

Memorandum



CITY OF DALLAS

DATE October 27, 2017

TO The Honorable Mayor and Members of the City Council

SUBJECT Contract Management Implementation

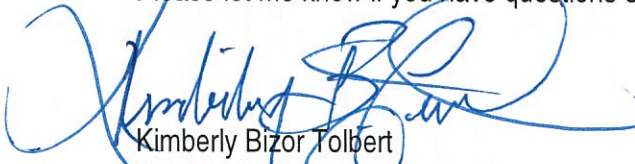
In response to questions asked regarding contract management at a City Council meeting earlier this year, the following summary is provided. We are currently addressing multiple aspects of contract management to further develop comprehensive, effective, and integrated processes that allow various systems that contain contract-related data to “talk” to each other for the exchange and transfer of data. These efforts build on existing processes, with the goal to strengthen, educate, and standardize across the City. Many of these efforts are related and will continue to require significant coordination and planning to ensure well-integrated and efficient processes.

1. **Contract Management Manual** – Implemented - A complete contract management manual was developed and issued in November, 2016. The manual covers the contracting process for goods and services beginning with the procurement process through contract close out. (Construction related contracts, including architecture and engineering, are not included.) The manual includes monitoring plan templates and various checklists to be used as applicable to individual contracts.
2. **Citywide on-line contract catalog** – On-going - The contract catalog is a searchable repository of active City contracts. The catalog will include related information such as the vendor or other party to the contract; authorization date(s) and amounts; contract description; term; and type of contract. The catalog issues a unique, citywide identification number to be used for each City-authorized contract to improve tracking across systems. The catalog will be made available on the City's data transparency website in phases beginning in May, 2018.
3. **On-line contract monitoring system** – In- progress - A Salesforce module is currently being developed that will automate the Contract Management Manual's processes. The module is an extension of the contract catalog described above. Department staff will document monitoring plans and record vendor progress, performance and interactions; and close-out activities. The system will allow users to set up activities such as tasks and events related to each contract and document the results associated with each. Managers will have the ability to review contract related activities for their department such as timing of next procurement, vendor performance, and staff's timeliness to complete assignments. The contract monitoring system will not include construction-related projects. Construction, architecture and engineering projects will be managed in the capital program management system currently being implemented with an estimated completion date of December 2017.
4. **Improvements to spending controls in the City's financial system** – Implemented - Enhancements to the spending controls have been implemented in conjunction with the usage of

the contract catalog's citywide contract identification numbers to more easily identify contract encumbrances/payments in the City's financial system and tie them to the associated contract.

Implementation will be a phased process with certain items listed above already implemented. A more detailed status report of the associated activities is attached for your review. Contract management is the responsibility of each department; however, we will have centralized management of and reporting from the Salesforce module by the Office of Purchasing. We will continue to report to you periodically on the status as well as make schedule adjustments as needed.

Please let me know if you have questions or need more information at this time.



Kimberly Bizor Tolbert
Chief of Staff to the City Manager

Attachment

c: T. C Broadnax, City Manager
Larry Casto, City Attorney
Craig D. Kinton, City Auditor
Biliera Johnson, City Secretary (Interim)
Daniel F. Solis, Administrative Judge
Majed A. Al-Ghafry, Assistant City Manager
Jo M. (Jody) Puckett, Assistant City Manager (Interim)

Jon Fortune, Assistant City Manager
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M. Elizabeth Reich, Chief Financial Officer
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Directors and Assistant Directors

Action	Department	Target Date	Status
<p>Develop Contract Management Manual for Goods/Service Contract (excluding construction/architecture/engineering)</p>	Purchasing	November, 2016	<p>Completed. Final version issued in November, 2016.</p> <p>The manual is a comprehensive guide to contract management from the procurement process all the way to closing out a completed contract. It includes detailed instructions as well as templates staff can use to throughout the contract management life cycle.</p> <p>The manual will be updated with information regarding using the on-line contract monitoring system and process changes that are discussed below.</p>
Train staff on use of contract management manual	Purchasing	On-going	Approximately 400 staff have attended all day training through August, 2017
Provide employees with additional training classes focused specifically on developing contract monitoring plans	Office of Ethics & Compliance, Purchasing	November, 2017	Currently developing a class that focuses on preparing an effective contract monitoring plan. Course materials will be aligned with format to be used in the on-line contract monitoring system.
<p>Create searchable contract catalog The contract catalog will be a searchable repository of contract-related information</p>			
Create process to assign unique city-wide contract number that will allow for data exchange between systems which collect or process contract data	Office of Ethics & Compliance; CIS	June, 2017	<p>Completed</p> <p>Expanded purpose of existing contract numbering system to utilize for all City contracts (open and new awards) to create the catalog. Data will be in correct format when need to begin data transfers to other IT systems.</p>
Identify open contracts that do not already have contract numbers; assign numbers; and load applicable data into the financial system.	Office of Ethics & Compliance; department staff	On-going	<p>Focused efforts on departments with large numbers of open expense contracts – Water Utilities, Public Works, Communication & Information Services, Fire, Police, Housing, Equipment & Building Services.</p>

