

RECEIVED

GOVERNMENT PERFORMANCE & FINANCIAL MANAGEMENT
DALLAS CITY COUNCIL COMMITTEE AGENDA

2019 MAY 31 PM 1:05

CITY SECRETARY
DALLAS, TEXAS

MONDAY, JUNE 3, 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 May 20, 2019 Government Performance & Financial Management Committee meeting
2. Consideration of Upcoming Agenda Items for June 12, 2019 City Council Meeting

BRIEFINGS

- | | | |
|----|---|---|
| 3. | Office of the City Auditor – Fiscal Year
2019 Third Quarter Update | Mark Swann
City Auditor |
| 4. | Fiscal Year 2019-2020 Budget
Proposal | Mark Swann
City Auditor |
| 5. | Office of Innovation Introduction and
Workplan | Laila Alequresh
Chief Innovation Officer |

FYI

6. Budget Accountability Report – April 2019
7. March 2019 Quarterly Investment Report
8. An Ordinance Amending Chapter 15D –
Emergency Vehicles

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: May 20, 2019

Convened: 2:00 pm

Adjourned: 2:38 pm

Committee Members Present:

Jennifer S. Gates (Chair)
Scott Griggs (Vice Chair)
Sandy Greyson

Lee Kleinman
Philip Kingston
Tennell Atkins

Kevin Felder

Committee Members Absent:

Other Council Members Present:

Omar Narvaez

Staff Present:

Anne Lockyer	Barbara McAninch	La Toya Jackson	Andrew Kramer
Kimberly Bizzor Tolbert	Chhunny Chhean	Mark Duebner	
Hugh Miller	Joanna Salas	Zarin Gracey	
Connie Tankersley	Mark Swann	Donzell Gipson	
Juanita Ortiz	Anita McCarver	Jennifer Ventura	

AGENDA:

Call to Order

1. **Consideration of the May 6, 2019 Minutes**

Presenter(s): N/A

Information Only:

Action Taken/Committee Recommendation(s): Approved

A motion was made to approve the May 6, 2019 minutes. The motion passed unanimously.

Motion made by: Lee Kleinman

Motion seconded by: Philip Kingston

2. **Consideration of the Upcoming Agenda Items for May 22, 2019 City Council Meeting**

Presenter(s): N/A

Information Only:

Action Taken/Committee Recommendation(s):

A motion was made to suspend the rules of council to hear deferred Agenda Item 37 on May 22, 2019. The motion passed with 6 votes in favor and 1 vote against.

Motion made by: Lee Kleinman

Motion seconded by: Tennell Atkins

<u>In Favor</u>	<u>Against</u>
Jennifer Gates, Sandy Greyson, Scott Griggs, Lee Kleinman, Tennell Atkins, Kevin Felder	Philip Kingston

GOVERNMENT PERFORMANCE & FINANCIAL MANAGEMENT

Meeting Record

Briefings

3. **Voluntary Employee Benefits and Family and Medical Leave Administration**

Presenter(s): Kimberly Bizer Tolbert, Chief of Staff to the City Manager; Nina Arias, Director, Human Resources; Cheryl Mayo-Williams, Contracts Manager, Human Resources

Information Only: X

Action Taken/Committee Recommendation(s):

Nina Arias presented a briefing on two Human Resources contracts going before City Council for approval on May 22, Voluntary Employee Benefits, and Family and Medical Leave Administration. These items were also included in Upcoming Agenda Items, as Items 32 and 31 respectively.

There were questions from committee members about the costs of the Voluntary Benefits plans to employees. Staff will provide cost tables to committee members directly. There were also questions about potential cost savings moving in-house FMLA administration to a third party. Staff explained annual costs of FMLA administration, highlighting how the contract will lower the City's risk and strengthen internal controls.

FYI

4. **Budget Accountability Report – March 2019**

Presenter(s): N/A

Information Only: X

Action Taken/Committee Recommendation(s):

There were questions from committee members about lane miles repaved, and variances in Code Compliance and Court Services.

Adjourn

Jennifer S. Gates
Government Performance & Financial Management



Agenda Information Sheet

File #: 19-841

Item #: 3.

STRATEGIC PRIORITY: Government Performance and Financial Management

AGENDA DATE: June 12, 2019

COUNCIL DISTRICT(S): All

DEPARTMENT: Office of City Auditor

EXECUTIVE: Mark S. Swann

SUBJECT

Authorize a budget estimate of the needs and requirements of the City Auditor's Office for Fiscal Year 2019-20 in the amount of \$3,422,840 (subject to final citywide funding adjustments for decisions that will be made on a citywide basis for items such as staff benefits, insurance, Communication and Information Services chargebacks, and other items that may affect all City departmental budgets) - Financing: No cost consideration to the City

BACKGROUND

The Dallas City Charter, Chapter IX establishes the City Auditor's Office as an independent audit function with the primary responsibility of serving at the direction of the City Council.

Proposition 5 (Approved on 11-4-2014) amended the Dallas City Charter Chapter XI, Sec. 2 to require the City Auditor to furnish a budget estimate of the needs and requirements of the City Auditor's Office for the coming year directly to the City Council, to be approved by the City Council, and then consolidated with the City Manager's annual budget estimate. (Amendment of 11-8-2005, Proposition Number 13; Amendment of 11-4-2014, Proposition Number 5)

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

Information about this item will be provided to the Government Performance & Financial Management Committee on June 3, 2019.

FISCAL INFORMATION

No cost consideration to the City.

June 12, 2019

WHEREAS, on June 3, 2019, the Office of the City Auditor will seek to obtain a vote of approval from the Government Performance & Financial Management Committee of the City Auditor's Office budget estimate of \$3,422,840, subject to final citywide adjustments, and move forward to full City Council for inclusion in the City Manager's annual budget estimate for Fiscal Year 2019-20.

Now, Therefore,

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

SECTION 1. That the City Auditor's Office budget estimate of \$3,422,840, subject to final citywide funding adjustments for decisions that will be made on a citywide basis for items such as staff benefits, insurance, Communication and Information Services chargebacks, and other items that may affect all City departmental budgets be included in the City Manager's annual budget estimate for Fiscal Year 2019-20.

SECTION 2. 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

File #: 19-813

Item #: 30.

STRATEGIC PRIORITY: Government Performance and Financial Management

AGENDA DATE: June 12, 2019

COUNCIL DISTRICT(S): N/A

DEPARTMENT: Equipment and Fleet Management Department

EXECUTIVE: Elizabeth Reich

SUBJECT

An ordinance amending Chapter 15D, "Emergency Vehicles", of the Dallas City Code, by amending Sections 15D-15 and 15D-53 to **(1)** revise the definition of Emergency Wrecker Service to include City-owned vehicles; and **(2)** include the addition of City-owned vehicles to the rapid response program - Estimated amount of \$149,994 - Financing: Various Funds (see Fiscal Information)

BACKGROUND

Currently, City-owned vehicles that are inoperable for mechanical reasons and require a tow are classified as non-emergency wrecker service. This non-emergency wrecker service is provided by contract with two tow companies. Wait times for non-emergency wrecker service has sometimes exceeded 2 hours and adversely impacted operations and staff's ability to return to work.

These ordinance amendments will allow mechanically inoperable City-owned vehicles to receive emergency wrecker service and greatly enhance timeliness and safety in the retrieval of vehicles and their operators from the right-of-way. Annually, it is estimated that approximately 906 or 25 percent of City-owned vehicle tows will be recategorized from non-emergency to emergency. The Dallas Police Department will continue to utilize the existing rotation schedule for the approximately 32 authorized emergency wrecker companies by specific tow zone.

There is a cost difference between the existing non-emergency contract and the fees for emergency wrecker service as approved by ordinance. Staff estimates that these ordinance changes will cost an additional \$149,994 in annual tow expenses. However, there are anticipated savings in staff overtime as well as reduced opportunity for roadside injuries and vehicle damage that will offset this new cost.

The table below shows the variances by vehicle tow category:

Tow Type	Contract Cost	Emergency Cost	Variance	Annual Est. Volume	Estimated Costs
Light	\$ 95.00	\$ 139.00	\$ 44.00	411	\$ 18,084.00
Medium	\$ 129.00	\$ 219.00	\$ 90.00	47	\$ 4,230.00
Heavy	\$ 224.00	\$ 509.00	\$ 285.00	448	\$127,680.00
				906	\$149,994.00

Departments involved in the development of these amendments are:

- Department of Aviation
- Department of Communication and Information Services
- Police Department
- City Attorney’s Office
- Office of Risk Management

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

The Government Performance and Financial Management Committee will receive this item for consideration on June 3, 2019.

FISCAL INFORMATION

General Fund - \$46,593 (estimated amount)
Enterprise Funds - \$102,144 (estimated amount)
Other Funds - \$1,257 (estimated amount)

ORDINANCE NO. _____

An ordinance amending Chapter 15D, “Emergency Vehicles,” of the Dallas City Code by amending Sections 15D-15 and 15D-53; providing a revised definition of emergency wrecker service; adding city-owned vehicles to the rapid response program; providing a penalty not to exceed \$500; providing a saving clause; providing a severability clause; and providing an effective date.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DALLAS:

SECTION 1. That Paragraph (12) of Section 15D-15, “Definitions,” of Division 1, “General Provisions” of Article II, “Emergency Wreckers,” of Chapter 15D, “Emergency Vehicles,” of the Dallas City Code is amended to read as follows:

“(12) EMERGENCY WRECKER SERVICE means the business of towing or removing wrecked, disabled, [~~or~~] illegally parked, or city-owned vehicles from the streets upon request of the chief of police.”

SECTION 2. That Paragraph (a) of Section 15D-53, “Rapid Response Program,” of Division 5, “Service Rules and Regulations,” of Article II, “Emergency Wreckers,” of Chapter 15D, “Emergency Vehicles,” of the Dallas City Code is amended to read as follows:

“(a) The chief of police shall create a rapid response rotation list to assign licensed emergency wrecker companies to city-owned vehicles and rapid response locations in a particular zone for each day of the week. The chief of police may modify the rotation list on a monthly basis to prevent one emergency wrecker company from always working the same day of the week in rotation.”

SECTION 3. That a person violating a provision of this ordinance, upon conviction, is punishable by a fine not to exceed \$500.

SECTION 4. That Chapter 15D of the Dallas City Code shall remain in full force and effect, save and except as amended by this ordinance.

SECTION 5. That any act done or right vested or accrued, or any proceeding, suit, or prosecution had or commenced in any action before the amendment or repeal of any ordinance, or part thereof, shall not be affected or impaired by amendment or repeal of any ordinance, or part thereof, and shall be treated as still remaining in full force and effect for all intents and purposes as if the amended or repealed ordinance, or part thereof, had remained in force.

SECTION 6. That the terms and provisions of this ordinance are severable and are governed by Section 1-4 of Chapter 1 of the Dallas City Code, as amended.

SECTION 7. That this ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so ordained.

APPROVED AS TO FORM:

CHRISTOPHER J. CASO, Interim City Attorney

By _____
Assistant City Attorney

Passed _____



Agenda Information Sheet

File #: 19-822

Item #: 34.

STRATEGIC PRIORITY: Government Performance and Financial Management

AGENDA DATE: June 12, 2019

COUNCIL DISTRICT(S): N/A

DEPARTMENT: Office of Budget

EXECUTIVE: Elizabeth Reich

SUBJECT

Authorize **(1)** final adoption of the FY 2019-20 HUD Consolidated Plan Budget for U.S. Department of Housing and Urban Development Grant Funds in an estimated amount of \$29,896,688 for the following programs and estimated amounts: **(a)** Community Development Block Grant (CDBG) in the amount of \$14,697,642; **(b)** HOME Investment Partnerships Program (HOME) in the amount of \$5,427,679; **(c)** Emergency Solutions Grant in the amount of \$1,256,675; **(d)** Housing Opportunities for Persons with AIDS in the amount of \$7,058,692; and **(e)** estimated Program Income in the amount of \$1,456,000, comprised of \$456,000 for CDBG and \$1,000,000 for HOME; and **(2)** final adoption of the new Five-Year Consolidated Plan, covering the period of FY 2019-20 through FY 2023-24 - Financing: No cost consideration to the City

BACKGROUND

The City of Dallas receives four formula grants each year from the U.S. Department of Housing and Urban Development (HUD). The four grants make up the Consolidated Plan and consist of: CDBG, HOME, Emergency Solutions Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA). The purpose of CDBG is to develop viable urban communities by providing decent housing and a suitable living environment, and the expansion of economic opportunities. HOME funds provide, develop, support, produce, and expand the supply of decent and affordable housing. ESG funds help to prevent homelessness and assist individuals and families who are already homeless. HOPWA funds provide housing and supportive services to individuals with AIDS, persons who are HIV positive, and their family members.

The Consolidated Plan covers a five-year planning period. It is a comprehensive analysis and strategic plan that identifies community needs, prioritizes those needs, and details how they will be addressed. Requirements for development and submission of the Consolidated Plan are found at 24 CFR, Part 91. In order to continue receiving the four grants from HUD, the City must have a Consolidated Plan.

The current Consolidated Plan expires at the end of the current fiscal year (September 30, 2019).

The new Five-Year Consolidated Plan covers the period of October 1, 2019 through September 30, 2024.

Development of the new Five-Year Consolidated Plan began in November 2018, with input from the Community Development Commission (CDC), a citizen advisory board appointed by the City Council. The CDC, along with City staff, conducted a total of 13 public meetings. These meetings provided the public opportunities to identify community needs, and comment and provide input on the approach for developing the new Five-Year Consolidated Plan and potential uses of HUD Grant Funds.

Public meetings were held as follows:

January 3, 2019 - Dallas City Hall
January 7, 2019 - Martin Luther King, Jr. Community Center
January 8, 2019 - Jaycee Zaragoza Recreation Center
January 8, 2019 - Tommie M. Allen Recreation Center
January 9, 2019 - Ryan White Planning Council (RWPC)
January 10, 2019 - Willie B. Johnson Recreation Center
January 10, 2019 - Timberglen Recreation Center
January 12, 2019 - Lockwood Library
January 14, 2019 - Prairie Creek Library
January 15, 2019 - Audelia Road Library
January 16, 2019 - Beckley Saner Recreation Center
January 17, 2019 - On-line Virtual Meeting
January 22, 2019 - Continuum of Care (CoC)

On January 9, 2019, the City Council provided initial support of the proposed strategy for development of the new Five-Year Consolidated Plan for FY 2019-20 through 2023-24.

The City Manager's Proposed FY 2019-20 HUD Consolidated Plan Budget was presented to the CDC on March 7, 2019 and the CDC held meetings in April, 2019 to review the proposed budget.

On April 4, 2019, the CDC concurred with the City Manager's proposed budget with one amendment to the CDBG Public Services category and made recommendations resulting from their deliberations and input from residents received during community meetings.

CDC - CDBG Amendment

- Reduce funding for the CDBG funded Overcoming Barriers to Work Program by \$300,000
- Increase funding to Dallas Park and Recreation Out-of-School Time Program by \$150,000
- Increase funding to Early Childhood and Out-of-School Time Services Program by \$150,000

Recommendations

1. Contracts for CDBG Public Services be awarded for a one-year term, with two one-year renewal options.
2. Following completion of three-year contract, agency will be required to "sit-out" of the solicitation process for minimum of one year.
 - Staff comment: Research determined that requiring a vendor that has successfully performed to have a "sit-out" period is not an acceptable procurement criterion under

State Law and the City's Code and processes. Staff will explore opportunities to incentivize new participants that are acceptable under State Law and the City's Code and processes.

3. Contract awards be set at a minimum of \$25,000 and a maximum of \$100,000.
 - Staff comment: Setting a maximum for contracts may be restrictive for agencies desiring to collaborate on joint grant submissions. Recommends that exceptions be allowed on a case-by-case basis as necessary to ensure high-quality, high-performing programs.
4. City Council consider amending or rescinding the current policy related to the use of CDBG funds for public improvements at nonprofit agencies.
 - Staff comment: Revision to the current policy will be recommended in Fall 2019.
5. City is strongly encouraged to seek additional funds to support housing development.

The City Council was briefed on the City Manager's Proposed FY 2019-20 HUD Consolidated Plan Budget and the CDC's amendment and recommendation on April 17, 2019. During the April 17 briefing, Council members were invited to submit amendments to the proposed FY 2019-20 Consolidated Plan Budget.

On May 8, 2019, City Council approved preliminary adoption of the Proposed FY 2019-20 HUD Consolidated Plan Budget (that included the amendment from the CDC), the new Five-Year Consolidated Plan, covering the period of FY 2019-20 through FY 2023-24, and called a public hearing to be held on May 22, 2019.

One proposed amendment was received from the City Council. On May 15, 2019, the City Council discussed and conducted straw votes on the proposed amendment to the Proposed FY 2019-20 HUD Consolidated Plan Budget.

City Council - CDBG Amendment

- Reduce funding for the CDBG funded Overcoming Barriers to Work Program by \$713,126
- Increase/Restore funding to Community Court Program by \$713,126

Based on results of City Council straw votes, the Proposed FY 2019-20 HUD Consolidated Plan Budget was revised to incorporate the amendment. Following the City Council amendment, \$153,868 remains in the Overcoming Barriers to Work Program.

The FY 2019-20 CDBG Annual Budget does not include reprogramming funds. Reprogramming funds were accelerated on April 10, 2019 and added to the Housing 2018 Notice of Funding Availability instead of waiting until FY 2019-20.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On November 1, 2018, Community Development Commission (CDC) provided input and made recommendations into the development of the new Five-Year Consolidated Plan.

On November 6, 2018, City Council was briefed to discuss requirements for submitting a Five-Year Consolidated Plan to HUD; consider CDC input and recommendations; and consider City's approach to completing the new Five-Year Consolidated Plan.

On December 5, 2018, City Council was briefed to review recommendations for developing new Five-Year Consolidated Plan for FY 2019-20 through FY 2023-24.

On January 9, 2019, City Council provided initial support of proposed strategy for development of the new Five-Year Consolidated Plan for FY 2019-20 through FY 2023-24, by Resolution No. 19-0091.

On March 7, 2019, CDC was briefed on the City Manager’s Proposed FY 2019-20 HUD Consolidated Plan Budget and the CDC held meetings in March 2019 to review the proposed budget.

On April 4, 2019, CDC approved the City Manager’s Proposed FY 2019-20 HUD Consolidated Plan Budget with one amendment to the CDBG Public Services category and made recommendations.

On April 17, 2019, City Council was briefed on the City Manager’s Proposed HUD Consolidated Plan for FY 2019-20 through FY 2023-24, FY 2019-20 Annual Budget and CDC review.

On May 8, 2019, City Council approved preliminary adoption of the Proposed FY 2019-20 HUD Consolidated Plan Budget, the new Five-Year Consolidated Plan, covering the period of FY 2019-20 through FY 2023-24, and called a public hearing, by Resolution No. 19-0704.

On May 15, 2019, the Proposed FY 2019-20 HUD Consolidated Plan Budget was included on the City Council briefing agenda to discuss Council amendments and conduct straw votes.

On May 22, 2019, City Council held a public hearing to receive comments on the Proposed FY 2019-20 HUD Consolidated Plan Budget and the new Five-Year Consolidated Plan.

FISCAL INFORMATION

Proposed FY 2019-20 HUD Consolidated Plan Budget

CDBG:	\$14,697,642	FY 2019-20 Entitlement
	\$ 300,000	Program Income (estimate)
	<u>\$ 156,000</u>	Program Income - Retained by Sub-Recipient (estimate)
	\$15,153,642	

HOME:	\$ 5,427,679	FY 2019-20 Entitlement
	<u>\$ 1,000,000</u>	Program Income (estimate)
	\$ 6,427,679	

ESG:	\$ 1,256,675	FY 2019-20 Entitlement
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HOPWA:	<u>\$ 7,058,692</u>	FY 2019-20 Entitlement
	\$29,896,688	Total FY 2019-20 HUD Consolidated Plan Budget

June 12, 2019

WHEREAS, the Consolidated Plan is a comprehensive analysis and strategic plan that identifies community needs, prioritizes those needs, details how needs will be addressed and covers a five-year planning period; and

WHEREAS, in order to continue receiving the four formula grants each year from the U.S. Department of Housing and Urban Development (HUD), the City must have a Consolidated Plan; and

WHEREAS, the grant funds include: Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Emergency Solutions Grant (ESG); and Housing Opportunities for Persons with AIDS (HOPWA); and

WHEREAS, the current Consolidated Plan expires at the end of the current fiscal year (September 30, 2019) and the new Five-Year Consolidated Plan covers the period of October 1, 2019 through September 30, 2024; and

WHEREAS, the Community Development Commission (CDC) and City staff conducted thirteen meetings during January 2019 that provided the public opportunities to participate in identifying needs and to comment on the potential uses of U.S. Department of Housing and Urban Development (HUD) Grant Funds; and

WHEREAS, on January 9, 2019, City Council provided initial support of proposed strategy for development of the new Five-Year Consolidated Plan for FY 2019-20 through FY 2023-24, by Resolution No. 19-0091; and

WHEREAS, on March 7, 2019, the CDC was briefed on the City Manager's Proposed FY 2019-20 HUD Consolidated Plan Budget, CDC Committees held meetings in March 2019 to review the proposed budget; and

WHEREAS, on April 4, 2019 - CDC approved the City Manager's Proposed FY 2019-20 HUD Consolidated Plan Budget with one amendment to the CDBG Public Services category and made recommendations; and

WHEREAS, on April 17, 2019, City Council was briefed on the City Manager's Proposed HUD Consolidated Plan for FY 2019-20 through FY 2023-24, FY 2019-20 Annual Budget and CDC review; and

WHEREAS, on May 8, 2019, City Council approved preliminary adoption of the Proposed FY 2019-20 HUD Consolidated Plan Budget, the new Five-Year Consolidated Plan, covering the period of FY 2019-20 through FY 2023-24, and called a public hearing, by Resolution No. 19-0704; and

WHEREAS, Federal regulations require that a public hearing to be held on the City's Proposed FY 2019-20 HUD Consolidated Plan Budget, and the new Five-Year Consolidated Plan; and

June 12, 2019

WHEREAS, a summary of the Proposed FY 2019-20 HUD Consolidated Plan Budget and the new Five-Year Consolidated Plan was published in the Dallas Morning News on May 9, 2019, to provide an opportunity to submit written comments through June 11, 2019; and

WHEREAS, On May 15, 2019, the Proposed FY 2019-20 HUD Consolidated Plan Budget was included on the City Council briefing agenda to discuss the Council amendments and conduct straw votes on one amendment to the CDBG Public Services category; and

WHEREAS, On May 22, 2019, City Council held a public hearing, to receive comments on the City's Proposed FY 2019-20 HUD Consolidated Plan Budget, and the new Five-Year Consolidated Plan.

Now, Therefore,

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

SECTION 1. That final adoption of the FY 2019-20 HUD Consolidated Plan Budget be approved per Schedule A, and the new Five-Year Consolidated Plan for FY 2019-20 through FY 2023-24 be approved per Schedule D.

SECTION 2. That the City Manager is authorized to apply for, accept, and take actions to implement HUD grant numbers B-19-MC-48-0009 (CDBG - \$15,153,642, which includes \$14,697,642 in grant funds and \$456,000 in program income), M-19-MC-48-0203 (HOME - \$6,427,679, which includes \$5,427,679 in grants funds and \$1,000,000 in program income), E-19-MC-48-0009 (ESG - \$1,256,675), and TXH19-F001 (HOPWA - \$7,058,692) in the amount of \$29,896,688 and be authorized to execute the contracts and grant agreements with HUD and all documents related to the execution of the grants upon approval as to form by the City Attorney.

SECTION 3. That the City Manager is authorized to establish FY 2019-20 appropriations as follows:

- Community Development Block Grant Program in Fund CD19 up to the amount of \$14,997,642 consisting of the entitlement grant of \$14,697,642, and estimated program income of \$300,000 to be returned to the City as set forth in the attached Schedule B, effective October 1, 2019.
- HOME Investment Partnerships Program in Fund HM19 up to the amount of \$6,427,679 consisting of the entitlement grant of \$5,427,679 and estimated program income of \$1,000,000 to be returned to the City as set forth in the attached Schedule B, effective October 1, 2019.

June 12, 2019

SECTION 3. (continued)

- Emergency Solutions Grant in Fund ES19 up to the amount of \$1,256,675 as set forth in the attached Schedule B, effective October 1, 2019.
- Housing Opportunities for Persons with AIDS in Fund HW19 up to the amount of \$7,058,692 as set forth in the attached Schedule B, effective October 1, 2019.

SECTION 4. That the revolving loan program income generated by the business loan program, estimated to be \$156,000 for FY 2019-20, as set forth in Schedule B, be retained by sub-recipient and used to carry out Community Development eligible activities in accordance with HUD requirements and upon written approval by the responsible City of Dallas departments.

SECTION 5. That the Chief Financial Officer is authorized to receive funds up to the amounts set forth in the attached Schedule C.

SECTION 6. That the Chief Financial Officer is authorized to disburse funds up to the amounts set forth in the attached Schedule B.

SECTION 7. That the City Manager be authorized to transfer HUD grant funds between projects and individual object codes and/or categories in accordance with HUD regulations and the City's Citizen Participation Plan.

SECTION 8. That the City Manager is hereby authorized to reimburse to HUD any expenditures identified as ineligible.

SECTION 9. That the City Manager shall notify the appropriate City Council Committee of expenditures identified as ineligible not later than 30 days after the reimbursement.

SECTION 10. That the City Manager shall keep the appropriate City Council Committee informed of all final HUD audit reports not later than 30 days after the receipt of the reports.

SECTION 11. That the City Manager be authorized to provide additional information and make adjustments to take other actions relating to these budgets as may be necessary in order to satisfy HUD requirements.

SECTION 12. That the Community Development Block Grant from the U.S. Department of Housing and Urban Development (Grant No. B-19-MC-48-0009 and CFDA No. 14.218) is designated as Contract No. BMS-2019-00010496.

June 12, 2019

SECTION 13. That the HOME Investment Partnerships Program Grant from the U.S. Department of Housing and Urban Development (Grant No. M-19-MC-48-0203 and CFDA No. 14.239) is designated as Contract No. BMS-2019-00010497.

