

RECEIVED

**GOVERNMENT PERFORMANCE & FINANCIAL MANAGEMENT**  
DALLAS CITY COUNCIL COMMITTEE AGENDA

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2018 JUN 14 PM 1:18

CITY SECRETARY  
DALLAS, TEXAS

MONDAY, JUNE 18, 2018  
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 June 4, 2018 Government Performance & Financial Management Committee meeting
2. Consideration of Upcoming Agenda Items for June 27, 2018 City Council Meeting

**BRIEFINGS**

3. Nomination and Appointment of the City Auditor Craig Kinton, City Auditor

**FYI**

4. Financial Forecast Report
5. Human Capital Management System Implementation
6. Wage Floor Update

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:** June 4, 2018

**Convened:** 2:02 pm

**Adjourned:** 2:53 pm

**Committee Members Present:**

Jennifer S. Gates, Chair  
Scott Griggs, Vice Chair  
Sandy Greyson

Philip Kingston  
Tennell Atkins  
Lee Kleinman

Kevin Felder

**Committee Members Absent:**

**Other Council Members Present:**

**Staff Present:**

Elizabeth Reich  
Akilah McLaughlin  
Jack Ireland  
Sheri Kowalski  
Lance Sehorn  
Corrine Steeger

Zeronda Smith  
Jenifer West  
Filicia Hernandez  
Adelia Gonzalez  
Zarin Gracey  
Craig Kinton

Nicholas Palmer  
Joy Prescott  
Connie Tankersley  
Barbara McAninch  
Terry Lowery

**Others Present:**

**AGENDA:**

**Call to Order**

1. **Consideration of the May 21, 2018 Minutes**

Presenter(s): N/A

Information Only: \_

Action Taken/Committee Recommendation(s): *Approved*

Motion was made to approve the May 21, 2018 minutes. Motion passed unanimously.

Motion made by: Kevin Felder

Motion seconded by: Scott Griggs

2. **Consideration of Upcoming Agenda Items for June 13, 2018 City Council Meeting**

Presenter(s): N/A

Information Only: \_

Action Taken/Committee Recommendation(s):

Motion was made to hold item 35 to give time for nation-wide search for M/WBE bids. Zarin Gracey stated that the bidding process had been closed.

Motion made by: Kevin Felder

Motion seconded by: None

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# GOVERNMENT PERFORMANCE & FINANCIAL MANAGEMENT

## Meeting Record

### Briefings

3. **Dallas Water Utilities Upcoming Bond Sale**

Presenter(s): Corrine Steeger, Assistant Director and Treasury Manager, City Controller's Office

Information Only:   

Action Taken/Committee Recommendation(s): Approved

Corrine Steeger briefed the committee on Dallas Water Utilities (DWU) upcoming bond sale. The sale of up to \$165 million in DWU system revenue refunding bonds will retire outstanding commercial paper issued by DWU to provide short-term financing for capital projects. The City's Co-Financial Advisors recommend a competitive bond sale based on favorable market conditions and DWU's stable credit profile. Staff requested that the committee recommend the following council actions:

- Approval of a resolution on the June 27 City Council Agenda authorizing staff to proceed with preparations for the bond sale
- Approval of a parameters ordinance on the August 8 City Council Agenda authorizing the sale of up to \$165 million Waterworks and Sewer System Revenue Refunding Bonds, Series 2018C

Motion was made to move forward to Council with recommendation. Motion passed unanimously.

Motion made by: Sandy Greyson

Motion seconded by: Tennell Atkins

4. **Driver Safety Program**

Presenter(s): Zeronda Smith, Director, Office of Risk Management

Information Only:   X  

Action Taken/Committee Recommendation(s):

Zeronda Smith briefed the committee on revisions to Administrative Directives 3-3 and 3-49 and the Office of Risk Management's new investigative unit. She also previewed upcoming changes to technology and safety awards. There were some questions about classification of incidents.

Motion made by: N/A

Motion seconded by: N/A

### FYI

5. **Southwest Transplant Alliance – Bond Issuance TEFRA Approval**

Presenter(s):

Information Only:   

Action Taken/Committee Recommendation(s):

Motion was made to move forward to Council with recommendation. Motion passed unanimously.

Motion made by: Tennell Atkins

Motion seconded by: Sandy Greyson

# GOVERNMENT PERFORMANCE & FINANCIAL MANAGEMENT

## Meeting Record

Adjourn

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Jennifer S. Gates, Chair  
Government Performance & Financial Management

DRAFT

**AGENDA ITEM # 4**

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

**AGENDA DATE:** June 27, 2018

**COUNCIL DISTRICT(S):** N/A

**DEPARTMENT:** City Controller's Office  
Water Utilities Department

**CMO:** Elizabeth Reich, 670-7804  
Majed Al-Ghafry, 670-3302

**MAPSCO:** N/A

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**SUBJECT**

Authorize the preparation of plans for an issuance of Waterworks and Sewer System Revenue Refunding Bonds, Series 2018C, in an amount not to exceed \$165,000,000 - Financing: This action has no cost consideration to the City (see Fiscal Information for potential future costs)

**BACKGROUND**

This proposed revenue bond sale is for the refunding of commercial paper notes issued for interim financing of improvements to the City's water and wastewater system. Issuance of revenue bonds for refunding up to \$165,000,000 in commercial paper notes is in accordance with the capital program for water and wastewater improvements, and is within the Fiscal Year 2017-18 operating and capital budgets for the Dallas Water Utilities Department.

The City's Co-Financial Advisors, Hilltop Securities, Inc. and Estrada Hinojosa, recommend a competitive sale based on favorable market conditions and Dallas Water Utilities' stable credit profile.

**ESTIMATED SCHEDULE OF PROJECT**

Authorized preparation for Issuance of Bonds	June 27, 2018
Approval of parameters ordinance	August 8, 2018
Pricing	August 29, 2018 (no later than)
Delivery of Proceeds	September 26, 2018 (no later than)

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

The Government Performance and Financial Management Committee was briefed regarding this item on June 4, 2018.

### **FISCAL INFORMATION**

This action has no cost consideration to the City. Payment for cost of issuance is not made unless the bonds are issued. City Council approval of the ordinance authorizing the sale of bonds is scheduled for August 8, 2018. The anticipated cost of issuance is \$512,360 from Water Utilities Current Funds.

### **M/WBE INFORMATION**

See Attachment I for an estimate of bond issuance costs for the proposed bonds and the M/WBE participation.

## AGENDA ITEM # 5

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

**AGENDA DATE:** June 27, 2018

**COUNCIL DISTRICT(S):** N/A

**DEPARTMENT:** City Controller's Office

**CMO:** Elizabeth Reich, 670-7804

**MAPSCO:** N/A

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### SUBJECT

An ordinance authorizing **(1)** the issuance and sale of City of Dallas, Texas, General Obligation Refunding Bonds, Series 2018, in an aggregate principal amount not to exceed \$63,000,000; **(2)** levying a tax in payment thereof; **(3)** approving execution of an Escrow Agreement; **(4)** approving the official statement; **(5)** enacting other provisions relating to the subject; and **(6)** declaring an effective date - Not to exceed \$330,350 - Financing: 2018 General Obligation Refunding Bond Funds

### BACKGROUND

This ordinance authorizes the issuance of General Obligation Refunding Bonds, Series 2018, to finance payments to be made to plaintiffs under the terms of a written settlement agreement as incorporated in a judgment entered by the 199th Judicial District Court in Collin County.

On November 14, 2017, by Resolution No. 17-1805, the City Council approved settlement of the lawsuits styled Kenneth E. Albert, et al. v. The City of Dallas, Texas, Cause No. 199-00697-94, Anthony Arredondo, et al. v. The City of Dallas, Texas, Cause No. 199-01743-99, David L. Barber, et al., v. The City of Dallas, Texas, Cause No. 199-624-95, and Kevin Michael Willis, et al. v. The City of Dallas, Texas, Cause No. 199-00200-95, in an amount not to exceed \$61,687,500 provided that the plaintiffs and the City mutually agreed on the terms of a written settlement agreement. On June 8, 2018, the 199th Judicial District Court in Collin County, Texas entered a judgment in the above-referenced lawsuits incorporating the terms of the written settlement agreement.

Additionally, Resolution No. 17-1805 authorized the Chief Financial Officer to make payments to plaintiffs from a future bond issuance. On March 28, 2018, City Council authorized the preparation of plans for issuance of General Obligation Refunding Bonds, Series 2018, by Resolution No. 18-0487 in a principal amount not to exceed \$63,000,000 in satisfaction of the judgment.



**BACKGROUND** (continued)

This ordinance authorizes City staff and financial advisors, subject to parameters, to competitively bid the sale and issuance of City of Dallas, Texas, General Obligation Refunding Bonds, Series 2018, and establishes the maximum par amount of bonds to be issued at \$63,000,000.

**ESTIMATED SCHEDULE OF PROJECT**

Authorize Preparation for Issuance of Bonds	March 2018
Approval of Parameters Ordinance	April 2018
Pricing	July 2018
Delivery of Proceeds	August 2018

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

On November 14, 2017, City Council was briefed on the proposed settlement and approved the terms of a written settlement agreement by Resolution No. 17-1805.

On March 28, 2018, City Council authorized the preparation of plans for issuance of General Obligation Refunding Bonds, Series 2018, by Resolution No. 18-0487.

**FISCAL INFORMATION**

2018 General Obligation Refunding Bond Funds - \$330,350 (see Attachment I)

**M/WBE INFORMATION**

See Attachment I for M/WBE participation.

**AGENDA ITEM # 6**

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

**AGENDA DATE:** June 27, 2018

**COUNCIL DISTRICT(S):** N/A

**DEPARTMENT:** Civil Service

**CMO:** T.C. Broadnax, 670-3297

**MAPSCO:** N/A

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**SUBJECT**

Authorize a contract for a one-year corporate membership to LinkedIn Corporation – Not to exceed \$128,159 – Financing: General Funds (subject to appropriations)

**BACKGROUND**

This corporate membership will provide the city capabilities to continue improving recruitment efforts in support of the Hire Dallas initiative through the use of 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 such as 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 membership 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.

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

Information about this item will be provided to the Government Performance & Financial Management Committee on June 18, 2018.

**FISCAL INFORMATION**

General Funds - \$128,159 (subject to appropriations)

**AGENDA ITEM # 34**

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

**AGENDA DATE:** June 27, 2018

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Office of Procurement Services  
City Controller's Office

**CMO:** Elizabeth Reich, 670-7804

**MAPSCO:** N/A

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**SUBJECT**

Authorize a six-year service contract for actuarial analysis services for the City's uniformed and civilian employee pension plans - Deloitte Consulting, LLP, most advantageous proposer of two - Not to exceed \$885,000 - Financing: General Funds (subject to annual appropriations)

**BACKGROUND**

This service contract will provide actuarial analysis services for the City's uniformed and civilian employee pension plans on an annual basis by fiscal year. The actuarial services will include Texas Government Code Section 802.1012 which requires the City to engage an independent actuary to audit the actuarial valuations of its pension systems every five years. This will also include annual level two actuarial reviews for each of the City pension funds and annual actuarial reviews of the City's post-employment benefits other than pensions liability. A level two actuarial review uses a sampling of participant data to test the results of the valuation. The actuary analysis will assist the City in determining the reasonableness of actuarial assumptions used in the actuarial valuations and unanticipated changes in asset or liability trends or funded ratios. Services under this contract will also include analysis of actuarial reports to ensure compliance with generally accepted accounting principles. The analysis will also determine whether the valuations meet the requirements of the Texas State Pension Review Board guidelines for actuarial soundness.

