreement for hydrogen peroxide to be used in the water purification process – U.S. Peroxide, LLC, lowest responsible bidder of three - Not to exceed \$593,640 - Financing: Water Utilities Current Funds

**BACKGROUND**

This action does not encumber funds; the purpose of a master agreement is to establish firm pricing for goods, for a specific term, which are ordered on an as needed basis.

This agreement will provide National Sanitary Foundation 60 certified hydrogen peroxide for water treatment at the Bachman and Eastside Water Treatment Plants. Hydrogen peroxide is necessary for enhancement of the biological filtration process. The peroxide enhancement strategy will improve hydraulic performance and help to ensure production meets both demand and quality standards set by the Environmental Protection Agency and Texas Commission of Environmental Quality.

Water Utilities provides service to an estimated 2 million people in Dallas and surrounding communities.

As part of the solicitation process and in an effort to increase competition, Business Development and Procurement Services (BDPS) used its procurement system to send out 1,078 email bid notifications to vendors registered under respective commodities. To further increase competition, BDPS uses historical solicitation information, the internet, and vendor contact information obtained from user departments to contact additional vendors by phone. Additionally, in an effort to secure more bids, notifications were sent by the BDPS' Resource LINK Team (RLT) to 25 chambers of commerce, the DFW Minority Business Council and the Women's Business Council – Southwest, to ensure maximum vendor outreach.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

Information about this item will be provided to the Budget, Finance and Audit Committee on August 1, 2016.

**FISCAL INFORMATION**

\$593,640.00 - Water Utilities Current Funds

<b><u>Council District</u></b>	<b><u>Amount</u></b>
6	\$247,350.00
Outside City Limits	<u>\$346,290.00</u>
Total	\$593,640.00

**M/WBE INFORMATION**

185 - Vendors contacted  
185 - No response  
0 - Response (Bid)  
0 - Response (No bid)  
0 - Successful

1,078 - M/WBE and Non-M/WBE vendors were contacted

The recommended awardee has fulfilled the good faith requirements set forth in the Business Inclusion and Development (BID) Plan adopted by Council Resolution No. 12-2236 as amended.

**ETHNIC COMPOSITION**

**U.S. Peroxide, LLC**

White Male	49	White Female	5
Black Male	1	Black Female	1
Hispanic Male	4	Hispanic Female	0
Other Male	3	Other Female	1

**BID INFORMATION**

The following bids were received from solicitation number BW1608 and were opened on May 27, 2016. This master agreement is being awarded to the lowest responsive and responsible bidder by line.

\*Denotes successful bidder

<b><u>Bidders</u></b>	<b><u>Address</u></b>	<b><u>Amount of Bid</u></b>
*U.S. Peroxide, LLC	900 Circle 75 Parkway Suite 1330 Atlanta, GA 30339	Line 1 - \$346,290.00 Line 2 - \$247,350.00
Evoqua Water Technologies, LLC	2650 Tallevast Road Sarasota, FL 34243	Line 1 - \$1,249,500.00 Line 2 - \$ 892,500.00
Univar USA, Inc.	8201 S. 212th Street Kent, WA 98032	Line 1 - \$ 385,560.00 Line 2 - \$ 275,400.00

**OWNER**

**U.S. Peroxide, LLC**

Marvin DeVries, President



August 10, 2016

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:**

**Section 1.** That a master agreement for the purchase of hydrogen peroxide to be used in the water purification process is authorized with U.S. Peroxide, LLC (VS0000078783) for a term of three years in an amount not to exceed \$593,640.00.

**Section 2.** That the Purchasing Agent is authorized, upon appropriate request and documented need by a user department, to issue a purchase order for hydrogen peroxide to be used in the water purification process. If a written contract is required or requested for any or all purchases of hydrogen peroxide to be used in the water purification process under the master agreement instead of individual purchase orders, the City Manager is authorized to execute the contract upon approval as to form by the City Attorney.

**Section 3.** That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$593,640.00 from Master Agreement number BW1601.

**Section 4.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

## **BUSINESS INCLUSION AND DEVELOPMENT PLAN SUMMARY**

**PROJECT:** Authorize a three-year master agreement for hydrogen peroxide to be used in the water purification process – U.S. Peroxide, LLC, lowest responsible bidder of three - Not to exceed \$593,640 - Financing: Water Utilities Current Funds

U.S. Peroxide, LLC is a non-local, non-minority firm, has signed the "Business Inclusion & Development" documentation, and proposes to use their own workforce.

