

Memorandum



CITY OF DALLAS

DATE October 19, 2018

TO Honorable Mayor and Members of the City Council

SUBJECT **October 24, 2018 Council Agenda – Item No. 61**

On October 24, 2018 City Council will consider agenda item number 61 to authorize a business personal property tax abatement agreement with Velocity, A Viracon Company or an affiliate (“Velocity”) for a period of five years in an amount equal to the City’s ad valorem taxes assessed on 50 percent of the increased taxable value of Velocity’s business personal property associated with the establishment of a new manufacturing operation to be located on approximately 8.427 acres at the southeast corner of Clover Haven Street and Cargo Road in Dallas, Texas in accordance with the City’s Public/Private Partnership Program – Estimated Revenue Foregone: \$308,103.00 over a five-year period.

This item was previously deferred by Councilmember Felder at the September 26, 2018 City Council meeting and was previously briefed in Executive Session at the September 4, 2018 Economic Development and Housing Committee meeting.

For your convenience and review prior to the City Council meeting, Staff is providing the attached FACT SHEET related to the company, project, incentive, and analysis.

Should you have any questions or concerns, please contact Courtney Pogue, Director of the Office of Economic Development.



T. C. Broadnax
City Manager

c: Chris Caso, City Attorney (I)
Carol A. Smith, City Auditor (I)
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizer Tolbert, Chief of Staff to the City Manager
Majed A. Al-Ghafry, Assistant City Manager

Jon Fortune, Assistant City Manager
Joey Zapata, Assistant City Manager
Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer
M. Elizabeth Reich, Chief Financial Officer
Directors and Assistant Directors

Project Bulldog (City Council District 7)
October 24, 2018 City Council Meeting Item #61 (18-1096)
Deferred by CM Felder at September 26, 2018 City Council Meeting
Briefed in Executive Session at September 4, 2018 Economic Development & Housing Committee

Authorize a business personal property tax abatement agreement with Velocity, A Viracon Company or an affiliate (“Velocity”) for a period of 5 years in an amount equal to the City’s ad valorem taxes assessed on 50% of the increased taxable value of Velocity’s business personal property associated with the establishment of a new architectural glass fabrication facility at the southeast corner of Clover Haven Street and Cargo Road in east Dallas

Background

- Since April 2018, city staff has been in discussions with representatives of Velocity regarding the possibility of establishing an architectural glass fabrication operation in a new build-to-suit facility to be located on approximately 8.427 acres at the southeast corner of Clover Haven Street and Cargo Road in east Dallas in an industrial area commonly known as Eastpoint.
- Velocity has also been considering sites in other states including Georgia and Missouri for this project.



Company

- Velocity is a wholly-owned subsidiary of Apogee Enterprises, Inc. (“Apogee”). Apogee (NASDAQ: APOG) designs and develops glass and metal products and services in the United States, Canada, and Brazil. Apogee was founded in 1949 and is headquartered in Minneapolis, Minnesota with annual revenues approaching \$1.5 billion.



Project

- Site is located in an established industrial park that has been developing since the 1980’s. Site is zoned “LI”—Light Industrial.
- Developer of this single-tenant build-to-suit facility will be Exeter Property Group (“Exeter”). Exeter owns the land and will develop the facility on behalf of Velocity. Upon completion of the facility, Exeter will lease the facility to Velocity for at least 10 years, with renewal options for an additional 20 years.
- New Construction: approximately 149,000 square feet of manufacturing and office space.
- Total Investment: approximately \$27,700,000 (\$6,000,000 in site improvements and shell building construction; \$700,000 in tenant improvements; \$21,000,000 in specialized machinery and equipment).
- Job Creation: approximately 61 net new full-time equivalent jobs within 3 years; average annual salary \$35,000 (average hourly wage \$18.22 including benefits). Jobs to be hired will include fabricators, system and equipment operators, freight and material movers, machinists, and supervisors. It is estimated that only 2 of these 61 jobs will be relocated to Dallas from out of state.
- Inside the facility, Velocity’s operation will involve the fabrication of finished architectural glass products to be installed in small commercial buildings. Fabrication involves precision cutting of raw glass, configuration, and assembly; it does NOT involve the manufacturing of the actual glass.

Incentive

- Staff is recommending City Council approval of a business personal property tax abatement agreement with Velocity or an affiliate for a period of 5 years in an amount equal to the City’s ad valorem taxes assessed on 50 percent of the increased taxable value of Velocity’s business personal property.

- The proposed incentive will help secure new investment and job opportunities at this southeast Dallas location. The business personal property tax abatement will allow Velocity to make a cost-competitive and substantial investment in modern, highly-specialized machinery and related high-technology equipment.
- The tax abatement agreement shall include, among other provisions, the following conditions:
 - minimum 10-year lease.
 - substantial completion of facility by December 31, 2019 (minimum size 120,000 square feet; minimum investment \$5,000,000 for site improvements and shell building construction and \$500,000 for tenant improvements).
 - minimum investment \$16,000,000 in new furniture, fixtures, equipment, and machinery by December 31, 2019.
 - minimum 50 net new permanent full-time equivalent jobs with a minimum average hourly wage of \$18.22 including benefits by December 31, 2019.
 - minimum 1 job fair by December 31, 2019 at a location approved by the Director of the Office of Economic Development to facilitate the recruitment and hiring of residents of the city of Dallas.
 - minimum 20% of the 50 (i.e. a minimum of 10) net new permanent full-time equivalent jobs must be filled by residents of the city of Dallas.
 - minimum 50 net new permanent full-time equivalent jobs with a minimum average hourly wage of \$18.22 including benefits must be maintained for the term of the abatement.
 - minimum 20% of the 50 (i.e. a minimum of 10) net new permanent full-time equivalent jobs must continue to be filled by residents of the city of Dallas for the term of the abatement.
 - Velocity will execute a formal agreement with the Dallas Independent School District by December 31, 2019 to participate as an Industry Partner in the Pathway to Technology Early College High School (P-TECH) program.

Analysis

- value of City incentive over the 5-year term of the abatement: \$308,103 (present value of abatement discounted at 6% is \$262,504).
- ratio of private investment to present value of abatement: \$106 (City's leverage).
- present value of net revenues to the City from this project is estimated \$1,194,074 (based on the City's fiscal impact analysis over a 10-year period).
- proposed project is located in a Target Area and meets minimum eligibility criteria requirements of the City's Public/Private Partnership Program Guidelines and Criteria.
- proposed project is located in a non-residential tract and is generally surrounded by residential market types E, F, G, and H, which reflect middle to lower-middle residential real estate markets in Dallas (per the City's Market Value Analysis).
- proposed project is located in a Texas Enterprise Zone. Per Section 312.2011 of the Texas Tax Code, designation of an area as a Texas Enterprise Zone constitutes designation of an area as a reinvestment zone without further hearing or other procedural requirements.

Memorandum



CITY OF DALLAS

DATE October 19, 2018

TO Honorable Mayor and Members of the City Council

SUBJECT **2019 City Calendar (October 24, 2018 Agenda Item #32)**

Your October 24 council agenda includes adoption of the 2019 City Calendar (agenda item #32). In accordance with City Council resolution #18-0849, up to five meetings will be held at off-site locations, away from City Hall.

When we briefed the 2019 City Calendar to the Government Performance and Financial Management Committee on October 1, one of the off-site meeting locations had not been confirmed. Agenda Item #32 was also posted prior to receiving confirmation of the location.

Dallas Independent School District has now confirmed the use of their facility at W. H. Adamson High School on February 13, 2019 for the off-site meeting. We have revised the attached calendar with this meeting location.

If you have any questions, please let me know.

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

M. Elizabeth Reich
Chief Financial Officer

Attachment

c: T.C. Broadnax, City Manager
Chris Caso, City Attorney (I)
Carol A. Smith, City Auditor (I)
Billierae Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizer Tolbert, Chief of Staff to the City Manager

Joey Zapata, Assistant City Manager
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Directors and Assistant Directors

January 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Council Briefing 9 a.m.	3	4	5
		New Year's Day – City Holiday				
6	7 Council Committees 9 a.m. EDH 11 a.m. HSN 2 p.m. GPFM	8	9 Council Agenda 2 p.m.	10	11	12
13	14 Council Committees: 9 a.m. QOLAC 11 a.m. PSCJ 2 p.m. MSIS	15 Semiannual Campaign Finance Report Due	16 Council Briefing 9 a.m.	17	18	19
20	21 Council Committee Meetings Canceled MLK Day – City Holiday	22	23 Council Agenda 9 a.m. U.S. Conference of Mayors 87th Winter Meeting	24 U.S. Conference of Mayors 87th Winter Meeting	25 U.S. Conference of Mayors 87th Winter Meeting	26
27	28 Council Committees: 9 a.m. QOLAC 11 a.m. PSCJ 2 p.m. MSIS	29	30 Fifth Wednesday – No City Council Meeting	31		

QOLAC: Quality of Life, Arts, and Culture
PSCJ: Public Safety and Criminal Justice
MSIS: Mobility Solutions, Infrastructure, and Sustainability

EDH: Economic Development and Housing
HSN: Human and Social Needs
GPFM: Government Performance and Financial Management

Council Agenda meetings are conducted in Council Chambers. Council Briefings and Council Committee meetings are conducted in Room 6ES.
For board and commission meeting dates, please visit <https://dallascityhall.com/government/citysecretary/Pages/Public-Meetings.aspx>.

February 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Council Committees: 9 a.m. EDH 11 a.m. HSN 2 p.m. GPFM	5	6 Council Briefing 9 a.m.	7	8	9
10	11 Council Committees: 9 a.m. QOLAC 11 a.m. PSCJ 2 p.m. MSIS	12	13 Off-Site Council Agenda 2 p.m. site To Be Determined (TBD) <u>W. H. Adamson High School</u>	14	15	16
17	18 Council Committee Meetings Canceled Presidents' Day – City Holiday	19	20 Council Briefing Meeting Canceled Council Retreat	21 Council Retreat	22	23
24	25 Council Committees: 9 a.m. QOLAC 11 a.m. PSCJ 2 p.m. MSIS	26	27 Council Agenda 9 a.m.	28		

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March 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Council Recess	5 Council Recess	6 Council Recess	7 Council Recess	8 Council Recess	9
10 Daylight Saving Time Begins 2 a.m. National League of Cities Congressional City Conference	11 Council Recess National League of Cities Congressional City Conference	12 Council Recess National League of Cities Congressional City Conference	13 Council Recess National League of Cities Congressional City Conference	14 Council Recess	15 Council Recess	16
17	18 Council Committees: 9 a.m. EDH 11 a.m. HSN 2 p.m. GPFM	19	20 Council Briefing 9 a.m.	21	22	23
24	25 Council Committees: 9 a.m. QOLAC 11 a.m. PSCJ 2 p.m. MSIS	26	27 Council Agenda 9 a.m. Budget Public Hearing	28	29	30
31						

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April 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Council Committees: 9 a.m. EDH 11 a.m. HSN 2 p.m. GPFM	2	3 Council Briefing 9 a.m.	4	5	6
7	8 Council Committees: 9 a.m. QOLAC 11 a.m. PSCJ 2 p.m. MSIS	9	10 Council Agenda 2 p.m.	11	12	13
14	15 Council Committees: 9 a.m. EDH 11 a.m. HSN 2 p.m. GPFM	16	17 Council Briefing 9 a.m.	18	19	20
21	22 Council Committees: 9 a.m. QOLAC 11 a.m. PSCJ 2 p.m. MSIS	23	24 Council Agenda 9 a.m.	25	26	27
28	29 Fifth Monday – No Council Committee Meetings	30				