**BACKGROUND** (continued)

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

- City Controller's Office (1)
- Office of Budget (1)
- City Manager's Office (1)
- Department of Human Resources (1)
- 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 the demonstrated competence and qualifications under the following criteria:

- Capability and expertise 35 Points
- Cost 30 Points
- Overall approach and methodology 20 Points
- Business Inclusion and 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 975 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, City Council authorized the wage floor rate of \$10.94, by Resolution No. 15-2141; the selected vendor meets this requirement.

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

On August 28, 2013, City Council authorized a professional services contract to conduct an actuarial audit of the asset and liability valuations for the City of Dallas' pension funds with Foster & Foster Consulting Actuaries, Inc. by Resolution No. 13-1506.

On August 6, 2014, City Council authorized additional professional services of Deloitte Transactions and Business Analytics LLP, regarding the fair value amounts recorded in the Dallas Police and Fire Pension System's Comprehensive Annual Financial Report for the fiscal year ending December 31, 2013, by Resolution No. 14-1186.

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

On September 10, 2014, City Council authorized additional professional services of Deloitte Transactions and Business Analytics LLP, an affiliate of Deloitte LLP, regarding the fair value amounts recorded in the Dallas Police and Fire Pension System's Comprehensive Annual Financial Report for the fiscal year ending December 31, 2013, by Resolution No. 14-1520.

On March 23, 2016, City Council authorized a consulting contract for actuarial services related to the Dallas Police and Fire Pension System with Deloitte Consulting, LLP by Resolution No. 16-0492.

On September 21, 2016, City Council authorized a consulting contract for actuarial services related to the Dallas Police and Fire Pension System with Deloitte Consulting, LLP by Resolution No. 16-1531.

On March 22, 2017, City Council authorized Supplemental Agreement No. 1 to increase the consulting contract with Deloitte Consulting, LLP for actuarial services related to the Dallas Police and Fire Pension System by Resolution No. 17-0483.

The Government Performance & Financial Management Committee will receive this item for consideration on June 18, 2018.

**FISCAL INFORMATION**

General Funds - \$885,000.00 (subject to annual appropriations)

**M/WBE INFORMATION**

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

<b><u>Contract Amount</u></b>	<b><u>Category</u></b>	<b><u>M/WBE Goal</u></b>	<b><u>M/WBE %</u></b>	<b><u>M/WBE \$</u></b>
\$885,000.00	Other Services	23.80%	15.25%	\$135,000.00

- The contract does not meet the MWBE goal of 23.80%, but complies with good faith efforts

## **PROPOSAL INFORMATION**

The Office of Procurement Services received the following proposals from solicitation number BKZ1801. We opened them on April 27, 2018. We recommend the City Council award this service contract in its entirety to the most advantageous proposer.

\*Denotes successful proposer

<b><u>Proposers</u></b>	<b><u>Address</u></b>	<b><u>Score</u></b>	<b><u>Amount</u></b>
*Deloitte Consulting, LLP	2200 Ross Ave. Suite 1600 Dallas, TX 75201	95.46	\$885,000.00
Foster & Foster, Inc.	184 Shuman Blvd. Suite 305 Naperville, IL 60563	79.50	\$810,000.00

## **OWNER**

### **Deloitte Consulting, LLP**

Janet Foutty, Chief Executive Officer

**STRATEGIC PRIORITY:** Human and Social Needs

**AGENDA DATE:** June 27, 2018

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Office of Procurement Services  
Office of Cultural Affairs  
Mayor and City Council Office

**CMO:** Elizabeth Reich, 670-7804  
Joey Zapata, 670-1204  
T.C. Broadnax, 670-3297

**MAPSCO:** N/A

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**SUBJECT**

**Food & Beverage Services for the Office of Cultural Affairs**

- \* Authorize a five-year concession contract, with five one-year renewal options, for food and beverage services at the Morton H. Meyerson Symphony Center and Moody Performance Hall – Culinaire International, Inc., most advantageous proposer of three - Estimated Average Annual Net Revenue: \$536,669 (63 percent net revenue-share to the City)
- \* Authorize a five-year service contract, with five one-year renewal options, for catering services for City Council lunches - Culinaire International, Inc., most advantageous proposer of two - Not to exceed \$132,225 - Financing: General Funds (subject to annual appropriations)

**BACKGROUND**

This concession contract will provide for food and beverage services at the Morton H. Meyerson Symphony Center and Moody Performance Hall. Food and beverage services are provided prior to and at intermission for most events at these venues. Services at the Morton H. Meyerson Symphony Center include upscale dining in the Opus Restaurant, lighter fare in the Pavilion, bar services, and catering services are available for special events. At the Moody Performance Hall, services primarily consist of bar and snack services.

**BACKGROUND** (continued)

This concession contract includes a management fee as well as the revenue split of 63 percent net revenue to the City. In addition to the \$100,000 capital investment required by the City, the vendor will make a one-time \$150,000 capital investment payment. Capital improvements/enhancements to both venues will immediately become the property of the City. Proposed capital improvements include:

- Upgrade/replacement of current tables and chairs in the Morton H. Meyerson Symphony Center Opus area
- New point of sale systems for both the Morton H. Meyerson Symphony Center and the Moody Performance Hall
- Replacement of all china, glassware, and flatware in the Morton H. Meyerson Symphony Center and the Moody Performance Hall
- New concession service equipment and portable bar modifications along with new refrigeration units for the Moody Performance Hall

A separate five-year service contract will provide catering services for City Council lunches. The Mayor and City Council members are often expected to work through lunch on Council briefing and agenda days. Therefore, in order to maintain work flow and convenience for the City Council members, lunch is to be provided to Council on these days. The estimated number of individuals served is 30 per lunch. Approximately four catered lunches are expected each month, with the exception of the months of March, July, November, and December.

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

- Park and Recreation Department (2)
- Office of Cultural Affairs (2)
- Department of Equipment & Building Services (1)
- Office of Procurement Services (1)\*

\*The Office of Procurement Services only evaluated the revenue and cost.

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

- Fee and revenue share 40 points
- Overall approach and methodology 40 points
- Capability and experience 20 points



**BACKGROUND** (continued)

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 972 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's ResourceLINK Team sent notifications to 25 chambers of commerce and advocacy groups to ensure maximum vendor outreach.

On November 10, 2015, City Council authorized the wage floor rate of \$10.94, by Resolution No. 15-2141; the selected vendor meets this requirement.

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

The Government Performance & Financial Management Committee will receive this item for consideration on June 18, 2018.

**FISCAL INFORMATION**

General Funds - \$132,225.00 (subject to annual appropriations)  
Estimated Average Annual Net Revenue - \$536,669.20

**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:

<b><u>Contract Amount</u></b>	<b><u>Category</u></b>	<b><u>M/WBE Goal</u></b>	<b><u>M/WBE %</u></b>	<b><u>M/WBE \$</u></b>
\$536,669.20	Revenue	N/A	N/A	N/A

- The Business Inclusion and Development Plan does not apply to Revenue contracts, however, the prime contractor is a certified M/WBE

## **PROPOSAL INFORMATION**

The Office of Procurement Services received the following proposals from solicitation number BTZ1722. We opened them on September 29, 2017. We recommend the City Council award this concession contract and service contract to the most advantageous proposers by group.

\*Denotes successful proposer

<b><u>Proposers</u></b>	<b><u>Address</u></b>	<b><u>Score</u></b>	<b><u>Amount</u></b>
*Culinaire International, Inc.	8303 Elmbrook Dr. Dallas, TX 75247	Group 1 – 96.40 Group 2 – 96.40	\$2,683,346.02 (Revenue) \$ 132,225.00 (Cost)
Sodexo Service of Texas Limited Partnership Option 1	3020 Woodcreek Dr. Suite B Downers Grove, IL 60515	Group 1 – 80.56 Group 2 – No bid	\$2,224,266.40 (Revenue) No Bid
Sodexo Service of Texas Limited Partnership Option 2	3020 Woodcreek Dr. Suite B Downers Grove, IL 60515	Group 1 – 81.64 Group 2 – No bid	\$2,296,766.40 (Revenue) No Bid
Café Nostra Piaaz LP, dba CN Catering	2115 Butler St. Dallas, TX 75235	Group 1 – 73.16 Group 2 – 62.56	\$2,372,273.64 (Revenue) \$ 213,602.50 (Cost)

## **OWNER**

### **Culinaire International, Inc.**

Richard N. Gussoni, President  
Charles F. Lafrano, Secretary

**AGENDA ITEM # 37**

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

**AGENDA DATE:** June 27, 2018

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Office of Procurement Services  
Department of Equipment and Building Services

**CMO:** Elizabeth Reich, 670-7804  
Jody Puckett, 670-3390

**MAPSCO:** N/A

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**SUBJECT**

Authorize a five-year service price agreement for annual radiation testing, routine and preventative maintenance, and repair of x-ray machines with Smiths Detection, Inc. through the U.S. General Services Administration cooperative agreement - Not to exceed \$90,645 – Financing: General Funds (subject to annual appropriations)

**BACKGROUND**

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

This service price agreement will provide annual radiation testing, routine and preventative maintenance, and repair of x-ray machines. The x-ray machines are located throughout the City in City Hall and court buildings. The agreement will provide technical support 24 hours a day, 7 days a week, and 365 days a year. Annual radiation testing is mandated by the Texas Health and Human Services department.

The U.S. General Services Administration 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 18, 2018.

**FISCAL INFORMATION**

General Funds - \$90,645.00 (subject to annual appropriations)

**M/WBE INFORMATION**

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

<b><u>Contract Amount</u></b>	<b><u>Category</u></b>	<b><u>M/WBE Goal</u></b>	<b><u>M/WBE %</u></b>	<b><u>M/WBE \$</u></b>
\$90,645.00	CO-OP	N/A	N/A	N/A

- The Business Inclusion and Development Plan does not apply to Cooperative Purchasing Agreements (CO-OPs)

**OWNER**

**Smiths Detection, Inc.**

Shan Hood, President  
Stephen Esposito, Vice President  
Susan Engler, Secretary  
Rick Beers, Treasurer

**AGENDA ITEM # 38**

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

**AGENDA DATE:** June 27, 2018

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Office of Procurement Services  
City Controller's Office  
Water Utilities Department

**CMO:** Elizabeth Reich, 670-7804  
Majed Al-Ghafry, 670-3302

**MAPSCO:** N/A

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**SUBJECT**

Authorize **(1)** a five-year appointment contract for paying agent/registrar services for registered debt obligations issued July 1, 2018 through June 30, 2023 – UMB Bank, N.A. in the amount of \$200 per year for each bond issuance with total fees during the term of the contract not to exceed \$60,000 (estimated fees for ten bond issuances with a 30-year term for each issuance), most advantageous proposer of five; and **(2)** the continuation of service by and payment to U.S. Bank, N.A. and Wells Fargo Bank, N.A. as paying agents for previously registered debt obligations in the amount of \$49,000 - Total not to exceed \$109,000 - Financing: General Funds (\$55,000) and Water Utilities Current Funds (\$54,000) (subject to annual appropriations)

**BACKGROUND**

This appointment contract will provide paying agent/registrar services for registered debt obligations issued between July 1, 2018 and June 30, 2023.