**PROJECT CATEGORY:** Goods

### LOCAL/NON-LOCAL CONTRACT SUMMARY

	<u>Amount</u>	<u>Percent</u>
Total local contracts	\$0.00	0.00%
Total non-local contracts	\$593,640.00	100.00%
<b>TOTAL CONTRACT</b>	<b>\$593,640.00</b>	<b>100.00%</b>

### LOCAL/NON-LOCAL M/WBE PARTICIPATION

#### Local Contractors / Sub-Contractors

None

#### Non-Local Contractors / Sub-Contractors

None

### TOTAL M/WBE CONTRACT PARTICIPATION

	<u>Local</u>	<u>Percent</u>	<u>Local &amp; Non-Local</u>	<u>Percent</u>
African American	\$0.00	0.00%	\$0.00	0.00%
Hispanic American	\$0.00	0.00%	\$0.00	0.00%
Asian American	\$0.00	0.00%	\$0.00	0.00%
Native American	\$0.00	0.00%	\$0.00	0.00%
WBE	\$0.00	0.00%	\$0.00	0.00%
<b>Total</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>0.00%</b>

**KEY FOCUS AREA:** Clean, Healthy Environment

**AGENDA DATE:** August 10, 2016

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Business Development & Procurement Services  
Aviation  
Convention and Event Services  
Housing/Community Services  
Sanitation Services  
Trinity Watershed Management  
Water Utilities

**CMO:** Jeanne Chipperfield, 670-7804  
Ryan S. Evans, 671-9837  
Alan Sims, Chief of Neighborhood Plus, 670-1611  
Joey Zapata, 670-3009  
Mark McDaniel, 670-3256

**MAPSCO:** N/A

---

**SUBJECT**

Authorize a three-year master agreement for janitorial supplies, trash bags and liners - MANS Distributors, Inc. in the amount of \$8,134,179, Eagle Brush & Chemical, Inc. in the amount of \$3,611,700, All American Poly Corp. in the amount of \$595,511, Nationwide-Supplies, LP dba USA Supply in the amount of \$140,050, JBG Purchasing Group, LLC in the amount of \$81,639, Interboro Packaging Corp. in the amount of \$68,498, Central Poly Corporation in the amount of \$28,505 and Pollock Investments dba Pollock Paper Distributors in the amount of \$687, lowest responsible bidders of eleven - Total not to exceed \$12,660,769 - Financing: Current Funds (\$3,483,196), Convention and Event Services Current Funds (\$87,333), Aviation Current Funds (\$8,585,878), Water Utilities Current Funds (\$366,021), Sanitation Current Funds (\$94,426), Stormwater Drainage Management Current Funds (\$34,302), Department of State Health Services Grant Funds (\$5,413) and 2016-17 Community Development Block Grant Funds (\$4,200)

**BACKGROUND**

This action does not encumber funds; the purpose of a master agreement is to establish firm pricing for goods, for a specific term, which are ordered on an as needed basis.

## **BACKGROUND (Continued)**

This master agreement provides janitorial supplies to multiple departments. This agreement offers an efficient method of ordering products including, but not limited to, trash bags and liners, mops, brooms, scrubbing brushes, soap, detergent, floor waxes, polishes, paper towels and toilet tissue as needs arise. These products are used daily to ensure the City's buildings are maintained, presentable and clean.

This solicitation was structured in a manner which required bidders to submit a response using unit pricing; this bid resulted in a 14.9% decrease over comparable unit prices for the bid awarded in 2010 and an average discount from catalog of 52.5% compared to an average discount of 48.5% for the bid awarded in 2014.

As part of the solicitation process and in an effort to increase competition, Business Development and Procurement Services (BDPS) used its procurement system to send out 748 email bid notifications to vendors registered under respective commodities. To further increase competition, BDPS uses historical solicitation information, the internet, and vendor contact information obtained from user departments to contact additional vendors by phone. Additionally, in an effort to secure more bids, notifications were sent by the Business Development and Procurement Services' ResourceLINK Team (RLT) to 25 chambers of commerce, the DFW Minority Business Council and the Women's Business Council – Southwest, to ensure maximum vendor outreach.

## **PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On January 13, 2010, City Council authorized a three-year master agreement for polyethylene bags, recycling bags, trash can liners and zipper lock storage bags by Resolution No. 10-0136.

On January 25, 2012, City Council authorized a three-year master agreement for janitorial supplies by Resolution No. 12-0270.

