

# Memorandum



CITY OF DALLAS

DATE May 22, 2020

TO Honorable Mayor and Members of the City Council

SUBJECT **May 27, 2020 City Council FINAL Agenda - Additions/Revisions/Deletions**

On May 15, 2020, a DRAFT City Council Agenda for May 27, 2020 was provided for your review. This memo outlines any additions, revisions or deletions made to the FINAL agenda after the distribution of the DRAFT agenda.

Additional items and deletions to the DRAFT agenda are outlined below, including *revisions* to the FINAL agenda are underlined in blue and *deletions* are strikethrough in red.

## **Additions:**

49. 20-953 Authorize the **(1)** application for and acceptance of a series of grants from the U.S. Department of Transportation, Federal Aviation Administration (FAA) (Grant No. TBD, CFDA No. 20.106) in the amount of \$109,800,000.00 and the Texas Department of Transportation - Aviation Division in the amount of \$200,000.00 in a total amount of \$110,000,000.00 for the federal share of the eligible airport programs and projects for the Coronavirus Aid Relief and Economic Security (CARES) Act within the Dallas Airport System; **(2)** establishment of appropriations in an amount not to exceed \$110,000,000.00 in the FAA CARES Act grant fund; **(3)** receipt and deposit of CARES Act grant funds in an amount not to exceed \$110,000,000.00 in the FAA CARES Act Grant Fund; and **(4)** execution of the CARES Act grant agreement and all terms, conditions, and documents required by the CARES Act - Total amount of \$110,000,000.00 - Financing: Federal Aviation Administration Grant Funds (\$109,800,000.00) and TxDOT Aviation Grant Funds (\$200,000.00)
50. 20-1070 Authorize an Interlocal Agreement with Dallas County to provide funding for COVID-19 testing providers for 50/50 cost share between the City of Dallas and Dallas County - Not to exceed \$10,000,000.00 - Financing: General Fund (to be reimbursed by Coronavirus Relief Fund)
51. 20-903 A policy resolution finding that the City should maximize economic return in the procurement of goods and services and directing the City Manager to develop a procurement program that considers contributions to the Dallas economy - Financing: No cost consideration to the City
52. 20-1063 An ordinance amending Chapter 28, "Motor Vehicles and Traffic," of the Dallas City Code, by amending Sections 28-203, 28-204, 28-205, 28-206,

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28-207, 28-208, 28-209, 28-210, 28-211, 28-212, 28-213, 28-214, 28-215, 28-216, 28-217, 28-218, and 28-219; adding Section 28-219.1; **(1)** providing prohibitions on spectating at a street race or reckless driving exhibition or the preparations of either activities; **(2)** providing for the abatement of nuisance vehicles engaged in street races and reckless driving exhibitions; **(3)** providing notice requirements; **(4)** providing for a response to be timely filed to oppose the abatement; **(5)** providing for an administrative nuisance abatement by the city attorney; **(6)** providing for judicial nuisance abatement proceedings; **(7)** providing regulations for a joint property interest release; **(8)** providing for stipulated vehicle release agreements; **(9)** providing vehicle title vesting in the city; **(10)** providing regulations for the sale of an abated vehicle by a court order at a public auction; **(11)** providing regulations on disposition of low-value vehicles; **(12)** providing for regulations on the sale proceeds; **(13)** requiring a written accounting of sale proceeds; **(14)** providing regulations on stolen vehicles and innocent owner remedies; **(15)** providing regulations regarding towing and storage fees; **(16)** providing an offense for aiding street racing or reckless driving exhibitions on property a person owns, controls, or operates; and **(17)** providing a penalty not to exceed \$500.00 - Financing: No cost consideration to the City

### **Revisions:**

3. 20-908 A resolution authorizing the **(1)** execution of the Third Amendment to Revolving Credit Agreement [with JPMorgan Chase, National Association](#); in support of the City of Dallas, Texas Waterworks and Sewer System Commercial Paper Notes, Series E; and **(2)** the execution of agreements pertaining thereto and resolving other matters related thereto for a nine-month extension from June 30, 2020 to March 31, 2021 - Not to exceed \$830,500 - Financing: Dallas Water Utilities Fund (subject to annual appropriations)
4. 20-906 An ordinance authorizing the issuance and sale of City of Dallas, Texas Waterworks and Sewer System Revenue Refunding Bonds, Series 2020C and Taxable Series 2020D in a principal amount not to exceed \$726,000,000; establishing parameters regarding the sale of the bonds; approving the execution of agreements in connection with the sale of the bonds; and all other matters related thereto - ~~Cost~~ ~~Not~~ to exceed \$1,441,666 - Financing: Water Utilities Current Funds
21. 20-830 Authorize Supplemental Agreement No. 2 to the Multiple Use Agreement with the Texas Department of Transportation to include additional right-of-way adjacent to Interstate Highway (IH) 345 and Carpenter Park and adjacent to IH 45 and Martin Luther King Jr. Boulevard and remove right-of-way adjacent to IH 345 and Canton Street from the original agreement - Financing: No cost consideration to the City

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23. 20-886 Authorize the (1) application for and acceptance of a grant from the U.S. Department of the Interior, National Park Service for the FY 2020 African American Civil Rights History Grant (~~TBD~~ [Grant No. P20AP00147](#), CFDA No. 15.904) in the amount of \$50,000.00 to create and share a body of research and educational material about the 1936 Hall of Negro Life at Fair Park for the period ~~October~~ [August](#) 1, 2020 through ~~September~~ [August](#) 30, 202~~3~~; (2) establishment of appropriations in an amount not to exceed \$50,000.00 in the NPS AACR Grant Fund; (3) receipt and deposit of funds in an amount not to exceed \$50,000.00 in the NPS AACR Grant Fund; (4) a local match in an amount not to exceed \$17,500.00; (5) an In-Kind contribution in an approximate amount of \$4,500.00; and ~~(46)~~ execution of the grant agreement with the National Park Service and all terms, conditions, and documents required by the agreement - Not to exceed ~~\$5072~~,000.00 - Financing: U.S. Department of the Interior, National Park Service Grant Funds (\$50,000.00), In-Kind Contributions (\$4,500.00) and NPS AACR Grant Fund (\$17,500.00)
37. 20-391 Authorize a five-year service price agreement to provide a cloud-based open data portal solution for the Department of Information and Technology Services - Tyler Technologies, Inc., most advantageous proposer of three - Estimated amount of \$446,186 - Financing: Data Services Fund

**Deletions:**

5. 20-727 Authorize a construction contract to provide construction services for the Reconstruction of Runway 13R/31L and Taxiway C Phase I Project at Dallas Love Field - Flatiron Constructions, Inc., lowest responsible bidder of four - Not to exceed \$124,279,998.00 - Financing: Aviation Passenger Facility Charge - Near Term Projects Fund
20. 20-722 Authorize an agreement with Kansas City Southern Railway to implement quiet zone improvements at nine rail crossings - Not to exceed \$1,880,722.00 - Financing: Surface Transportation Block Grant Project Fund (\$1,504,577.60) and Street and Transportation (A) Fund (2017 General Obligation Bond Fund) (\$376,144.40)
31. 20-856 Authorize a three-year service contract, with two one-year renewal options, to provide Family Medical Leave Act services for the Department of Human Resources - FMLASource, Inc., most advantageous proposer of three - Not to exceed \$571,500 - Financing: General Fund

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Thank you for your attention to these changes. If you have any questions, please contact Kimberly Bizer Tolbert, Chief of Staff at 214-670-3302.



T.C. Broadnax  
City Manager

c: Chris Caso, City Attorney  
Mark Swann, 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  
Nadia Chandler Hardy, Assistant City Manager  
Dr. Eric A. Johnson, Chief of Economic Development and Neighborhood Services  
M. Elizabeth Reich, Chief Financial Officer  
Laila Alequresh, Chief Innovation Officer  
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion  
Directors and Assistant Directors

# Memorandum



CITY OF DALLAS

DATE May 22, 2020

TO Honorable Mayor and Members of the City Council

SUBJECT **M/WBE Participation for May 27, 2020 Council Agenda**

It is the mission of the Office of Business Diversity to ensure non-discriminatory practices and eliminate barriers while resourcing businesses to the next step in their business life cycle. The policy of the City of Dallas is to use certified Minority and Women-owned Business Enterprises (M/WBEs) to the greatest extent feasible on the City’s construction, procurement, and professional services contracts. For your information, staff is providing you with the summary below of M/WBE participation for the voting items scheduled for the May 27, 2020 City Council Agenda. The total contract award amount, consisting of 22 agenda items, is \$73.98M. **M/WBE is applicable to 15 of the 22 agenda items. For these items, construction and architectural and engineering items total \$29.49M with an overall M/WBE participation of \$10.57M or 35.83%, while goods and services items total \$35.31M with an overall M/WBE participation of \$4.96M or 14.05%. Goods and service items have less opportunities for M/WBE participation due to the specialized nature of the specifications, and participation on those contracts is limited to availability of M/WBE vendors.**

As a reminder, the current M/WBE goals are:

Architecture & Engineering	Construction	Professional Services	Other Services	Goods
25.66%	25.00%	36.30%	23.80%	18.00%

### Dallas First – Local Preference

This agenda consists of 22 agenda items being awarded to multiple prime contractors and subcontractors. This agenda has a total of 22 M/WBE subcontractors. Ten or 45.45% of the M/WBE subcontractors are local. The table below provides the count of businesses by location for prime contractors and M/WBE subcontractors.

Vendor	Local		Dallas County		Non-Local		Total
Prime	9	37.50%	4	16.67%	11	45.83%	24
M/WBE Sub	10	45.45%	0	0.00%	12	54.55%	22

### 2017 Bond Program – May 27<sup>th</sup> Council Agenda

The Office of Business Diversity continues to work diligently with the Bond Program Office to ensure, not only that the M/WBE goals are met, but to also include diverse teams on the bond program projects. This agenda includes six agenda items that are funded by 2017 bond funds. One of the six items has 100.00% M/WBE participation. **These six items total \$22.99M with an overall M/WBE participation of \$8.10M or 35.24%.**

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SUBJECT **M/WBE Participation for May 27, 2020 Council Agenda**

**2017 Bond Program – Inception to Date**

2017 Bond Program ITD consists of 228 items totaling \$389.35M with an overall M/WBE participation of \$165.21M or 42.43%.

**Highlighted Items:**

**City’s Land Transfer Program – Housing and Neighborhood Revitalization**

**Agenda Item No. 8 and 9** Authorize (1) the sale of up to 42 Land Transfer lots, for up to 35 rental units and 50 single family homes to the Developer, subject to restrictive covenants, a right of reverter, and execution of necessary documents pursuant to the City’s Land Transfer Program and the New Construction and Substantial Rehabilitation Program; (2) the release of all non-tax City liens, notices, or orders that were filed on the 42 Land Transfer lots prior or subsequent to the deeds transferring the lots to the City of Dallas; and (3) execution of a conditional grant agreement with Developer in an amount not to exceed \$2,730,072.00 in 2017 General Obligation Bond Funds for public infrastructure and construction costs for up to 35 rental units and 50 single family homes. **These two items include participation from two M/WBE vendors, resulting in \$6.00M (construction costs) participation or 30.23% M/WBE participation on a 25.00% goal.**

**Street Reconstruction – Department of Public Works**

**Agenda Item No. 12** Authorize a construction contract in the amount of \$1.77M for the reconstruction of Street Reconstruction Group 17-5007. **This item includes participation from three M/WBE vendors, including the prime vendor, resulting in \$1.77M participation or 100.00% M/WBE participation on a 25.00% goal.**

**Trash and Recycling Receptacles – Park and Recreation Department**

**Agenda Item No. 29** Authorize a three-year master agreement in the amount of \$455K for trash and recycling receptacles with lids for the Park and Recreation Department. **This item includes participation from one M/WBE vendor, the prime vendor, resulting in \$455K participation or 100.00% M/WBE participation on an 18.00% goal.**

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



Zarin D. Gracey  
Director  
Office of Business Diversity

- c: T.C. Broadnax, City Manager
- Chris Caso, City Attorney
- Mark Swann, City Auditor
- Biliera Johnson, City Secretary
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# Memorandum



CITY OF DALLAS

DATE May 22, 2020

TO Honorable Mayor and Members of the City Council

SUBJECT **Upcoming Agenda Item #21, Supplemental Agreement #2 to Multiple Use Agreement with TxDOT**

## **Background**

In December 1992, the City Council authorized a Multiple Use Agreement (MUA) with the Texas Department of Transportation (TxDOT) to permit the construction, maintenance and operation of a combination of parking lots and public parks on the highway right-of-way of IH-45 and IH-345 near Martin Luther King Boulevard to Good Latimer Expressway, then from Corinth Street to Spur 366 by Resolution No. 92-4298. The City and TxDOT executed the First Amendment to the MUA on July 11, 2019 to allow the City to carry out certain environmental measures for the future Carpenter Park in agreement with the Texas Commission on Environmental Quality (TCEQ). A copy of the First Amendment is attached as **Attachment 1**.

In November of 2018, TxDOT made a request for the City to amend the MUA to remove a section under IH-345 bordered by Henry Street, Taylor Street, and Canton Street, which is referred to as "Lot D" in order for TxDOT to recapture that section and provide alternative use by leasing it for recreational purposes. Department of Transportation staff briefed the Mobility Solutions, Infrastructure & Sustainability (MSIS) Committee in February 2019, and again in June 2019. The item was for informational purposes with the goal to move the item forward for full City Council consideration.

Since then, staff has worked with the City Attorney's office to draft agreements to amend the MUA. During the review process to remove only the land requested by TxDOT, City staff encountered two additional projects that would require amendments to the original MUA. Thus, Supplemental Agreement II was drafted to include the two additional projects instead of creating three separate amendments to the MUA.

The two additional projects that were added to the amendment are as follows:

- *to permit development of a portion of Carpenter Park within the right-of-way of Interstate Highway (IH) 345 and for the State to officially acknowledge the new design for Carpenter Park and formally permit its construction and ongoing use for the portion that lies within the State right-of-way.*
- *to add right-of-way to the MUA land adjacent to IH-45 between Martin Luther King Jr. Boulevard and Pennsylvania Avenue. This area is part of a larger community effort to activate and improve the neighborhood.*

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Staff prepared an agenda item for City Council action for the May 27, 2020 meeting after briefing it to the Transportation and Infrastructure (TRNI) Committee on Monday, May 18, 2020. During the Committee meeting, concerns were raised about the following:

- TxDOT right-of-way (ROW) sale/ lease process
- Concept of use for the land being taken out of the MUA (Lot “D”)
- Deep Ellum Foundation’s long-term parking needs
- The ability to separate the three independent changes to the MUA
- Public input for IH-45 and IH-345
- Revision clause from TxDOT
- Air quality under IH-345

TxDOT ROW sale/leases process:

In conversations with TxDOT staff, they indicated that the sale of State surplus land follows a rigorous public process and public agencies typically have first right of refusal to acquire such land. Land not deemed surplus can be leased to public and private entities following TxDOT’s process that is unique to the State. For Lot “D”, TxDOT can lease directly to a private entity if the private entity meets TxDOT’s qualifications. Following the TRNI Committee meeting, TxDOT provided a copy of the proposed lease for Lot “D” with the private entity, a copy of which is included as **Attachment 2**.

Concept of use for the land being taken out of the MUA (Lot “D”):

The proposed amended MUA is to release TxDOT’s land from City liability for Lot “D” and TxDOT will recapture it. During the TRNI Committee meeting, several Councilmembers indicated uncertainty about the City’s current use and rights to the site. A portion of the original MUA which outlines the City’s limited rights to the site is included below:

14. USE OF RIGHT-OF-WAY

It is to be understood that the State by execution of this agreement does not impair or relinquish the State’s right to use such land for right-of-way purposes when it is required for the construction or reconstruction of the traffic facility for which it was acquired, nor shall use of the land under such agreement ever be construed as abandonment by the State of such land acquired for highway purposes, and the State does not purport to grant any interest in the land described herein but merely consents to such use to the extent its authority and title permits.

Upon approval of the amended MUA, TxDOT would engage with the third-party developer to complete the work for their proposed development on Lot “D.”

Deep Ellum Foundation’s long-term parking concerns:

Transportation staff has toured the potential parking Lot “E” area with a representative from the North Central Texas Council of Governments (NCTCOG) to discuss a parking lot development plan, potential funding sources, and a construction timeline specific to that lot. The City worked with NCTCOG to secure \$10- \$15 million with the intention to

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improve mobility circulation and transportation elements for the area around the Uber facilities to include the development of Lot “E.” When the City is ready to develop, staff will work with NCTCOG to secure the funding and construction of a smart parking facility with over 700 parking spaces intended to support businesses and residents in Deep Ellum and surrounding areas. **Attachment 3** is included to show the proximity of Lots “D” and “E”.

*The ability to separate the three independent changes to the MUA:*

The City Council may choose to separate and approve each amendment independent of other amendments. Since the amendments are a two-party agreement with TxDOT, they may or may not agree to separate them. TxDOT’s initial indication is to approve all amendments together.

*Public input for IH-45 & IH-345:*

The Real Estate Council (TREC) is leading a process to develop a reimagined MLK Boulevard. TREC is working with community stakeholders such as St. Phillips Community School to bring greater housing opportunities as well as economic vitality adjacent to the MLK corridor around IH-45. Public meetings have been coordinated through TREC and the community. For the IH-345 feasibility study, TxDOT has held several workshops during the past few months to solicit input from the public about the future state of IH-345 and received hundreds of comments. City staff attended the workshops and provided feedback. TxDOT anticipates holding the next round of feasibility study public meetings in the fall of 2020.

*Revision Clause from TxDOT:*

Language in the amendment states that if the property is not utilized by the proposed developer, the property will revert to City use for parking and/or Parks:

*“In the event that the property is no longer in use by the proposed developer, this area will revert back to the City of Dallas as shown in the original agreement.”*

*Air Quality Under IH-345:*

In a memo dated June 7, 2019 to the MSIS Committee, provided as **Attachment 4**, City staff from the Department of Transportation and the Office of Environmental Quality and Sustainability shared their communication with the Environmental Protection Agency (EPA) to obtain a recent Air Quality Report of the Dallas area from their nearest test site at the Convention Center. According to the EPA, the proposed land under the highway is expected to meet all national standards to protect human health and welfare according to the applicable National Ambient Air Quality Standards. No site-specific studies have been conducted on Lot “D” or any other facility the City utilizes under IH-345.

**Next Steps**

The item will be presented before the City Council for approval on May 27, 2020. Staff will continue to work NCTCOG, Deep Ellum Foundation, and other stakeholders to further

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develop a schematic design plan for additional parking in the area to include Lot "E". Staff will also work with TREC to provide enhanced project communication.

If you have any questions or need additional information, please contact Michael Rogers, Director of the Department of Transportation, at [michael.rogers@dallascityhall.com](mailto:michael.rogers@dallascityhall.com).