The City utilizes these services in accordance with the terms of various ordinances authorizing the sale of City registered debt obligations. Some of the services provided include:

- Invoicing and collecting funds for debt servicing from the City and escrow agent
- Facilitating the payment of principal/interest to bondholders on the due date
- Maintaining a confidential register of the owner of each bond

**BACKGROUND** (continued)

The contractor provides paying agent/registrar services for all bonds issued during the contract period until the bonds have been redeemed in full. The City has historically held an average of ten bond sales in a five-year period. The term of the contract extends through the term of any bonds issued for which such bank is appointed to perform paying agent/registrar services during the five-year period of appointment.

Paying agents are typically not replaced while a bond issue is outstanding due to the complexity and expense involved such as the notification of every bondholder by first class United States mail. Wells Fargo, N.A. and U.S. Bank, N.A. will remain paying agents on their designated bond issues.

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

- Office of Budget (2)
- City Controller's Office (1)
- Water Utilities Department (1)
- Office of Procurement Services (1)\*

\*The Office of Procurement Services only evaluated cost.

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

- Fees 55 Points
- Overall approach and methodology 25 Points
- Capability and expertise 20 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 237 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, City Council authorized the wage floor rate of \$10.94, by Resolution No. 15-2141; the selected vendor meets this requirement.

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

On June 26, 2013, City Council authorized a three-year appointment contract, with one two-year renewal option, for paying agent/registrar services for registered debt obligations issued July 1, 2013 through June 30, 2016 with U.S. Bank, N.A. and the continuation of payment to U.S. Bank, N.A., and Wells Fargo, N.A. as paying agents for previously registered debt obligations by Resolution No. 13-1058.

The Government Performance & Financial Management Committee will receive this item for consideration on June 18, 2018.

**FISCAL INFORMATION**

General Funds - \$55,000.00 (subject to annual appropriations)

Water Utilities Current Funds - \$54,000.00 (subject to annual appropriations)

**M/WBE INFORMATION**

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

<u>Contract Amount</u>	<u>Category</u>	<u>M/WBE Goal</u>	<u>M/WBE %</u>	<u>M/WBE \$</u>
\$109,000.00	Other Services	N/A	N/A	N/A

- M/WBE goal waived due to no M/WBE availability

**PROPOSAL INFORMATION**

The Office of Procurement Services received the following proposals from solicitation number BKZ1805. We opened them on May 11, 2018. We recommend the City Council award this appointment contract in its entirety to the most advantageous proposer.

\*Denotes successful proposer

Note: Estimated fees for ten bond issuances with a 30 year term for each issuance.

<u>Proposers</u>	<u>Address</u>	<u>Score</u>	<u>Amount</u>
*UMB Bank, N.A.	5910 N. Central Expy. Suite 1900 Dallas, TX 75206	97.75	\$200.00

**PROPOSAL INFORMATION** (continued)

<b><u>Proposers</u></b>	<b><u>Address</u></b>	<b><u>Score</u></b>	<b><u>Amount</u></b>
BOKF, N.A.	5956 Sherry Ln. Suite 1201 Dallas, TX 75225	73.18	\$350.00
U.S. Bank, N.A.	13737 Noel Rd. Suite 800 Dallas, TX 75240	72.00	\$400.00
The Bank of New York Mellon Trust Company, N.A.	601 Travis St. Floor 16 Houston, TX 77002	70.33	\$375.00
ZB, National Association dba Amegy Bank	1801 Main St. Suite 850 Houston, TX 77002	63.91	\$475.00

**OWNER**

**UMB Bank, N.A.**

Mike Hagedorn, President/Chief Executive Officer  
John Pauls, Secretary  
Darrenn Hermann, Treasurer



**AGENDA ITEM # 43**

**STRATEGIC  
PRIORITY:**

Government Performance and Financial Management

**AGENDA DATE:**

June 27, 2018

**COUNCIL DISTRICT(S):**

N/A

**DEPARTMENT:**

Office of Procurement Services  
Office of Risk Management

**CMO:**

Elizabeth Reich, 670-7804

**MAPSCO:**

N/A

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**SUBJECT**

Authorize Supplemental Agreement No. 3 to exercise the first of two, one-year renewal options to the subscription agreement with Origami Risk, LLC, for a centralized risk management information system and add additional user licenses for the Department of Risk Management - Not to exceed \$217,733, from \$498,534 to \$716,267 - Financing: Workers Compensation Funds (subject to annual appropriations)

**BACKGROUND**

This Supplemental Agreement No. 3 will exercise the first of two, one-year renewal options to the subscription agreement for a centralized risk management information system (RMIS) and add additional user licenses for the Department of Risk Management. The City annually tracks over 3,000 active workers' compensation, liability and auto claims, vehicle incidents, and safety training records in RMIS.

RMIS provides the ability to manage the administrative process of incidents across the city, respond promptly to open records requests, run advanced customized reports, and operate with less paperwork. The Office of Risk Management has added the ability for other departments to utilize the system to keep track of their incidents and assisting the Office of Risk Management with the data collection and documentation of incidents.

On November 10, 2015, City Council authorized the wage floor rate of \$10.94, by Resolution No. 15-2141; the selected vendor meets this requirement.

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

On September 22, 2015, City Council authorized a three-year subscription agreement, with two one-year renewal options, for a centralized risk claims management system with Origami Risk, LLC by Resolution No. 15-1739.

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

The Government Performance & Financial Management Committee will receive this item for consideration on June 18, 2018.

**FISCAL INFORMATION**

Workers Compensation Funds - \$217,733.00 (subject to annual appropriations)

**M/WBE INFORMATION**

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

<b><u>Contract Amount</u></b>	<b><u>Category</u></b>	<b><u>M/WBE Goal</u></b>	<b><u>M/WBE %</u></b>	<b><u>M/WBE \$</u></b>
\$217,733.00	Other Services	N/A	N/A	N/A

- M/WBE goal waived due to no M/WBE availability proprietary software.

**OWNER**

**Origami Risk, LLC**

Robert G. Petrie, President

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

**AGENDA DATE:** June 27, 2018

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Office of Procurement Services  
Park & Recreation Department

**CMO:** Elizabeth Reich, 670-7804  
Willis Winters, 670-4071

**MAPSCO:** N/A

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**SUBJECT**

Execute the casting of lots to identify the recommended vendor resulting from tie bids on lines 28, 30, 31, 32, 34, 93, 119, 137, and 166 for bid B11806 for a five- year master agreement for the purchase of grounds maintenance equipment and parts – Deen Kubota, Four Brothers Outdoor Power, Landmark Equipment, Inc., Lone Star Mower Repair, Richardson Saw and Lawnmower Company, Inc., and Tom Loftus, Inc. dba Austin Turf and Tractor - Financing: No cost consideration to the City

**BACKGROUND**

This action is not intended to make an award, but to execute the casting of lots to identify a vendor for each of the lines for which the City has received identical bids. This process is being executed in accordance with Texas Local Government Code, Section 271.901. This section of the Texas local Government Code states, in part:

- The municipality must select identical bids by the casting of lots
- The casting of lots must be in the presence of the governing body of the municipality
- If one of the bidders submitting an identical bid is a resident of the municipality, the municipality must select that bidder

This particular solicitation resulted in identical bids from vendors located outside the City limits.

Once the vendor(s) are selected for each line by a casting of lots, a recommendation will be presented to City Council for award on August 8, 2018.

## **BID INFORMATION**

The Office of Procurement Services received the following bids from solicitation number BI1806. We opened them on April 20, 2018.

<b><u>Bidders</u></b>	<b><u>Address</u></b>	<b><u>Tie Bid Lines</u></b>
Deen Kubota	703 West Broad Street Forney, TX 75126	Line 137
Four Brothers Outdoor Power	2324 East Interstate 30 Royse City, TX 75189	Lines 28, 30-32, 34, 93
Landmark Equipment, Inc.	1351 South Loop 12 Irving, TX 75060	Line 119
Lone Star Mower Repair	100 Sybel Jean Drive Burelson, TX 76028	Line 119
Richardson Saw and Lawnmower Company, Inc.	802 South Central Expressway Richardson, TX 75080	Lines 28, 30-32, 34, 93, 137, 166
Tom Loftus, Inc. dba Austin Turf and Tractor	2098 Valley View Lane Farmers Branch, TX 75234	Line 166

## **OWNERS**

### **Deen Kubota**

Jeff Deen, President

### **Four Brothers Outdoor Power**

Rex Kelly, President  
Russell Kelly, Vice President  
Eddy Kelly, Secretary

**OWNERS** (continued)

**Landmark Equipment, Inc.**

Mike Lyle, President  
Gary Lyle, Vice President  
Marla Lyle, Secretary  
Kimberly Chambers, Treasurer

**Lone Star Mower Repair**

Justin Houston, President

**Richardson Saw and Lawnmower Company, Inc.**

James Poen, President  
Brenda Poen Secretary

**Tom Loftus, Inc. dba Austin Turf and Tractor**

Tom Loftus, President  
Harry Jukes, Operations Manager  
Chad Mobley, Director of Sales  
Nathan New, Chief Financial Officer

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

**AGENDA DATE:** June 27, 2018

**COUNCIL DISTRICT(S):** N/A

**DEPARTMENT:** Office of Budget

**CMO:** Elizabeth Reich, 670-7804

**MAPSCO:** N/A

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**SUBJECT**

Authorize **(1)** final adoption of the FY 2018-19 HUD Consolidated Plan Budget for U.S. Department of Housing and Urban Development (HUD) Grant Funds in an estimated amount of \$31,021,054 for the following programs and estimated amounts: (a) Community Development Block Grant in the amount of \$14,810,163; (b) HOME Investment Partnerships Program in the amount of \$5,886,901; (c) Emergency Solutions Grant in the amount of \$1,203,874; (d) Housing Opportunities for Persons with AIDS in the amount of \$6,645,116; and (e) estimated Program Income in the amount of \$2,475,000; **(2)** preliminary adoption of the FY 2017-18 Reprogramming Budget in the amount of \$3,323,870; and **(3)** an amendment to the five-year Consolidated Plan to extend the covered period by one year, from September 30, 2018 to September 30, 2019 - 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 consists of: Community Development Block Grant (CDBG), HOME Investment Partnerships Program (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 expands 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.

## **BACKGROUND** (continued)

The Assessment of Fair Housing is a critical component of the five-year Consolidated Plan. The City serves as the lead entity for a regional consortium of entitlement jurisdictions and public housing authorities in North Texas collaborating to submit a regional Assessment of Fair Housing (AFH). The original deadline for submission of the regional assessment was January 4, 2018. According to HUD rules, the AFH was required to be submitted no less than 270 days before the new five-year Consolidated Plan. HUD created an assessment tool that local governments and any collaborating program participants must use to conduct and submit an assessment. On July 20, 2017, HUD issued updated data for the maps and tables in the Affirmatively Furthering Fair Housing Data and Mapping Tool (AFFH-T). The City of Dallas needed additional time to incorporate HUD's updated AFFH-T into its analysis. In November 2017, the City of Dallas submitted a request to HUD for approval of a one-year extension to the five-year period covered by the City of Dallas' approved Consolidated Plan. The current Consolidated Plan covered the period of October 1, 2013 through September 30, 2018. HUD approved the City's request to extend the period covered by the Consolidated Plan to September 30, 2019. Following HUD's approval, an amendment to the five-year Consolidated Plan is required to extend the covered period from September 30, 2018 to September 30, 2019.

In collaboration with the Fair Housing & Human Rights Office, the Community Development Commission (CDC) and City staff, conducted a total of sixteen public meetings. These meetings provided the public opportunities to participate in identifying community needs, comment on the potential uses of HUD Grant Funds, be notified of the one-year extension for the five-year Consolidated Plan and provide input into development of the AFH.

