

RECEIVED

**GOVERNMENT PERFORMANCE & FINANCIAL MANAGEMENT**

DALLAS CITY COUNCIL COMMITTEE AGENDA

2019 MAR 29 AM 11: 58

CITY SECRETARY  
DALLAS, TEXAS

MONDAY, APRIL 1, 2019

CITY HALL

COUNCIL BRIEFING ROOM, 6ES

1500 MARILLA STREET

DALLAS, TEXAS 75201

2:00 P.M. – 3:30 P.M.

**Chair**, Councilmember Jennifer S. Gates

**Vice-Chair**, Councilmember Scott Griggs

Councilmember Sandy Greyson

Councilmember Lee M. Kleinman

Councilmember Philip T. Kingston

Councilmember Tennell Atkins

Councilmember Kevin Felder

Call to Order

1. Consideration of Minutes from the March 18, 2019 Government Performance & Financial Management Committee meeting
2. Consideration of Upcoming Agenda Items for April 10, 2019 City Council Meeting

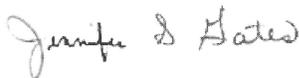
**BRIEFINGS**

3. Energy Policy, Strategy, and Electricity Procurement  
Errick Thompson, *Director*  
Building Services Department
4. Online Hotel Occupancy Tax Registration and Collection  
Elizabeth Reich,  
*Chief Financial Officer*

**FYI**

5. Texas Water Development Board – Low Cost Financial Assistance Programs

Adjourn



Jennifer S. Gates, Chair  
Government Performance & Financial Management Committee

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

1. seeking the advice of its attorney about pending or contemplated litigation, settlement offers, or any matter in which the duty of the attorney to the City Council under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act. [Tex. Govt. Code §551.071]
2. deliberating the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the city in negotiations with a third person. [Tex. Govt. Code §551.072]
3. deliberating a negotiated contract for a prospective gift or donation to the city if deliberation in an open meeting would have a detrimental effect on the position of the city in negotiations with a third person. [Tex. Govt. Code §551.073]
4. deliberating the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee unless the officer or employee who is the subject of the deliberation or hearing requests a public hearing. [Tex. Govt. Code §551.074]
5. deliberating the deployment, or specific occasions for implementation, of security personnel or devices. [Tex. Govt. Code §551.076]
6. discussing or deliberating commercial or financial information that the city has received from a business prospect that the city seeks to have locate, stay or expand in or near the city and with which the city is conducting economic development negotiations; or deliberating the offer of a financial or other incentive to a business prospect. [Tex Govt. Code §551.087]
7. deliberating security assessments or deployments relating to information resources technology, network security information, or the deployment or specific occasions for implementations of security personnel, critical infrastructure, or security devices. [Tex. Govt. Code §551.089]

#### Handgun Prohibition Notice for Meetings of Governmental Entities

"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."*

# GOVERNMENT PERFORMANCE & FINANCIAL MANAGEMENT

## Meeting Record

**Meeting Date:** March 18, 2019

**Convened:** 2:03 pm

**Adjourned:** 3:30 pm

### **Committee Members Present:**

Jennifer S. Gates, Chair  
Sandy Greyson  
Lee Kleinman

Scott Griggs, Vice Chair  
Tennell Atkins  
Kevin Felder

Philip Kingston

### **Committee Members Absent:**

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

### **Staff Present:**

Elizabeth Reich  
Anne Lockyer  
Bob Sims  
Donzell Gipson  
Theresa Hampden

Barbara McAninch  
Janette Weedon  
John Kohut  
Chhunhy Chhean  
Filicia Hernandez

Carol A. Smith  
Derrick Francis  
Zarin Gracey  
Jack Ireland  
Sheri Kowalski

Kris Sweckard  
Ashley Eubanks  
Dominique Artis  
Bob Coulter  
Rowena Zhang

David Pughes  
Jo Guidice  
Hugh Miller  
C.C. Gonzalez-Kurz  
Sean McGrew

### **AGENDA:**

#### **Call to Order**

1. **Consideration of the February 4, 2019 Minutes**

Presenter(s): N/A

Information Only:

Action Taken/Committee Recommendation(s): Approved

A motion was made to approve the February 4, 2019 minutes. The motion passed unanimously.

Motion made by: Scott Griggs

Motion seconded by: Lee Kleinman

2. **Consideration of the February 19, 2019 Minutes**

Presenter(s): N/A

Information Only:

Action Taken/Committee Recommendation(s): Approved

A motion was made to approve the February 19, 2019 minutes. The motion passed unanimously.

Motion made by: Scott Griggs

Motion seconded by: Kevin Felder

3. **Consideration of the Upcoming Agenda Items for March 27, 2019 City Council Meeting**

Presenter(s): N/A

Information Only: X

Action Taken/Committee Recommendation(s):

# GOVERNMENT PERFORMANCE & FINANCIAL MANAGEMENT

## Meeting Record

### BRIEFINGS

4. **Dallas Central Appraisal District FY 2019-20 Proposed Budget**

Presenter(s): Ken Nolan, Chief Appraiser, and Randy Scott, Director of Administration, Dallas Central Appraisal District; John Threadgill, Dallas Representative, Dallas Central Appraisal District Board of Directors

Information Only: X

Action Taken/Committee Recommendation(s):

Chief Appraiser Ken Nolan presented a briefing on the FY 2019-20 proposed budget.

There were questions from the committee on appraisal caps, valuation of commercial property, and the reliability of the MVA. There was also discussion of the property tax cap bills (SB2 and HB2) and the role of appraisal districts in lobbying the state legislature.

5. **Budget Accountability Report – January 2019**

Presenter(s): Jack Ireland, Director, Officer

Information Only: X

Action Taken/Committee Recommendation(s):

Jack Ireland presented the Budget Accountability Report for January 2019. Fire Chief Dominique Artis and Police Chief David Pughes addressed questions from the committee on public safety performance metrics.

### FYI

6. **December 31, 2019 Quarterly Investment Report**

Presenter(s): N/A

Information Only: X

Action Taken/Committee Recommendation(s):

### EXECUTIVE SESSION

7. **Executive Session under Section 551.072 of the Texas Open Meetings Act to deliberate the value of real property and its sale by public auction under Dallas City Code Section 2-24.1**

Presenter(s): Kris Sweckard, Director, and Ashley Eubanks, Assistant Director, Sustainable Development and Construction, Real Estate Division

Information Only:

Action Taken/Committee Recommendation(s):

The committee went into executive session at 3:15 pm. The committee ended executive session at 3:30 pm.

Adjourn

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Jennifer S. Gates, Chair  
Government Performance & Financial Management



Agenda Information Sheet

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**File #:** 19-339

**Item #:** 2.

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**STRATEGIC PRIORITY:** Government Performance and Financial Management

**AGENDA DATE:** April 10, 2019

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Building Services Department

**EXECUTIVE:** Joey Zapata

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**SUBJECT**

Authorize **(1)** a resolution establishing the City of Dallas' commitment to the use of clean and efficient energy, the use of 100 percent renewable energy for municipal operations, and to sustain and promote renewable energy projects and partnerships that reduce environmental impacts for the benefit of Dallas residents and the region; and **(2)** the City Manager to determine the most advantageous proposal and enter into an electricity services contract consistent with the adopted City of Dallas Green Energy Policy - Financing: This action has no cost consideration to the City (see Fiscal Information for future potential costs)

**BACKGROUND**

The City of Dallas has been a leader in addressing climate change and other environmental challenges for several years, and has developed several planning efforts, such as the 2014 Sustainability Plan, the 2014 Balanced Vision Plan, the Neighborhood Revitalization Plan, the Long Range Water Supply Plan and others.

On January 23, 2019, City Council adopted a resolution calling for federal action on climate change and continued local efforts to develop a comprehensive environmental and climate action plan with goals that will ensure that the City of Dallas is addressing climate change in a manner that is effective and equitable by Resolution No. 19-0223.

The City's current electricity contract with TXU Energy Retail Company LLC, expires May 31, 2019. In preparation for a new procurement, the City hired TFS Energy Solutions, LLC dba Tradition Energy, as an independent, third-party procurement advisor to assist the City with procuring the next electricity contract, providing market analysis, and exploring longer-term strategy to provide cost-effective and sustainable power to meet the City's needs and ultimately increase our renewable energy profile.

Texas Government Code Section 252.022 (a)(15), exempts utility purchases from the standard purchasing procedures. The City's typical procurement and approval processes are not utilized due

to the nature of the energy market. Instead, a process with greater flexibility is necessary that authorizes the City Manager to negotiate the final process and enter into an electricity services contract.

Tradition Energy, the City's electricity procurement advisor, will evaluate the final terms for market competitiveness.

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

The Budget, Finance and Audit Committee was briefed on the electricity procurement on June 15, 2015.

On June 17, 2015, City Council authorized the City Manager to negotiate final prices and enter into an electric services contract by Resolution No. 15-1237.

On January 23, 2019, City Council adopted a resolution calling for federal action on climate change and continued local efforts to develop a comprehensive environmental and climate action plan with goals that will ensure that the City of Dallas is addressing climate change in a manner that is effective and equitable by Resolution No. 19-0223.

The Government Performance and Financial Management Committee will be briefed on this item on April 1, 2019.

The Quality of Life, Arts and Culture Committee will be briefed by memorandum regarding this matter on April 8, 2019.

**FISCAL INFORMATION**

This action has future cost consideration to the City. A reduction in future electricity service costs is anticipated, resulting from a lower rate and implementation of a citywide energy management system and energy efficiency improvements.

Future year appropriations will be established through the annual budget development process, subject to City Council approval.

Estimated future expenditures:

- FY 2018-2019      \$62,228,415.00 (subject to annual appropriations)
- FY 2019-2020      \$62,228,415.00 (subject to annual appropriations)
- FY 2020-2021      \$62,000,000.00 (subject to annual appropriations)
- FY 2021-2022      \$62,000,000.00 (subject to annual appropriations)

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**WHEREAS**, the City of Dallas is committed to energy efficiency and being a good steward of resources in the procurement of energy for municipal operations; and

**WHEREAS**, the City of Dallas is similarly committed to protecting its residents by reducing emissions, improving regional air quality, and addressing the real consequences of climate change; and

**WHEREAS**, the City of Dallas achieved a 68% reduction of municipal greenhouse gas (GHG) emissions from 1990 levels by 2017, exceeding a strategic goal of 39% reduction; and

**WHEREAS**, the municipal emissions reductions were achieved in large part through the procurement of renewable energy, municipal energy efficiency retrofit projects, and on-site renewable energy projects such as landfill gas capture at McCommas Bluff Landfill and co-generation of electricity at Southside Wastewater Treatment Plant; and

**WHEREAS**, the City of Dallas is the most populous municipality in the United States to use 100% renewable energy according to the U.S. Environmental Protection Agency Green Power Partnership Top 30 Local Government list dated February 5, 2019; and

**WHEREAS**, the City of Dallas currently achieves its 100% renewable energy usage in part through the purchase of renewable energy credits (RECs); and

**WHEREAS**, the City of Dallas desires to expand renewable energy use and generation through on- and off-site options; and

**WHEREAS**, solar or wind energy sources accounted for approximately 18% of the energy generated in Texas last year, and Texas led the nation in wind energy generation and was sixth in solar energy generation; and

**WHEREAS**, on June 15, 2016, City Council adopted a resolution encouraging the State of Texas to explore changes that would promote “net metering” and the creation of distributed energy districts or additional programs to expand the use of solar power and other renewable green energy sources by Resolution No. 16-0974; and

**WHEREAS**, on January 23, 2019, City Council adopted a resolution calling for federal action on climate change and continued local efforts to develop a comprehensive environmental and climate action plan with goals that will ensure that the City of Dallas is addressing climate change in a manner that is effective and equitable by Resolution No 19-0223; and

April 10, 2019

**WHEREAS**, the City of Dallas' comprehensive environmental and climate action plan will chart the path forward towards additional emissions reduction goals that will help ensure that we improve the environment and avoid the most severe impacts of climate change; and

**WHEREAS**, by adopting a green energy policy through this resolution, the City of Dallas will ensure that emissions reductions achievements to date will continue; and

**WHEREAS**, the energy policy should be re-evaluated and, as appropriate, updated subject to Dallas City Council approval as part of the comprehensive environmental and climate action plan process and other actions hereby resolved; and

**WHEREAS**, Texas Government Code Section 252.022 (a)(15), exempts electricity purchases from the standard purchasing procedures; and

**WHEREAS**, due to the nature of the energy market, an electricity procurement process with greater flexibility is necessary that authorizes the City Manager to negotiate the final process and enter into an electricity services contract; and

**WHEREAS**, on December 13, 2018, Administrative Action No. 19-5149 authorized the City of Dallas to enter into a consulting contract with TFS Energy Solutions, LLC d/b/a Tradition Energy to provide energy procurement and management advisory services.

**Now, Therefore,**

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

**SECTION 1.** That the City of Dallas Green Energy Policy shall read as follows: The City of Dallas is committed to clean and efficient energy use and the commitment is embodied by our use of 100 percent renewable energy for municipal operations. The City of Dallas further recognizes the advantage presented by green energy produced by on- and off-site renewable energy projects. Accordingly, we will seek to sustain and promote renewable energy projects and partnerships that reduce emissions and environmental impacts for the benefit of Dallas residents and the region.

**SECTION 2.** That the City Manager is hereby authorized to determine the most advantageous proposal and enter into an electricity services contract, approved as to form by the City Attorney, consistent with the adopted City of Dallas Green Energy Policy and the direction presented in Section 1.

April 10, 2019

**SECTION 3.** That the City Manager (1) examine the feasibility of on- and off-site renewable energy projects at City and other properties; (2) establish a citywide energy management system to include continued benchmarking of municipal energy efficiency efforts and identification of areas for improvement to ensure Dallas remains an energy leader; and (3) continue to explore options to expand the use of renewable energy beyond municipal operations in the Dallas community.

**SECTION 4.** That this electricity service contract will be designated as Contract No. BSD-2019-00009705.

**SECTION 5.** 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.



Agenda Information Sheet

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**File #:** 19-300

**Item #:** 22.

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**STRATEGIC PRIORITY:** Mobility Solutions, Infrastructure, and Sustainability  
**AGENDA DATE:** April 10, 2019  
**COUNCIL DISTRICT(S):** 13  
**DEPARTMENT:** Department of Sustainable Development and Construction  
**EXECUTIVE:** Majed Al-Ghafry

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**SUBJECT**

A resolution **(1)** rejecting the high bid received from Mercy Presbyterian Church of \$2,400,000.00 for approximately 150,702 square feet of unwanted and unneeded City-owned land, located near the intersection of Forest and Quincy Lanes, and authorizing its advertisement for sale by public auction; **(2)** establishing a reserve and a contingency to close for the auctioned surplus property; and **(3)** authorizing a Purchase and Sale Agreement to be prepared for the auctioned surplus property receiving the highest qualified bid that meets or exceeds the reserve amount - Revenue: TBD

**BACKGROUND**

This item authorizes the rejection of the highest bid received from Mercy Presbyterian Church for approximately 150,702 square feet of unwanted and unneeded City-owned land located near the intersection Forest and Quincy Lanes and authorizing its sale by public auction. On November 28, 2018, City Council authorized this property to be auctioned by Hudson and Marshall by Resolution No. 18-1674. This property was auctioned by Hudson and Marshall on January 31, 2019. The high bid of \$2,400,000.00 did not meet the City's minimum reserve amount.

Texas Local Government Code Section 253.008 authorizes municipalities to sell real property owned by the municipality at an advertised public auction. Section 272.001 states fair market value may be determined by the highest bid price obtained by a municipality at an advertised auction.

This property will be advertised for sale by public auction with a reservation of all oil, gas and other minerals in and under the property and a restriction prohibiting the placement of industrialized housing.

A reserve amount and contingency to close will be established on the auctioned surplus property. Reserve amounts are not published but are the minimum price the City Council will accept for the property, and the minimum bid for which the auction firm will declare a property sold.

Upon receipt of the highest qualified bid that meets or exceeds the reserve, a Purchase and Sale Agreement, approved as to form by the City Attorney, will be prepared for the highest bidder. Staff will ensure the highest bidder is qualified to bid and be awarded the property.

This property will return to the tax rolls upon conveyance.

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

On November 28, 2018, City Council authorized declaring this property unwanted and unneeded and to sell by public auction by Resolution No. 18-1674.

The Government Performance and Financial Management Committee was briefed in Executive Session on November 5, 2018.

The Government Performance and Financial Management Committee was briefed in Executive Session on March 18, 2019.