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

[Attachments]

c: T.C. Broadnax, City Manager  
Chris Caso, City Attorney  
Mark Swann, City Auditor  
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M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion  
Directors and Assistant Directors

MULTIPLE USE AGREEMENT  
BETWEEN  
CITY OF DALLAS  
AND  
TEXAS DEPARTMENT OF TRANSPORTATION  
CONCERNING  
RIGHT-OF-WAY OF I.H. 45 AND I.H. 345, DALLAS COUNTY

FIRST AMENDMENT

WHEREAS, the Texas Department of Transportation ("State") and the City of Dallas ("City") entered into a Multiple Use Agreement, effective December 15, 1992 ("Multiple Use Agreement"), concerning the City's use of certain highway right-of-way of I.H. 45 and I.H. 345 in Dallas County. The agreement concerned the right-of-way from near Martin Luther King Boulevard to Good Latimer Expressway, and from Corinth Street to Spur 366, and the City's construction, maintenance and operation of parking lots and public parks;

WHEREAS, the City operates and maintains John W. Carpenter Park located at 2300 Live Oak Street in Dallas. Exhibit A attached to this First Amendment shows the location of the park, and that the western portion of the park is on land owned by the City; the eastern portion is on land owned by the State; the City operates and maintains the portion of the park on State property according to the Multiple Use Agreement; and

WHEREAS, the City desires to redevelop Carpenter Park, both the portion owned by the City and the portion owned by the State, including carrying out certain environmental measures agreed to between the City and the Texas Commission on Environmental Quality ("TCEQ").

AGREEMENT

1. This First Amendment of the Multiple Use Agreement solely concerns the portion of Carpenter Park that is on property owned by the State, as shown in Exhibit A. The First Amendment does not apply to any other portion of the right-of-way that is the subject of the Multiple Use Agreement.

2. The City may submit an application concerning Carpenter Park (including State-owned property) under the Voluntary Cleanup Program (the "VCP") administered by the TCEQ. The general scope of work and description of the affected properties is shown in the attached Exhibit B.

3. Prior to submitting any significant document to TCEQ (for example, the application) the City shall submit it to TxDOT for its review and approval.

4. The City is solely responsible for the work and costs that are the result of the City submitting the application.

5. The City will provide to TxDOT a copy of all written materials submitted to TCEQ, and will inform TxDOT on a regular basis concerning the status of the application.

6. By entering into this First Amendment, TxDOT does not agree to any restrictive covenant, deed notice, or any other restriction on the use of State-owned property.

7. The State will reasonably cooperate with the City, its consultants, and the TCEQ to facilitate the VCP process.

8. Except as set forth in this First Amendment, the Multiple Use Agreement remains in effect.

EXECUTED as of this, the 11<sup>th</sup> day of July, 2019 by City, signing by and through its City Manager, duly authorized to execute same by Administrative Action No. 18-6202, on June 24 2019 and by Consultant acting through its duly authorized official.

APPROVED AS TO FORM:

CHRISTOPHER J. CASO

Interim City Attorney

BY: Christine Lanne  
C.C.

Interim City Attorney

CITY OF DALLAS

T. C. BROADNAX

City Manager

BY: T. C. Broadnax

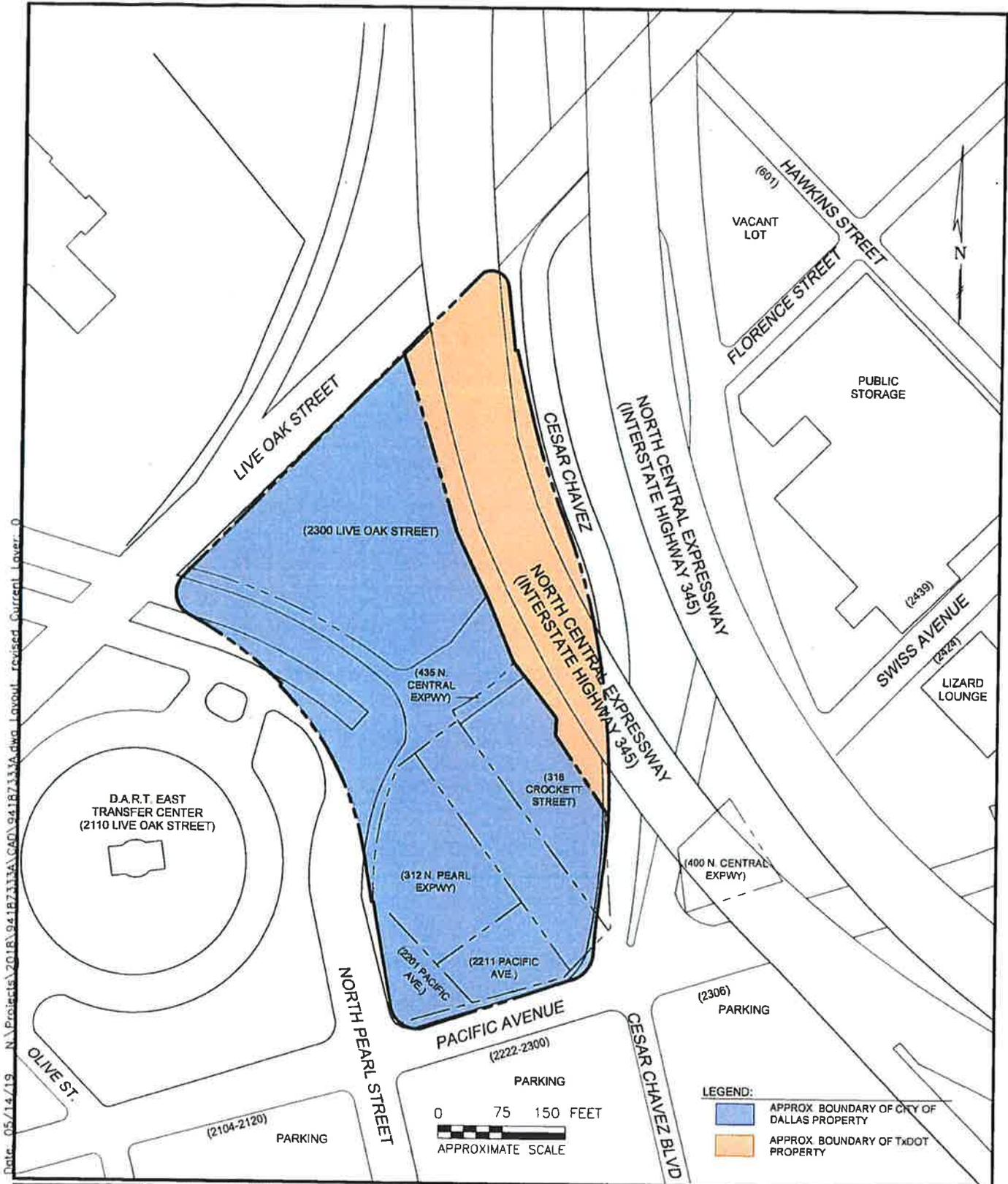
City Manager

TEXAS DEPARTMENT OF TRANSPORTATION

BY Alanna S. Beths

PRINTED NAME Alanna Beths

TITLE Contracts + MMS Support Section Director, MNT



Date: 05/14/19 N:\Projects\2018\94187333\CAD\94187333.dwg Layout - revised Current Layer: 0

Project Mgr	LWC	Project No	94187333
Drawn By	CDD	Scale	AS SHOWN
Checked By	LWC	Date	05/14/19
Approved By	LWC		

**Terracon**  
 Consulting Engineers and Scientists  
 (Registration No. F-3272)  
 8901 CARPENTER FREEWAY DALLAS, TEXAS 75247  
 PH (214) 630-1010 FAX (214) 630-7070

**SITE DIAGRAM**  
 CARPENTER PARK  
 2300 LIVE OAK STREET  
 DALLAS, DALLAS COUNTY, TEXAS

EXHIBIT  
**A**



May 14, 2019 - revised  
August 31, 2018 - original

Ms. Deborah Nixon  
Environmental Specialist  
Hazardous Materials SME  
Dallas District- Advanced Project Development (APD)  
Texas Department of Transportation  
4777 E. Highway 80  
Mesquite, Texas 75150-6643

Re: Voluntary Cleanup Program (VCP) Participation Request-Revised  
Carpenter Park  
2300 Live Oak Street, 312 N. Pearl Expressway, 435 N. Central Expressway, 2201 and  
2211 Pacific Avenue, and 318 Crocket Street  
Dallas, Texas  
Terracon Project No. 94187333A

Dear Ms. Nixon:

Terracon Consultants, Inc. (Terracon) recently conducted a Limited Site Investigation (LSI) for the above-referenced site on behalf of the City of Dallas. A link to Terracon's LSI is provided in the enclosure notation at the end of this letter. The site consists of six tracts of land including a portion of property currently owned by the Texas Department of Transportation (TxDOT), namely the right-of-way (ROW) beneath the elevated section of Interstate Highway 345, totaling approximately 5.70 acres. In general, the western portion of the site is owned by the City of Dallas and the eastern portion of the site is owned by TxDOT. Attached for reference is a figure (Figure 1) which generally depicts the areas owned by the City of Dallas and that owned by TxDOT. The City of Dallas intends to redevelop the site, both City of Dallas and TxDOT owned properties, to improve and expand Carpenter Park.

As part of Terracon's LSI, a total of 6 soil borings (SB-1, SB-3, SB-4, SB-5, SB-7, and SB-8) and 5 monitoring wells (MW-1, MW-2, MW-2A, MW-4, and MW-8) were installed across both City of Dallas and TxDOT property to evaluate potential releases associated with recognized environmental conditions (RECs) identified in Terracon's Phase I Environmental Site Assessment (ESA – Project No. 94177545), dated July 18, 2017 and revised July 21 and September 11, 2017. More specifically, 2 monitoring wells (MW-1 and MW-4) were installed on TxDOT property. Attached for referenced is a figure (Figure 2) which depicted the properties as well as the RECs, soil boring and monitoring well locations, and the existing mounded areas. It should be noted that the LSI was conducted across a larger tract of land, originally anticipated to be a part of Carpenter Park. Since completion of the LSI, the boundaries of Carpenter Park have been reduced to those depicted in the attached figures.

Terracon Consultants, Inc. 8901 Carpenter Freeway, Suite 100 Dallas, Texas 75247  
P (214) 630 1010 F (214) 630 7070 terracon.com

**VCP Participation Request**  
 Carpenter Park ■ Dallas, Texas  
 May 14, 2019 ■ Terracon Project No. 94187333A

**Terracon**

Various chemicals of concern were detected at both the City of Dallas and TxDOT properties but did not exceed their respective Texas Risk Reduction Program (TRRP) Action Levels, with the exception of arsenic, lead, and silver, of which arsenic and lead were detected in soils on TxDOT property. Terracon conducted additional analysis and further evaluation of the soil analytical data collected to date. For reference, attached are tables which summarize the soil and groundwater data for TxDOT property. Based on the findings, it can be reasonably anticipated that metals concentrations will not exceed TCEQ risk-based criteria and the site, including the TxDOT property, are anticipated to receive regulatory closure without the need for further investigation or response action.

Based on the results of Terracon's LSI, the City of Dallas intends to enroll the site, including TxDOT property, into the TCEQ Voluntary Cleanup Program (VCP) with the goal of achieving Residential Remedy Standard A regulatory closure. This form of closure will not result in activity and use limitations (AULs) and will allow for unrestricted use of the properties. The City of Dallas desires to enroll the entire site, including TxDOT owned properties, into the VCP as one contiguous site representing the future Carpenter Park. The City of Dallas respectfully requests TxDOT's approval to enroll the site into the VCP, acting upon TxDOT's behalf. Terracon will complete the VCP application, agreement and core data form. The City of Dallas will be named as "Applicant A". The cost to enroll the site into the VCP and pursue regulatory closure will be incurred by the City of Dallas.

Should you have any questions or require additional information, please do not hesitate to contact our office.

Sincerely,  
**Terracon Consultants, Inc.**



Lance Crabtree, P.G.  
 Senior Project Manager

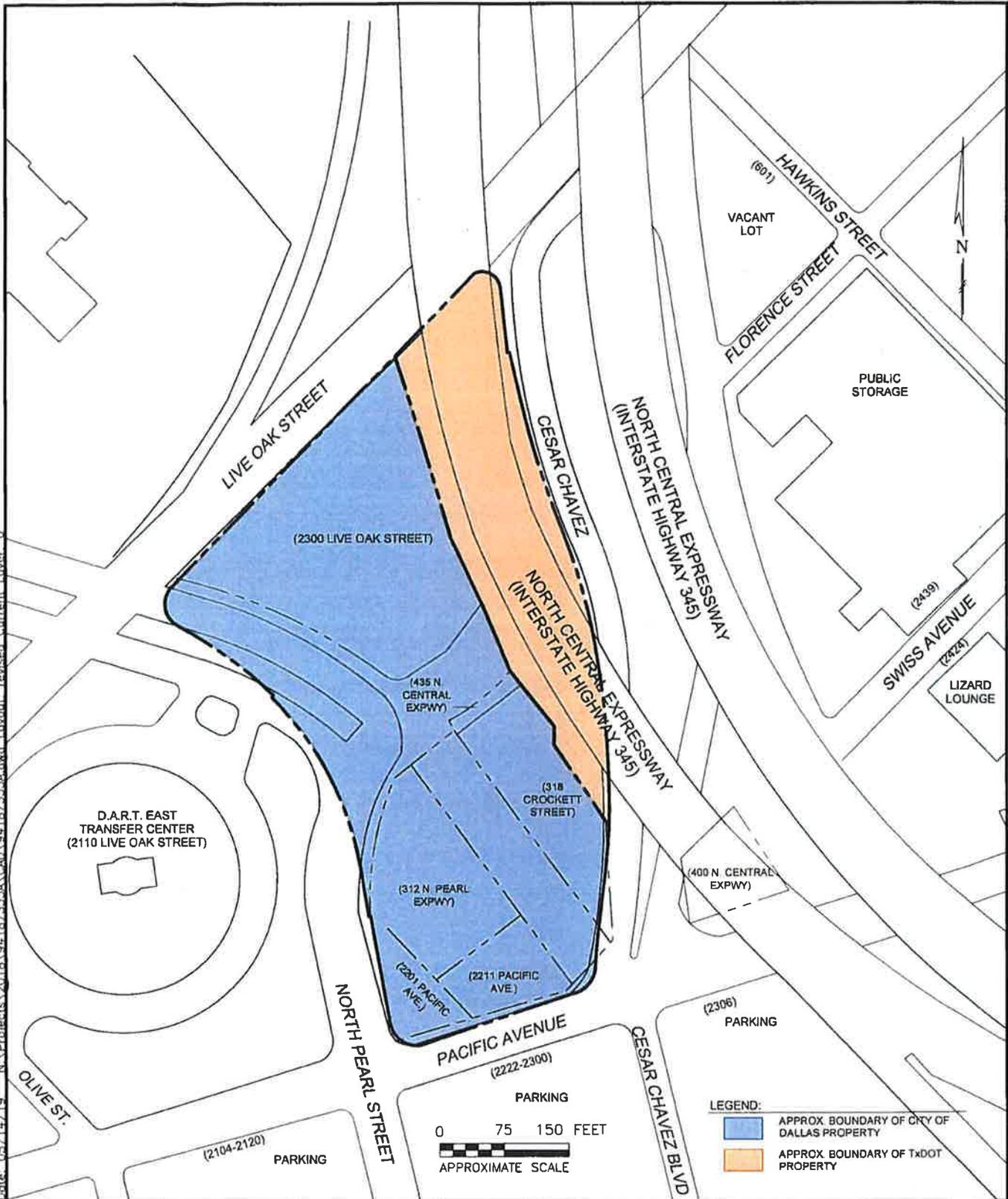


Michael Nibert, CHMM, C.E.M.  
 Group Manager

Enclosures:

- Figure 1-Site Diagram (depicting City of Dallas and TxDOT properties)
- Figure 2-Site Diagram with Features (depicting City of Dallas and TxDOT properties, RECs, soil boring and monitoring well locations, and mounded areas)
- Table 1-Soil Analytical Summary (TxDOT property only)
- Table 2-Groundwater Analytical Summary (TxDOT property only)
- Terracon Limited Site Investigation, dated August 31, 2018
- <https://terracon.sharefile.com/d-s8d5538411d94e369>

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Project Mgr	LWC
Drawn By	CDD
Checked By	LWC
Approved By	LWC

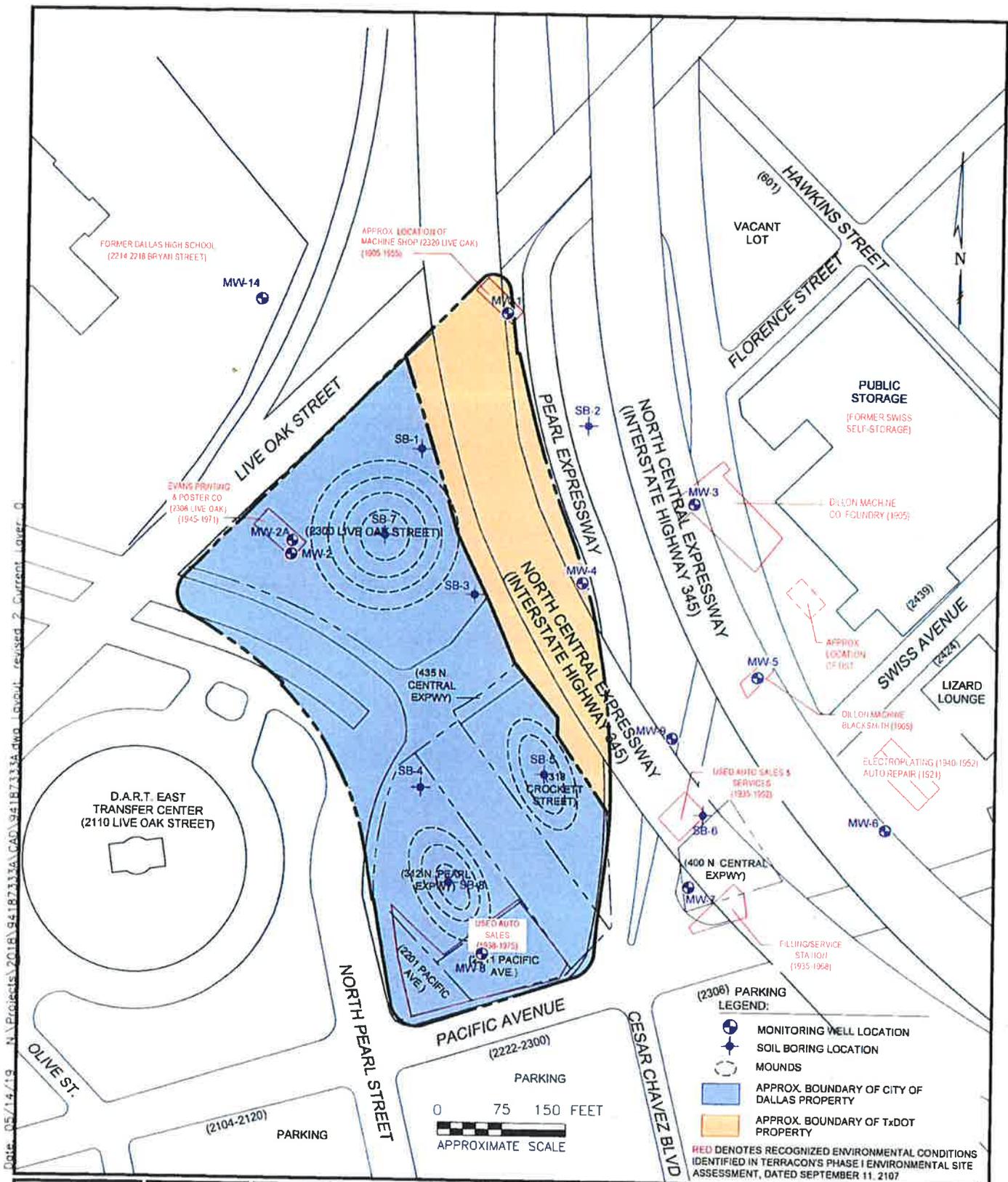
Project No	94187333
Scale	AS SHOWN
Date	05/14/19

