

Memorandum



DATE: June 3, 2016
TO: Honorable Mayor and Members of the City Council
SUBJECT: **Graduation Ceremony for Dallas Police Recruit Class #348**

You are cordially invited to attend the graduation of Recruit Class #348 on Friday, June 10, 2016, at 2:00 P.M. The ceremony will be held at El Centro College located on 801 Main Street, Dallas, Texas 75202 in the main auditorium.

At 2:00 P.M., you and stage participants will walk onto the stage to begin the ceremony. All attending City Council Members will be recognized at this time.

Please have your staff contact Sergeant Lisette Rivera, #7947 at (214) 670-4811 and/or by email at lisette.rivera@dpd.ci.dallas.tx.us to RSVP by Monday, June 6, 2016. Thank you for your participation.



Eric D. Campbell
Assistant City Manager

c: A.C. Gonzalez, City Manager
Christopher D. Bowers, (I) 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

Mark McDaniel, Assistant City Manager
Joey Zapata, Assistant City Manager
Jeanne Chipperfield, Chief Financial Officer
Sana Syed, Public Information Officer
Elsa Cantu, Assistant to the City Manager – Mayor & Council
Chief David O. Brown, Dallas Police Department

Memorandum



DATE: June 3, 2016
TO: Honorable Mayor and Members of the City Council
SUBJECT: **Dallas Fire-Rescue Deployed Department Personnel**

The State of Texas is experiencing heavy rains causing flooding in many areas. Specialized resources, such as Texas Task Force 1 (TX-TF1) and Texas Task Force 2 (TX-TF2), have been deployed to assist with evacuations and rescue of residents and animals. Dallas Fire-Rescue Department (DFR) has a total of 19 members deployed with these two teams throughout the state. All members are accounted for and in good health. Having these members deployed does not negatively impact the department's operational ability or effectiveness to the citizens of Dallas.

We thank you for your continued support, allowing our members to be a part of these State of Texas specialized teams.



Eric D. Campbell
Assistant City Manager

c: A.C. Gonzalez, City Manager
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Joey Zapata, Assistant City Manager
Jeanne Chipperfield, Chief Financial Officer
Sana Syed, Public Information Officer
Elsa Cantu, Assistant to the City Manager – Mayor & Council
(I) Chief Tommy F. Tine, Dallas Fire-Rescue Department

Memorandum



CITY OF DALLAS

DATE June 3, 2016

TO The Honorable Mayor and Members of the Dallas City Council

SUBJECT Trinity River Wind Festival Rescheduled

The Trinity River Wind Festival originally planned for Saturday, June 11, 2016, has been cancelled and will be rescheduled for this fall. With the forecast for potential rain and anticipated upstream releases, the Dallas Floodway will not likely be accessible. While it is unfortunate we will not be able to hold the event at this time, the safety of its citizens is always the City of Dallas' first priority.

As a reminder, the public is advised to follow the National Weather Service recommendations when potential flooding conditions may exist. "Turn Around Don't Drown ®" and be aware of the dangers of driving, biking or walking into flooded areas. For additional information regarding specific conditions in your neighborhood you may find the <http://www.ci.dallas.tx.us/sts/html/fc.html> link useful.

Please let me know if you have any questions.

A handwritten signature in black ink, appearing to read "Mark McDaniel".

Mark McDaniel
Assistant City Manager

C: A.C. Gonzalez, City Manager
Christopher D. Bowers, Interim City Attorney
Craig D. Kinton, City Auditor
Rosa A. Rios, City Secretary
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Memorandum



CITY OF DALLAS

DATE June 3, 2016

TO The Honorable Mayor and Members of the City Council

SUBJECT Follow-up to Questions Regarding the Proposed FY 2016-17 Consolidated Plan Budget

Attached are responses to questions asked by Council Members during your May 18th briefing and discussion of the Proposed FY 2016-17 HUD Consolidated Plan Budget.

The remaining schedule for the Proposed FY 2016-17 HUD Consolidated Plan Budget includes a Public Hearing on June 15th and final adoption on June 22nd. Council members may consider budget amendments on June 22nd prior to the final adoption.

Please let me know if you need additional information.

A handwritten signature in blue ink that reads "Jeanne Chipperfield".

Jeanne Chipperfield
Chief Financial Officer

Attachment

c: Community Development Commission
A.C. Gonzalez, City Manager
Christopher D. Bowers, Interim City Attorney
Craig D. Kinton, City Auditor
Rosa A. Rios, City Secretary
Daniel F. Solis, Administrative Judge

Ryan S. Evans, First Assistant City Manager
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Elsa Cantu, Assistant to the City Manager

1) How many staff and what is the staff cost in the four Consolidated Plan grants including the amount for program delivery and the amount for program oversight?