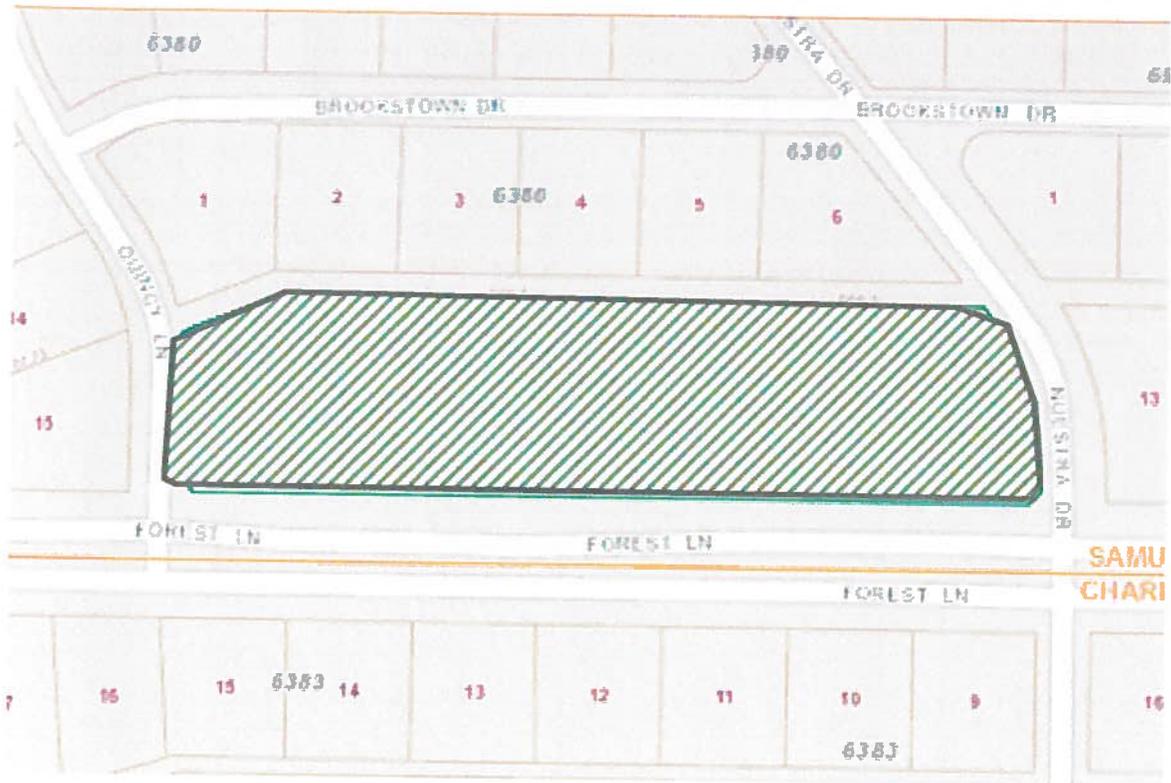
Information about this item will be provided to the Government Performance and Financial Management Committee on April 1, 2019.

**FISCAL INFORMATION**

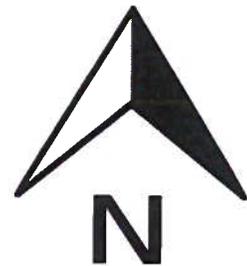
Revenue: TBD

**MAP**

Attached



5639 FOREST LN – SURPLUS PROPERTY



April 10, 2019

**WHEREAS**, the City of Dallas ("City") is the owner of a tract of land containing approximately 150,702 square feet, located in the City of Dallas, Dallas County, Texas as described on Exhibit "A" ("Property"), attached herein and incorporated by reference; and

**WHEREAS**, the City of Dallas may sell its Property by public auction, pursuant to Section 253.008 and Section 272.001 of the Texas Local Government Code; and

**WHEREAS**, the Property was declared surplus to the City's needs and a reserve amount was established by Resolution No. 18-1674 on November 28, 2018; and

**WHEREAS**, on January 31, 2019 the City received a high bid from Mercy Presbyterian Church in the amount of \$2,400,000.00 and the specified high bid did not meet the minimum established reserve amount; and

**WHEREAS**, pursuant to Section 2-26.1(3) of the Dallas City Code, the City may accept or reject the bid received if the established reserve amount is not met; and

**WHEREAS**, the City Council of the City of Dallas is of the opinion and hereby finds that the best interest and welfare of the public will be served by rejecting the high bid received for the Property and that the Property should be re-advertised for sale and be sold by public auction pursuant to state law subject to the reserve amount; and

**WHEREAS**, an alternative closing condition for the Property ("alternative closing") shall be recommended as part of the offer for sale whereby City offers the sale of Property subject to a closing delay of six (6) months, to allow for submittal of a zoning change application, at the winning bidder's election at the close of the auction (the "Initial Delay Period"). To avail itself of the Initial Delay Period, at the close of the auction, the winning bidder shall be prepared to deliver a nonrefundable payment equal to 1% of the winning bidder's bid amount (the "Initial Delay Payment") made payable to the City of Dallas. The Initial Delay Payment shall be in addition to and not be credited toward the winning bidder's bid amount. In addition to the Initial Delay Period, the City is making available three (3) separate six (6) month closing delay periods to the winning bidder to further extend the closing before the purchase must be consummated or forfeited. These additional delay periods, must each be elected separately by the winning bidder, and shall be effective only when the winning bidder has delivered a nonrefundable payment amount equal to 1% of the winning bidder's bid amount (the "Extension Delay Payment") to the City of Dallas no later than seven (7) days prior to the expiration of the prior delay period. The Extension Delay Payment(s) shall be in addition to and not credited toward the winning bidder's bid amount. Failure to close the purchase of the Property prior to the expiration of the effective delay period shall result in forfeiture of any claims of winning bidder to the Property.

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**Now, Therefore,**

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

**SECTION 1.** That the City Council of the City of Dallas does not find that the best interest and welfare of the public will be served by rejecting the high bid received for the Property from Mercy Presbyterian Church.

**SECTION 2.** That the unwanted and unneeded City-owned property listed on Exhibit "A", attached herein and incorporated by reference, is to be auctioned with a minimum reserve and closing contingency by the City Council and the property is to be advertised for sale and sold by public auction pursuant Section 2-24.1 of the Dallas City Code and Sections 253.008 and Section 272.001 of the Texas Local Government Code.

**SECTION 3.** That the reserve amount and closing contingency briefed to the Government Performance and Financial Management Committee on March 18, 2019 is hereby established for the sale of property tract listed on Exhibit "A".

**SECTION 4.** That the Director of Department of Sustainable Development and Construction is authorized to advertise the property listed on Exhibit "A" for sale by public auction and upon conclusion of the advertising period conduct the public auction as authorized herein.

**SECTION 5.** That the advertisement of the property shall state:

- (a) That the sale shall be by a Deed in a form approved by the City Attorney.
- (b) That the sale shall be subject to the terms, covenants, conditions, reservations, restrictions and exceptions of this authorizing resolution, including without limitation the following:
  - (i) a restriction prohibiting the placement of industrialized housing on the property;
  - (ii) reservation by the City of Dallas of all oil, gas and other minerals in and under the property with a waiver of surface access rights relating to said minerals;
  - (iii) any and all visible and apparent easements and encroachments, whether of record or not;
  - (iv) any and all covenants, conditions, reservations, restrictions, exceptions, easements, rights-of-way, mineral interests, mineral leases, or other instruments of record and applicable to the property or any part thereof; and

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- (v) standby fees, taxes and assessments, if any, by any taxing authority for the year of closing and subsequent years and assessments by any taxing authority for prior years due to changes in land usage or ownership, the payment of said standby fees, taxes, and assessments being assumed by **GRANTEE**.
- (c) That, to the maximum extent allowed by law, the sale shall be strictly on an “AS IS, WHERE IS, WITH ALL FAULTS” basis.
- (d) That as a material part of the consideration for the sale, the grantee and the City shall acknowledge and agree and provided in any relevant instrument that, to the maximum extent allowed by law, (a) **GRANTEE** is taking the property “AS IS, WHERE IS, WITH ALL FAULTS”, (b) the City disclaims responsibility as to the accuracy or completeness of any information relating to the property,
- (e) **GRANTEE** assumes all responsibility to examine all applicable building codes and zoning ordinances to determine if the property can be used for the purposes desired and to check for outstanding or pending code enforcement actions including but not limited to repair or demolition orders, and (d) the City expressly disclaims and grantee expressly waives, any warranty or representation, express or implied, including without limitation any warranty of condition, habitability, merchantability or fitness for a particular purpose of the property. Without limiting the foregoing, the City makes no representations of any nature regarding the property and specifically disclaims any warranty, guaranty or representation, oral or written, express or implied, past, present, or future, concerning: (i) the nature and condition of the property, including without limitation, the water, soil and geology, and the suitability thereof and the property for any and all activities and uses which grantee may elect to conduct thereon, and the existence of any environmental substances, hazards or conditions or presence of any endangered or protected species thereon or compliance with all applicable laws, rules or regulations; (ii) the nature and extent of any right-of-way, lease, possession, lien, encumbrance, license, reservation, condition or otherwise; (iii) the compliance of the property or its operation with any law, ordinance or regulation of any federal, state, or local governmental authority; and (iv) whether or not the property can be developed or utilized for any purpose. For purposes hereof, “environmental substances” means the following: (a) any “hazardous substance” under the Comprehensive Environmental Response, Compensation and Liability Act of 1980, 42 U.S.C.A. Section 9601 et. seq., as amended, (b) any “hazardous substance” under the Texas Hazardous Substances Spill Prevention and Control Act, Tex. Water Code, Section 26.261, et. seq., as amended, (c) petroleum or petroleum-based products (or any derivative or hazardous constituents thereof or additives thereto), including without limitation, fuel and lubrication oils, (d) any “hazardous chemicals” or “toxic chemicals” under the Occupational Safety and Health Act, 29 U.S.C.A. Section 651 et. seq., as amended, (e) any “hazardous

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waste” under the Resource Conservation and Recovery Act, 42 U.S.C.A. Section 6901 et. seq., as amended, (f) asbestos, (g) polychlorinated biphenyls, (h) underground storage tanks, whether empty, filled, or partially filled with any substance, (i) any substance, the presence of which is prohibited by federal, state or local laws and regulations, and (j) any other substance which by federal, state or local laws and regulations requires special handling or notification of governmental authorities in its collection, storage, treatment or disposal. References to particular acts or codifications in this definition include all past and future amendments thereto, as well as applicable rules and regulations as now or hereafter promulgated.

- (f) Such other terms and requirements of the sale and/or disclaimers as the City deems necessary, convenient or appropriate.

**SECTION 6.** That, upon the conclusion of the public auction that has been advertised and conducted pursuant to Section 2-24.1 and state law, as applicable, the highest qualified bid received at such auction for each listed surplus property shall be deemed the sales price and shall be conclusive of the fair market value of such property and shall be accepted by the City.

**SECTION 7.** That the City Manager or designee is authorized to execute a Purchase and Sales Agreement, approved as to form by the City Attorney, to be entered into with respect to each such surplus property between the City and the highest qualified bidder for such property at such advertised public auction.

**SECTION 8.** That upon receipt of the consideration from the highest bidder, the City Manager or designee is authorized to execute a Deed in a form approved by City Attorney to be attested by the City Secretary, and other miscellaneous closing documents upon approval as to form by the City Attorney.

**SECTION 9.** That the sale proceeds shall be deposited into the General Fund, Fund 0001, Department DEV, Balance Sheet 0519, and Department of Sustainable Development and Construction, Real Estate Division shall be reimbursed for the cost of obtaining legal description, appraisal and other administrative costs incurred. The reimbursement proceeds shall be deposited in General Fund, Fund 0001, Department DEV, Unit 1183, Object 5011 and any remaining proceeds shall be transferred to the Library Facilities Fund, Fund 7T42, Department PBW, Unit T643, Activity LIBF, Program PB06T643, Revenue Code 8416.

**SECTION 10.** That if a title policy is desired by **GRANTEE**, same shall be at the expense of the **GRANTEE**.

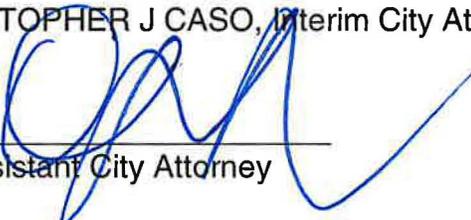
April 10, 2019

**SECTION 11.** That the sale shall be subject to standby fees, taxes and assessments, if any, by any taxing authority for the year of the closing and subsequent years and assessments by any taxing authority for prior years due to changes in land usage or ownership, the payment of said standby fees, taxes and assessments being assumed by **GRANTEE**.

**SECTION 12.** That this Resolution is also designated for City purposes as Contract No. LIB-2019-00009520.

**SECTION 13.** 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.

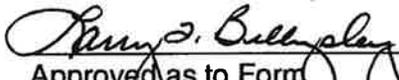
APPROVED AS TO FORM:  
CHRISTOPHER J CASO, Interim City Attorney

BY:   
Assistant City Attorney

# Exhibit A

## FIELD NOTES DESCRIBING LAND TO BE ACQUIRED IN CITY BLOCK 6/6380 FROM The Korean Young Nak Presbyterian Church (P.C.A.) of Dallas, Inc.

**BEING** situated in the S. Lockhart Survey, Abstract Number 821, Dallas County, Texas, and being in Block 6/6380, official City Numbers, and being all of Lot 7-A of Replat of Lots 7,8,9,10,11,12,13, &14 City Block 6/6380, Melshire Estates No. 4, an addition to the City of Dallas, according to the map or plat thereof, recorded in Volume 93037, Page 5914, Deed Records of said county, and being all of the property conveyed to The Korean Young Nak Presbyterian Church (P.C.A.) of Dallas, Inc., a Texas Non-Profit Corporation from Dallas Independent Presbyterian Church, by Warranty Deed dated December 17, 1991, recorded in Volume 91247, Page 3583, of said deed records, and containing approximately 150,702 square feet, or 3.460 acres of land, based on the dimensions of the above referenced plat.

  
Approved as to Form  
Larry T. Billingsley, R.P.L.S.  
Chief City Surveyor

18<sup>th</sup> Dec., 2009  
Date





Agenda Information Sheet

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**File #:** 19-409

**Item #:** 32.

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**STRATEGIC PRIORITY:** Government Performance and Financial Management

**AGENDA DATE:** April 10, 2019

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Office of Procurement Services

**EXECUTIVE:** Elizabeth Reich

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**SUBJECT**

Authorize a three-year service price agreement for grounds maintenance for Water Utilities Department facilities and lots - Good Earth Corporation in an estimated amount of \$1,883,300.00 and Gardner's Touch Lawn Care, LLC in an estimated amount of \$887,754.40, lowest responsive bidders of four - Total estimated amount of \$2,771,054.40 - Financing: Dallas Water Utilities Fund

**BACKGROUND**

This action does not encumber funds; the purpose of a service price agreement is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis according to annual budgetary appropriations. The estimated amount is intended as guidance rather than a cap on spending under the agreement, so that actual need combined with the amount budgeted will determine the amount spent under this agreement.

This service price agreement will provide grounds maintenance of the Water Utilities Department facilities and lots.

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services used its procurement system to send out 509 email bid notifications to vendors registered under respective commodities. To further increase competition, the Office of Procurement Services 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, the Office of Business Diversity sent notifications to 25 chambers of commerce and advocacy groups to ensure maximum vendor outreach.

On November 10, 2015, the City Council authorized a living wage policy that requires contractors to pay their employees a "living wage" rate as established annually by the Massachusetts Institute of Technology Living Wage Calculator for Dallas County by Resolution No. 15-2141. The current calculated living wage during the solicitation process of this contract is \$10.94; the selected vendor meets this requirement.

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

On June 17, 2015, City Council authorized a three-year service contract for grounds maintenance services at various Dallas Water Utilities' properties and the Dallas Animal Shelter with Weldon's Lawn and Tree, Urban Landscaping & Irrigation, and JBA Land Management, LLC by Resolution No. 15-1230.

The Government Performance & Financial Management Committee will receive this item for consideration on April 1, 2019.

**FISCAL INFORMATION**

Dallas Water Utilities Fund - \$2,771,054.40 (Estimated amount)

FY2018-19 \$ 694,562.58

FY2019-20 \$ 1,038,245.91

FY2020-21 \$ 1,038,245.91

**M/WBE INFORMATION**

In accordance with the City's Business Inclusion and Development Plan adopted on October 22, 2008, by Resolution No. 08-2826, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Category	M/WBE Goal	M/WBE %	M/WBE \$
\$2,771,054.40	Other Services	23.80%	6.80%	\$188,300.00
<ul style="list-style-type: none"> <li>This contract does not meet the M/WBE goal, but complies with good faith efforts.</li> </ul>				

**PROCUREMENT INFORMATION**

Method of Evaluation for Award Type:

Low Bid	<ul style="list-style-type: none"> <li>Recommended vendor is based on the lowest competitive quoted price, who is also technically and financially capable of performing and completing the contract, and otherwise meets all material specification requirements</li> <li>Negotiations are not allowed</li> </ul>
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The Office of Procurement Services received the following bids from solicitation number BI1817. We opened them on August 31, 2018. We recommend the City Council award this service price agreement 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</u></b>
*Good Earth Corporation	7922 Forney Rd. Dallas, TX 75227	Multiple Lines
*Gardner's Touch Lawn Care, LLC	3200 Todd Ave. Fort Worth, TX 76110	Multiple Lines
Stellar Execucare Cleaning	6523 Autumnwoods Trl Dallas, TX 75232	Multiple Lines
Urban Landscaping & Irrigation	700 S. Dallas Ave. Lancaster, TX 75146	Multiple Lines

**OWNERS**

**Good Earth Corporation**

George Belk, Chief Operating Officer

**Gardner's Touch Lawn Care, LLC**

Reginald R. Gardner Jr., Owner

April 10, 2019

**WHEREAS**, on June 17, 2015, City Council authorized a three-year service contract for grounds maintenance services at various Dallas Water Utilities' properties and the Dallas Animal Shelter with Weldon's Lawn and Tree in the amount of \$828,335.00, Urban Landscaping & Irrigation in the amount of \$84,625.00, and JBa Land Management, LLC in the amount of \$18,780.00, by Resolution No. 15-1230.