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May 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Council Briefing 9 a.m. Budget Workshop	2	3	4
5	6 Council Committees: 9 a.m. EDH 11 a.m. HSN 2 p.m. GPFM	7	8 Off-Site Council Agenda 2 p.m. at Kleberg-Ryllie Recreation Center Budget Public Hearing	9	10	11 Council Election
12	13 Council Committees: 9 a.m. QOLAC 11 a.m. PSCJ 2 p.m. MSIS	14	15 Council Briefing 9 a.m.	16	17	18
19	20 Council Committees: 9 a.m. EDH 11 a.m. HSN 2 p.m. GPFM	21	22 Council Agenda 9 a.m.	23	24	25
26	27 Council Committee Meetings Canceled Memorial Day – City Holiday	28	29 Fifth Wednesday – No City Council Meeting	30	31	

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June 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Council Committees: 9 a.m. EDH 11 a.m. HSN 2 p.m. GPFM	4	5 Council Briefing 9 a.m.	6	7	8 Runoff Election (if needed)
9	10 Council Committees: 9 a.m. QOLAC 11 a.m. PSCJ 2 p.m. MSIS	11	12 Council Agenda 2 p.m.	13	14	15
16	17 Council Committee Meetings Canceled Council Inauguration	18 Council Briefing 9 a.m. Budget Workshop	19 Council Briefing Meeting Moved to 6/18	20	21	22
23	24 Council Committee Meetings Canceled	25	26 Council Agenda 9 a.m.	27	28 U.S. Conference of Mayors 87th Annual Meeting	29 U.S. Conference of Mayors 87th Annual Meeting
30 U.S. Conference of Mayors 87th Annual Meeting						

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July 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Council Recess U.S. Conference of Mayors 87th Annual Meeting	2 Council Recess	3 Council Recess	4 Council Recess Independence Day – City Holiday	5 Council Recess	6
7	8 Council Recess	9 Council Recess	10 Council Recess	11 Council Recess	12 Council Recess	13
14	15 Council Recess Semiannual Campaign Finance Report Due	16 Council Recess	17 Council Recess	18 Council Recess	19 Council Recess	20
21	22 Council Recess	23 Council Recess	24 Council Recess	25 Council Recess Appraisal Districts Certify 2019 Tax Roll	26 Council Recess	27
28	29 Council Recess	30 Council Recess	31 Council Recess			

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August 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Council Committees: 9 a.m. EDH 11 a.m. HSN 2 p.m. GPFM	6	7 Council Briefing 9 a.m.	8	9	10
11	12 Council Committees: 9 a.m. QOLAC 11 a.m. PSCJ 2 p.m. MSIS	13 Council Briefing 9 a.m. Budget Workshop: City Manager's Recommended Budget	14 Off-Site Council Agenda 2 p.m. at Bachman Lake Branch Library	15 Budget Town Hall Meetings Begin	16	17
18	19 Council Committees: 9 a.m. EDH 11 a.m. HSN 2 p.m. GPFM	20	21 Council Briefing 9 a.m. Budget Workshop	22	23	24
25	26 Council Briefing 9 a.m. Budget Workshop: Consider Budget Amendments (straw votes anticipated)	27	28 Council Agenda 9 a.m. Budget Public Hearing	29 Budget Town Hall Meetings End	30	31

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September 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Council Committee Meetings Canceled Labor Day/Cesar E. Chavez Day – City Holiday	3	4 Council Briefing 9 a.m. Budget Workshop: Consider Amendments and Adopt Budget on First Reading; Tax Rate Public Hearing #1 (if needed)	5	6	7
8	9 Council Committees: 9 a.m. QOLAC 11 a.m. PSCJ 2 p.m. MSIS	10 Council Briefing 9 a.m. Budget Workshop (optional)	11 Council Agenda 2 p.m. Tax Rate Public Hearing #2 (if needed)	12	13	14
15	16 Council Committees: 9 a.m. EDH 11 a.m. HSN 2 p.m. GPFM	17	18 Council Briefing 9 a.m. Budget Workshop: Adopt Budget on Second Reading, Adopt Tax Rate, and Approve Other Budget-Related Items	19	20	21
22	23 Council Committees: 9 a.m. QOLAC 11 a.m. PSCJ 2 p.m. MSIS	24	25 Council Agenda 9 a.m.	26	27	28
29	30 Fifth Monday – No Council Committee Meetings					

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October 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 FY 2019-20 Begins	2 Council Briefing 9 a.m.	3	4	5
6	7 Council Committees: 9 a.m. EDH 11 a.m. HSN 2 p.m. GPFM	8 Council Agenda 2 p.m.	9 Council Agenda Meeting Moved to 10/8 Texas Municipal League Annual Conference	10 Texas Municipal League Annual Conference	11 Texas Municipal League Annual Conference	12 Texas Municipal League Annual Conference
13	14 Council Committees: 9 a.m. QOLAC 11 a.m. PSCJ 2 p.m. MSIS	15	16 Council Briefing 9 a.m.	17	18	19
20	21 Council Committees: 9 a.m. EDH 11 a.m. HSN 2 p.m. GPFM	22	23 Council Agenda 9 a.m. Adopt 2020 City Calendar	24	25	26
27	28 Council Committees: 9 a.m. QOLAC 11 a.m. PSCJ 2 p.m. MSIS	29	30 Fifth Wednesday – No City Council Meeting	31		

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November 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3 Daylight Saving Time Ends 2 a.m.	4 Council Committees: 9 a.m. EDH 11 a.m. HSN 2 p.m. GPFM	5	6 Council Briefing 9 a.m.	7	8	9
10	11 Council Committees: 9 a.m. QOLAC 11 a.m. PSCJ 2 p.m. MSIS	12	13 Off-Site Council Agenda 2 p.m. at Campbell Green Recreation Center	14	15	16
17	18 Council Committees: 9 a.m. EDH 11 a.m. HSN 2 p.m. GPFM	19 Council Briefing 9 a.m.	20 Council Briefing Meeting Moved to 11/19 National League of Cities City Summit	21 National League of Cities City Summit	22 National League of Cities City Summit	23 National League of Cities City Summit
24	25 Council Committee Meetings Canceled	26	27 Council Agenda Meeting Canceled	28 Thanksgiving – City Holiday	29 Day after Thanksgiving – City Holiday	30

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December 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Council Committees: 9 a.m. EDH 11 a.m. HSN 2 p.m. GPFM	3	4 Council Briefing 9 a.m.	5	6	7
8	9 Council Committees: 9 a.m. QOLAC 11 a.m. PSCJ 2 p.m. MSIS	10	11 Council Agenda 2 p.m.	12	13	14
15	16 Council Committee Meetings Canceled	17	18 Council Briefing Meeting Canceled	19	20	21
22	23 Council Committee Meetings Canceled	24	25 Council Agenda Meeting Canceled Christmas Day – City Holiday	26	27	28
29	30 Fifth Monday – No Council Committee Meetings	31				

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Memorandum



CITY OF DALLAS

DATE October 19, 2018

TO Honorable Mayor and Members of the City Council

SUBJECT **Dallas Police and Fire Pension System – Preliminary 2019 Budget**

On October 15, the Dallas Police and Fire Pension System (DPFP) provided the attached preliminary 2019 budget. HB 3158 Section 1.11 (d) stipulates that the DPFP annual budget shall be presented to the city manager for comment. The city manager may request the DPFP board reconsider the appropriation for any expenditure at a board meeting, but the board shall make the final determination concerning any appropriation. The DPFP board and members are currently reviewing the budget. DPFP staff anticipate the board will adopt the budget at its December 13, 2018 board meeting.

We are reviewing the preliminary budget currently and welcome your comments or questions to assist us in our review. Below is a summary of the DPFP budget. This summary is intended to present the numbers factually, and not intended to indicate we agree or disagree with the budgeted amounts. DPFP provided explanations of significant changes in the attachment, and we recommend you review those explanations to obtain a fuller understanding of the proposed budget.

The DPFP budget is composed of three expense categories: administrative, investment, and professional. It is useful to note that in 2018, the current year, DPFP projects to be under budget by 16 percent.

- In total, the 2019 budget is a decrease of \$2,742,587, or 10 percent, from the 2018 budget, driven primarily by decreases in two expense categories: investment and professional. Of the 10 percent, 8 percent is attributable to investment expenses and 3 percent to professional expenses, with an offsetting 1 percent increase in administrative expenses. On a line item by line item basis, the variances are:
 - Administrative – 7.4 percent increase
 - Investment – 12 percent decrease
 - Professional – 27.9 percent decrease

- When compared to DPFP’s 2018 projected actual expenses, the 2019 budget is an increase of \$1,785,162, or 7.8 percent, driven primarily by increases in two expense categories: administrative and professional. Of the 7.8 percent, 4.4 percent is attributable to administrative expenses and 4.2 percent to professional expenses, with an offsetting 1 percent decrease in investment expenses. On a line item by line item basis, the variances are:
 - Administrative – 21.5 percent increase
 - Investment – 1.1 percent decrease
 - Professional – 77.9 percent decrease

DATE October 19, 2018
SUBJECT Dallas Police and Fire Pension System – Preliminary 2019 Budget

The significant increases between projected actual 2018 expenditures and the 2019 budget are:

Administrative:

- In dollars, the largest increase is for salaries and benefits - \$807,253
- By percentage, the largest increase is for conference/training registration/materials for staff – 1,081 percent (\$34,324)
- Other significant percentage increases are for board travel, board meetings, conferences for board members, staff travel, and an administrative contingency reserve. However, all are relatively small dollar increases.

Professional:

- In dollars, the largest increase is for legal fees - \$885,161
- By percentage, the largest increase is for disability medical evaluations – 282.4 percent (\$21,417)

DPPF also has numerous decreases in its budget, including employment expenses, IT projects, investment management fees, and actuarial services.

If you have any comments or questions, please contact my office by email or at (214) 670-3390, by Friday, November 9, so that we may incorporate them into our response to DPPF.