Public meetings were held as follows:

January 4, 2018 - Dallas City Hall  
January 9, 2018 - Martin Luther King, Jr. Community Center  
January 9, 2018 - Jaycee Zaragoza Recreation Center  
January 11, 2018 - Tommie Allen Recreation Center  
January 16, 2018 - Timberglen Recreation Center  
January 18, 2018 - On-line Virtual Meeting  
January 23, 2018 - Highland Hills Branch Library  
January 23, 2018 - Continuum of Care (CoC)  
January 25, 2018 - Willie B. Johnson Recreation Center  
January 29, 2018 - West Dallas Multipurpose Center  
January 31, 2018 - Audelia Road Library  
February 6, 2018 - Juanita J. Craft Recreation Center  
February 8, 2018 - Highland Hills Branch Library  
February 13, 2018 - Renner Frankford Library  
February 14, 2018 - Ryan White Planning Council  
February 20, 2018 - Pleasant Oaks Recreation Center

## **BACKGROUND** (continued)

Federal regulations and the City's Citizen Participation Plan require a public hearing to receive comments. This budget was made available for public review and comment from May 24, 2018 - June 26, 2018. A public hearing was held on June 13, 2018.

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

On October 2, 2017, the Economic Development and Housing Committee was briefed on the extended timeline needed to complete the Assessment of Fair Housing (AFH) due to revised housing and demographic data released from HUD. The Committee was also made aware of how the AFH delay would impact timeline for development of the next Five-Year Consolidated Plan.

On February 20, 2018, the Economic Development and Housing Committee and the Government Performance & Financial Management Committee were briefed on the release of unobligated funds from their originally budgeted purposes for future reprogramming in conjunction with the FY 2018-19 Consolidated Plan Budget.

On February 28, 2018, City Council authorized the release of unobligated funds from their originally budgeted purposes for future reprogramming in conjunction with the FY 2017-18 Consolidated Plan Budget by Resolution No. 18-0343.

On April 5, 2018, the CDC was briefed on the City Manager's Proposed FY 2018-19 HUD Consolidated Plan Budget and the CDC held meetings in April 2018 to review the proposed budget.

On May 3, 2018, the CDC concurred with the City Manager's proposed budget with one exception. The CDBG housing activities category and the HOME grant were not included in the CDC's vote. The City Manager's proposed budget did not include funding recommendations for specific programs in the CDBG housing activities category and the HOME grant pending Council approval of the Housing Policy. The City Council approved the Housing Policy on May 9, 2018.

On May 14, 2018, the CDC held a special called meeting to review and vote on the City Manager's proposed budget recommendations for programs in the CDBG housing activities category and the HOME grant.

On May 21, 2018, the Economic Development and Housing Committee; the Human and Social Needs Committee; and the Government Performance & Financial Management Committee were briefed on the Proposed FY 2018-19 HUD Consolidated Plan Budget and the CDC's recommendation.



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

On May 23, 2018, City Council approved preliminary adoption of the Proposed FY 2018-19 HUD Consolidated Plan Budget, the Proposed FY 2016-17 Reprogramming Budget, an amendment to the five-year Consolidated Plan and authorized a public hearing by Resolution No. 18-0772.

On June 6, 2018, the Proposed FY 2018-19 HUD Consolidated Plan Budget was included on the City Council briefing agenda to discuss any Council amendments and conduct straw votes. No amendments were proposed.

On June 13, 2018, City Council held a public hearing to receive comments on the Proposed FY 2018-19 HUD Consolidated Plan Budget.

**FISCAL INFORMATION**

**Proposed FY 2018-19 HUD Consolidated Plan Budget:**

CDBG:	\$14,810,163	2018-19 Entitlement
	\$ 1,250,000	Program Income (estimate includes one-time funds)
	\$ 225,000	Program Income - Retained by Sub-Recipient (estimate)
	<u>\$16,285,163</u>	
HOME:	\$ 5,886,901	2018-19 Entitlement
	\$ 1,000,000	Program Income (estimate)
	\$ 6,886,901	
ESG:	\$ 1,203,874	2018-19 Entitlement
HOPWA:	\$ 6,645,116	2018-19 Entitlement
	<u>\$31,021,054</u>	Total FY 2018-19 HUD Consolidated Plan Budget

**FY 2016-17 Reprogramming Budget:**

\$ 3,323,870 Unobligated funds in FY 2016-17 and prior years

# Memorandum



**DATE:** June 12, 2018

**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:** Nomination and Appointment of the City Auditor

I will provide a briefing to the members of the Government Performance & Financial Management Committee on Monday, June 18, 2018 regarding:

- Nomination and Appointment of the City Auditor

Respectfully,



Craig D. Kinton  
City Auditor

C: Honorable Mayor and Members of the City Council  
T.C. Broadnax, City Manager  
Larry Casto, City Attorney  
Biliera Johnson, City Secretary  
Daniel F. Solis, 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  
Jo M. (Jody) Puckett, Assistant City Manager (Interim)  
M. Elizabeth Reich, Chief Financial Officer  
Nadia Chandler Hardy, Chief of Community Services  
Raquel Favela, Chief of Economic Development & Neighborhood Services  
Theresa O'Donnell, Chief of Resilience  
Directors and Assistant Directors

# Nomination and Appointment of the City Auditor

**Government Performance  
& Financial Management  
Committee Briefing  
June 18, 2018**

**Craig D. Kinton  
Office of the City Auditor  
City of Dallas**



**City of Dallas**

# Nomination and Appointment of the City Auditor

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The current term of the City Auditor, Craig D. Kinton, CPA will expire on September 5, 2018.

The purpose of this presentation is to brief the Government Performance & Financial Management Committee on the process and the requirements for nomination of a new City Auditor.



# City Charter

## Chapter IX. City Auditor

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

The chapter includes four sections:

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



# Sec. 1 – Selection of City Auditor

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## ➤ Section 1:

- Creates the Office of City Auditor
- Establishes a Two-Year Term  
(and until a successor is chosen and qualifies)



# Sec. 1 – Selection of City Auditor

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- Defines Qualifications:
  - Knowledgeable in public administration, public financial and fiscal theory, municipal accounting, and auditing
  - Licensed Certified Public Accountant
  - Resident of City of Dallas  
(or move into the City within time period required by the City Council)



# Sec. 1 – Selection of City Auditor

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- Stipulates appointment by City Council  
(after being nominated in accordance with a nominating procedure established by ordinance)





# City Code

## Chapter 2 – Administration

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

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



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

- Section 2-17.2 stipulates that:
  - City Council shall appoint a nominating commission before the end of each term of the City Auditor
  - The Government Performance & Financial Management Committee may act as a nominating commission to nominate the incumbent City Auditor for reappointment by full City Council (requires majority vote)



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

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- If majority of Government Performance & Financial Management Committee does not vote to nominate the incumbent City Auditor (or a majority of the City Council does not vote to reappoint) the City Council must follow the process outlined in Sec. 2-17.2 subsections (a) through (e)



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

- Section (a) requires the City Council to appoint a five member nominating commission meeting the following qualifications:
  - One member selected by Dallas Chapter/Texas Society of Certified Public Accountants board of directors
  - One member who is the regional director of United States Government Accountability Office (or highest ranking member of the Dallas division)



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

- Three members meeting one of the following qualifications:
  - Managing partner in multi-national public accounting firm with an office in Dallas
  - Chief Executive Officer/Chief Financial Officer/Chief Audit Executive – publicly-traded company headquartered in Dallas County (\$1 billion annual revenue)
  - Former Dallas Mayor or Council Member
  - Current or former Dallas City Auditor

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

- Additional requirements pertaining to the nominating commission include:
  - Meet within 15 days of appointment
  - Nominate one or more candidates to City Council within 180 days of first meeting
  - Serve until the City Council accepts a candidate

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

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



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# QUESTIONS?

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# Nomination and Appointment of the City Auditor

**Government Performance  
& Financial Management  
Committee Briefing  
June 18, 2018**

**Craig D. Kinton  
Office of the City Auditor  
City of Dallas**



**City of Dallas**

# Memorandum



CITY OF DALLAS

DATE June 14, 2018

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 **Financial Forecast Report**

Please find attached the Financial Forecast Report based on information through April 2018. The report reflects the budget adjustments approved by City Council on April 25, 2018.

Through April 30, 2018, we forecast General Fund revenues will exceed expenses at the end of the fiscal year by \$11.4 million. We forecast revenues will be \$8.4 million above budget primarily due to \$1.5 million in sales tax, \$4.6 million in franchise fees, and \$2.1 million in charges for services. The increase in franchise fees is due to electric, fiber optic, and natural gas. The City Council increased the charges for services revenue budget by \$1.3 million on April 25 due to additional revenue from the Ambulance Supplemental Payment Program; however, this revenue source continues to trend above budget. This month, fire watch inspection fees are forecast to be \$1 million above budget.

We currently forecast that expenses will be \$3 million below budget primarily due to savings in Non-Departmental, City Attorney's Office, City Auditor's Office, Dallas Animal Services, Library Department, 311 Customer Service, and the Office of Environmental Quality. Non-Departmental savings (\$1.1 million) are due to a delay in the financing of new equipment in the Master Lease Program which will now occur in the fall of FY 2018-19.

Details related to budget variances may be found throughout the report. We will continue to closely monitor revenues and expenditures and keep you informed.

*M. Elizabeth Reich*  
M. Elizabeth Reich

Chief Financial Officer

Attachment

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

Jo M. (Jody) Puckett, Assistant City Manager (Interim)  
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Directors and Assistant Directors