**Now, Therefore,**

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

**SECTION 1.** That the City Manager is hereby authorized to execute a service price agreement with Good Earth Corporation (510006) in the estimated amount of \$1,883,300.00 and Gardner's Touch Lawn Care LLC (VC19912) in the estimated amount of \$887,754.40, approved as to form by the City Attorney, for grounds maintenance for Water Utilities Department facilities and lots, for a term of three-years, in a total estimated amount of \$2,771,054.40. If the service was bid or proposed on an as needed, unit price basis for performance of specified tasks, payment to Good Earth and Gardner's Touch Lawn Care LLC shall be based only on the amount of the services directed to be performed by the City and properly performed by Good Earth and Gardner's Touch Lawn Care LLC under the contract. The amount payable pursuant to the service price agreement may exceed the estimated amount, but may not exceed the amount of budgetary appropriations for this service price agreement during its term.

**SECTION 2.** That the Chief Financial Officer is hereby authorized to disburse funds in an estimated amount of at least \$2,771,054.40, but not more than the amount of budgetary appropriations for this service price agreement during its term to Good Earth Corporation and Gardner's Touch Lawn Care LLC from Service Contract No. DWU-2019-00009562.

**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.



## Agenda Information Sheet

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**File #:** 19-417

**Item #:** 33.

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**STRATEGIC PRIORITY:** Government Performance and Financial Management

**AGENDA DATE:** April 10, 2019

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Office of Procurement Services

**EXECUTIVE:** Elizabeth Reich

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### **SUBJECT**

Authorize a five-year service contract, with a one-year renewal option, for licenses, training, maintenance, and support of a vendor hosted short-term rental and hotel occupancy tax system - MUNIRevs Inc. dba LODGINGRevs, most advantageous proposer of four - Not to exceed \$495,000 - Financing: Convention Center Fund (subject to annual appropriations)

### **BACKGROUND**

This service contract will provide licenses, training, maintenance, and support of a vendor hosted hotel occupancy tax (HOT) and short-term rental (STR) online portal for the City Controller's Office.

This system includes electronic compliance monitoring, registration, billing, and remittance capabilities for the City, hoteliers, and STR hosts. The system also provides continuous discovery of the STRs within the city limits, communication with STR hosts regarding requirements for registration and self-reporting, and training on the process to register. Importantly, this system will be more efficient for the City Controller's Office because it will eliminate the manual processes currently in place to manage HOT collections and provide the ability to pay HOT and Tourism Public Improvement District (TPID) Assessment Fees electronically. This system will become increasingly important as the number registered STRs continues to grow. In 2018, the City had 52 STRs registered and paying HOT/TPID. With the significant growth of the city as a major tourism destination, it is estimated there may be up to 2,000 STRs currently operating in the city.

The City collects a 7 percent HOT from approximately 250 hotels and STR hosts based on their room receipts each month. The City also collects the TPID Assessment Fees for the Dallas TPID Board. The hoteliers and STR hosts self-report their receipts and exemptions and pay accordingly. A common question that the City Controller's Office receives is why the self-reporting and payment of the monthly tax is not available online. Currently, hoteliers and hosts are required to fill out and mail or hand deliver a reporting form/spreadsheet along with their payment.

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A seven member committee from the following departments reviewed and evaluated the qualifications:

- City Controller’s Office (2)
- Department of Communication and Information Services (1)
- Department of Convention and Event Services (1)
- Water Utilities (1)
- Office of Business Diversity (1)\*
- Office of Procurement Services (1)\*

\*The Office of Procurement Services evaluated cost and the Office of Business Diversity evaluated the Business Inclusion and Development Plan.

The committee selected the successful respondent on the basis of demonstrated competence and qualifications under the following criteria:

- Cost to the City 30 points
- Technical match 25 points
- Functional match 20 points
- Business Inclusion and Development Plan (BID) 15 points
- Capabilities and expertise 10 points

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services used its procurement system to send out 2,235 email bid notifications to vendors registered under respective commodities. To further increase competition, the Office of Procurement Services 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, the Office of Business Diversity sent notifications to 25 chambers of commerce and advocacy groups to ensure maximum vendor outreach.

On November 10, 2015, the City Council authorized a living wage policy that requires contractors to pay their employees a “living wage” rate as established annually by the Massachusetts Institute of Technology Living Wage Calculator for Dallas County by Resolution No. 15-2141. The current calculated living wage during the solicitation process of this contract is \$11.15; the selected vendor meets this requirement.

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

The Government Performance & Financial Management Committee will receive this item for consideration on April 1, 2019.

**FISCAL INFORMATION**

Convention Center Fund - \$495,000.00 (subject to annual appropriations)

FY 2019 \$111,000.00  
 FY 2020 \$ 96,000.00 (subject to annual appropriations)  
 FY 2021 \$ 96,000.00 (subject to annual appropriations)  
 FY 2022 \$ 96,000.00 (subject to annual appropriations)  
 FY 2023 \$ 96,000.00 (subject to annual appropriations)

**M/WBE INFORMATION**

In accordance with the City’s Business Inclusion and Development Plan adopted on October 22, 2008, by Resolution No. 08-2826, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Category	M/WBE Goal	M/WBE %	M/WBE \$
\$495,000.00	Other Services	23.80%	0.00%	\$0.00
<ul style="list-style-type: none"> <li>• This contract does not meet the M/WBE goal, but complies with good faith efforts.</li> </ul>				

**PROCUREMENT INFORMATION**

Method of Evaluation for Award Type:

Request for Competitive Sealed Proposal	<ul style="list-style-type: none"> <li>• Utilized for high technology procurements, insurance procurements, and other goods and services</li> <li>• Recommended offeror whose proposal is most advantageous to the City, considering the relative importance of price, and other evaluation factors stated in the specifications</li> <li>• Always involves a team evaluation</li> <li>• Allows for negotiation on contract terms, including price</li> </ul>
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The Office of Procurement Services received the following proposals from solicitation number BUZ1902. We opened them on December 20, 2018. We recommend the City Council award this service contract in its entirety to the most advantageous proposer.

\*Denotes successful proposer

<u>Proposers</u>	<u>Address</u>	<u>Score</u>	<u>Amount</u>
*MUNIREvs Inc. dba LODGINGRevs	900 Main Ave. Suite 10 Durango, CO 81301	86.25	\$495,000.00
LTAS Technologies, Inc.	505 Consumers Rd. Suite 314 Toronto, Ontario M2J4V8	49.38	\$702,685.00

NebuLogic Technologies, LLC	5700 Granite Pkwy. Suite 405 Plano, TX 75024	48.87	\$830,822.00
Pioneer Technology Group, LLC	1100 Central Park Dr. Suite 100 Sanford, FL 32771	39.54	\$2,563,500.00

**OWNER****MUNIREvs Inc. dba LODGINGREvs**

Erin Neer, President

April 10, 2019

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

**SECTION 1.** That the City Manager is hereby authorized to execute a service contract with MUNIRevs Inc. dba LODGINGRevs (VS99581), approved as to form by the City Attorney, for licenses, training, maintenance, and support of a vendor hosted short-term rental and hotel occupancy tax system for a term of five years, with a one-year renewal option, in an amount not to exceed \$495,000. If the service was bid or proposed on an as needed, unit price basis for performance of specified tasks, payment to MUNIRevs Inc. dba LODGINGRevs shall be based only on the amount of the services directed to be performed by the City and properly performed by MUNIRevs Inc. dba LODGINGRevs under the contract.

**SECTION 2.** That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$495,000 (subject to annual appropriations) to MUNIRevs Inc. dba LODGINGRevs from Master Agreement Service Contract No. MASC-DSV-2019-00009686.

**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.



Agenda Information Sheet

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**File #:** 19-233

**Item #:** 35.

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**STRATEGIC PRIORITY:** Government Performance and Financial Management

**AGENDA DATE:** April 10, 2019

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Office of Procurement Services

**EXECUTIVE:** Elizabeth Reich

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**SUBJECT**

Authorize a three-year master agreement for the purchase of laboratory supplies and equipment - Taylor Distribution Group, LLC in an estimated amount of \$3,439,031.37, Hach Company in an estimated amount of \$1,209,494.00, Fox Scientific, Inc. in an estimated amount of \$642,979.00, and Horizon Technology, Inc. in an estimated amount of \$53,000.00, lowest responsible bidders of six - Total estimated amount of \$5,344,504.37 - Financing: General Fund (\$262,900.00), Dallas Water Utilities Fund (\$5,019,104.37), Aviation Fund (\$60,000.00), and Sanitation Services Fund (\$2,500.00)

**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 according to annual budgetary appropriations. The estimated amount is intended as guidance rather than a cap on spending under the agreement, so that actual need combined with the amount budgeted will determine the amount spent under this agreement. We anticipate the following City departments will use this agreement:

- Water Utilities Department
- Police Department
- Department of Aviation
- Department of Sanitation Services

This master agreement will allow for the purchase of laboratory supplies and equipment. This master agreement will be used to purchase laboratory supplies for testing water and wastewater. The Water Utilities Department will perform an estimated 930 tests daily on approximately 470 million gallons of drinking water and 480 tests on approximately 180 million gallons of wastewater.

Testing is necessary to comply with State and Environmental Protection Agency (EPA) requirements. In addition, this agreement will allow each division the flexibility to purchase newly standardized laboratory supplies, equipment, and chemicals as required by the EPA due to mandatory updates.

The Police Department's Crime Scene Response Section will utilize this master agreement to purchase various supplies needed for the division to document, photograph, process, and collect evidence from crime scenes. In 2018, the Police Department's Crime Scene Response Section responded to over 16,000 calls for service.

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services used its procurement system to send out 6,777 email bid notifications to vendors registered under respective commodities. To further increase competition, the Office of Procurement Services 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, the Office of Business Diversity sent notifications to 25 chambers of commerce and advocacy groups to ensure maximum vendor outreach.

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

The Government Performance & Financial Management Committee will receive this item for consideration on April 1, 2019.

**FISCAL INFORMATION**

General Fund - \$262,900.00 (Estimated amount)  
 Dallas Water Utilities Fund - \$5,019,104.37 (Estimated amount)  
 Aviation Fund - \$60,000.00 (Estimated amount)  
 Sanitation Services Fund - \$2,500.00 (Estimated amount)

Fund	FY 2018-19	FY 2019-20	FY 2020-21	Total
General Fund	\$45,000.00	\$108,950.00	\$108,950.00	\$262,900.00
Dallas Water Utilities Fund	\$1,123,849.69	\$1,947,627.35	\$1,947,627.33	\$5,019,104.37
Aviation Fund	\$20,000.00	\$20,000.00	\$20,000.00	\$60,000.00
Sanitation Services Fund	\$833.33	\$833.33	\$833.34	\$2,500.00
Total	\$1,189,683.02	\$2,077,410.68	\$2,077,410.67	\$5,344,504.37

**M/WBE INFORMATION**

In accordance with the City's Business Inclusion and Development Plan adopted on October 22, 2008, by Resolution No. 08-2826, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Category	M/WBE Goal	M/WBE %	M/WBE \$
\$5,344,504.37	Goods	18.00%	76.38%	\$4,082,010.37
• This contract exceeds the M/WBE goal.				

**PROCUREMENT INFORMATION**

Method of Evaluation for Award Type:

Low Bid	<ul style="list-style-type: none"> <li>• Recommended vendor is based on the lowest competitive quoted price, who is also technically and financially capable of performing and completing the contract, and otherwise meets all material specification requirements</li> <li>• Negotiations are not allowed</li> </ul>
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The Office of Procurement Services received the following bids from solicitation number BL1810. We opened them on October 19, 2018. We recommend the City Council award this master agreement 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</u></b>
*Taylor Distribution Group, LLC	15950 North Dallas Pkwy. #400 Dallas, TX 75248	Multiple Lines
*Hach Company	5600 Lindbergh Dr. Loveland, CO 80538	Multiple Lines
*Fox Scientific, Inc.	8221 E. FM 917 Alvarado, TX 76009	Multiple Lines
*Horizon Technology, Inc.	16 Northwestern Dr. Salem, NH 03079	Multiple Lines
BVA Scientific, Inc.	231 E. Nakoma St. #300 San Antonio, TX 78216	Multiple Lines
HD Supply Facilities dba USA Bluebook	3781 Burwood Dr. Waukegan, IL 60085	Multiple Lines

**OWNERS**

**Taylor Distribution Group, LLC**

Artura Taylor, President  
John Taylor, Vice President

**Hach Company**

Kevin Alexius Klau, President  
Michael J. Strycker, Vice President  
James F. O'Reilly, Secretary  
Frank T. McFaden, Treasurer

**Fox Scientific, Inc.**

Tim Green, President  
Paisley Green, Vice President  
Debra Cline, Treasurer

**Horizon Technology, Inc.**

Torben Jørgenson, President  
Scott Carr, Vice President  
Lars Bäckman, Secretary  
Erika Söderberg, Treasurer

April 10, 2019

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

**SECTION 1.** That a master agreement for the purchase of laboratory supplies and equipment is authorized with Taylor Distribution Group, LLC (VS0000063028) in the estimated amount of \$3,439,031.37, Hach Company (029911) in the estimated amount of \$1,209,494.00, Fox Scientific, Inc. (267154) in the estimated amount of \$642,979.00, Horizon Technology, Inc. (504384) in the estimated amount of \$53,000.00, approved as to form by the City Attorney, for a term of three years in a total estimated amount of \$5,344,504.37. The amount payable pursuant to this master agreement may exceed the estimated amount, but may not exceed the amount of budgetary appropriations for this master agreement during its term.

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

**SECTION 3.** That the Chief Financial Officer is hereby authorized to disburse funds in an estimated amount of at least \$5,344,504.37, but not more than the amount of budgetary appropriations for this master agreement during its term to Taylor Distribution Group, LLC, Hach Company, Fox Scientific, Inc. and Horizon Technology, Inc. from Master Agreement No. POM-2019-00009190.

**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.

# Memorandum



CITY OF DALLAS

DATE March 29, 2019

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 **Energy Policy, Strategy, and Electricity Procurement**

On April 1, Errick Thompson, Director of Building Services Department, will present a briefing to the Government Performance and Financial Management Committee on Energy Policy, Strategy, and Electricity Procurement. The briefing materials are attached for your review.

If you have any questions or concerns, please contact my office at (214) 670-3390.