M. Elizabeth Reich
Chief Financial Officer

Attachment

c: T.C. Broadnax, City Manager
Chris Caso, City Attorney (Interim)
Carol A. Smith, City Auditor (Interim)
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**DALLAS POLICE AND FIRE PENSION SYSTEM
BUDGET SUMMARY
FOR THE YEAR 2019
INITIAL READING AT THE OCTOBER 10, 2018 BOARD MEETING**

Expense Type	2019 Budget	2018 Budget	2018 Proj. Actual	Variances 2019 vs 2018 Budget		Variances 2019 Budget vs 2018 Proj. Actual	
				\$	%	\$	%
Administrative Expenses	5,766,377	5,367,639	4,745,347	398,738	7.4%	1,021,030	21.5%
Investment Expenses	16,854,000	19,147,000	17,048,934	(2,293,000)	-12.0%	(194,934)	-1.1%
Professional Expenses	2,189,975	3,038,300	1,230,909	(848,325)	-27.9%	959,066	77.9%
Total	<u>\$ 24,810,352</u>	<u>\$ 27,552,939</u>	<u>\$ 23,025,190</u>	<u>\$ (2,742,587)</u>	<u>-10.0%</u>	<u>\$ 1,785,162</u>	<u>7.8%</u>

**Dallas Police & Fire Pension System
Operating Budget
Calendar Year 2019**

Description	2018 Budget	2018 Projected Actual*	2019 Budget	\$ Change vs. PY Budget	% Change vs. PY Budget	\$ Change 2019 Budget vs. 2018 Proj. Actual	% Change 2019 Budget vs. 2018 Proj. Actual
Administrative Expenses							
1 Salaries and benefits	3,722,945	3,024,636	3,831,889	108,944	2.9%	807,253	26.7%
2 Employment expenses	151,125	148,563	52,275	(98,850)	(65.4%)	(96,288)	(64.8%)
3 Memberships and dues	17,040	23,699	19,182	2,142	12.6%	(4,517)	(19.1%)
4 Staff meetings	1,000	845	1,000	-	0.0%	155	18.3%
5 Employee service recognition	-	599	5,000	5,000	100.0%	4,401	734.7%
6 Member educational programs	2,500	-	2,500	-	0.0%	2,500	100.0%
7 Board meetings	10,100	3,351	7,600	(2,500)	(24.8%)	4,249	126.8%
8 Conference registration/materials - Board	14,900	2,910	14,900	-	0.0%	11,990	412.0%
9 Travel - Board	32,600	-	32,620	20	0.1%	32,620	100.0%
10 Conference/training registration/materials - Staff	27,050	3,176	37,500	10,450	38.6%	34,324	1080.7%
11 Travel - Staff	47,000	12,444	37,500	(9,500)	(20.2%)	25,056	201.4%
12 Liability insurance	510,000	527,256	604,553	94,553	18.5%	77,297	14.7%
13 Communications (phone/internet)	49,100	54,441	55,600	6,500	13.2%	1,159	2.1%
14 Information technology projects	75,000	110,376	70,000	(5,000)	(6.7%)	(40,376)	(36.6%)
15 IT subscriptions/services/licenses	147,100	101,138	147,840	740	0.5%	46,702	46.2%
16 IT software/hardware	17,000	10,884	17,000	-	0.0%	6,116	56.2%
17 Building expenses	342,337	337,420	320,339	(21,998)	(6.4%)	(17,081)	(5.1%)
18 Repairs and maintenance	110,092	80,375	108,249	(1,843)	(1.7%)	27,874	34.7%
19 Office supplies	30,500	31,034	33,100	2,600	8.5%	2,066	6.7%
20 Leased equipment	24,500	23,820	23,900	(600)	(2.4%)	80	0.3%
21 Postage	25,800	15,537	27,000	1,200	4.7%	11,463	73.8%
22 Printing	6,370	2,147	5,110	(1,260)	(19.8%)	2,963	138.0%
23 Subscriptions	2,020	521	2,140	120	5.9%	1,619	310.7%
24 Records storage	1,560	1,307	1,320	(240)	(15.4%)	13	1.0%
25 Administrative contingency reserve	-	1,242	12,000	12,000	100.0%	10,758	866.2%
26 Depreciation Expense	-	227,626	248,260	248,260	100.0%	20,634	9.1%
Investment Expenses							
27 Investment management fees	17,522,000	15,684,258	14,490,000	(3,032,000)	(17.3%)	(1,194,258)	(7.6%)
28 Investment consultant and reporting	505,000	282,515	430,000	(75,000)	(14.9%)	147,485	52.2%
29 Bank/security custodian services	260,000	172,841	240,000	(20,000)	(7.7%)	67,159	38.9%
30 Other portfolio operating expenses (legal, valuation, tax)	860,000	909,320	1,694,000	834,000	97.0%	784,680	86.3%
31 Investment Due Diligence	-	-	48,000	48,000	100.0%	48,000	100.0%
Professional Services Expenses							
32 Actuarial services	150,000	132,027	120,000	(30,000)	(20.0%)	(12,027)	(9.1%)

**Dallas Police & Fire Pension System
Operating Budget
Calendar Year 2019**

Description	2018 Budget	2018 Projected Actual*	2019 Budget	\$ Change 2019 Budget vs. PY Budget	% Change 2019 Budget vs. PY Budget	\$ Change 2019 Budget vs. 2018 Proj. Actual	% Change 2019 Budget vs. 2018 Proj. Actual
33 Accounting services	59,000	59,000	59,000	-	0.0%	-	0.0%
34 Independent audit	152,500	150,000	180,000	27,500	18.0%	30,000	20.0%
35 Legal fees	2,000,000	414,839	1,300,000	(700,000)	(35.0%)	885,161	213.4%
36 Legislative consultants	291,000	126,750	159,000	(132,000)	(45.4%)	32,250	25.4%
37 Public relations	-	-	-	-	100.0%	-	100.0%
38 Pension administration software & WMS	291,000	297,725	273,000	(18,000)	(6.2%)	(24,725)	(8.3%)
39 Business continuity	13,500	12,593	15,500	2,000	14.8%	2,907	23.1%
40 Network security	33,000	7,872	15,000	(18,000)	(54.5%)	7,128	90.5%
41 Disability medical evaluations	30,000	7,583	29,000	(1,000)	(3.3%)	21,417	282.4%
42 Elections	-	-	15,000	15,000	100.0%	15,000	100.0%
43 Miscellaneous professional services	18,300	22,520	24,475	6,175	33.7%	1,955	8.7%
Total Budget	27,552,939	23,025,190	24,810,352	(2,742,587)	(10.0%)	1,785,162	7.8%
Less: Investment management fees	17,522,000	15,684,258	14,490,000	(3,032,000)	(17.3%)	(1,194,258)	(7.6%)
Adjusted Budget Total	10,030,939	7,340,932	10,320,352	289,413	2.9%	2,979,420	40.6%

SUPPLEMENTAL BUDGET

Total Budget (from above)	27,552,939	23,025,190	24,810,352	(2,742,587)	-10.0%	1,785,162	7.8%
Less: Allocation to Supplemental Plan Budget*	236,894	179,596	193,521	(43,373)	(18.3%)	13,924	7.8%
Total Combined Pension Plan Budget	27,316,045	22,845,594	24,616,831	(2,699,214)	(9.9%)	1,771,238	7.8%

* Projected based on 8/31/18 YTD annualized

** Allocation to Supplemental is based on JPM allocation between accounts as of 8/31/18 of .78%

0.78% per JPM Unitization report as of 8/31/18

Significant Budget Changes - 2019

		2018	2018	2019	\$ Change	% Change	\$ Change	% Change	
	Item	Budget	Projected Actual**	Budget	vs. PY Budget	vs. PY Budget	vs. Proj. Actual	vs. Proj. Actual	Explanation
	INCREASES:								
1	Other portfolio operating expenses (legal, valuation, tax)	860,000	909,320	1,694,000	834,000	97.0%	784,680	86.3%	Expected legal and advisory expenses for end of life fund resolution in 2019
2	Depreciation Expense	-	227,626	248,260	248,260	100.0%	20,634	9.1%	Depreciation has not previously been budgeted
3	Salaries and benefits	3,722,945	3,024,636	3,831,889	108,944	2.9%	807,253	26.7%	Fully staffed team - 5 or 6 additional employees, other staff employed for full year
4	Liability insurance	510,000	527,256	604,553	94,553	18.5%	77,297	14.7%	Increase due to market factors, as well as claims experience for fiduciary coverage.
5	Investment Due Diligence	-	-	48,000	48,000	100.0%	48,000	100.0%	Due Diligence for new investment manager searches - includes travel and database
6	Independent audit	152,500	150,000	180,000	27,500	18.0%	30,000	20.0%	Expect additional valuation review work for some funds.
7	Elections	-	-	15,000	15,000	100.0%	15,000	100.0%	Board elections due in 2019
8	Administrative contingency reserve	-	1,242	12,000	12,000	100.0%	10,758	866.2%	Contingency reserve
9	Conference/training registration/materials - Staff	27,050	3,176	37,500	10,450	38.6%	34,324	1080.7%	Returning to a more normal staff training schedule
10	Postage	25,800	15,537	27,000	1,200	4.7%	11,463	73.8%	Primarily additional postage for board elections in 2019
11	IT subscriptions/services/licenses	147,100	101,138	147,840	740	0.5%	46,702	46.2%	Additional Email Filtering and VMWare Support services expected in 2019. Also, Network Monitoring is now being included in the IT services account.
12	Travel - Board	32,600	-	32,620	20	0.1%	32,620	100.0%	Expense is flat against 2018 budget. More board travel anticipated in 2019.
13	Conference registration/materials - Board	14,900	2,910	14,900	-	0.0%	11,990	412.0%	Expense is flat against 2018 budget. More board conference attendance anticipated in 2019.
	REDUCTIONS:								
14	Investment management fees	17,522,000	15,684,258	14,490,000	(3,032,000)	-17.3%	(1,194,258)	-7.6%	Change from 2018 budget and projected actual primarily due to the liquidation of GAA and gradual liquidation of private market assets.
15	Legal fees	2,000,000	414,839	1,300,000	(700,000)	-35.0%	885,161	213.4%	Continued expected decline in legal fees as cases are resolved.
16	Legislative consultants	291,000	126,750	159,000	(132,000)	-45.4%	32,250	25.4%	One fewer consultant forecasted in 2019. However, the legislature is in session in 2019 which will result in increased fees as compared to YTD 2018 projected actual.
17	Employment expenses	151,125	148,563	52,275	(98,850)	-65.4%	(96,288)	-64.8%	Anticipate less use of search firms to fill open positions in 2019
18	Investment consultant and reporting	505,000	282,515	430,000	(75,000)	-14.9%	147,485	52.2%	New consultant firm hired in 2018 and lower fees are expected.
19	Actuarial services	150,000	132,027	120,000	(30,000)	-20.0%	(12,027)	-9.1%	Less project specific work is anticipated since HB 3158 was passed and the changes have been implemented.
20	Building expenses	342,337	337,420	320,339	(21,998)	-6.4%	(17,081)	-5.1%	Continued cost cutting measures for building should result in reduced expenses.
21	Bank/security custodian services	260,000	172,841	240,000	(20,000)	-7.7%	67,159	38.9%	Reduction vs PY budget is due to reduced number of assets and accounts. Expect some increase from YTD 2018 level as manager searches are completed.
22	Pension administration software & WMS	291,000	297,725	273,000	(18,000)	-6.2%	(24,725)	-8.3%	Less specialized software changes are anticipated since the changes by HB 3158 have been implemented.

			2018		\$ Change	% Change	\$ Change	% Change	
	Item	2018 Budget	Projected Actual**	2019 Budget	2019 Budget vs. PY Budget	2019 Budget vs. PY Budget	2019 Budget vs. Proj. Actual	2019 Budget vs. Proj. Actual	Explanation
23	Network security	33,000	7,872	15,000	(18,000)	-54.5%	7,128	90.5%	Change from 2018 budget due to Network Monitoring services now being included in the IT services account.
24	Travel - Staff	47,000	12,444	37,500	(9,500)	-20.2%	25,056	201.4%	Expense down compared to 2018 budget. Expect to return to more normal staff training / travel schedule in 2019.
25	Information technology projects	75,000	110,376	70,000	(5,000)	-6.7%	(40,376)	-36.6%	Some 2017 projects were completed in 2018. Expenses are expected to return to the budgeted level.
26	Repairs and maintenance	110,092	80,375	108,249	(1,843)	-1.7%	27,874	34.7%	To date, fewer repairs required in YTD 2018 than budgeted.
27	Disability medical evaluations	30,000	7,583	29,000	(1,000)	-3.3%	21,417	282.4%	Estimated 7 medical reviews, 3 recalls and 2 child disabilities. Number of reviews in 2018 was lower than average.