**Terracon**  
 Consulting Engineers and Scientists  
 (Registration No. F-3272)  
 6901 CARPENTER FREEWAY DALLAS, TEXAS 75247  
 PH (214) 630-1010 FAX (214) 630-7070

**SITE DIAGRAM**

CARPENTER PARK  
 2300 LIVE OAK STREET  
 DALLAS, DALLAS COUNTY, TEXAS

FIGURE	1
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Project Mgr	LWC	Project No	94187333
Drawn By	CDD	Scale	AS SHOWN
Checked By	LWC	Date	05/14/19
Approved By	LWC		

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**SITE DIAGRAM WITH FEATURES**  
 CARPENTER PARK  
 2300 LIVE OAK STREET  
 DALLAS, DALLAS COUNTY, TEXAS

**FIGURE**  
 2

Table 1  
Soil Analytical Summary  
Carpenter Park - TxDOT Property  
Dallas, Texas  
Project No. 94187333

Chemical of Concern	CAS Number	TRRP Action Level <sup>1</sup>	TRRP Action Level <sup>1</sup>	
			MW-1	MW-4
			1-3 2/6/2013	0-1 2/7/2016
<b>Metals (mg/kg)</b>				
Arsenic	7440-38-0	5.4	—	—
Boron	7440-38-2	5.8	11.8	3.48
Barium	7440-39-3	440	107	97.7
Beryllium	7440-41-7	1.8	—	—
Cadmium	7440-43-0	1.5	1.12 J	0.2228 J
Chromium, Total	7440-47-3	2400	17.8	8.73
Chromium, Hexavalent	18540-28-9	28	—	—
Copper	7440-50-8	1000	—	—
Lead	7439-92-1	15	158	238
Nickel	7440-02-0	160	—	—
Selenium	7782-49-2	2.3	0.645 J	< 0.505 U
Silver	7440-22-4	0.48	0.325 J	0.229 J
Thallium	7440-28-0	1.7	—	—
Zinc	7440-66-8	2400	—	—
Maturity (pH=6.5)	7478-97-8A	2.1	8.512	0.269
<b>Cyanide (mg/kg)</b>				
Cyanide	57-12-5	40	—	—
<b>Bioleach Precipitation Leaching Procedure (BPLP) (mg/L)</b>				
Arsenic	7440-38-2	0.01	0.00494	—
Lead	7439-92-1	0.015	—	0.0716
Silver	7440-22-4	0.12	—	—
<b>Total Petroleum Hydrocarbons (TPH) (mg/kg)</b>				
C6-C12	TPH-1005-1	65	< 9.34 U	< 8.38 U
C12-C28	TPH-1005-2	200	48.8 J	< 6.38 U
C28-C35	TPH-1005-4	200	147	< 8.38 U
C6-C35	NA	NA	184	< 8.38 U
<b>Volatiles Organic Compounds (VOCs) (mg/kg)</b>				
Benzene	71-43-2	0.026	< 0.000156 U	< 0.000133 U
Bromobenzene	108-95-1	2.3	< 0.00680 U	< 0.000372 U
Bromochloromethane	74-97-5	3	< 0.000474 U	< 0.000403 U
Bromodichloromethane	75-27-4	0.065	< 0.000265 U	< 0.000225 U
Bromotoluene	75-25-2	0.63	< 0.000697 U	< 0.000593 U
Methyl bromide	74-83-9	0.13	< 0.00105 U	< 0.000897 U
2-Butanone (MEK)	78-93-3	20	< 0.00291 U	< 0.00247 U
tert-Butylbenzene	96-09-8	100	< 0.00462 U	< 0.000175 U
Sec-Butylbenzene	135-68-8	85	< 0.0110 U	< 0.000418 U
n-Butylbenzene	104-51-8	150	< 0.0447 U	< 0.00170 U
Carbon Tetrachloride	56-23-5	0.082	< 0.000233 U	< 0.000188 U
Chlorobenzene	108-90-7	1.1	< 0.000239 U	< 0.000203 U
Chloroethane	75-00-3	31	< 0.000547 U	< 0.000468 U
Chloroform	67-66-3	11	< 0.000292 U	< 0.000248 U
Methyl Chloride	74-87-3	0.41	< 0.000258 U	< 0.000225 U
2-Chlorobutane	95-49-8	9.1	< 0.00478 U	< 0.000333 U
4-Chlorobutane	106-43-4	11	< 0.00683 U	< 0.000373 U
p-Cymene (para-cymene)	99-87-6	230	< 0.00941 U	< 0.000357 U
1,2-Dibromo-3-Chloropropane	96-12-8	0.0017	< 0.0347 U	< 0.00132 U
Dibromochloromethane	124-48-1	0.049	< 0.000472 U	< 0.000401 U
1,2-Dibromothane	109-83-4	0.00021	< 0.000422 U	< 0.000398 U
Methylene bromide	74-95-3	1.1	< 0.000351 U	< 0.000299 U
1,2-Dichlorobenzene	95-50-1	18	< 0.00884 U	< 0.000356 U
1,3-Dichlorobenzene	541-73-1	8.7	< 0.00831 U	< 0.000315 U
1,4-Dichlorobenzene	106-46-7	2.1	< 0.00532 U	< 0.000202 U
Dichlorodifluoromethane	75-71-8	240	< 0.000425 U	< 0.000361 U
1,2-Dichloroethane	107-06-2	0.014	< 0.000350 U	< 0.000298 U
1,1-Dichloroethane	75-34-3	18	< 0.000201 U	< 0.000171 U
trans-1,2-dichloroethylene	156-60-5	0.49	< 0.000292 U	< 0.000248 U
cis-1,2-Dichloroethylene	156-60-5	0.25	< 0.000292 U	< 0.000248 U
1,1-Dichloroethane	75-34-3	0.09	< 0.000201 U	< 0.000201 U
2,2-Dichloropropane	59-42-7	0.12	< 0.00118 U	< 0.00100 U
1,3-Dichloropropane	142-28-0	0.084	< 0.000249 U	< 0.000212 U
1,2-Dichloropropane	78-87-5	0.023	< 0.000471 U	< 0.000401 U
trans-1,3-dichloropropane	10051-02-0	0.036	< 0.000303 U	< 0.000258 U
1,1-Dichloropropane	563-56-6	0.13	< 0.000422 U	< 0.000359 U
cis-1,3-Dichloropropane	10051-01-5	0.0068	< 0.000427 U	< 0.000383 U
Chlorobenzene	100-41-4	7.6	< 0.000429 U	< 0.000365 U
Hexachlorobutadiene	87-68-3	3.3	< 0.0447 U	< 0.00170 U
hexachlorobenzene	98-82-8	350	< 0.000187 U	< 0.000142 U
Methylene Chloride	75-00-2	0.013	< 0.00499 U	< 0.00424 U
MTBE	1634-04-4	0.82	< 0.000098 U	< 0.000084 U
Naphthalene	91-20-3	31	0.9978 J	< 0.00170 U
n-Propylbenzene	103-65-1	45	< 0.00401 U	< 0.00152 U
Styrene	100-42-5	3.3	< 0.00150 U	< 0.00121 U
1,1,1,2-Tetrachloroethane	630-02-8	1.4	< 0.000408 U	< 0.000345 U
1,1,2,2-Tetrachloroethane	79-34-5	0.023	< 0.0103 U	< 0.000389 U
Tetrachloroethylene	127-18-4	0.05	< 0.000255 U	< 0.000217 U
Toluene	108-88-3	8.2	< 0.000098 U	< 0.000049 U
1,2,3-Trichlorobenzene	87-81-6	28	< 0.0447 U	< 0.00170 U
1,2,4-Trichlorobenzene	120-82-1	4.8	< 0.0447 U	< 0.00170 U
1,1,1-Trichloroethane	79-00-5	0.02	< 0.000325 U	< 0.000278 U
1,1,1-Trichloroethane	71-56-9	1.8	< 0.000338 U	< 0.000287 U
Trichloroethylene	79-01-6	0.034	< 0.000328 U	< 0.000277 U
Trichlorofluoromethane	75-69-4	130	< 0.000484 U	< 0.000412 U
1,2,3-Trichloropropane	96-18-4	0.00053	< 0.00197 U	< 0.000096 U
1,2,4-Trimethylbenzene	95-63-6	33	< 0.00252 U	< 0.0000958 U
1,3,5-Trimethylbenzene	108-67-6	30	< 0.00889 U	< 0.000337 U
Vinyl Chloride	75-01-4	0.022	< 0.000825 U	< 0.000702 U
m-Xylene	95-47-6	7.1	< 0.000499 U	< 0.000424 U
p-Xylene	119601-23-1	0	< 0.000608 U	< 0.000842 U
Total Xylenes	1330-20-7	120	< 0.000499 U	< 0.000474 U
<b>Polyyclic Aromatic Hydrocarbons (PAHs)</b>				
Acenaphthene	83-32-9	240	0.9233	0.6385
Acenaphthylene	208-69-8	410	8.123	0.5832
Anthracene	120-12-7	6900	0.192	0.148
Benzo[a]anthracene	56-55-3	41	0.846	0.609
Benzo[a]pyrene	50-32-8	4.1	8.438	0.428
Benzo[b]fluoranthene	205-89-2	42	9.354	0.373
Benzo[k]fluoranthene	191-24-2	1800	0.328	0.289
Benzo[k]perylene	207-09-9	420	0.488	0.483
Chrysene	218-01-0	4100	0.491	0.536
Dibenz[a,h]anthracene	53-70-3	4	0.183	0.11
Dibenzofuran	132-64-9	33	0.268	0.244
Fluoranthene	270-44-0	1900	1.12	1.88
Fluorene	85-73-7	300	0.289	0.572
Indeno[1,2,3-c,d]pyrene	193-39-6	42	0.281	0.248
Naphthalene	91-20-3	31	0.842	0.289
Phenanthrene	85-01-6	420	0.587	0.62
Pyrene	129-00-0	1100	0.997	0.848

Notes  
 All results reported in milligrams per kilogram (mg/kg)  
 \* TRRP Action Levels as defined in the TCEQ guidance Determining Which Roles are Subject to TRRP, revised November 19, 2010  
 < = Constituent not detected above the indicated laboratory SDL  
 U = The analyte was analyzed for but was not detected above the level of the associated value. The associated value is the Sample Detection Limit (SDL)  
 B = Analyte also detected in the associated blank  
 J = Estimated value, analyte detected above laboratory SDL, but below the method quantitation limit (MQL)  
 — = Not applicable and/or not analyzed  
 Bold denotes concentrations above laboratory SDL.  
 Bold and italicized denotes concentrations exceeding Action Levels.  
 Light blue background denotes laboratory SDL greater than the (MQL)/(BSDL) ratio.

Table 2  
Groundwater Analytical Summary  
Carpenter Park - TxDOT Property  
Dallas, Texas  
Project No. 94187333

Chemical of Concern	CAS Number	TRRP Action Level*	Sample Identifier			
			MW-1 2/15/2018	MW-1 6/25/2018	MW-4 2/15/2018	MW-4 6/25/2018
<b>Metals (mg/L)</b>						
Antimony	7440-36-0	0.008	—	0.000348 J	—	< 0.000240 U
Arsenic	7440-38-2	0.01	—	0.00113 J	—	0.000409 J
Barium	7440-39-3	2	—	0.0900	—	0.0800
Beryllium	7440-41-7	0.004	—	0.000195 J	—	< 0.000131 U
Cadmium	7440-43-9	0.005	—	< 0.000147 U	—	< 0.000147 U
Chromium, Total	7440-47-3	0.1	—	0.00265 J	—	0.000363 J
Chromium, Hexavalent	10540-29-9	0.1	—	—	—	—
Copper	7440-50-8	1.3	—	0.00748	—	< 0.000747 U
Lead	7439-92-1	0.015	—	0.00188 J	—	0.00435 J
Nickel	7440-02-0	0.49	—	0.00257	—	0.00313
Selenium	7782-49-2	0.05	—	0.00143 J	—	0.00209
Silver	7440-22-4	0.12	—	< 0.000251 U	—	< 0.000251 U
Thallium	7440-28-0	0.002	—	< 0.000332 U	—	< 0.000332 U
Zinc	7440-66-6	7.3	—	0.0188 J	—	0.00415 J
Mercury (pH=8)	7439-97-6A	0.002	—	< 0.0000263 U	—	< 0.0000263 U
<b>Cyanide (mg/kg)</b>						
Cyanide	57-12-5	0.2	—	—	—	—
<b>Total Petroleum Hydrocarbons (TPH) (mg/L)</b>						
<b>C8-C12</b>						
>C12-C28	TPH-1005-1	0.98	< 0.683 U	—	< 0.689 U	—
>C28-C35	TPH-1005-2	0.98	< 0.683 U	—	< 0.689 U	—
C8-C35	TPH-1005-4	0.98	< 0.683 U	—	< 0.689 U	—
<b>Volatile Organic Compounds (VOCs) (mg/L)</b>						
Benzene	71-43-2	0.005	< 0.000185 U	—	< 0.000185 U	—
Bromobenzene	108-86-1	0.2	< 0.000258 U	—	< 0.000258 U	—
Bromochloromethane	74-97-5	0.98	< 0.000328 U	—	< 0.000328 U	—
Bromodichloromethane	75-27-4	0.015	< 0.000184 U	—	< 0.000184 U	—
Bromoforn	75-25-2	0.12	< 0.000348 U	—	< 0.000348 U	—
Methyl bromide	74-83-9	0.034	< 0.000127 U	—	< 0.000127 U	—
2-Butanone (MEK)	78-93-3	15	< 0.00132 U	—	< 0.00132 U	—
n-Butylbenzene	104-51-6	1.2	< 0.00209 U	—	< 0.00209 U	—
Sec-Butylbenzene	135-98-8	0.98	< 0.000124 U	—	< 0.000124 U	—
tert-Butylbenzene	98-08-8	0.98	< 0.000177 U	—	< 0.000177 U	—
Carbon Tetrachloride	56-23-5	0.005	< 0.000243 U	—	< 0.000243 U	—
Chlorobenzene	108-90-7	0.1	< 0.000110 U	—	< 0.000110 U	—
Chloroethane	75-00-3	9.8	< 0.000190 U	—	< 0.000190 U	—
Chloroform	67-66-3	0.24	< 0.000107 U	—	< 0.000107 U	—
Methyl Chloride	74-87-3	0.07	< 0.00500 U	—	< 0.00500 U	—
2-Chlorotoluene	95-49-8	0.49	< 0.000293 U	—	< 0.000293 U	—
4-Chlorotoluene	108-43-4	0.49	< 0.000114 U	—	< 0.000114 U	—
p-Cymene (p-Isopropyltoluene)	99-87-8	2.4	< 0.000150 U	—	< 0.000150 U	—
Dibromochloromethane	124-48-1	0.011	< 0.000212 U	—	< 0.000212 U	—
1,2-Dibromo-3-Chloropropane	96-12-8	0.0002	< 0.000707 U	—	< 0.000707 U	—
1,2-Dibromoethane	106-93-4	0.00005	< 0.000380 U	—	< 0.000380 U	—
Methylene bromide	74-95-3	0.12	< 0.000186 U	—	< 0.000186 U	—
1,2-Dichlorobenzene	95-50-1	0.6	< 0.000175 U	—	< 0.000175 U	—
1,3-Dichlorobenzene	541-73-1	0.73	< 0.000169 U	—	< 0.000169 U	—
1,4-Dichlorobenzene	106-48-7	0.075	< 0.000222 U	—	< 0.000222 U	—
Dichlorodifluoromethane	75-71-8	4.9	< 0.000148 U	—	< 0.000148 U	—
1,1-Dichloroethane	75-34-3	4.9	< 0.000182 U	—	< 0.000182 U	—
1,2-Dichloroethane	107-06-2	0.005	< 0.000283 U	—	< 0.000283 U	—
1,1-Dichloroethene	75-35-4	0.007	< 0.000178 U	—	< 0.000178 U	—
cis-1,2-Dichloroethylene	156-59-2	0.07	< 0.000182 U	—	< 0.000182 U	—
trans-1,2-dichloroethylene	156-60-5	0.1	< 0.000187 U	—	< 0.000187 U	—
1,2-Dichloropropane	78-87-5	0.005	< 0.000170 U	—	< 0.000170 U	—
1,3-Dichloropropane	142-28-0	0.0091	< 0.000199 U	—	< 0.000199 U	—
2,2-Dichloropropane	594-20-7	0.013	< 0.000154 U	—	< 0.000154 U	—
1,1-Dichloropropene	563-58-0	0.0091	< 0.000257 U	—	< 0.000257 U	—
cis-1,3-Dichloropropene	10061-01-5	0.0017	< 0.000126 U	—	< 0.000126 U	—
trans-1,3-dichloropropene	10061-02-6	0.0091	< 0.000198 U	—	< 0.000198 U	—
Ethylbenzene	100-41-4	0.7	< 0.000190 U	—	< 0.000190 U	—
Hexachlorobutadiene	87-68-3	0.012	< 0.00200 U	—	< 0.00200 U	—
Isopropylbenzene	98-82-8	2.4	< 0.000218 U	—	< 0.000218 U	—
Methylene Chloride	75-09-2	0.005	< 0.00200 U	—	< 0.00200 U	—
MTBE	1634-04-4	0.24	< 0.000500 U	—	< 0.000500 U	—
Naphthalene	91-20-3	0.49	< 0.00200 U	—	< 0.00200 U	—
n-Propylbenzene	103-65-1	0.98	< 0.000173 U	—	< 0.000173 U	—
Styrene	100-42-5	0.1	< 0.000197 U	—	< 0.000197 U	—
1,1,1,2-Tetrachloroethane	830-20-6	0.035	< 0.000195 U	—	< 0.000195 U	—
1,1,2,2-Tetrachloroethane	79-34-5	0.0040	< 0.000365 U	—	< 0.000365 U	—
Tetrachloroethylene	127-18-4	0.005	0.000390 J	—	< 0.000347 U	—
Toluene	108-88-3	1	< 0.000500 U	—	< 0.000500 U	—
1,2,3-Trichlorobenzene	87-61-6	0.073	< 0.00200 U	—	< 0.00200 U	—
1,2,4-Trichlorobenzene	120-82-1	0.07	< 0.00200 U	—	< 0.00200 U	—
1,1,1-Trichloroethane	71-55-6	0.2	< 0.000130 U	—	< 0.000130 U	—
1,1,2-Trichloroethane	79-00-5	0.005	< 0.000272 U	—	< 0.000272 U	—
Trichloroethylene	79-01-8	0.005	< 0.000218 U	—	< 0.000218 U	—
Trichlorofluoromethane	75-69-4	7.3	< 0.000191 U	—	< 0.000191 U	—
1,2,3-Trichloropropane	98-18-4	0.00003	< 0.000214 U	—	< 0.000214 U	—
1,2,4-Trimethylbenzene	95-63-6	0.83	< 0.000113 U	—	< 0.000113 U	—
1,3,5-Trimethylbenzene	108-67-8	0.83	< 0.000178 U	—	< 0.000178 U	—
o-Xylene	95-47-8	10	< 0.000500 U	—	< 0.000500 U	—
m,p-Xylenes	179801-23-1	—	< 0.00100 U	—	< 0.00100 U	—
Vinyl Chloride	75-01-4	0.002	< 0.000232 U	—	< 0.000232 U	—
Total Xylenes	1330-20-7	10	< 0.000500 U	—	< 0.000500 U	—

Notes  
 All results reported in milligrams per liter (mg/L)  
 \* TRRP Action Levels as defined in the TCEQ guidance *Determining Which Releases are Subject to TRRP*, revised November 19, 2010  
 < = Constituent not detected above the indicated laboratory SDL  
 U = The analyte was analyzed for but was not detected above the level of the associated value. The associate value is the Sample Detection Limit (SDL)  
 J = Estimated value, constituent detected above laboratory SDL but below the method quantitation limit (MQL)  
 — = Not analyzed and/or not applicable  
 Bold denotes concentrations above laboratory SDL  
 Light blue highlight denoted laboratory SDL greater than the RALC/Critical PCL

## STANDARD LEASE AGREEMENT

**STATE OF TEXAS** §

**COUNTY OF DALLAS** § **LEASE NO. L18-057-481**

This lease is made and entered into this 11/15/2018, by and between the State of Texas acting through the Texas Department of Transportation ("the Department," or, "the State"), and West Fields, LLC ("Lessee").