SECTION 14. That the Emergency Solutions Grant from the U.S. Department of Housing and Urban Development (Grant No. E-19-MC-48-0009 and CFDA No. 14.231) is designated as Contract No. BMS-2019-00010498.

SECTION 15. That the Housing Opportunities for Persons with AIDS Grant from the U.S. Department of Housing and Urban Development (Grant No. TXH19-F001 and CFDA No. 14.241) is designated as Contract No. BMS-2019-00010499.

SECTION 16. That this resolution shall take effect immediately from and after its passage in accordance with the Charter of the City of Dallas, and it is accordingly so resolved.

SCHEDULE A
FY 2019-20 HUD CONSOLIDATED PLAN BUDGET

Project Name	Amount
<u>COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)</u>	
<u>CDBG - Public Services</u>	
1 PKR Out-of-School Time Program	\$ 750,000
2 Early Childhood and Out-of-School Time Services Program	650,000
Youth Programs Sub-Total	1,400,000
3 Community Court Program	713,126
Other Public Services Sub-Total	713,126
4 Overcoming Barriers to Work Program	153,868
	153,868
Total CDBG - Public Services	2,266,994
<u>CDBG - Housing Activities</u>	
5 Dallas Homebuyer Assistance Program	2,500,000
Homeownership Opportunities Sub-Total	2,500,000
6 Home Improvement and Preservation Program (HIPP)	4,464,258
7 Residential Development Acquisition Loan Program	500,000
Homeowner Repair Sub-Total	4,964,258
Total CDBG - Housing Activities	7,464,258
<u>CDBG - Economic Development</u>	
8 Business Loan Program (Program Income)	156,000
Total CDBG - Economic Development	156,000
<u>CDBG - Public Improvements</u>	
9 Public Facilities and Improvements	2,326,862
Total CDBG - Public Improvement	2,326,862

SCHEDULE A
FY 2019-20 HUD CONSOLIDATED PLAN BUDGET

Project Name	Amount
<u>CDBG - Fair Housing and Planning & Program Oversight</u>	
10 Equity and Human Rights Office	561,605
11 Citizen Participation/CDC Support/HUD Oversight	840,805
12 Community Care Management Support	333,662
13 Housing Management Support	1,203,456
Total CDBG - Fair Housing and Planning & Program Oversight	2,939,528

TOTAL COMMUNITY DEVELOPMENT BLOCK GRANT	15,153,642
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HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)

14 CHDO Development Loan Program	815,000
15 CHDO Operating Assistance	150,000
16 HOME Program Administration	642,767
17 Dallas Homebuyer Assistance Program	767,129
18 Housing Development Loan For Sale and Rental Program	4,052,783
Homeownership Opportunities Sub-Total	6,427,679

TOTAL HOME INVESTMENT PARTNERSHIP PROGRAM	6,427,679
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EMERGENCY SOLUTIONS GRANT (ESG)

19 Emergency Shelter	530,052
20 Street Outreach	126,362
Essential Services/Operations Sub-Total	656,414
21 Homelessness Prevention	120,261
Homeless Prevention Sub-Total	120,261
22 Rapid Re-Housing	366,000
Rapid Re-Housing Sub-Total	366,000
23 HMIS Data Collection	25,000
HMIS Data Collection Sub-Total	25,000
24 ESG Administration	89,000
Program Administration Sub-Total	89,000

TOTAL EMERGENCY SOLUTIONS GRANT	1,256,675
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SCHEDULE A
FY 2019-20 HUD CONSOLIDATED PLAN BUDGET

Project Name	Amount
<u>HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)</u>	
25 Emergency/Tenant Based Rental Assistance	4,002,203
26 Facility Based Housing	1,900,000
27 Housing Placement & Other Support Services	218,537
28 Housing Facilities Rehab/Repair/Acquisition	300,000
29 Housing Information/Resource Identification	150,000
Other Public Services Sub-Total	6,570,740
30 Program Administration/City of Dallas	186,000
31 Program Administration/Project Sponsors	301,952
Program Administration Sub-Total	487,952
TOTAL HOUSING OPPORTUNITIES FOR PERSONS W/ AIDS	7,058,692
GRAND TOTAL HUD CONSOLIDATED PLAN BUDGET	\$29,896,688

SCHEDULE B
FY 2019-20 HUD CONSOLIDATED PLAN BUDGET
APPROPRIATIONS AND ORGANIZATIONAL HIERARCHY

FUND	DEPT.		FY 2019-20 ADOPTED BUDGET	UNIT 1	UNIT 2
CD19		<u>COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)</u>	<u>\$ 15,153,642</u>	CDBG	
		<u>City Attorney's Office</u>			
		<u>Community Court Program</u>	<u>713,126</u>	CDAT	
1	ATT	South Dallas/Fair Park Community Court	248,673		900D
2	ATT	South Oak Cliff Community Court	234,978		901D
3	ATT	West Dallas Community Court	229,475		902D
		<u>Economic Development</u>	<u>156,000</u>	N/A	
4	ECO	Business Loan Program (Program Income)	156,000		N/A
		<u>Housing & Neighborhood Revitalization</u>	<u>10,994,576</u>	CDHO	
5	HOU	Dallas Homebuyer Assistance Program	2,500,000		903D
6	HOU	Home Improvement and Preservation Program (HIPP)	4,464,258		904D
7	HOU	Residential Development Acquisition Loan Program	500,000		905D
8	HOU	Housing Management Support	1,203,456		906D
9	HOU	Public Facilities and Improvements	2,326,862		907D
		<u>Management Services/Fair Housing</u>	<u>561,605</u>	CDMG	
10	MGT	Equity and Human Rights Office	561,605		908D
		<u>Management Services/Office of Community Care Services</u>	<u>1,137,530</u>	CDMG	
11	MGT	Early Childhood and Out-of-School Time Services Program	650,000		909D
12	MGT	Community Care Management Support	333,662		910D
13	MGT	Overcoming Barriers to Work Program	153,868		911D
		<u>Office of Financial Services</u>	<u>840,805</u>	CDBM	
14	BMS	Citizen Participation/CDC Support/HUD Oversight	840,805		912D
		<u>Park and Recreation</u>	<u>750,000</u>	CDPK	
15	PKR	PKR Out-of-School Time Program - School Sites	663,458		913D
16	PKR	PKR Out-of-School Time Program - Community Centers	86,542		914D
HM19		<u>HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)</u>	<u>6,427,679</u>	HMHO	
		<u>Housing & Neighborhood Revitalization</u>			
17	HOU	CHDO Development Loan Program	815,000		915D
18	HOU	CHDO Operating Assistance	150,000		916D
19	HOU	HOME Program Administration	642,767		917D
20	HOU	Dallas Homebuyer Assistance Program	767,129		918D
21	HOU	Housing Development Loan For Sale and Rental Program	4,052,783		919D

SCHEDULE B
FY 2019-20 HUD CONSOLIDATED PLAN BUDGET
APPROPRIATIONS AND ORGANIZATIONAL HIERARCHY

FUND	DEPT.		FY 2019-20 ADOPTED BUDGET	UNIT 1	UNIT 2
ES19		<u>EMERGENCY SOLUTIONS GRANT (ESG)</u>	<u>1,256,675</u>	ESMG	
		<u>Management Services/Office of Homeless Solutions</u>			
22	MGT	Emergency Shelter	439,000		920D
23	MGT	Street Outreach	126,362		921D
24	MGT	Rapid Re-Housing	366,000		922D
25	MGT	HMIS Data Collection	25,000		923D
26	MGT	ESG Administration	89,000		924D
		<u>Management Services/Office of Community Care Services</u>			
27	MGT	Emergency Shelter	91,052		925D
28	MGT	Homelessness Prevention	120,261		926D
HW19		<u>HOUSING OPPORTUNITIES FOR PERSONS W/AIDS (HOPWA)</u>	<u>7,058,692</u>	HWMG	
		<u>Management Services/Office of Homeless Solutions</u>			
29	MGT	Emergency/Tenant Based Rental Assistance	2,705,000		927D
30	MGT	Facility Based Housing	1,900,000		928D
31	MGT	Housing Placement & Other Support Services	125,000		929D
32	MGT	Housing Facilities Rehab/Repair/Acquisition	300,000		930D
33	MGT	Housing Information Services/Resource Identification	150,000		931D
34	MGT	Program Administration/City of Dallas	186,000		932D
35	MGT	Program Administration/Project Sponsors	301,952		933D
		<u>Management Services/Office of Community Care Services</u>			
36	MGT	Emergency/Tenant Based Rental/Financial Assistance	1,297,203		934D
37	MGT	Housing Placement & Other Support Services	93,537		935D
CONSOLIDATED PLAN TOTAL			<u>\$ 29,896,688</u>		

SCHEDULE C
FY 2019-20 HUD CONSOLIDATED PLAN BUDGET
SOURCE OF FUNDS

SOURCE OF FUNDS	Amount
Community Development Block Grant (CDBG)	\$ 14,697,642
Program Income - Housing Activities (estimated)	300,000
Program Income - Sub-recipient Retained (estimated)	156,000
Home Investment Partnerships Program (HOME)	5,427,679
Program Income (estimated)	1,000,000
Emergency Solutions Grant (ESG)	1,256,675
Housing Opportunities for Persons With AIDS (HOPWA)	<u>7,058,692</u>
GRAND TOTAL HUD GRANT FUNDS	\$ 29,896,688

SCHEDULE D

5-YEAR CONSOLIDATED PLAN FY 2019-20 through FY 2023-24

Strategic Plan for the new 5-Year Consolidated Plan be as follows:

- A. Use of CDBG Public Service funds to address the drivers of poverty, with focus on reducing and/or eliminating barriers to work and other eligible services deemed a priority by the City.
- B. Use of CDBG Housing funds consistent with the City's Comprehensive Housing Policy to create new homeowners through the homebuyer assistance program; and preservation of existing housing through rehabilitation and/or reconstruction of single-family and multi-family units.
- C. Use of CDBG funds for public facilities and infrastructure needs in eligible areas, specifically including racially or ethnically concentrated areas of poverty.
- D. Use of CDBG funds for fair housing, planning and program administration, up to the maximum 20% allowed.
- E. Use of HOME funds consistent with the City's Comprehensive Housing Policy, and include using up to the maximum 10% allowed for program administration and minimum 15% set-aside for CHDOs.
- F. Use of ESG funds, in consultation with the Continuum of Care, consistent with the Office of Homeless Solutions Strategy Plan, and include using up to the maximum 7.5% allowed for program administration.
- G. Use of HOPWA funds consistent with priorities established by the Ryan White Planning Council of the Dallas Area (RWPC) and with needs identified in the RWPC Comprehensive HIV Needs Assessment, and using up to the maximum 3% allowed for program administration.



Agenda Information Sheet

File #: 19-471

Item #: 40.

STRATEGIC PRIORITY: Government Performance and Financial Management

AGENDA DATE: June 12, 2019

COUNCIL DISTRICT(S): All

DEPARTMENT: Office of Procurement Services

EXECUTIVE: Elizabeth Reich

SUBJECT

Authorize a three-year service price agreement for event equipment rental services for the Park & Recreation Department - Texas Tent, LLC, most advantageous proposer of four - Not to exceed \$609,952 - Financing: General Fund (subject to annual appropriations)

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.

This service price agreement will provide for event equipment rental services including but not limited to: tents, tables, chairs, linen, lighting, stage equipment, pipe and drapes, etc. These items will be used throughout the city at multiple locations by the Park & Recreation Department at various events during the term of this agreement.

The Park & Recreation Department plans and coordinates over 80 special events annually for the general public and City employees. Each event is uniquely different in nature covering a variety of multicultural activities and occasions. Additionally, these events cater to a wide demographic encompassing all age ranges reflecting the inclusivity and diversity within the City. Events held annually include Pumpkin on the Plaza, Mayor’s Back to School Fair, Mayor’s Youth and Fitness Initiative Summer Bash, Senior Games, Mother’s Day Luncheon, Texas Women Art Show, and the Invitational Rodeo. Due to the heavy year-round schedule of these events, experienced event equipment supply, project planning, and execution is essential to the Park & Recreation Department’s mission to provide quality leisure service opportunities for the citizens of Dallas.

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

- Library (1)
- Park & Recreation Department (2)
- Office of Procurement Services (1)*
- Office of Business Diversity (1)*

*The Office of Procurement Services only evaluated cost and the Office of Business Diversity only 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 30 points
- Qualifications and experience 30 points
- Project approach 25 points
- Business Inclusion & Development Plan 15 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 2,254 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)

On May 2, 2019, the Park & Recreation Board authorized a three-year service price agreement with Texas Tent, LLC.

The Government Performance & Financial Management Committee will receive this item for consideration on June 3, 2019.

FISCAL INFORMATION

General Fund - \$609,952.00 (subject to annual appropriations)

FY 2018-19 \$103,317.32
FY 2019-20 \$203,317.34
FY 2020-21 \$203,317.34
FY 2021-22 \$100,000.00

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 \$
\$609,952.00	Other Services	23.80%	24.41%	\$148,916.40
<ul style="list-style-type: none"> • This contract exceeds the M/WBE goal. 				

PROCUREMENT INFORMATION

Method of Evaluation for Award Type:

Request for Competitive Sealed Proposal	<ul style="list-style-type: none"> • Utilized for high technology procurements, insurance procurements, and other goods and services • Recommended offeror whose proposal is most advantageous to the City, considering the relative importance of price, and other evaluation factors stated in the specifications • Always involves a team evaluation • Allows for negotiation on contract terms, including price
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The Office of Procurement Services received the following proposals from solicitation number BNZ1814. We opened them on August 18, 2018. We recommend the City Council award this service price agreement in its entirety to the most advantageous proposer.

*Denotes successful proposer

<u>Proposers</u>	<u>Address</u>	<u>Score</u>	<u>Amount</u>
*Texas Tent, LLC	107 N. Kirby St. Garland, TX 75042	83.67	\$609,952.00
Bratt Productions, Inc. dba Peerless Events and Tents	3301 E. Randoll Mill Rd. Arlington, TX 76011	83.56	\$672,707.47
M & M Rental Center, Inc.	3200 Belmeade Dr. Carrollton, TX 75006	81.79	\$772,818.75
Lone Star Events and Tents	1300 W. Main St. Waxahachie, TX 75165	70.06	\$677,097.78

OWNER

Texas Tent, LLC

Bobby Bradley, President

June 12, 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 price agreement with Texas Tent, LLC (VC19929), approved as to form by the City Attorney, for event equipment rental services for the Park & Recreation Department for a term of three years, in an amount not to exceed \$609,952. If the service was bid or proposed on an as needed, unit price basis for performance of specified tasks, payment to Texas Tent, LLC shall be based only on the amount of the services directed to be performed by the City and properly performed by Texas Tent, LLC under the contract.

SECTION 2. That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$609,952 to Texas Tent, LLC from Service Price Agreement No. PKR-2019-00009716.

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

File #: 19-724

Item #: 41.

STRATEGIC PRIORITY: Government Performance and Financial Management

AGENDA DATE: June 12, 2019

COUNCIL DISTRICT(S): All

DEPARTMENT: Office of Procurement Services

EXECUTIVE: Elizabeth Reich

SUBJECT

Authorize a three-year service contract for subscription to LinkedIn for the Department of Human Resources and Civil Service with Carahsoft through the Department of Information Resources cooperative agreement - Not to exceed \$236,362.80 - Financing: General Fund (subject to annual appropriations)

BACKGROUND

This service contract will provide corporate level subscription to LinkedIn for the Department of Human Resources and Civil Service. This subscription will also allow Civil Service and Human Resources staff to source highly talented candidates for City positions. The subscription provides the City with capabilities to continue improving recruitment efforts in support of the Hire Dallas initiative through technology. Having access to LinkedIn's 500 million members will give the City a unique opportunity to utilize LinkedIn's extensive network of resources, online tools and talent solutions to accomplish extensive recruiting efforts. These resources include posting current job openings, targeted outreach through membership database searches, specialized City branding through customizable company career pages and the ability to emphasize focus on hard-to-fill positions. Utilizing these unique tools and services offered under the corporate subscription increases the number of qualified and highly skilled candidates informed about and possibly applying for City jobs while improving the perception and appeal of the City as a great place to work.

The Department of Information Resources cooperative agreement is authorized by Chapter 791 of the Texas Government Code and Subchapter F, Chapter 271, Texas Local Government Code. Section 271.102 of the Texas Local Government Code authorizes a local government to participate in a Cooperative Purchasing Program with another local government or a local cooperative organization.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

The Government Performance & Financial Management Committee will receive this item for consideration on June 3, 2019.

FISCAL INFORMATION

General Fund - \$236,362.80 (subject to annual appropriations)

FY 2018-19 \$78,787.14

FY 2019-20 \$78,787.14

FY 2020-21 \$78,788.52

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 \$
\$236,362.80	CO-OP	N/A	N/A	N/A
<ul style="list-style-type: none"> • The Business Inclusion and Development Plan does not apply to Cooperative Purchasing Agreements (CO-OPs). 				

PROCUREMENT INFORMATION

Method of Evaluation for Award Type:

Cooperative Purchasing	<ul style="list-style-type: none"> • Cooperative Purchasing Agreements enable the City to associate with State agencies, other local governments, or local cooperative organizations comprised of other state and local governments, to leverage market buying power and enable the City to purchase goods or services at lower prices • Cooperative Purchasing is an alternative method of meeting the requirements for competitive bidding or competitive sealed proposals, not an exception from that requirement
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OWNER

Carahsoft

Craig P. Abod, President
 Robert R. Moore, Vice President
 Karina Woods, Secretary

June 12, 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 Carahsoft (VS0000021586) through the Department of Information Resources cooperative agreement, approved as to form by the City Attorney, for subscription to LinkedIn, for a term of three years in an amount not to exceed \$236,362.80. If the service was bid or proposed on an as needed, unit price basis for performance of specified tasks, payment to Carahsoft Technology Corporation shall be based only on the amount of the services directed to be performed by the City and properly performed by Carahsoft Technology Corporation under the contract.

SECTION 2. That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$236,362.80 (subject to annual appropriations) to Carahsoft from Master Agreement Service Contract No. PER-2019-00010347.

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

File #: 19-821

Item #: 42.

STRATEGIC PRIORITY: Government Performance and Financial Management

AGENDA DATE: June 12, 2019

COUNCIL DISTRICT(S): All

DEPARTMENT: Office of Procurement Services

EXECUTIVE: Elizabeth Reich

SUBJECT

Authorize the purchase of twenty-nine pieces of service shop equipment to be used by the Equipment and Fleet Management Department with Reeder Distributors, Inc. through the Texas Association of School Boards cooperative agreement - Not to exceed \$289,395 - Financing: Master Lease-Equipment Fund

BACKGROUND

This item will allow for the purchase of twenty-nine pieces of service shop equipment to be used by the Equipment and Fleet Management Department.

As recommended by the Fleet Management Study conducted by Alvarez & Marsal in 2018, the Equipment and Fleet Management Department conducted an evaluation of service shop equipment needs. The focus is to improve shop workflow by replacing outdated equipment and adding tools that will optimize and enhance efficiency in maintenance operations. The purchase of this new equipment will increase safety, productivity, and diagnostic capabilities. The inclusion of extended warranties and service agreements will also safeguard the useful life of this equipment.

The below equipment is included in the purchase:

- Alignment machines
- Alignment racks
- Tire balancers
- Tire changers
- Heavy duty transmission jacks
- Air conditioning (A/C) machines (recharge vehicle A/C systems)

The Texas Association of School Boards cooperative agreement is authorized by Chapter 791 of the Texas Government Code and Subchapter F, Chapter 271, Texas Local Government Code. Section 271.102 of the Texas Local Government Code authorizes a local government to participate in a Cooperative Purchasing Program with another local government or a local cooperative organization.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

The Government Performance & Financial Management Committee will receive this item for consideration on June 3, 2019.

FISCAL INFORMATION

Master Lease-Equipment Fund - \$289,395.00

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 \$
\$289,395.00	CO-OP	N/A	N/A	N/A
<ul style="list-style-type: none"> • The Business Inclusion and Development Plan does not apply to Cooperative Purchasing Agreements (CO-OPs). 				

PROCUREMENT INFORMATION

Method of Evaluation for Award Type:

Cooperative Purchasing	<ul style="list-style-type: none"> • Cooperative Purchasing Agreements enable the City to associate with State agencies, other local governments, or local cooperative organizations comprised of other state and local governments, to leverage market buying power and enable the City to purchase goods or services at lower prices • Cooperative Purchasing is an alternative method of meeting the requirements for competitive bidding or competitive sealed proposals, not an exception from that requirement
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OWNER

Reeder Distributors, Inc.

Gary Reeder, President
 Jason Reeder, Vice President
 Susan Tisano, Treasurer

June 12, 2019

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

SECTION 1. That the purchase of twenty-nine pieces of service shop equipment to be used by the Equipment and Fleet Management Department is authorized with Reeder Distributors, Inc. (VS0000072866) through the Texas Association of School Boards cooperative agreement, in an amount not to exceed \$289,395.

SECTION 2. That the Purchasing Agent is authorized, upon appropriate requisition, to issue a purchase order for twenty-nine pieces of service shop equipment to be used by the Equipment and Fleet Management Department. If a formal contract is required for this purchase instead of a purchase order, the City Manager is hereby authorized to execute the contract, approved as to form by the City Attorney.

SECTION 3. That in order to reimburse and finance the lease/purchase acquisition of the equipment described herein over a period not to exceed the estimated useful life (10 years) thereof, any Authorized Officer of the City designated in the Master Equipment Lease/Purchase Agreement (the "Master Lease") between Banc of America Public Capital Corp and the City is hereby authorized and directed to execute, acknowledge and deliver a Schedule A (as defined in the Master Lease) pertaining to such equipment including all attachments, financing statements and schedules thereto, in substantially the form attached to the Master Lease, with such changes as the signing officer shall determine to be advisable. Each Authorized Officer of the City is also authorized to execute, acknowledge and deliver any other agreement, instrument, certificate, representation and document, and to take any other action as may be advisable, convenient or necessary to enter into such Schedule A. The financing terms for such equipment, to be determined pursuant to the provisions of the Master Lease and reflected in such Schedule A, and the granting of a security interest in the financed equipment pursuant to the Master Lease, are hereby approved.

SECTION 4. That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$289,395 to Reeder Distributors, Inc. from Master Lease Equipment Fund, Fund ML19, Department EFM, Unit E397, Object 4720, Purchase Order No. POEFM00000146470.

SECTION 5. That this contract is designated as Contract No. EFM-2019-00010485.

SECTION 6. 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

File #: 19-558

Item #: 43.

STRATEGIC PRIORITY: Government Performance and Financial Management

AGENDA DATE: June 12, 2019

COUNCIL DISTRICT(S): 2

DEPARTMENT: Office of Procurement Services

EXECUTIVE: Elizabeth Reich

SUBJECT

Authorize the purchase of replacement bunker golf course sand to be utilized at the Tenison Park Golf Course for the Park & Recreation Department - Texas Sports Sand, Inc., lowest responsible bidder of two - Not to exceed \$97,572 - Financing: Golf Improvement Trust Fund

BACKGROUND

This item will allow for the purchase of replacement bunker golf course sand to be utilized by the Park & Recreation Department (PKR) to fill bunkers at Tenison Park Golf Course. PKR maintenance staff will be conducting a bunker project to include the removal and replacement of existing sand and liners with the selected bunker sand. Selecting proper bunker sand is critical in the playability, aesthetics, performance and maintenance of golf courses. In addition, sand chosen for bunkers can impact the style of construction and architecture of the course. This purchase will ensure that patrons of Tenison Park Golf Course will continue to enjoy the quality and playability associated with City of Dallas golf courses.

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 15 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)

On May 16, 2019, the Park & Recreation Board authorized the purchase of replacement bunker golf course sand to be utilized at the Tenison Park Golf Course with Texas Sports Sand, Inc.

The Government Performance & Financial Management Committee will receive this item for consideration on June 3, 2019.

FISCAL INFORMATION

Golf Improvement Trust Fund - \$97,572.00

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 \$
\$97,572.00	Goods	18.00%	0.00%	\$0.00
<ul style="list-style-type: none"> • This contract does not meet the M/WBE goal, but complies with good faith efforts. 				

PROCUREMENT INFORMATION

Method of Evaluation for Award Type

Low Bid	<ul style="list-style-type: none"> • 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 • Negotiations are not allowed
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The Office of Procurement Services received the following bids from solicitation number BP1907. We opened them on March 22, 2019. We recommend the City Council award this purchase in its entirety to the lowest responsive and responsible bidder.

*Denotes successful bidder

<u>Bidders</u>	<u>Address</u>	<u>Amount</u>
*Texas Sports Sand, Inc.	702 Easy St. Garland, TX 75042	\$ 97,572.00
Turf Materials	3700 Riverwalk Dr. Suite 275 Flower Mound, TX 75027	\$121,824.00

OWNER

Texas Sports Sand, Inc.

Paul Hagy, Owner

June 12, 2019

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

SECTION 1. That the purchase of replacement bunker golf course sand to be utilized at the Tenison Park Golf Course for the Park & Recreation Department is authorized with Texas Sports Sand, Inc. (VS0000016040), in an amount not to exceed \$97,572.

SECTION 2. That the Purchasing Agent is authorized, upon appropriate requisition, to issue a purchase order for the purchase of replacement bunker golf course sand to be utilized at the Tenison Park Golf Course for the Park & Recreation Department. If a formal contract is required for this purchase instead of a purchase order, the City Manager is hereby authorized to execute the contract, approved as to form by the City Attorney.

SECTION 3. That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$97,572 to Texas Sports Sand, Inc. from Golf Improvement Trust Fund, Fund 0332, Department PKR, Unit 9363, Object 2262, Purchase Order No. PKR00000146314.

SECTION 4. That this contract is designated as Contract No. PKR-2019-00010051.

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

File #: 19-764

Item #: 44.

STRATEGIC PRIORITY: Government Performance and Financial Management

AGENDA DATE: June 12, 2019

COUNCIL DISTRICT(S): N/A

DEPARTMENT: Office of Procurement Services

EXECUTIVE: Elizabeth Reich

SUBJECT

Authorize the sale of one track loader through a public auction on March 29, 2019 to A&S Recycling in the amount of \$21,800, highest bidder - Revenue: \$21,800

BACKGROUND

This action seeks approval to sell one track loader (Equipment No. 019017), which was publicly auctioned on March 29, 2019. The equipment has reached its useful life, has met its replacement criteria and is no longer cost effective for the City to maintain.