Action	Department	Target Date	Status
			<p>For those contracts not included in the mass process, contracts will be assigned contract id number during renewal/extension or change order process. All new contracts and are assigned contract id number as part of the Council Resolution or Administrative Action.</p> <p>We will continue clean up data and assign numbers to open contracts with smaller departments as time permits.</p>
<p>Implement changes to City Council resolutions/ ordinances and Administrative Actions to include the citywide contract identification number</p>	<p>Office of Ethics & Compliance; CIS; Agenda Office; departments</p>	<p>June, 2017</p>	<p>Completed</p> <p>Employee training classes held, 400+ employees attending, during May, June, and August 2017 to roll out new processes. Additional classes are held on an as-needed basis.</p> <p>Result: Each City Council agenda item (resolutions and ordinances) and Administrative Action awarding or amending a contract includes the associated contract id number.</p>
<p>Post Contract Catalog on City's data transparency website.</p>	<p>CIS, Office of Ethics & Compliance</p>	<p>Phases beginning May 2018</p>	<p>Dependent on completion contract monitoring system.</p>
<p>Financial system process and approval changes to strengthen spending controls.</p> <p>Financial system changes to allow for integration and data transfer with the contract catalog and on-line contract monitoring system</p>	<p>Office of Ethics & Compliance; CIS</p>	<p>June, 2017 and October, 2017</p>	<p>Completed.</p> <p>New document processes as well as additional controls were "turned on" June 27, 2017 and October 4, 2017.</p> <p>New processes ensure greater consistency across departments and further control the risk of spending beyond authorization.</p>

Action	Department	Target Date	Status
Develop interfaces to other systems – Financial System, insurance certificate/ bond tracking.	CIS, Office of Ethics & Compliance	May, 2018	Researching and developing requirements.

Memorandum



CITY OF DALLAS

DATE October 27, 2017

Honorable Members of the Quality of Life, Arts & Culture Committee:

TO Sandy Greyson (Chair), Mark Clayton (Vice Chair), Rickey D. Callahan,
Jennifer S. Gates, Scott Griggs, B. Adam McGough, Omar Narvaez

SUBJECT **Wyly Theater Emergency Repairs - November 8, 2017 Council Agenda Item**

On November 8, 2017, the City Council will consider a resolution to authorize a \$139,404 reimbursement to Dallas Center For The Performing Arts Foundation, Inc. d/b/a AT&T Performing Arts Center (ATTPAC) for payments made to Mooring Recovery Services Inc. for emergency flood remediation and related repairs at the City-owned Dee and Charles Wyly Theater located at 2400 Flora Street in the Dallas Arts District. This action will not result in any funding increase or any other changes to the contract between the City and ATTPAC. Furthermore, it is anticipated that this expense will be recovered by the City upon the insurance claim settlement, which is in-process.

On March 30, 2017, a contractor working on the fire safety system at the Wyly Theater inadvertently triggered the building's fire suppression system, which released a tremendous deluge of dirty water into the theater, inundating the space, its fixtures, and specialty electronic and theatrical equipment. ATTPAC, which operates the Wyly Theater on behalf of the City, immediately began remediation efforts, including engaging the services of Mooring Recovery Services to remove the water and make temporary repairs.

Per the use agreement between the City and ATTPAC, the City is insured against loss and damage to the property, including fixtures and personal property owned by the City. The agreement provides that proceeds from an insurance settlement are held in escrow and be disbursed for the rebuilding, restoration and repair of the property. The Office of Risk Management has been engaged with the City's insurer, as well as the vendor whose employee was responsible for the incident, to settle this claim. Because immediate repairs could not wait for insurance settlement, ATTPAC authorized and paid for the services from Mooring. In consideration of the services provided by ATTPAC, and the impact of fronting funds for the repairs, it is appropriate to make a bridge payment to ATTPAC for reimbursement of these costs.

Let me know if you have questions or require additional information.

Joe Zapata

Assistant City Manager

C: Honorable Mayor and Members of the City Council
Lary Casto, City Attorney
Craig D. Kinton, City Auditor
Billerae Johnson, City Secretary (Interim)
Daniel F. Solis, Administrative Judge
Kimberly Bizar Tolbert, Chief of Staff to the City Manager
Majed A. Al-Ghafry, Assistant City Manager

Jo M. (Jody) Puckett, Assistant City Manager (Interim)
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CITY OF DALLAS

DATE October 27, 2017

TO Honorable Members of the Mobility Solutions, Infrastructure and Sustainability Committee: Lee M. Kleinman (Chair), Rickey D. Callahan (Vice-Chair), Sandy Greyson, Adam Medrano, Casey Thomas, II and Tennell Atkins

SUBJECT **November 8, 2017 Council Agenda Items for Mobility Solutions, Infrastructure and Sustainability**

Because the Mobility Solutions, Infrastructure and Sustainability Committee will not meet again prior to the November 8, 2017 Council meeting, we want to provide additional background information on three upcoming Council Agenda items for your review.

Loop 12 Paving Improvements (Districts 7 and 8)

Item 49 seeks Council approval to award the Loop 12 paving improvements construction contract in the amount of \$572,882 to Gibson & Associates, Inc., the lowest responsive bidder. This project is part of the City's obligation for infrastructure improvements, and consists of various paving improvements along Loop 12 to enhance pedestrian, transit, and vehicular safety in and near the entrance to the Trinity Forest Golf Course.

The City of Dallas entered into a lease agreement with The Company of Trinity Forest Golfers (CTFG) on May 15, 2013. The agreement outlined various obligations for the City and the CTFG to implement, including landfill closure, golf course construction and public infrastructure improvements. Specifically, the City's obligations under Exhibit C of the lease include closure of the landfill under Texas Commission on Environmental Quality regulations and implementation of various public infrastructure elements, with a total amount not to exceed \$12 million. Both parties have made substantial progress towards completion.

To date, including this project, the City of Dallas has encumbered/expended a total of \$10,720,664 toward obligations under the lease agreement. Attached is a summary of the City's commitments for the Trinity Forest Golf Course.

Walnut Hill Pump Station (District 6)

Items 54 and 55 seek ratification of the use of the design-build method and authorization of a design-build contract for improvements to the Walnut Hill Pump Station in an amount not to exceed \$575,192.