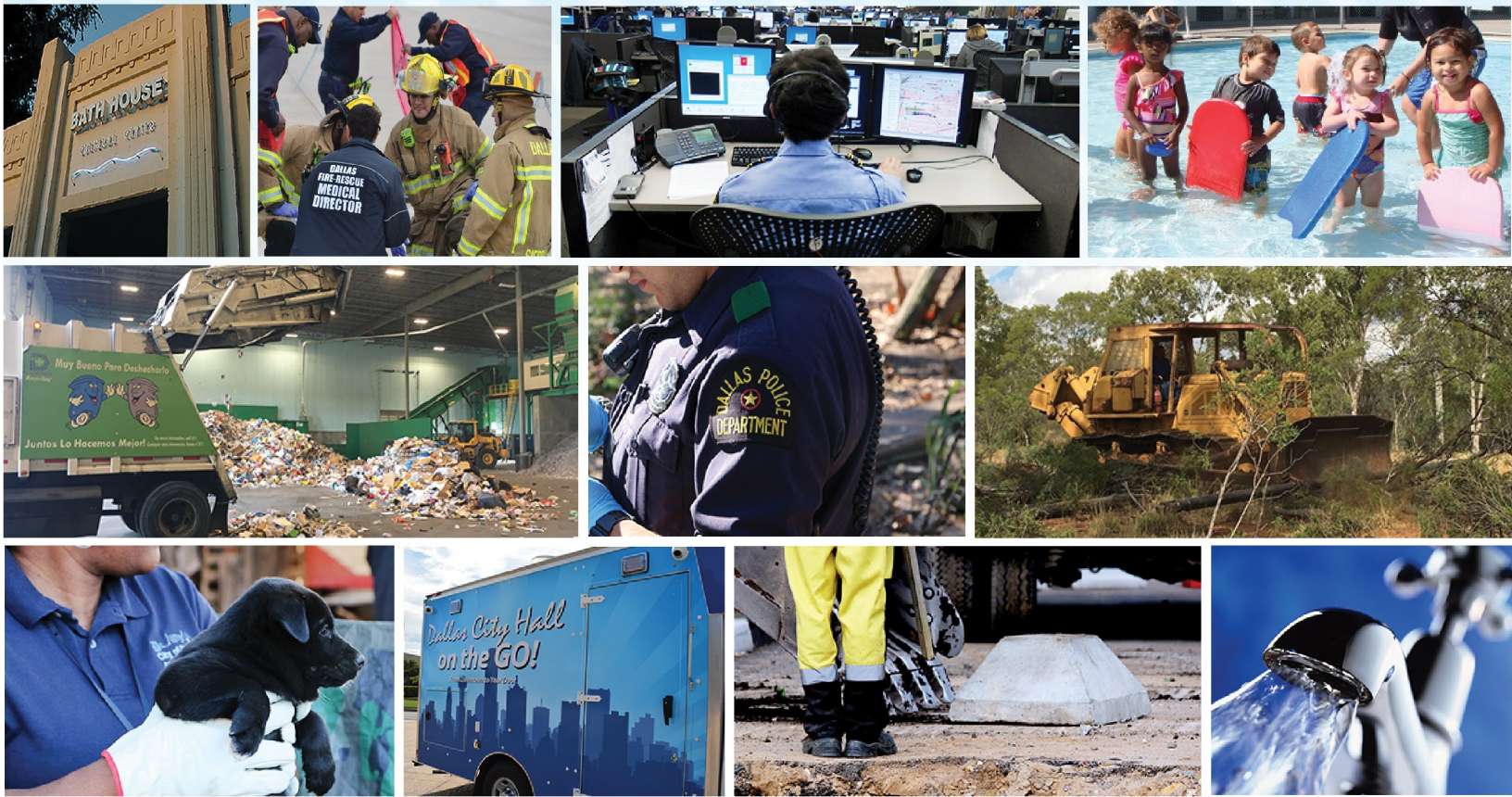




# FY 2017-18 FINANCIAL FORECAST REPORT

Information as of April 30, 2018

## SERVICE FIRST





# GENERAL FUND OVERVIEW

As of April 30, 2018

	FY 2017-18 Adopted Budget	FY 2017-18 Amended Budget	YTD Actual	YE Forecast	Variance
Beginning Fund Balance	\$160,617,192	\$160,617,192		\$171,747,804	\$11,130,612
Revenues	1,276,420,942	1,282,512,888	908,652,712	1,290,957,042	8,444,154
Expenditures	1,276,420,942	1,282,512,888	670,970,869	1,279,493,046	(3,019,842)
Ending Fund Balance	\$160,617,192	\$160,617,192		\$183,211,800	\$22,594,608

## SUMMARY

The General Fund overview provides a summary of financial activity through April 30, 2018. The Adopted Budget reflects the budget adopted by City Council on September 20, 2017 effective October 1 through September 30. The Amended Budget column reflects City Council approved transfers between funds and programs and approved use of contingency.

**Fund Balance.** The summary includes fund balance with the year-end revenue and expenditure forecasts. As of April 30, 2018, the Year-End Forecast beginning fund balance represents the FY 2016-17 audited unassigned ending fund balance and includes FY 2016-17 year-end savings.

**Revenues.** Through April 30, 2018, General Fund revenues are projected to be above budget by \$8.4 million primarily due to electric, fiber optic, and natural gas franchise fees; sales tax; Fire Watch fees; and a new contract with the State Fair for patrol services.

**Expenditures.** Through April 30, 2018, General Fund expenditures are projected to be below budget by \$3.0 million. Most departments are under budget as a result of vacancies.

**Amendments.** The General Fund budget was amended on:

- October 25, 2017 by resolution #17-1652 in the amount of \$120,000 for a Regional Assessment of Fair Housing;
- November 8, 2017 by resolution #17-1735 in the amount of \$139,000 to reimburse the AT&T Performing Arts Center (ATTPAC) for emergency flood remediation and repairs at the Dee and Charles Wylie Theatre;
- January 17, 2018 by resolution #18-0125 in the amount of \$1,640,000 to continue the operation of the Dallas County Schools school crossing guard program through the end of the current school year;
- February 14, 2018 by resolution #18-0282 in the amount of \$303,000 to accept donations from the Communities Foundation of Texas on behalf of various contributors to the Dallas Cultural Plan 2018;
- March 28, 2018 by resolution #18-0442 in the amount of \$189,300 for emergency flood remediation and related repairs related to the theater automation system at the Dee and Charles Wylie Theater;
- April 25, 2018 by ordinance #30843 for mid-year appropriation ordinance adjustments consisting of a \$294,000 appropriation decrease in Non-Departmental, \$165,000 appropriation increase in Housing and Neighborhood Revitalization, \$60,300 appropriation increase in 311 Customer Service Center, \$68,700 appropriation increase in Office of Community Care, \$115,000 transfer of appropriations from Dallas Police Department to Transportation; and \$3,700,000 appropriation increase in Dallas Fire Rescue from excess revenue.

# GENERAL FUND REVENUES

As of April 30, 2018

Revenue Category	FY 2017-18 Adopted Budget	FY 2017-18 Amended Budget	YTD Actual	YE Forecast	Variance
Property Tax <sup>1</sup>	\$652,067,958	\$653,667,958	\$648,640,995	\$654,317,126	\$649,168
Sales Tax <sup>2</sup>	303,349,086	303,349,086	122,926,922	304,841,474	1,492,388
Franchise & Other <sup>3</sup>	135,319,609	135,319,609	68,761,171	139,896,501	4,576,892
Charges for Services <sup>4</sup>	103,578,036	104,878,036	40,946,577	107,004,843	2,126,807
Fines and Forfeitures <sup>5</sup>	36,515,082	36,515,082	14,049,246	35,008,341	(1,506,742)
Operating Transfers In <sup>6</sup>	22,777,865	25,169,811	328,704	25,169,811	0
Intergovernmental	9,548,046	9,548,046	2,797,650	9,699,200	151,154
Miscellaneous <sup>7</sup>	6,580,004	7,380,004	4,480,532	7,532,519	152,515
Licenses & Permits	4,668,685	4,668,685	3,334,274	4,636,379	(32,306)
Interest <sup>8</sup>	2,016,571	2,016,571	2,386,641	2,850,848	834,277
<b>Total Revenue</b>	<b>\$1,276,420,942</b>	<b>\$1,282,512,888</b>	<b>\$908,652,712</b>	<b>\$1,290,957,042</b>	<b>\$8,444,154</b>

## VARIANCE NOTES

General Fund revenue variance notes are provided below for revenue categories with year-end (YE) forecast variances of +/- five percent and revenue with an Amended Budget.

**1 Property Tax.** Property tax revenues are forecast to be 0.1 percent (\$649,000) greater than budget based on current year property tax and penalties and interest trending above average. Property Tax budgeted revenue was increased by \$1.6 million on April 25, 2018 by ordinance 30843 due to higher current year collections.

**2 Sales Tax.** Sales tax revenues are forecast to be 0.5 percent (\$1,492,000) greater than budget based on most recent sales tax receipts. Sales tax receipts have increased by 3.7 percent over the most recent 12 months.

**3 Franchise and Other.** Franchise and other revenues are projected to be 3.4 percent (\$4,567,000) over budget primary due to electric, fiber optics, and natural gas.

**4 Charges for Service.** Charges for services revenues are forecast to be 2.0 percent (\$2,127,000) greater than budget primarily due to \$1.0 million from Fire Watch inspection fees resulting from multiple hard freezes in the winter affecting sprinkler systems at various locations and a new agreement signed with State Fair for police patrol services in which FY 2017-18 received \$1.0 million in revenue for prior years State Fairs. Charges for Services budgeted revenue was increased by \$1.3 million on April 25, 2018 by ordinance 30843 due to additional Emergency Ambulance supplemental payment revenue.

**5 Fines and Forfeitures.** Fines and forfeitures are projected to be 4.1 percent (\$1,506,000) under budget as a result of a decrease in parking citations issued due to staff turnover in the Parking Management and Enforcement division of Transportation (\$849,000); a decrease of 8,000 traffic citations over the same time period last year (\$578,000); and a decrease in forfeiture hearings due to compliance of bond terms by defendants (\$289,000).

**6 Operating Transfer In.** The revenue budget for Operating Transfer In was amended on:

- October 25, 2017 by resolution #17-1652 for a Regional Assessment of Fair Housing;
- November 8, 2017 by resolution #17-1735 to reimburse the AT&T Performing Arts Center (ATTPAC) for emergency flood remediation and repairs at the Dee and Charles Wylie Theatre;
- January 17, 2018 by resolution #18-0125 to continue the operation of the Dallas County Schools school crossing guard program through the end of the current school year;
- February 14, 2018 by resolution #18-0282 to accept donations from the Communities Foundation of Texas on behalf of various contributors to the Dallas Cultural Plan 2018; and

# VARIANCE NOTES

- March 28, 2018 by resolution #18-0422 for emergency flood remediation and related repairs related to the theater automation system at the Dee and Charles Wyly Theater.

**7 Miscellaneous.** Miscellaneous budgeted revenue was increased \$800,000 on April 25, 2018 by ordinance 30843 due to additional one-time revenue from Atmos Energy for the City's support provided to residents affected by the gas emergency.

**8 Interest.** Interest earned revenues are projected to be 41.3 percent (\$834,000) over budget based on current trends.

# GENERAL FUND EXPENDITURES

As of April 30, 2018

Expenditure Category	FY 2017-18 Adopted Budget	FY 2017-18 Amended Budget	YTD Actual	YE Forecast	Variance
Civilian Pay	\$233,174,548	\$235,945,105	\$123,120,969	\$229,000,484	(\$6,944,621)
Civilian Overtime	6,087,198	6,078,044	4,920,924	8,466,552	2,388,508
Civilian Pension	33,654,027	33,952,850	17,923,696	32,798,625	(1,154,225)
Uniform Pay	397,751,284	401,698,616	214,448,815	391,328,211	(10,370,405)
Uniform Overtime	32,141,841	35,897,371	28,072,025	45,102,388	9,205,017
Uniform Pension	151,450,013	153,665,564	81,635,271	153,665,564	0
Health Benefits	62,526,985	62,812,518	33,591,604	62,812,518	0
Workers Comp	10,211,638	10,211,638	0	10,211,638	0
Other Personnel Services	11,798,743	11,952,376	5,894,593	12,339,538	387,162
Total Personnel Services <sup>1</sup>	938,796,277	952,214,082	509,607,897	945,725,518	(6,488,564)
Supplies <sup>2</sup>	76,688,160	77,667,357	41,660,532	78,768,175	1,100,818
Contractual Services <sup>3</sup>	341,963,586	342,929,363	144,238,474	348,795,959	5,866,596
Capital Outlay <sup>4</sup>	8,000,250	8,329,492	3,533,119	9,303,543	974,051
Reimbursements <sup>5</sup>	(89,027,331)	(98,627,406)	(28,069,154)	(103,100,149)	(4,472,743)
Total Expenditures	\$1,276,420,942	\$1,282,512,888	\$670,970,869	\$1,279,493,046	(\$3,019,842)

## VARIANCE NOTES

**1 Personnel Services.** Current year-end forecast is \$6.5 million below budget primarily due to civilian vacancy savings. Uniform overtime YE forecast assumes \$6.6 million for the Dallas Police Department and \$2.6 million for Dallas Fire Rescue. Uniform pension YE forecast equals budget and includes the \$150.7 million contribution required to fund the police and fire pension as enacted by the Texas State Legislature through House Bill 3158, and additional funding for supplemental pension.