On September 24, 2014, City Council authorized a three-year master agreement for janitorial supplies by Resolution No. 14-1590.

On February 24, 2016, City Council authorized an increase to the master agreement for janitorial supplies by Resolution No. 16-0329.

Information about this item will be provided to the Budget, Finance and Audit Committee on August 1, 2016.

## **FISCAL INFORMATION**

\$3,483,195.64 - Current Funds  
\$8,585,878.17 - Aviation Current Funds  
\$ 366,020.63 - Water Utilities Current Funds  
\$ 94,426.67 - Sanitation Current Funds  
\$ 87,333.17 - Convention and Event Services Current Funds  
\$ 34,301.96 - Stormwater Drainage Management Current Funds  
\$ 5,413.00 - Department of State Health Services Grant Funds  
\$ 4,199.52 - 2016-17 Community Development Block Grant Funds

## **M/WBE INFORMATION**

81 - Vendors contacted  
80 - No response  
1 - Response (Bid)  
0 - Response (No bid)  
1 - Successful

748 - M/WBE and Non-M/WBE vendors were contacted

The recommended awardees have fulfilled the requirements set forth in the Business Inclusion and Development (BID) Plan adopted by Council Resolution No. 08-2826 as amended.

## **ETHNIC COMPOSITION**

### **MANS Distributors, Inc.**

White Male	0	White Female	0
Black Male	0	Black Female	0
Hispanic Male	0	Hispanic Female	0
Other Male	3	Other Female	5

### **Eagle Brush & Chemical, Inc.**

White Male	5	White Female	3
Black Male	1	Black Female	0
Hispanic Male	4	Hispanic Female	0
Other Male	0	Other Female	0

### **All American Poly Corp.**

White Male	60	White Female	17
Black Male	29	Black Female	5
Hispanic Male	71	Hispanic Female	31
Other Male	1	Other Female	1

**ETHNIC COMPOSITION (Continued)**

Nationwide-Supplies, LP dba USA Supply

White Male	2	White Female	1
Black Male	3	Black Female	1
Hispanic Male	0	Hispanic Female	2
Other Male	0	Other Female	0

JBG Purchasing Group, LLC

White Male	1	White Female	2
Black Male	0	Black Female	0
Hispanic Male	0	Hispanic Female	0
Other Male	0	Other Female	0

Interboro Packaging Corp.

White Male	16	White Female	11
Black Male	0	Black Female	0
Hispanic Male	0	Hispanic Female	0
Other Male	0	Other Female	0

Central Poly Corporation

White Male	3	White Female	4
Black Male	1	Black Female	0
Hispanic Male	1	Hispanic Female	3
Other Male	0	Other Female	0

Pollock Investments dba Pollock Paper Distributors

White Male	95	White Female	70
Black Male	40	Black Female	14
Hispanic Male	72	Hispanic Female	10
Other Male	1	Other Female	3

**BID INFORMATION**

The following bids were received from solicitation number BQ1608 and were opened on March 18, 2016. This master agreement is being awarded to the lowest responsive and responsible bidders by line and group. Information related to this solicitation is available upon request.

**BID INFORMATION (Continued)**

\*Denotes successful bidders

<b><u>Bidders</u></b>	<b><u>Address</u></b>	<b><u>Amount of Bid</u></b>
*MANS Distributors, Inc.	3120 Kellway Drive Suite #108 Carrollton, TX 75006	Multiple Groups
*Eagle Brush & Chemical, Inc.	11242 Indian Trail Dallas, TX 75229	Multiple Groups
*All American Poly Corp.	40 Turner Place Piscataway, NJ 08854	Multiple Groups
*Nationwide-Supplies, LP dba USA Supply	2301 Executive Drive Suite #B Garland, TX 75041	Multiple Groups
*JBG Purchasing Group, LLC	70 Grand Avenue Suite #200 River Edge, NJ 07661	Multiple Groups
*Interboro Packaging Corp.	114 Bracken Road Montgomery, NJ 12549	Multiple Groups
*Central Poly Corporation	2400 Bedle Place Linden, NJ 07036	Multiple Groups
*Pollock Investments dba Pollock Paper Distributors	1 Pollock Place Grand Prairie, TX 75050	Multiple Groups**
Dow-Caide Custodial Supply, Inc.	2804 Prestige Road Fort Worth, TX 76244	Multiple Groups
San Benito Textile, Inc.	201 N Travis Street San Benito, TX 78586	Multiple Groups
Metera Paper Company	835 N W.W. White Road San Antonio, TX 78219	Non-Responsive**

\*\*Pollock Investments dba Pollock Paper Distributors was deemed non-responsive for line items 4, 11, 15 and 39 due to not meeting specifications. Metera Paper Company was deemed non-responsive due to not meeting specifications.