The Walnut Hill Pump Station facility, located at 3820 Walnut Hill Lane just east of Marsh Lane, is a critical component of the distribution system because of its vital role in boosting water pressures and increasing flow to the north Dallas service area. The facility is

DATE October 27, 2017
SUBJECT November 8, 2017 Council Agenda Items for Mobility Solutions, Infrastructure and Sustainability

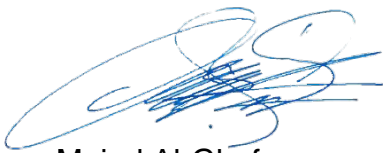
comprised of two pump stations with a combined capacity of 50 million gallons per day. The original facility was constructed in 1949 with a temporary facility constructed in 1999 to support additional water demands. Both pump stations have exceeded their service life and were identified for improvements in the 2007 Water Capital Infrastructure Assessment Report.

Item 54 seeks Council ratification for the use of the design-build delivery method for design and construction improvements to the Walnut Hill Pump Station pursuant to Texas Local Government Code Chapter 252.022(d). Given the complexity of the project, the multiple engineering disciplines and construction trades involved, and the significant neighborhood involvement required, Dallas Water Utilities (DWU) recommends the use of the design-build procurement method in lieu of the traditional design-bid-build. DWU believes the design-build method will provide 1) better value by allowing for a more condensed project schedule and 2) more efficient and effective delivery of the project.

Item 55 seeks Council approval of the design-build contract for improvements to the Walnut Hill Pump Station facility. This item is the first of two planned awards and consists of engineering services for the design of the improvements. A subsequent award will be presented to Council for construction services based on the Guaranteed Maximum Price as provided by the Design-Builder at the 60% design stage.

The overall project includes the construction of a new structure, pumps and yard piping, as well as the required electrical and instrumentation facilities to support the new pump station. The total estimated cost for this project is \$11,000,000.

Please feel free to contact me if you have any questions or concerns.



Majed Al-Ghafry
Assistant City Manager

[Attachment]

c: Honorable Mayor and Members of the City Council
T.C. Broadnax, City Manager
Larry Casto, City Attorney
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TRINITY FOREST GOLF COURSE
City Commitment for this project - Not to exceed \$12 Million
as of October 25, 2017

ITEM	DESCRIPTION	ACTION	AMOUNT
1	Council authorized professional service contract with Stearns, Conrad and Schmidt Consulting Engineers, Inc to provide detailed environmental Investigation, assessment, and Texas Commission on Environmental Quality technical assistance during construction associated with the Subchapter T permit for the Simpkins Remediation project.	January 4, 2013	\$29,500
1a	TCEQ - DOs for APAR and RAP Reports concerning Simpkins and Elam Road Landfill Closure Plans, VCP	4/26/2013, 4/3/2013, 6/30, 2013	\$5,297
1b	Delivery Orders for Terracon for service related to landfill cap evaluation, landfill waste delineation, and gas collection alternatives for Simpkins Landfill	1/22/13, 4/19/13, 2013, 5/8/13	\$171,748
1c	AA #145737 to Trinity River Mitigation Bank for Wetlands mitigations for trails and other public improvements	March 10, 2014	\$19,250
2	Council authorized design services with Pacheco Koch Consulting Engineers for Elam Road improvements, pedestrian and bike trail along Elam Road, water and wastewater improvements, traffic light, intersection and driveway improvements along Great Trinity Forest Way (GTFW), and raw water irrigation system to serve both the Audubon Center and Trinity Forest Golf Course.	April 9, 2014	\$842,290
3	Council authorized construction services with L.D. Kemp Excavating, Inc. for the remediation of the Simpkins Landfill.	April 9, 2014	\$2,530,276
4	Council authorized engineering services with Terracon Consultants for additional efforts for engineering design and assessment, and regulatory submittals to address closed landfill improvements to be in compliance with the restoration of landfill caps per TCEQ regulation for the Simpkins Landfill.	April 9, 2014	\$273,720
5	Council authorized construction services with DCI Contracting for closed landfill improvements associated with the Simpkins Remediation	May 14, 2014	\$2,000,000
2a	Administrative Action, for SA#2 to increase Pacheco Koch Consulting Contract under CR13-0252 by \$20,334 for H&H/Valley Storage calcs for fill permit	May 15, 2014	\$20,334
6	Council authorized Supplemental Agreement No.1 to Stearns, Conrad and Schmidt Consulting engineers, Inc. for additional detailed environmental investigation, assessment, and Texas Commission on Environmental Quality technical assistance during construction associated with the Subchapter T permit for the Simpkins Remediation	June 25, 2014	\$46,500
7	Council authorized professional service contract with Alliance Geotechnical Group, Inc to provide construction materials testing to support construction of the Simpkins Remediation project.	July 22, 2014	\$40,081
8	Administrative Agreement No.1 to Versar Cultural Resources, for cultural resources survey and associated permitting for Simpkins Remediation project and future Elam Road	October 15, 2014	\$21,383
9	Administrative Change Order 14-1737 to the construction contract with L.D. Kemp for additional work associated with Simpkins Remediation project.	October 17, 2014	\$49,093
2b	Council authorized Supplemental Agreement with Pacheco Koch Consulting Engineers for additional design and environmental clearance services related to Elam Road improvements, traffic light, intersection and driveway improvements along Great Trinity Forest Way (GTFW), and raw water irrigation system to serve both the Audubon Center and Trinity Forest Golf Course.	October 28, 2015	\$288,900
11	Council authorized construction services contract with Rebcon, Inc. for Elam Road, utility improvements and shared use path	March 23, 2016	\$2,870,718
11a	Administrative Action for Materials testing services by Alliance Group, Inc to support Elam Road project	June 9, 2016	\$29,525
2c	Administrative Action to authorize Supplemental Agreement No. 2 to the contract with Pacheco-Koch for additional design work related to Loop 12 improvements	May 25, 2016	\$24,000
5a	Council authorized Change Order No. 1 to the contract with DCI Contracting for additional work associated with Simpkins Remediation project.	September 14, 2016	\$592,928
2d	Council authorized Supplemental Agreement No 3 with Pacheco-Koch for additional services associated with Elam Road and Simpkins Remediation	October 11, 2016	\$37,800
11b	Council authorized Change Order No. 1 to the contract with Rebcon, Inc. for additional work associated with Elam Road improvements.	October 26, 2016	\$211,401
12	Capital Project funding to MSS for Signage on Elam Road	January 20, 2017	\$1,813
13	Thomas Reprographics for Raw Water Line	March 22, 2017	\$631
14	DMN - to advertise Raw Water Line	March 13, 2017	\$287
15	Dallas County - Raw Water Line easement	March 22, 2017	\$3,279
16	Administrative Action No. 17-6226 for Pond Stabilization by HD Farms	April 25, 2017	\$44,500
17	Delivery Order to Roberts Trucking, Inc for for earth materials to support pond stabilization.	October 19, 2017	\$12,325
Total Encumbrances/Expenditures:			\$10,132,782
	Pending 11/8/2017: Council to authorize award of Construction Services Contract to Gibson & Associates for Loop 12 paving improvements	November 8, 2017	\$572,882
	Administrative Action # for Materials testing services to support Loop 12 Improvements construction (estimated)	November 8, 2017	\$15,000