The Department is authorized to lease state highway assets pursuant to Chapter 202, Subchapter C, Section 202.052, of the Texas Transportation Code; and

The State is the owner of the real property situated in Dallas, Dallas County, Texas, described on Exhibit "A" attached hereto, and made a part of this lease ("premises");

Lessee wishes to lease the premises from the State desires to lease the premises to Lessee;

Now, therefore, in consideration of the mutual terms, covenants, and conditions set forth herein, the Department and Lessee hereby agree as follows:

### ARTICLE 1. TERM

1.01 **Term.** The term of this Lease is 25 years, beginning on 11/15/2018 ("Commencement Date"), and ending on 11/14/2046 ("Term"), unless terminated sooner.

1.02 **Early Cancellation.** Except as provided in Article 11 of this lease, either of the parties may cancel this lease upon 24 months written notice to the other party.

### ARTICLE 2. RENT

2.01 **Rent.** As consideration for the lease of the premises pursuant to this Lease, Lessee shall pay a total rent in the amount of \$X to be paid annually as set forth in Exhibit "B".

2.02 **Method of Payment.** Payment shall be made to the Department at: Texas Department of Transportation, Finance Department Office at PO Box 149001, Austin, TX 78714-9001, or at such other place as the Department may from time to time direct by notice delivered to Lessee.

2.03 **Late Charge.** If Lessee tenders the rent to the Department more than fifteen (15) days after the due date, Lessee shall pay an administrative late charge of five percent (5%) on the total rent due to the Department.

2.04 **Rent Adjustment.** INTENTIONALLY REMOVED

2.05 **Bond or Other Security.** **INTENTIONALLY REMOVED**

ARTICLE 3. IMPOSITIONS

3.01 **Impositions Defined.** The term "Impositions," means all taxes, charges for public utilities, license, franchise and permit fees, and any other charges by any public authority that are imposed during the lease Term upon the premises or upon the improvements situated on the premises. Nothing in this Article 3 shall be construed as approval or authorization for Lessee's transfer, assignment, sublease, or conveyance of its interest in this lease or in the premises or in any improvements situated on the premises.

3.02 **Lessee's Obligation for Impositions.** Lessee will pay all Impositions when due. Lessee shall promptly deliver evidence of payment upon request by the Department. Lessee may not defer the payment of any Imposition in a manner that would cause a lien to be placed upon the premises. The Department shall not be liable for any interruption or failure in the supplying of any utilities to the premises.

ARTICLE 4. CONSTRUCTION

4.01 **Permitted Construction.** (a) At its sole cost and risk, Lessee may construct a soccer field complex and associated improvements including buildings, lighting, and fencing (the "improvements") within the premises in compliance with plans and specifications provided for in Sections 4.02 and 4.03 of this lease.

(b) The improvements are to be designed and constructed to provide the Department access to inspect, maintain, and repair the premises.

(c) The Department shall have the right to approve all construction plans. Any significant revision to the approved design of the improvements shall be subject to prior written approval of the District Engineer. (The term "District Engineer," is defined in Section 13.07 of this lease). The Department's review of the plans, approval of construction, or approval of modifications or revisions to the plans, shall be completed 45 days from submittal by Lessee. The Department's review of the plans, approval of construction, or approval of modifications or revisions to the plans, shall under no circumstances constitute a representation by the Department as to the quality or safety of the design, or as to the compliance of the design to any applicable laws, statutes, rules and ordinances.

(d) All improvements which are located within the premises at any time during the term of this lease shall become the property of the Department upon expiration or termination of this lease.

4.02 **Preliminary Plans.** Lessee, prior to the Department's execution of this lease, shall provide the Department with preliminary plans for Lessee's proposed use of the premises. The preliminary plans shall include maps, and sketches depicting the improvements and Lessee's proposed use of the premises. The preliminary plans must set out the relation of the proposed use of the premises to the adjacent "Highway Facility," as that term is defined in Section 13.08 of this lease.

4.03 **Traffic Control Plans.** Lessee, prior to the Department's execution of this lease, shall provide the Department with a full set of traffic control plans for the Department's approval. The lessee may not begin construction work until it has received the Department's written approval of the traffic control plans. The plans, which may include plan sheets, general notes, specifications, and quantities, must fully detail the regulation of traffic on the adjacent Highway Facility during the lease Term. The plans must

specify how traffic will be regulated before, during, and after any planned construction on the premises. The plans must conform to the safety and design standards set out in the current version of the Texas Manual on Uniform Traffic Control Devices and may not be amended without the Department's written consent.

**4.04 Construction Plans.** (a) Lessee shall furnish to the District Engineer two sets of complete plans, details and specifications for the construction of the improvements. Lessee may not begin construction without the Department's written approval of the plans and specifications. The plans and specifications must substantially reflect the design set out in the preliminary plans required under Section 4.02 of this lease. The construction plans must be prepared by a professional architect or engineer registered in Texas, and must bear prominently the architect or engineer's signature in accordance with applicable architectural and engineering board rules. (b) The improvements shall be designed and constructed to comply with any and all applicable building codes, ordinances and other laws, rules and regulations, including, but not limited to, the Americans with Disabilities Act (ADA), (Public Law 101-336, July 26, 1990, as amended) and the Elimination of Architectural Barriers Act (TABAA), (Chapter 469, Texas Government Code, as amended).

**4.05 Construction Standards.** The improvements, and any repairs to the improvements, shall be constructed in accordance with the following standards:

- (a) Lessee's selection of a general contractor shall be subject to the Department's written approval;
- (b) All construction work shall be performed in a good, workmanlike manner in accordance with good industry practice for the type of work in question;
- (c) Lessee must obtain all required governmental licenses, permits and authorizations prior to beginning construction and shall provide copies of same to the Department upon request;
- (d) Lessee must maintain insurance coverage in the amounts set forth in Article 9 of this lease during all construction;
- (e) After commencement of construction, Lessee shall prosecute the construction with due diligence; and
- (f) **INTENTIONALLY REMOVED**

**4.06 Temporary Use of the Department's Property.** If Lessee requires use of the Department's right of way for access, staging, or storage, Lessee shall submit a written request to the Department for the Department's written authorization of the requested use. Lessee shall submit the request not less than 30 days before the use of Department's right of way is necessary. The request must include a complete set of traffic control plans, as described in this Article 4 of the lease. The approval or denial of Lessee's temporary use of Department's property shall be at the sole discretion of the District Engineer. Lessee's temporary use of Department's property shall not give Lessee any right or interest in Department property.

**4.07 As-Built Plans.** Lessee shall provide the Department a complete set of reproducible "As- Built" plans no later than 90 days after the completion of construction. The plans must be prepared by a professional architect or engineer registered in Texas, and must bear prominently the architect or engineer's signature in accordance with applicable architectural and engineering board rules.

**4.08 Hold Harmless.** Lessee shall indemnify, protect, and hold harmless the State from and against all claims and liabilities arising by virtue of or relating to inspection, construction, maintenance, or

repair of the premises or of the improvements situated on the premises (including repairs, restoration, and rebuilding).

## ARTICLE 5. USE OF THE PREMISES

**5.01 Permitted Use.** Subject to the terms and provisions this lease, Lessee shall continuously use and occupy the premises solely for the purpose of constructing and operating a soccer field complex with concessions and associated improvements including portable buildings, lightings and fencing. Any proposed change in the use is subject to the Department's written approval. Lessee's use of the premises shall not interfere with highway use.

**5.02 Maintenance Requirements.** Lessee shall maintain the improvements and the premises at its sole expense. Lessee shall keep the improvements and premises in good condition, both as to safety and appearance. Lessee shall deliver up the premises in good repair and condition, reasonable wear and tear excepted, at the expiration or termination of this lease.

**5.03 Removal of Improvements.** Lessee may not without Lessor's prior written approval remove or destroy any of the Improvements or equipment located within the Premises (collectively referred to in this Section as "Improvements"). Lessor may require Lessee, at Lessee's expense, to remove all or part of the Improvements, and if Lessee refuses to do so, Lessor may, but is not obligated to, (i) remove the Improvements at Lessee's expense and Lessee shall pay the cost thereof, including but not limited to the cost of labor, materials, equipment, plans and administration, within ten (10) days after notice of a statement of said costs from Lessor, or (ii) assume possession, control and ownership of the Premises and the Improvements. In the event Lessor requires Lessee to remove all or part of the Improvements, Lessor will provide Lessee with six (6) months written notice prior to the expiration date of this Lease; provided, however, that the provision of (6) months written notice to Lessee shall not apply in the event of default or abandonment by Lessee.

If Lessor requires Lessee to remove all or part of the Improvements, Lessee must remove them within the time provided in Lessor's notice to Lessee and must restore the Premises as nearly as practicable to the same condition that existed before Lessee entered thereon, except as otherwise approved in writing by Lessor.

If Lessor requires Lessee to remove all or part of the Improvements or if Lessee requests to remove all or part of the Improvements, Lessee must submit plans for such action to the District Engineer. Such plans are subject to the written approval of Lessor prior to the commencement of such removal.

In the event Lessee fails or refuses to remove all or a part of the Improvements as required by Lessor, Lessee understands and agrees that it will be necessary for Lessor to enter upon Lessee's property, if any, to which these Improvements are situated for the purpose of demolishing and/or removing the Improvements. **LESSEE HEREBY AUTHORIZES THE LESSOR, ITS EMPLOYEES, AGENTS, CONTRACTORS OR ASSIGNS TO ENTER UPON LESSEE'S PROPERTY, IF ANY, FOR THE PURPOSE OF DEMOLISHING AND/OR REMOVING SAID IMPROVEMENTS AND, EXCEPT FOR DAMAGES AND CLAIMS CAUSED BY LESSOR'S SOLE NEGLIGENCE, EXPRESSLY WAIVES ALL DAMAGES OR CLAIMS THAT MAY RESULT FROM SUCH ENTRY, DEMOLITION AND/OR REMOVAL EVEN IF SUCH DAMAGES OR CLAIMS ARISE FROM OR ARE ATTRIBUTED TO THE CONCURRENT NEGLIGENCE OF LESSOR.**

**5.04 Security for Removal.** Simultaneously with the execution of this Lease, Lessee at its sole cost and expense shall deliver to Lessor a surety bond for the sum of \$250,000.00, issued by a company licensed by the Texas Department of Insurance and in a form acceptable to Lessor, naming the Texas Department of Transportation as Oblige. Said surety bond shall be for the purpose of guaranteeing performance of the obligations Lessee has hereunder to remove the Improvements, at Lessee's expense, upon expiration or sooner termination of this Lease. The surety bond shall be renewed by Lessee prior to each successive expiration thereof and a continuation certification shall be delivered to Lessor not less than ten (10) days prior to the expiration of the surety bond. The surety bond shall state that said bond will not be cancelled, materially changed or subject to non-renewal without thirty (30) days prior written notice to the Lessor. The sum of the surety bond is subject to review and escalation as reasonably deemed necessary by Lessor, to reflect the estimated costs of Lessee's obligations to remove the Improvements hereunder, once every two (2) years from the commencement date of this Lease until its expiration or sooner termination.

In the event the surety bond is canceled and Lessee does not provide Lessor with another surety bond acceptable to Lessor, Lessor may require Lessee, and Lessee hereby agrees and understands, to provide security for Lessee's obligations hereunder to remove the Improvements in a form acceptable to Lessor.

## ARTICLE 6. COMPLIANCE WITH LAWS

**6.01 Hazardous Materials.** "Hazardous Materials" means any substance, material, or waste that is or becomes regulated by the federal government, the State of Texas, or by any local governmental agency, including, but not limited to:

(a) Any material or substance that is:

(1) designated as a "hazardous substance" pursuant to Section 311 of the Clean Water Act, 33 U.S.C. § 1317;

(2) defined as a "hazardous substance" pursuant to Section 101 of the Comprehensive Environmental Response, Compensation, and Liability Act, 42 U.S.C. § 9601 et seq.; or

(3) defined as a "hazardous waste pursuant to Section 1004 of the Resource Conservation and Recovery Act, 42 U.S.C. § 6901 et seq.

(b) petroleum;

(c) asbestos; or

(d) polychlorinated biphenyls (PCBs).

**6.02 Hazardous Materials Laws.** "Hazardous Materials Laws" means any federal, state, or local statute, ordinance, order, rule, or regulation of any type relating to the storage, handling, use, or disposal of any Hazardous Materials, the contamination of the environment, or any removal of such contamination, including, without limitation, those statutes referred to in Section 6.01 of this lease.

**6.03 Compliance with Laws.** Lessee shall not undertake or suffer any activity to be conducted upon the premises that constitutes a nuisance, is immoral or obscene, or is a threat to the welfare of the general public. Lessee, at its own expense, shall comply, and will cause, its employees, agents, representatives, licensees, concessionaires, invitees, assignees, subtenants, and any individual or entity using or occupying the premises by, through or under Lessee, to comply with all applicable laws, statutes, rules, and ordinances, whether now existing or hereafter enacted or promulgated that apply to the construction, alteration, occupation, or use of the premises and improvements, including the

Americans with Disabilities Act (ADA), (Public Law 101-336, July 26, 1990, as amended), the Elimination of Architectural Barriers Act (TABAA), (Chapter 469, Texas Government Code, as amended), and Hazardous Materials Laws. Nothing in this Article 6 shall be construed as approval or authorization for Lessee's transfer, assignment or conveyance of its interest in this lease or in the premises or in the improvements.

**6.04 Cleanup Costs, Default, and Indemnification.** (a) Lessee shall be fully and completely liable to the State for any and all cleanup costs, and any and all other charges, fees, and penalties (civil and criminal) imposed by any governmental authority with respect to Lessee's use, disposal, transportation, generation, or sale of Hazardous Materials, in or about the premises. Lessee's obligations under this section of the lease shall survive the termination of this lease and shall be in effect for so long as Lessee may be liable under applicable laws.

(b) Lessee shall indemnify, defend, and save the State harmless from any and all of the costs, fees, penalties, and charges assessed against or imposed upon the State (as well as the State's attorney fees and costs) as a result of Lessee's use, disposal, transportation, generation, or sale of Hazardous Materials.

(c) If Lessee fails to comply with any of the provisions of this Article 6 of this lease, the State, in addition to the rights and remedies set forth elsewhere in this lease, shall be entitled to:

- (1) terminate this lease immediately; and
- (2) recover any and all damages associated with Lessee's non-compliance, including, but not limited to cleanup costs and charges, civil and criminal penalties and fees, and any and all damages and claims asserted by third parties and the State's attorney fees and costs.

## ARTICLE 7. INSPECTION

**7.01 Inspection.** The Department and its authorized representatives may enter the premises at any time to inspect, maintain, or reconstruct highway facilities as necessary, and to determine compliance with the terms and conditions of this lease. The Department's inspection of the premises shall not constitute a representation as to the quality or safety of the design or construction of the premises. Lessee, subject to the Department's reasonable review and approval, shall determine whether the maintenance or reconstruction activities will impact its business, and have the right to abate the rent and extend the lease for the period of maintenance or reconstruction and restoration of the premises

## ARTICLE 8. LIENS AND FINANCING

**8.01 Allowable Mortgages and Security Interests.** Lessee may mortgage or otherwise pledge or grant a security interest in its leasehold interest to secure financing for the acquisition of the leasehold and for the construction and operation of an improvement permitted under this lease, subject to the terms and conditions contained in this lease.

**8.02 Prohibited Mortgages and Liens.** Notwithstanding the provisions of Section 8.01 of this lease, Lessee shall keep the lease and any improvements on the premises free from all liens. Lessee shall furnish to the Department within five days of receipt by Lessee copies of any and all notices and correspondence directed to Lessee by any person or entity alleging the right to file a lien, or notifying Lessee of the filing of any lien against the fee of the premises. If a lien is filed against the fee or against the improvements, Lessee shall immediately discharge the lien by payment, bonding or otherwise.

**8.03 No Liens Upon Expiration or Termination.** Lessee and its successors shall deliver the premises and the improvements to the Department free and clear of any debt or encumbrances at the expiration or termination of this lease.

**8.04 Department's Lien.** If Lessee defaults under this lease, the State has a lien on all goods, chattels, or personal property of any description belonging to Lessee that are placed in, or become part of, the premises, as security for rent due and to become due for the remainder of the current lease term. This lien is not in lieu of, nor in any way affects, the statutory landlord's lien, but is in addition to it, and Lessee grants to the State a security interest in all personal property placed in or on the premises for purposes of this contractual lien.

## ARTICLE 9. INDEMNITY AND INSURANCE

**9.01 Indemnity.** Lessee shall indemnify and save harmless the State from any and all liability, damage, expense, cause of action, suits, claims, or judgments by any reason whatsoever caused by, or arising out of, the use, occupation, and control of the premises by Lessee, its employees, agents, representatives, licensees, concessionaires, invitees, assignees, subtenants, and by any individual or entity using or occupying the premises by, through or under Lessee. Nothing in this Article 9 shall be construed as authorization of approval of Lessee's transfer, assignment or conveyance of its interest in the lease, the premises or in any improvements situated on the premises.

**9.02 Liability Insurance.** (a) At all times during the lease Term, Lessee, at its sole cost and expense, shall, carry commercial general liability insurance coverage with limits of at least \$1,000,000 for each occurrence and \$2,000,000 general aggregate. The policy shall insure against bodily injury, death and property damage and shall include:

- (1) coverage for premises and operations;
- (2) coverage for the Department's concurring negligence; and
- (3) contractual liability coverage insuring the obligations of Lessee under the terms of

this lease, including but not limited to the indemnity obligations herein.

(b) The limits of policies required by this section of the lease are subject to review and escalation as deemed necessary by the Department once every two years from the Commencement Date of this lease until its expiration or sooner termination.

**9.03 Liquor Liability Insurance.** If Lessee is engaged in any way in the sale of alcoholic beverages, either for consumption of alcoholic beverages on the Premises or off the Premises, Lessee will also maintain liquor liability insurance with the limits of not less than Five Hundred Thousand Dollars (\$500,000.00) each common cause and One Million Dollars (\$1,000,000.00) aggregate.