The City used its current contract auctioneer, Lone Star Auctioneers, Inc., to auction this equipment. The auctioneer charges a buyer's premium instead of the city paying a fee.

Dallas City Code 2-37.4 requires that when the highest bid for property is more than \$20,000, the sale to the highest bidder must be confirmed by City Council.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

The Government Performance & Financial Management Committee will receive this item for consideration on June 3, 2019.

FISCAL INFORMATION

Revenue: \$21,800.00

PROCUREMENT INFORMATION

The following bid was received at public auction on March 29, 2019.

*Denotes highest bidder

Bidder

Address

Amount

*A&S Recycling

1819 Waelder Rd.
Gonzales, TX 78629

\$21,800.00

OWNER

A&S Recycling

Arturo Mata, Owner

June 12, 2019

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

SECTION 1. That the City Manager or designee is hereby authorized to sell one track loader (Equipment No. 019017) through public auction on March 29, 2019, to the highest bidder, A&S Recycling, in the amount of \$21,800.

SECTION 2. That the Chief Financial Officer is hereby authorized to receive and deposit funds received from the proceeds of the sale to the General Services Fund, Fund 0196, Department EBS, Unit 1701, Revenue Code 8414, in the amount of \$18,530 and Express Business Center Fund, Fund 0199, Department POM, Unit 1232, Revenue Code 8420, in the amount of \$3,270.

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

File #: 19-718

Item #: 45.

STRATEGIC PRIORITY: Government Performance and Financial Management

AGENDA DATE: June 12, 2019

COUNCIL DISTRICT(S): All

DEPARTMENT: Office of Procurement Services

EXECUTIVE: Elizabeth Reich

SUBJECT

Authorize a two-year master agreement for furniture, floor covering, modular walls, high density storage shelving, and related support services with Allsteel, Arcadia, Coalesce, Davis, Encore, Environmanics, Geiger, Groupe Lacasse, Haworth, Inc., Herman Miller, Inc., Hon Office Furniture, Human Scale, Interface, Just Ergonomics, KI, Knoll, Inc., Krug, Miliken & Company, Mohawk Industries, National Office Furniture, Patcraft, Peter Pepper Products, Inc., Shaw Industries, SitOnIt, Spacesaver, Steelcase, Texas Correctional Industries, Varidesk, Virco, Inc. and their associated distributors through the BuyBoard National Purchasing Cooperation, General Services Administration, National Intergovernmental Purchasing Alliance, National Joint Powers Association, The Cooperative Purchasing Network, Texas Multiple Award Schedules, and U.S. Communities Government Purchasing Alliance cooperative agreements, as specifically described in Exhibit A - Estimated amount of \$6,000,000 - Financing: General Fund (\$4,844,795), Dallas Water Utilities Fund (\$504,428), Data Services Fund (\$278,907), Aviation Fund (\$227,670), Convention and Event Services Fund (\$105,653), and Sanitation Services Fund (\$38,547)

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.

This master agreement will provide furniture, floor covering, and related support services to reduce the turnaround time for furniture and floor covering orders for all City departments. With this agreement, the City will be guaranteed the lowest available pricing discounts from the manufacturers listed on the agreement regardless of the size of the order.

Manufacturers covered by this agreement are: Allsteel, Arcadia, Coalesce, Davis, Encore, Environmanics, Geiger, Groupe Lacasse, Haworth, Inc., Herman Miller, Inc., Hon Office Furniture, Human Scale, Interface, KI, Knoll, Inc., Krug, Milliken & Company, Mohawk Industries, National Office Furniture, Patcraft, Peter Pepper Products, Inc., Shaw Industries, SitOnIt, Spacesaver, Steelcase, Texas Correctional Industries, Varidesk, and Virco, Inc.

Furniture purchases will include modular system furniture, case goods, freestanding furniture, seating, filing equipment, high density shelving, related support services, delivery, and assembly. Floor coverings include commercial carpet tiles and vinyl composition tiles. Various departments will order off this furniture and floor covering master agreement to complete new projects and remodels to include but not limited to:

- Police Department - flooring and furniture for Jack Evans Police Headquarters
- Equipment and Building Services - flooring and furniture for various City locations such as: City Hall, Dallas City News Studio, Community Courts, and the Animal Shelter
- Water Utilities Facilities - flooring and furniture for Pumping, Wastewater and Purification Stations
- Park & Recreation - flooring and furniture for various recreation centers and service centers
- Fire-Rescue - furniture for new and existing fire stations

The BuyBoard National Purchasing Cooperation, General Services Administration, National Intergovernmental Purchasing Alliance, National Joint Powers Association, The Cooperative Purchasing Network, Texas Multiple Award Schedules, and U.S. Communities Government Purchasing Alliance cooperative agreements are authorized by Chapter 791 of the Texas Government Code and Subchapter F, Chapter 271, Texas Local Government Code. Section 271.102 of the Texas Local Government Code authorizes a local government to participate in a Cooperative Purchasing Program with another local government or a local cooperative organization.

The Texas Correctional Industries (TCI) is a department within the Texas Department of Criminal Justice. TCI was established in 1963 with the passage of Senate Bill 338, the Prison-Made Goods Act to manufacture goods and provide services to public entities. Texas Department of Criminal Justice, Texas Correctional Industries conforms to the requirements of Texas statutes that are applicable for competitive bids and proposals, in accordance with the Prison-Made Goods Act of 1963 and the Texas Correctional Industries, Chapter 497, Texas Government Code.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On December 9, 2015, City Council authorized a two-year master agreement for the purchase of furniture, floor covering and related support services with Haworth, Inc., Herman Miller, Inc., Knoll, Inc., Virco, Inc., National Office Furniture, Peter Pepper Products, Inc., Hon Office Furniture, Mohawk Industries, Milliken & Company, Shaw Industries, Interface, Spacesaver, Texas Correctional Industries and their associated distributors through the U.S. Communities Government Purchasing Alliance, Texas Multiple Award Schedules and Texas Department of Criminal Justice, Texas Correctional Industries by Resolution No. 15-2200.

On April 26, 2017, City Council authorized a two-year master agreement for the purchase of furniture, floor covering and related support services with Allsteel, Arcadia, Coalese, Davis, Encore, Environmanics, Geiger, Groupe Lacasse, Haworth, Inc., Herman Miller, Inc., Hon Office Furniture, Human Scale, Interface, KI, Knoll, Inc., Krug, Miliken & Company, Mohawk Industries, National Office Furniture, Patcraft, Peter Pepper Products, Inc., Shaw Industries, SitOnIt, Spacesaver, Steelcase, Texas Correctional Industries, Varidesk, Virco, Inc. and their associated distributors through the BuyBoard National Purchasing Cooperation, General Services Administration, National Intergovernmental Purchasing Alliance, National Joint Powers Association, The Cooperative Purchasing Network, Texas Multiple Award Schedules, Texas Correctional Industries, and U.S. Communities Government Purchasing Alliance Resolution No. 17-0681.

The Government Performance & Financial Management Committee will receive this item for consideration on June 3, 2019.

FISCAL INFORMATION

General Fund - \$4,844,795.00
 Dallas Water Utilities Fund - \$504,428.00
 Data Services Fund - \$278,907.00
 Aviation Fund - \$227,670.00
 Convention and Event Services Fund - \$105,653.00
 Sanitation Services Fund - \$38,547.00

Fund	FY 2018-19	FY 2019-20	FY 2020-21
General Fund	\$1,614,931.67	\$1,614,931.67	\$1,614,931.67
Dallas Water Utilities Fund	\$ 168,142.66	\$ 168,142.66	\$ 168,142.66
Data Services Fund	\$ 92,969.00	\$ 92,969.00	\$ 92,969.00
Aviation Fund	\$ 75,890.00	\$ 75,890.00	\$ 75,890.00
Convention and Event Services Fund	\$ 35,217.67	\$ 35,217.67	\$ 35,217.67
Sanitation Services Fund	\$ 12,849.00	\$ 12,849.00	\$ 12,849.00
Total	\$2,000,000.00	\$2,000,000.00	\$2,000,000.00

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 \$
\$6,000,000.00	CO-OP	N/A	N/A	N/A
• The Business Inclusion and Development Plan does not apply to Cooperative Purchasing Agreements (CO-OPs), however, some of the prime contractors are certified M/WBEs.				

PROCUREMENT INFORMATION

Cooperative Purchasing	<ul style="list-style-type: none">• Cooperative Purchasing Agreements enable the City to associate with State agencies, other local governments, or local cooperative organizations comprised of other state and local governments, to leverage market buying power and enable the City to purchase goods or services at lower prices• Cooperative Purchasing is an alternative method of meeting the requirements for competitive bidding or competitive sealed proposals, not an exception from that requirement
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June 12, 2019

WHEREAS, on November 14, 2012, City Council authorized a three-year master agreement for the purchase of furniture, floor covering and related support services with Haworth, Inc., Herman Miller, Inc., Knoll, Inc., Virco, Inc., National Office Furniture, Peter Pepper Products, Inc., Hon Office Furniture, Mohawk Industries, Milliken & Company, Shaw Industries, Interface, Texas Correctional Industries and their associated distributors through the U.S. Communities Government Purchasing Alliance, Texas Multiple Award Schedules and Texas Department of Criminal Justice, Texas Correctional Industries by Resolution No. 12-2731; and

WHEREAS, on November 15, 2015, Administrative Action Nos. 15-7321, 15-7322, and 15-7323, authorized a one-year extension to the master agreement extending the term from November 15, 2015 to November 14, 2016; and

WHEREAS, on December 9, 2015, City Council authorized a two-year master agreement for the purchase of furniture, floor covering and related support services with Haworth, Inc., Herman Miller, Inc., Knoll, Inc., Virco, Inc., National Office Furniture, Peter Pepper Products, Inc., Hon Office Furniture, Mohawk Industries, Milliken & Company, Shaw Industries, Interface, Spacesaver, Texas Correctional Industries and their associated distributors through the U.S. Communities Government Purchasing Alliance, Texas Multiple Award Schedules and Texas Department of Criminal Justice, Texas Correctional Industries by Resolution No. 15-2200; and

WHEREAS, on April 26, 2017, City Council authorized a two-year master agreement for the purchase of furniture, floor covering and related support services with Allsteel, Arcadia, Coalesce, Davis, Encore, Environmanics, Geiger, Groupe Lacasse, Haworth, Inc., Herman Miller, Inc., Hon Office Furniture, Human Scale, Interface, KI, Knoll, Inc., Krug, Milliken & Company, Mohawk Industries, National Office Furniture, Patcraft, Peter Pepper Products, Inc., Shaw Industries, SitOnIt, Spacesaver, Steelcase, Texas Correctional Industries, Varidesk, Virco, Inc. and their associated distributors, approved as to form by the City Attorney, for the purchase of furniture, floor covering, modular walls, high density storage shelving and related support services through the BuyBoard National Purchasing Cooperation, General Services Administration, National Intergovernmental Purchasing Alliance, National Joint Powers Association, The Cooperative Purchasing Network, Texas Multiple Award Schedules, Texas Correctional Industries, and U.S. Communities Government Purchasing Alliance by Resolution No. 17-0677.

Now, Therefore,

June 12, 2019

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

SECTION 1. That a master agreement for the purchase of furniture, floor covering, modular walls, high density storage shelving and related support services is authorized with Allsteel, Arcadia, Coalesce, Davis, Encore, Environmanics, Geiger, Groupe Lacasse, Haworth, Inc., Herman Miller, Inc., Hon Office Furniture, Human Scale, Interface, Just Ergonomics, Kl, Knoll, Inc., Krug, Miliken & Company, Mohawk Industries, National Office Furniture, Patcraft, Peter Pepper Products, Inc., Shaw Industries, SitOnIt, Spacesaver, Steelcase, Texas Correctional Industries, Varidesk, Virco, Inc. and their associated distributors through the BuyBoard National Purchasing Cooperation, General Services Administration, National Intergovernmental Purchasing Alliance, National Joint Powers Association, The Cooperative Purchasing Network, Texas Multiple Award Schedules, and U.S. Communities Government Purchasing Alliance, approved as to form by the City Attorney, for a term of two years, in an estimated amount of \$6,000,000. 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 furniture, floor covering, modular walls, high density storage shelving, and related support services. If a written contract is required or requested under the master agreement for furniture, floor covering, modular walls, high density storage shelving, and related support services 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 \$6,000,000 but not more than the amount of budgetary appropriations for this master agreement during its term from Master Agreement No. POM-2019-00010369.

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.

**EXHIBIT A
FURNITURE & FLOORING**

Please be advised, if a service is necessary, you must verify with Risk Management (ORM) if insurance is required and with City Attorney (CAO) if a contract or bonding is also required before issuing a Delivery/Purchase Order.

*BuyBoard National Purchasing Cooperation (BuyBoard) www.info@buyboard.com Contract 584-19 expires 03/31/2020
 General Services Administration (GSA) www.gsa.gov Contract GS27F-0034X expires 03/29/2021
 National Intergovernmental Purchasing Alliance (NIPA) www.nipa.gov Contract 440000344403 expires 12/31/20
 National Joint Powers Association (NJPA) www.nationaljointpowers.org Sourcewell FNA NIPA Contract # 1008144HSC expires 12/16/19 National Joint Powers Association (NJPA)
 The Cooperative Purchasing Network (TCPN) www.tcpn.org Entity on the NIPA Contract 440000344403 Expires on 12/31/20
 **Texas Correctional Industries (TCI) www.texascorrectionalindustries.com *TCI was established with the passage of Senate Bill 338, Prison made Goods Act
 *Texas Multiple Award Schedules (TXMAS) www.txmas.com Contract 17-7106 expires 04/30/20
 *U.S. Communities Government Purchasing Alliance (U.S. Communities) www.uscommunities.org Expires on 12/31/20

* Buyboard, TXMas & U.S. Communities are the popular Cooperatives** TCI Texas Correctional Industries was established in 1963, with the passage of Senate Bill 338, the Prison Made Goods Act. TCI benefits the state of Texas by providing work and training opportunities for eligible incarcerated public offenders and by providing quality manufacturer goods and services to federal, state and local government agencies, public educational systems, public and private institutions of higher education, and political subdivisions. DFR purchases mattress through TCI.

Manufacturer/Brand	Types of Furniture	Cooperative Purchasing Program. Pricing by distributor/product is available on the Cooperative Website.
Allsteel	Seating, Tables, Vicinity Tables	General Services Administration (GSA) www.gsa.gov Contract GS27F-0034X expires 03/29/2021 National Intergovernmental Purchasing Alliance (NIPA) www.nipa.gov Contract 440000344403 expires 12/31/20 *Texas Multiple Award Schedules (TXMAS) www.txmas.com Contract 17-7106 expires 04/30/20
Arcadia	Lounge Seating, Bench Seating, Modular Seating, Stools, Meeting Tables, Occasional Tables	General Services Administration (GSA) www.gsa.gov Contract GS27F-0034X expires 03/29/2021 *Texas Multiple Award Schedules (TXMAS) www.txmas.com Contract 17-7106 expires 04/30/20
Coalesse	Seating, Outdoor Tables, Collections	General Services Administration (GSA) www.gsa.gov Contract GS27F-0034X expires 03/29/2021
Davis	Chairs, Plastic Wire Chairs, Conference Chairs	*BuyBoard National Purchasing Cooperation (BuyBoard) www.info@buyboard.com Contract 584-19 expires 03/31/2020
Encore	Seating, Tandem & Beam Seating, Lounge & Modular Seating, Stools, Benches, Occasional Tables, Meeting Tables	General Services Administration (GSA) www.gsa.gov Contract GS27F-0034X expires 03/29/2021
Environamics	Moveable Walls, Glass Walls, Work Stations, Desks, Bench seating	General Services Administration (GSA) www.gsa.gov Contract GS27F-0034X expires 03/29/2021 *Texas Multiple Award Schedules (TXMAS) www.txmas.com Contract 17-7106 expires 04/30/20
Geiger	Wood Case Goods, Seating, Office Furnishings,	General Services Administration (GSA) www.gsa.gov Contract GS27F-0034X expires 03/29/2021
Groupe Lacasse	Chairs, Desks & Credenzas	*U.S. Communities Government Purchasing Alliance (U.S. Communities) www.uscommunities.org Entity on the NIPA Contract 440000344403 Expires on 12/31/20
Haworth, Inc.	Office Chairs, Conference Chairs & Stools	*U.S. Communities Government Purchasing Alliance (U.S. Communities) www.uscommunities.org Entity on the NIPA Contract 440000344403 Expires on 12/31/20

Manufacturer/Brand	Types of Furniture	Cooperative Purchasing Program. Pricing by distributor/product is available on the Cooperative Website.
Herman Miller, Inc.	Chairs, Desks, Lounge Chairs & Ottomans	General Services Administration (GSA) www.gsa.gov Contract GS27F-0034X expires 03/29/2021 *U.S. Communities Government Purchasing Alliance (U.S. Communities) www.uscommunities.org Entity on the NIPA Contract 440000344403 Expires on 12/31/20
Hon Office Furniture	Office Chairs, Credenzas, Work Stations & Bookcases	www.nationaljointpowers.org Sourcewell FNA NIPA Contract # 1008144HSC expires 12/16/19 The Cooperative Purchasing Network (TCPN) www.tcpn.org Entity on the NIPA Contract 440000344403 Expires on 12/31/20. *Texas Multiple Award Schedules (TXMAS) www.txmas.com Contract 17-7106 expires 04/30/20 *Texas Multiple Award Schedules (TXMAS) www.txmas.com Contract 17-7106 expires 04/30/20
Humanscale	Desk & Chairs	www.nationaljointpowers.org Sourcewell FNA NIPA Contract # 1008144HSC expires 12/16/19 The Cooperative Purchasing Network (TCPN) www.tcpn.org Entity on the NIPA Contract 440000344403 Expires on 12/31/20.
Interface	Carpet, Tile Flooring	*U.S. Communities Government Purchasing Alliance (U.S. Communities) www.uscommunities.org Entity on the NIPA Contract 440000344403 Expires on 12/31/2
KI	Tables, Chairs & Desks	General Services Administration (GSA) www.gsa.gov Contract GS27F-0034X expires 03/29/2021 www.nationaljointpowers.org Sourcewell FNA NIPA Contract # 1008144HSC expires 12/16/19
Knoll, Inc.	Shelving, Sofas, Chairs & Tables	*U.S. Communities Government Purchasing Alliance (U.S. Communities) www.uscommunities.org Entity on the NIPA Contract 440000344403 Expires on 12/31/20 *Texas Multiple Award Schedules (TXMAS) www.txmas.com Contract 17-7106 expires 04/30/20 *Texas Multiple Award Schedules (TXMAS) www.txmas.com Contract 17-7106 expires 04/30/20
Krug	Case Goods, Desk & Conference Seating	General Services Administration (GSA) www.gsa.gov Contract GS27F-0034X expires 03/29/2021
Milliken & Company	Floor Covering, Industrial Textiles Flooring	*U.S. Communities Government Purchasing Alliance (U.S. Communities) www.uscommunities.org Entity on the NIPA Contract 440000344403 Expires on 12/31/20 *Texas Multiple Award Schedules (TXMAS) www.txmas.com Contract 17-7106 expires 04/30/20
Mohawk Industries	Flooring, Carpet, Wood like Vinyl	*U.S. Communities Government Purchasing Alliance (U.S. Communities) www.uscommunities.org Entity on the NIPA Contract 440000344403 Expires on 12/31/20 *Texas Multiple Award Schedules (TXMAS) www.txmas.com Contract 17-7106 expires 04/30/20
National Office Furniture	Commercial Seating, Desks, Workstations, Tables, Filing, Storage	General Services Administration (GSA) www.gsa.gov Contract GS27F-0034X expires 03/29/2021 *Texas Multiple Award Schedules (TXMAS) www.txmas.com Contract 17-7106 expires 04/30/20
Patcraft	Commercial Flooring, Hardwood, Carpet Tiles	General Services Administration (GSA) www.gsa.gov Contract GS27F-0034X expires 03/29/2021
Peter Pepper Products, Inc.	Benches, Tables, Display Cases & Racks	General Services Administration (GSA) www.gsa.gov Contract GS27F-0034X expires 03/29/2021 *Texas Multiple Award Schedules (TXMAS) www.txmas.com Contract 17-7106 expires 04/30/20
Shaw Industries	Flooring Hardwood, Carpet & Laminate	*U.S. Communities Government Purchasing Alliance (U.S. Communities) www.uscommunities.org Entity on the NIPA Contract 440000344403 Expires on 12/31/20 *Texas Multiple Award Schedules (TXMAS) www.txmas.com Contract 17-7106 expires 04/30/20
SitOnIt	Seating, Ergonomic Office Chairs, Conference Chairs, Multipurpose Chairs, Stacking Chairs	General Services Administration (GSA) www.gsa.gov Contract GS27F-0034X expires 03/29/2021 National Joint Powers Association (NIPA) www.nationaljointpowers.org Sourcewell FNA NIPA Contract # 1008144HSC expires 12/16/19 *Texas Multiple Award Schedules (TXMAS) www.txmas.com Contract 17-7106 expires 04/30/20

Manufacturer/Brand	Types of Furniture	Cooperative Purchasing Program. Pricing by distributor/product is available on the Cooperative Website.
Spacesaver	Mobile Shelving Systems, Library Shelving, Art Rack Storage, Gym Lockers, Commercial/Metal Shelving	General Services Administration (GSA) www.gsa.gov Contract GS27F-0034X expires 03/29/2021 National Joint Powers Association (NJPA) www.nationaljointpowers.org Sourcewell FNA NIPA Contract # 1008144HSC expires 12/16/19 *Texas Multiple Award Schedules (TXMAS) www.txmas.com Contract 17-7106 expires 04/30/20
Steelcase	Seating Chairs, Workstations, Desk, Barriers, Free Standing Desks, Tables, Storage Units & Credenza	General Services Administration (GSA) www.gsa.gov Contract GS27F-0034X expires 03/29/2021 National Joint Powers Association (NJPA) www.nationaljointpowers.org Sourcewell FNA NIPA Contract # 1008144HSC expires 12/16/19 *Texas Multiple Award Schedules (TXMAS) www.txmas.com Contract 17-7106 expires 04/30/20 *U.S. Communities Government Purchasing Alliance (U.S. Communities) www.uscommunities.org Entity on the NIPA Contract 440000344403 Expires on 12/31/20
Texas Correctional Industries	Mattress', Chairs, Lockers, Podiums, Work Stations	TCI Texas Correctional Industries was established in 1963, with the passage of Senate Bill 338, the Prison Made Goods Act. TCI benefits the state of Texas by providing work and training opportunities for eligible incarcerated public offenders and by providing quality manufacture red goods and services to federal, state and local government agencies, public educational systems, public and private institutions of higher education, and political subdivisions.
Varidesk	Adjustable Height Standing Desk Solutions, Full Desks, Seating & Storage	General Services Administration (GSA) www.gsa.gov Contract GS27F-0034X expires 03/29/2021
Virco, Inc	Tables, Chairs, School Furniture, Equipment & Storage	*BuyBoard National Purchasing Cooperation (BuyBoard) www.info@buyboard.com Contract 584-19 expires 03/31/2020 *Texas Multiple Award Schedules (TXMAS) www.txmas.com Contract 17-7106 expires 04/30/20 *U.S. Communities Government Purchasing Alliance (U.S. Communities) www.uscommunities.org Entity on the NIPA Contract 440000344403 Expires on 12/31/20



Agenda Information Sheet

File #: 19-564

Item #: 46.

STRATEGIC PRIORITY: Government Performance and Financial Management

AGENDA DATE: June 12, 2019

COUNCIL DISTRICT(S): All

DEPARTMENT: Office of Procurement Services

EXECUTIVE: Elizabeth Reich

SUBJECT

Authorize a three-year master agreement for propane and propane cylinders - Ferrellgas, LP in the amount of \$156,976.91 and Northwest Butane Gas Co. dba Northwest Propane Gas Co. in the amount of \$325.00, lowest responsible bidders of two - Total not to exceed \$157,301.91 - Financing: General Fund (\$133,452.12), Convention and Event Services Fund (\$12,918.41), Data Services Fund (\$4,919.21), Dallas Water Utilities Fund (\$3,586.42), Sanitation Services Fund (\$1,366.76), and Aviation Fund (\$1,058.99)

BACKGROUND

This action does not encumber funds; the purpose of this master agreement is to establish firm pricing for goods, for a specific term, which are ordered on an as needed basis. We anticipate the following City departments will use this agreement:

- Department of Public Works
- Park & Recreation Department
- Fire-Rescue Department
- Department of Transportation
- Department of Convention and Event Services
- Water Utilities Department
- Department of Communication and Information Services
- Department of Aviation
- Department of Sanitation Services

This master agreement will provide propane for several departments in the City. Propane is used to fuel vehicles such as forklifts, golf carts and small utility vehicles for the Park & Recreation Department's Maintenance, Golf, Aquatic and General Stores Warehouse divisions. Propane is also used to heat mobile mini offices and to power grounds maintenance equipment such as mowers in addition to concession cooking equipment at the Aquatic Centers. The benefits of utilizing propane fuel include reductions in greenhouse gas emissions, increased productivity due to longer run-times,

reduced equipment maintenance due to stale gasoline, and the elimination of fuel spillage and leakage. Approximately 97,859 gallons of propane will be required over the next three-year period.

In this solicitation, the Office of Procurement Services required bidders to submit a response using unit pricing. This bid resulted in a 31 percent decrease over comparable prices for the bids awarded in 2012.

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 1,121 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 June 3, 2019.