Memorandum



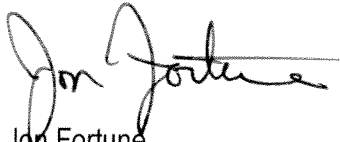
DATE October 27, 2017

TO Honorable Members of the Public Safety and Criminal Justice Committee

SUBJECT **PSCJC Upcoming Agenda Items – November 8, 2017 Council Agenda**

The next scheduled Public Safety and Criminal Justice Committee (PSCJC) Meeting is Monday, November 13, 2017. Due to the Committee not meeting again prior to the November 8, 2017 Council Agenda, we welcome any questions or comments you may have on any of the attached upcoming agenda items.

Please contact me if you have any questions or need additional information.



Jon Fortune
Assistant City Manager

[Attachment]

cc: Honorable Mayor and Members of the City Council	Jo M. (Jody) Puckett, Assistant City Manager (Interim)
T.C. Broadnax, City Manager	Joey Zapata, Assistant City Manager
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Majed A. Al-Ghafry, Assistant City Manager	

STRATEGIC PRIORITY: Public Safety

AGENDA DATE: November 8, 2017

COUNCIL DISTRICT(S): All

DEPARTMENT: Office of Emergency Management

CMO: Jon Fortune, 670-1204

MAPSCO: N/A

SUBJECT

Authorize **(1)** acceptance of additional grant funds from the U.S. Department of Homeland Security under the 2015 Homeland Security Grant Program-State Homeland Security Program (Grant No. EMW-2015-SS-00080/CFDA No. 97.067) to provide funding for equipment acquisition, planning and training activities to enable the City to respond to natural and man-made disasters in an amount not to exceed \$6,000 for the period September 1, 2017 through December 31, 2017; **(2)** an increase in appropriations in an amount not to exceed \$6,000 in the 2015 Homeland Security Grant-State Homeland Security Program 15-16 Fund; **(3)** receipt and deposit of additional grant funds in an amount not to exceed \$6,000 in the 2015 Homeland Security Grant-State Homeland Security Program 15-16 Fund; and **(4)** execution of the grant agreement - Not to exceed \$6,000, from \$6,158,431 to \$6,164,431 - Financing: U.S. Department of Homeland Security Grant Funds

BACKGROUND

The Department of Homeland Security (DHS) was created in 2002 and began releasing funds to state and local governments through grant programs. Since 2003, the City of Dallas has received over \$105 million in grant funds under the initiatives that make up the Homeland Security Grant Program (HSGP). In 2015, the City of Dallas was awarded funds under two initiatives: the Urban Area Security Initiative (UASI) and the State Homeland Security Grant Program (SHSP). In order to facilitate the distribution of these federal funds, each State is required to establish a State Administrative Agency (SAA) to administer and distribute the grant funding to local governments. In Texas, the SAA has been established within the Office of the Governor.

BACKGROUND (continued)

These initiatives provide funding for equipment acquisition, and planning and training activities to increase the ability of the City of Dallas to prevent, protect against, respond to, and recover from natural and man-made disasters. Some of the activities that funds support include planning and training for first responders and departmental staff, as well as for citizens participating in the Citizen Emergency Response Team and a public awareness campaign.

Additionally, these funds are also used to assist departments with meeting national, state and regional preparedness goals through the procurement of equipment for various initiatives, such as increasing interoperability during incidents.

On October 5, 2017, the SAA increased the original award in the amount of \$6,000.00 from \$6,158,430.93 to \$6,164,430.93.

This action will authorize the increase of funding for the HSGP.

<u>Program</u>	<u>Original</u>	<u>Increase</u>	<u>Revised</u>
HSGP	\$6,158,430.93	\$6,000.00	\$6,164,430.93

Funding associated with this Homeland Security Grant is provided through federal tax dollars and not civil asset forfeitures.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On January 13, 2016, City Council authorized the acceptance of the 2015 Homeland Security Grant Program by Resolution No. 16-0083.

On April 26, 2017, City Council authorized an increase of the 2015 Homeland Security Program by Resolution No. 17-0694.

The Public Safety and Criminal Justice Committee will be briefed by memorandum regarding this matter on November 3, 2017.