As defined by HUD, staff expenses are allocated between two cost categories: (1) activity delivery costs (ADCs) and (2) general program administrative costs (PACs). ADCs are those allowable costs integral to implementing and carrying out activities, such as public services (i.e. afterschool programs and community courts) and housing activities (i.e. code enforcement and repair programs). Staff in the ADC category interact directly with clients. PACs are costs necessary to administer the grant funds such as compliance monitoring, budget development, financial management, reporting and managing citizen participation. Except for Fair Housing Enforcement, staff in the PAC category generally do not interact with clients. Included in the Proposed FY 2016-17 HUD Consolidated Plan Budget, there are 150 positions (\$6.5m) in the activity delivery cost category and 37 positions (\$3.0m) in the general program administrative cost category. The table below shows additional detail by department/grant.

Program Name	Full Time Positions	Part Time Positions	Total Positions	Amount *	Activity Direct Delivery	Program Administration
South Dallas / Fair Park Community Court	3	2	5	\$ 230,206	5	\$ 230,206
South Oak Cliff Community Court	2	1	3	166,845	3	166,845
West Dallas Community Court	2	0	2	157,525	2	157,525
Total CDBG Positions - City Attorney's Office	7	3	10	554,576	10	554,576
Citizen Participation/CDC Support/HUD Oversight	7	0	7	667,485	0	7 \$ 667,485
Total CDBG Positions - Office of Financial Services	7	0	7	667,485	0	7 667,485
Neighborhood Investment Prog – Code Compliance	8	0	8	546,834	8	546,834
Total CDBG Positions - Code Compliance	8	0	8	546,834	8	546,834
Fair Housing Enforcement (HUD requires Fair Housing to be spent from Program Administration cap)	7	0	7	620,374	0	7 620,374
Total CDBG Positions - Management Services	7	0	7	620,374	0	7 620,374
After-School/Summer Program	0	66	66	420,364	66	420,364
Total CDBG Positions - Park Department	0	66	66	420,364	66	420,364
City Child Care Services	2	0	2	126,619	2	126,619
City Office of Senior Affairs	2	0	2	157,094	2	157,094
Housing Assistance Support	22	0	22	1,606,958	22	1,606,958
Housing Development Support	16	0	16	1,043,559	16	1,043,559
Housing Management Support	20	0	20	1,235,879	0	20 1,235,879
Mortgage Assistance Program	7	0	7	561,974	7	561,974
People Helping People	10	0	10	687,891	10	687,891
Total CDBG Positions - Housing Department	79	0	79	5,419,974	59	4,184,095
Homeless Assistance Center – Essential Services	2	0	2	140,745	2	140,745
Street Outreach	1	0	1	46,803	1	46,803
ESG Administration	1	0	1	81,003	0	1 81,003
Total ESG Positions - Housing Department	4	0	4	268,551	3	187,548
Emergency/TBRA/Housing Services	3	0	3	189,597	3	189,597
Supportive Services	1	0	1	94,289	1	94,289
Program Administration/City of Dallas	2	0	2	205,343	0	2 205,343
Total HOPWA Positions - Housing Department	6	0	6	489,229	4	283,886
HOME activities - no staff in HOME grant; HOME funds reimburse CDBG and HOPWA for staff cost	0	0	0	511,385	0	282,782
Total HOME Positions - Housing Department	0	0	0	511,385	0	282,782
Total	118	69	187	\$ 9,498,772	150	\$ 6,460,085
						37 \$ 3,038,687

* Amounts include personnel costs only such as salaries, benefits, and pension.

2) How often are senior home visits made and who makes them?

Home visits are based on case management evaluations, referrals and requests. The frequency of these visits vary on a day-to-day basis, but average approximately 7-8 per month. Since October 1, 2015, the Office of Senior Affairs has made over 55 home visits. Visits are performed by one of three (3) staff case workers or one licensed social worker (LMSW). Many of these visits are coordinated with Police Crisis Intervention, ADAPT Mobile Crisis, Major Systems Repair Program in the Housing/Community Services Department and/or Adult Protective Services. During the same period, the Office of Senior Affairs also provided referrals and/or assistance to 700 unduplicated seniors in Dallas via telephone and walk-ins. This number does not include outreach efforts at community events.

3) Provide additional information regarding the Business Assistance Center program to be included in the General Fund.

A briefing to the Economic Development Committee will be presented during September.

4) What issues exist with the current Dental Health Care program?

Issues with the CDBG dental health care provider included unresolved findings in the agency's required OMB Circular A-133 single audit report and inadequate documentation on family size and income to confirm patient's eligibility to receive program services. HUD regulations require audit findings be resolved and corrective actions be put in place to prevent reoccurrence. Regulations also require that sufficient documentation be maintained by the agency to ensure that services are provided to eligible individuals as prescribed by HUD.

5) Provide information regarding the vendor selection process to the Quality of Life Committee.