**2 Supplies.** Current year-end forecast is \$1.1 million above budget resulting from the purchase of ballistic helmets for the Dallas Police Department (\$676,000), software maintenance of an automated fingerprint identification system for the Dallas Police Department (\$347,000), and software purchases for various other departments (\$200,000).

**3 Contractual Services.** Current year-end forecast is \$5.9 million over budget primarily due to contract temporary help, day labor, equipment rental, security services and Dallas Fire Rescue unbudgeted increase in emergency ambulance supplement contract payment.

**4 Capital Outlay.** Current year-end forecast is \$974,000 over budget due primarily to vehicles purchased by Dallas Animal Services that will be reimbursed by an unbudgeted reimbursement, an approved purchase of a nuisance abatement brush truck using salary savings in Code Compliance, and the purchase of Gator vehicles by Code Compliance to better move in and out from alleys and back streets to clean litter, tires, and trash.

**5 Reimbursements.** General Fund reimbursements reflects contributions from various agencies, including federal and state funds, internal service fund departments, and enterprise fund departments. Current year-end forecasts are \$4.5 million greater than budget, primarily due to:

- \$1.7 million greater than budgeted reimbursement to Dallas Fire Rescue from the 9-1-1 System Operations Fund;
- \$1.1 million greater than budgeted reimbursement to Dallas Fire Rescue from Building Inspections for new construction inspections and Aviation for two full-time paramedics assigned to Love Field Airport, and \$347,000 greater than budgeted department support reimbursement.

# VARIANCE NOTES

- \$720,000 reimbursement from a Police Donation Fund for overtime expenses incurred in FY 2016-17 for increased patrols in the Oak Lawn area;
- \$350,000 Dallas Animal Services reimbursement from a special revenue fund for vehicles;
- \$151,000 Courts and Detention Services unbudgeted reimbursement from the City Attorney's Office for three full-time staff dedicated to the Community Courts;
- \$130,000 Park and Recreation greater than budgeted reimbursement for overtime work at Fair Park performed by Facility Services; and
- \$95,000 Office of Cultural Affairs greater than budgeted reimbursement from the Hotel Occupancy Tax Fund.



# GENERAL FUND EXPENDITURES

As of April 30, 2018

Expenditure By Department	FY 2017-18 Adopted Budget	FY 2017-18 Amended Budget	YTD Actual	YE Forecast	Variance
Building Services <sup>1</sup>	\$28,590,583	\$28,667,529	\$16,502,024	\$28,803,281	\$135,752
City Attorney's Office	16,788,175	16,788,175	8,831,888	16,640,533	(147,642)
City Auditor's Office <sup>2</sup>	3,360,043	3,360,043	1,586,552	3,090,058	(269,985)
City Controller's Office	5,351,812	5,379,331	2,946,314	5,379,331	0
Independent Audit	891,157	891,157	0	891,157	0
City Manager's Office	2,266,902	2,344,267	1,384,793	2,344,267	0
City Secretary <sup>3</sup>	2,367,327	2,632,693	1,428,872	2,632,693	0
Civil Service <sup>4</sup>	3,080,815	3,080,815	1,613,084	3,105,369	24,554
Code Compliance	30,438,826	30,438,826	14,971,151	30,438,826	0
Court Services	11,627,393	11,627,393	6,663,968	11,599,006	(28,387)
Jail Contract	8,484,644	8,484,644	4,242,322	8,484,644	0
Dallas Animal Services	14,007,159	14,007,159	8,419,295	13,831,257	(175,902)
Dallas Fire Department <sup>5</sup>	267,026,909	270,726,909	148,498,779	270,726,909	0
Dallas Police Department <sup>6</sup>	465,522,805	464,648,484	246,914,666	464,646,726	(1,758)
Housing and Neighborhood Services <sup>7</sup>	3,668,283	4,010,682	2,232,908	4,010,682	0
Human Resources	5,234,618	5,234,618	2,987,170	5,209,073	(25,545)
Judiciary	3,454,079	3,454,079	1,985,785	3,435,245	(18,834)
Library	31,279,877	31,279,877	17,386,521	30,918,013	(361,864)
Office of Management Services					
311 Customer Services <sup>8</sup>	3,509,120	3,569,390	2,652,544	3,231,103	(338,287)
Center for Performance Excellence	1,265,811	1,265,811	812,792	1,253,958	(11,853)
Council Agenda Office	224,495	228,355	108,552	228,355	0
EMS Compliance Program <sup>9</sup>	340,988	340,988	164,236	321,029	(19,959)
Ethics and Diversity	97,631	119,855	29,726	115,990	(3,865)
Fair Housing <sup>10</sup>	278,274	397,837	263,266	397,837	0
Office of Strategic Partnerships <sup>11</sup>	726,947	3,126,947	468,976	3,044,240	(82,707)
Office of Business Diversity <sup>12</sup>	793,297	793,297	414,057	713,326	(79,971)
Office of Community Care <sup>13</sup>	4,932,564	5,001,285	2,633,402	5,001,285	0
Office of Emergency Management <sup>14</sup>	715,020	715,020	477,364	750,823	35,803
Office of Environmental Quality <sup>15</sup>	1,197,487	1,197,487	1,166,939	1,051,679	(145,808)
Office of Homeless Solutions	10,081,328	10,081,328	6,743,119	10,081,328	0
Public Affairs and Outreach <sup>16</sup>	1,666,011	1,400,645	651,045	1,174,279	(226,366)
Resiliency Office	353,875	353,875	186,874	353,875	0
Welcoming Communities	428,845	428,845	207,562	428,845	0
Mayor and City Council	4,820,561	4,827,575	2,553,650	4,826,253	(1,322)
Non-Departmental <sup>17</sup>	77,323,336	77,029,345	9,263,931	75,912,433	(1,116,912)
Office of Budget	3,406,338	3,406,338	1,795,721	3,400,012	(6,326)
Office of Cultural Affairs <sup>18</sup>	20,268,063	20,899,767	16,494,874	20,899,767	0
Office of Economic Development	4,840,594	4,840,594	2,497,665	4,840,594	0
Park and Recreation	98,005,546	98,269,651	55,293,812	98,243,465	(26,186)
Planning and Urban Design	2,911,297	2,911,297	1,560,406	2,906,187	(5,110)
Procurement Services	2,389,442	2,457,765	1,351,577	2,441,623	(16,142)
Public Works	73,137,927	73,137,927	51,738,572	73,084,170	(53,757)
Sustainable Development	1,656,869	1,656,869	1,298,618	1,605,406	(51,463)
Transportation <sup>19</sup>	44,325,574	44,440,574	21,115,954	44,440,574	0
Trinity Watershed Management	1,302,754	1,302,754	429,547	1,302,754	0
<b>Total Departments</b>	<b>\$1,264,441,401</b>	<b>\$1,271,258,102</b>	<b>\$670,970,869</b>	<b>\$1,268,238,260</b>	<b>(\$3,019,842)</b>
Liability/Claim Fund Transfer	4,642,666	4,642,666	0	4,642,666	0
Contingency Reserve	4,686,875	4,686,875	0	4,686,875	0
Salary and Benefit Reserve <sup>20</sup>	2,650,000	1,925,245	0	1,925,245	0
<b>Total Expenditures</b>	<b>\$1,276,420,942</b>	<b>\$1,282,512,888</b>	<b>\$670,970,869</b>	<b>\$1,279,493,046</b>	<b>(\$3,019,842)</b>

# VARIANCE NOTES

General Fund variance notes are provided below for departments with YE forecast variances of +/- five percent, departments with an Amended Budget, and for departments with YE forecast projected to exceed budget.

**1 Building Services.** Building Services expenditures are forecast to be \$136,000 over budget due to unexpected contract repairs and emergency facility call-outs.

**2 City Auditor's Office.** City Auditor's Office expenditures are forecast to be \$270,000 below budget due to salary savings associated with five vacant positions. Four positions were filled in April 2018, and one in May 2018.

**3 City Secretary.** City Secretary Office's budget was increased by \$265,000 on October 11, 2017 by CR#17-1608 for oversight and responsibility of the open records function transferred from the Office of Management Services (Public Affairs and Outreach).

**4 Civil Service.** Civil Service expenditures are forecast to be \$25,000 over budget due to a nationwide search for the vacant Civil Service Director position.

**5 Dallas Fire Department.** Dallas Fire Department budget was increased by \$3.7 million on April 25, 2018 by ordinance 30843 for overruns in uniform overtime due to higher than expected attrition.

**6 Dallas Police Department.** Dallas Police Department budget was decreased by \$759,000 on January 17, 2018 by CR 18-0125 to reallocate Child Safety Funds held by the Dallas Police Department to Management Services (Office of Strategic Partnerships) and decreased by \$115,000 on April 25, 2018 by ordinance 30843 to transfer Parking Enforcement division overtime and merit funding to Transportation.

**7 Housing and Neighborhood Services.** Housing and Neighborhood Services budget was increased by \$165,000 on April 25, 2018 by ordinance 30843 to fund a caseworker for the High Impact Landlord Initiative, additional home repair work at eight Home Repair Program properties and expenses associated with moving support staff from Bexar Street offices back to City Hall.

**8 311 Customer Services.** 311 Customer Services budget was increased by \$60,300 by City Council on April 25, 2018 by ordinance 30843 due to higher than expected usage of the Language Line, a third-party vendor that is used to translate calls for non-English speakers when bilingual 311 Customer Services agents are not available. 311 Customer Services is forecast to be \$338,000 under budget due to a ten percent overall attrition rate in its customer service agents implemented in March 2018 and a decreased demand for overtime.

**9 EMS Compliance Program.** EMS Compliance Program expenditures are forecast to be \$20,000 under budget primarily due to the non-renewal of the ComplyAssistant contract. The ComplyAssistant contract is a web-based software that was used to document and monitor the City's healthcare compliance activities.

**10 Fair Housing Office.** Fair Housing Office budget was increased by \$120,000 on October 25, 2017 by CR#17-1652 for a Regional Assessment of Fair Housing.

**11 Office of Strategic Partnerships.** Office of Strategic Partnerships budget was increased by \$2.4 million on January 17, 2018 by CR #18-0125 to appropriate funds for the Dallas County School Dissolution Committee Crossing Guard payroll.

**12 Office of Business Diversity.** Office of Business Diversity expenditures are forecast to be \$80,000 below budget due to salary savings associated with vacancies.

**13 Office of Community Care.** Office of Community Care's budget was increased by \$69,000 on April 25, 2018 by ordinance 30843 for unbudgeted contract temporary help, overtime, and building maintenance expenses.

# VARIANCE NOTES

**14 Office of Emergency Management.** Office of Emergency Management is forecast to be \$36,000 over budget due to grant reimbursements from the State of Texas that will not be received until FY 2018-19.

**15 Office of Environmental Quality.** Office of Environmental Quality is forecast to be \$146,000 under budget due to salary savings associated with seven vacancies and frequent turnover in key positions.

**16 Public Affairs and Outreach.** Public Affairs and Outreach budget was decreased by \$265,000 on October 11, 2017 by CR#17-1608 for oversight and responsibility of the open records function transferred to the City Secretary. Public Affairs and Outreach expenditures are forecast to be \$226,000 under budget primarily due to salary savings associated with three vacant management positions.