FISCAL INFORMATION

U.S. Department of Homeland Security Grant Funds - \$6,000.00

November 8, 2017

WHEREAS, the U.S. Department of Homeland Security has made funding available to the City of Dallas under the State Homeland Security Grant Program to build our capacity to prevent, protect against, respond to, and recover from a terrorist attack or natural disaster; and

WHEREAS, grant funds have been awarded to the City of Dallas to procure equipment and provide training for first responders; and

WHEREAS, the City of Dallas will benefit from increased preparedness throughout the city.

Now, Therefore,

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

SECTION 1. That the City Manager is hereby authorized to **(1)** accept additional grant funds from the U.S. Department of Homeland Security under the 2015 State Homeland Security Program Grant (Grant No. EMW-2015-SS-00080/CFDA No. 97.067) to provide funding for equipment acquisition, planning and training activities to enable the City to respond to natural and man-made disasters in an amount not to exceed \$6,000.00 for the period September 1, 2017 through December 31, 2017; and **(2)** sign the grant agreement and any other documents required by the agreement with the U.S. Department of Homeland Security, approved as to form by the City Attorney, in an amount not to exceed \$6,000.00, from \$6,158,430.93 to \$6,164,430.93.

SECTION 2. That the City Manager is hereby authorized to increase appropriations in an amount not to exceed \$6,000.00 in the 2015 Homeland Security Grant-State Homeland Security Program 15-16 Fund, Fund F480, Department MGT, Unit 1821, Object 3099.

SECTION 3. That the Chief Financial Officer is hereby authorized to receive and deposit additional grant funds in an amount not to exceed \$6,000.00 in the 2015 Homeland Security Grant-State Homeland Security Program 15-16 Fund, Fund F480, Department MGT, Unit 1821, Revenue Code 6506.

SECTION 4. That the Chief Financial Officer is hereby authorized to disburse the funds in an amount not to exceed \$6,000.00 from the 2015 Homeland Security Grant-State Homeland Security Program 15-16 Fund, Fund F480, Department MGT, Unit 1821, Object 3099.

SECTION 5. That the City Manager is hereby authorized to reimburse to the Department of Homeland Security any expenditure identified as ineligible. The City Manager shall notify the appropriate City Council Committee of expenditures identified as ineligible not later than 30 days after the reimbursement.

November 8, 2017

SECTION 6. That the City Manager shall keep the appropriate City Council Committee informed of all final granting agency monitoring reports not later than 30 days after the receipt of the report.

SECTION 7. That this contract is designated as Contract No. MGT-2018-00004333.

SECTION 8. That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

STRATEGIC PRIORITY: Public Safety

AGENDA DATE: November 8, 2017

COUNCIL DISTRICT(S): All

DEPARTMENT: Office of Emergency Management

CMO: Jon Fortune, 670-1204

MAPSCO: N/A

SUBJECT

Authorize the **(1)** acceptance of a grant from the U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency passed through the Texas Office of the Governor-Homeland Security Grants Division for the FY 2017 Homeland Security Grant, which includes the Urban Area Security Initiative (UASI) and the State Homeland Security Program (Federal/State Award ID No. EMW-2017-SS-00005/Grant Nos. 2979903, 2980303, 2980503, 2980703, 3176402, 3321901, 3418201, 3418301/CFDA No. 97.067) to provide funding for activities related to enhancing preparedness and building capacity to prepare for, prevent and respond to complex coordinated terrorist attacks in an amount not to exceed \$5,648,806 for the period September 1, 2017 through February 29, 2020; **(2)** establishment of appropriations in an amount not to exceed \$5,648,806 in the DHS-FY 2017 Homeland Security-Urban Area Security Initiative 17-20 Fund and the DHS-FY 2017 State Homeland Security Program 17-18 Fund; **(3)** receipt and deposit of grant funds in an amount not to exceed \$5,648,806 in the FY 2017 Homeland Security-Urban Area Security Initiative 17-20 Fund and the DHS-FY 2017 State Homeland Security Program 17-18 Fund; and **(4)** execution of the grant agreement - Not to exceed \$5,648,806 - Financing: U.S. Department of Homeland Security Grant Funds

BACKGROUND

The Department of Homeland Security (DHS) was created in 2002 and began releasing funds to state and local governments through grant programs. Since 2003, the City of Dallas has received over \$100 million in grant funds under the initiatives that make up the Homeland Security Grant Program. In 2017, the City of Dallas was awarded funds under the Urban Area Security Initiative (UASI). In order to facilitate the distribution of these federal funds, each State is required to establish a State Administrative Agency (SAA) to administer and distribute the grant funding to local governments. In Texas, the SAA has been established within the Texas Office of the Governor.

BACKGROUND (continued)

These initiatives provide funding for equipment acquisition, and planning and training activities to increase the ability of the City of Dallas to prevent, protect against, respond to, and recover from natural and man-made disasters all linked to a terrorism nexus. Some of the activities that these funds support include planning and training for first responders and departmental staff, as well as for citizens participating in the Citizen Emergency Response Team and a public awareness campaign. Additionally, these funds are also used to assist departments with meeting national, state and regional preparedness goals through the procurement of equipment for various initiatives such as increasing interoperability during incidents.

Each initiative focuses on a component of the overall needs of Dallas to respond in conjunction with state and federal agencies during times of natural and man-made disasters. UASI focuses on the unique planning, equipment, training, and exercise needs of high-threat, high-density urban areas, with specific carve outs for Law Enforcement (LE) activities and Management and Administration (M&A) of the grant.

Previous funding from the Homeland Security Grant Program has been used for equipment and programs to support public safety and homeland security initiatives.