## **OWNERS**

### **MANS Distributors, Inc.**

Suresh Kara, President  
Purnima Kara, Chief Executive Officer

### **Eagle Brush & Chemical, Inc.**

Ben R. Carriker, President  
Rosanne K. Benoit, Vice President

### **All American Poly Corp.**

Jack Klein, President  
Neil Koenig, Vice President  
Joe Stern, Secretary  
Joe Weingarten, Treasurer

### **Nationwide-Supplies, LP dba USA Supply**

Kristi Boylan, President  
Patrick Boylan, Vice President

### **JBG Purchasing Group, LLC**

Laurie Gordon, President  
Richard Gordon, Vice President  
Emma Alperin, Secretary

### **Interboro Packaging Corp.**

Edith Jeremias, President  
Abraham Jeremias, Vice President  
Chava Landao, Secretary  
Chaim Bittman, Treasurer

### **Central Poly Corporation**

Andrew Hoffer, President  
Agres Serhofer, Secretary



**OWNERS (Continued)**

**Pollock Investments dba Pollock Paper Distributors**

Lawrence Pollock III, President

Tracy Evatt, Vice President

Richard Pollock, Secretary

Paul A. Garcia, Treasurer

August 10, 2016

**WHEREAS**, on January 13, 2010, City Council authorized a three-year master agreement for polyethylene bags, recycling bags, trash can liners and zipper lock storage bags by Resolution No. 10-0136; and,

**WHEREAS**, on January 25, 2012, City Council authorized a three-year master agreement for janitorial supplies by Resolution No. 12-0270; and,

**WHEREAS**, on September 24, 2014, City Council authorized a three-year master agreement for janitorial supplies by Resolution No. 14-1590; and,

**WHEREAS**, on December 17, 2014, Administrative Action No. 14-7257 authorized an extension to the master agreement with All American Poly Corporation for twelve months from February 28, 2015 to February 28, 2016; and,

**WHEREAS**, on December 17, 2014, Administrative Action No. 14-7259 authorized an extension to the master agreement with Central Poly Corporation for twelve months from February 28, 2015 to February 28, 2016; and,

**WHEREAS**, on December 22, 2015, Administrative Action No. 16-5011 authorized an extension to the master agreement with Central Poly Corporation for six months from February 28, 2016 to August 28, 2016; and,

**WHEREAS**, on December 22, 2015, Administrative Action No. 16-5045 authorized an extension to the master agreement with All American Poly Corporation for six months from February 28, 2016 to August 28, 2016; and,

**WHEREAS**, on February 24, 2016, City Council authorized an increase to the master agreement for janitorial supplies, in a total amount not to exceed \$721,169.00, increasing the master agreement from \$3,605,845.00 to \$4,327,014.00, by Resolution No. 16-0329;

**NOW, THEREFORE,**

August 10, 2016

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:**

**Section 1.** That a master agreement for the purchase of janitorial supplies, trash bags and liners is authorized with MANS Distributors, Inc. (331904) in the amount of \$8,134,179.00, Eagle Brush & Chemical, Inc. (009948) in the amount of \$3,611,700.00, All American Poly Corp. (269007) in the amount of \$595,510.74, Nationwide-Supplies, LP dba USA Supply (513956) in the amount of \$140,050.00, JBG Purchasing Group, LLC (VS91853) in the amount of \$81,639.36, Interboro Packaging Corp. (331142) in the amount of \$68,497.58, Central Poly Corporation (VS0000002191) in the amount of \$28,505.40 and Pollock Investments dba Pollock Paper Distributors (063760) in the amount of \$686.68, for a term of three years in a total amount not to exceed \$12,660,768.76.

**Section 2.** That the Purchasing Agent is authorized, upon appropriate request and documented need by a user department, to issue a purchase order for janitorial supplies, trash bags and liners. If a written contract is required or requested for any or all purchases of janitorial supplies, trash bags and liners under the master agreement instead of individual purchase orders, the City Manager is authorized to execute the contract upon approval as to form by the City Attorney.

**Section 3.** That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$12,660,768.76 from Master Agreement number BQ1608.