** Projected based on 8/31/18 Prelim YTD annualized

**DALLAS POLICE AND FIRE PENSION SYSTEM
 CAPITAL EXPENDITURES
 FOR THE YEAR 2019
 INITIAL READING AT THE OCTOBER 10, 2018 BOARD MEETING**

Expenditure	Purpose	Cash Amount Expended in 2019	Expected Life in Years	Annual Depreciation
NEW EXPENDITURES				
IT Switches - Four Devices in a single stack	Improve Network Infrastructure speed for the virtualized devices	\$ 110,000	5	\$ 22,000
EXISTING ASSETS				
Building and Building Improvements				\$ 226,260
TOTALS		<u>\$ 110,000</u>		<u>\$ 248,260</u>

Memorandum



CITY OF DALLAS

DATE October 17, 2018

TO Honorable Mayor and Members of the City Council

SUBJECT **Fair Park Management Agreement – Answers to Questions**

On September 18, Fair Park First, Spectra, and staff from Park and Recreation briefed the City Council on the Fair Park Management Agreement. At that time, the City Council made suggestions and requested that we address the Park Board recommendations before bringing the item back to the City Council for action.

We have completed additional negotiations and placed the item on the October 24 Council Agenda for consideration. We delivered redlined copies of the management agreement, as well as a copy of the sub-management agreement between Fair Park First and Spectra, to your offices on October 16. In addition, per a request made at the Government Performance and Financial Management (GPFM) Committee meeting on October 15, the Park and Recreation Department is notifying all resident institutions at Fair Park that the item will be considered on October 24.

Further, in a memorandum on Friday, October 12, and verbally at the GPFM meeting, we offered to meet with any City Council member who would like to discuss the management agreement. To schedule a meeting, please have your staff contact my office at (214) 670-3390.

We have received several follow up questions in the last week:

1. I understand Dallas Summer Musicals (DSM) is looking at a parking fee increase from \$1 per ticket to \$2 per ticket. How will this ticket revenue or their ability to set fees be impacted if/when we assign the contract to Fair Park First?

In the future, DSM will need to work through Fair Park First for any changes to their ticket surcharges for parking just as they work with us now. Fair Park First has expressed the desire to work with DSM as well as all resident institutions so that they remain important aspects of the park and grow to serve an even larger number of visitors. Fair Park First will be mindful of this when helping resident institutions consider any future fee increases.

2. In the existing DSM contract, it says the City can cancel the contract due to lack of funding availability. How is this clause going to be interpreted if the contract is assigned and no longer directly with the City?

As long as the City provides the full appropriation to Fair Park First that is identified in the contract, then Fair Park First must provide the full stipend to DSM. See Section 3.02 of the contract.

DATE October 17, 2018
 SUBJECT Fair Park Management Agreement – Answers to Questions

3. Has the current contract for the African American Museum expired? If so, how will their contract be handled if the agreement with FPF is approved?

The African American Museum contract does not expire until June 2022. It will be assigned to Fair Park First.

4. How will the City be handling repairs/improvements to buildings at Fair Park operated by the many tenants? Who will be responsible for what? Where does the money come from to make the improvements?

Fair Park First will administer the contracts we assign per the language in each contract. Therefore, if those resident institution contracts include provisions related to repairs/maintenance, then Fair Park First will follow those terms. Any maintenance Fair Park First is required to provide is covered in section 6.01 of the contract. The manager shall maintain and repair Fair Park on a regular basis (the first year of the pro forma includes over \$600,000 for maintenance). Section B covers items deemed to be capital and the process associated with capital projects. Manager will provide an annual Capital Improvement Plan plan prior to May 31, listing all capital projects planned or needed at Fair Park over the upcoming 5-year period. The plan will identify estimated or potential cost of each project and which projects the Manager will fund through use of reserves or non-city funding sources. The Manager may request City funds to finance projects in the Capital Improvement Plan. All projects funded with bond program dollars will be managed by the City.

5. Provide a list of the stipends provided for entities at Fair Park.

Partner Stipends	Dept	Amount*	Utilities
African American Museum	OCA	\$ 72,660	\$ 107,900
Dallas Historical Society (Hall of State)	OCA	\$ 36,435	\$ 109,000
Music Hall at Fair Park/Dallas Summer Musicals	OCA	\$ 290,000	\$ 0
Perot Museum at Fair Park	OCA	\$ 0	\$ 50,400
Texas Discovery Gardens	PKR	\$ 145,862	\$ 176,600
Partner Stipends and Utilities		\$ 544,957	\$ 443,900

*The OCA stipends listed are on the City Council Agenda for approval on October 24.

DATE October 17, 2018
 SUBJECT Fair Park Management Agreement – Answers to Questions

Game Stipends	Dept	Amount	Comments
University of Texas - Red River Showdown	PKR	\$ 500,000	Paid before game
Oklahoma University - Red River Showdown	PKR	\$ 500,000	Paid before game
Grambling State University - State Fair Classic	PKR	\$ 75,000	Paid before game
Prairie View A&M University - State Fair Classic	PKR	\$ 75,000	Paid before game
Heart of Dallas - Bowl Game	PKR	\$ 400,000	Paid before game
Game Stipends		\$ 1,550,000	
Total Stipends and Utilities			
		\$ 2,538,857	

Finally, I have attached two letters from Darren James, President of Fair Park First.

Please let me know if you have any further questions or would like to meet to discuss. Thank you.


 M. Elizabeth Reich
 Chief Financial Officer

Attachments

- c: T.C. Broadnax, City Manager
- Chris Caso, City Attorney (Interim)
- Carol A. Smith, City Auditor (Interim)
- Billerae Johnson, City Secretary
- Preston Robinson, Administrative Judge
- Kimberly Bizzor Tolbert, Chief of Staff to the City Manager
- Majed A. Al-Ghafry, Assistant City Manager
- Jon Fortune, Assistant City Manager
- Joey Zapata, Assistant City Manager
- Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer
- Directors and Assistant Directors



October 12, 2018

M. Elizabeth Reich
Dallas City Hall
1500 Marilla St.
Room 4CN
Dallas, TX 75201

Ms. Reich,

Thank you for working with us these many months to negotiate this transformative contract for Fair Park. We are excited to begin work upon City Council approval on October 24. Fair Park First is committed to supporting Fair Park as a public park. Our mission is to manage the Fair Park grounds and facilities as a vibrant, year-round destination for national, regional & local events, daily activities, cultural enrichment. It is our intent to enhance the cultural aspects of the park with its art collection and the largest Art Deco collection of historic architecture as well as a place for quiet enjoyment and introspection.

We are fortunate that Fair Park already hosts numerous institutions, such as State Fair of Texas, Dallas Summer Musicals, Texas Discovery Gardens, the African-American Museum and Children's Aquarium. Our commitment is to work with those institutions for the life of our contract so that they not only remain important aspects of park, but that they grow and can serve an even larger number of visitors.

We believe in and are focused on creating an environment to make each resident institution successful. We look forward to working with each one to fully understand their strategy and needs while crafting a plan to work together to meet their goals.

Regarding the State Fair of Texas, although the contract is not assigned to Fair Park First, we understand and appreciate the history of the State Fair and we desire to continue working with the Fair for the life of our contract. We are especially excited about preparing for the bi-centennial celebration in 2036. We look forward to the City working with the State Fair to ensure the Fair and the football games; The Red River Showdown featuring Texas and Oklahoma & the State Fair Classic between Prairie View and Grambling remain at the Cotton Bowl in Fair Park during the State Fair.

It has been a privilege working collaboratively thus far and we are ready to assist the City with thoughtful oversight of Fair Park operations, resident institution relations and sustained impactful fundraising for Fair Park improvements.

Darren L. James

A blue ink signature of Darren L. James, written in a cursive style, positioned above the printed name and title.

Fair Park First
President of Board



October 12, 2018

M. Elizabeth Reich
Dallas City Hall
1500 Marilla St.
Room 4CN
Dallas, TX 75201

Ms. Reich,

The Fair Park First Board of Directors voted on a revised Conflict of Interest (COI) Policy stating that any Board Member that after following the revised COI Policy and the disinterested board members vote to enter an agreement with firm/entity of interested board member, he or she must immediately resign their Board seat.

Fair Park First will enforce this Policy through our removal process stated in our By-Laws if the Board member refuses to voluntarily resign.

We have provided copies of our updated Conflict of Interest and Policy By-Laws to City Staff.

Darren L. James



Fair Park First
President of Board

Memorandum



CITY OF DALLAS

DATE October 19, 2018

TO Honorable Mayor and Members of the City Council

SUBJECT **Community Meetings for Feedback on Single Family Rental Program**

Code Compliance held six community meetings at the end of August to receive feedback on the Single Family Rental Program. Staff has incorporated comments shared at these meetings into proposed revisions to Chapter 27- Minimum Property Standards and will brief the community on staff recommendations for additional feedback. Anticipated participants include property owners, property management companies, tenants, industry associations, and the general public. The Quality of Life, Arts and Culture Committee will be briefed on staff recommendations December 10, 2018.

The schedule for these meetings is as follows:

- Tuesday, October 23, 2018, 9-11am, Dallas City Hall, Room L1FN auditorium
- Thursday, October 25, 2018, 9-11am, Dallas City Hall, Room L1FN auditorium
- Monday, October 29, 2018, 6-8 pm, Lake Highlands North Recreation Center
- Tuesday, October 30, 2018, 6-8pm, Umphress Recreation Center
- Thursday, November 1, 2018, 6-8pm, Dallas West Library
- Monday, November 5, 2018, 6-7:30pm, Highland Hills Library
- Monday, November 12, 2018, 6-7:30pm, Thurgood Marshall Recreation Center

The meetings will be publicized by Public Affairs & Outreach, the Code Compliance website and social media presence, and through direct emails to registered single family rental property owners and other stakeholders who participated in the amendment process.

Should you have any questions or concerns, please feel free to contact myself or Lynetta Kidd, Interim Director of Code Compliance.

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

Nadia Chandler-Hardy
Assistant City Manager & Chief Resilience Officer

c: T.C. Broadnax, City Manager
Christopher J. Caso, Interim City Attorney
Carol A. Smith, Interim City Auditor
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizer Tolbert, Chief of Staff to the City Manager
Majed A. Al-Ghafry, Assistant City Manager
Jon Fortune, Assistant City Manager

Joey Zapata, Assistant City Manager
M. Elizabeth Reich, Chief Financial Officer
Directors and Assistant Directors

Memorandum



CITY OF DALLAS

DATE October 19, 2018

TO Honorable Mayor and Members of the City Council

SUBJECT **M/WBE Participation for October 24, 2018 Council Agenda**

For your information staff is providing you with the summary below of M/WBE participation for the voting items scheduled for the October 24, 2018 Council Agenda. **The total contract award amount, consisting of 26 agenda items is \$111.67M, with an overall M/WBE participation of \$37.44M or 33.52%.** As a reminder, the current M/WBE goals are:

Architecture & Engineering	Construction	Professional Services	Other Services	Goods
25.6%	25.0%	36.3%	23.8%	18.0%

2017 Bond Program

The Office of Business Diversity has worked diligently with the Bond Program Office to ensure, not only that the M/WBE goals were met, but to also include diverse teams on the bond program projects. The City recently advertised a solicitation for streets and alleys, transportation, flood protection, and storm drainage design services. 70 firms responded to the solicitation; 33 were M/WBEs. 60 firms were awarded contracts; 29 were M/WBEs. In dollars, this equates to \$91.80M awarded to M/WBEs or 45.10% overall M/WBE participation. This agenda includes the first seven of 60 construction items awarded. Six of the agenda items are for architecture and engineering design of 37 alley reconstruction projects and one agenda item for construction administrative services for the Vickery Meadow Branch Library. We are pleased to announce that, in addition to each item exceeding the M/WBE goal, four of the seven agenda items have 100.00% minority participation. **These seven items total \$2.27M with an overall M/WBE participation of \$1.50M or 66.08%.**

Fair Park Management

Agenda Item No 59 Authorize a twenty-year management contract in the amount of \$34.60M, with two five-year extension options, for the management and operation of Fair Park for the Park and Recreation Department. OBD worked closely with the Parks Department and Procurement Services to ensure diversity and inclusion was a part of every aspect of this contract. In addition to exceeding the M/WBE goal, workforce development for adults and students are included in the terms of this contract. **This item includes participation from four M/WBE vendors, resulting in \$9.43M M/WBE participation or 27.25% M/WBE participation on a 23.80% goal.**

DATE October 19, 2018
SUBJECT **October 24, 2018 Council Agenda M/WBE Participation Overview**

Other Highlighted Items

Agenda Item No 36 Authorize a three-year service price agreement in the amount of \$70k for janitorial services for the Parks and Recreation Department. **This item includes participation from three M/WBE vendors, resulting in \$70k M/WBE participation or 100.00% M/WBE participation on a 23.80% goal.**

Agenda Item No 40 Authorize a five-year services price agreement in the amount of \$17.74M, with three two-year renewal options, for passenger and employee ground transportation management services at Dallas Love Field. **This item includes participation from four M/WBE vendors, resulting in \$5.94M M/WBE participation or 33.46% M/WBE participation on a 23.80% goal.**

For voting items scheduled on the October 24, 2018 Council Agenda, **the Office of Business Diversity (OBD) has identified 10 new prime contractors, including one new M/WBE prime contractor, that have never done business with the City.** These new companies are a result of OBD's continued effort to increase opportunity and competition through the expansion of the outreach program. We continue to make consistent progress on diversity participation across City contracting opportunities.