A briefing to the Community Development Commission was presented during its June monthly meeting and will be presented to the Quality of Life Committee in August.

6) Provide an overview briefing of the current budget development process to the Community Development Commission and the Quality of Life Committee in order to consider revisions to the process.

A briefing to the Community Development Commission will be presented during its August monthly meeting and to the Quality of Life Committee in September.

7) Is animal control an eligible code enforcement activity within the CDBG housing category?

On May 18th, staff in HUD's Fort Worth office verbally indicated that animal control would not be an eligible code enforcement activity within the Housing category. However, they stated that HUD Washington would be consulted for direction. The Office of Block Grant Assistance in Washington, DC, provided written guidance that concluded that animal control activities does not appear to be an eligible CDBG code enforcement activity (see attached email correspondence). The response does indicate that animal control activities could be eligible as a public service activity within the 15% maximum allowed for public services allowed by Federal regulations. The public services category budget cannot be increased to exceed 15%. Any amendments/changes to that category will require an offsetting reduction within the category.

From: [Williams, Chan](#)
To: [Williams, Chan](#)
Subject: FW: CDBG & Animal control
Date: Wednesday, May 25, 2016 4:04:05 PM

From: Williams, Chan
Sent: Monday, May 23, 2016 10:59 AM
To: 'Eberlein, Stephen L' <stephen.l.eberlein@hud.gov>
Cc: Henley, Shirley J <Shirley.J.Henley@hud.gov>; Bolo, Justus <justus.bolo@dallascityhall.com>; Hadawi, Kristin D <Kristin.D.Hadawi@hud.gov>
Subject: RE: CDBG & Animal control

Thanks.

From: Eberlein, Stephen L [<mailto:stephen.l.eberlein@hud.gov>]
Sent: Monday, May 23, 2016 10:56 AM
To: Williams, Chan <chan.williams@dallascityhall.com>
Cc: Henley, Shirley J <Shirley.J.Henley@hud.gov>; Bolo, Justus <justus.bolo@dallascityhall.com>; Hadawi, Kristin D <Kristin.D.Hadawi@hud.gov>
Subject: CDBG & Animal control

Chan:

Utilizing CDBG funds for animal control activities is a difficult proposition under any category other than public services. We have consulted with staff in the Office of Block Grant Assistance (OBGA) in Headquarters on your question and can offer the following comments.

Under code enforcement you would have to consider the following

- Is animal control currently one of the city's health and housing codes?
- Since the activity is code enforcement who would you be enforcing the codes against? In order to be an eligible code enforcement activity you must be enforcing codes against someone.
- How would you pay for the actual cost of animal control? Remember that under code enforcement you cannot pay for the actual cost of correcting the code violation.

It is also important to remember that in order for code enforcement to be eligible it must be combined with planned public or private improvements, rehabilitation, or services to arrest the decline of the deteriorated or deteriorating area.

Based upon our review the information provided and consultation with OBGA it does not appear that animal control activities as described would be an eligible CDBG code enforcement activity.

Steve

Stephen Eberlein
Program Manager, Team 1

817.978.5956 - office
817.978.5573 - fax
stephen.l.eberlein@hud.gov

http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning

"Note: This message is intended solely for the use of addressee. The information contained herein is purely advisory in nature and does not constitute an official position on the subject matter. In order to obtain an official opinion on a subject a signed written request should be submitted to this office."

From: Williams, Chan [<mailto:chan.williams@dallascityhall.com>]
Sent: Friday, May 20, 2016 2:04 PM
To: Hadawi, Kristin D <Kristin.D.Hadawi@hud.gov>; Eberlein, Stephen L <stephen.l.eberlein@hud.gov>
Cc: Henley, Shirley J <Shirley.J.Henley@hud.gov>; Bolo, Justus <justus.bolo@dallascityhall.com>
Subject: Animal control

We received a request to use CDBG funds for animal control staff as an eligible code enforcement activity.

Based on CPD Notice: 14-016 (Use of CDBG Funds for Code Enforcement Activities), we believed the use to be ineligible. Information in the CDP Notice seems to limit eligible code enforcement activities to buildings and structures.

Our recommendation conflicts with information provided in a CDBG Entitlement FAQ from HUD's website. The link is provided below. Date Published: May 2015; FAQ ID: 2208 Question: Can I use CDBG to pay for animal control staff? <https://www.hudexchange.info/faqs/2208/can-i-use-cdbg-to-pay-for-animal-control-staff/>

The response seems to indicate that – Yes, CDBG funds can be used to pay for animal control staff.

Which is correct? And...If CDBG funds can indeed be used to pay for animal control staff, are there any additional requirements, such as an NRSA designation or other criteria?

Thanks.