FISCAL INFORMATION

General Fund - \$133,452.12

Convention and Event Services Fund - \$12,918.41

Data Services Fund - \$4,919.21

Dallas Water Utilities Fund - \$3,586.42

Sanitation Services Fund - \$1,366.76

Aviation Fund - \$1,058.99

Fund	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
General Fund	\$16,309.90	\$37,548.46	\$37,548.48	\$42,045.28
Convention and Event Services Fund	\$4,306.00	\$4,306.00	\$4,306.41	\$0.00
Data Services Fund	\$0.00	\$1,639.74	\$1,639.74	\$1,639.73
Dallas Water Utilities Fund	\$1,195.47	\$1,195.47	\$1,195.48	\$0.00
Sanitation Services Fund	\$250.00	\$455.00	\$455.00	\$206.76
Aviation Fund	\$176.50	\$352.50	\$352.49	\$177.50
Total	\$22,237.87	\$45,497.17	\$45,497.60	\$44,069.27

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 \$
\$157,301.91	Goods	N/A	N/A	N/A
• M/WBE goal waived due to no M/WBE availability				

PROCUREMENT INFORMATION

Method of Evaluation for Award Type:

Low Bid	<ul style="list-style-type: none"> • 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 • Negotiations are not allowed
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The Office of Procurement Services received the following bids from solicitation number BA1901. We opened them on January 25, 2019. We recommend the City Council award this master agreement to the lowest responsive and responsible bidders by group.

*Denotes successful bidders

<u>Bidders</u>	<u>Address</u>	<u>Amount</u>
*Ferrellgas, LP	1701 109 th St. Grand Prairie, TX 75050	\$156,976.91
*Northwest Butane Gas Co. dba Northwest Propane Gas Co.	1515 West Belt Line Rd. Carrollton, TX 75006	\$ 325.00

OWNERS

Ferrellgas, LP

Jim Ferrell, President
Bryan Wright, Vice President

Northwest Butane Gas Co. dba Northwest Propane Gas Co.

Jay Wood, President
Tim Wood, Vice President

June 12, 2019

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

SECTION 1. That a master agreement for the purchase of propane and propane cylinders is authorized with Ferrellgas, LP (096733) in the amount of \$156,976.91 and Northwest Butane Gas Co. dba Northwest Propane Gas Co. (060064) in the amount of \$325.00, approved as to form by the City Attorney, for a term of three years, in a total amount not to exceed \$157,301.91.

SECTION 2. That the Purchasing Agent is authorized, upon appropriate request and documented need by a user department, to issue a purchase order for propane and propane cylinders. If a written contract is required or requested for any or all purchases for propane and propane cylinders 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 amount not to exceed \$157,301.91 to Ferrellgas, LP and Northwest Butane Gas Co. dba Northwest Propane Gas Co. from Master Agreement Contract No. POM-2019-00009154.

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.



Agenda Information Sheet

File #: 19-548

Item #: 47.

STRATEGIC PRIORITY: Government Performance and Financial Management

AGENDA DATE: June 12, 2019

COUNCIL DISTRICT(S): All

DEPARTMENT: Office of Procurement Services

EXECUTIVE: Elizabeth Reich

SUBJECT

Authorize a three-year master agreement for concrete and asphalt saw blades - Simba Industries in an estimated amount of \$316,241.37, Kirby-Smith Machinery, Inc. in an estimated amount of \$119,344.16, Diteq Corporation in an estimated amount of \$80,208.12, and Mavich LLC in an estimated amount of \$5,119.17, lowest responsible bidders of four - Total estimated amount of \$520,912.82 - Financing: General Fund (\$325,085.23), Aviation Fund (\$132,979.00), and Dallas Water Utilities Fund (\$62,848.59)

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:

- Department of Public Works
- Fire-Rescue Department
- Water Utilities Department
- Park & Recreation Department
- Department of Aviation

This master agreement will provide various types of concrete and asphalt saw blades. Concrete and asphalt saw blades under this agreement will be utilized throughout the city to cut various types of material such as:

- Concrete
- Asphalt

- Wood
- Iron

Additionally, the Fire-Rescue Department has 150 pieces of equipment that utilize saw blades to ventilate roofs of burning structures and cut through security bars or other construction materials during emergency response.

In this solicitation, the Office of Procurement Services required bidders to submit a response using unit pricing. This bid resulted in a 41.5% percent increase over comparable prices for the bids awarded in 2015.

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 663 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)

On October 28, 2015, City Council authorized a three-year master agreement for saw blades with Simba Industries, Desert Diamond Industries, Dunard Government Services, LLC, HD Supply Construction & Industrial White Cap, and Root Brothers Manufacturing & Supply by Resolution No. 15-1983.

The Government Performance & Financial Management Committee will receive this item for consideration on June 3, 2019.

FISCAL INFORMATION

General Fund - \$325,085.23
 Aviation Fund - \$132,979.00
 Dallas Water Utilities Fund - \$62,848.59

Fund	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
General Fund	\$39,074.97	\$96,669.62	\$96,669.62	\$92,671.02
Aviation Fund	\$0.00	\$52,000.00	\$52,000.00	\$28,979.00
Dallas Water Utilities Fund	\$12,569.71	\$25,139.43	\$25,139.45	\$0.00
Total	\$51,644.68	\$173,809.05	\$173,809.07	\$121,650.02

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 \$
\$520,912.82	Goods	18.00%	61.86%	\$322,260.54
<ul style="list-style-type: none"> This contract exceeds the M/WBE goal. 				

PROCUREMENT INFORMATION

Method of Evaluation for Award Type:

Low Bid	<ul style="list-style-type: none"> 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 Negotiations are not allowed
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The Office of Procurement Services received the following bids from solicitation number BE1902. We opened them on February 8, 2019. 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

<u>Bidders</u>	<u>Address</u>	<u>Amount</u>
*Simba Industries	753 Port America Pl. Suite 210 Grapevine, TX 76051	Multiple Lines
*Kirby-Smith Machinery, Inc.	8505 S. Central Expwy. Dallas, TX 75241	Multiple Lines
*Diteq Corporation	9876 Pflumm Rd. Lenexa, KS 66215-1208	Multiple Lines
*Mavich LLC	525 Commerce St. Southlake, TX 76092	Multiple Lines

OWNERS

Simba Industries

Vickie L. Kasten, President

Kirby-Smith Machinery, Inc.

Ed Kirby, President

Diteq Corporation

Kevin Wilson, President

Mavich LLC

Michelle Muentes, President

Chris Manfredini, Vice President

June 12, 2019

WHEREAS, on October 28, 2015, City Council authorized a three-year master agreement for saw blades with Simba Industries in the amount of \$209,436.43, Desert Diamond Industries in the amount of \$194,796.00, Dunard Government Services, LLC in the amount of \$11,468.00, HD Supply Construction & Industrial White Cap in the amount of \$12,658.40 or \$11,896.10 (Tie Bid - Line 8), Simba Industries (Alternate) in the amount of \$3,984.31 or \$3,222.01 (Tie Bid - Line 8), and Root Brothers Manufacturing & Supply in the amount of \$2,772.72 in a total amount not exceed \$434,353.56, by Resolution No. 15-1983.

Now, Therefore,

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

SECTION 1. That a master agreement for the purchase of concrete and asphalt saw blades is authorized with Simba Industries (519720) in the estimated amount of \$316,241.37, Kirby-Smith Machinery, Inc. (502341) in the estimated amount of \$119,344.16, Diteq Corporation (VS0000019739) in the estimated amount of \$80,208.12, and Mavich LLC (VS88952) in the estimated amount of \$5,119.17, approved as to form by the City Attorney, for a term of three years in a total estimated amount of \$520,912.82. 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 concrete and asphalt saw blades. If a written contract is required or requested for any or all purchases for concrete and asphalt saw blades 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 \$520,912.82, but not more than the amount of budgetary appropriations for this master agreement during its term to Simba Industries, Kirby-Smith Machinery, Inc., Diteq Corporation, and Mavich LLC from Master Agreement Contract No. POM-2019-00010115.

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.



Agenda Information Sheet

File #: 19-723

Item #: 48.

STRATEGIC PRIORITY: Government Performance and Financial Management

AGENDA DATE: June 12, 2019

COUNCIL DISTRICT(S): All

DEPARTMENT: Office of Procurement Services

EXECUTIVE: Elizabeth Reich

SUBJECT

Authorize a five-year master agreement for law enforcement badges for the Police Department - V.H. Blackinton, Inc., lowest responsible bidder of two - Estimated amount of \$366,898.25 - Financing: General Fund

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.

This master agreement will provide law enforcement badges for the Police Department. Badges are issued as part of employee's standard uniform and denote the employee's rank and unit affiliation. A uniform badge and cap badge are issued per officer and are replaced on an as needed basis due to wear, rank status, or damages. Returned badges are not re-issued, but are recycled.

In this solicitation, the Office of Procurement Services required bidders to submit a response using unit pricing. This bid resulted in a 4 percent increase over comparable prices for the bids awarded in 2016.

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 19 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)

On May 11, 2016, City Council authorized a three-year master agreement for law enforcement badges with V.H. Blackinton, Inc. by Resolution No. 16-0716.

The Government Performance & Financial Management Committee will receive this item for consideration on June 3, 2019.

FISCAL INFORMATION

General Fund - \$366,898.25 (Estimated amount)

- FY 2018-19 \$72,840.75
- FY 2019-20 \$75,605.15
- FY 2020-21 \$70,780.25
- FY 2021-22 \$72,800.20
- FY 2022-23 \$74,871.90

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 \$
\$366,898.25	Goods	N/A	NA	NA
• M/WBE goal waived due to no M/WBE availability				

PROCUREMENT INFORMATION

Method of Evaluation for Award Type:

Low Bid	<ul style="list-style-type: none"> • 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
	<ul style="list-style-type: none"> • Negotiations are not allowed

The Office of Procurement Services received the following bids from solicitation number BD1902. We opened them on March 21 or 22, 2019. We recommend the City Council award this master agreement in its entirety to the lowest responsive and responsible bidder.

*Denotes successful bidder

<u>Bidders</u>	<u>Address</u>	<u>Amount</u>
*V.H. Blackinton, Inc.	221 John Dietsch Blvd. Attleboro Falls, MA 02763	\$366,898.25
Metis, Inc. Supply Co.	3201 SE 29 th St. Oklahoma City, OK 73115	\$577,477.60

OWNER**V.H. Blackinton, Inc.**

Peter Roque, President
David Long, Vice President
Carl Croce, Secretary
Peter Roque, Treasurer

June 12, 2019

WHEREAS, on May 11, 2016, City Council authorized a three-year master agreement for law enforcement badges with V.H. Blackinton, Inc. in an amount not exceed \$125,169.55, by Resolution No. 16-0716.

Now, Therefore,

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

SECTION 1. That a master agreement for the purchase of law enforcement badges for the Police Department is authorized with V.H. Blackinton, Inc. (VS0000053987), approved as to form by the City Attorney, for a term of five years in the estimated amount of \$366,898.25. 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 law enforcement badges for the Police Department. If a written contract is required or requested for any or all purchases of law enforcement badges for the Police Department 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 \$366,898.25, but not more than the amount of budgetary appropriations for this master agreement during its term to V.H. Blackinton, Inc. from Master Agreement Contract No. POM-2019-00010376.

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: May 31, 2019

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

SUBJECT: Office of the City Auditor – Fiscal Year 2019 Third Quarter Update and Fiscal Year 2019 –
2020 Budget Proposal

Mark S. Swann, City Auditor, will provide a briefing to the members of the Government Performance & Financial Management Committee on Monday, June 3, 2019 regarding:

- Office of the City Auditor – Fiscal Year 2019 Third Quarter Update
- Fiscal Year 2019-2020 Budget Proposal

Respectfully,

Mark Swann

Mark S. Swann
City Auditor

c: Honorable Mayor and Members of the City Council
T.C. Broadnax, City Manager
Christopher J. Caso, Interim City Attorney
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizer Tolbert, Chief of Staff to the City Manager
Majed A. Al-Ghafry, Assistant City Manager

Nadia Chandler Hardy, Assistant City Manager & Chief Resilience Officer
Jon Fortune, Assistant City Manager
Joey Zapata, Assistant City Manager
M. Elizabeth Reich, Chief Financial Officer
Michael Mendoza, Chief of Economic Development and Neighborhood Services
Laila Alequresh, Chief Innovation Officer
Directors and Assistant Directors

Office of the City Auditor – Fiscal Year 2019 Third Quarter Update

**Government Performance & Financial
Management Committee
June 3, 2019**

**Mark S. Swann, City Auditor
Office of the City Auditor
City of Dallas**



Audit, Attestation, and Investigative Services

Third Quarter Update



Reports Issued

Second Quarter Fiscal Year 2019 (January 1 – March 31)

Performance Audits

- Audit of VisitDallas (A19-006) **Briefed individually on February 19, 2019*
- Special Audit of the Accounts of Former City Attorney, Larry Casto (A19-007)
- Special Audit of the Accounts of Former City Council Member, Dwaine R. Caraway (A19-008)
- Audit of the Department of Dallas Water Utilities' Water Quality and Safety, Testing, and Monitoring (A19-009)*
- Audit of Business Partner Oversight for White Rock Boathouse, Inc.(A19-010)

*In addition, the *Confidential Limited Use Report: Audit of the Department of Dallas Water Utilities' Water Quality and Safety, Testing, and Monitoring (A19-009a)*, was issued but not released to public. The decision to exclude this information from the public report is based on Government Auditing Standards, December 2011 Revision, Sections 7.39 – 7.43, *Reporting Confidential and Sensitive Information*. Due to the sensitive nature of this information, any recommendations from this report will also be excluded from this Update.



Special Audit of the Accounts of Former City Attorney, Larry Casto

Release Date: March 1, 2019

Objective(s): Comply with Chapter IX, Section 4, *Special Audit* of the Dallas City Charter that requires an audit and report upon the death, resignation, removal, or expiration of the term of any officer of the City of Dallas (City).

Scope: Fiscal Years (FY) 2017 through 2018*

Conclusion(s): The former City Attorney returned his parking decal upon resignation, August 31, 2018. The City Attorney's Office, however, did not timely return the parking decal to the Department of Court and Detention Services' Security Services Division as required by Administrative Directive (AD) 6-10, *Dallas City Hall Parking Garage* (AD 6-10)

** Certain other matters, procedures, and transactions occurring outside that period were reviewed to understand and verify information related to the audit period*



Special Audit of the Accounts of Former City Attorney, Larry Casto

We recommended the **City Attorney** ensure that the City Attorney's Office personnel timely return separated employees' parking decals in accordance with the requirements of AD 6-10, Section 5.4.2.



Special Audit of the Accounts of Former City Council Member, Dwaine R. Caraway

Release Date: March 22, 2018

Objective(s): Comply with Chapter IX, Section 4, Special Audit of the Dallas City Charter that requires an audit and report upon the death, resignation, removal, or expiration of the term of any officer of the City.

Scope: FY 2017 through 2018*

Conclusion(s): (1) City policies and procedures were not always followed; (2) an outstanding debt was owed to the City; and, (3) three of three prior recommendations included in the *Special Audit of the Accounts of Four Former City Council Members*, Report Number A18-005, issued January 26, 2018, were not implemented

** Certain other matters, procedures, and transactions occurring outside that period were reviewed to understand and verify information related to the audit period*



Special Audit of the Accounts of Former City Council Member, Dwaine R. Caraway

We recommended the City Manager and the Managing Director of the Mayor and City Council Office (MCC) improve MCC's inventory records by ensuring:

- Inventory records are password protected
- Access to create and/or edit inventory records is restricted to approved individuals; and, any changes made to inventory records are reviewed and approved by a supervisor
- Personnel use consistent date formats and all relevant dates are included



Special Audit of the Accounts of Former City Council Member, Dwaine R. Caraway

We recommended the Director of the Department of Communication and Information Services revise the Chain of Custody form to include a record of custody sequence for transfers, returns, and/or disposition of personal property.

We recommended the City Manager and the Managing Director of MCC consistently follow Dallas City Code, Vol. 1, Chapter 15A, Elections, Article I-b, Section 15A-7.4 *Use of City-Funded Officeholder Accounts* to ensure that city-funded officeholder accounts are only used for official City business.

We recommended the City Manager and the Managing Director of MCC ensure P-Card and travel cards are: (1) not used for personal and/or prohibited purchases or entertainment expenses not related to a business purpose; and, (2) comply with AD 4-07, *Authorization and Reimbursement for Out-of-Town Travel and Travel Related Expenses* and AD 4-15, *Purchasing Card Policy and Procedures*.



Special Audit of the Accounts of Former City Council Member, Dwaine R. Caraway

We recommended the **City Manager** continue to identify and formally inform City Council Members prior to their departure of any indebtedness to the City.

We recommended the **City Attorney** make reasonable efforts to collect the outstanding debt owed by the former City Council Member..

We recommended the **City Manager** and the **Managing Director of MCC** ensure city-issued ID badges and parking decals are surrendered upon retirement, resignation, or termination from City employment in accordance with the requirements of AD 6-10.



Audit of the Department of Dallas Water Utilities' Water Quality and Safety, Testing, and Monitoring

Release Date: March 22, 2019

Objective(s): Determine whether the Department of Dallas Water Utilities (DWU) has: (1) adequate policies and procedures in place for ongoing accuracy testing and monitoring of City water quality and safety; and, (2) effective means of communicating with City residents (customers) regular testing and monitoring results.

Scope: FY 2016 through FY 2017*

Conclusion(s): *See next slide*

** Certain other matters, procedures, and transactions occurring outside that period were reviewed to understand and verify information related to the audit period*



Audit of the Department of Dallas Water Utilities' Water Quality and Safety, Testing, and Monitoring

Conclusions:

The DWU has policies and procedures in place for: (1) ongoing accuracy testing and monitoring of the City's water quality and safety; and, (2) effectively communicating regular testing and monitoring results with DWU customers.

In addition, 99.4 percent of water quality results reported to the Texas Commission on Environmental Quality (TCEQ) in Calendar Year 2017 and tested during the audit were supported by documentation at DWU water treatment plants.

According to the *City of Dallas Water Quality Reports* in 2015, 2016, and 2017, DWU exceeded all TCEQ water quality standards. The TCEQ has designated DWU a “*Superior Public Water System*,” the highest rating available, which requires meeting more stringent water quality standards than other public water systems.

Audit of the Department of Dallas Water Utilities' Water Quality and Safety, Testing, and Monitoring

The DWU, however, has opportunities to improve the following:

- The DWU policies and procedures for water quality complaint resolution do not: (1) state how soon DWU personnel must respond to and resolve complaints; and, (2) emphasize achieving or measuring customer satisfaction for all types of water quality complaints and customers. As a result, DWU may not be able to determine the effectiveness of its customer complaint processes in order to further improve response timeliness, resolution timeliness, and customer satisfaction.
- Water quality complaints assigned to the Water Quality Division are difficult to trace from the original complaint to final resolution. As a result, there is a risk DWU may not be able to determine when water quality complaints assigned to the Water Quality Division were finally resolved.



Audit of the Department of Dallas Water Utilities' Water Quality and Safety, Testing, and Monitoring

- The DWU's three water treatment plants do not have formal (written, approved, dated) policies and procedures that specify requirements to independently compare TCEQ report data to source documents before report submission. While few errors were identified during the audit, there is a risk errors may occur in the regular reporting of water quality results, particularly if there are changes in processes or personnel.
- The Bachman Water Treatment Plant's policies and procedures are not current, and the East Side Water Treatment Plant did not have formal policies and procedures for filtration until May 2018. Without current and complete policies and procedures, there is a risk DWU personnel are not following water production practices consistently to ensure compliance with TCEQ requirements.



Audit of the Department of Dallas Water Utilities' Water Quality and Safety, Testing, and Monitoring

We recommended the **Director of DWU** establish expectations for: (1) response time and response resolution; and, (2) customer satisfaction in the water quality complaint resolution policies and procedures. These requirements may vary based on the type of complaint and may be addressed by referencing a completed Service Level Agreement that includes the call response time expectations for water quality complaint types.



Audit of the Department of Dallas Water Utilities' Water Quality and Safety, Testing, and Monitoring

We recommended the **Director of DWU** improve the tracking of water quality complaint resolution by noting in either data source (Excel or SAP) when a closed complaint is still outstanding in the other data source.

We recommended the **Director of DWU** eliminate the use of prior year complaint numbers to track new complaints.

We recommended the **Director of DWU** develop and implement policies and procedures that specify requirements to:

- Independently compare TCEQ report data to source documents before monthly report submission
- Reduce the potential for errors by limiting data transfer among forms

Audit of the Department of Dallas Water Utilities' Water Quality and Safety, Testing, and Monitoring

We recommended the Director of DWU ensure:

- Bachman Water Treatment Plant has current policies and procedures
- East Side Water Treatment Plant has policies and procedures for filtration
- The annual review process for policies and procedures is adequate to determine if policies and procedures are complete and current



Audit of Business Partner Oversight for White Rock Boathouse, Inc.

Release Date: March 29, 2019

Objective(s): Evaluate the financial, operational, and other risks for Boathouse operating facilities under the oversight of the Department of Park and Recreation (PKR) and the City's oversight and monitoring responsibilities provided by PKR's Park Maintenance Services Division (Division).

Scope: Management operations from FY 2017 through FY 2018*

Conclusion(s): The Division does not have formal (written, approved, dated) policies and procedures in place for oversight and monitoring of White Rock Boathouse, Inc. (Boathouse) contracts (Contracts).

(Continued on next page...)

** Certain other matters, procedures, and transactions occurring outside that period were reviewed to understand and verify information related to the audit period*

Audit of Business Partner Oversight for White Rock Boathouse, Inc.

In addition, Boathouse does not have adequate internal controls over expenses and does not obtain external assurances that their financial data is complete and accurate. As a result, the risk is increased that the Division may not readily: (1) identify contract noncompliance; and, (2) confirm required payments from Boathouse to the City are complete and accurate.

Specifically, PKR's contract oversight and monitoring did not identify the following instances of contract noncompliance:

- The Boathouse operated the Boomerang Boathouse under an expired contract from mid calendar year 2013 to mid calendar year 2018
- A required master plan to operate and maintain the "*Premises*" was never developed. ¹

¹The recital to the Filter Building contract defines "Premises" as the Filter Building, the two sedimentation basins, rowing docks, and the ground immediately surrounding the facilities.

Audit of Business Partner Oversight for White Rock Boathouse, Inc.

- Funds received by the City of \$220,743 from Fiscal Year (FY) 2011 to FY 2018 were not maintained in a White Rock Beautification Trust Fund or an account designated by the City
- From FY 2016 through FY 2018, neither the Division nor PKR Financial Services validated the accuracy and completeness of funds the City received from Boathouse
- Prior to November 2016, Boathouse did not maintain identifiable financial records
- From FY 2013 to FY 2017, Boathouse did not submit required annual financial statements prepared in accordance with Generally Accepted Accounting Principles

Audit of Business Partner Oversight for White Rock Boathouse, Inc.

Further, the contract terms are not clear regarding: (1) the source of payments Boathouse is to provide the City; and, (2) performance indicators or measures for PKR to effectively assess how Boathouse is performing against its contractual responsibilities to provide rowing opportunities to the youth of the City.

Recommendations:

We recommended the **Director of PKR** implement formal contract oversight and monitoring policies and procedures to reduce the risk of contract noncompliance. This includes:

- Ensuring contracts are timely renewed and properly executed
- Ensuring Boathouse develops a Master Plan approved by the Park and Recreation Board to operate and maintain the “*Premises*”

Audit of Business Partner Oversight for White Rock Boathouse, Inc.

Recommendations (continued...)

- Ensuring receipt and review of Boathouse financial statements prepared in accordance with GAAP
- Requiring Boathouse to maintain identifiable financial records needed to produce complete and accurate financial statements

We recommended the **Director of PKR** request the creation of a White Rock Lake Beautification Trust Fund or ensure that a designated account for funds received from Boathouse is maintained for improvements to the “*Premises*” operated by Boathouse or White Rock Lake Park and does not include funds from other sources.

Audit of Business Partner Oversight for White Rock Boathouse, Inc.

We recommended the Director of PKR:

- Implement formal policies and procedures to ensure that Boathouse provides an accurate and complete accounting of revenues and remits correct payments to the City
- Request Boathouse to obtain and provide externally validated or audited financial information or develop and implement PKR procedures to periodically provide some assurance that gross sales and revenues reported are complete and accurate



Audit of Business Partner Oversight for White Rock Boathouse, Inc.

We recommended the Director of PKR in consultation with the City Attorney's Office:

- Work with the Boathouse Board of Directors to agree on which portion of Filter Building “*Extras*” generated from the rental of the Filter Building should be included in “*gross revenues*” for purposes of calculating payment to the City
- Document the agreement of revenues generated from the rental of the Filter Building that will be included in “*gross revenues*”
- Require Boathouse to make payment to the City within a reasonable timeframe for any outstanding portion of “*gross revenues*” the City should have received, as applicable

Audit of Business Partner Oversight for White Rock Boathouse, Inc.

We recommended the Director of PKR:

- Develop a process to annually define the specific performance indicators or measures and other relevant information agreed upon by Boathouse
- Identify how PKR personnel will evaluate Boathouse's performance including the specific performance information required for evaluation and when the information should be received by PKR personnel
- Develop and implement formal policies and procedures to ensure PKR contract monitoring procedures include periodic performance analysis

Audit of Business Partner Oversight for White Rock Boathouse, Inc.

We recommended the **Director of PKR** work with Boathouse to define the specific performance indicators or measures and other relevant information needed to allow PKR to appropriately monitor whether Boathouse is achieving the City's goal to provide rowing opportunities to youth in the City.



Audit of Business Partner Oversight for White Rock Boathouse, Inc.

We recommended the Director of PKR request Boathouse to::

- Adopt and implement formal policies and procedures or other internal controls over expenses and credit card usage to support Boathouse's mission
- Obtain and provide externally validated or audited financial information or develop and implement PKR procedures to periodically provide some assurance over the proper accounting and internal control for expenses and credit card usage



Investigative Services Performed

Second Quarter Fiscal Year 2019 (January 1– March 31)

Investigative Services opened 45 new cases during the second quarter. Examples of allegations received include:

- Environment, health, and safety issues
- Theft
- Substance abuse



Investigative Services Performed

Second Quarter Fiscal Year 2019 (January 1 –March 31)

Twenty cases were closed during the period. Of these, **ten were investigated and closed** by the Office of the City Auditor **resulting in six substantiated complaints**. Of the six substantiated complaints, **four were previously reported** in the Office of the City Auditor’s *Audit, Attestation, and Investigative Services Update: Fiscal Year 2019 – Second Quarter* which was issued on January 25, 2019. **The two remaining substantiated complaints led to accountability actions including:**

- Additional training for an employee
- Suspension without pay



Investigative Services Performed

Second Quarter Fiscal Year 2019 (January 1 – March 31)

The remaining **ten complaints were not investigated:**

- **Five** were not related to the City
- **Two** were referred to a department for any action deemed necessary
- **Two** were too vague to investigate
- **One** was not within the authority of the Office of the City Auditor to investigate.