Please feel free to contact me if you have any questions or should you require additional information.



Zarin D. Gracey
Interim Managing Director
Office of Business Diversity

c: Chris Caso, City Attorney (I)
Carol Smith, City Auditor (I)
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizer Tolbert, Chief of Staff to the City Manager
Majed A. Al-Ghafry, Assistant City Manager

Jon Fortune, Assistant City Manager
Joey Zapata, Assistant City Manager
Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer
M. Elizabeth Reich, Chief Financial Officer
Directors and Assistant Directors

Memorandum



CITY OF DALLAS

DATE October 19, 2018

TO Honorable Mayor and Members of the City Council

SUBJECT **FY 2019 Comprehensive Sidewalk Plan**

Throughout the FY 2019 budget process, several Council Members brought up the need for a plan to address sidewalks for seniors as well as the overall need for sidewalks throughout their communities. In response to the City Council's request for a comprehensive sidewalk plan, the Department of Public Works will be working in FY 2019 to deliver the following:

1. *Sidewalks Included in the 2017 Bond Program:* A total of \$14.2M was included in the 2017 Bond Program for both sidewalk improvement and petition projects. Several of the 2017 Bond Program sidewalk projects will begin construction in December 2018. However, as a component of the \$14.2M in 2017 bond funds, Council Districts 3, 5, 8, and 9 have earmarked funds for unspecified sidewalk improvements. In the coming weeks, the Department of Public Works will coordinate with each respective Council District to scope and estimate projects with a goal of finalizing project lists by the end of November 2018.
2. *FY 2019-2023 Infrastructure Management Program (IMP):* As part of the FY 2019-2023 IMP, scheduled as a briefing to the Mobility Solutions, Infrastructure & Sustainability Committee on November 12, 2018, the Department of Public Works has identified \$2.2M in city-wide sidewalk projects that will be delivered in FY 2019. The sidewalks projects included in the IMP were based on weighted criteria including construction feasibility, the types of pedestrians using the sidewalks to include elementary and pre-school students, and pedestrian counts. The IMP sidewalk projects will include both filling gaps of sidewalks as well as maintenance of existing sidewalks. Please note that the FY 2019 projects were funded by the Street, Sidewalk, and Barrier Free Ramps Assessment Fund. Continued delivery of the projects in FY 2020 and beyond is contingent upon future budget appropriations. For reference, a five-year list of IMP sidewalk projects is attached.
3. *Sidewalks for Low Income Senior Citizens:* Collaboration between the Department of Code Compliance and the Department of Public Works has resulted in a consolidated list of 177, FY 2019 sidewalk projects for low income seniors. The list of projects, valued at approximately \$550K, addresses minor sidewalk repairs for seniors living in CDBG-eligible areas, who in the last year, have either been issued code citations or have contacted the Department of Public Works for sidewalk repairs. The \$550K needed to execute these projects will be absorbed within Public Works' FY 2019 Street Maintenance budget. Continuance of this program beyond FY 2019 will be contingent upon future budget appropriations. For reference, the list of the 177 projects is attached.

DATE October 19, 2018
SUBJECT FY 2019 Comprehensive Sidewalk Plan

Please contact Robert Perez, Interim Director of the Department of Public Works, if you have any questions or concerns.



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

[Attachments]

c: T.C. Broadnax, City Manager
Chris Caso, City Attorney (I)
Carol A. Smith, City Auditor (I)
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizer Tolbert, Chief of Staff to the City Manager

Jon Fortune, Assistant City Manager
Joey Zapata, Assistant City Manager
Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer
M. Elizabeth Reich, Chief Financial Officer
Directors and Assistant Directors

Sidewalk Improvement Program

FY 2019 - 2023

PROJECT NAME	Council District	Project Year
Calumet Ave (west side only)- W. Jefferson Blvd to Via St. Catherine; Install Missing Sidewalk; 700-900 block	3	2019
Corinth Street S. (leave outs) Berwick Av.to ex. Sw.west of Morrell Av.; Install Missing Sidewalk; 900-1200 block	4	2019
Kiest Blvd. (west side leave outs) from Van Cleave Dr. to Southerland Ave. ; Install Missing Sidewalk; 2900 block	4	2019
C.F. Hawn Frwy(NE side Service Rd) - Elam Rd to Buckner Blvd; Install Missing Sidewalk; 7500 block	5	2019
Masters Drive -Elam Road to Big Thicket Drive; Install Missing Sidewalk; 500-800 block	5	2019
IH35E (Stemmons Frwy) Frontage Road (southbound) from Market Central to Oak Lawn; Install sidewalk along southbound IH35E Frontage Road	6	2019
Singleton Blvd. (south side only) - Southbound and Northbound Service Road to S. Walton Walker Blvd; Install Missing Sidewalk; 5900-6000 block	6	2019
Sylvan Ave from Singleton Blvd to Gallagher St; Sidewalk Installation 3000-3400 blocks	6	2019
Windomere (N) - Walmsley St to Stafford Ave; 1900-2000 block Install Missing Sidewalk	6	2019
Bonnie View Road - Persimmon Road to Highland Woods Drive; Install Missing Sidewalk; 5600-5700 block	8	2019
Faircrest Dr. from Audelia Rd. to Trailcliff Dr.; Install Missing Sidewalk; 9800-9900 block	10	2019
Royal Lane from Audelia Road to Miller Road (Dart Rail); Install Missing Sidewalk; 1000-1100 block	10	2019
Whitehurst Dr. (leave outs) from Fair Oaks Crossing to Skillman St.; Install Missing Sidewalk; 10000-10100 block	10	2019
Dallas North Tollway service road east side only - Harvest Hill Rd. - 305ft. South; Install Missing Sidewalk; 12600 block	13	2019
Eastern Ave (east side) from W. University Ave to Druid Ln; Sidewalk Installation 7200-7500 blocks	13	2019
Fair Oaks Ave - northwest side at Fair Oaks Park (7621 Fair Oaks Ave); 7600 block	13	2019
Forest Lane - (north side leave-outs) - Quincy Lane to Nuestra Drive; Install Missing Sidewalk; 5600 block	13	2019
Preston Rd (west side) ; Charleston Dr to Cezanne Dr	13	2019
Birchbrook Dr. (leave outs) - Matilda Street to Amesbury Drive; Install Missing Sidewalk; 5900 block	14	2019
Bowen St. - Turtle Creek Blvd. to Oak Grove Ave. ; Install Missing Sidewalk; 2900-3300 block	14	2019
Zang from bridge to Pratt St; Install sidewalks on both sides	1	2020

Sidewalk Improvement Program

FY 2019 - 2023

PROJECT NAME	Council District	Project Year
S Hampton from Red Bird Ln to Camp Wisdom; Install sidewalks on both sides	3	2020
S. Cockrell Hill Rd (East side); W. Kiest Blvd to DART Bus Stop	3	2020
Haywood Pkwy ; 4816 Haywood Pkwy Sidewalk on both sides of property (Haywood Pkwy & Greenridge Rd)	4	2020
Sidewalks; Various streets within Tenth St Historic District	4	2020
Military Pkwy (north side)- N. Prairie Creek Rd to Wilbarger Dr; 9200-9400 blocks	7	2020
Greenville Ave (west side) from Lavelle Ln to Stults Rd; Install sidewalk on west side including a sidewalk connection on Old Greenville Rd from Westfield Dr to Greenville Ave	10	2020
Place holder for CD 11 ; Install missing sidewalk or repair damaged panels	11	2020
Royal Ln; Channel Dr sidewalk leave outs	13	2020
Abrams Rd (west side) - Patrick Dr to E. University Blvd; Replace damaged sidewalk on west side; 4500-4700 blks	14	2020
N Fitzhugh Ave (North side) - Highland Park City Limits to existing sidewalk east of Glenwood Ave; Sidewalk Installation 3600-3700 blocks	14	2020
Skillman st (east side) - Woodcrest Ln to Sandhurst Ln; Install Sidewalk on east side; 4400-4600 blks	14	2020
McCree Road (leave outs only) - Wickersham Road to Flicker Lane; Install Missing Sidewalk; 11100 block	9,10	2020
Forest Park Rd, W Mockingbird Ln to Inwood Rd; Provide missing sidewalks along the route	2	2021
Eagle Ford Dr (west side leave outs) from Mountain Hollow Dr to W. Camp Wisdom Rd; Install missing sidewalk on west side	3	2021
Ledbetter Dr (south side) ; Rockport Dr to existing sidewalk west of Vista Wood Blvd	4	2021
Lone Oak Drive and Haywood Parkway (leave outs) from Green Cove Lane to north of Greenridge Road; 500 block	4	2021
Calypso St- N. Hampton Rd to Canada Dr. (install missing sidewalk and replace damaged sidewalk); 1800-200 blocks	6	2021
La Vista Drive (south side) from Abrams Rd approximately +/- 800 Ft East; Install Sidewalk on the south side 6400-6800 blocks	14	2021
Camp Wisdom Rd. (W.) (leave outs) from Marvin D. Love Frwy. To S. Polk St. ; Install Missing Sidewalk; 2900-1100 block	8,3	2021
Cedar Plaza Ln. - Cedar Springs Rd. to 500' north of Cedar Springs Ln.; Reconstruction of sidewalks around Deaf Action Center	2	2022