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  
Chris Caso, City Attorney (Interim)  
Carol Smith, City Auditor (Interim)  
Billierae Johnson, City Secretary  
Preston Robinson, 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  
Nadia Chandler Hardy, Assistant City Manager & Chief of Resilience  
Laila Aleqresh, Chief Innovation Officer  
Directors and Assistant Directors

# Energy Policy, Strategy, and Electricity Procurement

Government Performance and  
Financial Management Committee

April 1, 2019

Errick Thompson, Director  
Building Services Department

Michael Ayala, CEC  
Executive Director  
Tradition Energy



**City of Dallas**

# Purpose

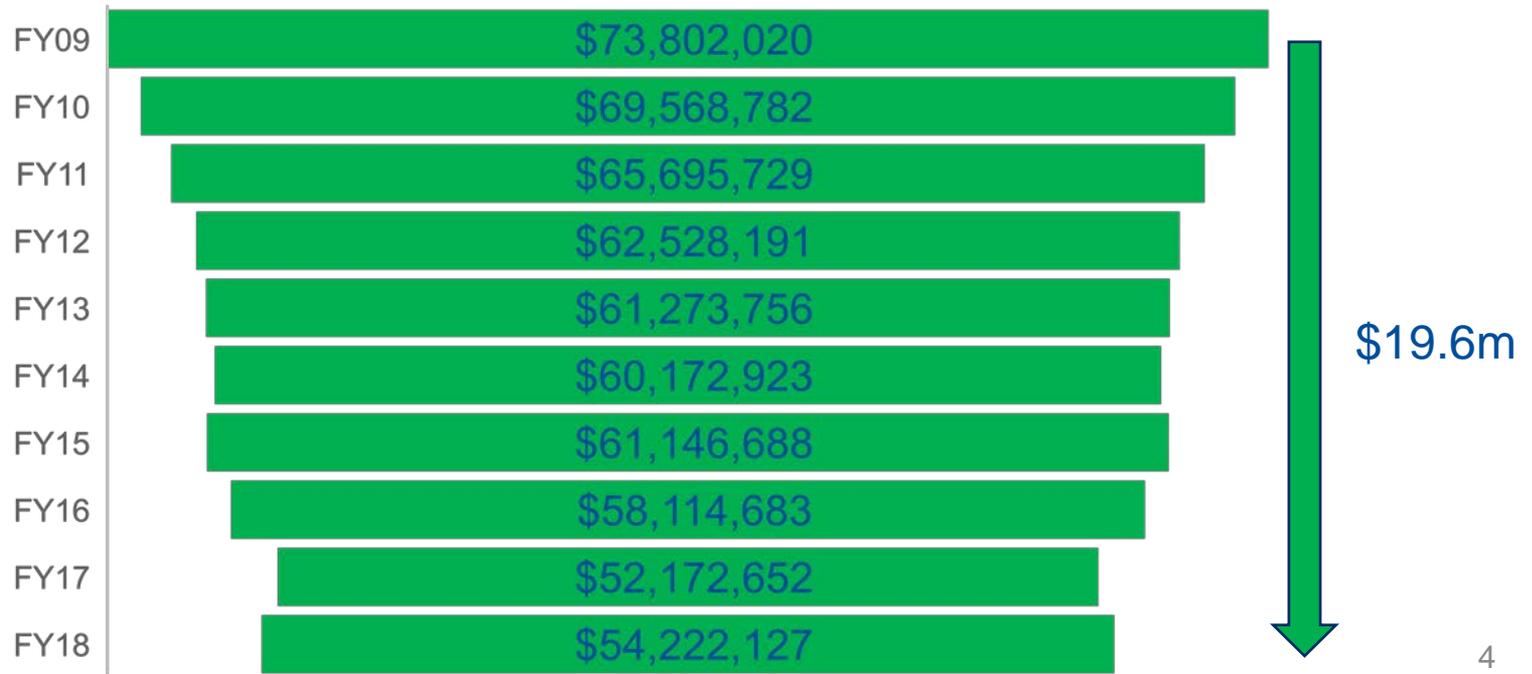
- Review Green Energy Policy
- Provide an update on and seek support for electricity procurement consistent with the policy

# Outline

- Brief background
- Proposed Green Energy Policy
- Electricity market and opportunities
- Next Steps

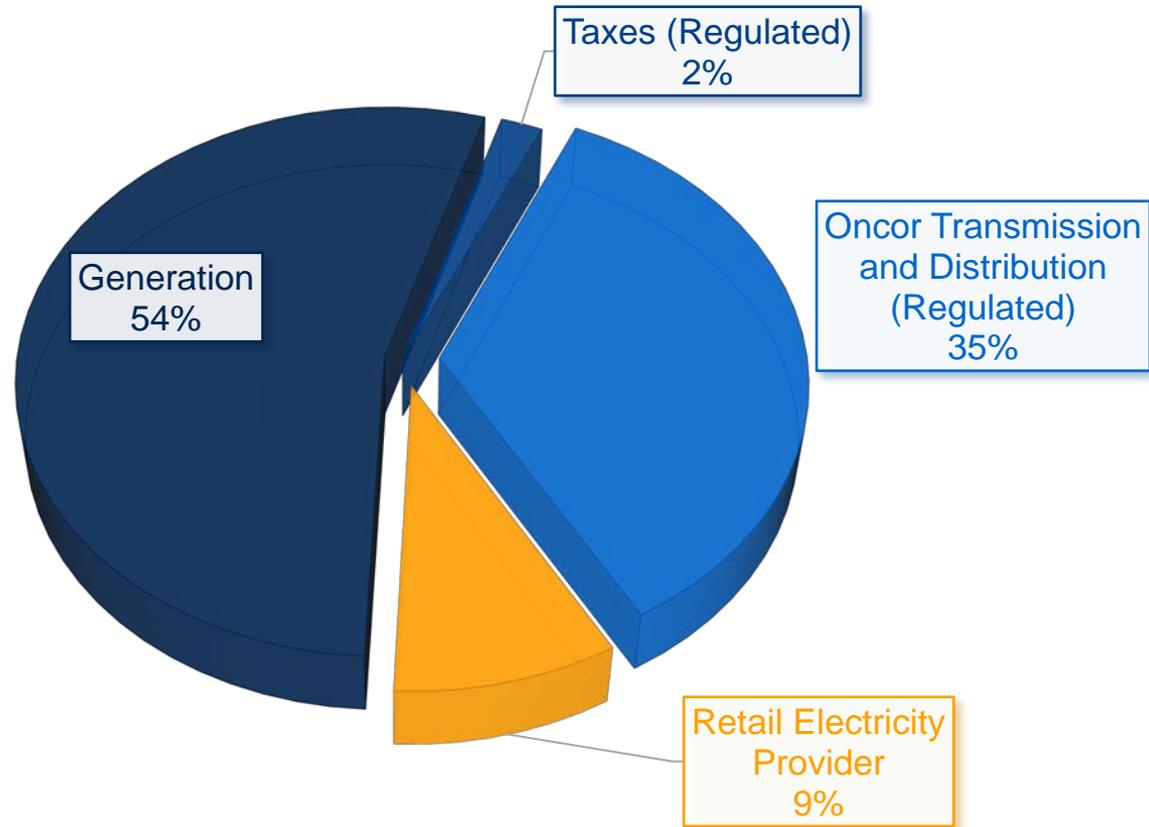
# Background

Electricity expenses have declined over 26% over the last 10 years through lower rates and consumption



# Approximate Components of Electricity Bill

(all paid through the monthly electricity bill)



See appendix for regulated and deregulated fees

# Background

- 2008 contract included renewable energy credits (RECs) for 40% of the City's consumption
- Current contract expires May 31<sup>st</sup> and includes RECs to offset 100% of our electricity consumption
- City of Dallas is highly ranked among U.S. Environmental Protection Agency's Green Power Partnership participants
  - #2 on Top 30 Local Government List
  - #18 on National Top 100 (including local, state, and federal agencies as well as the private sector)

Source: <https://www.epa.gov/greenpower/green-power-partnership-top-partner-rankings>

## Local Government

Released on February 5, 2019



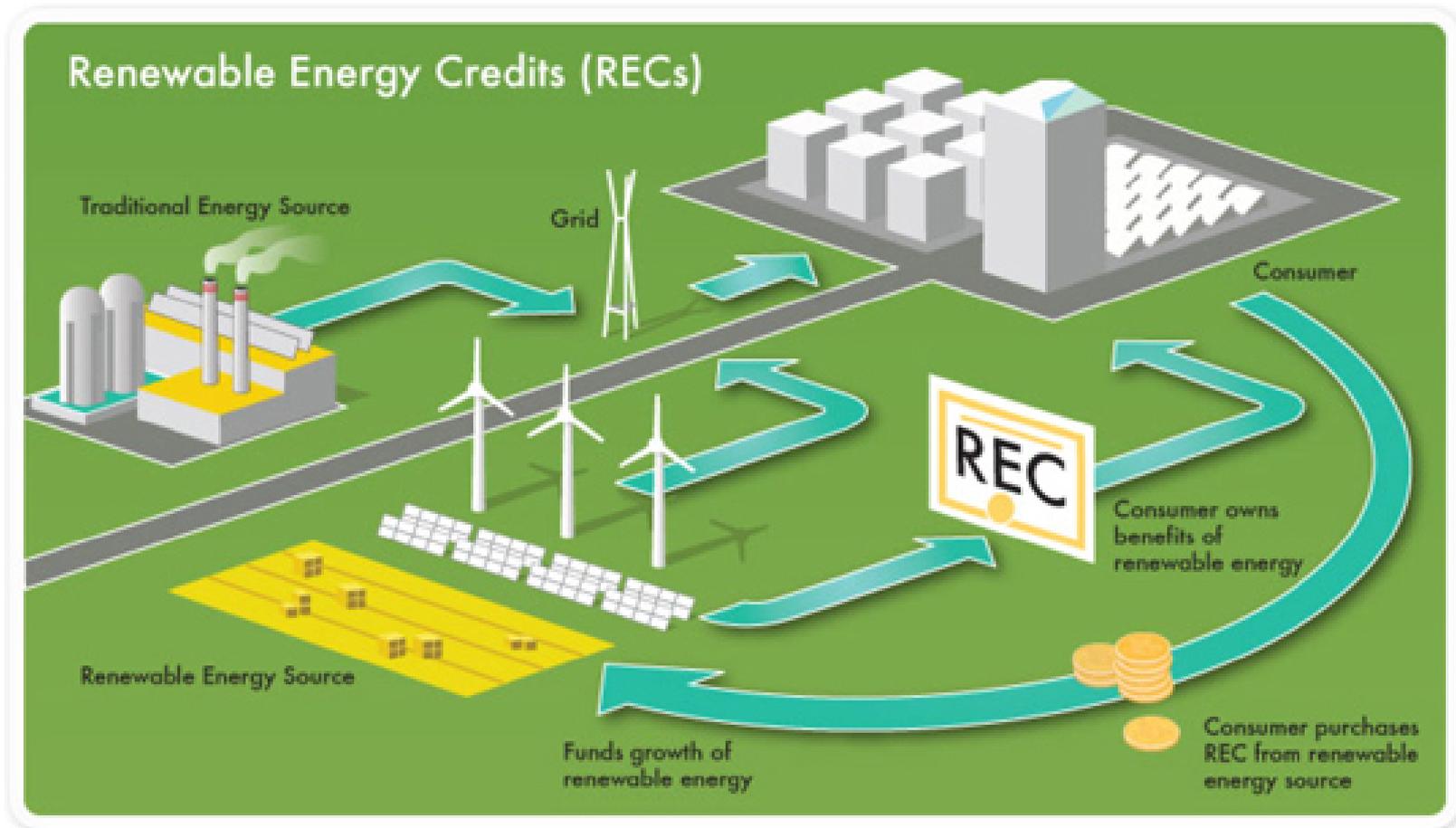
The Top 30 Local Government list represents the largest green power users among local government partners within the Green Power Partnership. The combined green power use of these organizations amounts to more than 4.7 billion kilowatt-hours annually, which is equivalent to the electricity use of nearly 437,000 average American homes annually.

Usage figures are based on annualized Partner contract amounts (kilowatt-hours), not calendar year totals. These rankings are updated on a quarterly schedule. Find out how your organization can [partner with EPA](#) today!

- [National Top 100](#)
- [Top 80 College & University](#)
- [Top 80 K-12 Schools](#)
- [Top 80 Local Government](#)
- [Top 80 On-site Generation](#)
- [Top 80 Retail](#)
- [Top 80 Tech & Telecom](#)
- [100% Green Power Users](#)
- [Fortune 500® Partners](#)
- [Lib](#)
- [Long-term Contracts](#)

Partner Name	Annual Green Power Usage (kWh)	GP % of Total Electricity Use*	Providers (listed in descending order by kWh supplied to Partner)	Green Power Resources
1. <a href="#">City of Houston, TX</a>	1,072,149,000	92%	Reliant Energy <sup>a</sup> , ENGIE	Solar, Wind
2. <a href="#">City of Dallas, TX</a>	718,271,850	100%	TXU Energy <sup>a</sup>	Wind
3. <a href="#">District of Columbia</a>	603,279,000	122%	WGL Energy <sup>a</sup> , Avangrid Renewables <sup>a</sup>	Wind
4. <a href="#">Montgomery County Clean Energy Buyers Group</a>	452,112,000	71%	Renewable Choice Energy <sup>a</sup>	Wind
5. <a href="#">Dallas Fort Worth International Airport</a>	440,215,000	100%	Texas General Land Office, Self-supply	Solar, Wind
6. <a href="#">City of Austin, TX</a>	328,857,856	100%	Austin Energy <sup>a</sup>	Wind

# Background



Source: Air & Liquid Advisors

# Background

- Electricity expenses represent a significant annual budget item
- RECs are internationally recognized as ownership of environmental attributes and credited for providing incentives for renewable energy development
- After 10 years, Dallas should now consider planning for additionality or a more direct role in new renewable energy development to result in both environmental and fiscal benefits
- Clear policy supporting environmental and climate change action plan initiatives should be followed with an energy-focused policy that builds upon past sustainability success<sup>8</sup>

# Proposed Dallas Green Energy Policy

- Dallas has had a de-facto energy policy since at least 2008 when the City began offsetting 40% of electricity consumption with RECs
- Consumption offset by RECs increased to 50% in Oct 2015 and to 100% in Jan 2017
- Dallas was ranked #1 in 2017 after the increase to 100% on the U.S. Environmental Protection Agency's Green Power Partnership Local Government List

# Proposed Dallas Green Energy Policy

Comprehensive Environmental and Climate Action Plan

Green Energy Policy

Energy Management System

Procurement

- City Council resolution 19-0223 launched development of a comprehensive environmental and climate action plan
- Green energy policy supports the action plan by formalizing de-facto energy policy and guiding development of an energy management system and procurement strategy
- Initial green energy policy to be re-evaluated and, as appropriate, updated subject to Council approval as part of the action plan process

# Proposed Dallas Green Energy Policy

The draft initial policy reads as follows:

*The City of Dallas is committed to clean and efficient energy use and the commitment is embodied by our use of 100% renewable energy for municipal operations. The City of Dallas further recognizes the advantage presented by green energy produced by on- and off-site renewable energy projects. Accordingly, we will seek to sustain and promote renewable energy projects and partnerships that reduce emissions and environmental impacts for the benefit of Dallas residents and the region.*

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# Implementing Policy Through an Energy Management System

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# Energy Management System

- Systematic approach to being intentional about energy decision
- 3<sup>rd</sup> party certification not required
- Phased implementation over 3-5 years (establish baselines / targets, benchmark, annual reporting, etc.)



<https://www.onthemosway.eu>

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# Implementing Policy Through Procurement

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# Implementing Policy through Electricity Procurement

- Texas legislature de-regulated the retail electricity market effective January 1, 2002
- Large City volume attracts attention of retail electricity providers (115+ REPs certified by Public Utility Commission of Texas) and brokers (not certified but in business to connect REPs and customers) due to our credit rating and other factors
- State law exempts electricity from normal public procurement requirements (contract execution typically completed within hours based on near real-time market prices)

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# Implementing Policy through Electricity Procurement

- TFS Energy Solutions, LLC d/b/a Tradition Energy was hired in December 2018 to serve as an independent, third-party energy procurement and management advisor in preparation for our next electricity contract
- In addition to providing market research, analysis, and procurement support, Tradition is also providing strategic procurement recommendations based on the City's interest in cost-effective and sustainable energy consistent with the proposed green energy policy

# About Tradition Energy

- Tradition is the nation's largest and most experienced energy management and procurement advisor to mid- to large-sized companies and government organizations
- Advising clients in energy commodities markets since 1986
- Industry-acclaimed as a market research expert and primary source for market intelligence
- Better informed decisions and additional savings through procurement expertise and unsurpassed experience in the wholesale energy markets
- 95% of clients say that our *"strategic recommendations are making a positive contribution to their enterprise"*\*
- Part of the Tradition Group, a top 3 institutional broker of financial products and commodities with over 2,200 employees in 28 countries and revenues of approximately \$1.0 Billion

*Providing local clients with the full resources of a global energy advisor.*

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# Strategic Solutions

## Market Research & Intelligence

- Wholesale energy market access & pricing
- Primary research reports
- Regulatory & legislative tracking

## Strategic Risk Management

- Exposure analysis
- Assess market dynamics
- Evaluation of strategic options
- Hedging recommendations

## Energy Procurement & Supply Management

- Electricity, natural gas, and fuels
- Supplier vetting & management
- Customized reverse auction RFP's
- Commercial terms & credit negotiation
- Contract management

## Client Services

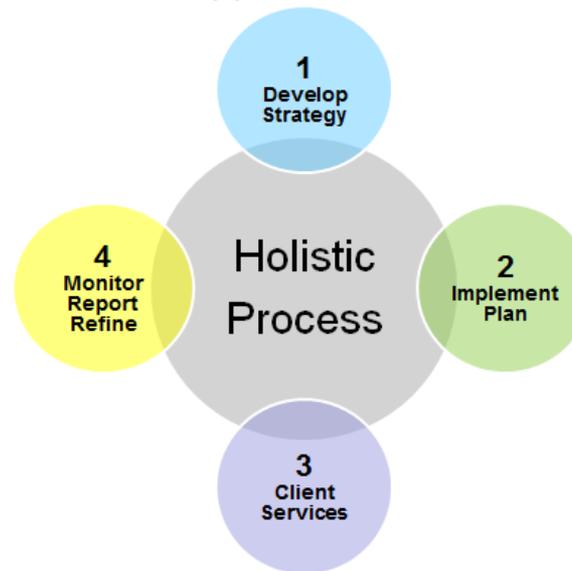
- Post-contractual service includes account switching, energy rates, tax charges
- Team responds quickly to account and billing issues

## Communications

- Quarterly contact to review current supply agreements, procurement opportunities and related issues

## Client Education

- Two-day Energy Risk-Management Seminars
- Energy Price Forecast Seminars & Webinars
- Monthly product & service webinars