Anticipated Report Releases

Third Quarter Fiscal Year 2019 (April 1 – June 30)

Performance Audits

- Fiscal Year 2019 Audit Follow-Up of Prior Audit Recommendations: Construction Related Procurements – Multiple Departments
- Fiscal Year 2019 Audit Follow-Up of Prior Audit Recommendations: Court Information System – Cash Management/Collections Processes – Department of Court and Detention Services
- Fiscal Year 2019 Audit Follow-Up of Prior Audit Recommendations: Fiscal Years 2016, 2017, and 2018 – Multiple Departments
- Fiscal Year 2019 Audit Follow-Up of Prior Audit Recommendations: Homeless Response System Effectiveness – Office of Homeless Solutions



Projects in Progress

Third Quarter Fiscal Year 2019 (April 1 – June 30)

Performance Audits

- Security and Safety Protocols for Large Public Venues Owned or Managed by the City – Multiple Departments
- Management of the City's Surplus Real Properties – Department of Sustainable Development and Construction
- Dallas Police Department's Complaint Process
- City of Dallas' Purchasing and Travel Cards – Office of Procurement Services/Multiple Departments
- Security of Online Payments



Projects in Progress

Third Quarter Fiscal Year 2019 (April 1 – June 30)

- Open Records Request Process – City Secretary’s Office
- Franchise Fees Review through Third-Party Vendor (*Ongoing*)
- Sales/Use Tax Compliance Review through Third-Party Vendor (*Ongoing*)



Anticipated Project Starts Within the Next Two Months

Performance Audits

- Martin Luther King, Jr. Community Center and Advisory Board – **Management Requested Addition**
- Revenue Estimates – Budgeted Revenues for Fiscal Year 2019-2010 – Office of Budget/Multiple Departments
- Police Property and Evidence – Dallas Police Department
- Facility Planning – Dallas Public Library
- Office of Equity and Human Rights' Complaint Process



Anticipated Project Starts Within the Next Two Months

Performance Audits

- Special Audit of the Accounts of the Former Mayor
- Special Audits of Former City Council Members #1, #2, #3, and #4



Appendix – Report Links

Performance Audits

- [Audit of VisitDallas](#)
- [Special Audit of the Accounts of Former City Attorney Larry Casto](#)
- [Special Audit of the Accounts of Former City Council Member, Dwaine R. Caraway](#)
- [Audit of Department of Dallas Water Utilities' Water Quality and Safety, Testing, and Monitoring](#)
- [Audit of Business Partner Oversight for White Rock Boathouse, Inc.](#)



Office of the City Auditor – Fiscal Year 2019 Third Quarter Update

**Government Performance & Financial
Management Committee
June 3, 2019**

**Mark S. Swann, City Auditor
Office of the City Auditor
City of Dallas**



**Office of the City Auditor
Preliminary Fiscal Year 2019-2020
Budget Proposal**

**Government Performance & Financial
Management Committee
June 3, 2019**

**Mark S. Swann, City Auditor
Office of the City Auditor
City of Dallas**



Preliminary Budget Proposal – City Charter

- The Office of the City Auditor is established by the City of Dallas Charter, Chapter IX as an independent audit function with the primary responsibility of serving at the direction of the City Council.
- **Proposition 5 (11-04-2014) Amended Ch. XI, Sec 2**
“The city auditor shall furnish a detailed budget estimate of the needs and requirements of the Office of the City Auditor for the coming year directly to the city council, to be approved by the city council, and then consolidated with the city manager’s annual budget estimate.” (Amend. of 11-8-05, Prop. No. 13; Amend. of 11-4-14, Prop. No. 5)

Preliminary Budget Proposal – Mission and Purpose

Mission

To promote public trust and advance accountability through independent, objective, and useful professional services

Purpose

To assist the City Council with oversight responsibilities and management with operational responsibilities

Objective assessments provide information regarding:

- ❑ Accountability for City resources
- ❑ Adequacy of internal controls
- ❑ Accuracy of information
- ❑ Efficiency and effectiveness of City programs, projects, and departments

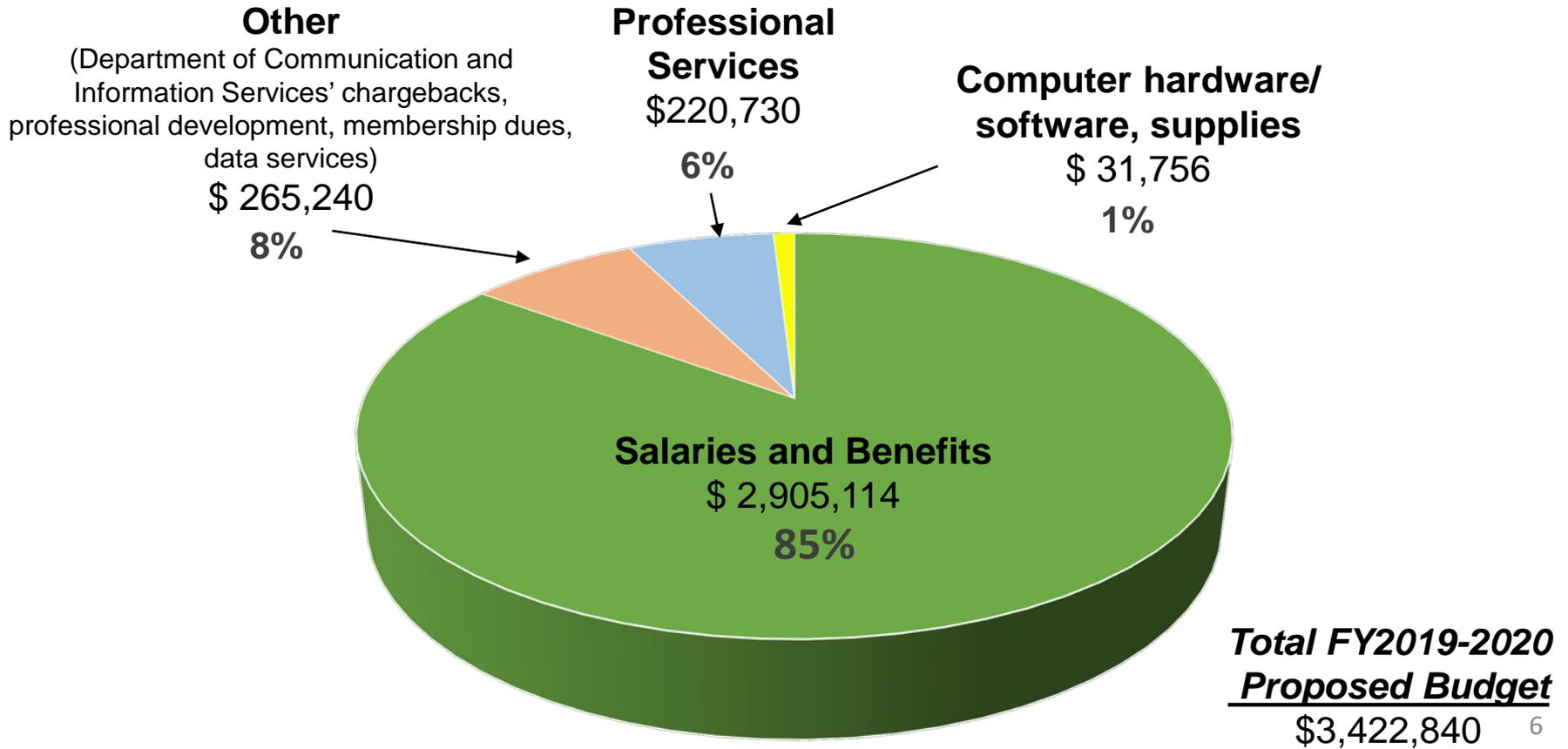
Preliminary Budget Proposal - Overview

	FY 2018-2019 Adopted	FY 2018-2019 Estimate (as of 03/31/2019)	FY 2019-2020 Proposed
Total Expenditures	\$ 3,367,314	\$ 3,338,295	\$ 3,422,840
Total FTEs	26	20	24

Preliminary Budget Proposal – Notable Items

- \$70,776 – Full-year funding of FY 2020 merit increases effective January 2020
- \$220,730 – Professional Services – Repurpose two vacant auditor positions

Preliminary Budget Proposal – Breakdown



Preliminary Budget Proposal – Final Adjustments Needed

- Decision on:
 - Merit increases
 - Pension costs
 - Healthcare costs
 - Worker's Compensation rates
 - Property, casualty, and public liability insurance
 - Department of Communication and Information Services' chargebacks

Preliminary Budget Proposal – Revenue Impact

- Audits provide oversight of controls supporting operational responsibilities for revenue collections
- Office of the City Auditor administers sales/use tax compliance contract
- Office of the City Auditor administers outsourced audit of utility franchise fees

Preliminary Budget Proposal – FY 2018 Results

	FY 2017- 2018 Target	FY 2017- 2018 Actual	FY 2018- 2019 Target	FY 2018- 2019 YTD Actual
Outputs				
Performance Audits	16	15	16	10
Attestations	0	2	0	0
Investigative Reports	18	26	18	15
Nonaudit Services	16	27	16	23
Efficiency				
Percentage of Hours on Direct Projects	75%	78%	75%	72%
Hourly Billable Rate	\$93	\$83	\$89	\$94

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Preliminary Budget Proposal

Outcomes

City management's implementation of Office of the City Auditor's recommendations improves City operations and delivery of City services.

	FY 2017- 2018 Target	FY 2017- 2018 Actual	FY 2018- 2019 Target	FY 2018- 2019 YTD Actual
Outcome Measures Include:				
Percentage of Recommendations Management Agrees to Implement	82%	100%	100%	86%
Percentage of Recommendations Implemented by Management	90%	44%	90%	TBD
Percentage of Substantiated Fraud/Waste/Abuse Complaints Resulting in Accountability Actions	100%	100%	100%	100%

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Next Steps

- Recommendation to City Council from the Government Performance & Financial Management Committee for approval of the Office of the City Auditor's proposed preliminary budget estimate of \$3,422,840* to be included in the City Manager's annual budget estimate for FY 2019-2020
- City Council Agenda item for Wednesday, June 12, 2019

* Subject to final citywide adjustments, such as staff benefits, insurance, Department of Communication and Information Services' chargebacks, and other items that may affect all City departmental budgets.

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**Office of the City Auditor
Preliminary Fiscal Year 2019-2020
Budget Proposal**

**Government Performance & Financial
Management Committee
June 3, 2019**

**Mark S. Swann, City Auditor
Office of the City Auditor
City of Dallas**



Memorandum



CITY OF DALLAS

DATE May 31, 2019

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

SUBJECT **Office of Innovation Introduction and Workplan**

On Monday, June 3, 2019, I will brief the Government Performance & Financial Management Committee on the Office of Innovation Introduction and Workplan. I have attached the briefing for your review.

Please contact me if you need additional information.

A handwritten signature in blue ink, appearing to read 'Laila Alequresh'.

Laila Alequresh
Chief Innovation Officer

Attachment

c: Honorable Mayor and Members of the City Council
T.C. Broadnax, City Manager
Chris Caso, Interim City Attorney
Mark Swann, City Auditor
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizzor 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 and Chief Resilience Officer
Michael Mendoza, Chief of Economic Development & Neighborhood Services
M. Elizabeth Reich, Chief Financial Officer
Directors and Assistant Directors

Office of Innovation Introduction and Workplan

Government Performance
and Finance Committee
Meeting

June 3, 2019



Laila Alequresh
Chief Innovation Officer

Agenda

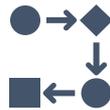
- Office of Innovation's approach and framework
- 2019-2021 priority project areas
- Tools and strategies to address project work

Office of Innovation Framework



Living Lab

Conduct small scale pilots and testing with analytical rigor that support policy, process, and program improvements



Systems Approach

Take a holistic view of cross functional and cross departmental processes and programs



Collaboration

Break down siloes and work across departments and sectors



Objective Partner

Unbiased and objective partner for city departments that helps deliver the “basics” well

Brief Summary from Listening Tour

CITY EXCELS HERE – KEEP AND EXPAND THESE ACTIVITIES

- Do more community engagement
- Do more neighborhood planning
- Do more professional development
- Continue to modernize offices and workspaces to fit today's workers
- Continue promoting core values
- Continue collaborating with school district
- Keep 311
- Keep Health Benefits Center



CITY NEEDS TO IMPROVE – CHANGE OR STOP THESE ACTIVITIES

- Improve data – usage and analysis
- Improve processes and flexibility related to internal services (budget, CIS, hiring, procurement)
- Improve interdepartmental communication
- Improve project tracking
- Improve or streamline process for agenda items
- Change compliance policies that are too restrictive
- Change performance evaluation matrix
- Change systems development process that force fits needs of multiple departments into one system
- Stop working in siloes
- Stop dividing services equally across the City
- Stop fitting old processes into new systems
- Stop being too reactionary
- Stop pen and paper processes
- Start using integrated/collaborative approach to solving issues
- Start rewarding creativity and processes that work
- Start (pilot for) telecommuting

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2019-2021 Priority Project Areas



Work with partners to develop transit gap solutions to job hubs



Increase residents' access to affordable, healthy food options

Encourage development support while stabilizing long term residents



Create a supportive environment for small businesses to grow and thrive



Work with partners to create a stronger STEAM pipeline for the growing tech industry in the DFW region



Increase data utilization to optimize programs and services

Note: multiple data and demonstration projects would likely occur in each priority area; not an inclusive list of all projects



Priority Project Area - Data

- Need to evaluate current data catalogs to assess value of existing datasets
- Leadership needs better access to data for decision making
- Data is not shared in the right format
- Employees need better proficiency with data analysis



- Working with departments to identify data inventory and sync programs with the right metrics
- Working to build out management dashboards
- Establishing Data Academy for employee “upskilling”
- Establishing Data Collaborative in partnership with OSPGA

Priority area – data: How can the City better collect, analyze, utilize, and share data across the organization and with the public?

Tools and Strategies to Address Workplan

Areas we intend to address



Data Driven
Decision
Making



Economic Development/
Stabilization



Grocery
Stores/
Food Equity



Small Business
Capability Building



Transit
Gaps



Workforce
Development

How we tackle projects

- ✓ Process Optimization
 - Lean Six Sigma
- ✓ Internal Capacity and Skill Building
 - Data Academy
 - Data Usage
- ✓ Robust Decision Making
 - Data Collaborative
 - Data Modeling and Evaluations
- ✓ Crowdsource Ideation
 - Open Innovation
- ✓ Prototyping and Piloting Solutions
 - Design and Test before Scaling
- ✓ Efficient, Effective Government
 - DALxSmartGov

Next Steps

- Build out the Innovation team
- Build out the city's Civic Innovation Lab
- Launch the Data Academy and Data Collaborative

Memorandum



CITY OF DALLAS

DATE May 31, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT **Budget Accountability Report—April 2019**

On June 3, the Office of Budget will provide information to the Government Performance & Financial Management Committee on the Budget Accountability Report (BAR) based on information through April 30, 2019. This report combines the Financial Forecast Report (FFR), Dallas 365, and Budget Initiative Tracker into a single monthly report, which is attached for your review.

The monthly report includes variance explanations in the FFR and Dallas 365 sections based on established thresholds. Listed below are variance explanations for a few items specifically questioned at the May 20 GPFM Committee meeting when the March 2019 BAR was provided.

1. Why is Code Compliance forecast to end the year with \$1 million savings?

Savings are primarily the result of vacancies. On May 22, however, City Council approved by resolution #19-0829 the purchase of equipment for the Community Clean initiative using the savings identified in the March BAR.

2. Why is Court and Detention Services forecast to end the year with \$0.7 million savings?

Savings are primarily the result of vacancies. There are currently 44 vacancies in the department, largely in Security Services and the City Marshal's Office, and Courts has provided a hiring plan for filling these vacancies by the end of the fiscal year.

3. Why is Public Works forecast to end the year with \$0.7 million savings?

Savings are primarily the result of vacancies. There are currently 80 vacancies in the department, largely in the Service Repair division and Service Maintenance Areas. The positions with the highest turnover include Laborer I, Laborer II, and Crew Leaders—Public Works has difficulty hiring for these positions because of the commercial driver's license requirements and non-competitive pay.

4. Why is the number of street lane miles resurfaced not on target (measure #10)?

The monthly target was established by dividing the annual target evenly throughout the year. However, actual work is seasonal with most of the work being conducted in spring and summer months. The resurfacing measure is behind the annual goal because of this seasonality. Work will accelerate from April through the end of the fiscal year and is anticipated to end the year on target.

DATE May 31, 2019
SUBJECT **Budget Accountability Report—April 2019**

5. Why is the total number of new housing units being produced not on target (measure #18)?

Developing and constructing housing units is a multi-year process. Since the adoption of the Comprehensive Housing Policy in May 2018, the department restarted the single-family and multi-family development programs, including funding the development of housing units through the 2018 Notice of Availability of Funds (NOFA) and the Land Bank program. Projects resulting from the NOFA are expected to produce 781 units in the next two years, and projects resulting from recently approved Land Bank sales will create 81 single-family homes in the next four years. The single-family NOFA currently out for solicitation is expected to produce additional units.

6. Why is the number of single-family rental properties inspected not on target (measure #24)?

Inspectors rely on a workload management system to track which single-family rental properties are due for inspection and the status of those inspections. In fall 2018, the City transitioned to a new information technology system. During the transition, we encountered issues that delayed access to data, resulting in fewer completed inspections. Month-over-month performance did improve in April and should continue through the end of the year.

If you have any questions, please contact Jack Ireland, Director in the Office of Budget.



M. Elizabeth Reich
Chief Financial Officer

Attachment

c: T.C. Broadnax, City Manager
Chris Caso, City Attorney (Interim)
Mark Swann, City Auditor
Billerae Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizzor 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 and Chief Resilience Officer
Michael Mendoza, Chief of Economic Development and Neighborhood Services
Laila Alequresh, Chief Innovation Officer
Directors and Assistant Directors



APRIL 2019
**BUDGET
ACCOUNTABILITY
REPORT**

PREPARED BY THE
OFFICE OF BUDGET

1500 Marilla Street, 4FN
Dallas, TX 75201

214-670-3659
financialtransparency.dallascityhall.com

EXECUTIVE SUMMARY

Financial Forecast Report

Operating Fund	Year-End Forecast vs. Budget	
	Revenues	Expenses
General Fund	✓	✓
Aviation	✓	✓
Convention and Event Services	✓	✓
Municipal Radio	!	✓
Sanitation Services	✓	✓
Storm Drainage Management	✓	✓
Sustainable Development and Construction	✓	✓
Dallas Water Utilities	✓	✓
Information Technology	✓	✓
Radio Services	✓	✓
Equipment and Fleet Management	✓	✓
Express Business Center	✓	✓
9-1-1 System Operations	✓	✓
Debt Service	✓	✓

✓ YE forecast within 5% of budget

! YE forecast within 6-10% of budget

✗ YE forecast more than 10% from budget or no forecast provided

Dallas 365



On Target



Caution



Needs Improvement

Budget Initiative Tracker



Complete



On Target



Caution



Cancelled

FINANCIAL FORECAST REPORT

The Financial Forecast Report (FFR) provides a summary of financial activity through April 30, 2019, for the General Fund and other annual operating funds of the City. The Adopted Budget reflects the budget adopted by City Council on September 18, 2018, effective October 1 through September 30. The Amended Budget column reflects City Council-approved transfers between funds and programs, approved use of contingency, and other amendments supported by revenue or fund balance.

Year-to-Date (YTD) Actual amounts represent revenue or expenses/encumbrances that have occurred through the end of the most recent accounting period. Departments provide the Year-End (YE) Forecast, which projects anticipated revenues and expenditures as of September 30, 2019. The variance is the difference between the FY 2018-19 Amended Budget and the YE Forecast. Variance notes are provided when the YE forecast is +/- five percent of the amended budget and/or if YE expenditures are forecast to exceed the amended budget.

General Fund Overview

	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	YTD Actual	YE Forecast	Variance
Beginning Fund Balance	\$182,017,646	\$182,017,646		\$207,908,478	\$25,890,832
Revenues	1,365,966,274	1,367,351,406	1,014,681,468	1,376,953,894	9,602,488
Expenditures	1,365,966,274	1,367,351,406	714,253,500	1,363,766,072	(3,585,334)
Ending Fund Balance	\$182,017,646	\$182,017,646		\$221,096,300	\$39,078,654

The General Fund overview provides a summary of financial activity through April 30, 2019.

Fund Balance. The summary includes fund balance with the YE revenue and expenditure forecasts. As of April 30, 2019, the YE forecast beginning fund balance represents the FY 2017-18 audited unassigned ending fund balance and includes FY 2017-18 YE savings.

Revenues. Through April 30, 2019, General Fund revenues are projected to be \$9,602,000 over budget. This is primarily due to forecasted increases in property tax and sales tax collections, franchise fees, Safelight fines, and interest revenue based on current trends.

Expenditures. Through April 30, 2019, General Fund expenditures are projected to be below budget by \$3,585,000. Departments are under budget primarily because of salary savings from vacant positions.

Amendments. The General Fund budget was amended on:

- November 14, 2018, by resolution #18-1641 in the amount of \$155,000 for the District 4 runoff election.
- February 13, 2019, by resolution #19-0296 in the amount of \$480,000 for the disassembly, removal, and transfer to storage of the Confederate monument in Pioneer Cemetery.
- April 24, 2019, by ordinance #31779 for mid-year appropriation ordinance adjustments consisting of a \$75,000 increase to Civil Service, \$80,700 increase to City Controller's Office, \$150,000 decrease to Court and Detention Services, \$100,000 decrease to Library, \$73,520 decrease to Non-Departmental, \$150,710 increase to 311 Customer Service, \$142,110 increase to Office of Homeless Solutions, \$125,000 decrease to Public Affairs and Outreach, \$250,000 increase to Dallas Police Department from Contingency Reserve, and a \$500,000 increase to Park and Recreation from Contingency Reserve.

Budget adjustments approved by City Council on May 15, 2019, for the citywide runoff election will be reflected in next month's Budget Accountability Report (BAR).

Financial Forecast Report

GENERAL FUND REVENUE

Revenue Category ¹	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	YTD Actual	YE Forecast	Variance
Property Tax	\$727,886,279	\$727,886,279	\$721,316,337	\$729,340,841	\$1,454,562
Sales Tax ²	311,645,016	311,645,016	154,465,696	314,490,579	2,845,563
Franchise and Other	133,347,988	133,347,988	54,959,553	135,012,797	1,664,809
Charges for Service	110,146,088	110,146,088	43,944,823	112,768,854	2,622,766
Fines and Forfeitures	34,244,958	34,244,958	14,509,123	35,338,973	1,094,015
Operating Transfers In ³	24,823,767	26,208,899	9,141,937	22,872,899	(3,336,000)
Intergovernmental	9,563,291	9,563,291	3,308,944	9,563,291	0
Miscellaneous ⁴	6,320,104	6,320,104	4,750,273	7,119,744	799,640
Licenses and Permits	5,670,499	5,670,499	3,449,137	5,857,425	186,926
Interest ⁵	2,318,284	2,318,284	4,835,647	4,588,491	2,270,207
Total Revenue	\$1,365,966,274	\$1,367,351,406	\$1,014,681,468	\$1,376,953,894	\$9,602,488

VARIANCE NOTES

General Fund revenue variance notes are provided below for revenue categories with YE forecast variances of +/- five percent and revenue with an amended budget.

1 Revenue Category. Beginning with the December 2018 BAR, revenue categories have been restated to match the City's Chart of Accounts.

2 Sales Tax. Sales tax revenues are forecast to be \$2,846,000 over budget due to increased collections. Over the most recent 12 months, sales tax receipts have increased by 4.0 percent.

3 Operating Transfers In. The revenue budget for Operating Transfers In was amended on November 14, 2018, by resolution #18-1641 in the amount of \$155,132 for the District 4 runoff election, and on February 13, 2019, by resolution #19-0296 in the amount of \$480,000 for the disassembly, removal, and transfer to storage of the Confederate monument in Pioneer Cemetery, and April 24, 2019, by ordinance #31179 in the amount of \$750,000 for the police staffing study and evening youth programs in Park and Recreation. Revenue is forecast to be below budget due to deferral of inter-fund transfers.

4 Miscellaneous. Miscellaneous revenues are forecast to be \$800,000 over budget primarily due to facility rental fees.

5 Interest. Interest revenue is forecast to be \$2,270,000 over budget based on current trends.

Financial Forecast Report

GENERAL FUND EXPENDITURES

Expenditure Category	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	YTD Actual	YE Forecast	Variance
Civilian Pay	\$241,344,527	\$240,182,634	\$125,195,398	\$230,700,563	(\$9,482,071)
Civilian Overtime	6,660,128	6,643,021	5,166,195	8,841,753	2,198,732
Civilian Pension	35,070,258	34,947,747	18,016,546	33,262,712	(1,685,035)
Uniform Pay	423,709,510	423,709,510	240,163,230	415,933,582	(7,775,928)
Uniform Overtime	39,354,268	39,354,268	25,436,529	45,772,939	6,418,671
Uniform Pension	159,002,901	159,002,901	85,938,078	159,002,901	0
Health Benefits	68,816,185	68,816,185	33,149,020	68,834,337	18,152
Workers Comp	10,508,446	10,508,446	0	10,508,446	0
Other Personnel Services	12,666,100	12,644,950	6,690,406	12,508,866	(136,084)
Total Personnel Services ¹	997,132,323	995,809,662	539,755,402	985,366,099	(10,443,563)
Supplies ²	77,884,269	77,957,078	36,793,011	80,617,798	2,660,720
Contractual Services ³	366,535,382	368,978,484	148,989,994	371,738,607	2,760,123
Capital Outlay ⁴	13,617,618	13,724,618	4,087,854	16,517,403	2,792,785
Reimbursements ⁵	(89,203,318)	(89,118,436)	(15,372,760)	(90,473,835)	(1,355,399)
Total Expenditures	\$1,365,966,274	\$1,367,351,406	\$714,253,500	\$1,363,766,072	(\$3,585,334)

VARIANCE NOTES

1 Personnel Services. Current YE civilian pay forecast is \$9,482,000 below budget primarily due to vacancy savings that fully offset the \$2,199,000 overrun in civilian overtime. Uniform overtime YE forecast assumes \$5,918,000 anticipated use of overtime for the Dallas Police Department and \$500,000 for Dallas Fire-Rescue, fully offset by \$7,776,000 in uniform salary savings from vacant positions. Uniform pension YE forecast equals budget and includes the \$156,819,000 contribution required to fund the police and fire pension as enacted by the Texas Legislature through HB 3158, and additional funding for supplemental pension.