**17 Non-Departmental.** Non-Departmental budget was decreased by \$294,000 on April 25, 2018 by ordinance 30843 for mid-year appropriation adjustments. Non-Departmental expenditures are forecast to be \$1.1 million less than budget primarily due to a delay in Master Lease draw for new equipment purchase which will occur in fall of FY 2018-19.

**18 Office of Cultural Affairs.** Office of Cultural Affairs budget was increased by \$139,000 on November 8, 2017 by resolution # 17-1735 and by \$189,300 on March 28, 2018 by resolution #18-0442 (approved use of contingency reserve funds) to reimburse the ATTPAC for emergency flood remediation and repairs at the Dee and Charles Wyly Theatre, and on February 14, 2018 by resolution #18-0282 in the amount of \$303,000 to accept donations from the Communities Foundation of Texas on behalf of various contributors to the Dallas Cultural Plan 2018.

**19 Transportation.** Transportation budget was increased by \$115,000 on April 25, 2018 by ordinance 30843 to transfer Parking Enforcement division overtime and merit funding from Police to Transportation.

**20 Salary and Benefit Reserve.** Salary and Benefit Reserve funds totaling \$734,000 were allocated to Building Services (\$77,000), the City Controller's Office (\$27,000), the City Manager's Office (\$81,000), Housing and Neighborhood Revitalization (\$177,000), City Agenda Office (\$4,000), Ethics and Diversity (\$22,000), Mayor and Council (\$7,000), Park and Recreation (\$264,000), and Procurement Services (\$68,000) for personnel related expenditures, primarily unbudgeted vacation/sick termination payments.

# ENTERPRISE FUNDS

As of April 30, 2018

Department	FY 2017-18 Adopted Budget	FY 2017-18 Amended Budget	YTD Actual	YE Forecast	Variance
<b>AVIATION</b>					
Beginning Fund Balance	\$13,811,768	\$13,811,768		\$14,111,807	\$300,039
Total Revenues:	127,028,405	127,028,405	69,749,351	127,029,201	796
Total Expenditures:	127,028,405	127,028,405	54,297,941	126,968,987	(59,418)
Ending Fund Balance	\$13,811,768	\$13,811,768		\$14,172,021	\$360,254
<b>CONVENTION AND EVENT SERVICES<sup>1</sup></b>					
Beginning Fund Balance	\$32,258,124	\$32,258,124		\$33,234,399	\$976,275
Total Revenues:	97,787,266	101,187,266	56,075,537	102,365,086	1,177,820
Total Expenditures:	97,787,266	99,371,106	45,626,165	101,043,544	1,672,438
Ending Fund Balance	\$32,258,124	\$34,074,284		\$34,555,940	\$481,656
<b>MUNICIPAL RADIO<sup>2</sup></b>					
Beginning Fund Balance	\$1,217,847	\$1,217,847		\$1,087,586	(\$130,261)
Total Revenues:	2,098,813	2,098,813	1,102,728	2,015,000	(83,813)
Total Expenditures:	2,051,318	2,051,318	1,136,161	1,974,411	(76,907)
Ending Fund Balance	\$1,265,342	\$1,265,342		\$1,128,175	(\$137,167)
<b>SANITATION SERVICES<sup>3</sup></b>					
Beginning Fund Balance	\$22,431,707	\$22,431,707		\$29,641,449	\$7,209,742
Total Revenues:	102,279,097	106,579,097	64,341,035	106,974,517	395,420
Total Expenditures:	102,279,097	104,419,917	41,403,761	104,419,917	0
Ending Fund Balance	\$22,431,707	\$24,590,887		\$32,196,049	\$7,605,162
<b>STORM DRAINAGE MANAGEMENT</b>					
Beginning Fund Balance	\$4,546,490	\$4,546,490		\$7,593,575	\$3,047,085
Total Revenues:	55,987,895	55,987,895	32,551,825	55,705,089	(282,806)
Total Expenditures:	55,936,837	55,936,837	28,535,410	55,592,877	(343,960)
Ending Fund Balance	\$4,597,548	\$4,597,548		\$7,705,787	\$3,108,239
<b>SUSTAINABLE DEVELOPMENT AND CONSTRUCTION<sup>4</sup></b>					
Beginning Fund Balance	\$37,809,029	\$37,809,029		\$43,778,944	\$5,969,915
Total Revenues:	31,711,218	31,711,218	20,028,321	31,764,764	53,546
Total Expenditures:	32,376,190	32,376,190	16,614,921	32,375,277	(913)
Ending Fund Balance	\$37,144,057	\$37,144,057		\$43,168,431	\$6,024,374
Note: FY 2017-18 Budget reflects planned use of fund balance.					
<b>DALLAS WATER UTILITIES<sup>5</sup></b>					
Beginning Fund Balance	\$84,788,025	\$84,788,025		\$95,808,193	\$11,020,168
Total Revenues:	667,471,388	667,471,388	355,656,200	667,471,388	0
Total Expenditures:	667,471,388	667,471,388	298,260,918	649,048,060	(18,423,328)
Ending Fund Balance	\$84,788,025	\$84,788,025		\$114,231,522	\$29,443,497

# INTERNAL SERVICES FUNDS

As of April 30, 2018

Department	FY 2017-18 Adopted Budget	FY 2017-18 Amended Budget	YTD Actual	YE Forecast	Variance
<b>INFORMATION TECHNOLOGY<sup>6</sup></b>					
Beginning Fund Balance	\$10,959,687	\$10,959,687		\$10,747,503	(\$212,184)
Total Revenues:	67,963,283	67,963,283	32,986,045	68,590,020	626,737
Total Expenditures:	70,242,680	70,242,680	43,052,385	69,673,911	(568,769)
Ending Fund Balance	\$8,680,290	\$8,680,290		\$9,663,612	\$983,322
Note: FY 2017-18 Budget reflects planned use of fund balance.					
<b>RADIO SERVICES</b>					
Beginning Fund Balance	\$2,537,356	\$2,537,356		\$2,680,270	\$142,914
Total Revenues:	4,823,063	4,823,063	1,102,564	4,842,427	19,364
Total Expenditures:	4,823,063	4,823,063	2,093,688	4,779,926	(43,137)
Ending Fund Balance	\$2,537,356	\$2,537,356		\$2,742,771	\$205,415
<b>EQUIPMENT SERVICES<sup>7</sup></b>					
Beginning Fund Balance	\$5,611,863	\$5,611,863		\$7,726,208	\$2,114,345
Total Revenues:	52,652,059	54,152,059	25,704,660	54,110,256	(41,803)
Total Expenditures:	52,652,059	54,417,268	24,697,294	54,417,268	0
Ending Fund Balance	\$5,611,863	\$5,346,654		\$7,419,196	\$2,072,542
<b>EXPRESS BUSINESS CENTER<sup>8</sup></b>					
Beginning Fund Balance	\$2,011,100	\$2,011,100		\$1,700,445	(\$310,655)
Total Revenues:	4,231,450	4,231,450	1,977,403	2,756,467	(1,474,983)
Total Expenditures:	3,740,420	3,740,420	1,049,816	2,108,350	(1,632,070)
Ending Fund Balance	\$2,502,130	\$2,502,130		\$2,348,563	(\$153,567)

# OTHER FUNDS

As of April 30, 2018

Department	FY 2017-18 Adopted Budget	FY 2017-18 Amended Budget	YTD Actual	YE Forecast	Variance
<b>9-1-1 SYSTEM OPERATIONS<sup>9</sup></b>					
Beginning Fund Balance	\$5,941,912	\$5,941,912		\$12,060,896	\$6,118,984
Total Revenues:	12,539,195	12,539,195	6,768,410	12,276,357	(262,838)
Total Expenditures:	15,048,378	16,748,378	6,748,292	16,665,942	(82,436)
Ending Fund Balance	\$3,432,729	\$1,732,729		\$7,671,311	\$5,938,582
Note: FY 2017-18 Budget reflects planned use of fund balance.					
<b>DEBT SERVICE<sup>10</sup></b>					
Beginning Fund Balance	\$13,769,804	\$13,769,804		\$12,613,280	(\$1,156,524)
Total Revenues:	278,149,358	278,149,358	262,447,064	279,561,773	1,412,415
Total Expenditures:	267,322,998	267,322,998	0	267,322,998	0
Ending Fund Balance	\$24,596,164	\$24,596,164		\$24,852,055	\$255,891
<b>EMPLOYEE BENEFITS<sup>11</sup></b>					
City Contributions	\$86,088,120	\$86,088,120	\$48,595,828	\$86,088,120	\$0
Employee Contributions	38,086,396	38,086,396	24,621,905	38,086,396	0
Retiree	30,118,491	30,118,491	15,536,511	30,118,491	0
Other	0	0	(46,669)	(39,109)	(39,109)
Total Revenues:	154,293,007	154,293,007	88,707,575	154,253,898	(39,109)
Total Expenditures:	\$154,293,007	\$154,293,007	\$72,289,958	\$154,293,007	\$0
Note: The FY 2017-18 YE forecast reflect claim expenses expected to occur in the fiscal year. Fund balance (not included) reflects incurred but not reported claims (IBNR).					
<b>RISK MANAGEMENT<sup>12</sup></b>					
Worker's Compensation	\$13,219,304	\$13,219,304	\$282,713	\$13,219,304	\$0
Third Party Liability	10,203,093	10,203,093	691,532	10,203,093	0
Purchased Insurance	3,090,183	3,090,183	(389)	3,090,183	0
Interest and Other	406,970	406,970	0	406,970	0
Total Revenues:	26,919,550	26,919,550	973,856	26,919,550	0
Total Expenditures:	\$29,406,225	\$29,406,225	\$11,438,759	\$29,406,225	\$0
Note: The FY 2017-18 YE forecast reflect 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 summary includes the beginning fund balance with the YE revenue and expenditure forecasts. As of April 30, 2018, the Year-End Forecast beginning fund balance represents the FY 2016-17 audited ending fund balance. Variance notes are provided below for funds with a YE forecast variance of +/- five percent, funds with YE forecast projected to exceed budget, and funds with projected use of fund balance.

**1 Convention and Event Services.** Convention and Event Services budget was increased by \$1.6 million on April 25, 2018 by ordinance 30843 due to increased food and beverage expenses and by an offsetting \$3.4 million increase in catering service revenues. Convention and Event Services revenues are projected to exceed budget by \$1.2 million primarily due to greater than projected Hotel Occupancy Tax collections. Expenditures are projected to be \$1.7 million greater than budget primarily due to an increased food and beverage expenses fully offset by additional catering revenue.

**2 Municipal Radio.** Municipal Radio FY 2017-18 revenues are projected to be lower than budget by \$84,000 due a decrease in projected local radio advertisement sales. Local arts groups and small retailers (which account for the largest portion of local sales) have difficulty with the cost of media buys in DFW's large media market. Expenditures are projected to be \$78,000 below budget primarily due to hiring delays for four vacant positions.

**3 Sanitation Services.** Sanitation Services budget was increased by \$2.5 million on April 25, 2018 by ordinance 30843 for increased landfill disposal fees paid to Texas Commission on Environmental Quality (TCEQ), Equipment Services maintenance charges and master lease payments and by an offsetting \$4.3 million increase in landfill revenues. Sanitation Services revenues are projected to be \$396,000 over budget primarily due to greater than budgeted collection charges.

**4 Sustainable Development and Construction.** Sustainable Development and Construction FY 2017-18 YE forecast expenditures will exceed revenue due to planned use of fund balance.