# Government purchasing channel

- ❖ Exclusive bi-monthly energy contributor to *Government Procurement* magazine, the official magazine of the National Institute of Governmental Purchasing (NIGP)
- ❖ U.S. Communities, now a subsidiary of OMNIA Partners (Public Sector), the leading national cooperative purchasing program, with over 90,000 members representing education, local and state government and non-profit organizations
- ❖ Tradition Energy has won two consecutive U.S. Communities national RFPs to be the exclusive energy consulting and management services advisor to public agencies
- ❖ The Omnia/U.S. Communities contract delivers many benefits, including:
  - The best supplier pricing in the market
  - Time and money savings
  - Contract value – even if your organization is NOT required to publicly bid utilities



**OMNIA**  
PARTNERS

 NATIONAL IPA  
EXPERIENCED • FOCUSED • TRUSTED

 U.S. COMMUNITIES  
GOVERNMENT PURCHASING ALLIANCE

# Experience

Over 80 billion kWh in energy usage and more than \$16.7 billion in energy spend managed



# ERCOT – Market Summary

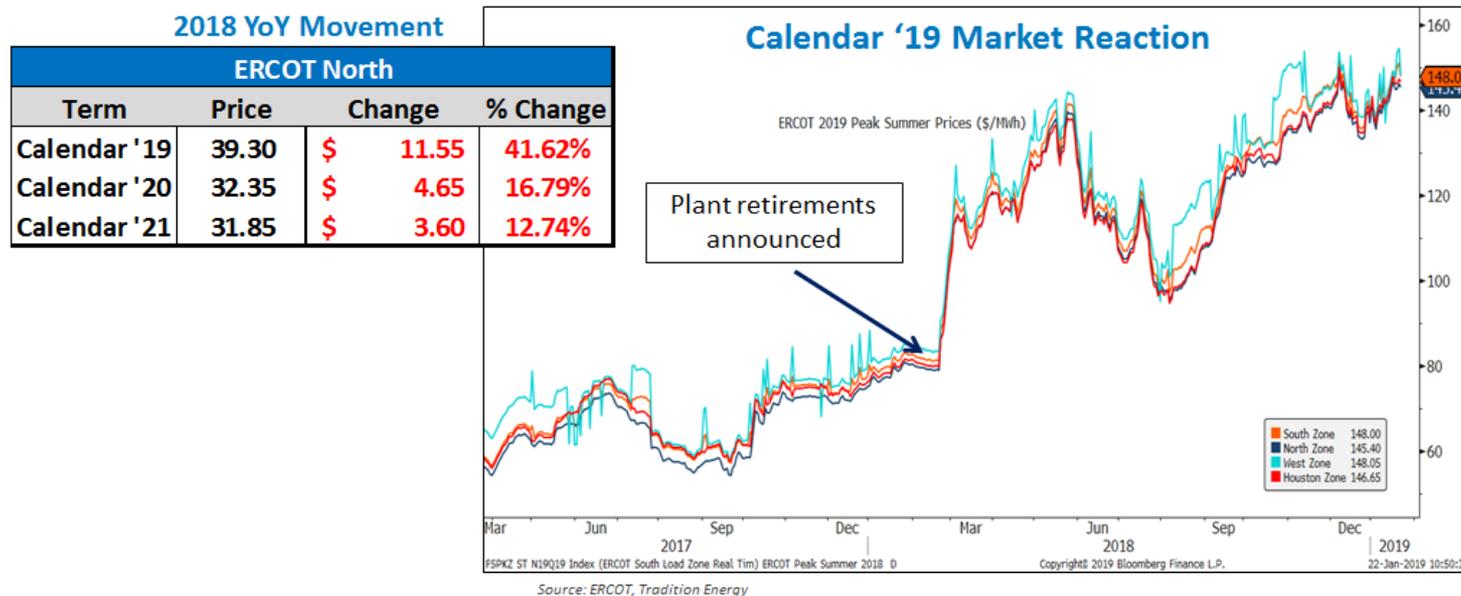
- ⚡ Reduced reserve margins (in the coming years) have the potential to create severe power price spikes during periods of peak demand
- ⚡ Increased natural gas production will be largely offset by increased demands from additional LNG export terminals
- ⚡ Lower natural gas prices along with dwindling reserve margins will create a more volatile electricity price environment in 2019



Source: ERCOT

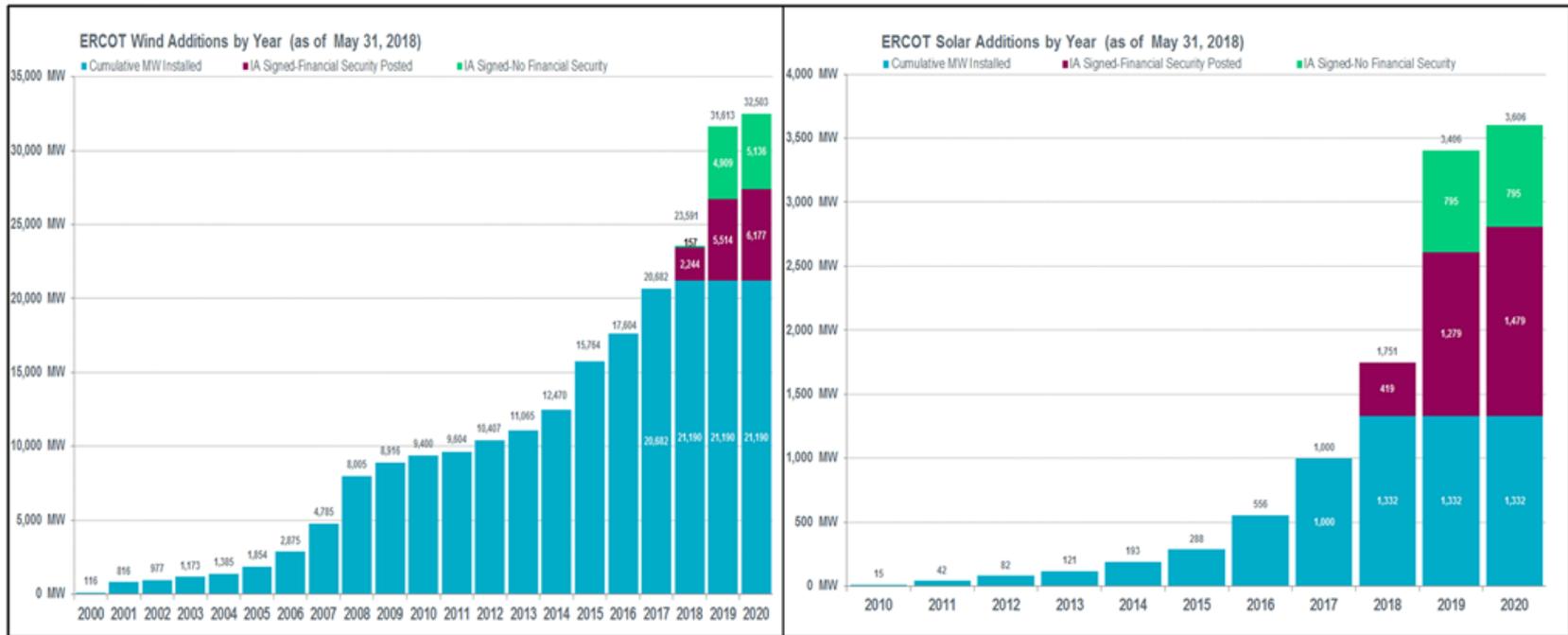
# ERCOT – Reserve Margins

- Reserve margins dropped from 18.9% to 11% in 2018 and are projected to drop to 8.1% in 2019, a level well below ERCOT's recommended 13.75% margin and are projected to remain below that level through 2023.
- 2018 Summer peak demand was projected to reach a record 72,756 MW, but reached an even higher record peak of 73,259 MW on July 19.
- As shown below, 2019 Summer peak contracts across ERCOT are offered at near \$145/MWh, down slightly from their peaks near \$150/MWh.



# ERCOT – Renewable Supply

- ERCOT wind generation will increase by more than 11.4 GW or ~45% through 2019.
- ERCOT will add ~1,500 MW of solar generation capacity through 2019.
- By the summer of 2019, wind capacity is projected to exceed coal capacity by more than 10,000 MW.



Source: ERCOT, Tradition Energy

# ERCOT – Generation Supply

- The 871 MW J.T. Deely coal-fired power plant retirement has contributed to the low reserve margins this year.
- ERCOT recently authorized the City of Garland to indefinitely mothball its 470 MW Gibbons Creek coal-fired power plant.
- ERCOT senior director of system planning has acknowledged that the loss of the plant will **bring the summer reserve margin down from 8.1% to 7.4%, an 18-year low.**
- Reserve margins for the next 5 years are expected to be:

- 7.4% in 2019,
- 10.7% in 2020,
- 12.2% in 2021,
- 9.8% in 2022,
- and 7.5% in 2023.

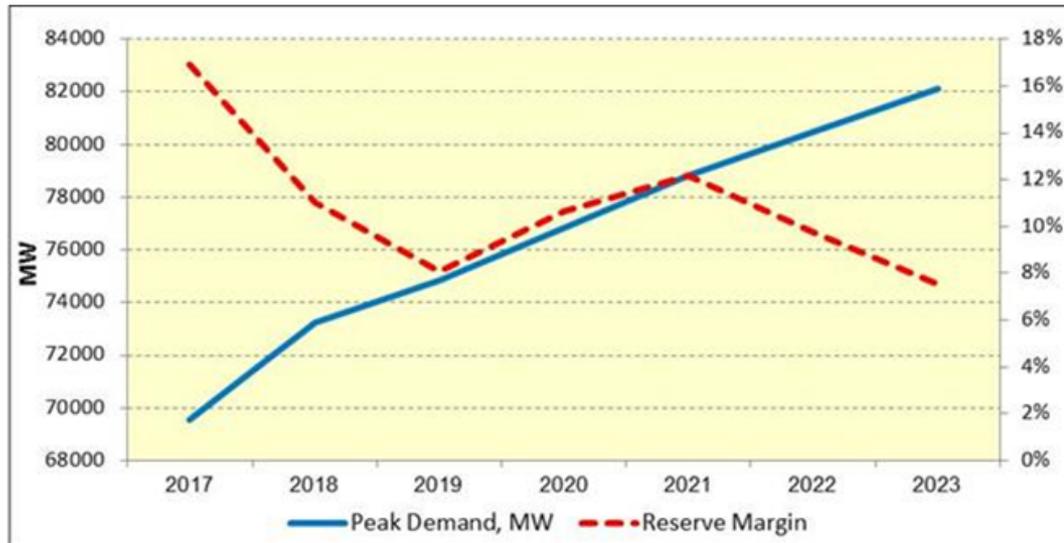
All well below the  
13.75% safe zone  
margins deemed by  
ERCOT



# ERCOT – Supply vs Demand

- ⚡ In 2019, peak demand in ERCOT is expected to rise by ~2.2% to 74,853 MW
- ⚡ ~1,300 MW of coal-fired generation is expected to retire before summer 2019
- ⚡ While ~400 MW of additional natural gas-fired generation is expected to come online before the summer 2019, this development will not resolve the supply vs. demand imbalance currently projected through 2023

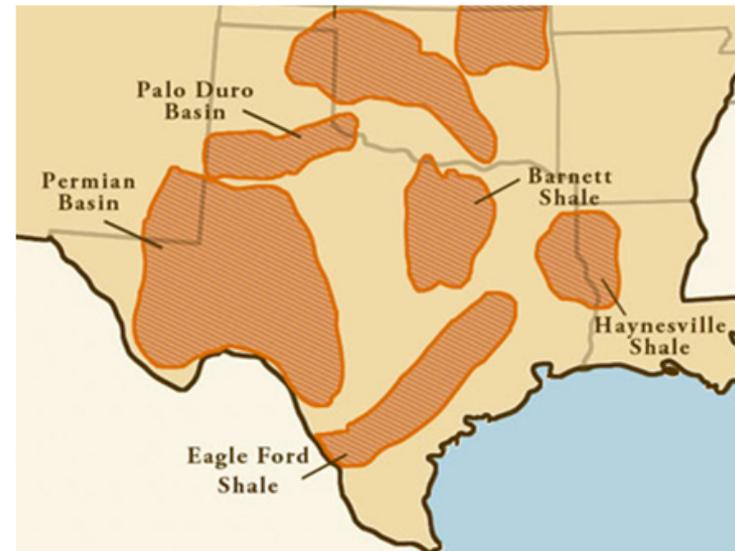
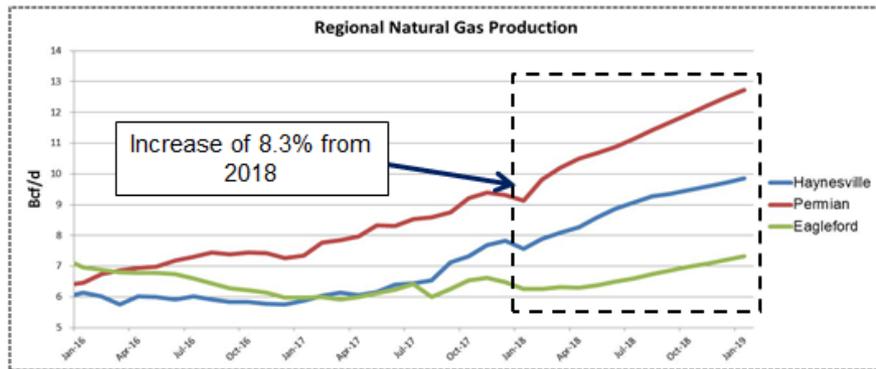
### ERCOT Peak Demand vs Reserve Margin



Source: ERCOT, Tradition Energy

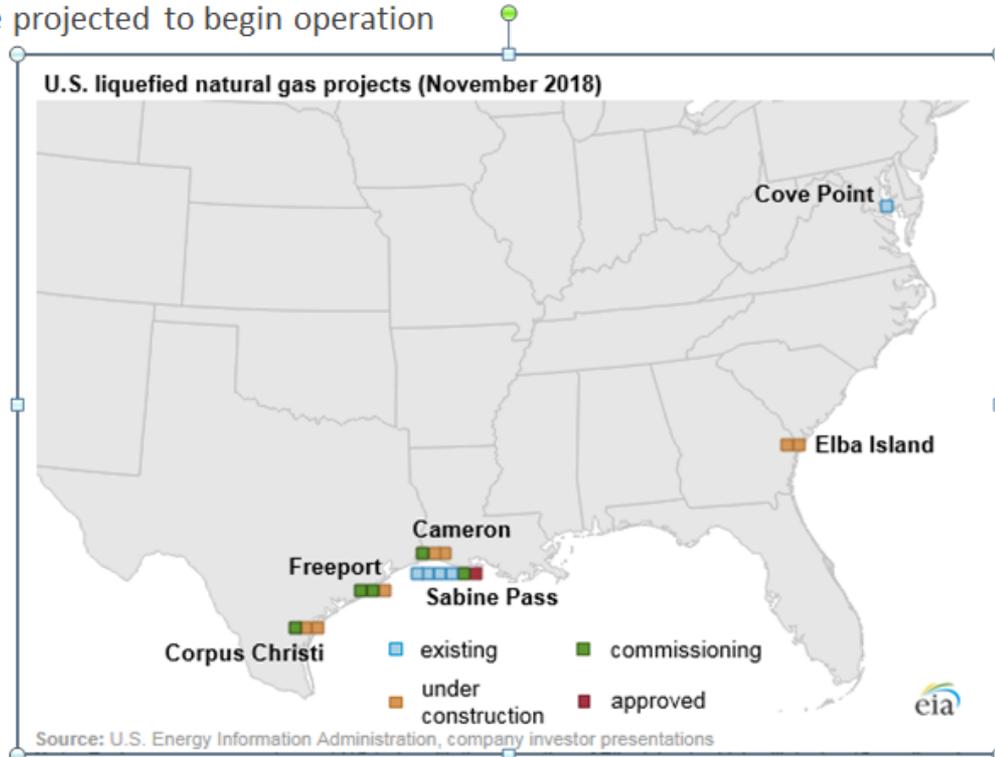
# ERCOT – Natural Gas Supply

- According to EIA's latest update, dry gas production levels in '19 are expected to average a record 90.2 Bcf/d, **up ~7 Bcf/d from 2018**.
- Permian production in 2019 will increase by ~1.0-2.0 Bcf/d.
- A record 4,000 drilled but uncompleted wells existed in the Permian basin at the end of 2018.