2 Supplies. Current YE forecast is \$2,660,000 above budget primarily due to higher than budgeted Park and Recreation gas and water expenses to be offset by additional revenue, greater than budgeted Office of Cultural Affairs gas and furniture expenses, and greater than anticipated usage of medical-surgical supplies by Dallas Animal Services.

3 Contractual Services. Contractual Services are \$2,760,000 over budget due to the use of temporary help and day labor expenses in various departments offset by salary savings, increased contractual costs as a result of higher Safelight revenues, and equipment upgrades and maintenance in Dallas Fire-Rescue.

4 Capital Outlay. Current YE forecast is \$2,793,000 over budget primarily due to the replacement of five ambulances as a result of wrecks and the purchase of \$1,420,000 in vehicles and heavy equipment for Code Compliance's Community Clean initiative.

5 Reimbursements. General Fund reimbursements reflects contributions from various agencies, including federal and state funds, internal service fund departments, and enterprise fund departments. Current YE forecasts are \$1,355,000 greater than budget due to increased reimbursements to Human Resources for implementation of the human resource information system and Dallas Police Department overtime reimbursements from confiscated funds.

Financial Forecast Report

GENERAL FUND EXPENDITURES

Expenditure by Department	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	YTD Actual	YE Forecast	Variance
Building Services ¹	\$22,729,907	\$22,729,907	\$13,240,300	\$22,905,200	\$175,293
City Attorney's Office	18,348,876	18,348,876	9,255,966	18,348,876	0
City Auditor's Office	3,367,314	3,367,314	1,627,895	3,367,314	(0)
City Controller's Office ²	6,768,899	6,849,599	4,046,710	6,880,677	31,078
Independent Audit	917,892	917,892	0	917,892	0
City Manager's Office ³	2,787,305	2,787,305	1,467,969	2,810,810	23,505
City Secretary ⁴	4,350,544	4,505,676	2,374,141	4,486,870	(18,806)
Civil Service ⁵	3,241,621	3,316,621	1,624,981	3,316,621	0
Code Compliance ⁶	31,635,395	31,635,395	15,005,064	31,635,395	0
Court Services ⁷	23,314,074	23,164,074	10,715,093	22,395,184	(768,890)
Jail Contract	8,908,016	8,908,016	4,454,008	8,908,016	0
Dallas Animal Services	14,878,667	14,878,667	8,068,283	14,691,590	(187,077)
Dallas Fire-Rescue	294,483,209	294,483,209	160,615,314	294,125,050	(358,159)
Dallas Police Department ⁸	486,752,691	487,002,691	267,779,923	487,002,691	0
Housing and Neighborhood Services	4,213,724	4,213,724	1,236,874	4,163,424	(50,300)
Human Resources	7,005,071	7,005,071	3,748,428	6,803,935	(201,136)
Judiciary ⁹	3,446,356	3,446,356	1,963,039	3,458,600	12,244
Library ¹⁰	34,138,717	34,038,717	17,494,884	33,886,599	(152,118)
Office of Management Services					
311 Customer Service ¹¹	4,495,891	4,646,601	3,493,125	4,601,568	(45,033)
Council Agenda Office ¹²	219,414	219,414	121,270	220,286	872
Office of Equity and Human Rights	998,436	998,436	385,527	998,436	0
Office of Innovation ¹³	603,668	603,668	146,291	448,636	(155,032)
Office of Strategic Partnerships ¹⁴	1,053,433	1,053,433	520,860	989,331	(64,102)
Office of Business Diversity	894,165	894,165	462,699	890,661	(3,504)
Office of Community Care	5,375,877	5,375,877	2,733,860	5,375,877	0
Office of Emergency Management	877,113	877,113	266,627	877,113	0
Office of Environmental Quality	2,734,360	2,734,360	2,074,468	2,670,323	(64,037)
Office of Homeless Solutions ¹⁵	11,546,393	11,688,503	7,354,462	11,668,067	(20,436)
Public Affairs and Outreach ¹⁶	2,098,745	1,973,745	798,738	1,748,815	(224,930)
Welcoming Communities	623,124	623,124	247,350	621,356	(1,768)
Mayor and City Council	4,989,530	4,989,530	2,542,437	4,989,530	0
Non-Departmental ¹⁷	92,727,295	92,653,775	15,261,426	90,899,486	(1,754,289)
Office of Budget	3,796,050	3,796,050	1,884,403	3,651,958	(144,092)
Office of Cultural Affairs ¹⁸	19,973,188	20,453,188	16,783,833	20,447,775	(5,413)
Office of Economic Development	4,972,909	4,972,909	2,972,590	4,971,909	(1,000)
Park and Recreation ¹⁹	98,542,371	99,042,371	57,104,064	99,042,371	(0)
Planning and Urban Design ²⁰	3,171,871	3,171,871	1,484,914	2,821,143	(350,728)
Procurement Services ²¹	2,443,038	2,443,038	1,429,354	2,568,193	125,155
Public Works	75,856,653	75,856,653	45,353,332	75,200,539	(656,114)
Sustainable Development	2,194,525	2,194,525	1,588,110	2,194,525	0
Transportation ²²	47,219,419	47,219,419	21,773,747	48,492,903	1,273,484
Total Departments	\$1,358,695,746	\$1,360,080,878	\$711,502,355	\$1,356,495,544	(\$3,585,334)
Liability/Claim Fund Transfer	2,751,145	2,751,145	2,751,145	2,751,145	0
Contingency Reserve	2,319,383	2,319,383	0	2,319,383	0
Salary and Benefit Reserve	2,200,000	2,200,000	0	2,200,000	0
Total Expenditures	\$1,365,966,274	\$1,367,351,406	\$714,253,500	\$1,363,766,072	(\$3,585,334)

VARIANCE NOTES

General Fund variance notes are provided below for departments with YE forecast variances of +/- five percent, amended budgets, or YE forecasts projected to exceed budget.

1 Building Services. Expenditures are forecast to be \$175,000 over budget primarily due to repairs to facilities in the Arts and Central districts, City Hall, Martin Weiss Recreation Center, and Thanksgiving Square, as well as increased usage of pest control, dumpster rentals, and landscaping activities at City Hall, which may be offset by savings in other departments.

2 City Controller's Office. The City Controller's Office budget was increased by \$80,700 on April 24, 2019, by ordinance #31179 for technology upgrades and Certified Accounts Payable Professional certification, training, and membership dues. Expenditures are forecast to be \$31,000 over budget due to unbudgeted vacation/sick termination payouts for two long-time employees, which may be offset by Salary and Benefit Reserve funds.

3 City Manager's Office. Expenditures are forecast to be \$24,000 over budget due to equity-based salary adjustments and civilian merit increases, which may be offset by savings in other departments or Salary and Benefit Reserve funds.

4 City Secretary. The City Secretary budget was increased by \$155,000 on November 14, 2018, by resolution #18-1641 for the District 4 runoff election. Budget adjustments approved by City Council on May 15, 2019, for the citywide runoff election will be reflected in next month's BAR.

5 Civil Service. The Civil Service budget was increased by \$75,000 on April 24, 2019, by ordinance #31179 for installation of a new secure card key entry system, computer equipment for DPD and DFR testing, and updates to the Civil Service board room.

6 Code Compliance. Savings projected in the March BAR are being used to purchase equipment for the Community Clean initiative, approved by resolution #19-0829 on May 22, 2019.

7 Court Services. The Court Services budget was decreased by \$150,000 on April 24, 2019, by ordinance #31179.

8 Dallas Police Department. The Dallas Police Department budget was increased by \$250,000 on April 24, 2019, by ordinance #31179 for a uniform staffing study.

9 Judiciary. Expenditures are forecast to be \$12,000 over budget due to increased overtime needed to staff the Downtown Night Court, Downtown Community Court, Prostitution Diversion Initiative (PDI) docket, and Drug Court, which may be offset by savings in other departments or Salary and Benefit Reserve funds.

10 Library. The Library budget was decreased by \$100,000 on April 24, 2019, by ordinance #31179.

11 311 Customer Service. The 311 Customer Service budget was increased by \$150,710 on April 24, 2019, by ordinance #31179 for an office reconfiguration and the use of temporary employees. Expenditures are forecast to be \$45,000 over budget due to unbudgeted vacation/sick termination payouts for one long-time employee, which may be offset by savings in other Management Services divisions.

12 Council Agenda Office. Expenditures are forecast to be \$872 over budget due to increased IT costs, which may be offset by savings in other Management Services divisions.

13 Office of Innovation. Expenditures are forecast to be \$155,000 under budget primarily due to vacancies.

14 Office of Strategic Partnerships. Expenditures are forecast to be \$64,000 under budget due to two vacancies.

VARIANCE NOTES

15 Office of Homeless Solutions. The Office of Homeless Solutions budget was increased by \$142,110 on April 24, 2019, by ordinance #31179 for temporary staff hired to implement the Continuum of Care.

16 Public Affairs and Outreach. The Public Affairs and Outreach budget was decreased by \$125,000 on April 24, 2019, by ordinance #31179. Expenditures are forecast to be \$225,000 under budget due to hiring delays for vacant positions and lower costs associated with off-site City Council meetings.

17 Non-Departmental. The Non-Departmental budget was decreased by \$73,520 on April 24, 2019, by ordinance #31179. Expenditures are forecast to be \$1,754,000 under budget due to delays in departmental Master Lease purchases for fleet and equipment and an expected year-end appropriations transfer of \$500,000 to Transportation for the strategic mobility plan approved by City Council on February 13, 2019, by resolution #19-0297.

18 Office of Cultural Affairs. The Office of Cultural Affairs budget was increased by \$480,000 on February 13, 2019, by resolution #19-0296 for the disassembly, removal, and transfer to storage of the Confederate monument in Pioneer Cemetery.

19 Park and Recreation. The Park and Recreation budget was increased by \$500,000 on April 24, 2019, by ordinance #31179 to develop and expand youth programs during evenings and weekends.

20 Planning and Urban Design. Expenditures are forecast to be \$351,000 under budget due to salary savings from nine vacant positions, with a plan underway to fill the vacancies.

21 Procurement Services. Expenditures are forecast to be \$125,000 over budget due to unbudgeted vacation/sick termination payouts for three long-time employees, which may be offset by Salary and Benefit Reserve funds.

22 Transportation. Expenditures are forecast to be \$1,273,000 over budget primarily due to increased Safelight program payments to the state offset by increased revenue, as well as monthly traffic signal modem charges, an unplanned traffic signal upgrade, and a staff augmentation contract, partially offset by 47 vacant positions. Overages may be covered by savings from other departments. A year-end appropriations transfer of \$500,000 is expected from Non-Departmental to cover the cost of the strategic mobility plan approved by City Council on February 13, 2019, by resolution #19-0297.

Financial Forecast Report

ENTERPRISE FUNDS

Department	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	YTD Actual	YE Forecast	Variance
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AVIATION¹

Beginning Fund Balance	\$14,216,560	\$14,216,560		\$5,570,308	(\$8,646,252)
Total Revenues	144,132,819	154,991,422	79,790,092	154,991,422	0
Total Expenditures	144,132,819	154,991,423	62,202,749	154,991,423	0
Ending Fund Balance	\$14,216,560	\$14,216,559		\$5,570,306	(\$8,646,253)

CONVENTION AND EVENT SERVICES²

Beginning Fund Balance	\$33,234,399	\$33,234,399		\$39,186,345	\$5,951,946
Total Revenues	108,647,915	108,647,915	52,911,350	110,064,831	1,416,916
Total Expenditures	108,647,915	108,647,915	34,602,133	110,064,831	1,416,916
Ending Fund Balance	\$33,234,399	\$33,234,399		\$39,186,345	\$5,951,946

MUNICIPAL RADIO

Beginning Fund Balance	\$1,205,492	\$1,205,492		\$1,055,872	(\$149,620)
Total Revenues	2,178,813	2,178,813	1,014,968	1,999,653	(179,160)
Total Expenditures	2,076,728	2,076,728	1,183,315	2,076,368	(360)
Ending Fund Balance	\$1,307,577	\$1,307,577		\$979,157	(\$328,420)

Note: FY 2018-19 budget reflects revenue in excess of expenses.

SANITATION SERVICES³

Beginning Fund Balance	\$29,641,449	\$29,641,449		\$24,416,494	(\$5,224,955)
Total Revenues	112,653,465	114,157,465	72,151,273	115,895,111	1,737,646
Total Expenditures	112,653,465	114,157,465	43,637,784	114,157,465	0
Ending Fund Balance	\$29,641,449	\$29,641,449		\$26,154,139	(\$3,487,310)

STORM DRAINAGE MANAGEMENT—DALLAS WATER UTILITIES

Beginning Fund Balance	\$7,928,950	\$7,928,950		\$12,692,716	\$4,763,766
Total Revenues	58,436,837	58,436,837	34,578,189	58,465,982	29,145
Total Expenditures	58,436,837	58,436,837	29,969,576	58,436,836	(1)
Ending Fund Balance	\$7,928,950	\$7,928,950		\$12,721,861	\$4,792,911

SUSTAINABLE DEVELOPMENT AND CONSTRUCTION

Beginning Fund Balance	\$43,833,830	\$43,833,830		\$47,568,451	\$3,734,621
Total Revenues	33,143,848	33,143,848	20,813,919	33,143,848	0
Total Expenditures	34,571,119	34,571,119	16,700,152	33,221,119	(1,350,000)
Ending Fund Balance	\$42,406,559	\$42,406,559		\$47,491,180	\$5,084,621

Note: FY 2018-19 budget reflects planned use of fund balance.

WATER UTILITIES⁴

Beginning Fund Balance	\$118,325,578	\$118,325,578		\$145,368,915	\$27,043,337
Total Revenues	665,005,577	665,005,577	322,380,441	634,309,792	(30,695,785)
Total Expenditures	665,491,395	665,491,394	303,881,083	641,102,642	(24,388,752)
Ending Fund Balance	\$117,839,760	\$117,839,761		\$138,576,066	\$20,736,305

Note: FY 2018-19 budget reflects planned use of fund balance.

Financial Forecast Report

INTERNAL SERVICE FUNDS

Department	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	YTD Actual	YE Forecast	Variance
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INFORMATION TECHNOLOGY

Beginning Fund Balance	\$10,887,991	\$10,887,991		\$11,210,496	\$322,505
Total Revenues	69,434,657	69,434,657	32,090,191	69,476,447	41,790
Total Expenditures	77,011,403	77,011,403	52,671,898	76,447,648	(563,755)
Ending Fund Balance	\$3,311,245	\$3,311,245		\$4,239,295	\$928,050

Note: FY 2018-19 budget reflects planned use of fund balance.

RADIO SERVICES

Beginning Fund Balance	\$2,800,576	\$2,800,576		\$3,086,522	\$285,946
Total Revenues	5,917,772	5,917,772	2,155,255	5,900,868	(16,904)
Total Expenditures	8,651,413	8,651,413	4,248,560	8,594,959	(56,454)
Ending Fund Balance	\$66,935	\$66,935		\$392,431	\$325,496

Note: FY 2018-19 budget reflects planned use of fund balance.

EQUIPMENT AND FLEET MANAGEMENT⁵

Beginning Fund Balance	\$7,254,000	\$7,254,000		\$6,862,856	(\$391,144)
Total Revenues	54,412,850	55,662,517	148,666	55,662,517	0
Total Expenditures	54,912,850	56,162,517	27,015,602	56,162,517	0
Ending Fund Balance	\$6,754,000	\$6,754,000		\$6,362,856	(\$391,144)

Note: FY 2018-19 budget reflects planned use of fund balance.

EXPRESS BUSINESS CENTER

Beginning Fund Balance	\$2,682,143	\$2,682,143		\$2,793,339	\$111,196
Total Revenues	2,593,790	2,593,790	1,432,592	2,593,790	0
Total Expenditures	2,137,496	2,137,496	895,964	2,137,252	(244)
Ending Fund Balance	\$3,138,437	\$3,138,437		\$3,249,877	\$111,440

Note: FY 2018-19 budget reflects planned use of fund balance.

Financial Forecast Report

OTHER FUNDS

Department	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	YTD Actual	YE Forecast	Variance
9-1-1 SYSTEM OPERATIONS					
Beginning Fund Balance	\$7,852,062	\$7,852,062		\$10,243,774	\$2,391,712
Total Revenues	12,018,812	12,018,812	5,848,585	12,300,359	281,547
Total Expenditures	15,176,553	15,176,553	5,126,533	15,130,100	(46,453)
Ending Fund Balance	\$4,694,321	\$4,694,321		\$7,414,033	\$2,719,712

Note: FY 2018-19 budget reflects planned use of fund balance.

DEBT SERVICE

Beginning Fund Balance	\$32,549,163	\$32,549,163		\$28,898,633	(\$3,650,530)
Total Revenues	289,189,656	289,189,656	266,948,762	290,332,436	1,142,780
Total Expenditures	296,200,044	296,200,044	145,278,350	296,200,044	0
Ending Fund Balance	\$25,538,775	\$25,538,775		\$23,031,024	(\$2,507,751)

Note: FY 2018-19 budget reflects planned use of fund balance.

EMPLOYEE BENEFITS

City Contributions	\$94,862,835	\$94,862,835	48,006,162	\$94,862,835	\$0
Employee Contributions	36,126,244	36,126,244	25,051,028	36,126,244	0
Retiree	31,963,243	31,963,243	15,631,436	31,963,243	0
Other	0	0	231,148	231,148	231,148
Total Revenues	162,952,322	162,952,322	88,919,773	163,183,470	231,148
Total Expenditures	\$160,083,133	\$160,083,133	\$68,271,982	\$160,083,133	\$0

Note: FY 2018-19 budget reflects revenue in excess of expenses. FY 2018-19 YE forecast reflects claim expenses expected to occur in the fiscal year. Fund balance (not included) reflects incurred by not reported (IBNR) claims.

RISK MANAGEMENT

Worker's Compensation	\$13,701,708	\$13,701,708	\$1,162,781	\$13,701,708	\$0
Third Party Liability	10,227,315	10,227,315	163,608	10,227,315	0
Purchased Insurance	3,029,284	3,029,284	678	3,029,284	0
Interest and Other	749,900	749,900	1,024	749,900	0
Total Revenues	27,708,207	27,708,207	1,327,067	27,708,207	0
Total Expenditures	\$34,166,607	\$34,166,607	\$8,633,877	\$34,166,607	\$0

Note: FY 2018-19 budget reflects planned use of fund balance. FY 2018-19 YE forecast reflects claim expenses expected to occur in the fiscal year. Fund balance (not included) reflects the total current liability for Risk Management (Worker's Compensation/Liability/Property Insurance).

VARIANCE NOTES

The Enterprise, Internal Service, and Other Funds summaries include the beginning fund balance with the YE revenue and expenditure forecasts. As of April 30, 2019, YE forecast beginning fund balance represents the FY 2017-18 audited ending fund balance and any additional YE savings. Variance notes are provided below for funds with a YE forecast variance of +/- five percent, YE forecast projected to exceed budget, or projected use of fund balance.

1 Aviation. The Aviation budget was increased by \$10,859,000 on April 24, 2019, by ordinance #31179 to accrue revenues to service a fall 2019 payment on the Series 2017 Bonds and for the purchase of IT storage infrastructure, offset by \$10,859,000 in increased revenues.

2 Convention Center. Expenditures are forecast to be \$1,417,000 over budget due to increased food and beverage sales, fully offset by \$1,417,000 in increased revenues.

3 Sanitation Services. The Sanitation Services budget was increased by \$1,504,000 on April 24, 2019, by ordinance #31179 for increased equipment maintenance charges from aging fleet, increased landfill operating expenses associated with higher than normal rain in the fall, increased use of temporary help, and infrastructure repair at various sanitation facilities, fully offset by increased revenues from stronger than anticipated landfill cash customers and residential revenues.

4 Water Utilities. Revenues are forecast to be \$30,696,000 under budget due to wholesale customers receiving a credit to revenues as a result of the Sabine River Authority (SRA) settlement, which will be offset by fund balance, and decreased water consumption. Expenditures are projected to be \$24,389,000 below budget primarily due to a decreased capital construction transfer to offset the consumption-related revenue reduction.

5 Equipment and Fleet Management. The Equipment and Fleet Management budget was increased by \$1,250,000 on April 24, 2019, by ordinance #31179 for overtime to support Sanitation fleet maintenance, cost increases for automotive parts, non-emergency wrecker price agreement, and anticipated new costs associated with the use of emergency wrecker services. Billing has been delayed pending a billing program update required by the change in department acronym.

Financial Forecast Report

2017 GENERAL OBLIGATION BOND PROGRAM

Proposition	Authorized by Voters	Inception-to-Date Appropriations	Inception-to-Date Expenditures	Current Encumbered	Unencumbered
Street and Transportation [A]	\$533,981,000	\$124,513,232	\$31,645,257	\$37,517,190	\$55,350,785
Park and Recreation Facilities [B]	261,807,000	154,644,167	31,516,317	25,335,998	97,791,853
Fair Park [C]	50,000,000	27,570,000	1,657,459	2,591,540	23,321,001
Flood Protection and Storm Drainage [D]	48,750,000	19,574,800	292,519	1,003,693	18,278,587
Library Facilities [E]	15,589,000	14,089,000	464,115	745,148	12,879,737
Cultural and Performing Arts Facilities [F]	14,235,000	12,745,000	133,145	1,782,254	10,829,601
Public Safety Facilities [G]	32,081,000	31,016,000	2,920,331	1,662,819	26,432,851
City Facilities [H]	18,157,000	14,347,000	163,917	3,523,757	10,659,327
Economic Development [I]	55,400,000	14,462,200	1,304,463	11,012,200	2,145,537
Homeless Assistance Facilities [J]	20,000,000	2,000,000	-	-	2,000,000
Total	\$1,050,000,000	\$414,961,399	\$70,097,522	\$85,174,598	\$259,689,278

Note: The table above reflects expenditures and encumbrances recorded in the City's financial system of record. It does not include commitments that have not yet been recorded in the system, such as amounts recently approved by City Council.

DALLAS 365

The Dallas 365 initiative aligns 35 key performance measures to our six strategic priorities. The department responsible for each measure is noted at the end of the measure's description, and last year's performance is included, if available. Several measures are new for FY 2018-19, so actual performance data is not available (N/A) for last year.

An annual target has been established for each measure. The annual target is then broken down into a year-to-date (YTD) target, which represents October 1 through the current reporting period. Each month, we will compare the YTD target with the YTD actual performance reported by the responsible department and assign a YTD status based on how well actual performance compares to the target.

Measures are designated "on target" (green) if actual YTD performance is within 5 percent of the YTD target. Measures with actual YTD performance within 6 to 20 percent of the YTD target are designated in "caution" (yellow) status. If actual YTD performance is more than 20 percent from the YTD target, the measure is designated as "needs improvement" (red). For most measures, high values indicate positive performance, but for a few measures, the reverse is true. These measures are noted with an asterisk and include measures numbered 6, 8, 13 and 22. Variance notes are provided for each measure that is not on target.

 21

On Target

 8

Caution

 6

Needs Improvement

#	Measure	FY 2017-18 Actual	FY 2018-19 Target	YTD Target	YTD Actual	YTD Status
Public Safety						
1	Percentage of responses to structure fires within 5 minutes and 20 seconds of dispatch (Fire-Rescue)	86.11%	90.00%	90.00%	83.72%	!
2	Percentage of EMS responses within five minutes (Fire-Rescue)	N/A	90.00%	90.00%	50.51%	✗
3	Percentage of responses to Priority 1 calls within eight minutes (Police)	N/A	60.00%	60.00%	51.92%	!
4	Percentage of 911 calls answered within 10 seconds (Police)	94.21%	91.00%	91.00%	94.89%	✓
5	Homicide clearance rate (Police)	78.35%	60.00%	60.00%	91.34%	✓
6	Violent crime rate (per 100,000 residents) (Police)*	N/A	767	447.42	377.77	✓
Mobility Solutions, Infrastructure, & Sustainability						
7	Percentage of annual bond appropriation committed (Bond Program)	N/A	90.00%	52.50%	49.00%	✓ !
8	Average response time to emergency sewer calls (in minutes) (Dallas Water Utilities)*	58.68	60	60	59.67	✓
9	Percentage compliance with state and federal standards and regulations for drinking water (Dallas Water Utilities)	100.00%	100.00%	100.00%	100.00%	✓
10	Number of street lane miles resurfaced (Public Works)	208.34	197	114.92	58.33	✗
11	Percentage of potholes repaired within five days (Public Works)	N/A	98.00%	98.00%	97.37%	✓
12	Percentage of streets with a Pavement Condition Index rating of C or better (Public Works)	N/A	77.40%	77.40%	77.40%	✓

DALLAS 365

#	Measure	FY 2017-18 Actual	FY 2018-19 Target	YTD Target	YTD Actual	YTD Status
Mobility Solutions (cont.)						
13	Missed refuse and recycling collections per 10,000 collection points/service opportunities (Sanitation)*	12.83	11	11	11.62	⚠
14	Residential recycling diversion rate (Sanitation)	19.29%	19.00%	19.00%	17.69%	⚠
15	Percentage of surveyed street lights on major streets that are working (Transportation)	94.58%	96.00%	96.00%	95.00%	✅
Economic & Neighborhood Vitality						
16	Number of jobs created or retained through written commitment (Economic Development)	N/A	5,000	2,917	1,890	❌
17	Number of Dallas Homebuyer Assistance Program (DHAP) loans provided (Housing)	N/A	81	47	15	❌
18	Total number of new housing units produced (sale and rental combined) (Housing)	595	1,500	875	73	❌
19	Percentage of single-family permits reviewed in three days (Sustainable Development)	80.00%	85.00%	85.00%	85.71%	✅
20	Percentage of inspections performed same day as requested (Sustainable Development)	97.49%	98.00%	98.00%	96.69%	✅
Human & Social Needs						
21	Number of seniors served (Community Care)	1,833	4,500	2,625	4,387	✅
22	Number of days to resolve a homeless encampment site from date of service request to resolution (Homeless Solutions)*	16.31	21	21	16.80	✅
23	Percentage of unduplicated persons placed in permanent housing who remain housed after six months (Homeless Solutions)	N/A	85.00%	85.00%	90.78%	✅
Quality of Life						
24	Number of single-family rental properties inspected (initial inspections and reinspections) (Code Compliance)	12,099	10,000	5,833	2,205	❌
25	Percentage of 311 Code service requests responded to within estimated response time (Code Compliance)	94.58%	96.00%	96.00%	86.86%	⚠
26	Percentage of food establishments inspected on schedule (Code Compliance)	N/A	95.00%	95.00%	95.00%	✅
27	Live release rate (Animal Services)	80.30%	81.00%	81.00%	86.04%	✅
28	Percentage increase in field impoundments over prior fiscal year (Animal Services)	17.32%	18.00%	18.00%	20.91%	✅
29	Number of library visits in person, online, and for programs (Library)	9,352,274	7,420,000	4,328,333	5,896,433	✅
30	Number of participants in adult education courses (ELL, GED, basic education, and citizenship) (Library)	N/A	25,000	14,583	16,587	✅
31	Percentage of cultural services contracts awarded to artists or small arts organizations (budgets less than \$100,000) (Cultural Affairs)	N/A	50.00%	50.00%	59.70%	✅
32	Percentage of residents within ½ mile of a park (Park and Recreation)	60.00%	63.00%	63.00%	61.00%	✅

DALLAS 365

#	Measure	FY 2017-18 Actual	FY 2018-19 Target	YTD Target	YTD Actual	YTD Status
Government Performance & Financial Management						
33	Percentage of 311 calls answered within 90 seconds (311)	56.46%	70.00%	70.00%	58.05%	⚠
34	Percentage of invoices paid within 30 days (City Controller)	95.51%	94.00%	94.00%	98.78%	✅
35	Percentage of dollars spent with local businesses (Business Diversity)	45.41%	50.00%	50.00%	44.66%	⚠

VARIANCE NOTES

#1. Due to continued focus on driving safety, high numbers of new inexperienced firefighters, and an increase in heavy apparatus assignments to all “Potential Scenes of Violence.” These apparatus must stay on location until police arrival, which affects response times for other fire emergencies nearby.