Sidewalk Improvement Program

FY 2019 - 2023

PROJECT NAME	Council District	Project Year
W. Mockingbird Ln (north side) ; Hawes Ave to existing sidewalk west of Providence Towers	2	2022
Clark Rd from W Camp Wisdom Rd to Clarkwood Dr (including sidewalk East of W. Camp Wisdom); 8200-9100 blocks	3	2022
Ledbetter Dr - Boulder Dr to Westmoreland Rd; Install sidewalks on both sides	3	2022
W Camp Wisdom Rd-Bandit Dr to existing sidewalk west of Eagle Ford Dr; 7500-7800 blocks	3	2022
Royal Ln from DART station to Dennis Rd; Install sidewalks on both sides	6	2022
Military Pkwy (South Side) - Pleasant Dr to N. Prairie Creek Rd; 8300-9100 blocks	7	2022
Military Pkwy (south side) -N. Prairie Creek Rd to N. St. Augustine Dr; 9200-9500 blocks	7	2022
White Rock Trail from Covemeadow Dr to existing sidewalk south of Church Rd; Install sidewalk	10	2022
Santa Fe Ave (north side) ; Glasgow Dr to Valencia St	14	2022
Lebanon Ave (north side leave outs)-S. Edgefield Ave to Polk St; 1100-1300 blks	1	2023
Nolte Dr (leave outs)-S. Edgefield Ave to Polk St; 1100-1300 blks	1	2023
Reverchon Dr from W. Davis St to Avon St; Replace damaged sidewalk in the 600-900 blocks	1	2023
Sidewalk on Irwindell Blvd at Coombs Creek Dr; Install missing sidewalk	1	2023
W Ledbetter Dr (north side) from Altoona Dr to Westmoreland Rd; Install sidewalk on north side	3	2023
W Ledbetter Dr (southside) from Altoona Dr to Westmoreland Rd; Install sidewalk on south side	3	2023
Sidewalk on Village Fair Dr (west side leave outs) from Ann Arbor Ave to the Providence and Village Fair Apartments; Install missing sidewalk	4	2023
W. Ledbetter Dr (south side) - Rockport Dr to existing sidewalk west of Vista Wood Blvd; Install sidewalk 200 blk	4	2023
S. Buckner Blvd (east side leave outs) - US-175 to Elam Rd; 100-400 blocks	5	2023
Trezevant St (north west side) ; Meadow St to DART MLK Station	7	2023
Midway from Harvest Hill to Laren; Install sidewalks on both sides	13	2023
Preston Rd (west side) - Charlestown Dr to Cezanne Dr; Install Sidewalk on the west side 12500-12600 blocks	13	2023

Sidewalk Improvement Program

FY 2019 - 2023

PROJECT NAME	Council District	Project Year
Preston Rd (west side) - Lindenshire Ln to Harvest Hill Rd; 11900-12700 blocks	13	2023
Santa Fe from Glasgow to Valencia; Install sidewalk on north side	14	2023
Burlington Blvd (leave outs)-S. Hampton Rd to S. Polk St; 1000-2300 blks	1	2024
Colorado from Turner to Cedar Hill; Install sidewalks on both sides	1	2024
Remond from Fullerton (Quintanilla Middle School) to Westmoreland; Install sidewalk on the south side	1	2024
Sylvan from Colorado to IH30; Install sidewalks on both sides	1	2024
W. Jefferson Blvd. (north side) - N. Westmoreland Rd. to N. Plymouth Rd.; 2700-3200 blocks	1	2024
St & Harry Hines Blvd (northeast side) from Throckmorton St to the Sammons Center for the Arts; Install missing sidewalk	2	2024
E. Illinois Ave. - Kiest Blvd. to Interstate 45; Reconstruction of sidewalks on both sides	4	2024
Military Parkway (north side) - Existing sidewalk east of Urban Avenue to Cedar Lake Drive; 7200-7800 blocks	5	2024
Military Pkwy (North Side) - Existing to Drive west of Pleasant Dr to N. Prairie Creek Rd; 8200-9100 blocks	7	2024
N. St. Augustine Rd. - Bruton Rd. to Olde Towne Row; ROW acquisition, if needed, and construct new sidewalks on west side of N. St. Augustine Rd.	7	2024
Greenville Ave. - Wellons Rd. to Park Lane; ROW acquisition and construction of sidewalks	13,14	2024
Bruton Rd. - Aspen Dr. to N. St. Augustine Rd.; ROW acquisition, if needed, and construct new sidewalks on north side of Bruton Rd.	5,7	2024

Senior Sidewalk Program

FY 2019

Project Location	Council District
101 S CLINTON AVE, DALLAS, 75208	1
103 N WILLOMET AVE, DALLAS, 75208	1
1154 N WINDOMERE AVE, DALLAS, 75208	1
1512 ELMWOOD BLVD, DALLAS, 75224	1
1910 MAYFLOWER DR, DALLAS, 75208	1
1925 MAYFLOWER DR, DALLAS, 75208	1
200 N EDGEFIELD AVE, DALLAS, 75208	1
204 N BRIGHTON AVE, DALLAS, 75208	1
207 N WAVERLY DR, DALLAS, 75208	1
211 N ROSEMONT AVE, DALLAS, 75208	1
219 S ROSEMONT AVE, DALLAS, 75208	1
2519 SEARCY DR, DALLAS, 75211	1
3026 BRANDON ST, DALLAS, 75211	1
3026 BRANDON ST, DALLAS, 75211	1
3712 POINSETTIA DR, DALLAS, 75211	1
3835 MEREDITH AVE, DALLAS, 75211	1
402 N FRANCES ST, DALLAS, 75211	1
404 E 6TH ST, DALLAS, 75203	1
407 N TENNANT ST, DALLAS, 75208	1
803 STEWART DR, DALLAS, 75208	1
1816 PRAIRIE VIEW DR, DALLAS	2
1847 PRAIRIE VIEW DR, DALLAS	2
1911 ASHBY ST, DALLAS, 75204	2
1918 N PRAIRIE AVE, DALLAS, 75204	2
2302 MOSER AVE, DALLAS, 75206	2
4701 SYCAMORE ST, DALLAS, 75204	2
4707 SWISS AVE, DALLAS, 75204	2
4725 SWISS AVE, DALLAS, 75204	2
4803 SYCAMORE ST, DALLAS, 75204	2
5418 BRADFORD DR, DALLAS, 75235	2
5552 RICHMOND AVE, DALLAS, 75206	2
6541 PROSPER ST, DALLAS, 75209	2
1120 MISTY GLEN DR, DALLAS, 75232	3
1208 MAUREEN DR, DALLAS, 75232	3
2151 ELDEROAKS PL, DALLAS, 75232	3
3322 GUADALUPE AVE, DALLAS, 75233	3
4711 LASHLEY DR, DALLAS, 75232	3
5918 FOXRIDGE CIR, DALLAS, 75249	3
7030 CAPELLA PARK AVE, DALLAS, 75236	3
1107 E WACO AVE, DALLAS, 75216	4
1207 MORRELL AVENUE, DALLAS	4

Senior Sidewalk Program

FY 2019

Project Location	Council District
1335 ARIZONA AVE, DALLAS, 75216	4
1355 KINGSLEY DR, DALLAS, 75216	4
1406 KINGSLEY DR, DALLAS, 75216	4
1724 BARLOW AVE, DALLAS, 75224	4
2607 BOWLING GREEN, DALLAS	4
2629 EASTER AVE, DALLAS, 75216	4
2641 E OVERTON RD, DALLAS, 75216	4
2641 E OVERTON RD, DALLAS, 75216	4
2651 LOCUST AVE, DALLAS, 75216	4
2923 CREST AVE, DALLAS, 75216	4
2950 E ANN ARBOR, DALLAS	4
3102 E PERRYTON DR, DALLAS, 75224	4
3202 ALASKA AVENUE, DALLAS	4
3203 ALASKA AVENUE, DALLAS	4
3203 SUNNYVALE ST, DALLAS, 75216	4
3215 SUNNYVALE ST, DALLAS, 75216	4
4238 VANETTE LN, DALLAS, 75216	4
604 GREEN COVE LN, DALLAS, 75232	4
702 MENTOR AVE, DALLAS, 75216	4
708 MENTOR AVE, DALLAS, 75216	4
917 HIGHLAND OAKS DR, DALLAS, 75232	4
10135 HYMIE CIR, DALLAS, 75217	5
115 S TREGO CT, DALLAS, 75217	5
1348 SPRINGLAKE DR, DALLAS, 75217	5
1446 TEMPLECLIFF DR, DALLAS, 75217	5
1451 GILLETTE ST, DALLAS, 75217	5
1644 CONNER DR, DALLAS, 75217	5
1876 RED CLOUD DR, DALLAS, 75217	5
535 RAYENELL AVE, DALLAS, 75217	5
6104 HOWARD AVE, DALLAS, 75227	5
6519 SECO BLVD, DALLAS, 75217	5
3221 CLYDEDALE DR, DALLAS, 75220	6
3507 MELINDA HILLS DR, DALLAS, 75212	6
3609 HAMMERLY DR, DALLAS	6
3648 LINDA DR, DALLAS, 75220	6
3712 PALACIOS ST, DALLAS	6
3991 CORTEZ DRIVE, DALLAS	6
505 GALLANT FOX DR, DALLAS, 75211	6
10352 WOOD HEIGHTS DR, DALLAS, 75227	7
2320 BLAYDON DR, DALLAS, 75228	7
4827 ASHBROOK RD, DALLAS, 75227	7

Senior Sidewalk Program

FY 2019

Project Location	Council District
6907 HUNNICUT RD, DALLAS, 75227	7
6919 GLACIER DR, DALLAS, 75227	7
3562 TIOGA ST, DALLAS, 75241	8
5144 CORRIGAN AVE, DALLAS, 75241	8
517 MEADOWSHIRE DR, DALLAS, 75232	8
6306 ALCORN AVE, DALLAS, 75217	8
6321 HIDDEN TRAIL DR, DALLAS, 75241	8
7005 ATHA DR, DALLAS, 75217	8
7016 ATHA DR, DALLAS, 75217	8
7707 LOS ALAMITOS DR, DALLAS, 75232	8
7906 MIRAGE VALLEY DR, DALLAS, 75232	8
10081 SAN JUAN AVE, DALLAS, 75228	9
10105 NEWCOMBE DR, DALLAS, 75228	9
10105 NEWCOMBE DR, DALLAS, 75228	9
10105 NEWCOMBE DR, DALLAS, 75228	9
11509 FLAMINGO LN, DALLAS, 75218	9
2105 BLAKE AVE, DALLAS, 75228	9
2165 FAROLA DR, DALLAS, 75228	9
2504 LARRY DR, DALLAS, 75228	9
4631 RIDGELAWN DR, DALLAS, 75214	9
6302 E UNIVERSITY BLVD, DALLAS, 75214	9
6429 SUNNYLAND LN, DALLAS, 75214	9
6937 WINCHESTER ST, DALLAS, 75231	9
9823 LIMERICK DR, DALLAS, 75218	9
10159 CHERRY TREE DR, DALLAS, 75243	10
10204 PANTHER RIDGE TRL, DALLAS, 75243	10
10911 MIDDLE KNOLL DR, DALLAS, 75238	10
11119 SESAME ST, DALLAS, 75238	10
7305 PARKSHIRE AVE, DALLAS, 75231	10
7319 DANASHIRE AVE, DALLAS, 75231	10
9132 CLEARWATER DR, DALLAS, 75243	10
9217 ORBITER DR, DALLAS, 75243	10
9225 CLOVER VALLEY DR, DALLAS, 75243	10
9230 WESTPARK DR, DALLAS, 75231	10
9722 BURLESON DR, DALLAS, 75243	10
9737 FIELDCREST DR, DALLAS, 75238	10
9739 GATECREST DR, DALLAS, 75238	10
9841 SHADYDALE LN, DALLAS, 75238	10
9915 CRESTWICK DR, DALLAS, 75238	10
9916 LANSHIRE DR, DALLAS, 75238	10
15503 BAY POINT DR, DALLAS, 75248	11