**9.04 Contractor's Insurance.** Lessee shall require its contractors to carry at all times while engaged in the construction, alteration, repair, reconstruction or maintenance of the improvements during the lease Term, the following minimum insurance with companies authorized to do business in the State of Texas, naming the Department, as an additional insured, against claims of injuries to persons or damages to property, as a result of, or arising out of such construction, alteration, repair, reconstruction or maintenance of the improvements by Lessee's contractors:

(a) Worker's compensation as required by Texas law with the policy endorsed, where reasonably available, to provide a waiver of subrogation as to Lessee and the Department, and employer's liability insurance of at least \$1,000,000 (or the statutorily required minimum if higher) for each accident.

(b) Commercial general liability insurance with limits of at least \$1,000,000 each occurrence and at least \$2,000,000 general aggregate, which policy shall insure against bodily injury, death and property damage and shall include (i) coverage for premises and operations; and (ii) contractual liability coverage.

(c) Comprehensive automobile liability insurance, covering owned, hired and non-owned vehicles, with minimum limits of \$500,000 combined single limit, such insurance to include coverage for loading and unloading hazards.

**9.05 Insurance Certificates and Endorsements.** (a) All liability insurance policies required under this lease shall be with companies licensed by the Texas Department of Insurance and shall:

- (1) be endorsed to include the Department as an additional insured;
- (2) contain cross-liability and severability of interest endorsements;
- (3) state that this insurance is primary insurance as regards other insurance carried by any

Lessee; and

- (4) include waiver of subrogation endorsements in a form acceptable to the Department.

(b) Lessee shall also include waiver of subrogation endorsements in favor of the Department on any insurance coverages Lessee may carry in addition to that required herein for the premises or activities conducted thereon, including but not limited to workers compensation insurance.

(c) Lessee shall furnish the Department with certificates of all coverage required herein and with copies of the required endorsements prior to the commencement of this lease, and annually thereafter for each renewal policy not less than 30 days prior to the expiration of said policies. Certificates of insurance shall specify the additional insured status mentioned above as well as the waiver of subrogation and shall contain any other endorsements required herein.

(d) Lessee shall provide to the Department a certified copy of any and all insurance policies required in this lease upon request of the Department. Lessee's obligation to carry and pay for the insurance required under this lease will continue beyond the term of this lease in the event Lessee remains in possession of the premises for any reason, or in the event Lessee is obligated to remove the improvements, in which case, Lessee will continue to carry such insurance so long as Lessee remains in possession or until the Department deems such removal to be complete.

(e) If Lessee fails to have a certificate of any required policy of insurance on deposit with the Department at any time during the lease Term or subsequent thereto in the event of any continued possession of the premises, or in the event the certificate fails to comply with the insurance company quality or coverage requirements hereof, such failure may be treated by the Department as a default by Lessee.

## ARTICLE 10. TRANSFERS OF INTEREST

**10.01 Transfers of Interest.** Lessee shall not transfer, assign, sublease, or convey the lease, improvements, or the premises to another person or entity without the prior written approval of the Director of the Department's Right of Way Division or his designee. The Department shall not be obligated to consent to any proposed transfer, assignment, or conveyance by Lessee. If Lessee transfers, assigns, or conveys its rights or interests in the lease or in the premises or in any improvements situated on the premises without the Department's written consent, the Department may, at its option declare this lease terminated. If the Department consents in writing to the transfer, assignment, or conveyance of Lessee's rights or interests in the lease or in this premises or in any improvements situated on the premises, the assignee or subtenant must assume all of Lessee's obligations under this lease, and Lessee will remain liable for every obligation under this lease as well.

**10.02 Collection of Rent from Assignee.** The Department, at its option, may collect rent from Lessee's assignee, subtenant, mortgagee, pledgee or party to whom the leasehold interest was hypothecated, and apply the net amount collected to the rent payable under this lease. The Department shall not waive any of its rights under this lease or release Lessee from any of its obligations by collecting or applying rents collected.

**10.03 Effect of Expiration or Termination of Lease.** The expiration or termination of this lease automatically and without further action cancels all transfers, assignments, conveyances, and subleases of this lease.

**10.04 Transfer by the Department.** If the Department sells or transfers the premises or the leasehold estate or any part thereof and as part of such transaction assigns its interest as the Department in and to this lease, then from and after the effective date of the transfer, the Department will have no further liability under this lease to Lessee.

## ARTICLE 11. DEFAULT AND REMEDIES

**11.01 Breach and Default.** Lessee shall be in breach of this lease if Lessee fails to pay any installment of rent or other amount due and payable when due; fails to comply with its obligations pertaining to the construction, use, and maintenance of the premises; abandons the premises; fails to maintain insurance in the amounts and types required by this lease; fails to follow any federal, state, and local law that applies to Lessee's use of the premises; or fails to perform or comply with any of the other conditions expressed in this lease. Whether the Lessee is in breach, as defined herein, shall be determined by the Department in its sole discretion. Lessee shall be in default if Lessee fails to remedy any breach of this lease within thirty days after receiving notice from the Department. Whether the Lessee is in default shall be determined by the Department in its sole discretion.

**11.02 Cumulative Remedies.** If the Department determines that Lessee is in default, the Department, at its option, may exercise any and all remedies available to the State under law. All of the State's rights and remedies shall be cumulative and not exclusive, and shall include without limitation the following:

(a) The Department may terminate this Lease on thirty days' written notice to Lessee; this lease shall terminate on the date specified therein and Lessee shall quit and surrender the premises by said date.

(b) If the lease is terminated and the Department determines it is necessary to request the removal of the improvements, the removal shall be accomplished by Lessee in a manner prescribed by the District Engineer. If the Department requires Lessee to remove all or part of the improvements:

(1) Lessee, at its own expense, shall prepare and submit plans to the District Engineer for removal of the improvements and shall not commence removal without prior written approval from the District Engineer.

(2) Lessee must remove the improvements at its own expense within the time provided in the Department's notice of termination to Lessee and must restore the premises as nearly as practicable to the same condition that existed before Lessee entered thereon, except as otherwise approved in writing by the Department.

(3) If Lessee fails or refuses to remove all or a part of the improvements as required by the Department, the Department may, but is not obligated to, assume possession, control and ownership of the premises and the improvements.

(4) If Lessee fails or refuses to remove all or a part of the improvements as required by the Department, the Department may, but is not obligated to, enter upon the premises for the purpose of

demolishing and removing the improvements. Lessee shall pay the Department's costs for such demolition and removal, including, but not limited to, costs for labor, materials, equipment, plans and administration, within 30 days after notice of a statement of said costs from the Department.

(5) Lessee shall indemnify, protect, and hold harmless the State from and against all claims and liabilities arising by virtue of or relating to the State's entry onto the premises and demolition and removal of all or a part of the improvements.

**11.03 Lessee Remains Liable.** Termination of this lease will not relieve Lessee from the payment of any sum or sums then due and payable to the Department hereunder for any claim for damages accruing against Lessee. All money due under the terms of this lease will bear interest at the rate of ten percent (10%) per annum from the date when due until actually paid.

## ARTICLE 12. GENERAL PROVISIONS

**12.01 Acceptance "As-Is" and Waiver of Warranty.** Lessee has fully inspected the premises and is leasing the premises "as is," with all faults and defects. The Department disclaims any warranty of suitability that may otherwise have arisen by operation of law. The Department does not warrant that there are no latent defects in the premises that are vital to Lessee using the premises for its intended purpose and that the premises will remain in a suitable condition. Lessee leases the property "as is," whether suitable or not, and waives the implied warranty of suitability.

**12.02 Casualty.** Lessee shall immediately notify the Department of substantial destruction or damage to the premises. In no event shall the Department be responsible or liable for any damage or loss of property of Lessee. If the improvements are destroyed, either in whole or in substantial part, by fire or other casualty, Lessee shall, within 60 days of such occurrence, notify the Department of Lessee's election to either (i) terminate this lease, such termination to be effective as of the date of such notice of termination, or (ii) reconstruct the improvements in compliance with plans and specifications which have been reviewed and approved in writing by the Department. If Lessee shall fail to notify the Department of its election within the time above provided, then Lessee shall be deemed to have elected to terminate this lease. If this lease is terminated under this section, Lessee shall remove the improvements in accordance with the procedure set out in Section 11.02(b) of this lease.

**12.03 Force Majeure.** If the curing of any default (other than failure to pay any sums due, including, but not limited to, insurance premiums or Impositions) or the performance of any other covenant, agreement, obligation or undertaking herein contained is delayed (after the party obligated or permitted under the terms hereof to do or perform the same has made a good-faith effort to avoid delay) by reason of war, government regulations or government interferences (not including the right of the Department to exercise the Department's rights hereunder), fire or other casualty or any circumstances reasonably beyond such party's control regardless of whether any such circumstance is similar to any of those enumerated or not, each party will be excused from doing or performing the same during such period of delay.

**12.04 Waiver.** No waiver by the Department of any default or breach of any term, condition or covenant of this lease may be deemed to be a waiver of any subsequent default or breach of the same or any other term, condition or covenant contained herein.

**12.05 Exhibits.** All exhibits referred to herein are to be considered a part hereof for all purposes with the same force and effect as if copied at full length herein.

**12.06 Successors.** The terms, conditions and covenants contained in this lease shall apply to, and inure to the benefit of Lessee's successors in interest and legal representatives except as otherwise herein expressly provided. No rights however shall inure to the benefit of any assignee of Lessee unless the assignment to such assignee has been approved by the Department in writing as provided in Article 10 of this lease.

**12.07 Department's Expenses.** Lessee shall forfeit the security deposit made for this lease, and any bonds issued to secure Lessee's compliance with this lease, and it shall pay the Department's litigation costs and any other expense incurred by the Department in any of the department's efforts to enforce its rights under this lease.

**12.08 Holdover.** If Lessee holds over and continues in possession of the premises after expiration of the term of this lease, Lessee will be deemed to be occupying the premises on the basis of a month-to-month tenancy subject to all of the terms and conditions of this lease, except that as liquidated damages by reason of such holding over, the amounts payable by Lessee under this lease shall be increased such that the annual rental shall equal one hundred twenty-five percent (125%) of the rent paid to the Department for the year immediately preceding the expiration date of this lease and Lessee shall continue to pay all Impositions as required by this lease. The above-described tenancy from month-to-month may be terminated by either party upon 30 days written notice to the other. Any rental due after such notice has been given is to be calculated on a *pro rata* basis. If upon notice of termination by the Department, Lessee tenders rental in excess of the amount due and payable and the Department accepts such payment, the acceptance of such payment will not operate as a waiver by the Department of the notice of termination unless such waiver is in writing and signed by the Department.

**12.09 Relationship Between the Department and Lessee.** The relationship between the Department and Lessee is and shall at all times remain solely that of landlord and tenant and will not be deemed an agency, partnership or joint venture.

**12.10 Non-Discrimination.** Lessee, for itself, its successors, and its assigns, as a part of the consideration hereof, does hereby covenant and agree, as a covenant running with the land, that no person, on the grounds of race, color, religion, national origin, marital status, age, sex or the presence of any sensory, mental or physical handicap will be excluded from participation in, be denied the benefits of, or be otherwise unlawfully subjected to discrimination in the use of the facility now or hereafter on the premises, that in connection with the construction of any improvements on the premises and the furnishing of services thereon, no such discrimination will be practiced in the selection of employees or contractors, or by contractors in the selection and retention of their subcontractors, and that such discrimination will not be practiced against the public in their access to and use of the facility and services provided for public accommodation constructed or operated on the premises. Lessee shall use the premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-Discrimination in Federally-assisted programs of the Department of Transportation Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended. The breach of any of the above nondiscrimination covenants will be an act of default entitling the Department to terminate this lease in accordance with the procedures set forth herein.

**12.11 Audit Provision.** In accordance with Section 2262.003, Texas Government Code, the State Auditor may conduct an audit or investigation of any entity receiving funds from the State directly under

this contract or indirectly through a subcontract under this contract. Acceptance of funds directly under this contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the State Auditor, under the direction of the Legislative Audit Committee, to conduct an audit or investigation in connection with those funds.

**12.12 Flammable, Explosive or Hazardous Materials.** Notwithstanding anything herein to the contrary, no part of the premises will be used for the manufacture or storage of flammable, explosive or hazardous materials or for any occupation which would be deemed by the Department to be hazardous to the traveling public.

**12.13 Public Utility and Common Carrier Rights.** Lessee shall not interfere with the rights of any public utility company or other common carrier to locate, operate and maintain their facilities within the Department's highway right of way. Lessee's use of the premises and the improvements under this lease is subject to the statutory right of public utilities and common carriers, if applicable, and that such use by Lessee and the relocation or removal of the improvements subject to this lease shall be accomplished at Lessee's sole expense at the Department's request if required to accommodate the location, operation or maintenance of facilities pursuant to those statutory rights.

**12.14 Assumption of Risk.** Lessee assumes all risks of losses resulting from the lease.

**12.15 Repairs Needed for the Safety of the Traveling Public.** If the Department determines that there is a condition or omission caused by the improvements is a hazard to the safe operation of a Highway Facility, the Department shall give Lessee written notice of the condition or omission and shall specify a reasonable time in which curative action shall be completed. If Lessee fails to cure the hazardous condition or omission as required in the written notice, the Department may enter the premises and perform the necessary repairs at Lessee's sole liability, except that no notice is required in case of emergency. Lessee shall pay all costs for repairs to the improvements. Payment shall be made no later than 30 days after Lessee receives a statement of the Department's repair costs. Lessee shall indemnify, protect, and hold harmless the State from and against all claims and liabilities arising by virtue of or relating to construction, maintenance or repair of the premises or of the improvements situated on the premises.

## ARTICLE 13. MISCELLANEOUS

**13.01 Notices.** (a) Any notice provided for or permitted to be given under this lease must be in writing. Any notice required by this lease will be deemed to be delivered (whether actually received or not) three calendar days after it is deposited with the United the States Postal Service, postage prepaid, registered or certified mail, return receipt requested, and addressed to the intended recipient at the address or addresses designated below. Notice may also be given by:

- (1) personal or courier delivery to the party to be notified;
  - (2) facsimile transmission; or
  - (3) other commercially reasonable means, and will be effective when actually received.
- (b) If to Lessee: West Fields LLC  
1212 Regents Park Court  
Desoto, Texas 75115  
Attn: Roddrick West  
214.558.9395 or [Roddrickwest@gmail.com](mailto:Roddrickwest@gmail.com)
- (c) If to the Department: Texas Department of Transportation

Attn: RES-Leasing  
118 E Riverside Drive  
Austin, Texas 78704

(d) The parties may change their respective notice addresses to any other location within the United the States by giving a notice of the change in accordance with this Section.

**13.02 Governing Law.** This lease is to be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Dallas County, Texas, unless otherwise provided herein.

**13.03 Severability.** In case any one or more of the provisions contained in this lease are for any reason held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability will not affect any other provision hereof, and this lease will be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

**13.04 Amendments.** The amendment, modification or alteration of the terms hereof will not be binding unless the same is in writing, dated subsequent to the date hereof and duly executed by the parties hereto.

**13.05 Headings.** The article and section captions contained in this lease are for convenience only and do not in any way limit or amplify any term or provision hereof.

**13.06 The Department.** Unless specifically stated otherwise herein, the term "the Department" as used herein includes the Department, its successors and assigns, and its authorized agents, representatives, employees and/or contractors.

**13.07 District Engineer.** Any reference in this lease to the District Engineer means the District Engineer, Texas Department of Transportation, 4777 EAST HIGHWAY 80, MESQUITE, TX 75150, Texas, and his or her delegate. When written approval of the Department is necessary under this lease said approval is to be obtained from the District Engineer except as otherwise provided herein or by law.

**13.08 Highway Facility.** "Highway Facility" means any present or future physical roadway improvements within existing or future right of way, including, but not limited to, bridges, embankments, drainage areas, traffic signals, signs and roadway surfaces and subsurfaces as well as structures and facilities not physically located within the highway right of way that are used in the construction, maintenance or operation of a highway, including, but not limited to warehouses, storage areas, maintenance sites, roadside parks, administration buildings and parking lots, except for improvements constructed or placed on the premises by Lessee.

**13.09 Memorandum of Lease.** At the Department's request, Lessee will execute a memorandum of this lease in recordable form setting forth such provisions of this lease as the Department deems desirable and the Department may record such memorandum in the Real Property Records of the Office of the County Clerk, Dallas County, Texas.

**13.10 No Option.** The Department's submission of this lease to Lessee for inspection and execution does not constitute a reservation of or option for the premises. This lease shall become effective against any party only upon execution of all parties and delivery of a fully executed counterpart by the Department to Lessee.

**TEXAS DEPARTMENT OF  
TRANSPORTATION**

**LESSEE**

Executed by and approved for the Texas Transportation Commission for the purpose and effect of activating and/or carrying out the orders, established policies or work programs heretofore approved and authorized by the Texas Transportation Commission.

By: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Gus Cannon  
Right of Way Division Director

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

**EXHIBIT "A"**  
**LEASE PROPERTY**

**BEING** a 3.4615 acre (150,781 square feet) tract of land located in the John Grigsby Survey, Abstract No. 495, City of Dallas, Dallas County, Texas, said 3.4557 acre tract of land being a portion of that same land owned and operated by the State of Texas for right-of-way of Interstate Highway Spur 345 (also known as Julius Schepps Freeway) per the Texas Department of Transportation right-of-way plans dated June of 1967, said 3.4557 acre tract of land being more particularly described by metes and bounds as follows:

**BEGINNING** at the East property corner of a called 0.154 acre tract of land identified as "Tract 1" and being conveyed to B&G Warehouse Services, Inc. by deed thereof recorded in Instrument Number (Ins. No.) 20080326297, Official Public Records, Dallas County, Texas (O.P.R.D.C.T.), said corner being the intersection of the southwest right-of-way line of said Spur 345 and the northwest right-of-way line of Eureka Place, being a 70 feet wide public right-of-way;

1) **THENCE** North  $64^{\circ}51'50''$  West, departing the said northwest right-of-way line of Eureka Place and along the northeast property line of the said 0.154 acre tract, same being the said southwest right-of-way line of Spur 345, 117.22 feet to the east edge of the east concrete sidewalk along South Good Latimer Expressway;

2) **THENCE**, over and across said Spur 345, along the said east edge of sidewalk the following courses and distances:

North  $02^{\circ}36'54''$  East, 58.90 feet to the beginning of a curve to the right having a radius of 91.00 feet;

Along the said curve to the right an arc length of 59.31 feet and across a chord which bears North  $21^{\circ}17'14''$  East, a chord length of 58.27 feet;

North  $39^{\circ}57'34''$  East, 61.58 feet to the south edge of the south concrete sidewalk along Canton Street;

3) **THENCE**, departing the said east edge of sidewalk, continuing over and across said Spur 345 and along the said south edge of sidewalk the following courses and distances:

North  $79^{\circ}22'03''$  East, 97.85 feet;

North  $77^{\circ}36'38''$  East, 113.27 feet;

4) **THENCE**, departing the said south edge of sidewalk, continuing over and across said Spur 345 the following courses and distances:

North  $52^{\circ}01'11''$  East, 24.93 feet;

South  $80^{\circ}56'25''$  East, 28.31 feet to the said south edge of sidewalk of Canton Street;

5) **THENCE**, continuing over and across said Spur 345 and along the said south edge of sidewalk the following courses and distances:

North  $76^{\circ}48'43''$  East, 80.69 feet;

North  $68^{\circ}34'29''$  East 27.01 feet to a point that is 5 feet southwest from the southwest back of curb of Henry Street;

6) **THENCE**, departing the said south edge of sidewalk, continuing over and across said Spur 345 and along lines and an arc that are generally 5 feet southwest of the said southwest back of curb of Henry Street the following courses and distances:

South  $13^{\circ}49'05''$  East, 130.62 feet to the beginning of a curve to the left having a radius of 60.00 feet;

Along the said curve to the left an arc length of 43.21 feet and across a chord which bears South  $34^{\circ}26'52''$  East, a chord distance of 42.28 feet;

**EXHIBIT "A"**  
**LEASE PROPERTY**

South 55°04'40" East 152.46 feet to the beginning of a curve to the right having a radius of 19.00 feet;

Along the said curve to the right an arc length of 23.64 feet and across a chord which bears South 15°27'06" East, a chord distance of 22.14 feet to the north edge of the north concrete sidewalk along Taylor Street;

- 7) **THENCE**, South 53°14'28" West, departing said Henry Street, continuing over and across said Spur 345 and along the said north edge of sidewalk along Taylor Street, 284.94 feet to the said southwest right-of-way line of Spur 345;
- 8) **THENCE**, North 51°13'01" West, departing the said north edge of sidewalk and along the said southwest right-of-way line, at 10.88 feet passing the east property corner of a called 0.557 acre tract of land conveyed to 510 S. Good Latimer, LLC by deed thereof recorded in Volume 2002152, Page 1291, O.P.R.D.C.T., said corner being on the northwest right of way line of said Taylor Street, being an 80 feet wide public right-of-way, continuing along the northeast property line of the said 0.557 acre tract, same being the said southwest right-of-way line of Spur 345, in all a total distance of 94.51 feet to a north property corner of the said 0.557 acre tract;
- 9) **THENCE**, North 65°42'38" West, continuing along the said northeast property line and said southwest right-of-way line, at 16.32 feet passing the most northerly property corner of the said 0.557 acre tract, same being the East property corner of a called 0.509 acre tract identified as "Tract 2" and being conveyed to B&G Warehouse Services, Inc. by deed thereof recorded in Ins. No. 20080326297, O.P.R.D.C.T., continuing along the northeast property line of the said 0.509 acre tract and along the said southwest right-of-way line, in all a total distance of 137.90 feet to the north property corner of the said 0.509 acre tract, same being the intersection of the said southwest right-of-way line of Spur 345 and the southeast right-of-way line of said Eureka Place;
- 10) **THENCE**, North 65°42'38" West, continuing along the said southwest right-of-way line of Spur 345, over and across the said right-of-way of Eureka Place, 80.91 feet to the **POINT OF BEGINNING**.