Listed below are the levels of funding for each initiative:

Homeland Security Grant Programs

Urban Area Security Initiative Grant (UASI)	\$5,634,605.25
UASI	\$3,279,480.25
LE	\$2,095,069.38
M&A	\$ 260,055.62
State Homeland Security Grant	\$ 14,200.00
Total Homeland Security Grant Programs	\$5,648,805.25

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On December 11, 2013, City Council authorized the acceptance of the 2013 Homeland Security Grant from the Department of Homeland Security, which includes the Urban Area Security Initiative and the State Homeland Security Program to provide funding for equipment acquisition, planning and training activities to enable the City to respond to natural and man-made disasters for the period September 1, 2013 through June 30, 2015 and execution of the grant agreement by Resolution No. 13-2063.

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

On November 12, 2014, City Council authorized the acceptance of the 2014 Homeland Security Grant from the Department of Homeland Security, which includes the Urban Area Security Initiative and the State Homeland Security Program to provide funding for equipment acquisition, planning and training activities to enable the City to respond to natural and man-made disasters for the period September 1, 2014 through June 30, 2016 and execution of the grant agreement by Resolution No. 14-1902.

On January 13, 2016, City Council authorized the acceptance of the 2015 Homeland Security Grant from the Department of Homeland Security, which includes the Urban Area Security Initiative and the State Homeland Security Program to provide funding for equipment acquisition, planning and training activities to enable the City to respond to natural and man-made disasters for the period September 1, 2015 through May 31, 2018 and execution of the grant agreement by Resolution No. 16-0083.

On November 9, 2016, City Council authorized the acceptance of the 2016 Homeland Security Grant from the Department of Homeland Security, which includes the Urban Area Security Initiative to provide funding for equipment acquisition, planning and training activities to enable the City to respond to natural and man-made disasters for the period October 1, 2016 through November 30, 2018 and execution of the grant agreement by Resolution No. 16-1805.

The Public Safety and Criminal Justice Committee will be briefed by memorandum regarding this matter on November 3, 2017.

FISCAL INFORMATION

U.S. Department of Homeland Security Grant Funds - \$5,648,805.25

November 8, 2017

WHEREAS, the U.S. Department of Homeland Security has made funding available to the City of Dallas, under the 2017 Homeland Security Grant Program to build our capacity to prevent, protect against, respond to, and recover from a terrorist attack or natural disaster; and

WHEREAS, grant funds will be used for operating expenses related to emergency preparedness and response activities; and

WHEREAS, the City of Dallas will benefit from increased preparedness throughout the city and region.

Now, Therefore,

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

SECTION 1. That the City Manager is hereby authorized to accept a grant from the U.S. Department of Homeland Security, Federal Emergency Management Agency passed through the Texas Office of the Governor-Homeland Security Grants Division for the FY 2017 Homeland Security Grant, which includes the Urban Area Security Initiative and the State Homeland Security Program (Federal/State Award ID No. EMW-2017-SS-00005/Grant Nos. 2979903, 2980303, 2980503, 2980703, 3176402, 3321901, 3418201, 3418301/CFDA No. 97.067) to provide funding for activities related to enhancing preparedness and building capacity to prepare for, prevent and respond to complex coordinated terrorist attacks in an amount not to exceed \$5,648,805.25 for the period September 1, 2017 through February 29, 2020; and sign the grant agreement and any other documents required by the grant, approved as to form by the City Attorney.

SECTION 2. That the City Manager is hereby authorized to establish appropriations in an amount not to exceed \$3,279,480.25 in the DHS-FY 2017 Homeland Security Grant-Urban Area Security Initiative 17-20 Fund, Fund F539, Department MGT, Unit 3558, Object 3099.

SECTION 3. That the City Manager is hereby authorized to establish appropriations in an amount not to exceed \$2,095,069.38 in the DHS-FY 2017 Homeland Security Grant-Urban Area Security Initiative 17-20 Fund, Fund F539, Department MGT, Unit 3559, Object 3099.

SECTION 4. That the City Manager is hereby authorized to establish appropriations in an amount not to exceed \$260,055.62 in the DHS-FY 2017 Homeland Security Grant-Urban Area Security Initiative 17-20 Fund, Fund F539, Department MGT, Unit 3560, Object 3099.

November 8, 2017

SECTION 5. That the City Manager is hereby authorized to establish appropriations in an amount not to exceed \$14,200.00 in the DHS-FY 2017 State Homeland Security Program 17-18 Fund, Fund F540, Department MGT, Unit 3561, Object 3099.

SECTION 6. That the Chief Financial Officer is hereby authorized to receive and deposit grant funds in an amount not to exceed \$3,279,480.25 in the DHS-FY 2017 Homeland Security Grant-Urban Area Security Initiative 17-20 Fund, Fund F539, Department MGT, Unit 3558, Revenue Code 6506.

SECTION 7. That the Chief Financial Officer is hereby authorized to receive and deposit grant funds in an amount not to exceed \$2,095,069.38 in the DHS-FY 2017 Homeland Security Grant-Urban Area Security Initiative 17-20 Fund, Fund F539, Department MGT, Unit 3559, Revenue Code 6506.

SECTION 8. That the Chief Financial Officer is hereby authorized to receive and deposit grant funds in an amount not to exceed \$260,055.62 in the DHS-FY 2017 Homeland Security Grant-Urban Area Security Initiative 17-20 Fund, Fund F539, Department MGT, Unit 3560, Revenue Code 6506.

SECTION 9. That the Chief Financial Officer is hereby authorized to receive and deposit grant funds in an amount not to exceed \$14,200.00 in the DHS-FY 2017 State Homeland Security Program 17-18 Fund, Fund F540, Department MGT, Unit 3561, Revenue Code 6506.

SECTION 10. That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$3,279,480.25 from the DHS-FY 2017 Homeland Security Grant 17-20 Fund, Fund F539, Department MGT, Unit 3558, Object 3099.