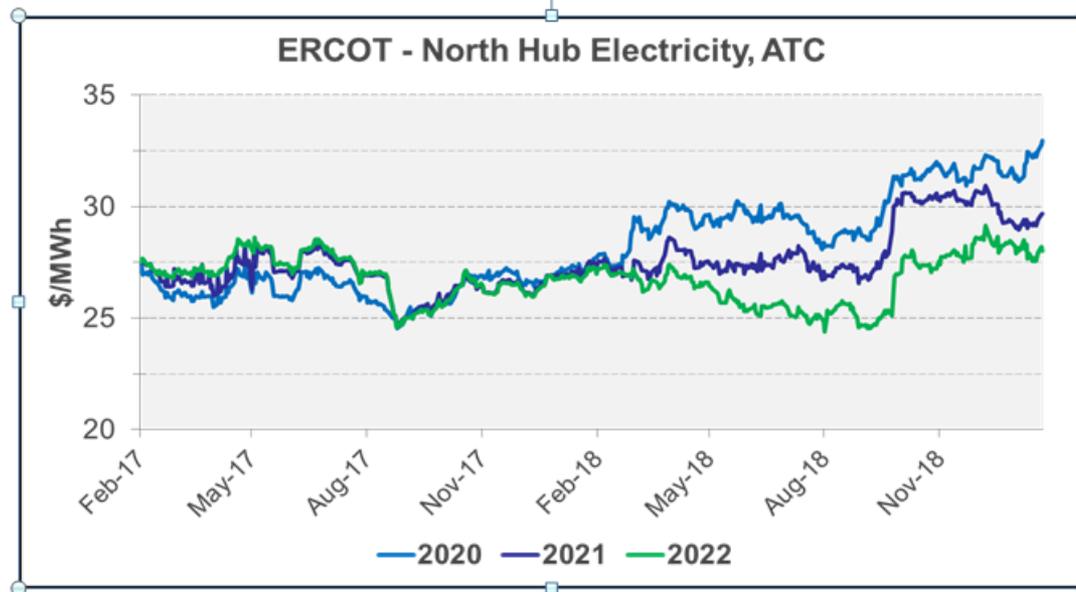
# ERCOT – LNG Demand

- US LNG export demand will **increase by 80% to ~9 Bcf/d** by the end of 2019
  - In Q1 2019, Cameron 1 and Elba Island 1-6 are expected to enter service
  - During Q3 and Q4 of 2019, Cameron 2&3, Corpus Christi 2, Elba Island 7-10, and Freeport 1&2 are projected to begin operation



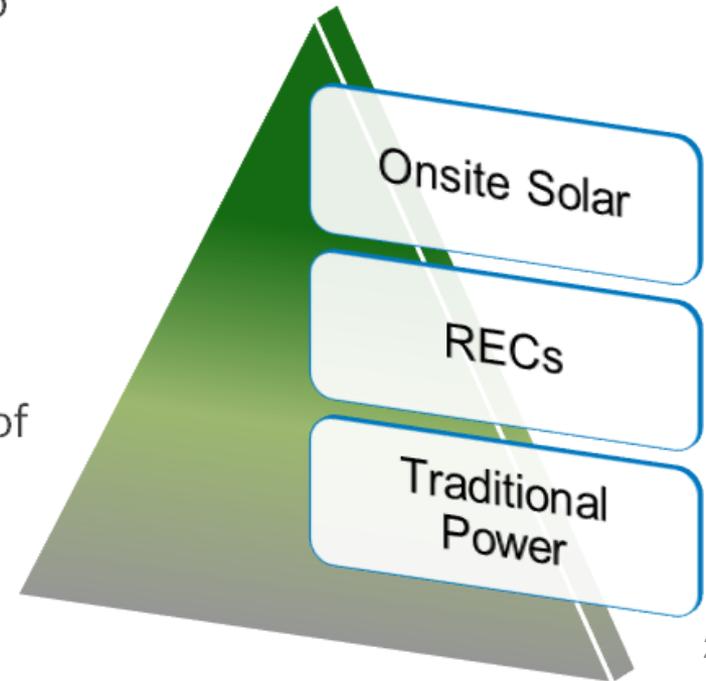
# ERCOT – Forward Prices

- Since longer term pricing is cheaper than short term pricing, Dallas can capitalize on market conditions and secure a fixed firm rate as long as 15 years.
- Even though 2018 & 2019 popped on the initial announcement of plant retirements (Dec. '17), the outer years did not increase to the same effect.
- In October '18 we began to see risk premiums baked into prices for these outer years as ERCOT's forecast for the foreseeable future has not improved.



# City of Dallas – Holistic Strategy

- We are currently evaluating several power purchasing scenarios that would entrench the City in a top tier category for renewable efforts alongside the City of Chicago, the City of Houston, etc.
- While conducting our evaluation we are also assessing the most cost efficient means to achieve our objective. The combination of:
  - Renewables (on & offsite solar & wind)
  - Renewable Energy Credits
  - Traditional Power
- During this assessment, options from 12-180 months are being evaluated as part of a long term strategy



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# On-Site Renewable Options

- ⚡ A Power Purchase Agreement (PPA) is a financial commitment in which a third-party developer owns, operates, and maintains solar panels. The end user then agrees to host the system on its property and in turn purchases the system's electric output from the solar provider for a predetermined rate.
- ⚡ The market is yielding Power Purchase Agreements for **\$50 or less / MWh** (all-in) for on-site platforms if the City can install solar on at least 100,000 sq. ft. of building space.
- ⚡ We will build in contract language that will allow flexibility for future solar or renewable projects



# On-Site Renewable Options, cont'd

- ⚙️ Based upon the direction for the City, Tradition would begin to entertain options from solar developers for a potential RFP
- ⚙️ Tradition can provide the following sustainability advisory services as part of the initial RFP process:
  - Review and comment on the financial assumptions for proposed solar projects and/or net metering agreements throughout our relationship, apart from legal and engineering advice
  - Should the City elect to work on a sustainability project, beyond the initial RFP process, either through Tradition's network or an external network which requires Tradition's assistance, Tradition will outline a fee structure and services agreement provided at that time

# Tradition Energy Procurement Process for City of Dallas

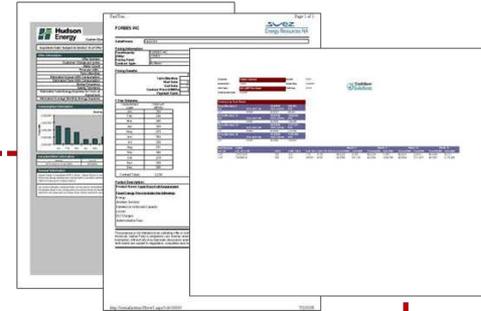
1. Pre-Qualify Suppliers



2. RFQ to Suppliers



3. Supplier Responses / Tradition Feedback



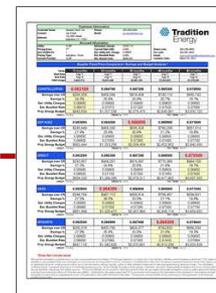
7. Sign Contract



6. Wholesale Market/Refine Pricing



5. Pricing Report to Client



4. Negotiate Contract Terms



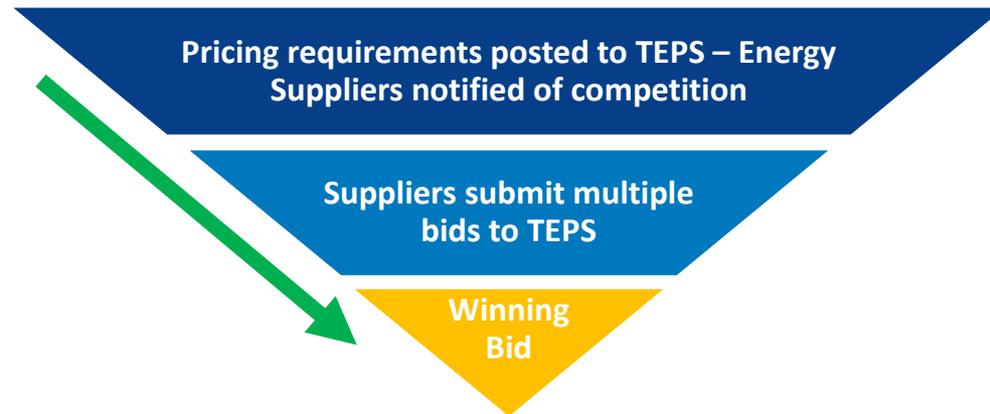
# Reverse-Auction Pricing Process

## Tradition Energy Pricing System - TEPS

⚙️ A innovative online supplier pricing system developed in house

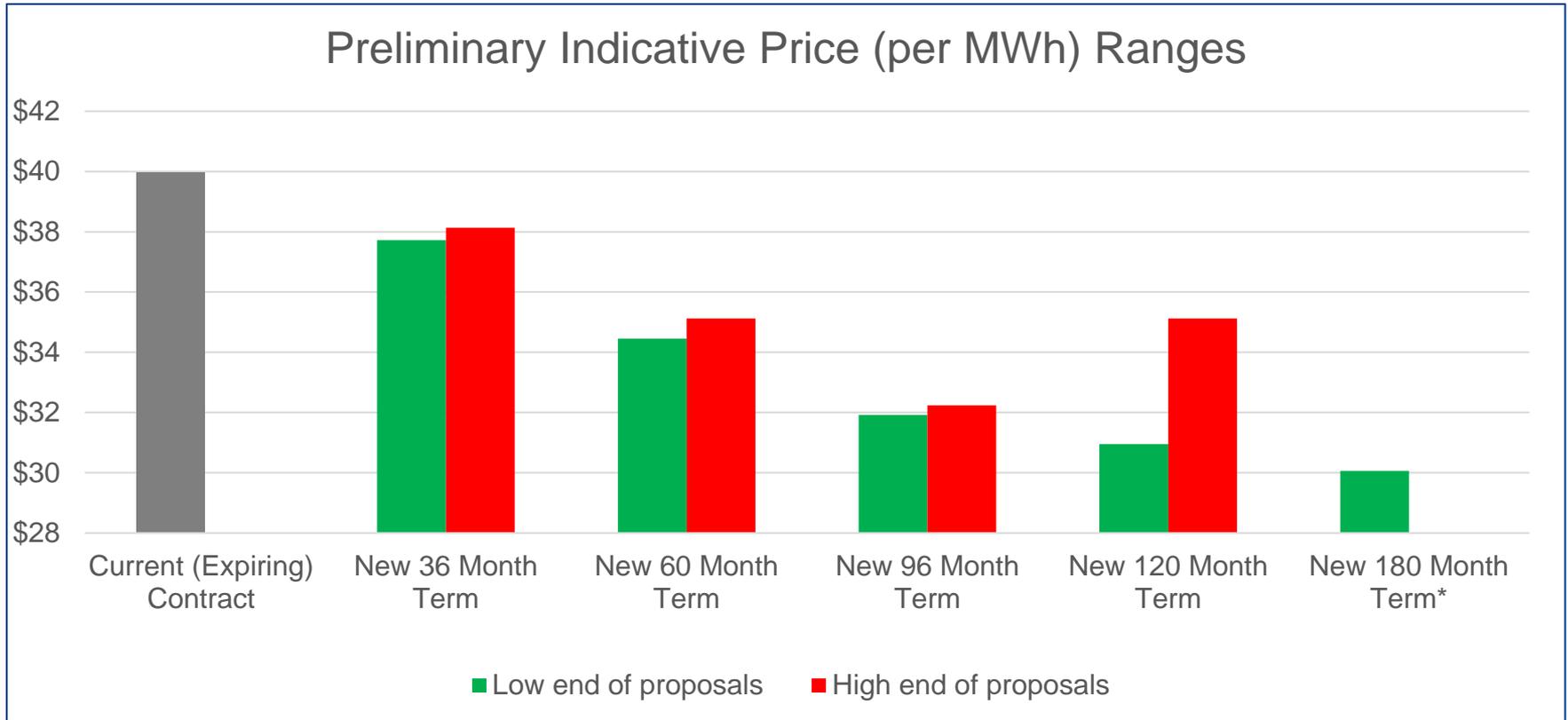
⚙️ Client benefits:

- ✓ **Increased speed** of supplier responses
- ✓ **More supplier competition** improves prices
- ✓ **Leverages Tradition's influence with suppliers** for our client's benefit



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# Indicative Market Rates



Rates decrease by as much as 14% with longer terms

\* Single proposal thus far for 15-year term

# Value Added Offerings

- TXU contracts since 2010 provided approx. \$3.25m for electricity-related projects
- Examples include LED lighting upgrades of the 9-1-1 Call Center and above-ground floors of City Hall
- REPs are also proposing similar offerings (amounts to be determined) intended to be used for renewable energy-focused projects or programs



# In Summary

- City of Dallas electricity expenses (de-regulated commodity plus regulated transmission and distribution charges) were \$54.2m in FY18
- 2010 contract included renewable energy credits (RECs) for 40% of the City's consumption
- Current contract expires May 31<sup>st</sup> and includes RECs to offset 100% of our electricity consumption
- City of Dallas ranks #2 on the U.S. Environmental Protection Agency's Green Power Partnership Top 30 Local Government List and ranks #18 on the Green Power Partnership National Top 100 (including local, state, and federal agencies as well as the private sector)

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# In Summary

- City staff drafted a Dallas Green Energy Policy that builds upon our current de-factor energy policy to ensure forward momentum, connects with our climate change efforts, and sets stage for community programs
- Independent third-party hired to provide market intelligence and analysis and to assist in procuring a new electricity contract consistent with the energy policy
- Dynamic nature of de-regulated electricity market and state law exemption from bidding support greater flexibility in procurement process (contract execution typically completed within hours based on near real-time market prices)
- Indicative pricing suggests rate reductions of as much as 14% (approx. \$7.4m annually) based on the length of contract

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# Next Steps

## April 10<sup>th</sup> Council Agenda item

- 1) Adoption of Green Energy Policy (pending Quality of Life feedback on April 8)
- 2) Authorize final negotiation and electricity agreement execution

### Mid to late April

Tradition Energy, City staff including City Attorney's Office schedule final tenders and contract execution

### May – June 1st

Council updated on details of executed contract, accounts transitioned, new contract in place June 1st

# Energy Policy, Strategy, and Electricity Procurement

Government Performance and  
Financial Management Committee

April 1, 2019

Erick Thompson, Director  
Building Services Department

Michael Ayala, CEC  
Executive Director  
Tradition Energy



**City of Dallas**

# Appendix – Fixed vs Pass-Through Costs

## Fixed Costs

### ERCOT Cost (included in Contract Price)

- |                                     |                                                          |                                             |
|-------------------------------------|----------------------------------------------------------|---------------------------------------------|
| -Wholesale price of energy          | -Regulation Service (Reg Up, Reg Down)                   | -Reliability Must Run (RMR) Reserve Service |
| -Capacity/Demand Charges            | -Responsive Reserve Service                              | -Black Start Service                        |
| -PUCT Credit Requirements           | -Non-Spinning Reserve Service                            | -Voltage Support Service                    |
| -REP Administration and Margin Fees | -Reliability Unit Commitment (RUC) for non-LMP contracts | -Charge for Emergency Power Increase        |
| -TDSP line losses                   | -Real Time Revenue Neutrality Adjustment (RTRNA)         | -Emergency Response Services (ERS)          |
| -Unaccounted for Energy (UFE)       | -Renewable Energy Surcharge (RECs)                       | -ERCOT System Administration Fee            |
|                                     | -Trade Hub to Load Zone Basis (Interzonal Congestion)    | -ERCOT ISO Fee                              |
|                                     |                                                          | -ERCOT Reliability Charge                   |
|                                     |                                                          | -Other ERCOT Charges                        |
|                                     |                                                          | -Monthly CRR Settlement                     |

## Regulated Costs - Oncor

### Pass-through Charges (passed through at cost)

TDSP Charges - regulated by Public Utility Commission of Texas and imposed by the TDSP(s)

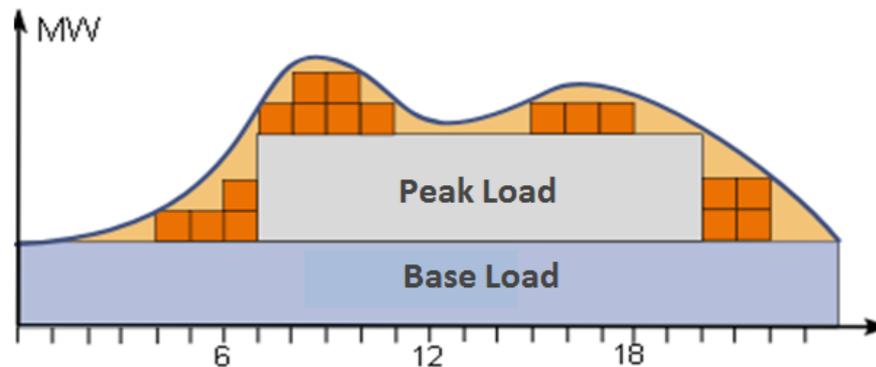
- |                                      |                                               |
|--------------------------------------|-----------------------------------------------|
| -Customer Charges                    | -Utility-imposed Reactive Power Charges       |
| -Metering Charges                    | -Charges for services, repairs, and equipment |
| -Transmission & Distribution Charges | -Other TDSP charges                           |
| -System Benefit Fund Charges         | -Municipal Franchise Fees                     |
| -Nuclear Decommissioning Charges     | -Advanced Metering Charge                     |
| -Competitive Transition Charges      | -Gross Receipts Tax (if applicable)           |
| -Transition Charges                  | -Sales Tax                                    |
| -Excess Mitigation Credits           | -Public Utility Assessment (PUCA)             |

# Appendix – Previous Electricity Procurement

- City joined the Texas Conference of Urban Counties Aggregation Project (TCAP - later the “Public Power Pool”) that negotiated rates on the City’s behalf (as part of membership fee) 2002 - 2007
- City issued RFP and awarded 11 month (Feb – Dec 2007) contract for streetlight electricity in 2007 to the Texas General Land Office
- City issued RFP and awarded Contract to Suez Energy in 2008
- City issued RFP and awarded contract to TXU in 2010
  - “blended and extended” TXU contract in 2012 (**5% rate reduction**)
  - “blended and extended” again in 2016 (**3.2% rate reduction** Oct 2015 – May 2016 and **additional 17.2% reduction** June 2016 – May 2019)

## Appendix - State Energy Conservation Office – Texas Power Pool

- ✦ Incorporates base load only, not accounting for the most expensive portion of the City's load.
- ✦ Marketed price only accounts for energy cost, not ancillaries. This could account for an additional cost of \$3.00 - \$5.00 / MWh.
- ✦ The City would need a more expensive bridge contract between 2019 and the start of the Power Pool contract
- ✦ Customer won't be able to lock in their actual rate until the aggregator works with each supplier to determine percentage of load that can be hedged. Once that is determined, this solution will have to align with existing supply contracts.
  - What if current supplier does not want to incorporate terms/conditions of Power Pool?



