

Memorandum

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CITY SECRETARY
DALLAS, TEXAS



DATE January 2, 2014

TO Members of the Budget, Finance & Audit Committee:
Jennifer S. Gates (Vice Chair), Tennell Atkins, Sheffie Kadane, Philip T. Kingston

SUBJECT Budget, Finance & Audit Committee Meeting

Monday, January 5, 2014, 1:00 p.m.
Dallas City Hall - 6ES, 1500 Marilla St., Dallas, TX 75201

The agenda for the meeting is as follows:

- 1. Consideration of minutes from the December 1, 2014 Budget, Finance & Audit Committee meeting
- 2. Valuing a Diverse Workforce: Cheryl D. Orr
Progress Towards Equality Ethics and Diversity Officer

FYI

- 3. Upcoming Agenda Item: Excess Workers' Compensation Insurance Policy Renewal
- 4. Upcoming Agenda Item: Safety Training Contract with University of Texas at Arlington/ Texas Manufacturing Assistance Center (TMAC)
- 5. Upcoming Agenda Item: Construction Contract for the exterior renovation of the Old Municipal Building (106 South Harwood Street)

Jerry R. Allen, Chair
Budget, Finance & Audit Committee

c: Honorable Mayor and Members of City Council
A.C. Gonzalez, City Manager
Warren M.S. Ernst, City Attorney
Craig D. Kinton, City Auditor
Rosa A. Rios, City Secretary
Daniel F. Solis, Administrative Judge
Ryan S. Evans, First Assistant City Manager
Jill A. Jordan, P.E., Assistant City Manager

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Jeanne Chipperfield, Chief Financial Officer
Forest E. Turner, Chief Wellness Officer
Sana Syed, Public Information Officer
Elsa Cantu, Assistant to the City Manager

Public Notice

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"Dallas-Together, we do it better!"

POSTED CITY SECRETARY
DALLAS, TX

A quorum of the Dallas City Council may attend this Council Committee meeting.

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

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

Budget, Finance & Audit Committee

Meeting Record- DRAFT

Meeting Date: 12.1.2014

Convened: 1:05pm

Adjourned: 2:14pm

Committee Members Present:

Jerry R. Allen, Chair
Sheffie Kadane

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

Tennell Atkins

Committee Members Absent:

N/A

Other Council Members Present:

N/A

Staff Present:

Jeanne Chipperfield
Craig Kinton
Jack Ireland
Jing Xiao

Corrine Steeger
Edward Scott
Zack Kuentz
Bill Finch

Kelly High
Donna Lowe
Renee Hayden
Filicia Hernandez

Lance Sehorn
Barbara McAninch
Terry Lowery
Justin Hunt

Others Present:

N/A

AGENDA:

1. Consideration of the November 3, 2014 Minutes

Presenter(s):

Information Only: ___

Action Taken/Committee Recommendation(s):

A motion was made to approve the November 3, 2014 minutes. Motion passed unanimously.

Motion made by: Sheffie Kadane

Motion seconded by: Philip T. Kingston

2. Five Texas Cities' Budget Comparisons

Presenter(s): Jack Ireland, Director, Office of Financial Services

Information Only: X

Action Taken/Committee Recommendation(s):

The Committee requested follow-up sales tax information regarding the State of Texas and DART. The Committee also requested a tax base distribution of each of the five cities presented in the briefing.

FYI

3. Upcoming Agenda Item: Water and Sewer System Commercial Paper Program- Credit Agreement Extension

Presenter(s):

Information Only: X

Action Taken/Committee Recommendation(s):

N/A

Budget, Finance & Audit Committee

Meeting Record- **DRAFT**

4. **Upcoming Agenda Item: Radio Frequency Identification System for McCommas Bluff Landfill**

Presenter(s):

Information Only: X

Action Taken/Committee Recommendation(s):

N/A

Jerry R. Allen, Chair
Budget, Finance & Audit Committee

Memorandum



Date January 2, 2015

To Honorable Members of the Budget, Finance & Audit Committee: Jerry R. Allen (Chair), Jennifer S. Gates (Vice Chair), Tennell Atkins, Sheffie Kadane, Philip T. Kingston

Subject Valuing a Diverse Workforce: Progress Towards Equality

On January 5, the Budget, Finance and Audit Committee will be presented a briefing on Valuing a Diverse Workforce: Progress Towards Equality. The briefing will be presented by Cheryl D. Orr, Ethics and Diversity Officer.