#2. Due to high EMS service demand/call volume and finite emergency resources. Units are often deployed from more distant fire stations to serve areas experiencing simultaneous 911 calls for EMS service. DFR is exploring how the tiered EMS software (Priority Dispatch) can help reduce response times over the next few months.

#3. Due to lack of staff, although times have improved. An emphasis on recruiting, changes to Civil Service rules, and increased starting pay should lead to increased staffing and ultimately improved response times.

#7. Due to fluctuations in project award schedules. The Bond Program Office is initiating weekly meetings with client department directors, and design and construction awards are increasing, resulting in higher commitments, which are expected to reach \$82 million during the third quarter.

#10. Due to seasonality of resurfacing efforts. Work peaks from April to August.

#13. Schedule changes from November to January drove missed calls up slightly. This is an annual peak and falls back below target in the spring. Missed collections dropped to 8.78 per 10,000 in April, and performance should continue to improve.

#14. Due to seasonality. As temperatures rise throughout spring and summer, recycling diversion rates rise as well.

#16. Job creation through economic development incentives does not occur in a linear fashion. With a robust pipeline of prospects, the City will surpass the annual job creation goal.

#17. FY 2017-18 program changes and updated homebuyer qualification guidelines will result in larger loans, but the process is more time-consuming, resulting in fewer loans.

#18. The target for this measure was adjusted to 1,500 in consultation with Housing and Neighborhood Revitalization. The 2018 Notice of Funds Available (NOFA) is expected to produce 800 units, and the single-family NOFA to be issued in 2019 is expected to produce an additional 200. Other units may be added through the Home Repair Program, the incentive zoning ordinance (if approved), and/or tax credit projects that do not require City funding.

#24. Due to system conversion, which interrupted service request data retrieval. Inspections increased by 47% (month-over-month) in April, and performance should continue to improve.

#25. Due to system conversion, which interrupted service request data retrieval. Performance has improved since January, reaching 89% for the month of April, and should continue to increase.

#33. Due to increased attrition/reduction in agents trained to process calls, but performance continues to improve, from “Needs Improvement” in March to “Caution” in April.

#35. Due to two water/wastewater projects awarded to non-local vendors Southland Contracting (\$22.44 million) and Oscar Renda Contracting (\$15.81 million).

BUDGET INITIATIVE TRACKER

The Budget Initiative Tracker reports on 44 activities included in the FY 2018-19 and FY 2019-20 biennial budget. For each initiative included in this report, you will find the initiative number, title, description and status. At the end of each description, the responsible department is listed. Each month, the responsible department provides a current status for the initiative and indicates whether the initiative is “complete” (blue circle), “on target” (green check mark), “caution” (yellow exclamation mark), or “canceled” (red x).



In the Spotlight

The Office of Community Care has begun hiring events for the FreshStart program, which supports the return of formerly incarcerated individuals to the community. At the event in May, three departments—Water Utilities, Management Services, and Building Services—made on-the-spot offers to 13 applicants. Once participants become full-time employees, program caseworkers meet with them for at least six months to help ensure a successful transition.

Budget Initiative Tracker

PUBLIC SAFETY**1 Police & Fire Uniform Pay**

INITIATIVE Increasing pay for police officers and firefighters (1) effective in October 2018 in accordance with the three-year Meet and Confer agreement, which calls for double-step pay increases of approximately 10 percent, adding a 2 percent top step, and increasing starting pay to \$51,688, and (2) effective in January 2019 in accordance with the City Council budget amendment to increase pay by three percent across the board, to a minimum of \$60,000. (Police and Fire-Rescue)

STATUS Uniform pay increases based on the current Meet and Confer agreement went into effect October 2018. On December 23, 2018, City Council authorized the City Manager to enter an Amended Meet and Confer agreement for additional uniform pay increases effective in January 2019.

2 Number of Police Officers

INITIATIVE Recruiting new police officers to bring the number of sworn employees at the end of FY 2018-19 to 3,050. (Police)

STATUS DPD anticipates hiring 255 officers this fiscal year with attrition of 249, for a total of 3,034. This year-end forecast is less than the goal of 3,050 officers because DPD ended FY 2017-18 with fewer officers than anticipated (3,028).

3 Number of Firefighters

INITIATIVE Recruiting new firefighters to bring the number of sworn employees at the end of FY 2018-19 to 1,942. (Fire-Rescue)

STATUS Dallas Fire-Rescue anticipates 65 recruits will enter the field in June and plans to delay hiring the spring 2019 class until July. DFR anticipates FY 2018-19 attrition to be 106 members (versus the previous forecast of 126), meaning DFR will end the year with 1,963 members instead of 1,942.

4 Police and Fire Uniform Pension

INITIATIVE Contributing \$156.8 million, up \$6.1 million from the current year, to the Dallas Police and Fire Pension System to ensure a secure retirement for our first responders. (Police and Fire-Rescue)

STATUS The City pension contributions are being made in compliance with HB 3158 approved by the state legislature in 2017.

5 Security of City Facilities

INITIATIVE Consolidating security for City facilities into Court and Detention Services and conducting a comprehensive risk assessment to identify future security needs for City facilities and programs. (Court and Detention Services)

STATUS City Council approved a one-year consultant contract on May 22 for a security assessment of City facilities and development of a Citywide security strategy, including recommendations for staffing and equipment enhancements.

6 School Crossing Guards

INITIATIVE Investing more than \$5 million in a school crossing guard program to protect Dallas students. (Court and Detention Services)

STATUS All City Management Services, Inc. (ACMS) has been providing crossing guard services to about 150 elementary schools within Dallas city limits since the beginning of the school year. The City also received \$315,000 from Dallas County—the first payment distribution since the “child safety” fee on vehicle registrations took effect on January 1.

7 P-25 Radio System

INITIATIVE Expanding radio coverage area, improving system reliability, lowering operating costs, and improving interoperability across City departments and with other public safety agencies through implementation of the new P-25 radio system. (Communication and Information Services)

STATUS The project team is analyzing various radio towers impacted by this project to ensure all towers meet standards. The team is also putting mitigation plans in place in case alternative design options need to be explored.

8 Firefighter Safety

INITIATIVE Protecting the safety of DFR officers by replacing all self-contained breathing apparatus (SCBA) in phases and providing a second set of personal protective equipment (PPE) to allow for cleaning equipment between fires. (Fire-Rescue)

STATUS Dallas Fire-Rescue has submitted specifications to Procurement Services for the second set of PPEs and SCBA replacement. Staff expects to advertise and close the solicitation in June.

9 911 Operations Center

INITIATIVE Furthering the City's investment in the 911 emergency system with additional technology and expanded backup capacity. (Communication and Information Services)

STATUS DPD and CIS launched the Text-to-911 system on March 26. CIS also ordered equipment for the backup CAD system, and the vendor is finalizing the quote for the Dual Production Public Safety Answering Point (PSAP) solution for the backup site.

Budget Initiative Tracker

MOBILITY SOLUTIONS, INFRASTRUCTURE, & SUSTAINABILITY

10 Street Conditions

INITIATIVE Investing more than \$125 million of bonds and cash to improve the driving condition of city streets. (Public Works)

STATUS All funds for FY 2018-19 have been committed. Street and alley maintenance work and bond resurfacing contracts are all on schedule to be completed by the end of September. To date, Public Works has completed 230 maintenance and improvement projects, or 129.2 lane miles out of 820 budgeted for this fiscal year.

11 Intersection Safety

INITIATIVE Leveraging \$10 million of federal Highway Safety Improvement Program (HSIP) funds with approximately \$2 million in City funds to improve safety at high-crash locations. (Transportation)

STATUS Staff is currently working on scheduling design and with TxDOT to complete the Local Project Advanced Funding Agreements (LPAFA) wherein our 10% match is paid. One LPAFA is scheduled for City Council consideration in June, and staff anticipates submitting the remaining six in September.

12 Alley Access

INITIATIVE Creating a \$1.8 million cross-departmental pilot program to improve alley access for residents and utilities. (Sanitation, Water Utilities, and Public Works)

STATUS City Council awarded a contract for alley vegetation abatement on January 23. Public Works and Sanitation are prioritizing vegetation clearance because the green season started in late February, and this work began in April.

13 Bike Lanes

INITIATIVE Expanding bike lanes and improving mobility by increasing the current \$500,000 budget by \$500,000 per year for each of the next three years to achieve a \$2 million per year investment starting in FY 2020-21. (Transportation)

STATUS Transportation has awarded or is set to award \$0.9 million for projects this year, including 1.1 miles of bike lanes around Farmers Market and Deep Ellum, 0.62 miles in conjunction with Public Works' project on Sylvan Ave., 0.3 miles in conjunction with construction of Highland Rd., and purchase of bike racks for high-traffic areas.

14 OneWater Consolidation

INITIATIVE Combining water, wastewater, and stormwater into one utility to provide comprehensive management of Dallas' valuable water resources. (Water Utilities)

STATUS DWU is working with the Office of Budget and City Controller's Office on next steps for assigning fixed assets to the appropriate utility service. Consolidation and relocation of staff is expected to be complete by August.

15 Environmental Plan

INITIATIVE Completing an environmental plan that includes solutions to address climate change by using \$500,000 available revenue received from the previous plastic bag ordinance and fee. (Office of Environmental Quality)

STATUS Staff hosted the Dallas Climate Action Plan kickoff meeting on April 27, and a series of community engagement meetings are planned April 29 through May 9. Staff anticipates briefing City Council in June on initial data collection, analysis, and community outreach efforts.

16 Traffic Signals

INITIATIVE Repairing traffic signals by 1) responding to traffic signal knockdowns and underground cable repairs and 2) replacing broken vehicle detectors at 40 traffic signals across the city. (Transportation)

STATUS This initiative is funded in FY 2019-20, the second year of the biennial.

17 City Facility Major Maintenance

INITIATIVE Repairing City-owned facilities through a \$7 million deferred maintenance program. (Building Services)

STATUS Of the \$6 million allocated for general City facilities, projects estimated at \$3.1 million are complete, and the rest are in progress. Projects initiated since last month include assessment of pipes at City Hall and furniture for the City Hall cafeteria.

The remaining \$1 million allocated for deferred maintenance is for cultural facilities: \$800,000 at City-owned facilities and \$200,000 for other cultural facilities. Projects estimated at \$600,000 are in progress, including HVAC repairs at Kalita Humphreys Theater, J. Craft Annex floor replacement, exterior painting at the Latino Cultural Center, lighting at the South Dallas Cultural Center, and interior and storefront repairs and flooring at the Oak Cliff Cultural Center.

18 Neighborhood Drainage

INITIATIVE Implementing a new stormwater program dedicated to neighborhood drainage, which will focus efforts on neighborhood outreach and preventing flooding in local streets. (Water Utilities)

STATUS DWU's FY 2019-20 budget proposal includes funding for personnel, equipment, and contracts for increased neighborhood drainage maintenance. In addition to reclassifying and advertising the Sr. Program Manager position, additional requisitions are being opened for the newly designated Neighborhood Drainage Division of DWU.

Budget Initiative Tracker

ECONOMIC & NEIGHBORHOOD VITALITY**19 Property Tax Rate** 

INITIATIVE Reducing the property tax rate by 0.37¢, making FY 2018-19 the third consecutive year with a tax rate reduction. (Office of Budget)

STATUS City Council approved a 0.37¢ property tax reduction on September 18, 2018. Dallas County Tax Office distributed property tax bills and will collect revenue on behalf of the City.

20 Housing Policy 

INITIATIVE Implementing the Comprehensive Housing Policy approved by City Council in May 2018 to create and preserve housing throughout the city. (Housing and Neighborhood Revitalization)

STATUS On May 22, City Council approved an amendment to the Comprehensive Housing Policy adding a new Land Transfer program to facilitate the sale of tax-foreclosed and City-owned lots for affordable housing and other redevelopment activities. The Housing Policy Task Force committees continue to meet monthly to provide stakeholder input that informs implementation of the Comprehensive Housing Policy.

21 Stabilization and Emerging Market Areas 

INITIATIVE Targeting \$1 million to historically underserved areas at risk of displacement because of changing market conditions, as well as areas in need of intensive environmental enhancements, master planning, and formalized neighborhood organizations. (Housing and Neighborhood Revitalization)

STATUS During the next 60 days, staff will design a title clearing education and assistance program that leverages and expands on activities already underway through DISD, Dallas Housing Authority, and other educators and partners. Through this process, staff will determine the scope of the issue, including locations of tangled titles, the underlying causes, and the estimated time and resources needed to clear them. Staff will also identify additional potential partners, as well as gaps in staffing or skills needed to effectively advise homeowners on program requirements.

22 One-Stop Permitting 

INITIATIVE Offering an online one-stop shop for residents and businesses to submit construction plans to the City. (Sustainable Development and Construction)

STATUS Phase 2 of the Electronic Plan Review System is on track, which will allow inspectors to view and comment on electronic plans submitted online. DEV approved the configuration requirements document and the vendor is moving forward. The next part of Phase 2 will include enhanced features to improve efficiency, such as a more robust interface that will eliminate duplicate data entry.

23 Historic Resource Survey 

INITIATIVE Devoting \$100,000 to conduct a historic resource survey with private partners. (Sustainable Development and Construction)

STATUS Staff released the RFCSP for the survey in early 2019 and received two proposals; they are now working with Procurement to revise the scope based on the Texas Historical Commission (THC) grant requirements and will request new proposals from the two candidates. Staff anticipates the bid will be submitted for City Council consideration in August, with work beginning in September.

Budget Initiative Tracker

HUMAN & SOCIAL NEEDS**24 Homelessness Programs** 

INITIATIVE Addressing homelessness holistically, including \$2.3 million for strengthening the homeless response system, providing improved supportive housing for chronically homeless seniors, leveraging innovative and collaborative “shovel-ready” projects for affordable housing units, and developing a landlord subsidized leasing program. (Office of Homeless Solutions)

STATUS OHS released two solicitations in January for proposals to strengthen the homeless response system and increase landlord participation in the landlord subsidized leasing program (track 3 of the Homeless Solutions Strategy). Bids were opened March 15, and oral presentations have been completed. Proposals are currently being evaluated for final recommendations.

25 End Panhandling Now 

INITIATIVE Increasing funding for the End Panhandling Now initiative to \$415,000 and continuing public education on ways to effectively assist those in need. (Office of Community Care)

STATUS The City has four full-time resources dedicated to anti-panhandling initiatives. Staff is working to launch a new component of the educational campaign in May to improve program effectiveness, using traditional media outlets such as radio, billboards, and DART advertisements. Staff will also continue to implement street outreach.

26 Citizenship Programs 

INITIATIVE Committing \$175,000 to partner with nonprofit organizations to offer civil legal services and promote citizenship to immigrants. (Office of Welcoming Communities and Immigrant Affairs)

STATUS The City Attorney’s Office is reviewing specifications for procurement of civil legal services, and Procurement is reviewing the specifications for citizenship services.

27 Equity 

INITIATIVE Creating an Office of Equity and Human Rights (OEHR) to promote equity as one of the City’s core values and focus on fair housing. (Office of Equity and Human Rights)

STATUS On May 22, City Council adopted an Equity Resolution to demonstrate the City’s commitment to ensuring equity in all policies, programs, services, and practices.

28 FreshStart Re-Entry Program 

INITIATIVE Increasing funding by \$235,000 for the FreshStart re-entry program to support the transition of formerly incarcerated individuals into the community. (Office of Community Care)

STATUS The Office of Community Care (OCC) began hosting hiring events for the FreshStart program in April. These events allow FreshStart participants to interview with hiring personnel from participating City departments. OCC staff also attend other City and community hiring events to promote the FreshStart initiative, explaining program eligibility requirements and expectations to potential employers and participants.

Budget Initiative Tracker

QUALITY OF LIFE

29 Fair Park 

INITIATIVE Transitioning Fair Park's daily operation from City management to Fair Park First, a nonprofit subcontracting with a private management company to expand fundraising opportunities, improve operations, and make capital improvements. (Park and Recreation)

STATUS Fair Park First briefed the Park Board on April 18. Since the transition in January, there have been 345 event days with 188,971 people in attendance. In addition to existing events, at least four new events are planned for the 2019 season.

30 Dangerous Animals 

INITIATIVE Allocating \$410,000 to mobilize a team in Dallas Animal Services dedicated to dealing with aggressive and dangerous animals and preemptively reducing bites. (Dallas Animal Services)

STATUS Dallas Animal Services (DAS) has deployed a team of four officers and a supervisor specifically focused on impounding aggressive and dangerous loose dogs in high-risk areas, with the intention of reducing potential bites. Through April 2019, DAS' collective loose dog intake is up 20% year-over-year, while loose dog bites remain flat.

31 Neighborhood Code Representatives 

INITIATIVE Adding \$650,000 for seven Neighborhood Code Representatives (NCR), further improving outreach efforts and providing more liaisons to address community issues. (Code Compliance)

STATUS All seven NCR positions have been filled, and staff have started working in neighborhoods to engage and educate residents and address various issues they face.

32 Library RFID 

INITIATIVE Implementing a \$2 million Radio Frequency Identification (RFID) system throughout our library system to improve security and better manage our materials and assets. (Library)

STATUS The Office of Procurement is finalizing its proposal evaluations and scores. Staff anticipates submitting the recommended proposal for City Council consideration in June.

33 Aquatic Facilities 

INITIATIVE Expediting the opening of three aquatic facilities for summer 2019. (Park & Recreation)

STATUS The Lake Highlands North, Kidd Springs, and Tietze aquatic facilities are scheduled to open June 1.

34 Park and ISD Partnerships 

INITIATIVE Partnering with school districts to offer more green spaces and parks. (Park and Recreation)

STATUS Playground improvements at five DISD schools are on track for completion in May. The Trust for Public Land will also release its official report on the percentage of residents within a 1/2-mile (10-minute walk) of a park or green space in May. Staff anticipate an increase in this percentage because of the addition of DISD and RISD schools.

35 WellMed Senior Programs 

INITIATIVE Investing in programs for all ages by partnering with the nonprofit WellMed Charitable Foundation to open a new health and wellness center for residents age 60 and older. (Park and Recreation)

STATUS The WellMed Charitable Foundation Senior Activity Center at Redbird Square opened in December 2018. The center is designed to keep adults age 60 or older healthy and active at no cost to participants.

36 Cultural Plan 

INITIATIVE Adopting the Dallas Cultural Plan 2018. (Office of Cultural Affairs)

STATUS City Council unanimously adopted the Dallas Cultural Plan 2018 and an updated Cultural Policy on November 28, 2018. Implementation of key initiatives began immediately after adoption.

Budget Initiative Tracker

GOVERNMENT PERFORMANCE & FINANCIAL MANAGEMENT

37 Off-Site City Council Meetings

INITIATIVE Expanding opportunities for residents and Council to engage by hosting mobile City Council meetings. (Mayor and City Council)

STATUS The second off-site meeting took place May 8 at Kleberg-Rylie Recreation Center. The remaining off-site meeting will be August 14 at Lake Highlands North Recreation Center.

38 Council District Offices

INITIATIVE Expanding opportunities for residents and Council to engage by expanding the district office program. (Mayor and City Council)

STATUS The District 4 community office opened February 8 at the Beckley-Saner Recreation Center, and the District 10 community office opened April 12 at the Northeast Service Center.

39 Census 2020

INITIATIVE Encouraging participation in Census 2020, including \$75,000 for the Mayor's Complete Count Committee. (Office of Strategic Partnerships and Government Affairs)

STATUS OSPGA is working with the Complete Count Committee (CCC) to implement an outreach plan for Census 2020 and has hired a full-time employee to manage this effort. The CCC has met three times and developed a strategic plan. The four subcommittees—Hard to Count, Media, Fundraising, and Partnerships—are meeting regularly to implement their action items, and the first deliverables should be completed by June.

40 Office of Innovation

INITIATIVE Establishing an Office of Innovation, which will lead City staff in efforts to improve service, increase efficiency, and be more responsive to community input. (Office of Innovation)

STATUS The Office of Innovation is in the process of hiring the City's first Data Scientist and Service Design Strategist – both new functions for the City. The former will spearhead better analysis and use of City data, while the latter will apply design thinking and an equity lens to City programs.

41 ADA Compliance

INITIATIVE Investing \$200,000 to develop an Americans with Disabilities Act (ADA) transition plan that enhances the City's ADA compliance and addresses accessibility issues in City facilities. (Office of Equity and Human Rights)

STATUS OEHR identified a vendor under a state price agreement and is finalizing the scope of work with City departments. Staff anticipates submitting the contract for City Council consideration in June.

42 Availability & Disparity (A&D) Study

INITIATIVE Conducting a minority business study to inform decision makers on how the City can better support small and local businesses. (Office of Business Diversity)

STATUS Phase 1 of the A&D study is scheduled to be completed by July 31. Remaining deliverables include market area and industry analyses, utilization analysis, benchmark comparisons, and availability analysis. Phase 2 of the study—including a workforce study and additional public engagement meetings—will begin August 1.

43 Compensation Study

INITIATIVE Complete a comprehensive study of the City's position classification and compensation systems. (Human Resources)

STATUS The RFP for the compensation study closed March 28, and staff is working with Procurement to secure recommendations.

44 WorkDay HR/Payroll System

INITIATIVE Implementing a new human resource and payroll system and evaluating an additional module for uniformed employee scheduling. (Communication and Information Services)

STATUS The Project Governance Board is re-evaluating project timelines, with guidance from our vendors, and will provide updated schedules for additional testing, as well as a new go-live date. The Board is also assessing length, terms, and conditions for extensions of dependent contracts.



Memorandum



CITY OF DALLAS

DATE May 31, 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 **March 31, 2019 Quarterly Investment Report**

The City of Dallas Investment Policy, in accordance with the Texas Public Funds Investment Act, requires that the City Council and City Manager receive quarterly investment reports. The purpose of this report is to provide a means for Council members, Council committee members, and staff to regularly review and monitor the City's investment position, and to demonstrate compliance with the City's Investment Policy and the Public Funds Investment Act. We have included summary reports on each of the City's individual portfolios, as well as summary information on the combined portfolio.

For the quarter ended March 31, 2019, the City's individual portfolios and the combined portfolio are in compliance with the relevant provisions of the Public Funds Investment Act and the investment strategies adopted in Sec. 17.0 of the City's Investment Policy.

Please let me know if you need additional information.


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)
Mark Swann, City Auditor
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizzor 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 and Chief of Resilience
Michael Mendoza, Chief of Economic Development & Neighborhood Services
Laila Aleqresh, Chief Innovation Officer
Directors and Assistant Directors



CITY OF DALLAS

March 31, 2019

QUARTERLY INVESTMENT REPORT

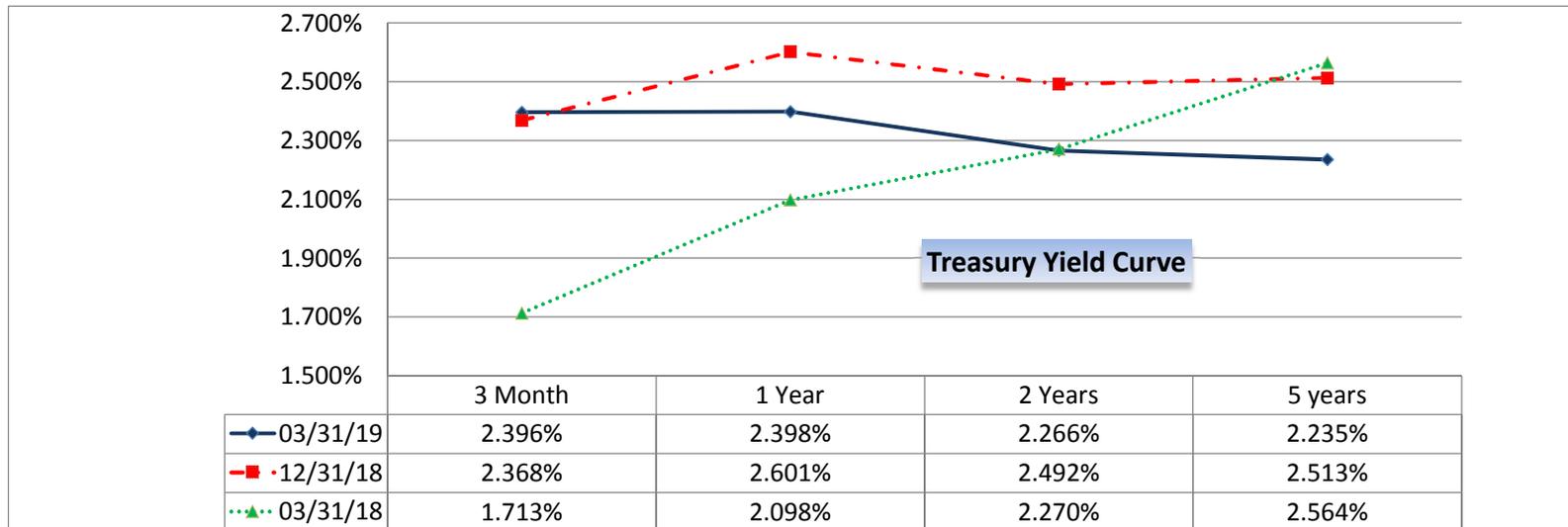
Quarterly National Economic and Market Update
 Quarter Ended March 31, 2019

- Labor market remained strong but growth of economic activity slowed from its solid rate in the fourth quarter of 2018
- Job gains had been solid and the unemployment rate remained low
- Growth of household spending and fixed investment was slower in first quarter of 2019
- The Federal Open Market Committee (FOMC) decided to keep the top of the target range for the federal funds rate at 2.25% - 2.50%.