Senior Sidewalk Program

FY 2019

Project Location	Council District
5632 ENCORE DR, DALLAS, 75240	11
5750 ENCORE DR, DALLAS, 75240	11
5831 ENCORE DR, DALLAS, 75240	11
5831 ENCORE DR, DALLAS, 75240	11
6023 YELLOW ROCK TRL, DALLAS, 75248	11
6026 YELLOW ROCK TRL, DALLAS, 75248	11
6215 YELLOW ROCK TRL, DALLAS, 75248	11
6609 FORESTSHIRE DR, DALLAS, 75230	11
16205 AMBERWOOD RD, DALLAS, 75248	12
6210 CONTOUR DR, DALLAS, 75248	12
6558 LAUREL VALLEY RD, DALLAS, 75248	12
6915 SPANKY BRANCH DR, DALLAS, 75248	12
6924 ECHO BLUFF DR, DALLAS, 75248	12
7605 CHADWICK CT, DALLAS, 75248	12
7705 APPLECROSS LN, DALLAS, 75248	12
7744 BANTRY LN, DALLAS, 75248	12
7811 PENCROSS LN, DALLAS, 75248	12
7854 QUERIDA LN, DALLAS, 75248	12
10508 CROMWELL DRIVE, DALLAS	13
10636 ROYAL CHAPEL ROAD, DALLAS	13
3126 WALDROP CIRCLE, DALLAS	13
3136 TOWER TRL, DALLAS, 75229	13
3149 CATAMORE LANE, DALLAS	13
3158 MERRELL RD, DALLAS	13
3217 CITATION DRIVE, DALLAS	13
3450 FLAIR DRIVE, DALLAS	13
3509 TOWNSEND DR, DALLAS, 75229	13
3515 CORAL GABLES DR, DALLAS, 75229	13
3688 PALLOS VERDAS DR, DALLAS, 75229	13
5714 TRAIL MEADOW DR, DALLAS, 75230	13
5718 ORCHID LN, DALLAS, 75230	13
5919 OVER DOWNS DR, DALLAS, 75230	13
7002 WOODLAND DR, DALLAS, 75225	13
7019 DELOACHE AVE, DALLAS, 75225	13
7274 LANE PARK DR, DALLAS, 75225	13
7303 LANE PARK CT, DALLAS, 75225	13
9116 VALLEY CHAPEL LN, DALLAS, 75220	13
2519 ABRAMS RD, DALLAS, 75214	14
3738 ARMSTRONG AVE, DALLAS, 75205	14
4302 N HALL ST, DALLAS, 75219	14
4328 N HALL ST, DALLAS, 75219	14

Senior Sidewalk Program

FY 2019

Project Location	Council District
4331 N HALL ST, DALLAS	14
4335 N HALL ST, DALLAS, 75219	14
507 NEWELL AVE, DALLAS, 75223	14
5150 RIDGEDALE AVE, DALLAS, 75206	14
5411 ANITA ST, DALLAS, 75206	14
5412 MORNINGSIDE AVE, DALLAS, 75206	14
5746 GOODWIN AVE, DALLAS, 75206	14
5900 LLANO AVE, DALLAS, 75206	14
6030 BRYAN PKWY, DALLAS, 75206	14
6152 PROSPECT AVE, DALLAS, 75214	14
6227 BRYAN PKWY, DALLAS, 75214	14
7031 CASA LOMA AVE, DALLAS, 75214	14
706 HUNTLEY ST, DALLAS, 75214	14

Memorandum



CITY OF DALLAS

DATE October 19, 2018

TO Honorable Mayor and Members of the City Council

SUBJECT **Agenda Item # 75 October 24, 2018 – Fill Permit 18-05 3810 Frontier Lane**

The purpose of this memo is to share information regarding the environmental impact and the public acquisition report for fill permits. Fill Permit 18-05, located at 3810 Frontier Lane, involves the reclamation of 0.029 acres of the current 0.305 acres of floodplain on this property near Williamson Branch.

A neighborhood meeting was held at the Samuell Grand Park Recreation Center on September 26, 2018; three citizens from the area attended. There has been no objection to this permit.

An environmental impact study is not required for this fill permit. Since there is no impact to wetlands or waters of the United States, permitting under Section 404 of the Clean Water Act is not required.

Park and Recreation and the Department of Sustainable Development and Construction reviewed the application for public acquisition. Neither department objected to the proposed fill permits.

This application meets the engineering requirements outlined in the Dallas Development Code, Section 51A-5.105(h), floodplain regulations; as such, it is recommended that the City Council approve the fill permit application. Alternatively, the City Council may resolve to acquire the property under the laws of eminent domain and may then deny the application.

Please let me know if you need additional information.

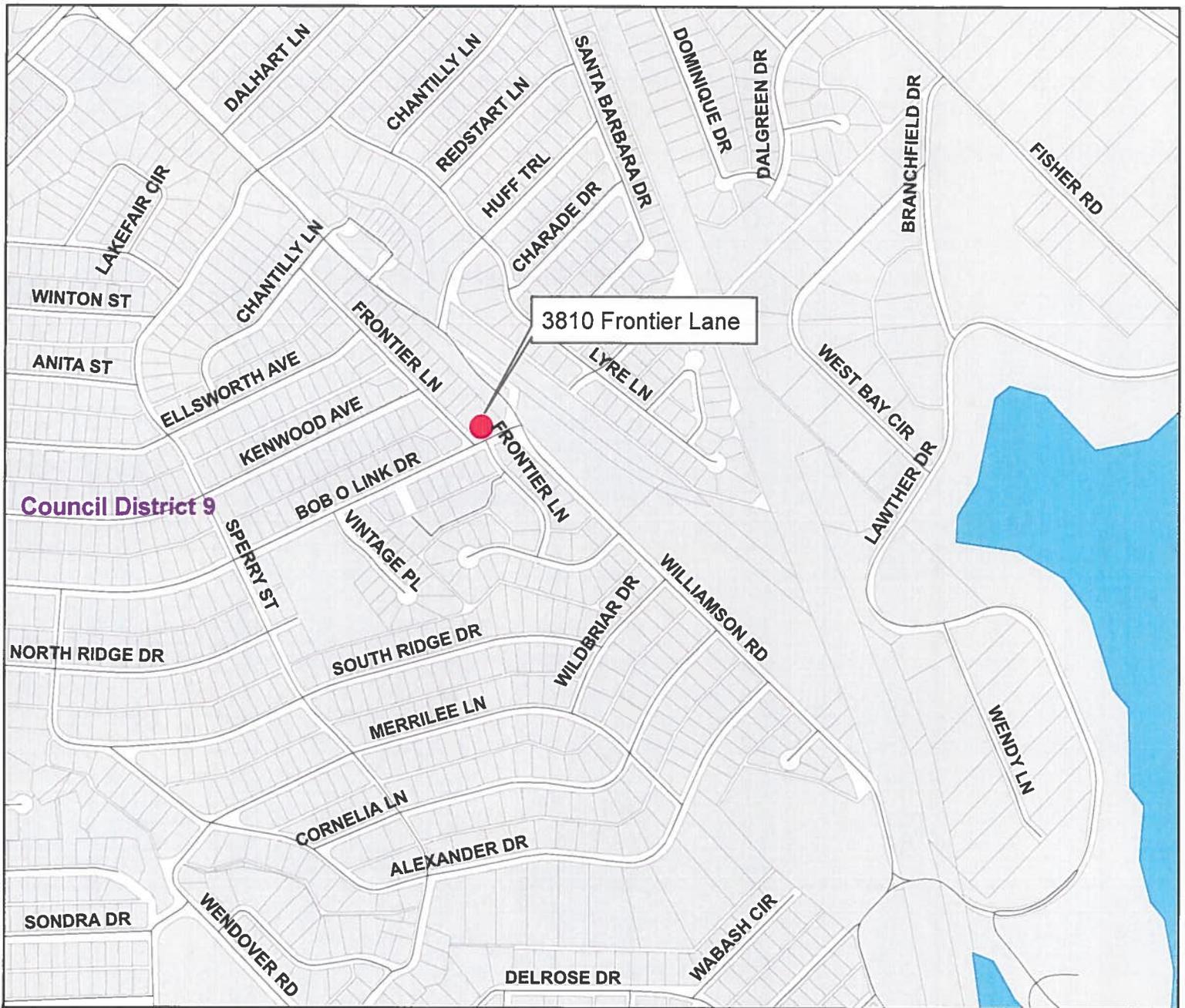
A handwritten signature in blue ink, appearing to read 'M. Al-Ghafry'.

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

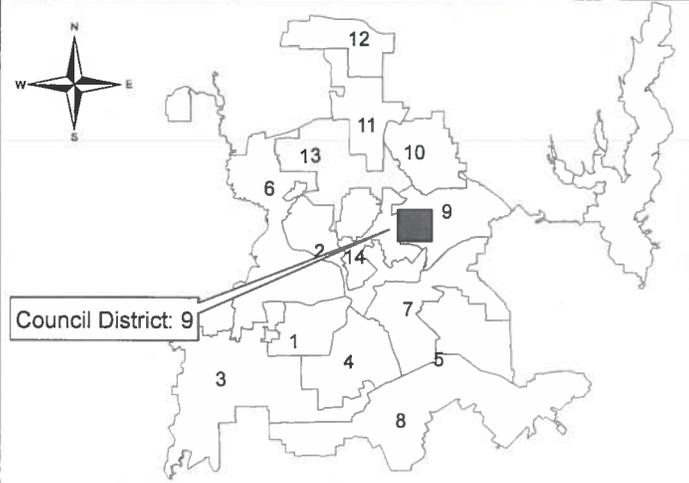
[Attachment]

c: T.C. Broadnax, City Manager
Chris Caso, City Attorney (I)
Carol A. Smith, City Auditor (I)
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizzor Tolbert, Chief of Staff to the City Manager

Jon Fortune, Assistant City Manager
Joey Zapata, Assistant City Manager
Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer
M. Elizabeth Reich, Chief Financial Officer
Directors and Assistant Directors



3810 Frontier Lane



**Dallas Water Utilities
Fill Permit 18-05**

Memorandum



CITY OF DALLAS

DATE October 19, 2018

TO Honorable Mayor and Members of the City Council

SUBJECT **Update from October 17, 2018 Transportation Briefings**

On Wednesday, October 17, 2018, you were briefed on the Robotic Delivery Device Pilot and updated on the Dockless Vehicle Scooter Pilot Program. During the briefings you raised several questions; staff has provided responses to those questions below.

Robotic Delivery Device Follow-Up

- Staff from the Office of Risk Management provided the Department of Transportation with insurance requirements for the Robotic Delivery Device Pilot. The documents are attached for your review.
- There are currently five locations under preliminary consideration; Marble (a Robotic Delivery Device vendor) is working with the City of Dallas and retailers to finalize these locations and their delivery boundaries. Staff will update Council Members as final mapping and assessment of these areas is refined.

Dockless Vehicle Scooter Safety Update

- According to Communication & Information Services, 'Dockless Vehicles-Scooters' and 'Bikes' options are available via the drop down on the City of Dallas 311 App. The steps to report any issues are explained below:

Mobile App:

Touch/Click **REQUEST**

Touch/Click **MISCELLANEOUS CONCERNS**

Touch/Click **SCOOTER SHARE**

If you type **SCOOTER** in the search bar, it also populates.

- Staff has scheduled a meeting with scooter vendors on November 1, 2018 to discuss the following concerns: safety, maintenance, and deployment practices, including evening availability.

DATE October 19, 2018
SUBJECT Update from October 17, 2018 Transportation Briefings

If you have any questions or concerns, please contact Michael Rogers, Director of the Department of Transportation.



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

[Attachments]

c: T.C. Broadnax, City Manager
Chris Caso, City Attorney (I)
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Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer
M. Elizabeth Reich, Chief Financial Officer
Directors and Assistant Directors

Memorandum



DATE August 30, 2018
TO Jared White
TRN
SUBJECT Risk Assessment Review For: Personal Delivery Device Pilot

Please see the attached insurance requirements, which reflect our recommended insurance provisions for this agreement.