Please let me know if you need additional information.



A.C. Gonzalez
City Manager

Attachment

c: Honorable Mayor and Members of City Council
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Valuing a Diverse Workforce: Progress Towards Equality

Budget, Finance and Audit Committee

January 5, 2015

Cheryl D. Orr, Ethics and Diversity Officer



Background

- Chronology of 2014 BF&A Briefings
 - January – Briefing on the Financial Benefits and Protections of Marriage
 - February– Briefing on Exploring Opportunities to Broaden Inclusivity and Social Justice
 - February– Briefing on The Municipal Equality Index and Dallas: Understanding the MEI Scorecard and Working Towards 100
 - September– Amendments to Chapter 34 of the Dallas City Code; Personnel Rules



Updates 2014



Equality Resolution by City Council

- In March 2014, the City Council of The City of Dallas passed the following Resolution:
 - Resolution supporting equal rights for the employees of the City of Dallas, citizens within the City of Dallas and visitors to the City of Dallas to address disparate treatment, if any, of lesbian, gay, bisexual and transgender (LGBT) persons.
 - Highlight:

Whereas the City of Dallas will remain competitive as a world-class city by treating all her citizens equally so that all citizens experience Dallas as a fair and just place to live, work, and raise a family;

LGBT Resolution Committee Established— (Internal)

- The City Manager Chairs the Committee
- Created a list of 19 areas which impact LGBT employees
- Bimonthly meetings to track progress

Transgender Health Benefits

- Human Resources Updated the Summary Plan Description (SPD) to Pay for Transgender Services:
 - Psychotherapy for gender identity issues
 - Added Hormone Replacement of the desired gender
 - Laboratory testing to monitor the safety of the continuous hormone therapy
- The City does not cover gender reconstruction surgery



Modified Family Medical Leave Act (FMLA)

- Revised the City's Family Medical Leave Ordinance in May 2014
 - Modified the definition of FMLA to include "designated care recipient".
- Revisions to the Administrative Directive 3-72:
 - Revisions reflect the inclusion of care of a "Designated Care Recipient" to the list of eligible reasons to utilize FML.
- Allows LGBT members who have partners, with whom they reside, to care for their partner -"designed care recipient" if that individual has a serious health condition and meets all the requirements of the Act.

Library

- Library has developed a LGBT book section and sponsored variety of LGBT programs (in conjunctions with members of the LGBT community) during Pride Month – June 2014.
- Programs:
 - SOLID Talk: Building Confidence in You –Oak Lawn Library
 - LGBT Book Club – North Oak Cliff Library
 - Rainbow Family Day at the Dallas Public Library – J. Erik Jonsson Central Library
 - Rainbow Gardening Club of Dallas – Skyline Branch Library
 - 30 Days/30 Books – LGBT Pride Edition – sent out messages to patrons with one book to read in the 30 days of June. #30day30books and #lgbtpridemonth



City of Dallas Legislative Program

The City of Dallas Legislative Program for the 84th Session of the Texas Legislature, approved in October 2014 included:

- Support legislative recommendations from City Task Forces (including, but not limited to, the Domestic Violence Task Force, the Education Task Force, the Fair Park Task Force, **the LGBT Task Force**, the Transportation-for-Hire Task Force and the Poverty Task Force) that are consistent with policies of the City Council.



“Trans and Gender Queer Connect-to-Care Affair”- sponsored by Trans Pride Initiative Nell Gaither, President

- Day of workshops and booths highlighting services for Trans (gender) community.
- Ethics and Diversity Officer attended and gave presentations on the current healthcare policy for trans employees of the City of Dallas.
- Also covered the Health Insurance appeals process to be used when problems in accessing services are identified.



Trans* &
GenderQueer
Connect-to-Care
Affair!