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# Appendix – Illustration – Elm Fork Water Treatment Plant

For illustrative purposes only:

- ~ 69,000 MWh annual consumption
- 14 acre solar project yields ~ 3.5 MW or roughly 30,660 MWh



- Power plants are typically described in terms of peak or instantaneous output (in Mega- or Giga-watts)
- 1 MW solar farm is ~4 to 6 acres depending on the technology used

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April 10, 2019

**WHEREAS**, the City of Dallas is committed to energy efficiency and being a good steward of resources in the procurement of energy for municipal operations; and

**WHEREAS**, the City of Dallas is similarly committed to protecting its residents by reducing emissions, improving regional air quality, and addressing the real consequences of climate change; and

**WHEREAS**, the City of Dallas achieved a 68% reduction of municipal greenhouse gas (GHG) emissions from 1990 levels by 2017, exceeding a strategic goal of 39% reduction; and

**WHEREAS**, the municipal emissions reductions were achieved in large part through the procurement of renewable energy, municipal energy efficiency retrofit projects, and on-site renewable energy projects such as landfill gas capture at McCommas Bluff Landfill and co-generation of electricity at Southside Wastewater Treatment Plant; and

**WHEREAS**, the City of Dallas is the most populous municipality in the United States to use 100% renewable energy according to the U.S. Environmental Protection Agency Green Power Partnership Top 30 Local Government list dated February 5, 2019; and

**WHEREAS**, the City of Dallas currently achieves its 100% renewable energy usage in part through the purchase of renewable energy credits (RECs); and

**WHEREAS**, the City of Dallas desires to expand renewable energy use and generation through on- and off-site options; and

**WHEREAS**, solar or wind energy sources accounted for approximately 18% of the energy generated in Texas last year, and Texas led the nation in wind energy generation and was sixth in solar energy generation; and

**WHEREAS**, on June 15, 2016, City Council adopted a resolution encouraging the State of Texas to explore changes that would promote “net metering” and the creation of distributed energy districts or additional programs to expand the use of solar power and other renewable green energy sources by Resolution No. 16-0974; and

**WHEREAS**, on January 23, 2019, City Council adopted a resolution calling for federal action on climate change and continued local efforts to develop a comprehensive environmental and climate action plan with goals that will ensure that the City of Dallas is addressing climate change in a manner that is effective and equitable by Resolution No 19-0223; and

April 10, 2019

**WHEREAS**, the City of Dallas' comprehensive environmental and climate action plan will chart the path forward towards additional emissions reduction goals that will help ensure that we improve the environment and avoid the most severe impacts of climate change; and

**WHEREAS**, by adopting a green energy policy through this resolution, the City of Dallas will ensure that emissions reductions achievements to date will continue; and

**WHEREAS**, the energy policy should be re-evaluated and, as appropriate, updated subject to Dallas City Council approval as part of the comprehensive environmental and climate action plan process and other actions hereby resolved; and

**WHEREAS**, Texas Government Code Section 252.022 (a)(15), exempts electricity purchases from the standard purchasing procedures; and

**WHEREAS**, due to the nature of the energy market, an electricity procurement process with greater flexibility is necessary that authorizes the City Manager to negotiate the final process and enter into an electricity services contract; and

**WHEREAS**, on December 13, 2018, Administrative Action No. 19-5149 authorized the City of Dallas to enter into a consulting contract with TFS Energy Solutions, LLC d/b/a Tradition Energy to provide energy procurement and management advisory services.

**Now, Therefore,**

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

**SECTION 1.** That the City of Dallas Green Energy Policy shall read as follows: The City of Dallas is committed to clean and efficient energy use and the commitment is embodied by our use of 100 percent renewable energy for municipal operations. The City of Dallas further recognizes the advantage presented by green energy produced by on- and off-site renewable energy projects. Accordingly, we will seek to sustain and promote renewable energy projects and partnerships that reduce emissions and environmental impacts for the benefit of Dallas residents and the region.

**SECTION 2.** That the City Manager is hereby authorized to determine the most advantageous proposal and enter into an electricity services contract, approved as to form by the City Attorney, consistent with the adopted City of Dallas Green Energy Policy and the direction presented in Section 1.

April 10, 2019

**SECTION 3.** That the City Manager (1) examine the feasibility of on- and off-site renewable energy projects at City and other properties; (2) establish a citywide energy management system to include continued benchmarking of municipal energy efficiency efforts and identification of areas for improvement to ensure Dallas remains an energy leader; and (3) continue to explore options to expand the use of renewable energy beyond municipal operations in the Dallas community.

**SECTION 4.** That this electricity service contract will be designated as Contract No. BSD-2019-00009705.

**SECTION 5.** 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.

# Memorandum



CITY OF DALLAS

DATE March 29, 2019

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

SUBJECT **Online Hotel Occupancy Tax Registration and Collection**

On April 1, I will present a briefing to the Government Performance and Financial Management Committee on Online Hotel Occupancy Tax Registration and Collection. The briefing materials are attached for your review.

If you have any questions or concerns, please contact my office at (214) 670-3390.

*M. Elizabeth Reich*

M. Elizabeth Reich  
Chief Financial Officer

Attachment

c: Honorable Mayor and Members of the City Council  
T.C. Broadnax, City Manager  
Chris Caso, City Attorney (Interim)  
Carol Smith, City Auditor (Interim)  
Billierae Johnson, City Secretary  
Preston Robinson, 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  
Nadia Chandler Hardy, Assistant City Manager & Chief of Resilience  
Laila Alequresh, Chief Innovation Officer  
Directors and Assistant Directors

# Online Hotel Occupancy Tax Registration and Collection

Government  
Performance & Financial  
Management Committee

April 1, 2019

Elizabeth Reich  
Chief Financial Officer



# Overview

- Background
- Current state of hotel occupancy tax (HOT) registration and collection
- Upcoming changes
- Proposed action
- Next steps

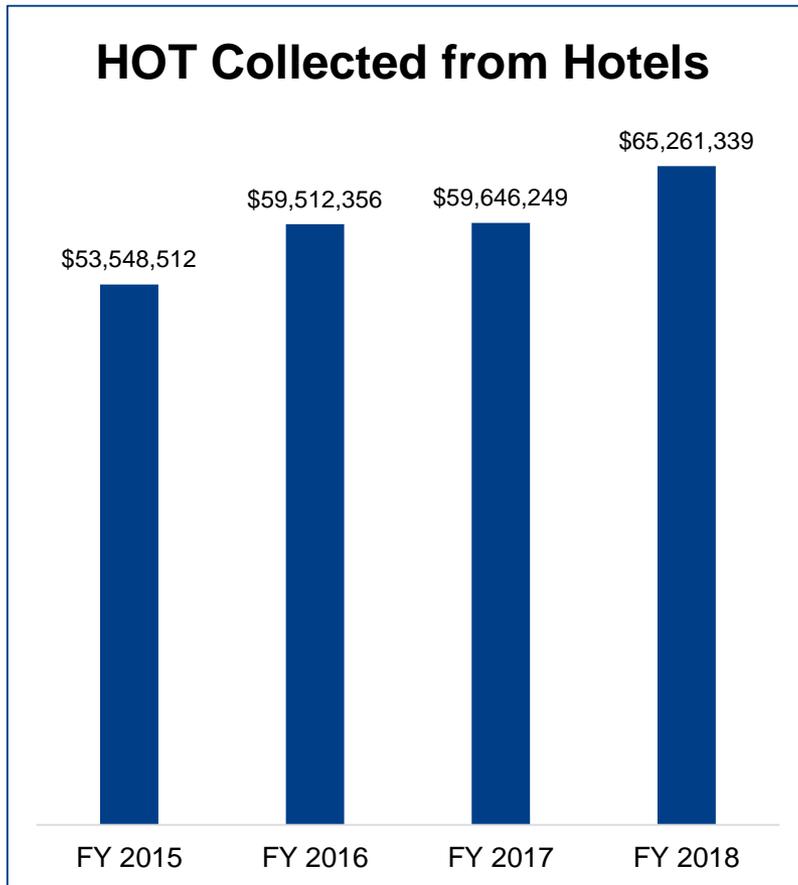
# HOT Background

- The City Controller's Office (CCO) handles HOT registration and collection on behalf of the Convention Center
- Any company or individual that owns, operates, manages, or controls a hotel in the City is responsible for registering the hotel, collecting HOT, and remitting it to the City
- There is no fee to register the hotel with CCO
- HOT rate = 7% of net room receipts

# Current HOT Registration and Remittance

- Hotels must register using the Hotel Registration Form on the City's HOT website; the form may be submitted via email, mail, or in person
- Hotels are required to report receipts and submit payment to the City by mail or in person on a monthly basis
  - Reports and payments are due by the 15th day of the month after the month the tax is collected
  - Monthly report is due even if the hotel had no room receipts
- Failure to comply may result in tax liabilities, including fines, penalties, and interest

# Hotel Population



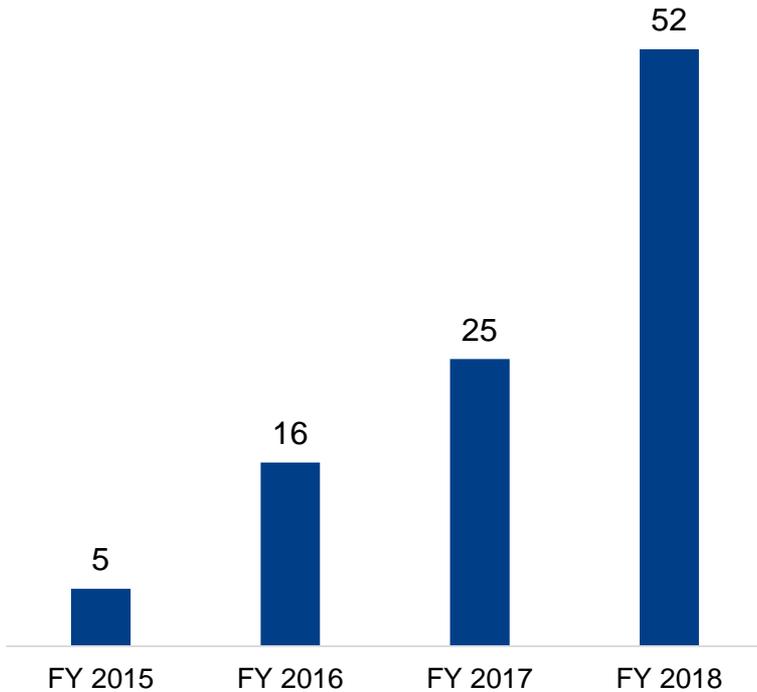
- As of December 2018, 298 hotels were registered with the City
- The City has collected almost \$21.9 million in HOT so far in FY 2019

# Short-Term Rentals and HOT

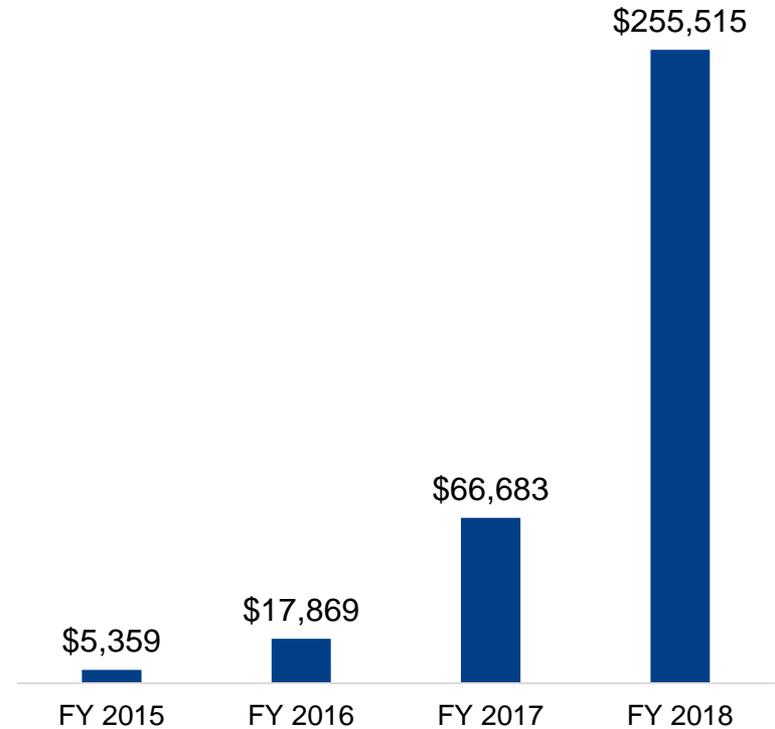
- Short-term rentals (STRs) are considered hotels under Dallas City Code and Texas Tax Code and are subject to HOT
- An STR is any property rented for fewer than 30 consecutive days
- Between FY 2015 and FY 2018, the number of STRs registered with the City and making HOT payments increased significantly.

# Current STR Population

## Registered STRs at Year-End



## HOT Collected from STRs



# Potential STR Population

- Estimates for STRs currently operating in Dallas range from 2,000-3,000 with an estimated daily rate of \$183
- The reported average occupancy rate for Airbnb properties in Dallas in 2018 was 52%
  - Rates for other major U.S. cities range from 38% (Springfield, IL) to 73% (San Francisco, CA)
- Based on these assumptions, the City could be collecting between \$3.5 and \$7 million in HOT each year from STRs alone once full compliance is achieved

# HOT Compliance Challenges

- Registration and remittance of HOT relies on self-reporting
- Many operators may not know they are required by law to collect and remit taxes
- STR platforms generally do not provide comprehensive information to hosts about local and state laws regarding HOT
- STR platforms do not provide cities with host information

# Online HOT Portal

- In November 2018, the City advertised an RFCSP for a vendor/system that:
  - Allows hotel owner/operators to register their property, report receipts, and pay HOT online
  - Identifies and contacts STRs operating in the city who have not yet registered and/or are failing to report
- The most qualified vendor is MUNIRevs dba LODGINGRevs
  - Track record with other high-tourism municipalities
  - Cites compliance levels of 98.5% and better

# Minimum Requirements

## Discovery and Monitoring/Evaluation Services

- Have knowledge of scraping process to identify and locate new hotels and STRs not currently known to the City
- Be able to communicate with unregistered hotels and STRs to elicit registration and compliance with City codes, including HOT requirements
- Have the capacity and capability to make initial contact with registered hotels and STRs to invite them to register and participate in the online system
- Be able to provide ongoing communication with registered hotels and STRs to monitor and evaluate self-reported occupancy

# Minimum Requirements

## Online System: Hotel and STR Online Capabilities

- Enable users to self-register properties online; refer to sample tax registration form
- Enable the system to collect and store relevant registration information automatically (Business Partner Number and other stipulated information from the registration form)
- Enable users to manage accounts and make changes to account information as needed
- Enable users to self-report HOT online; refer to sample tax reporting form
- Enable users to pay HOT online via credit card/ACH in accordance with all City security requirements

# Minimum Requirements

## Online System: City Controller's Online Capabilities

- Enable administrative portal and ability for CCO to enter taxes and payment information for non-electronic users
- Enable CCO to approve all newly registered properties and property account edits
- Enable the City to monitor and audit hotels and STRs (run reports, view forms, view payment history, etc.)
- Enable business intelligence and administrative reporting of HOT information
- Provide dashboard within online system for efficient overview of:
  - Status of new hotel and STRs discovered
  - Status of hotel and STR registrations, report submissions, and payments

# Minimum Requirements

## Data Integration

- Enable City to transfer information/data received online or integrate with the City's Enterprise Resource Planning (ERP), Customer Relationship Management (CRM), and/or code compliance systems by flat file or Application Program Interface (API)