The hereinabove described tract of land contains a computed area of **3.4615 acres (150,781 square feet)** of land, more or less.

The bearings and distances shown hereon are based on a local coordinate system based on NAD83(1983), Texas North Central Zone 4202, scaled from grid to surface at N: 6971500.57231, E: 2495616.515690, using a combined scale factor of 1.0001408384, derived from gps RTK observations using the North Central Texas VRS Network (maintained by Western Data Systems).

Note: Reference TXDOT right-of-way map of Interstate Highway Spur 345 from: I.H. 20 in Dallas, north to: Spur 66 Acct. No. 9018-13-1.

I, Eric S. Spooner, a Registered Professional Land Surveyor in the State of Texas, hereby certify that the land description and plat represent an actual survey made on the ground under my supervision.

  
Eric S. Spooner, R.P.L.S.                      Date 9-17-18

Texas Registration No. 5922  
T.B.P.L.S. Firm No. 10054900  
Spooner & Associates, Inc.  
309 Byers Street, Suite 100  
Euless, Texas 76039  
(817) 685-8448



0 50' 100'

GRAPHIC SCALE  
IN FEET  
1" = 100'

S. GOOD LATIMER EXPY  
(VARIABLE WIDTH R.O.W.)

CANTON ST.  
(VARIABLE WIDTH R.O.W.)

CALLED: 1.14 ACRES  
WESTDALE ADAM  
HATS, LTD.  
"TRACT 1"  
VOL. 97203, PG. 1814  
O.P.R.D.C.T.

CALLLED: 0.154 ACRES  
B&G WAREHOUSE  
SERVICES, INC.  
"TRACT 1" IN  
D.C.C.I. NO. 20080326297  
O.P.R.D.C.T.

P.O.B.

EUREKA  
PLACE  
(70' PUBLIC R.O.W.)

CALLLED: 0.509 ACRES  
B&G WAREHOUSE  
SERVICES, INC.  
"TRACT 2" IN  
D.C.C.I. NO. 20080326297  
O.P.R.D.C.T.

CALLLED: 0.557  
ACRES  
S. GOOD  
LATIMER, LLC  
VOL. 2002152,  
PG. 1291  
O.P.R.D.C.T.

JOHN GRIGSBY SURVEY  
ABSTRACT NO. 495

LINE TABLE

NO.	DIRECTION	DIST.
L1	N64°51'50"W	117.22'
L2	N02°36'54"E	58.90'
L3	N39°57'34"E	61.58'
L4	N79°22'03"E	97.85'
L5	N77°36'38"E	113.27'
L6	N52°01'11"E	24.93'
L7	S80°56'25"E	28.31'
L8	N76°48'43"E	80.69'
L9	N68°34'29"E	27.01'
L10	S13°49'05"E	130.62'

LINE TABLE

NO.	DIRECTION	DIST.
L11	S55°04'40"E	152.46'
L12	S53°14'28"W	284.94'
L13	N51°13'01"W	94.51'
L14	N65°42'38"W	137.90'
L15	N65°42'38"W	80.91'

CURVE TABLE

NO.	RADIUS	LENGTH	CH. DIRECTION	CH. LENGTH
C1	91.00'	59.31'	N21°17'14"E	58.27'
C2	60.00'	43.21'	S34°26'52"E	42.28'
C3	19.00'	23.64'	S15°27'06"E	22.14'

A PLAT OF A SURVEY  
FOR LEASE PROPERTY  
A 150,781 SQ. FT (3.4615 AC.)  
TRACT OF LAND IN THE  
JOHN GRIGSBY SURVEY  
ABSTRACT NO. 495  
CITY OF DALLAS  
DALLAS COUNTY TEXAS  
SEPTEMBER 17, 2018

LEGEND

PROPERTY LINES - - - - -  
P.O.B. = POINT OF BEGINNING

THE BEARINGS AND DISTANCES SHOWN HEREON ARE BASED ON A LOCAL COORDINATE SYSTEM BASED ON NAD83(1983), TEXAS NORTH CENTRAL ZONE 4202, SCALED FROM GRID TO SURFACE AT N: 6971500.57231, E: 2495616.515690, USING A COMBINED SCALE FACTOR OF 1.0001408384, DERIVED FROM GPS RTK OBSERVATIONS USING THE NORTH CENTRAL TEXAS VRS NETWORK (MAINTAINED BY WESTERN DATA SYSTEMS)

SURVEYED ON THE GROUND JUNE, 2018

NOTE: REFERENCE TXDOT RIGHT-OF-WAY MAP OF INTERSTATE HIGHWAY SPUR 345 FROM: I.H. 20 IN DALLAS, NORTH TO: SPUR 66 ACCT. NO. 9018-13-1.



**SPOONER & ASSOCIATES**  
REGISTERED PROFESSIONAL LAND SURVEYORS  
OVER 25 YEARS OF SERVICE

309 BYERS STREET, SUITE 100, EULESS, TEXAS 76039  
(817) 685-8448 WWW.SPOONERSURVEYORS.COM  
TBPLS FIRM NO. 10054900

S&A JOB NO.: 18-055



ERIC S. SPOONER, R.P.L.S. No. 5922  
SPOONER & ASSOCIATES, INC.  
TBPLS FIRM NO. 10054900

DATE

9-17-18

EXHIBIT "B"  
RENT SCHEDULE

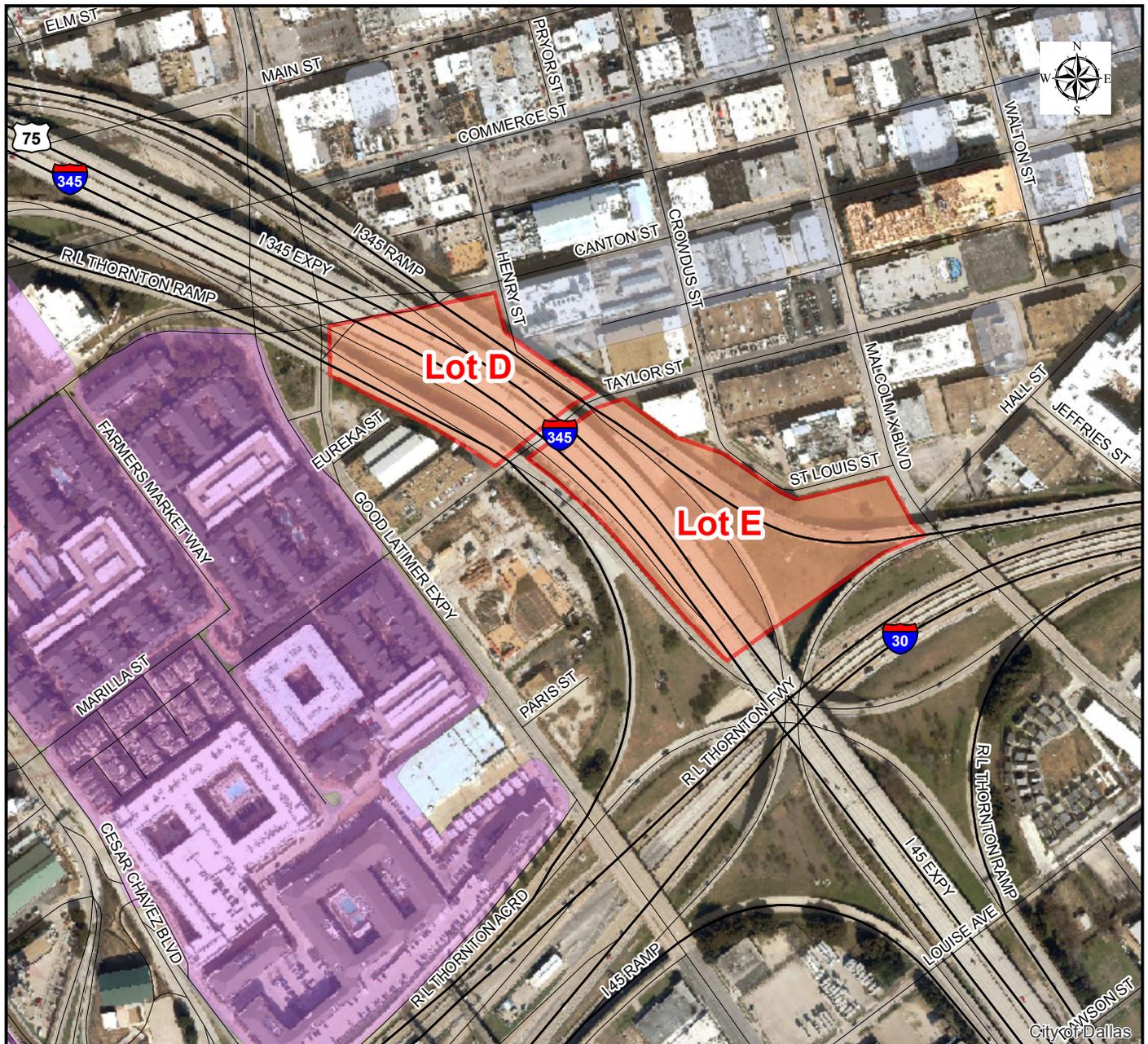
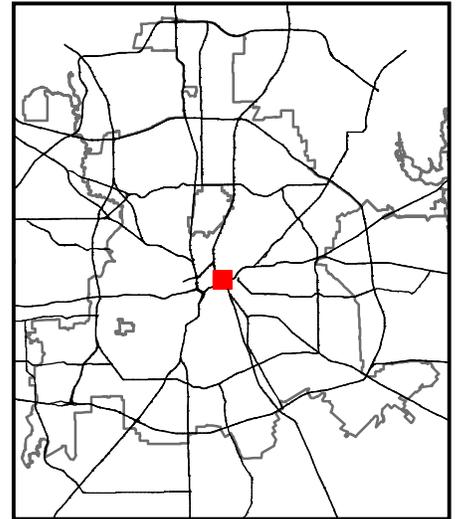
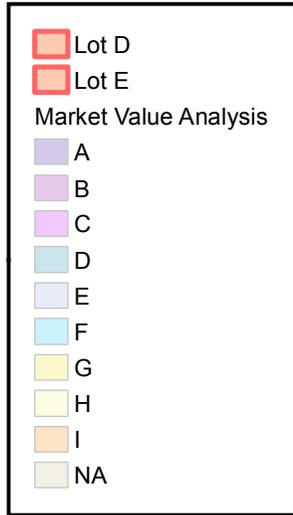
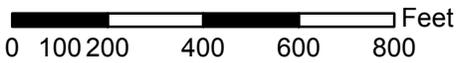
Year	Annual Consideration	Payable Before
1	\$X	11/15/2018
2	\$X	11/15/2019
3	\$X	11/15/2020
4	\$X	11/15/2021
5	\$X	11/15/2022
6	\$X	11/15/2023
7	\$X	11/15/2024
8	\$X	11/15/2025
9	\$X	11/15/2026
10	\$X	11/15/2027
11	\$X	11/15/2028
12	\$X	11/15/2029
13	\$X	11/15/2030
14	\$X	11/15/2031
15	\$X	11/15/2032
16	\$X	11/15/2033
17	\$X	11/15/2034
18	\$X	11/15/2035
19	\$X	11/15/2036
20	\$X	11/15/2037
21	\$X	11/15/2038
22	\$X	11/15/2039
23	\$X	11/15/2040
24	\$X	11/15/2041
25	\$X	11/15/2042
<b>Total Consideration</b>	<b>\$X</b>	

# IH 345 TxDOT Multiple Use Agreement

## Lot D and Lot E

Council District 2  
Mapsc0 45-M, 45-R

1:4,800



Note: Shaded area represents the usable areas of the lots  
Details are subject to final design.

Map by Transportation GIS, May 2020

# Memorandum



CITY OF DALLAS

DATE June 7, 2019

TO Honorable Members of the Mobility Solutions Infrastructure and Sustainability Committee

SUBJECT **TxDOT Multiple Use Agreement Amendment**

On February 25, 2019, the Mobility Solutions, Infrastructure and Sustainability (MSIS) Committee was briefed on a possible amendment to the Multiple Use Agreement (MUA) between TxDOT and the City of Dallas. This agreement constitutes permitting the construction, maintenance and operation of a combination of parking lots and public parks within the highway right-of-way of IH-45 and IH-345 between Martin Luther King Jr. Boulevard and Good Latimer Expressway.

TxDOT requested to remove the land surrounded by Taylor Street, Canton Street, Henry Street, and Good Latimer Expressway from the MUA to allow for a private use. This request created community and business concerns regarding pedestrian safety, walkability, limited parking and traffic flow. Additionally, during the MSIS Committee briefing, two Councilmembers expressed concerns about the air quality at the site.

To address the pedestrian safety, walkability and parking issues, Department of Transportation staff added 185 Light Emitting Diode (LED) lights to the area to increase walkability and address safety concerns and is also in the process of adding a total of 250 LED streetlights to improve safety around the neighborhood.

Staff is also proposing to utilize the vacant land known as Lot E to build a parking lot address community and business concerns. Lot E is connected to Henry Street, Taylor Street, and Canton Street and is currently being used as a TxDOT storage area for salt, sand, poles, etc. Staff plans for the construction to be complete within the next two years.

Staff also completed a traffic study based on the community's concerns and is currently piloting a rideshare program to improve traffic flow for the community as one of the enhancements. Staff will continue to work with the community to further enhance traffic flow throughout the area.

To address the air quality concerns, City staff from the Department of Transportation and the Office of Environmental Quality and Sustainability contacted the Environmental Protection Agency (EPA) to obtain a recent Air Quality Report of the Dallas area from their nearest test site. According to the EPA, the proposed land under the highway is

DATE June 7, 2019  
SUBJECT **TxDOT Multiple Use Agreement Amendment**

expected to meet all national standards to protect human health and welfare according to the applicable National Ambient Air Quality Standards.

Staff continues to work on the logistic and legal aspects of the MUA amendment and has engaged the City Attorney's Office to ensure no future agreement terms will be violated for either party. Staff will continue to work with TxDOT and their legal team for final resolution to the MUA amendment, which will come before the City Council for their approval in the near future.

Please contact me if you have any questions or concerns.



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

c: T.C. Broadnax, City Manager  
Chris Caso, City Attorney (Interim)  
Billerae 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  
Michael Mendoza, Chief of Economic Development and Neighborhood Services  
M. Elizabeth Reich, Chief Financial Officer  
Laila Aleqresh, Chief Innovation Officer  
Directors and Assistant Directors

# Memorandum



CITY OF DALLAS

DATE May 22, 2020

TO Honorable Mayor and Members of the City Council

SUBJECT **Return to Work Plan**

On June 3, 2020, staff will brief the City Council on our Return to Work Plan, which will be a multi-phased approach. To prepare, we are considering the health and safety of both our employees, residents, and visitors coming into City facilities, and re-thinking service delivery across the organization in the near-term and beyond.

As you know, reopening City facilities will be challenging. It is critical that we take the opportunity to get it right. To make progress toward a new normal, I have assembled interdepartmental teams to develop equitable and inclusive criteria to guide our Return to Work Plan, including but not limited to: protocols for high-touch and common areas, requirements for face masks, contactless processes, building capacity and density mapping to achieve appropriate social distancing throughout our facilities. We are also developing a robust communications strategy for internal and external outreach.

Buildings closed since March **may not all** reopen during Phase One, but we will carefully and thoughtfully increase access as soon and as safely as possible based on guidance from the CDC and health officials. These decisions will also be guided by data around use of the facilities, as well as the fiscal constraints due to revenue shortfalls both in the current fiscal year as well as the fiscal year beginning October 1, 2020.

In advance of the briefing, we are beginning to prepare library branches to receive checked out materials and the Library to Go Plus curbside services early next month. Sanitation will also restart the transfer station and landfill collection services effective May 26. Staff is preparing outreach materials and will share with you to ensure that residents are informed.

I am grateful for your support and leadership during this time. Your assigned executive liaison will reach out to you next week to share our reopening approach in advance of the June 3 presentation.

In the Spirit of Excellence!

A handwritten signature in black ink, appearing to read 'T. C. Broadnax'.

T. C. Broadnax  
City Manager

DATE May 22, 2020

SUBJECT **Return to Work Plan**

C: Chris Caso, City Attorney  
Mark Swann, 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  
Nadia Chandler Hardy, Assistant City Manager  
Dr. Eric A. Johnson, Chief of Economic Development and Neighborhood Services  
M. Elizabeth Reich, Chief Financial Officer  
Laila Aleqresh, Chief Innovation Officer  
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion  
Directors and Assistant Directors

# Memorandum



DATE May 22, 2020

CITY OF DALLAS

TO Honorable Mayor and Members of the City Council

SUBJECT **Responses to Council Questions from the May 6, 2020 Budget Briefing**

Thank you for your questions regarding the May 6 briefing on the Coronavirus Impact on the FY 2019-20 Budget. Below are responses to the remaining questions asked during the meeting.