Parkland

Main location-
1936 Amelia Court, Dallas 75235

November 8, 11-5

UT Southwestern
Medical Center

Review of Chapter 46 – (Human Rights)

- Chapter 46 which...prohibits discrimination in EMPLOYMENT, PUBLIC ACCOMODATIONS, AND HOUSING based on *sexual orientation. (www.dallasfairhousing.com)
- Chapter 46 was enacted as an enforcement section, created in the City's Fair Housing Office to investigate complaints of discrimination related to sexual orientation.
- Chapter 46 is under review by the Fair Housing Office, Beverly Davis, Director and the City Attorney's Office.
- Recommendations to be presented to the LGBT Task Force in January 2015.

Other Progress

- Diversity Officer hired May 2014
- Dallas Marshall's Office issued General Order which... "has zero tolerance for inappropriate actions, sexual misconduct or sexual harassment directed toward LGBTI detainees (Nov. 2014)
- The Dallas Convention and Visitor's Bureau has developed Diversity and Inclusion Policies and added a Vice President for Diversity and Inclusion, Cheryl Richards.
 - President of the North Texas GLBT is a member of the CVB Executive Committee

Human Rights Campaign (HRC) Municipal Equality Index (MEI) Score - 2014

- The HRC municipal index rates municipalities of varying sizes drawn from every state in the nation. There are 291 Cities with a total population of over 77 million.
- In 2013, on a 100 point scale, the City of Dallas scored 81 points.
- On the 2014 index the City of Dallas scored **91** points.



With 91 points,
Dallas is now a
Human Rights
Campaign All-Star



2014 Municipal Equality Index Scores Texas Cities - Sorted By Overall Score

City	Municipality as an Employer (29 Points Max)	Municipality Equality Index (100 Points Max)
Austin	22	100
Dallas	22	91
Fort Worth	20	83
San Antonio	20	72
Houston	14	54
El Paso	18	52
Waco	10	24
Plano	12	22
Brownsville	10	20
Corpus Christi	0	16
Amarillo	0	14
McKinney	0	12
Arlington	0	11
Grand Prairie	5	11
Garland	0	10
Killeen	0	10
Pasadena	0	10
Laredo	0	2
Irving	0	0
Lubbock	0	0
McAllen	0	0
Mesquite	0	0

City of Dallas LGBT Task Force

- Council Member Adam Medrano Chairs the Task Force
- Members: City of Dallas Employees, The Resource Center, DGL Alliance, GLBT Chamber, Equality Texas, Trans Pride Initiative and Lambda Legal
- Meet monthly



Still working...

- City Pension Plans

- Dallas Employee Retirement Fund (ERF) – Civilian Pension Plan – Allow LGBT members to designate spousal benefits
- Dallas Police Department, Dallas Fire and Rescue Pension Board – Allow same sex spouses to be treated equally with opposite-sex spouses when it comes to pension payments.

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TO Members of the Budget, Finance & Audit Committee: Jerry R. Allen (Chair),
Jennifer S. Gates (Vice Chair), Tennell Atkins, Sheffie Kadane, Philip T. Kingston

SUBJECT Upcoming Agenda Item: Excess Workers' Compensation Insurance Policy Renewal

The January 28, 2015 Council Agenda will include an item for your consideration to exercise the second of two one-year renewal options for excess workers' compensation insurance with Texas Municipal League Intergovernmental Risk Pool (TMLIRP), not to exceed \$500,000. TMLIRP's executive board will approve the renewal of the policy on January 23, 2015.

Excess workers' compensation insurance limits the City's financial exposure on employee injury claims. Excess workers' compensation insurance is purchased for compensable claims that exceed an established threshold. The policy will provide benefits such as disability, death, medical, etc. to employees that have suffered an injury or illness during the course and scope of their job.

On January 22, 2014, the City Council authorized the first of two one-year renewal options for excess workers' compensation insurance with TMLIRP, not to exceed \$425,000. On December 4, 2014, TML notified the City of a rerate for the period of February 1, 2015 to February 1, 2016 as a result of the City's loss experience since joining the Pool's Excess Workers' Compensation program. The Office of Risk Management consulted the City's broker and was advised the proposed rate is a competitive offer. Therefore, it is recommended the City exercise the second renewal option with Texas Municipal League Intergovernmental Risk Pool for excess workers' compensation coverage to be effective February 1, 2015 through January 31, 2016. The City will pay the first \$1,500,000 for each injury and an additional \$1,000,000 corridor deductible.