SECTION 11. That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$2,095,069.38 from the DHS-FY 2017 Homeland Security Grant 17-20 Fund, Fund F539, Department MGT, Unit 3559, Object 3099.

SECTION 12. That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$260,055.62 from the DHS-FY 2017 Homeland Security Grant 17-20 Fund, Fund F539, Department MGT, Unit 3560, Object 3099.

SECTION 13. That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$14,200.00 from the DHS-FY 2017 State Homeland Security Program 17-20 Fund, Fund F540, Department MGT, Unit 3561, Object 3099.

SECTION 14. That the City Manager is hereby authorized to reimburse to the U.S. Department of Homeland Security any expenditure identified as ineligible or in the event of loss of funds. The City Manager shall notify the appropriate City Council Committee of expenditures identified as ineligible not later than 30 days after the reimbursement.

November 8, 2017

SECTION 15. That the City Manager shall keep the appropriate City Council Committee informed of all final granting agency monitoring reports not later than 30 days after the receipt of the report.

SECTION 16. That the City Manager or his designee is authorized to provide additional information, make adjustments, and take other actions related to the implementation or termination of the grant as may be necessary to satisfy the U.S. Department of Homeland Security and Federal Emergency Management Agency.

SECTION 17. That this contract is designated as Contract No. MGT-2018-00004265.

SECTION 18. That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved

STRATEGIC PRIORITY: Public Safety

AGENDA DATE: November 8, 2017

COUNCIL DISTRICT(S): All

DEPARTMENT: Police

CMO: Jon Fortune, 670-1204

MAPSCO: N/A

SUBJECT

Authorize **(1)** the application for and acceptance of the Impaired Driving Mobilization Selective Traffic Enforcement Program (STEP), Overtime Enforcement Grant (Grant No. 2018-Dallas-IDM-00011, CFDA No. 20.616) from the National Highway Traffic Safety Administration passed through the Texas Department of Transportation (TxDOT) in the amount of \$38,655 for a statewide Driving While Intoxicated enforcement campaign to operate during various holiday periods for the period December 9, 2017 through September 30, 2018; **(2)** the establishment of appropriations in an amount not to exceed \$38,655 in the TxDOT-STEP Impaired Driving Mobilization Grant FY18 Fund; **(3)** the receipt and deposit of grant funds in an amount not to exceed \$38,655 in the TxDOT-STEP Impaired Driving Mobilization Grant FY18 Fund; **(4)** a local cash match in an amount not to exceed \$9,772; and **(5)** execution of the grant agreement - Total not to exceed \$48,427 - Financing: Texas Department of Transportation Grant Funds (\$38,655) and Current Funds (\$9,772) (subject to appropriations)

BACKGROUND

The Impaired Driver Mobilization Selective Traffic Enforcement Program, Overtime Enforcement Grant provides for the reimbursement of salaries paid to officers enforcing Driving While Intoxicated and Driving Under the Influence laws at targeted locations throughout the City of Dallas. This grant is one of the “Wave” grants from the Texas Department of Transportation (TxDOT) that are part of the National Traffic Safety Plan and are awarded to TxDOT grant recipients. The Traffic Unit of the Field Services Division of the Dallas Police Department is requesting this item. The grant award is for a one-year period for FY 2017-18. The total grant amount is \$38,655.00 with a City required match of \$9,771.50.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On December 12, 2012, City Council authorized an application for and acceptance of the Impaired Driving Mobilization Selective Traffic Enforcement Program, Overtime Enforcement Grant from the Texas Department of Transportation for a statewide Driving While Intoxicated enforcement campaign to operate during various holiday periods for the period December 21, 2012 through September 2, 2013, by Resolution No. 12-3055.

On December 11, 2013, City Council authorized an application for and acceptance of the Impaired Driving Mobilization Selective Traffic Enforcement Program, Overtime Enforcement Grant from the Texas Department of Transportation for a statewide Driving While Intoxicated enforcement campaign to operate during various holiday periods for the period December 13, 2013 through September 2, 2014, by Resolution No. 13-2151.

On December 10, 2014, City Council authorized an application for and acceptance of the Impaired Driving Mobilization Selective Traffic Enforcement Program, Overtime Enforcement Grant from the Texas Department of Transportation for a statewide Driving While Intoxicated enforcement campaign to operate during various holiday periods for the period December 1, 2014 through September 30, 2015, by Resolution No. 14-2196.

On December 9, 2015, City Council authorized an application for and acceptance of the Impaired Driving Mobilization Selective Traffic Enforcement Program, Overtime Enforcement Grant from the Texas Department of Transportation for a statewide Driving While Intoxicated enforcement campaign to operate during various holiday periods for the period December 1, 2015 through September 30, 2016, by Resolution No. 15-2218.

On December 14, 2016, City Council authorized an application for and acceptance of the Impaired Driving Mobilization Selective Traffic Enforcement Program, Overtime Enforcement Grant from the Texas Department of Transportation for a statewide Driving While Intoxicated enforcement campaign to operate during various holiday periods for the period December 9, 2016 through September 30, 2017, by Resolution No. 16-1996.

The Public Safety and Criminal Justice Committee will be briefed by memorandum regarding this matter on November 3, 2017.

FISCAL INFORMATION

Texas Department of Transportation Grant Funds - \$38,655.00
Current Funds - \$9,771.50 (subject to appropriations)

November 8, 2017

WHEREAS, the Texas Department of Transportation (TxDOT) has made Impaired Driving Mobilization Selective Traffic Enforcement Program (STEP), Overtime Enforcement Grant Funds available for salaries for statewide Driving While Intoxicated and Driving Under the Influence campaigns during various holiday periods, for the period December 9, 2017 through September 30, 2018; and

WHEREAS, the Impaired Driving Mobilization Selective Traffic Enforcement Program, Overtime Enforcement Grant will award \$38,655.00 to the City of Dallas for the statewide Driving While Intoxicated Enforcement campaign to operate during various holiday periods for the period December 9, 2017 through September 30, 2018; and

WHEREAS, the City of Dallas will contribute a city match in the amount of \$9,771.50; and

WHEREAS, it is in the best interest of the City of Dallas to apply for and accept such funding.