Chan Williams, Assistant Director
Financial Services/Grant Administration
1500 Marilla Street, Room 4FS
Dallas, Texas 75201
214-670-5544 (Direct); 214-670-0741 (Fax)
chan.williams@dallascityhall.com

website: www.dallascityhall.com



Memorandum



CITY OF DALLAS

DATE June 3, 2016
TO Honorable Mayor and Members of the City Council
SUBJECT 2016 Living Wage Rate

On the November 10, 2015, City Council approved resolution 15-2141 to adopt a living wage rate of \$10.37 on contracts awarded by the City for general services.

The living wage rate requires contractors and subcontractors to pay their employees a "living wage" of no less than \$10.37 per hour. This rate will be adjusted annually through the use of Massachusetts Institute of Technology (MIT) Living Wage Calculator.

In May, MIT published the living wage calculations, and the 2016 living wage rate for Dallas County is \$10.37. This rate will continue for the 2016-17 fiscal year. Attached is a copy of the published MIT wage calculations.

Please let me know if you need additional information.

A handwritten signature in blue ink that reads "Jeanne Chipperfield".

Jeanne Chipperfield
Chief Financial Officer

Attachment

c: A.C. Gonzalez, City Manager
Chris Bowers, Interim City Attorney
Craig D. Kinton, City Auditor
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Living Wage Calculation for Dallas County, Texas

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

For further detail, please reference the technical documentation here (</resources/Living-User-Guide-and-Technical-Notes-2014.pdf>).

Hourly Wages	1 Adult	1 Adult 1 Child	1 Adult 2 Children	1 Adult 3 Children	2 Adults (One Working)	2 Adults (One Working) 1 Child	2 Adults (One Working) 2 Children
Living Wage	\$10.37	\$21.42	\$24.83	\$30.81	\$16.96	\$20.66	\$23.16
Poverty Wage	\$5.00	\$7.00	\$9.00	\$11.00	\$7.00	\$9.00	\$11.00
Minimum Wage	\$7.25	\$7.25	\$7.25	\$7.25	\$7.25	\$7.25	\$7.25

Typical Expenses

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

Annual Expenses	1 Adult	1 Adult 1 Child	1 Adult 2 Children	1 Adult 3 Children	2 Adults (One Working)	2 Adults (One Working) 1 Child	2 Adults (One Working) 2 Children
Food	\$3,022	\$4,457	\$6,704	\$8,887	\$5,540	\$6,898	\$8,903
Child Care	\$0	\$5,318	\$7,977	\$10,636	\$0	\$0	\$0
Medical	\$2,144	\$6,745	\$6,534	\$6,597	\$4,962	\$6,534	\$6,597
Housing	\$7,224	\$10,956	\$10,956	\$14,616	\$8,664	\$10,956	\$10,956
Transportation	\$4,697	\$8,554	\$9,859	\$11,553	\$8,554	\$9,859	\$11,553
Other	\$2,253	\$3,916	\$4,284	\$5,178	\$3,916	\$4,284	\$5,178

Required annual income after taxes	\$19,340	\$39,946	\$46,315	\$57,468	\$31,637	\$38,532	\$43,18
Annual taxes	\$2,228	\$4,602	\$5,335	\$6,620	\$3,645	\$4,439	\$4,975
Required annual income before taxes	\$21,568	\$44,548	\$51,650	\$64,088	\$35,282	\$42,970	\$48,16

Typical Annual Salaries

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

Occupational Area	Typical Annual Salary
Management	\$97,120
Business & Financial Operations	\$65,580
Computer & Mathematical	\$77,290
Architecture & Engineering	\$79,990
Life, Physical, & Social Science	\$57,940
Community & Social Service	\$42,580
Legal	\$76,050
Education, Training, & Library	\$47,200
Arts, Design, Entertainment, Sports, & Media	\$41,690
Healthcare Practitioners & Technical	\$60,180
Healthcare Support	\$24,600
Protective Service	\$37,000
Food Preparation & Serving Related	\$18,620
Building & Grounds Cleaning & Maintenance	\$20,260
Personal Care & Service	\$18,410

Sales & Related	\$25,730
Office & Administrative Support	\$30,920
Farming, Fishing, & Forestry	\$21,680
Construction & Extraction	\$35,290
Installation, Maintenance, & Repair	\$39,090
Production	\$30,460
Transportation & Material Moving	\$28,390

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Memorandum



DATE: June 3, 2016
TO: Honorable Mayor and Members of the City Council
SUBJECT: **City License Applications**

There were no Dance Hall and/or Sexual Oriented Business applications received for the week of May 23-27, 2016 by the Investigations Bureau Licensing Squad of the Dallas Police Department.

Please have your staff contact Sergeant Lisette Rivera, #7947 at (214) 670-4811 and/or by email at lisette.rivera@dpd.ci.dallas.tx.us should you need further information.



Eric D. Campbell
Assistant City Manager

c: A.C. Gonzalez, City Manager
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