Please let me know if you need additional information.


Jeanne Chipperfield
Chief Financial Officer

c: Honorable Mayor and Members of City Council
A.C. Gonzalez, City Manager
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SUBJECT Upcoming Agenda Item: Safety Training Contract with University of Texas at Arlington/
Texas Manufacturing Assistance Center (TMAC)

The January 14, 2015 Council Agenda will include an item for your consideration to award an interlocal agreement with the University of Texas at Arlington/Texas Manufacturing Assistance Center (TMAC) and a twelve-month service contract for safety training in an amount not to exceed \$275,000.

The Office of Risk Management (ORM) is tasked with ensuring that City employees receive required safety training in compliance with Occupational Safety and Health Administration (OSHA) regulations. The City's Occupational Safety and Health Policy is OSHA based. This training will benefit Dallas Water Utilities, Convention and Event Services, Equipment and Building Services, Park and Recreation, Trinity Watershed Management, Office of Environmental Quality and Street Services departments and will contribute to the achievement of future Occupational Health and Safety Assessment Series (OHSAS) standards certifications. This service contract will allow for City departments to obtain safety training from TMAC, a state agency.

This interlocal agreement will provide 1,479 hours of safety training to approximately 7,000 employees and bring these departments into compliance with OSHA regulations and OHSAS standards. Courses will cover the following areas:

- Respiratory Protection
- Confined Space Entry
- Fall Protection
- Lock Out/Tag Out
- Hearing Conservation
- Cranes/Hoists Lifting Devices
- Trench Safety

TMAC provides hands on technical assistance and training to a wide range of businesses, including government agencies. TMAC has a wide array of services that improve efficiency, quality of operations, environment and safety to list a few. TMAC is also an affiliate of the National Institute of Standards and Technology (NIST). Its courses are conducted by certified instructors, specializing in their respective fields. TMAC provides on-site, customized training and services to municipalities and public agencies across the state.

Upon concluding consultations with two local area state institutions recognized for providing safety training, the proposal presented by TMAC was deemed to offer the best courses to the City. The training will be provided over a 12 month period at various City facilities.

Section 271.102, Subchapter F, 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.

Please let me know if you need additional information.


Jeanne Chipperfield
Chief Financial Officer

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SUBJECT Upcoming Agenda Item: Construction Contract for the exterior renovation of the Old Municipal Building (106 South Harwood Street)

On July 16, 2014, the renovation of the Old Municipal Building was advertised for competitive sealed proposals. On September 4, 2014, five proposals were received. The proposal evaluation committee evaluated and ranked all proposals according to grading criteria provided in the project specifications. Phoenix 1 Restoration and Construction Ltd. ("Phoenix") was chosen as the most qualified firm of the five proposers, and it is recommended that the City of Dallas enter into a construction contract with Phoenix for the scope of work detailed in the Project Manual, construction documents and the Best and Final Offer document prepared by Phoenix on October 22, 2014.

The scope of the exterior renovation project includes:

- Restoration of the exterior limestone to its original condition and texture
- Restoration, repair or replacement of terra cotta cornices, column capitals and balustrades
- Replacement of the green terra cotta tile on the mansard roof
- Replacement of the building's flat roof
- Replacement of existing aluminum windows with historically correct wooden windows
- Restoration of the original exterior bronze doors and light fixtures
- Construction of an ADA compliant ramp
- Replacement of the sidewalk on three sides of the building with historically correct concrete
- Waterproofing basement and sub-basement walls
- Selective interior demolition to expose all original remaining 1914 details
- Removal of a portion of the jail cells (Oswald's cell to remain in place), the City will retain ownership

The building will be used for the University of North Texas (UNT) Law School. The City has been working on an agreement for the use of the building by UNT since 2004. UNT will be responsible for the interior renovation of the building once funding is approved for the Law School by the Texas Legislature. Please let me know if you need additional information.

Jill A. Jordan, P.E.
Assistant City Manager

c: A.C. Gonzalez, City Manager
Warren M.S. Ernst, City Attorney
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