**1. Provide list of all consultant contracts and amounts paid over the last three years and that will continue in FY 2019-20 and FY 2020-21.**

Response: Consultant contracts from the prior three years are attached. Historically, the City's contract management process has been largely decentralized. We have provided a list that we believe to be comprehensive but may be missing some contracts due to the manual process required to compile the data. The Office of Procurement is working with departments to ensure that the future state of the City's contract management process includes a single centralized system to store all contracts.

**2. Can Aviation "lend" money to the General Fund?**

Response: As a general proposition, the use of airport revenues for matters other than the capital or operating costs of the airport that are directly and substantially related to operation and support of the airport system is referred to by the FAA as "revenue diversion." Such diversion is generally unlawful and prohibited and could potentially cause a violation of current grant assurances.

The current provisions restricting the use of airport revenue are found at 49 U.S.C. §§ 47107(b) and 49 U.S.C 47133. Section 47107(b) requires prior to approval of a project grant application for airport development, to obtain written assurances regarding the use of airport revenue and state and local taxes on aviation fuel. Section 47107(b)(1) requires the airport owner or operator to provide assurances that local taxes on aviation fuel (except taxes in effect on December 30, 1987) and the revenues generated by a public airport will be expended for the capital or operating costs of— a. The airport; b. The local airport system; or c. Other local facilities owned or operated by the airport owner or operator and directly and substantially related to the air transportation of passengers or property.

**3. For all new offices created over the last three years provide org chart, number of positions, and salaries for each.**

Response: On Friday, May 15, we provided a response to a question asked during the May 6 budget briefing regarding offices/departments added over the last three years. After the briefing, we were asked to also provide the org chart, number of positions, and salaries for new offices/departments. Based on a comparison of the FY 2016-17 budget to the FY 2019-20 budget, the table below identifies offices that have been created within the past three years. For each one that is new, we have attached the org charts, positions, and salaries.

<b>General Fund</b>
Dallas Animal Services – Split from Code Compliance
EMS Compliance – Consolidated into City Controller’s Office
Internal Control Task Force – Consolidated into City Controller’s Office
Office of Business Diversity - Split from Business Development and Procurement Services
Office of Community Care – Split from Housing
Office of Community Police Oversight – <b>New</b>
Office of Equity – <b>New</b>
Office of Historic Preservation – Split from Sustainable Development and Construction
Office of Homeless Solutions – Split from Housing
Office of Innovation – Expanded former Center for Performance Excellence
Office of Integrated Public Safety Solutions – <b>New</b>
Office of Resilience – <b>New</b>
Office of Welcoming Communities and Immigrant Affairs – <b>New</b>
Transportation – Split from Mobility and Streets Services
Trinity Watershed Management – Consolidated into Dallas Water Utilities
<b>Internal Service and Other Funds</b>
Equipment and Fleet Management – Split from Equipment and Building Services
Office of the Bond Program – <b>New</b>

**4. When will Code Compliance staff return to working on typical workload and code issues rather than working on COVID related enforcement?**

Response: As of May 18, Code Compliance has transitioned to a plan of 50 percent COVID-19 related educational outreach and enforcement efforts and 50 percent neighborhood code enforcement. The executive management team continues to remind field staff to be flexible due to the dynamic nature of the changes brought about by the COVID-19 pandemic and the ever-present necessity of keeping our neighborhoods clean and safe. We have and will continue to deploy staff based on the most current information and concerns from the City Manager's Office, City Council, Dallas County, Governor Abbott, and the residents of Dallas.

Please let me know if you have additional questions.

  
M. Elizabeth Reich  
Chief Financial Officer

[Attachments]

c: T.C. Broadnax, City Manager  
Chris Caso, City Attorney  
Mark Swann, City Auditor  
Billieae 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  
Dr. Eric A. Johnson, Chief of Economic Development and Neighborhood Services  
Laila Alequresh, Chief Innovation Officer  
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion  
Directors and Assistant Directors

## City of Dallas Consultant Contracts

Dept	Vendor Legal Name	Document Name	Description	Effective Begin Date	Effective End Date	Order total amt	Expended amt	Order total amt by vendor	Expended Amt by Vendor
ATT	HOMEWARD BOUND INC	Homeward Bound, Inc Downtown Night Court	Professional Services contract	10/1/2019	9/30/2020	\$15,000.00	\$0.00	\$0.00	\$0.00
ATT	Ciolino, Pritchett & Onstott, LLC		Expert Witness and others	1/24/2018		\$34,640.00	\$2,651.89		
ATT	Craig R. Miller		Expert Witness and others	4/3/2018		\$25,000.00	\$13,725.00		
ATT	Craig R. Miller		Expert Witness and others	8/2/2018		\$25,000.00	\$3,075.00		
ATT	CRRG, INC.		Expert Witness and others	12/2/2016		\$50,000.00	\$49,990.94		
ATT	Exam Works, Inc.		Expert Witness and others	7/22/2013		\$150,000.00	\$148,963.16		
ATT	FT! Consulting, Inc.		Expert Witness and others	7/13/2016		\$128,620.00	\$128,543.02		
ATT	Garrett Group LLC		Expert Witness and others	2/1/2017		\$48,000.00	\$28,525.00		
ATT	Goodenough & Associates		Expert Witness and others	2/18/2010		\$5,000.00	\$3,469.89		
ATT	Herrera & Boyle PLLC		Expert Witness and others	12/31/2015		\$125,000.00	\$114,506.06		
ATT	Jessica Lockhart dba Fairview Behavior Associates LLC		Expert Witness and others	10/19/2018		\$1,000.00	\$380.00		
ATT	Julia Whaley & Associates		Expert Witness and others	11/19/2015		\$10,000.00	\$9,506.15		
ATT	Paul Hornsby & Company		Expert Witness and others	1/31/2013		\$45,000.00	\$41,777.21		
ATT	Resolve Utility Consulting		Expert Witness and others	2/1/2017		\$45,000.00	\$41,850.00		
ATT	Richard N. Ernest		Expert Witness and others	6/14/2018		\$25,000.00	\$23,140.00		
ATT	Rimkus Consulting		Expert Witness and others	5/16/2014		\$50,000.00	\$44,859.50		
ATT	Riverbend Engineering, LLC		Expert Witness and others	5/20/2016		\$50,000.00	\$26,235.38		
ATT	RUHTER & REYNOLDS		Expert Witness and others	7/10/2017		\$25,000.00	\$2,370.00		
ATT	Ruhter & Reynolds, Inc.		Expert Witness and others	9/14/2016		\$25,000.00	\$9,374.68		
ATT	Ruhter & Reynolds, Inc.		Expert Witness and others	1/2/2019		\$25,000.00	\$5,792.75		
ATT	Ruhter & Reynolds, Inc.		Expert Witness and others	3/15/2010		\$5,000.00	\$2,750.69		
ATT	Ryder Scott Company, L.P.		Expert Witness and others	10/16/2013		\$50,000.00	\$11,078.01		
ATT	Steven D. Ashley		Expert Witness and others	6/20/2018		\$25,000.00	\$15,248.41		
ATT	Steven D. Ashley		Expert Witness and others	9/14/2016		\$27,412.20	\$27,304.60		
ATT	The Wolfe Group LLC		Expert Witness and others	12/2/2016		\$15,000.00	\$14,943.75		
ATT	Barnes & Thornburg LLP - Councilman Kingston		Outside Counsel			\$30,000.00	\$26,201.80		
ATT	Best Best & Krieger LLP - Cable Communications Act 1984		Outside Counsel			\$10,000.00	\$0.00		
ATT	Best Best & Krieger LLP - Small Cell Deployment		Outside Counsel			\$15,000.00	\$15,000.00		
ATT	Bickerstaff Heath Delgado Acosta LLP - SB1004		Outside Counsel			\$180,000.00	\$176,840.52		
ATT	Boyle & Lowry LLP - City of Dallas' Code of Ethics		Outside Counsel			\$7,500.00	\$7,500.00		
ATT	Bradley Arant Boult Cummings LLP		Outside Counsel			\$194,811.84	\$41,396.04		
ATT	Brown & Hofmeister		Outside Counsel			\$175,000.00	\$79,406.81		
ATT	Brown & Hofmeister		Outside Counsel			\$50,000.00	\$37,575.74		
ATT	Brown & Hofmeister		Outside Counsel			\$50,000.00	\$13,596.04		
ATT	Brown & Hofmeister - Jim's Car Wash		Outside Counsel			\$70,000.00	\$66,711.65		
ATT	Brown & Hofmeister - Dallas Fair Housing		Outside Counsel			\$25,000.00	\$9,159.00		

Dept	Vendor Legal Name	Document Name	Description	Effective Begin Date	Effective End Date	Order total amt	Expended amt	Order total amt by vendor	Expended Amt by Vendor
ATT	Brown & Hofmeister LLP - K.Felder		Outside Counsel			\$2,500.00	\$1,170.56		
ATT	Brown & Hofmeister LLP- Dissolution Committee		Outside Counsel			\$5,000.00	\$3,227.41		
ATT	Carter Arnett PLLC		Outside Counsel			\$106,000.00	\$105,375.42		
ATT	Carter Arnett PLLC		Outside Counsel			\$5,000.00	\$3,710.00		
ATT	Carter Scholer Arnett Hamada & Mockler PLLC - C. Thomas		Outside Counsel			\$10,000.00	\$5,729.12		
ATT	Carter Scholer Arnett Hamada & Mockler PLLC - Felder		Outside Counsel			\$5,000.00	\$4,520.00		
ATT	Carter Scholer Arnett Hamada & Mockler PLLC - Felder		Outside Counsel			\$5,000.00	\$3,650.00		
ATT	Carter Scholer, Arnet Hamada & Mockler PLLC		Outside Counsel			\$1,575,000.00	\$1,457,066.13		
ATT	Ciolino, Pritchett & Onstott, LLC - A. Jenkins		Outside Counsel			\$34,640.00	\$2,651.89		
ATT	DL Piper LLP		Outside Counsel			\$25,000.00	\$9,200.22		
ATT	Fanning Harper Martinson Brandt		Outside Counsel			\$825,000.00	\$750,209.77		
ATT	Hankinson LLP		Outside Counsel			\$20,000.00	\$15,165.00		
ATT	Hankinson LLP		Outside Counsel			\$715,000.00	\$641,463.91		
ATT	Herrera & Boyle PLLC		Outside Counsel			\$125,000.00	\$114,506.06		
ATT	James M. McCormack, Attorney & Counselor at Law-grievance matter		Outside Counsel			\$12,500.00	\$10,750.00		
ATT	Law Office of Mark Goldstucker		Outside Counsel			\$50,000.00	\$15,720.00		
ATT	Law Office of Mark Goldstucker		Outside Counsel			\$50,000.00	\$27,747.00		
ATT	Law Office of Mark Goldstucker		Outside Counsel			\$50,000.00	\$21,425.00		
ATT	Law Office of Mark Goldstucker		Outside Counsel			\$50,000.00	\$20,750.00		
ATT	Law Office of Mark Goldstucker		Outside Counsel			\$50,000.00			
ATT	Law Offices of William W. Krueger III, PC		Outside Counsel			\$200,000.00	\$81,990.40		
ATT	Matthews, Shiels, Knott, Eden Davis & Beanland LLP		Outside Counsel			\$50,000.00	\$2,003.25		
ATT	McKool Smith PC		Outside Counsel			\$50,000.00	\$50,000.00		
ATT	Moses, Palmer & Howell LLP		Outside Counsel			\$1,175,000.00	\$1,031,274.88		
ATT	Mounce, Gree, Myers, Safi, Paxson & Galatzan		Outside Counsel			\$50,000.00	\$33,700.13		
ATT	Mounce, Gree, Myers, Safi, Paxson & Galatzan		Outside Counsel			\$35,000.00	\$5,679.22		
ATT	Mounce, Gree, Myers, Safi, Paxson & Galatzan		Outside Counsel			\$35,000.00	\$25,075.33		
ATT	Mounce, Gree, Myers, Safi, Paxson & Galatzan		Outside Counsel			\$35,000.00	\$28,081.38		
ATT	Mounce, Gree, Myers, Safi, Paxson & Galatzan		Outside Counsel			\$50,000.00	\$49,463.73		
ATT	Mounce, Gree, Myers, Safi, Paxson & Galatzan		Outside Counsel			\$25,000.00	\$0.00		
ATT	Mounce, Gree, Myers, Safi, Paxson & Galatzan		Outside Counsel			\$25,000.00	\$13,189.44		
ATT	Mounce, Gree, Myers, Safi, Paxson & Galatzan		Outside Counsel			\$50,000.00	\$15,309.50		
ATT	Nickelson Law Firm		Outside Counsel			\$25,000.00	\$5,600.00		

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ATT	Norman J. Gordon		Outside Counsel			\$40,000.00	\$23,078.13		
ATT	Norman J. Gordon		Outside Counsel			\$50,000.00	\$29,347.63		
ATT	Norman J. gordon - Atmos Mid-Tex Division's Appeal to the Railroad Commission of City's council decision on the DARR		Outside Counsel			\$50,000.00	\$29,347.63		
ATT	Ogletree, Deakins, Nash, Smoak & Stewart PC		Outside Counsel			\$250,000.00	\$156,748.56		
ATT	Ogletree, Deakins, Nash, Smoak & Stewart PC		Outside Counsel			\$25,000.00	\$24,459.72		
ATT	Ogletree, Deakins, Nash, Smoak & Stewart PC-City Wage Overpayment Policies		Outside Counsel			\$25,000.00	\$13,269.00		
ATT	Sayles Werbner		Outside Counsel			\$1,850,000.00	\$1,655,188.16		
ATT	Squire Patton Boggs LLP - K. Felder		Outside Counsel			\$8,561.32	\$8,561.32		
ATT	Squire Patton Boggs LLP - Welch v. Hughes		Outside Counsel			\$4,500.00	\$4,465.00		
ATT	Squire Patton Boggs LLP		Outside Counsel			\$3,420.00	\$3,420.00		
ATT	Walker Bright		Outside Counsel			\$135,000.00	\$66,456.23		
ATT	Walker Bright		Outside Counsel			\$50,000.00	\$24,789.67		
ATT	Walker Bright		Outside Counsel			\$150,000.00	\$22,915.00		
ATT	Weiss Serota Helfman Cole & Bierman PL		Outside Counsel			\$50,000.00	\$45,190.01		
ATT	White & Wiggins		Outside Counsel			\$355,000.00	\$319,574.65		
ATT	White & Wiggins LLP - D. Payton, Landmark Commission		Outside Counsel			\$5,000.00	\$4,890.00		
AVI	Ruby Canyon Engineering Inc	Ruby Canyon Engineering Inc	Airport Carbon Accreditation Program for DAL	2/28/2017	12/31/2017	\$8,750.00	\$8,750.00	\$8,750.00	\$8,750.00
AVI	UNISON CONSULTING, INC.	MASC AVIUNISON	Airport Financial and Management Consulting Services	1/1/2016	12/31/2019	\$24,848.25	\$24,848.25	\$24,848.25	\$24,848.25
AVI	UNISON CONSULTING, INC.	MASC AVIUNISON	Airport Financial and Management Consulting Services	1/1/2016	7/10/2019	\$250,832.18	\$250,832.18	\$250,832.18	\$250,832.18
AVI	ROCKET RED, LTD.	ROCKET RED	COMMUNICATIONS MARKETING SERVICES	1/24/2017	1/24/2019	\$156,228.54	\$156,228.54	\$156,228.54	\$156,228.54
AVI	CORGAN ASSOCIATES, INC.	Corgan Associates Inc	Planning Study for Architectural Services @ Dallas LoveField	1/1/2017	10/10/2018	\$46,257.04	\$46,257.04	\$46,257.04	\$46,257.04
AVI	M S BENBOW AND ASSOCIATES	MS Benbow & Associates	Specialty Consulting and Professional Services	1/13/2016	1/13/2018	\$989,750.00	\$989,750.00	\$989,750.00	\$989,750.00
AVI	Revision Inc	Revision Inc	Consulting Service for IT Organizational						
AVI	EL CREATIVE ^	EL Creative Inc.	AA w/service contract for Commemorative Book for DAL	6/23/2016	12/31/2017	\$28,000.00	\$28,000.00	\$28,000.00	\$28,000.00
AVI	Alpha Business Images	Marketing	Marketing	6/26/2019	6/25/2022	\$411,405.00			
AVI	NueBridge	Consultant	Consulting Contract	5/15/2018	1/31/2019	\$45,199.88	\$45,199.88	\$45,199.88	\$45,199.88
AVI	Airport Business Solution	Consultant	DEA Consultant	5/15/2018	10/1/2018	\$25,000.00	\$12,500.00	\$12,500.00	\$25,000.00
AVI	Revision	Consultant	IT Organization	1/9/2020	1/8/2021	\$49,000.00	\$49,000.00	\$0.00	\$49,000.00
AVI	DDJ Professional		AVI EDU/Workforce	1/27/2020	9/30/2020	\$49,500.00	\$10,000.00	\$7,050.00	\$2,950.00
AVI	M S Benbow		Telecom Consultant	11/13/2019	11/12/2020	\$48,000.00	\$48,000.00	\$0.00	\$48,000.00
BMS	HUNTON & WILLIAMS LLP	Hunton & Williams-DPFP	professional services \$50,000	1/11/2017	1/11/2020	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
BMS	Crowe, LLP		Professional services contract	9/3/2019	9/30/2020	\$49,600.00	\$35,650.00		
BMS	Dearman Analytics, LLC		Economic Anlysis, Forecasting, and Research Services						
BMS	ETC Institute		Community Survey						
BMS	MGT of America Consulting, LLC		Fee Study						

