

Memorandum



CITY OF DALLAS

DATE October 30, 2017

Honorable Members of the Government Performance & Financial Management
TO Committee: Jennifer S. Gates (Chair), Scott Griggs (Vice Chair), Sandy Greyson,
Lee M. Kleinman, Philip T. Kingston, Tennell Atkins, Kevin Felder

SUBJECT **Cost Consideration of Agenda Items**

On Monday, November 6, 2017, the Office of Budget will brief the Government Performance & Financial Management Committee on the Cost Consideration of Agenda Items. I have attached the briefing for your review.

Please let me know if you need additional information.

A handwritten signature in blue ink that reads "M. Elizabeth Reich".

M. Elizabeth Reich
Chief Financial Officer

Attachment

c: Honorable Mayor and Members of the City Council
T.C. Broadnax, City Manager
Larry Casto, City Attorney
Craig D. Kinton, City Auditor
Billerae Johnson, City Secretary (Interim)
Daniel F. Solis, Administrative Judge
Kimberly Bizer Tolbert, Chief of Staff to the City Manager
Majed A. Al-Ghafry, Assistant City Manager

Jon Fortune, Assistant City Manager
Joey Zapata, Assistant City Manager
Jo M. (Jody) Puckett, Assistant City Manager (Interim)
Nadia Chandler Hardy, Chief of Community Services
Raquel Favela, Chief of Economic Development & Neighborhood Services
Theresa O'Donnell, Chief of Resilience
Directors and Assistant Directors

Cost Consideration of Agenda Items

November 6, 2017

Elizabeth Reich
Chief Financial Officer

Jack Ireland, Director
Office of Budget

Janette Weedon, Assistant Director
Office of Budget



Purpose

- Review changes proposed for the “financing” and “fiscal information” sections of City Council voting agenda items



Background

- City Council voting agenda items typically include the following:
 - Agenda information sheet
 - Subject (***Financing***)
 - Background
 - Prior Action
 - ***Fiscal Information***
 - Some items include M/WBE, bid, and owner information
 - Resolution or ordinance
- Staff recommends changes to the Subject and Fiscal Information to improve transparency of financial information

Proposed Changes

- Clarify the Subject to indicate which items have a cost consideration, no cost consideration, or a future cost consideration
- Clarify the funding source listed in the Subject
 - Change use of “current funds” to “General Fund” or the appropriate operating fund
- Use the Fiscal Information section to provide additional information about potential future cost
- For multi-year items that are subject to annual appropriations, add a breakdown by fiscal year in the Fiscal Information section

Cost Consideration

- Most items have a cost consideration for the City
- Subject for these items will continue to indicate the cost and funding source
- Examples of items with a cost include:
 - Authorize a three-year master agreement for ballistic plates and carriers for Dallas Fire-Rescue with Galls, LLC through the Texas Association of School Boards - Not to exceed \$2,049,568 - Financing: Current Funds General Fund (\$1,672,960) and U.S. Department of Homeland Security Grant Funds (\$376,608)

Cost Consideration

- Examples of items with a cost include:
 - Authorize contracts with cultural organizations for the provision of artistic services to the City through the Cultural Services Contracts Program (list attached) - Not to exceed \$5,192,035 - Financing: ~~Current Funds~~ General Fund
 - Authorize a two-year service contract for application hosting services, integration support, training, and ongoing technical support of a public electronic information notification system - Carahsoft Technology Corp., through the Department of Information Resources - Not to exceed \$98,327 - Financing: ~~Current Funds~~ General Fund (subject to annual appropriations)
 - Fiscal Information should detail the amounts anticipated for each year of the two-year contract

No Cost Consideration

- Some items do not have a cost consideration for the City
- Subject for these items will indicate “no cost consideration to the City”
- Examples of items with no cost include:
 - An ordinance amending Chapter 2, "Administration," of the Dallas City Code by amending Sections 2-51 and 2-74; **(1)** transferring certain functions from the Water Utilities Department to the Office of Management Services; **(2)** providing a saving clause; **(3)** providing a severability clause; and **(4)** providing an effective date – Financing: No cost consideration to the City



No Cost Consideration

- Examples of items with no cost include:
 - A resolution authorizing the conveyance of a water easement containing approximately 3,922 square feet of land to the City of Forney for the construction, maintenance and use of water facilities across City-owned land located near the intersection of FM Highway 740 and FM Highway 460 - Financing: No cost consideration to the City
 - Authorize adoption of the 2018 City Calendar - Financing: No cost consideration to the City

Cost Consideration for Others

- Some items do not have a cost consideration for the City but will create additional cost for citizens
- Subject for these items will indicate “no cost consideration to the City (see Fiscal Information)”
- Examples of items with no cost include:
 - Authorize a four-year service contract, with one three-year renewal option, to provide payment substation and call center services for the payment of municipal court citations by defendants – Government Payment Service, Inc., most advantageous proposer of four – Financing: No cost consideration to the City (fees to be paid by the defendant) ([see Fiscal Information](#))
 - Fiscal Information should explain the additional fees for individuals paying municipal court citations

Future Cost Consideration

- Some items do not have an immediate or direct cost, but may result in a future cost for the City
- Subject for these items will indicate “this action has no cost consideration to the City (see Fiscal Information)”
- Examples of items with potential future cost:
 - Authorize (1) continuation of the growSouth Neighborhood Challenge Grant Program and amendments to the growSouth Neighborhood Challenge Grant Program Statement clarifying eligibility requirements and the application process; and (2) the City Manager to execute future grant agreements in accordance with the amended program statement - Financing: No cost consideration to the City This action has no cost consideration to the City (see Fiscal Information)
 - Fiscal Information should explain how this item will result in the expenditure of \$100,000 of challenge grants to be executed by Administrative Actions

Future Cost Consideration

- Examples of items with potential future cost:
 - Authorize a professional services contract with Terracon Consultants, Inc. to provide architectural and engineering services for the design of roof and heating, ventilation and air conditioning systems (list attached) - Not to exceed \$866,280 - Financing: Water Utilities Capital Improvement Funds ([see Fiscal Information](#))
 - Fiscal Information should explain that after architectural and engineering that there will be future construction cost and if possible, give an estimate or range for the future construction cost

Future Cost Consideration

- Examples of items with potential future cost:
 - Authorize the **(1)** acceptance of a grant from the Institute of Museum and Library Service through the Texas State Library and Archives Commission for the FY 2018 Special Projects Grant Program (Grant No. 478-18006/Federal ID No. LS-00-17-0044-17, CFDA No. 45.310) in the amount of \$75,000 for the period September 1, 2017 through August 31, 2018; **(2)** establishment of appropriations in an amount not to exceed \$75,000 in the FY 2018 TSLAC-Special Projects Grant-ESL17-18 Fund; **(3)** receipt and deposit of funds in an amount not to exceed \$75,000 in the FY 2018 TSLAC-Special Projects Grant 17-18-ESL Fund; and **(4)** execution of the grant agreement - Not to exceed \$75,000 - Financing: Texas State Library and Archives Commission Grant Funds ([see Fiscal Information](#))
 - Fiscal Information should explain financial impact and/or service impact beyond the grant term

Next Steps

- Receive feedback from Government Performance and Financial Management Committee
- Amend administrative directive related to the agenda process and distribute information to City staff for implementation at a later date to be determined



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