**5 Dallas Water Utilities.** Water Utilities expenditures are projected to be \$18.4 million less than budget due to a settlement of potential litigation with Sabine River Authority (SRA). The escrow payment savings will be used to minimize future rate increases. City Council was briefed on this topic in February 2018.

**6 Information Technology.** Information Technology FY 2017-18 YE forecast expenditures will exceed revenue due to planned use of fund balance.

**7 Equipment Services.** Equipment Services budget was increased by \$475,000 on April 11, 2018 by ordinance for a fleet consultant study, and by \$1.2 million on April 25, 2018 by ordinance 30843. The amendment on April 25, 2018 was due to unbudgeted equipment maintenance charges for retained vehicles, increased motor pool use, and increased costs for make ready of new vehicles offset by a \$1.5 million increase in revenues. Equipment Services FY 2017-18 YE forecast expenditures will exceed revenue due to planned use of fund balance to fund a fleet consultant study.

**8 Express Business Center.** Express Business Center expenditures projected to be \$1.6 million less than budget and revenues \$1.5 million less than budget primarily due to the transfer of the water bill printing services to Dallas Water Utilities (DWU) at the end of September 2017. Water bill printing services will be provided by a vendor and expensed in DWU.

**9 9-1-1 System Operations.** 9-1-1 System Operations budget was increased by \$1.7 million on April 25, 2018 by ordinance 30843 for a greater than budgeted \$1.7 million reimbursement to Dallas Fire Rescue. 9-1-1 System Operations FY 2017-18 YE forecast expenditures will exceed revenue due to planned use of fund balance. The YE forecast decline in revenue is due to decreases in residential and commercial wireline services.

**10 Debt Service Fund.** Debt Service Fund FY 2017-18 YE forecast revenues will exceed budget by \$1.4 million due to property tax collections trending above average.

# VARIANCE NOTES

**11 Employee Benefits.** Employee Benefits FY 2017-18 YE forecast expenditures will exceed revenue due to an unbudgeted refund.

**12 Risk Management.** Risk Management FY 2017-18 YE forecast expenditures will exceed revenue due to planned use of fund balance.





# City of Dallas Contact Information

Financial Transparency

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

Dallas City Hall

1500 Marilla St.

Room 4-F-North

Dallas, Texas 75201

[Phone: \(214\) 670-3659](tel:(214)670-3659)

Fax: (214) 670-7008



# Memorandum



CITY OF DALLAS

DATE June 14, 2018

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 **Human Capital Management System Implementation**

In February 2018, Council approved a \$20 million multi-year contract to fully upgrade and integrate our Human Capital Management System (HCMS) and processes into a common platform, Workday. City staff and the vendor have initiated detailed project planning, identified and assigned implementation team members, begun training implementation team members, and established an Executive Steering Committee.

I am proud to serve as Chair of the Executive Steering Committee for this exciting and transformative project. Over the next 13 months, project staff will reengineer and unify the City's payroll, time-tracking, compensation, benefits, recruiting, on-boarding, and talent management processes. The new HCMS will also provide enhanced system reliability and security, paperless processes, improved reporting, and internal controls. We are particularly pleased it will offer employee self-service options that will be available on mobile devices. Recognizing that this will be a significant change for the City, we are developing a formal organizational change management strategy and program that will provide awareness, education, and frequent communication to all employees.

For the remainder of June, the project team will conduct outreach to departmental leadership, culminating with a kick-off session on June 25. Our initial focus will be on analyzing Workday's capabilities, defining how we intend to configure the system, and finalizing detailed project plans including change management plans. We expect to begin actual configuration and prototyping of the new system in October, and preliminary testing of the system in January, with subsequent customer acceptance testing. This activity is a prerequisite for beginning a cycle of parallel payroll processing of the Workday system with our current system. Upon successful parallel processing and testing, we will go live with Workday and retire the Lawson system.

DATE June 14, 2018  
SUBJECT **Human Capital Management System – Implementation Update**

There will be two additional phases of the project. Phase II is preliminarily scheduled for September 2019 through February 2020, and will address advanced compensation, which refers to configuring the processes to award merit-based and one-time compensation adjustments, and defining how the merit process ties to employee performance plans. Phase III is preliminarily scheduled for October 2019 through May 2020, and will involve installing a new Learning Management System and a 24-hour time tracking capability.

We will monitor this project carefully and keep you informed of our implementation progress. Please let me know if you need additional information.

  
M. Elizabeth Reich  
Chief Financial Officer

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

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

# Memorandum



CITY OF DALLAS

DATE June 14, 2018

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, Kevin Felder

SUBJECT **Wage Floor Update**

Effective October 1, 2018, the wage floor for City contracts will increase from \$10.94 to \$11.15 per hour, based on the Massachusetts Institute of Technology (MIT) Living Wage Index.

## **Background**

The City implemented a Wage Floor policy on November 10, 2015 by Resolution No. 15-2141. The wage floor requires prime contractors and sub-contractors, awarded general service contracts valued greater than \$50,000, to pay their employees rendering specific services on the contract a wage floor established by the City Council each year.

As defined by Dallas City Code Chapter 2, Section 27, the wage floor is included on all general services contracts, insurance, services related to the purchase of high technology items, or other types of manual, physical, or intellectual labor. As part of the policy, vendors are required to provide actual hours worked each calendar year. The chart below shows the total number of reported hours worked and the number of impacted contractor employees for general services contracts from the contract period of January 1, 2017 to December 31, 2017.

	Number of Hours	Contractor Staff
Dallas Resident	925,061	1,384
Non Resident	338,852	715
Total	1,263,913	2,099

The Office of Procurement Services reviews the wage floor annually, utilizing the MIT Living Wage Index. The index is published in the first quarter of each calendar year and the City implements the recommended wage floor each year in October, to align with the City's fiscal year.

DATE June 14, 2018  
SUBJECT **Wage Floor Update**

Wage Floor History	
November 10, 2015 – Sept. 30, 2017	\$10.37 Per Hour
October 1, 2017	\$10.94 Per Hour
October 1, 2018	\$11.15 Per Hour

### **Minimum Wage for City Employees**

Last year, the City Manager included funding in the FY 2017-18 recommended and FY 2018-19 planned budgets to raise the City of Dallas minimum wage to match the wage floor rate. Council approved the FY 2017-18 budget, and on October 1, 2017, 507 City employees received a pay increase to meet the \$10.94 per hour rate. We currently estimate that if Council approves a budget for FY 2018-19 that includes funding for a wage increase to \$11.15 per hour, approximately 340 City employees would receive a pay increase to meet the new wage floor.

Thank you for your support of a living wage for employees and contractors. 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  
Larry Casto, City Attorney  
Craig D. Kinton, City Auditor  
Billierae Johnson, City Secretary (Interim)  
Kimberly Bizer Tolbert, Chief of Staff to the City Manager  
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Directors and Assistant Directors



# Living Wage Calculation for Dallas County, Texas

The living wage shown is the hourly rate that an **individual** must earn to support their family, if they are the sole provider and are working full-time (2080 hours per year). All values are **per adult in a family** unless otherwise noted. The state minimum wage is the same for all individuals, regardless of how many dependents they may have. The poverty rate is typically quoted as gross annual income. We have converted it to an hourly wage for the sake of comparison.

For further detail, please reference the [technical documentation here](#).

Hourly Wages	1 Adult	1 Adult 1 Child	1 Adult 2 Children	1 Adult 3 Children	2 Adults (1 Working)	2 Adults (1 Working) 1 Child	2 Adults (1 Working) 2 Children	2 Adults (1 Working) 3 Children	2 Adults (1 Working Part Time) 1 Child*	2 Adults	2 Adults 1 Child	2 Adults 2 Children	2 Adults 3 Children
Living Wage	\$11.15	\$23.54	\$26.61	\$33.45	\$18.81	\$22.19	\$25.04	\$28.00	\$16.45	\$9.41	\$12.60	\$14.78	\$17.03
Poverty Wage	\$5.00	\$7.00	\$9.00	\$11.00	\$7.00	\$9.00	\$11.00	\$13.00		\$3.00	\$4.00	\$5.00	\$6.00
Minimum Wage	\$7.25	\$7.25	\$7.25	\$7.25	\$7.25	\$7.25	\$7.25	\$7.25		\$7.25	\$7.25	\$7.25	\$7.25

\*Documentation for families with an adult working part-time is available separately, [here](#).

## Typical Expenses

These figures show the individual expenses that went into the living wage estimate. Their values vary by family size, composition, and the current location.

Annual Expenses	1 Adult	1 Adult 1 Child	1 Adult 2 Children	1 Adult 3 Children	2 Adults (1 Working)	2 Adults (1 Working) 1 Child	2 Adults (1 Working) 2 Children	2 Adults (1 Working) 3 Children	2 Adults (1 Working Part Time) 1 Child*	2 Adults	2 Adults 1 Child	2 Adults 2 Children	2 Adults 3 Children
Food	\$2,986	\$4,394	\$6,613	\$8,777	\$5,474	\$6,807	\$8,786	\$10,702		\$5,474	\$6,807	\$8,786	\$10,702
Child Care	\$0	\$5,478	\$8,266	\$11,054	\$0	\$0	\$0	\$0		\$0	\$5,478	\$8,266	\$11,054
Medical	\$2,203	\$7,679	\$7,398	\$7,456	\$5,772	\$7,398	\$7,456	\$7,126		\$5,772	\$7,398	\$7,456	\$7,126
Housing	\$8,268	\$12,372	\$12,372	\$16,680	\$10,044	\$12,372	\$12,372	\$16,680		\$10,044	\$12,372	\$12,372	\$16,680
Transportation	\$4,236	\$8,754	\$9,189	\$11,032	\$8,754	\$9,189	\$11,032	\$10,989		\$8,754	\$9,189	\$11,032	\$10,989
Other	\$2,656	\$4,294	\$4,736	\$6,059	\$4,294	\$4,736	\$6,059	\$5,620		\$4,294	\$4,736	\$6,059	\$5,620
Required annual income after taxes	\$20,349	\$42,971	\$48,575	\$61,057	\$34,338	\$40,503	\$45,705	\$51,117		\$34,338	\$45,981	\$53,971	\$62,171
Annual taxes	\$2,839	\$5,995	\$6,776	\$8,517	\$4,790	\$5,650	\$6,376	\$7,131		\$4,790	\$6,414	\$7,529	\$8,673
Required annual income before taxes	\$23,187	\$48,966	\$55,351	\$69,575	\$39,128	\$46,153	\$52,080	\$58,247	\$51,321	\$39,128	\$52,395	\$61,499	\$70,843

# Typical Annual Salaries

These are the typical annual salaries for various professions in this location.

Occupational Area	Typical Annual Salary
Management	\$106,979
Business & Financial Operations	\$70,797
Computer & Mathematical	\$84,757
Architecture & Engineering	\$83,907
Life, Physical, & Social Science	\$62,792
Community & Social Service	\$46,135
Legal	\$83,025
Education, Training, & Library	\$50,287
Arts, Design, Entertainment, Sports, & Media	\$45,674
Healthcare Practitioners & Technical	\$63,171
Healthcare Support	\$26,168
Protective Service	\$40,272
Food Preparation & Serving Related	\$20,008
Building & Grounds Cleaning & Maintenance	\$22,673
Personal Care & Service	\$19,578
Sales & Related	\$27,972
Office & Administrative Support	\$33,702
Farming, Fishing, & Forestry	\$23,391
Construction & Extraction	\$38,284
Installation, Maintenance, & Repair	\$41,461
Production	\$33,302
Transportation & Material Moving	\$31,703