Now, Therefore,

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

SECTION 1. That the City Manager is hereby authorized to apply for and accept the Impaired Driving Mobilization Selective Traffic Enforcement Program, Overtime Enforcement Grant (Grant No. 2018-Dallas-IDM-00011, CFDA No. 20.616) from the National Highway Traffic Safety Administration passed through the Texas Department of Transportation in an amount not to exceed \$38,655.00 for a statewide Driving While Intoxicated Enforcement campaign to operate during various holiday periods for the period December 9, 2017 through September 30, 2018; provide local cash match in the amount of \$9,771.50; and sign the grant agreement and other documents required by the grant, approved as to form by the City Attorney.

SECTION 2. That the City Manager is hereby authorized to establish appropriations in an amount not to exceed \$38,655.00 in the TxDOT-STEP Impaired Driving Mobilization Grant FY18 Fund, Fund F541, Department DPD, Unit 3562, Object 3090.

SECTION 3. That the Chief Financial Officer is hereby authorized to receive and deposit grant funds in an amount not to exceed \$38,655.00 in the TxDOT-STEP Impaired Driving Mobilization Grant FY18 Fund, Fund F541, Department DPD, Unit 3562, and Revenue Code 6506.

SECTION 4. That the Chief Financial Officer is hereby authorized to disburse grant funds in an amount not to exceed \$38,655.00 from the TxDOT-STEP Impaired Driving Mobilization Grant FY18 Fund, Fund F541, Department DPD, Unit 3562, Object 3090; to reimburse Fund 0001, DPD, Unit 2127, Object 5011, for expenses incurred.

November 8, 2017

SECTION 5. That the Chief Financial Officer is hereby authorized to disburse a local match in an amount not to exceed \$9,771.50 (subject to appropriations) from Fund 0001, Department DPD, Unit 2127, various Object Codes, according to the attached Schedule.

SECTION 6. That the City Manager is hereby authorized to reimburse to the Texas Department of Transportation any expenditure identified as ineligible. The City Manager shall notify the appropriate City Council Committee of expenditures identified as ineligible not later than 30 days after the reimbursement.

SECTION 7. That the City Manager shall keep the appropriate City Council Committee informed of all final granting agency monitoring reports not later than 30 days after the receipt of the report.

SECTION 8. That this contract is designated as Contract No. DPD-2018-00004395.

SECTION 9. That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

SCHEDULE
Selective Traffic Enforcement Program Impaired Driving Mobilization Grant
Fund F541, Department DPD, Unit 3562, Revenue Code 6506
December 9, 2017 - September 30, 2018

Object Code	Description	Amount
3090	City Forces	\$ 38,655.00
Grand Total		\$ 38,655.00

Matching Funds

Cash Match
Fund 0001, Department DPD, Unit 2127

Object Code	Description	Amount
1306	FICA	\$ 560.50
*Other Object Codes	TBD	\$ 9,211.00
Total		\$ 9,771.50

* Other Object Codes

1. Volunteer Sources
2. In-Kind Contributions
3. Surveys
4. Indirect Cost
5. Fringe Benefits
6. Vehicle Operation Costs
7. Salaries not Claimed as Reimbursement
8. Distribution of Materials
9. Court Time
10. Paid Media, Social Media, Earned Media

Memorandum



DATE October 27, 2017
TO Honorable Members of the Public Safety and Criminal Justice Committee
SUBJECT **City License Applications**

Attached is a list of the most recent Dance Hall and/or Sexual Oriented Business applications received for the week of October 16 -20, 2017 by the Strategic Deployment 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@dps.ci.dallas.tx.us should you need further information.



Jon Fortune
Assistant City Manager

[Attachment]

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

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

Weekly License Application Report

October 16, 2017 - October 20, 2017

<i>BEAT</i>	<i>DIST.</i>	<i>NAME OF BUSINESS</i>	<i>ADDRESS</i>	<i>LICENSE</i>	<i>STATUS</i>	<i>LATE HOUR</i>	<i>DATE</i>	<i>APPLICANT</i>
512	6	KING OF DIAMONDS DALLAS	9009 SOVEREIGN ROW	SOB-CABARET	RENEWAL	NO	10/17/2017	BOOKER, RICKEY RENEY
554	6	LIDO THEATER	7035 JOHN CARPENTER FREEWAY	SOB- BOOKSTORE	RENEWAL	NO	10/17/2017	TAYLOR,DARBY,AUSTIN
521	6	THE MEN'S CLUB OF DALLAS	2340 W. NORTHWEST	SOB-CABARET	RENEWAL	NO	10/17/2017	FAIRCHILD, DAVID

License Definitions:

- DH - Class "A" -Dance Hall - Dancing Permitted 3 Days Or More A Week***
- DH - Class "B" Dance Hall - Dancing Permitted Less Than Three Days a Week***
- DH - Class "C" Dance Hall - Dancing Scheduled One Day At A Time***
- DH - Class "E" Dance Hall - Dancing Permitted Seven Days A Week for Persons Age 14 through Age 18 Only***
- LH - Late Hours Permit - Can Operate A Dance Hall Until 4:00***
- BH - Billiard Hall - Billiards Are Played***
- SOB - Sexually Oriented Business - Adult Arcade / Adult Book/Video Store / Adult Cabaret / Adult Adult Theater / Escort Agency / Nude Model Studio***

Thursday, October 26, 2017

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