Feel free to contact the Office of Risk Management (671-5049) should you have any questions regarding the recommendations or would like verification of proper insurance coverage after the contract has been awarded.

For verification of proper insurance coverage after the contract has been awarded, please forward a copy of the contractor's insurance documents (policy, certificates and endorsements) with a completed Certificate of Insurance Review Request form to the Office of Risk Management at ormdallascoi@dallascityhall.com.

Damesha Turner
Damesha Turner
Sr. Risk Analyst

Attachment

NOTICE: Insurance requirements are based on the information you provided us. If your specifications or purchase requirements change, please let us know so we can make any appropriate changes in the insurance attachment.

Insurance Requirements

SECTION A.

CONSULTANT shall procure, pay for and maintain the following insurance written by companies approved by the State of Texas and acceptable to CITY. The insurance shall be evidenced by delivery to the CITY, at the address shown in **SECTION C (a)**, certificates of insurance executed by the insurer or its authorized agent stating coverages, limits, expiration dates and compliance with all applicable required provisions. The CITY shall be named as an additional insured by endorsement to the policy and thus will be entitled to notice of cancellation of the policy in accordance with Section 1811 of the Texas Insurance Code. Upon request, the CITY shall be entitled to receive without expense, copies of the policies and all endorsements. CITY HAS NO DUTY TO PAY CONSULTANT UNTIL SUCH CERTIFICATE HAS BEEN DELIVERED TO THE CITY.

SECTION B.

The CITY reserves the right to review the insurance requirements of this section during the effective period of the services or work performed by CONSULTANT and to modify insurance coverages and their limits when deemed necessary and prudent by City's Office of Risk Management based upon changes in statutory law, court decisions or other relevant factors. The CONSULTANT shall acquire and ensure execution of requests for deletions, revisions or modifications of particular policy terms, conditions, limitations, or exclusions (except where policy provisions are established by law or regulation binding upon either CITY or CONSULTANT).

SECTION C. REQUIRED PROVISIONS

The CONSULTANT agrees, with respect to the required insurance as documented below, all certificate(s) of insurance will contain and state, in writing, the following required provisions:

- a) The certificate of insurance or policy and endorsements shall be evidenced by delivery to:
 - (i) Department of Transportation, Attention: Jared White, Project Manager, 1500 Marilla St., L1BS, Dallas, Texas 75201 and
 - (ii) Director, Office of Risk Management, 1500 Marilla, 6A-South, Dallas, Texas 75201.
- b) All certificates of insurance shall identify the service or product being provided, by including the bid number and contract or solicitation name.
- c) All certificates of insurance shall name the City of Dallas as the Certificate Holder.

Insurance Requirements

SECTION D. INSURANCE COVERAGE REQUIRED

Subject to CONSULTANT'S right to maintain reasonable deductibles, CONSULTANT shall obtain and maintain in full force and effect for the duration of its engagement with the CITY and any extension hereof, at CONSULTANT'S sole expense, insurance coverage in the following type(s) and amounts:

1. **WORKERS' COMPENSATION and EMPLOYERS LIABILITY**

Workers' Compensation within the regulations of the Texas Workers' Compensation Act. The minimum policy limits for **Employers Liability** are:

- Bodily Injury by Accident: \$1,000,000 Each Accident
- Bodily Injury by Disease: \$1,000,000 Each Employee
- Bodily Injury by Disease: \$1,000,000 Policy Limit

The policy shall include:

- a) An endorsement to waive subrogation in favor of the City of Dallas, its officers, employees and elected representatives, for bodily injury (including death) or any other loss.
- b) An endorsement to provide thirty (30) days prior written notice in the event of cancellation to the address as shown in Section C, a (i) and (ii), or in accordance with Section 1811.155 of the Texas Insurance Code, Notice of Cancellation in accordance with the Notice of Insured in the policy for cancellation due to non-payment of premium.

NOTES:

- i. If CONSULTANT will not be providing services under the contract at a City facility, has no employees and/or is operating as a sole owner and single operator, CONSULTANT shall provide a signed letter, with the current date, on official letterhead stating such to meet the requirement.
- ii. If CONSULTANT is a non-subscriber or is self-insured, CONSULTANT shall provide a copy of its Certificate of Authority to Self-Insure from the Texas Department of Insurance, Division of Workers' Compensation Self Insurance Regulation Program, evidence of alternative coverage and internal safety and injury coverage policies and procedures.

2. **BUSINESS AUTOMOBILE LIABILITY INSURANCE**

Business Automobile Liability Insurance covering owned, hired, and non-owned vehicles, with a minimum combined single limit for bodily injury (including death) and property damage limit of \$1,000,000 per occurrence.

The policy shall include:

- a) An endorsement naming the City of Dallas and its officers, employees and elected representatives as additional insureds.
- b) An endorsement to waive of subrogation in favor of the City of Dallas,

Insurance Requirements

its officers and employees, for bodily injury (including death), property damage or any other loss.

- c) An endorsement to provide thirty (30) days prior written notice in the event of cancellation to the address as shown in Section C, a (i) and (ii), or in accordance with Section 1811.155 of the Texas Insurance Code, Notice of Cancellation in accordance with the Notice of Insured in the policy for cancellation due to non-payment of premium.
- d) Provide that CONSULTANT'S insurance is primary insurance as respects the CITY, its officers, employees and elected representatives.

NOTE:

- i. If CONSULTANT has no owned, hired and non-owned autos or vehicles and/or no autos or vehicles will not be used in the performance of services under the contract, CONSULTANT shall provide a signed letter, with the current date, on official letterhead stating such to meet the requirement for owned autos.

3. COMMERCIAL GENERAL LIABILITY INSURANCE

Commercial General Liability Insurance including, but not limited to, Premises/Operations, Personal & Advertising Injury, Products/Completed Operations, Independent Consultants and Contractual Liability with minimum combined bodily injury (including death) and property damage limits of \$1,000,000 per occurrence, \$2,000,000 general aggregate.

The policy shall include:

- a) An endorsement naming the City of Dallas and its officers, employees and elected representatives as additional insureds.
- b) An endorsement to waive of subrogation in favor of the City of Dallas, its officers and employees, for bodily injury (including death), property damage or any other loss.
- c) An endorsement to provide thirty (30) days prior written notice in the event of cancellation to the address as shown in Section C, a (i) and (ii), or in accordance with Section 1811.155 of the Texas Insurance Code, Notice of Cancellation in accordance with the Notice of Insured in the policy for cancellation due to non-payment of premium.
- d) Provide that CONSULTANT'S insurance is primary insurance as respects the CITY, its officers, employees and elected representatives.
- e) If this insurance is written on a claims-made form, coverage shall be continuous (by renewal or extended reporting period) for not less than twenty-four (24) months following completion of the contract and acceptance by the City. Coverage, including any renewals, shall have the same retroactive date as the original policy applicable to this contract.

Insurance Requirements

4. **PROFESSIONAL LIABILITY INSURANCE**

If CONSULTANT is a licensed or certified person who renders professional services, then Professional Liability Insurance to provide coverage against any claim which the CONSULTANT becomes legally obligated to pay as damages arising out of the performance of professional services caused by any negligent error, omission or act with minimum limits of \$1,000,000 per claim, \$1,000,000 annual aggregate.

The policy shall include:

- a) An endorsement to provide thirty (30) days prior written notice in the event of cancellation to the address as shown in Section C, a (i) and (ii), or in accordance with Section 1811.155 of the Texas Insurance Code, Notice of Cancellation in accordance with the Notice of Insured in the policy for cancellation due to non-payment of premium.
- b) If this insurance is written on a claims-made form, coverage shall be continuous (by renewal or extended reporting period) for not less than *twenty-four (24) months* following completion of the contract and acceptance by the City. Coverage, including any renewals, shall have the same retroactive date as the original policy

5. **CYBER/TECHNOLOGY NETWORK LIABILITY AND RISK INSURANCE**

Cyber/Technology Network Liability and Risk Insurance, inclusive of Information Security and Privacy (first and third party coverage) to provide coverage for any damage caused by a network risk, cyber act or breaches of data and privacy right, the rendering of, or the failure to properly perform professional services for, but not limited to, computer programming, management information systems, negligent system design, disclosure of confidential information, and copyright infringement with minimum limits with minimum limits of \$1,000,000 per claim.

The policy shall include:

- a) An endorsement to name the City of Dallas and its officers, employees and elected representatives as additional insureds for its Vicarious Liability.
- b) An endorsement to provide thirty (30) days prior written notice in the event of cancellation to the address as shown in Section C, a (i) and (ii), or in accordance with Section 1811.155 of the Texas Insurance Code, Notice of Cancellation in accordance with the Notice of Insured in the policy for cancellation due to non-payment of premium.
- c) Provide that CONSULTANT'S insurance is primary insurance as respects the CITY, its officers, employees and elected representatives.
- d) If this insurance is written on a claims-made form, coverage shall be

Insurance Requirements

continuous (by renewal or extended reporting period) for not less than *twenty-four (24) months* following completion of the contract and acceptance by the City. Coverage, including any renewals, shall have the same retroactive date as the original policy.

NOTE: Professional Liability Insurance and Cyber/Technology Network Liability and Network Risk Insurance may be combined on one policy with a \$1,000,000 limit.

SECTION E. SUBCONTRACTING LIABILITY

(1) Without limiting any of the other obligations or liabilities of the CONSULTANT, the CONSULTANT shall require each Subcontractor performing work under the contract, at the Subcontractor's own expense, to maintain during the engagement with the CITY, types and limits of insurance that are appropriate for the services/work being performed, comply with all applicable laws and are consistent with industry standards. The Subcontractor's liability insurance shall name CONSULTANT as an additional insured.

(2) CONSULTANT shall obtain and monitor the certificates of insurance from each Subcontractor. CONSULTANT must retain the certificates of insurance for the duration of the contract and shall have the responsibility of enforcing insurance requirements among its subcontractors. The CITY shall be entitled, upon request and without expense, to receive copies of these certificates.

SECTION F. CONSULTANT LIABILITY

Approval, disapproval or failure to act by the CITY regarding any insurance supplied by CONSULTANT or its subcontractors shall not relieve CONSULTANT of full responsibility or liability for damages and accidents as set forth in the contract documents. Neither shall the bankruptcy, insolvency nor denial of liability by the insurance company exonerate CONSULTANT from liability.

SECTION G. INDEMNITY

CONSULTANT agrees to defend, indemnify and hold the CITY, its officers, agents and employees, harmless against any and all claims, lawsuits, judgments, costs and expenses for personal injury (including death), property damage or other harm for which recovery of damages is sought, suffered by any person or persons, that may arise out of or be occasioned by CONSULTANT'S breach of any of the terms or provisions of its engagement with the CITY, or by any negligent or strictly liable act or omission of CONSULTANT, its officers, agents, employees, or subcontractors, in CONSULTANT'S performance under its engagement with the CITY; except that the indemnity provided for in this paragraph shall not apply to any liability resulting from the sole negligence or fault of the CITY, its officers, agents or employees and in the event of joint and concurrent negligence or fault of CONSULTANT and the CITY, responsibility and indemnity, if any, shall be apportioned comparatively in

Insurance Requirements

accordance with the laws of the State of Texas, without waiving any governmental immunity available to the CITY under Texas law and without waiving any defenses of the parties under Texas law. The provisions of this paragraph are solely for the benefit of the parties hereto and are not intended to create or grant any rights, contractual or otherwise, to any other person or entity.

CONSULTANT (COMPANY NAME): _____

BY: _____
Signature of Authorized Representative

NAME: _____
Name of Authorized Representative (please print)

DATE: _____