**Section 4.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

## BUSINESS INCLUSION AND DEVELOPMENT PLAN SUMMARY

**PROJECT:** Authorize a three-year master agreement for janitorial supplies, trash bags and liners - MANS Distributors, Inc. in the amount of \$8,134,179, Eagle Brush & Chemical, Inc. in the amount of \$3,611,700, All American Poly Corp. in the amount of \$595,511, Nationwide-Supplies, LP dba USA Supply in the amount of \$140,050, JBG Purchasing Group, LLC in the amount of \$81,639, Interboro Packaging Corp. in the amount of \$68,498, Central Poly Corporation in the amount of \$28,505 and Pollock Investments dba Pollock Paper Distributors in the amount of \$687, lowest responsible bidders of eleven - Total not to exceed \$12,660,769 - Financing: Current Funds (\$ 3,483,196), Convention and Event Services Current Funds (\$87,333), Aviation Current Funds (\$8,585,878), Water Utilities Current Funds (\$366,021), Sanitation Current Funds (\$94,426), Stormwater Drainage Management Current Funds (\$34,302), Department of State Health Services Grant Funds (\$5,413) and 2016-17 Community Development Block Grant Funds (\$4,200)

MANS Distributors, Inc., and Eagle Brush & Chemical, Inc. are local, non-minority firms, have signed the "Business Inclusion & Development" documentation, and propose to use the use the following sub-contractors. Nationwide-Supplies, LP dba USA Supply and Pollock Investments dba Pollock Paper Distributors are local, non-minority firms, have signed the "Business Inclusion & Development" documentation and propose to use their own workforces. All American Poly Corp., JBG Purchasing Group, LLC and Central Poly Corporation are non-local, non-minority firms, have signed the "Business Inclusion & Development" documentation and propose to use their own workforces. Interboro Packaging Corp. is a non-local, minority firm, has signed the "Business Inclusion & Development" documentation, and proposes to use their own workforce.

**PROJECT CATEGORY:** Goods

---

### LOCAL/NON-LOCAL CONTRACT SUMMARY

	<u>Amount</u>	<u>Percent</u>
Total local contracts	\$9,609,673.68	75.90%
Total non-local contracts	\$3,051,095.08	24.10%
<b>TOTAL CONTRACT</b>	<b>\$12,660,768.76</b>	<b>100.00%</b>

### LOCAL/NON-LOCAL M/WBE PARTICIPATION

#### Local Contractors / Sub-Contractors

<u>Local</u>	<u>Certification</u>	<u>Amount</u>	<u>Percent</u>
MANS Distributors	IFMB37378N0718	\$6,507,343.00	67.72%
<b>Total Minority - Local</b>		<b>\$6,507,343.00</b>	<b>67.72%</b>

**Non-Local Contractors / Sub-Contractors**

<b><u>Non-local</u></b>	<b><u>Certification</u></b>	<b><u>Amount</u></b>	<b><u>Percent</u></b>
Pronto Delivery	WFWBE95691216	\$1,626,836.00	53.32%
Amarillo Mop & Broom	WFWBE14561216	\$650,106.00	21.31%
Interboro Packaging Corp	WFWB69009N517	\$68,497.58	2.25%
<b>Total Minority - Non-local</b>		<b>\$2,345,439.58</b>	<b>76.87%</b>

**TOTAL M/WBE CONTRACT PARTICIPATION**

	<b><u>Local</u></b>	<b><u>Percent</u></b>	<b><u>Local &amp; Non-Local</u></b>	<b><u>Percent</u></b>
African American	\$0.00	0.00%	\$0.00	0.00%
Hispanic American	\$0.00	0.00%	\$0.00	0.00%
Asian American	\$6,507,343.00	67.72%	\$6,507,343.00	51.40%
Native American	\$0.00	0.00%	\$0.00	0.00%
WBE	\$0.00	0.00%	\$2,345,439.58	18.53%
<b>Total</b>	<b>\$6,507,343.00</b>	<b>67.72%</b>	<b>\$8,852,782.58</b>	<b>69.92%</b>

**KEY FOCUS AREA:** Public Safety

**AGENDA DATE:** August 10, 2016

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Business Development & Procurement Services  
Communication and Information Services

**CMO:** Jeanne Chipperfield, 670-7804  
Mark McDaniel, 670-3256

**MAPSCO:** N/A

---

**SUBJECT**

Authorize supplemental agreement no.1 to increase the service contract with AT&T DataComm, LLC for maintenance and support of the 9-1-1 system - Not to exceed \$702,078, from \$4,333,528 to \$5,035,606 - Financing: 911 System Operations Current Funds (subject to annual appropriations)

**BACKGROUND**

This action does not encumber funds; the purpose of a service contract is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis.