Source: FOMC March 20, 2019 Statement

National Economic Data	3/31/2018	3/31/2019
Fed Funds Effective Rate Target Range	1.50% - 1.75%	2.25% - 2.50%
2 Years Treasury Note Yield	2.270%	2.266%
10 Years Treasury Note Yield	2.741%	2.407%
Monthly Unemployment Rate	4.0%	3.8%
Weekly Initial Jobless Claims	231,000	204,000
Monthly Change in Nonfarm Payrolls	135,000	196,000
Monthly New Housing Starts	1,336,000	1,139,000

Source: Bloomberg



Source: Bloomberg

City of Dallas
Portfolio Holdings
Combined Investment Summary
As of 03/31/2019

Portfolio Description	Face Amount	Book Value	Market Value	Accrued Interest	Market Value + Accrued Interest	*Unrealized Gain/(Loss)	Weighted Average Yield To Maturity
01 The City's Investment Pool	2,314,603,214	2,313,550,107	2,311,844,788	5,773,449	2,317,618,237	(1,705,319)	2.24%
02 Convention Center Reserve	23,000,000	23,000,000	22,773,483	85,650	22,859,133	(226,517)	1.34%
03 Water Reserve	90,000,000	90,000,000	89,470,265	318,384	89,788,649	(529,735)	1.75%
04 Arts Endowment	2,235,000	2,235,000	2,212,610	3,278	2,215,888	(22,390)	1.32%
05 Ida Green Library Fund	1,000,000	1,000,000	997,881	3,958	1,001,839	(2,119)	1.25%
10 DWU Commercial Paper Program	13,960	13,960	13,960	-	13,960	-	2.46%
11 GO Commercial Paper Program	3,524,424	3,524,424	3,524,424	-	3,524,424	-	2.44%

*Unrealized gain/loss is the difference between the market value and book value and does not represent an actual gain or loss. Gains and losses are realized only when a security is sold prior to maturity. Since it is the City's practice to hold investments until they mature, the unrealized gains and losses due to market changes occurring prior to an investment's maturity are unlikely to be realized.

City of Dallas
Trade Activity by Portfolio
As of: 12/31/2018 - 03/31/2019

Portfolio Description	Beginning Face Amount	Beginning Weighted Average Yield To Maturity	Purchased/Deposited	Matured	Ending Face Amount	Ending Weighted Average Yield To Maturity
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City's Investment Pool*

Federal Agricultural Mortgage Corp.	422,000,000	1.73%	60,000,000	161,000,000	321,000,000	1.90%
Federal Farm Credit Bank	174,275,000	1.49%	85,000,000	119,275,000	140,000,000	2.29%
Federal Home Loan Bank	434,000,000	1.60%	133,000,000	159,000,000	408,000,000	1.98%
Federal Home Loan Mortgage Corp.	221,000,000	1.47%	-	12,000,000	209,000,000	1.48%
Federal National Mortgage Assoc.	35,000,000	1.64%	20,000,000	25,000,000	30,000,000	2.62%
Total Portfolio	1,286,275,000	1.61%	298,000,000	476,275,000	1,108,000,000	1.92%

*Trade activity excludes bank investment holding account, local government investment pools and money market mutual funds.

Convention Center Reserve

Federal Home Loan Mortgage Corp.	4,000,000	1.25%	-	-	4,000,000	1.25%
Federal National Mortgage Assoc.	19,000,000	1.36%	-	-	19,000,000	1.36%
Total Portfolio	23,000,000	1.34%	-	-	23,000,000	1.34%

Water Reserve**

Federal Agricultural Mortgage Corp.	20,000,000	1.52%	-	20,000,000	-	0.00%
Federal Home Loan Bank	5,000,000	1.50%	-	-	5,000,000	1.50%
Federal Home Loan Mortgage Corp.	10,000,000	1.25%	-	-	10,000,000	1.25%
Federal National Mortgage Assoc.	45,000,000	1.20%	-	-	45,000,000	1.20%
Total Portfolio	80,000,000	1.30%	-	20,000,000	60,000,000	1.23%

**Trade activity excludes local government investment pools.

Arts Endowment

Federal Home Loan Mortgage Corp.	2,235,000	1.32%	-	-	2,235,000	1.32%
Total Portfolio	2,235,000	1.32%	-	-	2,235,000	1.32%

Ida Green Library Endowment

Federal Agricultural Mortgage Corp.	1,000,000	1.25%	-	-	1,000,000	1.25%
Total Portfolio	1,000,000	1.25%	-	-	1,000,000	1.25%

DWU Commercial Paper Program

Money Market	13,960	2.49%	-	-	13,960	2.46%
Total Portfolio	13,960	2.49%	-	-	13,960	2.46%

GO Commercial Paper Program

Money Market	3,524,424	2.52%	-	-	3,524,424	2.44%
Total Portfolio	3,524,424	2.52%	-	-	3,524,424	2.44%

City of Dallas
 Summary Statement by Portfolio
 As of: 12/31/2018 - 03/31/2019

Portfolio Description	Beginning Face Amount	Ending Face Amount	Beginning Book Value	Ending Book Value	Beginning Market Value	Ending Market Value	Net Deposits/ (Redemptions)	Change in Market Value	Accrued Interest	Ending Weighted Average Yield To Maturity
City's Investment Pool¹										
*Public Funds Interest Checking (PFIC) Account	101,123,560	100,396,076	101,123,560	100,396,076	101,123,560	100,396,076	(727,484)	-	-	1.60%
Local Govt. Investment Pool	482,924,539	940,207,138	482,924,539	940,207,138	482,924,539	940,207,138	457,282,600	-	-	2.64%
Money Market	70,000,000	166,000,000	70,000,000	166,000,000	70,000,000	166,000,000	96,000,000	-	-	2.42%
US Agency	1,286,275,000	1,108,000,000	1,286,139,253	1,106,946,893	1,281,260,902	1,105,241,574	(178,275,000)	3,466,840	5,773,449	1.92%
**Total Portfolio	1,940,323,098	2,314,603,214	1,940,187,351	2,313,550,107	1,935,309,000	2,311,844,788	374,280,116	3,466,840	5,773,449	2.24%
Convention Center Reserve²										
US Agency	23,000,000	23,000,000	23,000,000	23,000,000	22,678,197	22,773,483	-	95,286	85,650	1.34%
Total Portfolio	23,000,000	23,000,000	23,000,000	23,000,000	22,678,197	22,773,483	-	95,286	85,650	1.34%
Water Reserve²										
Local Govt. Investment Pool	10,000,000	30,000,000	10,000,000	30,000,000	10,000,000	30,000,000	20,000,000	-	-	2.79%
US Agency	80,000,000	60,000,000	80,000,000	60,000,000	79,197,600	59,470,265	(20,000,000)	272,665	318,384	1.23%
Total Portfolio	90,000,000	90,000,000	90,000,000	90,000,000	89,197,600	89,470,265	-	272,665	318,384	1.75%
Arts Endowment³										
US Agency	2,235,000	2,235,000	2,235,000	2,235,000	2,202,997	2,212,610	-	9,613	3,278	1.32%
Total Portfolio	2,235,000	2,235,000	2,235,000	2,235,000	2,202,997	2,212,610	-	9,613	3,278	1.32%
Ida Green Library Endowment⁴										
US Agency	1,000,000	1,000,000	1,000,000	1,000,000	994,754	997,881	-	3,127	3,958	1.25%
Total Portfolio	1,000,000	1,000,000	1,000,000	1,000,000	994,754	997,881	-	3,127	3,958	1.25%
DWU Commercial Paper⁵										
Money Market	13,960	13,960	13,960	13,960	13,960	13,960	-	-	-	2.46%
Total Portfolio	13,960	13,960	13,960	13,960	13,960	13,960	-	-	-	2.46%
GO Commercial Paper⁵										
Money Market	3,524,424	3,524,424	3,524,424	3,524,424	3,524,424	3,524,424	-	-	-	2.44%
Total Portfolio	3,524,424	3,524,424	3,524,424	3,524,424	3,524,424	3,524,424	-	-	-	2.44%

Notes 1-5: See Page 6 for Strategy Statement by Portfolio.

*Public Funds Interest Checking (PFIC) Account is fully collateralized, interest-bearing account with liquidity equal to that of a money market mutual fund

**Numbers may not sum due to rounding

City of Dallas

Strategy Statement and Compliance by Portfolio

As of: 12/31/2018 - 03/31/2019

STRATEGY COMPLIANCE STATEMENT

For the quarter ended March 31, 2019 the portfolios are in compliance with the relevant provisions of the Public Fund Investment Act and the investment strategies adopted in Sec. 17.0 of the City's Investment Policy.

STRATEGY STATEMENT BY PORTFOLIO

1) City's Investment Pool

The City's Investment Pool is an aggregation of the majority of City funds that includes tax receipts, enterprise fund revenues, fine and fee revenues, as well as some, but not all, bond proceeds, grants, gifts and endowments. This portfolio is maintained to meet anticipated daily cash needs for City of Dallas operations, capital projects and debt service. In order to ensure the ability of the City to meet obligations and to minimize potential liquidation losses, the dollar-weighted average stated maturity of the Investment Pool shall not exceed 1.5 years.

2) Convention Center Bond Reserve and Water Bond Reserve

Non-pooled reserve funds for outstanding revenue bonds (Convention Center and Water) are set at levels required by their respective bond ordinances. These funds will be used to pay principal and/or interest at final maturity or if called prior to final maturity.

3) Arts Endowment

The Arts Endowment Fund was created by the City from a \$1,285,026 repayment to the General Fund from the Convention Center. Pursuant to Resolution No. 84-311 dated September 26, 1984, this endowment fund was created to provide additional monies for the arts, not to replace the current level of support. Funds received as gifts to the City with instructions that the income generated by the investment of said funds be used for specified purposes are invested as separate non-pooled portfolios in order to maximize return.

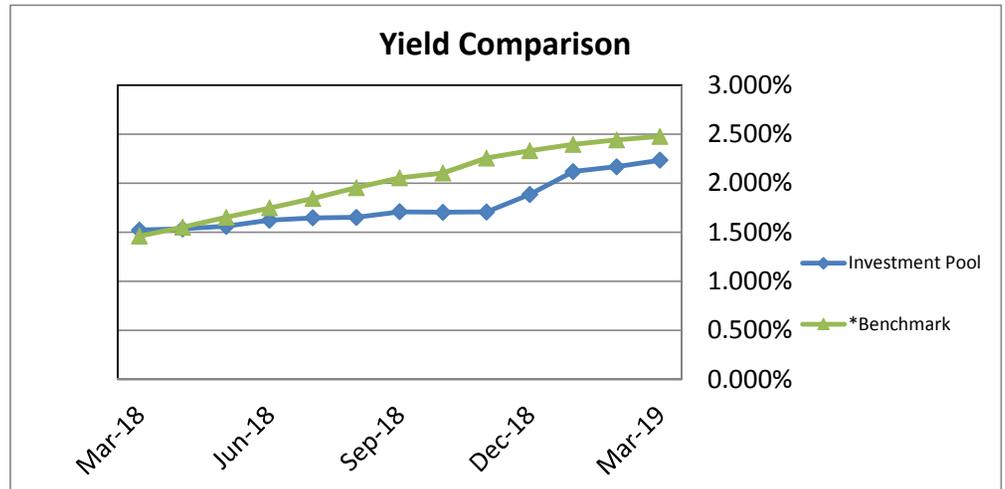
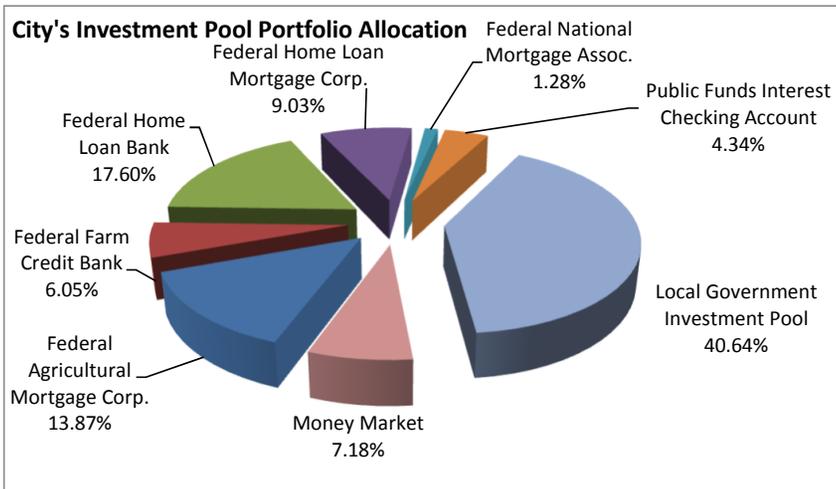
4) Ida Green Library Endowment

The Ida M. Green Endowment Fund was created with the proceeds from the sale of stock from the estate of Ms. Green pursuant to Resolution No. 87-0836. Its purpose is to provide funds for the operating and capital expenses of the library's Texas Center for the Book and Children's Center. Funds received as gifts to the City with instructions that the income generated by the investment of said funds be used for specified purposes are invested as separate non-pooled portfolios in order to maximize return.

5) DWU Commercial Paper Program and GO Commercial Paper Program

The City issues tax-exempt commercial paper notes as an interim financing tool for construction of capital projects. The investment of the proceeds from the issuance of commercial paper debt should have a high degree of liquidity in order to fund payments to contractors.

**City of Dallas
City's Investment Pool Portfolio Allocation
Investment Summary
As of 03/31/2019**



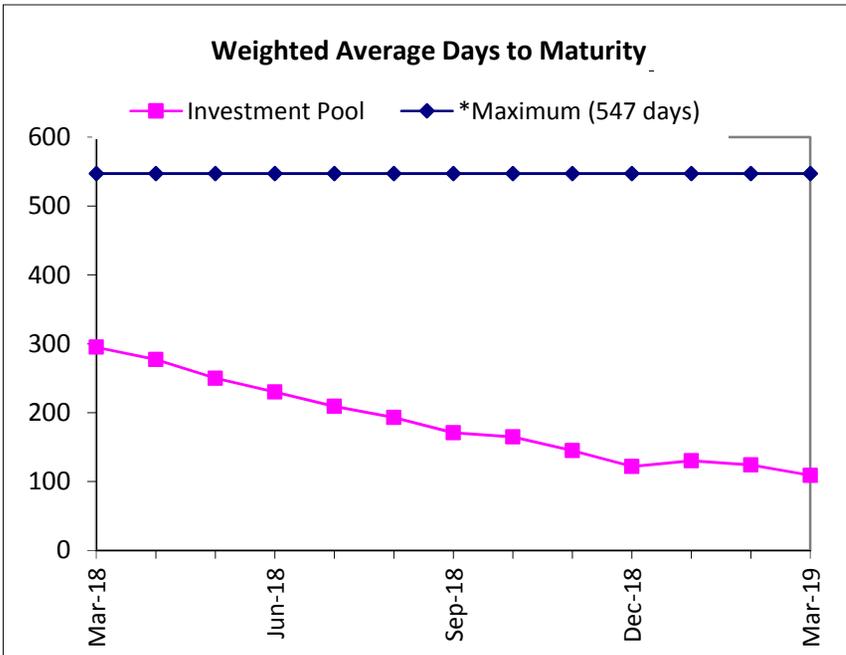
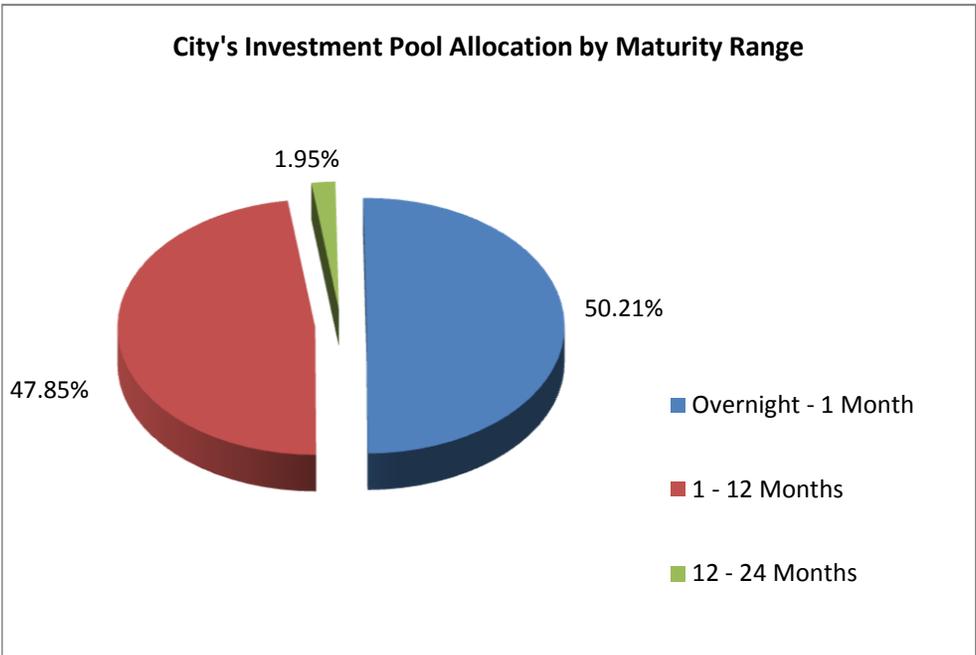
Description	Face Amount	Book Value	Market Value	**Unrealized Gain/(Loss)	Weighted Average Days To Maturity	Weighted Average Yield To Maturity	% of Portfolio
Federal Agricultural Mortgage Corp.	321,000,000	320,999,844	320,797,708	(202,136)	146	1.90%	13.87%
Federal Farm Credit Bank	140,000,000	139,995,401	139,998,230	2,829	254	2.29%	6.05%
Federal Home Loan Bank	408,000,000	407,251,413	406,391,075	(860,338)	252	1.98%	17.60%
Federal Home Loan Mortgage Corp.	209,000,000	209,000,000	208,303,891	(696,109)	135	1.48%	9.03%
Federal National Mortgage Assoc.	30,000,000	29,700,234	29,750,670	50,436	334	2.62%	1.28%
Public Funds Interest Checking Account	100,396,076	100,396,076	100,396,076	-	1	1.60%	4.34%
Local Government Investment Pool	940,207,138	940,207,138	940,207,138	-	31	2.64%	40.64%
Money Market	166,000,000	166,000,000	166,000,000	-	1	2.42%	7.18%
***Total Portfolio	2,314,603,214	2,313,550,107	2,311,844,788	(1,705,319)	109	2.24%	100.00%

*As per Section 17.1 of the City's Investment Policy, the benchmark for the Investment Pool is the 12-month moving average yield on treasury 1-year constant maturities as reported by Federal Reserve Statistical Release H.15.

** Unrealized gain/loss is the difference between the market value and book value and does not represent an actual gain or loss. Gains and losses are realized only when a security is sold prior to maturity. Since it is the City's practice to hold investments until they mature, the unrealized gains and losses due to market changes occurring prior to an investment's maturity are unlikely to be realized.

*** Numbers may not sum due to rounding

City of Dallas
City's Investment Pool Allocation by Maturity Range
As of 03/31/2019



Description	Face Amount/Shares	Book Value	Market Value	Weighted Average Yield To Maturity	Weighted Average Days To Maturity	% of Portfolio
Overnight - 1 Month	1,161,603,214	1,161,603,059	1,161,555,334	2.37%	3	50.21%
1 - 12 Months	1,108,000,000	1,106,947,048	1,105,248,594	2.08%	207	47.85%
12 - 24 Months	45,000,000	45,000,000	45,040,860	2.59%	458	1.95%
**Total Portfolio	2,314,603,214	2,313,550,107	2,311,844,788	2.24%	109	100%

*As per Section 13.0 of the City's Investment Policy, the dollar-weighted average stated maturity of the Investment Pool shall not exceed 1.5 years (547 days).

** Numbers may not sum due to rounding

City of Dallas
Date To Date
Broker/Dealer Activity
As of: FY 18-19 Year to Date

FY 18-19 Year to Date		
Description	Awarded	%
Primary Dealers		
Bank of America	\$0	0.00%
Jefferies & Co.	0	0.00%
RBC Capital Markets, LLC	0	0.00%
Wells Fargo	38,000,000	11.59%
Secondary Dealers		
FTN Financials	30,000,000	9.15%
Hilltop Securities Inc.	25,000,000	7.62%
Multi Bank Securities	60,000,000	18.29%
Piper Jaffray & Co.	40,000,000	12.20%
Samco Capital Market	50,000,000	15.24%
SunTrust Robinson Humphrey, Inc.	0	0.00%
Vining Sparks	50,000,000	15.24%
Secondary Dealers - M/WBE		
Capital Institutional Services, Inc.	0	0.00%
Loop Capital	35,000,000	10.67%
Rice Financial	0	0.00%
Stern Brothers & Co.	0	0.00%
Total	\$328,000,000	100.00%

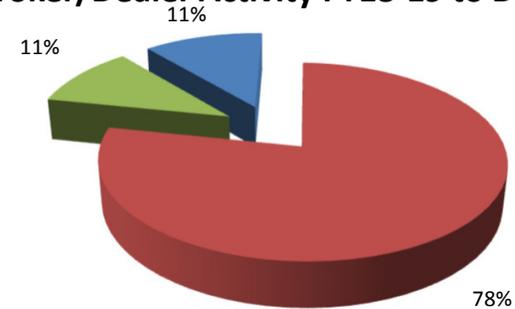
Notes:

Section 9 of the City's investment Policy requires the investment committee to annually review and adopt a list of qualified broker/dealers. These firms represent the broker dealer firms that are currently approved by the Investment Committee as of February 2018.

It is the City's policy to solicit three or more competitive bids/offers each trade except for agency securities purchased at issue.

Q2 FY 18-19		
Description	Awarded	%
FTN Financials	30,000,000	10.07%
Hilltop Securities Inc.	15,000,000	5.03%
Loop Capital	15,000,000	5.03%
Multi Bank Securities	60,000,000	20.13%
Piper Jaffray & Co.	40,000,000	13.42%
Samco Capital Market	50,000,000	16.78%
Vining Sparks	50,000,000	16.78%
Wells Fargo	38,000,000	12.75%
Total	298,000,000	100.00%

Broker/Dealer Activity FY18-19 to Date



- Primary Dealers \$38,000,000
- Secondary Dealers \$255,000,000
- Secondary Dealers (M/WBE) \$35,000,000

CITY OF DALLAS

March 31, 2019

QUARTERLY INVESTMENT REPORT

For the quarter ended March 31, 2019 the portfolios are in compliance with the relevant provisions of the Public Funds Investment Act and the investment strategies adopted in Sec. 17.0 of the City's Investment Policy.

Chief Financial Officer: M. Elizabeth Reich

City Controller: Sheri Kawalski

Treasury Manager: [Signature]

Memorandum



CITY OF DALLAS

DATE May 31, 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 **An Ordinance Amending Chapter 15D – Emergency Vehicles**

On June 12, the City Council will consider amending Chapter 15D of the City Code to revise and expand the definition of “Emergency Wrecker Service” to include City-owned vehicles. We recommend the City Council approve the agenda item making this change.

Following the completion of the fleet efficiency study, we examined many aspects of our fleet operation, including towing disabled City-owned vehicles, and determined that a change would improve the efficiency of our operations and reduce risk.

Currently, City-owned vehicles that are inoperable for mechanical reasons are classified as requiring non-emergency wrecker service. Two towing companies provide non-emergency wrecker service citywide. Wait times for service can sometimes exceed two hours. Currently, emergency wrecker service is used for removal of wrecked, disabled, and illegally parked vehicles on public streets or property that present a public health or safety hazard. Approximately 32 companies provide emergency wrecker service citywide with a 30-minute response time.

Expanding the definition of emergency wrecker service to include City-owned vehicles will enable faster retrieval of City-owned vehicles that are blocking alleys and driveways, or vehicles disabled in or along the right-of-way that may pose a hazard to other motorists. Expedient retrieval of these vehicles will reduce the risk of roadway injuries and vehicle damage, reduce overtime costs, and allow public safety and other staff to return to work faster. We estimate the cost of this change will be approximately \$150,000 per year.

DATE An Ordinance Amending Chapter 15D – Emergency Vehicles
SUBJECT May 31, 2019

If you need further information or have additional questions, please contact Donzell Gipson at 214-671-5131.



M. Elizabeth Reich
Chief Financial Officer

c: Honorable Mayor and Members of the City Council
T.C. Broadnax, City Manager
Chris Caso, City Attorney (Interim)
Mark Swann, City Auditor
Billierae Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizzor 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
Michael Mendoza, Chief of Economic Development and Neighborhood Services
Laila Aleqresh, Chief Innovation Officer
Directors and Assistant Directors