# Benefits for the City

- Allowing owners to self-report HOT/TPID and make payments online is expected to improve compliance and increase revenue collection
- Automating registration, reporting, and payments reduces manual entry by City staff, which ultimately reduces errors
- Online monitoring, performance, and evaluation capabilities will allow CCO to effectively work with hotels and STRs in compliance reporting and auditing
- Business intelligence and reporting capabilities provide additional flexibility in report creation, including statistical analysis and trend visualization

# Benefits for Hotel/STR Operators

Hotel operators and STR hosts can:

- Register and submit HOT reports online and remit taxes online by credit card or e-check
  - Eliminates travel to City Hall (traffic, parking, etc.)
  - Avoid lost checks or missed deadlines because of mail processing times, resulting in lost discounts, penalties, and/or interest
- Access reporting history to accurately forecast future months' revenue
- Edit existing registration information (instead of re-registering when information changes)

# Communication Plan

- Again, hotel/STR operators may be unaware of the City's HOT requirements
- We are developing a communication plan that encourages compliance by:
  - Clearly informing STR owners of their responsibility
  - Emphasizing the online system's convenient features and ease of use
- Requested sample communications from the vendor used in other municipalities, which we will revise as appropriate

# Next Steps

- The contract is scheduled for City Council consideration on April 10
- If approved, full implementation is expected by the beginning of FY 2020 (October 1)

# Online Hotel Occupancy Tax Registration and Collection

Government  
Performance & Financial  
Management Committee

April 1, 2019

Elizabeth Reich  
Chief Financial Officer



# Appendix



# Dallas City Code, Ch. 27, Sec. 27-30

- The owner of a rental property located in the city commits an offense if he operates the rental property or otherwise allows a dwelling unit in a rental property to be obtained or leased without first submitting a rental registration application or annual reapplication that fully complies with Section 27-31 of this article.
- A condominium association commits an offense if it governs, operates, manages, or oversees a condominium complex or its common elements located in the city without first submitting a rental registration application or annual renewal application that fully complies with Section 27-31 of this article.
- A person commits an offense if he, as a landlord or property manager, operates a rental property or otherwise allows a dwelling unit in a rental property to be occupied or leased without first submitting a rental registration application or annual renewal application that fully complies with Section 27-31 of this article.
- It is a defense to prosecution under this section if, at the time of the notice of violation:
  - The property use was a short-term rental; and
  - Applicable hotel occupancy taxes levied on the property under Article V, Chapter 44 of the City Code has been collected and remitted in full
- If complaints are received on the property, it will be subject to inspection
- Short-term rental has the definition given that term in Section 156.001 (b) of the Texas Tax Code, as amended

# Allowable Uses for HOT

Chapter 351, Texas Tax Code establishes two-part test for HOT:

- Revenue may be used only to promote tourism or the convention and hotel industry
- Use must fall into statutorily-provided category:
  - Establishment, improvement, or maintenance of a convention center or visitor information center
  - Administrative costs for facilitating convention registration
  - Advertising, solicitations, and promotions that attract tourists and convention delegates to the city or its vicinity
  - Promotion of the arts
  - Historical restoration or preservation programs
  - Transportation systems for tourists
  - Signage directing tourists to sights and attractions frequented by hotel guests in the municipality

# Allowable Uses for HOT (cont.)

Activities Allowed by Ordinance	Statutory Cap or Threshold	Portion of 7% Pledged by Ordinance
Funding for establishment, improvement, or maintenance of a convention center or visitors information center [351.101(a)] and payment of bonds [351.106(1)(b)]	No more than 55% of revenues No more than 4% from HOT [351.106(a)]	4.718%
Administrative costs to facilitate convention registration	n/a	n/a
Advertising, solicitations, and promotions that attract tourists and convention delegations or registrants to the municipality or its vicinity	No more than 45% of revenues No more than 4% of HOT [351.106(b)]	1.35%
Encouragement, promotion, improvement, and application of arts.	No more than 15% of HOT	1.05%
Historical restoration or preservation projects	No more than 15% of HOT	1%
Funding transportation system for tourists	n/a	n/a
Signage to direct tourists to sights and attractions visited by tourists	n/a	n/a



# Procurement Process

- Procurement Services (POM) advertised the RFCSP (BUZ1902) for Short-Term Rental and Hotel Occupancy Tax Online on Nov. 8 and 15, 2018
- As part of POM's vendor notification process, 2,235 electronic notices were sent via the City's web-based procurement system
- Additionally, the Office of Business Diversity's ResourceLINK Team notified 25 chambers of commerce and two advocacy groups (DFW Minority Business Council and Women's Business Council-Southwest)

# Procurement – Pre-Proposal Meeting

- POM conducted a pre-proposal meeting on Nov. 20, 2018, and four companies were represented:
  - MUNIREvs, Inc. dba LODGINGrevs
  - LTAS Technologies, Inc
  - NebuLogic Technologies, LLC
  - Pioneer Technology Group, LLC
- Participants discussed several topics, including:
  - Registration form
  - Scraping process
  - Penalties for TPID and HOT reporting and payments
  - Reporting requirements
  - Expected system capabilities
- All questions were posted on the City's bid website per standard procedure

# Procurement – Evaluation

- POM received four proposals on Dec. 20, 2018, which were distributed to the evaluation committee for review of the minimum requirements
- The evaluation committee consisted of representatives from:
  - City Controller's Office (2)
  - Convention and Event Services(1)
  - Communication and Information Services (1)
  - Dallas Water Utilities (1)
  - Office of Business Diversity (1)
  - Office of Procurement Services (1)

# Procurement – Evaluation (cont.)

Evaluation Criteria	Weight
Cost	30%
Technical Match	25%
Functional Match	20%
Business Inclusion and Development Plan (BID)	15%
Capabilities and Expertise	10%



# Procurement – Evaluation Results

- The evaluation committee reviewed all four proposals to determine responsiveness to the minimum requirements in accordance with the Scope of Work section 2.0 and Attachment 2 – Functional Requirements Matrix
- MUNIREvs, Inc. dba LODGINGrevs, LTAS Technologies, Inc., NebuLogic Technologies, LLC, and Pioneer Technology Group, LLC, were invited to present to the evaluation committee based on their proposals
  - NebuLogic Technologies, LLC, declined the invitation to present
- Vendors were scored based on written proposals and information delivered during presentations
- These scores were used to determine a recommended vendor for award

# Procurement – Evaluation Results

Proposal	Cost (30%)	Capability & Expertise (10%)	Functional Match (20%)	Technical Match (25%)	BID (15%)	Final Score without Cost	Final Score with Cost
MUNIREvs, Inc. dba LODGINGrevs	\$495,000						
<i>Overall Score</i>	30.00	9.00	18.25	25.00	4.00	<b>56.25</b>	<b>86.25</b>
LTAS Technologies, Inc.	\$702,685						
<i>Overall Score</i>	21.13	6.75	12.50	5.00	4.00	<b>28.25</b>	<b>49.38</b>
NebuLogic Technologies, LLC	\$830,822						
<i>Overall Score</i>	17.87	6.00	14.00	7.00	4.00	<b>31.00</b>	<b>48.87</b>
Pioneer Technology Group, LLC	\$2,563,500						
<i>Overall Score</i>	5.79	6.50	14.25	8.00	5.00	<b>33.75</b>	<b>39.54</b>

# STR Research

Staff researched multiple U.S. cities to identify common practices for tracking and regulating STRs and collecting HOT:\*

- Austin
- Chicago
- Denver
- Galveston
- Houston
- Los Angeles
- Nashville
- New York City
- San Antonio
- Santa Fe

\*This data was gathered over the last two years and may not be current.

# STR Research: Austin

- Ordinance
  - Enacted November 2015 and revised February 2016
  - Operators must register with City and provide:
    - Proof of inspection
    - Proof of property insurance
    - \$443.00 non-refundable fee (or \$236 renewal fee)
  - Registration can be completed online
  - STR may not be used by more than: (1) 10 adults at one time, unless a stricter limit applies, or (2) six unrelated adults
  - Other rules apply depending on zoning, HOA, and other factors; special zones named in the ordinance have heavier restrictions
  - Hosts must provide guests with owner contact information, specifics on the City's ordinance, and rules of conduct
- Enforcement
  - 311-supported complaint line and a 311 app specifically for STR reporting
  - STR listings must include license/registration number
  - Fines up to \$2,000 per day; licenses may be revoked for continued violations
  - Enforced by Department of Code Compliance
- Taxation
  - STR operators must collect and remit taxes
  - The City of Austin has no tax agreement with Airbnb (Texas does)

# STR Research: Chicago

- Ordinance
  - City of Chicago Shared Housing Ordinance, June 2016
  - Operators must be registered or licensed and comply with various requirements depending on unit type and ownership
  - Registration typically completed through STR platforms at no cost to operator
    - STR platforms must be licensed as intermediary or advertising platform and share data with the City
    - Intermediaries (like Airbnb) must pay fee of \$60/unit and \$10,000 annually
  - Hosts who operate more than one unit must obtain a permit and follow “shared housing unit operator” requirements
  - Buildings may register as “prohibited” facilities and ban STR operations; HOAs, landlords, cooperatives, and other such entities can also supersede STR operation
  - Hosts must provide guests with owner contact information, specifics on the City’s ordinance, and rules of conduct
- Enforcement
  - 311-supported complaint line
  - STR listings must include license/registration number
  - Fines of \$1,500-\$3,000 per offense; licenses may be revoked for continued violations
  - Enforced by Chicago Business Affairs and Consumer Enforcement agency
- Taxation
  - The City of Chicago has a Voluntary Tax Agreement with Airbnb; non-Airbnb STR operators must collect and remit taxes separately
  - STRs designated as vacation rentals must pay a 4% shared housing surcharge in addition to HOT

# STR Research: Denver

- Ordinance
  - Enacted May 2016
  - Operators must register with the City:
    - \$25 annual business license fee
    - \$50 fee for Hotel Lodger's Tax ID (paid every two years)
    - Only permitted for homesteads
  - Operators can register and pay taxes online
  - Must adhere to applicable zoning rules, as well as HOA, landlord, or co-op restrictions
- Enforcement
  - 311-supported complaint line
  - STR listings must include license/registration number
  - Fines of \$199-\$999 per offense
  - Free mediation services available for STR operators and other residents
  - Enforced by Department of Excise and Licenses
    - HostCompliance contracted to monitor illegal listings and provide data to officials
- Taxation
  - STR operators must collect and remit taxes
  - The City of Denver has no tax agreement with Airbnb (Colorado does)

# STR Research: Galveston

- Ordinance
  - Enacted January 2015
  - Operators must register with the City:
    - \$50 registration fee
  - Operators can register and pay taxes online
  - Hosts must provide guests with owner contact information, specifics on the City's ordinance, and rules of conduct
- Enforcement
  - 311-supported complaint line
  - Fines up to \$500 for failure to register or remit payment
  - Enforced by Park Board
    - Use reverse geocoding program to unmask latitude/longitude and translate to address
- Taxation
  - STR operators must collect and remit taxes
  - Failure to pay timely may result in \$25 late fee

# STR Research: Houston

- Ordinance
  - Operators must register with the City and submit quarterly occupancy reports
  - Operators can register and pay taxes online
  - Hosts must provide guests with owner contact information, specifics on the City's ordinance, and rules of conduct
- Enforcement
  - 311-supported complaint line
  - Enforced by Permitting and Code Compliance
- Taxation
  - STR operators must collect and remit taxes
  - STR operators must maintain quarterly records
  - Failure to pay timely may result in interest and penalties

# STR Research: Los Angeles

- Ordinance
  - Enacted December 2018, effective July 2019
  - Operators must register with the City:
    - \$89 annual business license fee
    - Only permitted for homesteads; prohibits apartment conversions
  - Rentals initially capped at 120 days per year; may apply for cap increase:
    - Must be free of citations
    - \$850 fee
  - Must adhere to applicable zoning rules, as well as HOA, landlord, or co-op restrictions
- Enforcement/Taxation
  - 311-supported complaint line
  - Collection agreement with Airbnb; platform collects taxes and remits lump sum to the City
  - Platforms subject to fines of \$1,000 for every day an unregistered host rents a property

# STR Research: Nashville

- Ordinance
  - Three ordinances enacted in 2014
  - Operators must register with the City and provide:
    - Proof of liability insurance ( $\geq$ \$1M)
    - Proof of residence
    - Written notification to adjacent properties
    - \$50 annual permit fee (must be obtained in person at City Hall)
  - Cannot contain more than four sleeping rooms
  - Must adhere to applicable zoning rules, as well as HOA, landlord, or co-op restrictions
  - Must provide guests with owner contact information, specifics on the City's ordinance, and rules of conduct
- Enforcement
  - 311-supported complaint line
  - STR listings must include license/registration number
  - Fines of \$50 per offense; licenses may be revoked for continued violations
  - Enforced by Department of Codes Administration
    - HostCompliance contracted to track listings online
- Taxation
  - STR operators must collect and remit taxes
  - Operators must also file for Hotel Occupancy Privilege Tax Account Number

# STR Research: New York City

- Ordinance
  - New York State Multiple Dwelling Law
  - Registration requirements:
    - Private homes (1-2 units) are free to rent provided they comply with NYC zoning; no registration required
    - 3+ units are prohibited from STR operation unless owner is present; depending on zoning, property may register as B&B or hotel
  - Must follow NYC Building Code; landlords, co-ops, and rent-controlled or stabilized properties can restrict STRs
- Enforcement
  - 311-supported complaint line
  - Fines of \$2,500 per day for illegal STRs or \$1,000-\$7,500 for illegal ads
  - Enforced by Mayor's Office of Special Enforcement
- Taxation
  - STR operators not required to collect and remit taxes
  - Hotels and B&Bs must collect and remit taxes
  - NYC has no tax agreement with Airbnb (New York does)

# STR Research: San Antonio

- Ordinance
  - Operators must obtain permits for each STR unit:
    - \$100 permit fee/unit
    - Permits valid for three years
  - Must provide guests with owner contact information, specifics on the City's ordinance, and rules of conduct
- Enforcement
  - 311-supported complaint line
  - Fines of \$200-\$500 per day and/or permit revocation
- Taxation
  - STR operators must collect and remit taxes and submit quarterly occupancy reports
  - Failure to pay timely may result in interest and penalties
  - Failure to pay may result in permit revocation

# STR Research: Santa Fe

- Ordinance
  - Operators must obtain permits for STRs in areas zoned as residential:
    - Required to notify neighbors within 200 feet
    - Can apply for permit online
  - Operators must register STRs in non-residential areas
- Enforcement/Taxation
  - City contracts with auditor to audit STRs
  - Collection agreement with Airbnb; platform collects taxes and remits lump sum to the City
  - Unregistered hosts are considered in violation, but no known penalty

# Memorandum



CITY OF DALLAS

DATE March 29, 2019

Honorable Members of the Government Performance and 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 **Texas Water Development Board – Low Cost Financial Assistance Programs**

The purpose of this memorandum is to provide you additional information regarding Draft Item No. 48 on the April 10, 2019 Agenda – Ordinances authorizing the issuance and sale of Waterworks and Sewer System Revenue Bonds in the amount of \$66,000,000 to the Texas Water Development Board (TWDB) to finance Dallas Water Utilities' pipeline replacement program.

On May 31, 2017 Dallas Water Utilities (DWU) received a 5-year low-interest loan commitment totaling \$330M (\$66M annually) from the TWDB to help facilitate DWU's water and wastewater main replacement programs. On April 2, 2018, the Government Performance and Financial Management Committee was briefed on the program, and on April 11, 2018, the City Council authorized bond ordinances for the first year of the 5-year commitment from the TWDB.

This item represents the second year of the five-year funding commitment from the TWDB. Through the purchase of our bonds, the TWDB will in turn provide Dallas with interest rates 165 basis points below (Clean Water State Revolving Fund) and 135 basis points below (Drinking Water State Revolving Fund) current market rates. This will result in an average annual debt service payment reduction of approximately \$879,000 when compared to a public offering.

Subsequent items will be presented to the City Council for approval, annually over the next three years. Participation in these programs will benefit DWU and its customers by providing lower overall costs for financing its water and wastewater main replacement programs.

Should you need additional information, please contact Terry S. Lowery, Director of Dallas Water Utilities, at [terry.lowery@dallascityhall.com](mailto:terry.lowery@dallascityhall.com).

DATE March 29, 2019  
SUBJECT Texas Water Development Board – Low Cost Financial Assistance Programs



**Majed Al-Ghafry, P.E.**  
**Assistant City Manager**

- c: Honorable Mayor and Members of the City Council  
T.C. Broadnax, City Manager  
Chris Caso, City Attorney (Interim)  
Carol A. Smith, City Auditor (Interim)  
Billieae Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Kimberly Bizzor Tolbert, Chief of Staff to the City Manager
- Jon Fortune, Assistant City Manager  
Joey Zapata, Assistant City Manager  
Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer  
M. Elizabeth Reich, Chief Financial Officer  
Laila Alequresh, Chief Innovation Officer  
Directors and Assistant Directors