This supplemental agreement will provide continuous maintenance and support to the 9-1-1 telephone system infrastructure. The supplemental agreement includes providing required software patches, network monitoring, software upgrades, 24 hour on-site technical support to resolve or prevent issues, such as, network outages, data corruption, performance, security and connectivity issues.

The current phone system infrastructure serving the 9-1-1 call center receives in excess of 2.1 million calls per year. This infrastructure is an integral part of providing mission critical services to citizens of Dallas. The system feeds critical 9-1-1 call information to the Computer Aided Dispatch (CAD) system when dispatching emergency services. Continuous maintenance and support of this system is a fundamental and vital component for the delivery of public safety. This extension will allow for maintenance of the existing system while a phased in upgrade of the hardware is conducted.

This supplemental meets the wage floor rate of \$10.37 approved by City Council on November 10, 2015, by Resolution No. 15-2141.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On September 28, 2011, City Council authorized the purchase of hardware and software to upgrade the 9-1-1, 3-1-1, and Water Customer Service Call Center telephone system infrastructure and a five-year service contract for maintenance of the 9-1-1 system by Resolution No. 11-2609.

Information about this item will be provided to the Budget, Finance and Audit Committee on August 1, 2016.

**FISCAL INFORMATION**

\$702,077.64 - 911 System Operations Current Funds (subject to annual appropriations)

**ETHNIC COMPOSITION**

**AT&T DataComm, LLC**

White Male	4,789	White Female	2,658
Black Male	1,366	Black Female	2,245
Hispanic Male	483	Hispanic Female	694
Other Male	588	Other Female	299

**OWNER**

**AT&T DataComm, LLC**

Ralph De La Vega, President

August 10, 2016

**WHEREAS**, on September 28, 2011, City Council authorized the purchase of hardware and software to upgrade the 9-1-1, 3-1-1, and Water Customer Service Call Center telephone system infrastructure and a five-year service contract for maintenance of the 9-1-1 system by Resolution No. 11-2609;

**NOW, THEREFORE,**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:**

**Section 1.** That following approval as to form by the City Attorney, the City Manager is hereby authorized to execute supplemental agreement no.1 with AT&T DataComm, LLC (502484) for maintenance and support of the 9-1-1 system in an amount not to exceed \$702,077.64, increasing the service contract amount from \$4,333,528.26 to \$5,035,605.90.

**Section 2.** That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$702,077.64 (subject to appropriations) from Service Contract number CT DSV17MNT911.

**Section 3.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.



## **BUSINESS INCLUSION AND DEVELOPMENT PLAN SUMMARY**

**PROJECT:** Authorize supplemental agreement no.1 to increase the service contract with AT&T DataComm, LLC for maintenance and support of the 9-1-1 system - Not to exceed \$702,078, from \$4,333,528 to \$5,035,606 - Financing: 911 System Operations Current Funds (subject to annual appropriations)

AT&T DataComm, LLC, is a local, non-minority firm, has signed the "Business Inclusion & Development" documentation, and proposes to use their own workforce.

**PROJECT CATEGORY:** Other Services

### **LOCAL/NON-LOCAL CONTRACT SUMMARY - THIS ACTION ONLY**

	<u>Amount</u>	<u>Percent</u>
Local contracts	\$702,077.64	100.00%
Non-local contracts	\$0.00	0.00%
<b>TOTAL THIS ACTION</b>	<b>\$702,077.64</b>	<b>100.00%</b>

### **LOCAL/NON-LOCAL M/WBE PARTICIPATION THIS ACTION**

#### **Local Contractors / Sub-Contractors**

None

#### **Non-Local Contractors / Sub-Contractors**

None

### **TOTAL M/WBE PARTICIPATION**

	<u>This Action</u>		<u>Participation to Date</u>	
	<u>Amount</u>	<u>Percent</u>	<u>Amount</u>	<u>Percent</u>
African American	\$0.00	0.00%	\$0.00	0.00%
Hispanic American	\$0.00	0.00%	\$0.00	0.00%
Asian American	\$0.00	0.00%	\$0.00	0.00%
Native American	\$0.00	0.00%	\$0.00	0.00%
WBE	\$0.00	0.00%	\$0.00	0.00%
<b>Total</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>0.00%</b>