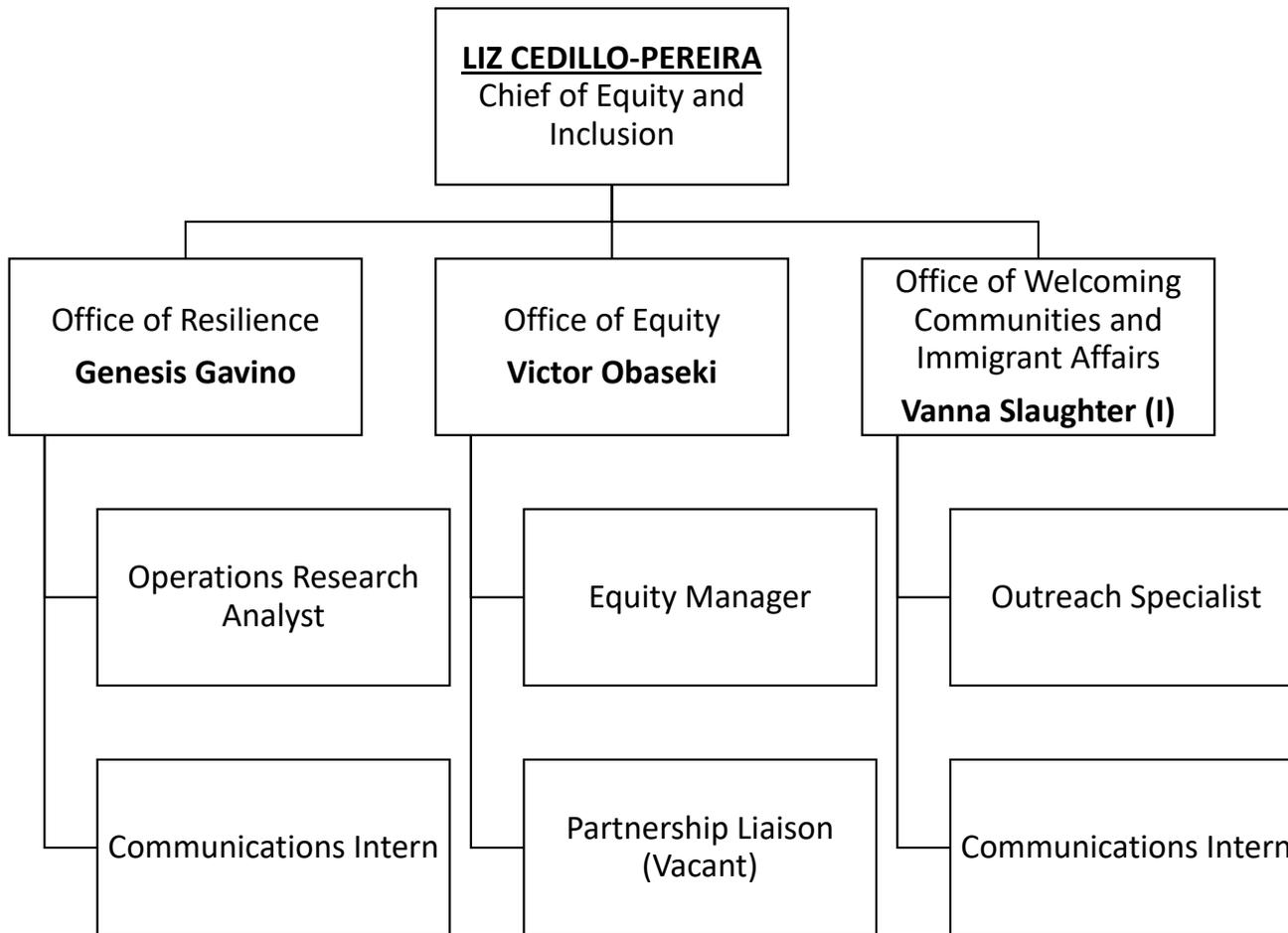
Dept	Vendor Legal Name	Document Name	Description	Effective Begin Date	Effective End Date	Order total amt	Expended amt	Order total amt by vendor	Expended Amt by Vendor
BMS	Matrix Consulting Group, Ltd		Cost Allocation Plan	10/1/2018	9/30/2019	\$15,000.00			
BSD	CHARLES GOJER & ASSOC ^	Southwest Transfer Station - Charles Gojer & Assoc.	Authorize payment to Charles Gojer & Associates for emergency investigation of the structural integrity at the Southwest Transfer Station.	3/1/2020	9/30/2020	\$1,800.00	\$ -	\$1,800.00	\$
BSD	Kleinfelder, Inc.	MA POM BPZ1424 - EBS	Non-Engineering & Environmental Services	9/21/2016	9/20/2020	\$939,760.35	\$668,097.63	\$87,728.90	\$11,440.90
BSD	Aptim Environmental & Infrastructure, Inc.	MA POM BPZ1424 - EBS	Non-Engineering & Environmental Services	9/21/2016	9/20/2020	\$939,760.35	\$668,097.63	\$131,407.00	\$
CCO	DELOITTE CONSULTING LLP	Deloitte MASC	Deloitte Consulting, LLP actuarial services related to DPFP	1/1/2017	6/30/2018	\$426,765.00	\$426,765.00	\$426,765.00	\$426,765.00
CCO	Fitch & Associates, LLC	Administration Action No. 18-185791	External audit service contract - for annual audit services of EMS claims submitted to federal health care programs	4/1/2018	4/1/2020	\$22,450.00			
CCO	Grant Thornton, LLP	BKZ1517 – Resolution No. 15-1046	External audit service contract – this service is required by the City Code and state law	6/10/2015	6/30/2020	\$4,459,678.00	\$4,422,618.00		
CCO	Hilltop Securities Inc.	Consultant contract for professional financial advisory services	Co-Financial Advisors: Obligations secured by designated enterprise revenues	11/1/2016	10/31/2021	\$75,000.00	\$0.00	\$0.00	\$0.00
CCO	PFM Financial Advisors LLC	Consultant contract for professional financial advisory services	Financial Advisors: Obligations secured by governmental fund revenues	11/1/2016	10/31/2021	\$375,000.00	\$0.00	\$0.00	\$0.00
CCO	ESTRADA HINOJOSA & CO INC	Consultant contract for professional financial advisory services	Co-Financial Advisors: Obligations secured by designated enterprise revenues	11/1/2016	10/31/2021	\$50,000.00	\$0.00	\$0.00	\$0.00
CCO	First Southwest Asset Management, LLC	Contract No. CCO-2018-000044167	Consultant to provide arbitrage rebate calculation and compliance services.	11/1/2017	10/31/2022	\$95,000.00	\$39,900.00	\$39,900.00	\$39,900.00
CCS	TEXAS A&M ENGINEERING EXTENSION SERVICE- TEEX	TEEX - VC0000004488	3454 - Basic Code Enforcement Training	3/1/2018	12/31/2020	\$42,335.00	\$42,335.00	\$42,335.00	\$42,335.00
CCS	Breaking the Chain	Leadership Training CCS	3-Day Interactive Leadership Training	10/31/2019	9/30/2020	\$21,948.40		\$21,948.40	
CCS	Jeffrey Lewis Hurt	Leadership Training CCS	*10-45 minute Interactive Workshop Course	2/17/2020	9/30/2020	\$8,000.00		\$8,000.00	
CCS	National Safety Council	Learning Course & Materials (Nicole Myers)	DDC 10th Ed - Instructor Resource Kit w/USB	1/21/2020	2/6/2020	\$1,615.33	\$1,615.33	\$1,615.33	\$1,615.33
CTS	True North Consultant		Security Assessment			\$111,850.00	\$0.00	\$0.00	\$0.00
CTS	ThinkScale		Culture Assessment	8/1/2019	11/30/2019	\$14,937.00	\$14,937.00	\$0.00	\$0.00
CVS	INDUSTRIAL ORGANIZATIONAL SOLUTIONS, INC.	Consulting Fire Battalion Chief Assessment Center	Professional services and expenses related to Fire BC AC	3/1/2017	9/30/2017	\$22,840.00	\$22,840.00	\$22,840.00	\$22,840.00
CVS	Convectus Solutions LLC	Consulting and Training	Professional Services to assist CVS with hiring process	4/1/2017	6/30/2019	\$7,700.00	\$7,700.00	\$7,700.00	\$7,700.00
DFD	Public Consulting Group	BKZ1903	Ambulance Supplemental Payment Program	2/13/2019	2/12/2022	\$411,862.26	6% of the ASPP payment	6% of the ASPP Payment	\$411,862.26
DFD	Fitch & Associates	DFD-2020-000L2829	EMS Consulting Services	2/19/2020	4/30/2020	\$0.00	\$13,200.00	\$13,200.00	\$4,400.00
DPD	KIMLEY-HORN AND ASSOCIATES INC	Parking System Financial Plan	Consultant Services for Parking System Financial Plan	1/1/2017	3/31/2018	\$0.00	\$0.00	\$0.00	\$0.00
DPD	Dixon Resources Unlimited	Meter Operation and Parking Management Information Systems m	Consultant Services for post award implementation	7/11/2016	9/30/2018	\$41,103.37	\$41,103.37	\$41,103.37	\$41,103.37
DPD	KIMLEY-HORN AND ASSOCIATES INC	Parking Advisory Group	Consultant to provide Technical Support to DPD	1/1/2017	3/31/2018	\$0.00	\$0.00	\$0.00	\$0.00
DPD	Del Carmen Consulting, LLC	DEL CARMEN CONSULTING	Consulting Services for DPD Racial Profiling Study	10/7/2019	12/31/2020	\$24,500.00	\$24,500.00	\$24,500.00	\$24,500.00
DPD	KPMG LLP	Contract # DPD-2018-00007901 - DPD Staffing Analysis	Uniform Staffing Study	11/28/2018	11/27/2020	\$500,000.00	\$500,000.00	\$500,000.00	\$500,000.00
DSV	Austin CSI, LLC		Customer Journey Mapping Sessions for 311 implementation project	12/18/2017	12/17/2018	\$25,220.00	\$25,220.00	\$25,200.00	\$25,220.00
DSV	BLACK & VEATCH CORPORATION		Consulting Contract for P25 Trunked Radio Network System	12/9/2015	12/12/2020	\$2,874,101.73	\$2,061,553.53	\$2,874,101.73	\$2,061,553.53
DSV	BRIO SERVICES, LLC		Enterprise Work and Asset Management (EWAMS) Program Phase 1	1/30/2017	4/2/2021	\$4,367,999.00	\$3,022,008.12	\$4,367,999.00	\$3,022,008.12

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DSV	BRIO SERVICES, LLC		BUZ1831 - Enterprise work order and asset management system Phase 2	9/12/2018	9/11/2023	\$6,503,686.00	\$1,231,374.26	\$4,100,952.00	\$1,231,374.26
DSV	DLT SOLUTIONS, LLC		Workday Deployment Support Services	8/28/2019	8/27/2020	\$1,366,421.05	\$998,249.84	\$1,366,421.05	\$998,249.84
DSV	DYNAMIC COMPUTING SERVICES		Development of Adobe Experienced Manager (AEM) electronic Security Authorization Request (SAR) form	10/1/2016	3/31/2017	\$30,350.00	\$0.00	\$0.00	\$0.00
DSV	ECIFM SOLUTIONS INC.		Enterprise Capital Project Management System Phase 1	1/17/2018	8/14/2019	\$646,940.00	\$588,636.00	\$620,726.00	\$588,636.00
DSV	ECIFM SOLUTIONS INC.		Enterprise Capital Project Management System Phase 2 (BUZ1904)	4/24/2019	4/23/2024	\$2,169,090.00	\$262,750.00	\$1,892,130.00	\$262,750.00
DSV	ESRI INC		Consulting services to launch resiliency information using ArcGIS off DIR Contract No. DIR-TSO-3446	9/26/2017	9/25/2019	\$47,380.00	\$46,933.84	\$46,933.84	\$46,933.84
DSV	IBM Corporation		Tririga Application Consultant for Enterprise Capital Project System	5/21/2018	7/20/2018	\$47,252.80	\$41,775.54	\$41,775.54	\$41,775.54
DSV	iTK Technologies, LLC		Consulting services to configure new salary tables for Police and Fire in the City's Lawson HR/Payroll system	8/28/2019	8/27/2020	\$147,700.00	\$86,787.50	\$147,700.00	\$86,787.50
DSV	MISSION CRITICAL PARTNERS, INC.		Consultant Services for assessment of 911 call center Data validation services related to human resources and payroll data contained in the City's systems	3/11/2015	5/1/2020	\$212,728.00	\$186,314.14	\$186,314.14	\$186,314.14
DSV	Premier International Enterprises, Inc.			4/1/2020	3/31/2021	\$936,000.00	\$512,493.75	\$936,000.00	\$512,493.75
DSV	Tel/Logic Inc. d.b.a. E-Rate Central		Consulting services for telephony infrastructure E-Rate options for Dallas Library	2/1/2019	1/31/2021	\$49,000.00	\$49,000.00	\$49,000.00	\$49,000.00
DSV	THE HARBECK COMPANY, INC.		Communication Styles Employee Assessments	6/1/2017	5/31/2018	\$16,300.00	\$10,337.50	\$10,337.50	\$10,337.50
DWU	WEBB & WEBB ^	Webb & Webb	3 year professional services contract \$400,000.00	10/1/2016	9/30/2019	\$161,233.73	\$161,233.73	\$161,233.73	\$161,233.73
DWU	Alan Plummer Associates, Inc	BMZ1728	Provides water consumption audits to the City's industrial, commercial and institutional customers to assist in the identification of potential water savings in their facilities	11/8/2012	11/7/2022	\$842,320.00	\$538,259.00	\$842,320.00	\$538,259.00
DWU	University of North Texas	BMZ1818	Provides environmental education services related to water conservation for school-aged children in the City of Dallas and County of Dallas	1/23/2019	1/22/2024	\$2,252,475.00	\$455,302.00	\$2,252,475.00	\$455,302.00
EBS	Alvarez & Marsal Public Sector Services LLC	Fleet Mgmt efficiency study - Alvarez & Marsal	Consultant Contract with Alvarez & Marsal Public Sector Services, LLC for a management efficiency study of the City's fleet assets for EBS, Aviation, Fire, Water Utilities, Public Works, Sanitation and Trinity Watershed	5/10/2018		\$475,209.00	\$474,375.53	\$475,209.00	\$474,375.53
EFM	TBD	TBD	Consultant contract for support on a RNG – Renewable Natural Gas Proposal/Solicitation. Would use the information from this report to launch a solicitation to generate a revenue contract and a savings on our use of natural gas	Planned		>\$50,000			
EFM	TBD	TBD	Consultant contract for support of a fleet electrification plan. Would use this study to help support infrastructure planning and evaluate which function/departments can make the most efficient use of EV technology/vehicles with little to no limitations on production. This would also tie back to the CECAP (Comprehensive Environmental Climate Action Plan)	Planned		>\$50,000			
HOU	TDA Consulting Inc	TDA CONSULTING	CONSULTING SERVICES	5/24/2017	8/24/2017	\$44,000.00	\$44,000.00	\$44,000.00	\$44,000.00
HOU	LEGAL AID OF NORTHWEST TEXAS	Legal Aid of Northwest Texas	Legal Services to the Homeless	10/1/2016	9/30/2017	\$16,887.00	\$16,887.00	\$16,887.00	\$16,887.00

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MGT	Brunk Government Relations Services	Brunk Government Relations Consultant Contract	Consultant for interagency transportation representation	10/1/2017	12/1/2018	\$35,317.50	\$35,317.50	\$35,317.50	\$35,317.50
MGT	Brunk Government Relations Services	Brunk Government Relations Consultant Contract	Consultant for interagency transportation representation	10/1/2017	12/1/2018	\$2,167.50	\$2,167.50	\$2,167.50	\$2,167.50
MGT	Vera Institute of Justice, Inc.	CR 19-0901 - VERA Legal Services Contract	CR 19-0901 - VERA Legal Services Contract	9/16/2019	9/15/2020	\$84,374.00	\$0.00	\$84,374.00	\$0.00
MGT	Kimley-Horn and Associates	Professional Service Contract	City of Dallas ADA Self Evaluation and Transition Plan	9/25/2019	9/30/2020	\$276,000.00	\$50,000.00	\$226,000.00	\$276,000.00
MGT	The University of Texas at Arlington	Professional Service Contract	Analysis of Impediments to Fair Housing Membership in a consortium, consultation on Equity, Equity assessment survey, and citywide training on equity	12/1/2018	7/31/2019	\$72,536.00	\$68,436.93	\$4,099.07	\$72,536.00
MGT	Gov. Alliance on Race and Equity TARRANT REGIONAL WATER DISTRICT	Professional Service Contract Creative Services Water is Awesome Campaign	Creative Services Water is Awesome Campaign	12/1/2018	12/31/2019	\$178,500.00	\$131,750.00	\$46,750.00	\$178,500.00
MGT	MELTWATER NEWS US, INC	Professional Media Monitoring Services	Professional Media Monitoring Services	11/12/2018	5/12/2019	\$17,258.51	\$17,258.51	\$17,258.51	\$17,258.51
MGT	MELTWATER NEWS US, INC	Professional Media Monitoring Services	Professional Media Monitoring Services	7/22/2019	7/21/2020	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
MGT	AECOM Technical Service, Inc	Non-Engineering & Environmental Services	Non-Engineering & Environmental Services	1/23/2019	9/30/2020	\$521,692.80	\$494,622.60	\$521,692.80	\$537,384.70
MGT	Randy C. Cain	State legislative services	State legislative services	11/1/2018	10/31/2019	\$71,000.00			
MGT	Lorena Campos	State legislative services	State legislative services	11/1/2018	10/31/2019	\$64,000.00			
MGT	Kwame Walker	State legislative services	State legislative services	11/1/2018	10/31/2019	\$70,000.00			
MGT	Brunk Government Relations Services, LLC	State legislative services	State legislative services	11/1/2018	10/31/2019	\$37,500.00			
MGT	Paul Schlesinger	Federal legislative services	Federal legislative services	11/1/2018	10/31/2019	\$31,600.00			
MGT	Hector Alcalde	Federal legislative services	Federal legislative services	11/1/2018	10/31/2019	\$53,400.00			
MGT	CapitalEdge Strategies, LLC	Federal legislative services	Federal legislative services	11/1/2018	10/31/2019	\$160,000.00			
MGT	Hector Alcalde	Federal legislative services	Federal legislative services	11/1/2019	10/31/2020	\$53,400.00			
MGT	Paul Schlesinger	Federal legislative services	Federal legislative services	11/1/2019	10/31/2020	\$31,600.00			
MGT	CapitalEdge Strategies, LLC	Federal legislative services	Federal legislative services	11/1/2019	10/31/2020	\$16,000.00			
MGT	CapitalEdge Strategies, LLC	Federal legislative services	Federal legislative services	1/1/2018	9/30/2018	\$120,109.59			
MGT	Hector Alcalde	Federal legislative services	Federal legislative services	1/1/2018	9/30/2018	\$40,086.58			
MGT	Paul Schlesinger	Federal legislative services	Federal legislative services	1/1/2018	9/30/2018	\$23,721.64			
MGT	MGT Consulting Group	Availability and Disparity Study	Availability and Disparity Study	10/9/2018		\$400,568.00			
OCA	Lord Cultural Resources Planning and Management Inc.	Lord Contracting Resources AA#17-0847	2018 Dallas Cultural Plan consultants - 1/2 paid by philanthropy, used local subcontractors bcWorkshop, idyllic interactive, and local HR&A office	7/1/2017	12/31/2018	\$559,000.00	\$559,000.00	\$559,000.00	\$559,000.00
OCA	Headquarters LTD	OCA - Headquarters LLC	Website design for SpaceFinderDallas.com	5/8/2019	5/8/2020	\$23,550.00	\$23,530.00	\$23,530.00	\$23,530.00
OEM	INNOVATIVE EMERGENCY MANAGEMENT	Disaster Recovery Plan for OEM	Disaster Recovery Plan for OEM	11/26/2019	5/26/2020	\$96,672.71	\$96,672.71	\$96,672.71	\$96,672.71
OEM	INNOVATIVE EMERGENCY MANAGEMENT	Houston-Galveston CO-OP for CCTA	Consultant services for Complex Coordinated Terrorist Attack Grant	7/1/2018	7/31/2020	\$673,963.81	\$192,317.40	\$673,963.81	\$192,317.40
OEQS	DQS, Inc.	EMS External Auditor Contract Extension	EMS External Auditor Extension of Contract	8/30/2019	9/30/2020	\$960,898.00			
OEQS	BSI EHS Services and Solutions	USI Insurance Services National	EMS Database Creation and Maintenance	5/24/2017	5/24/2022	\$153,350.00			
ORM	Inc	BKZ1614	insurance and consulting services	10/1/2019	9/30/2020	\$2,132,078.15	\$2,039,913.15	\$2,132,078.15	\$2,039,913.15
PER	Holmes Murphy & Associates	Holmes Murphy & Associates	Employee Health Benefits Consultants	11/1/2019	6/30/2020	\$126,000.00	\$126,000.00	\$126,000.00	\$126,000.00
PER	Holmes Murphy & Associates	Holmes Murphy & Associates	Employee Health Benefits Consultants	12/20/2018	10/31/2019	\$221,550.00	\$221,550.00	\$221,550.00	\$221,550.00
PER	Holmes Murphy & Associates	Holmes Murphy & Associates	Employee Health Benefits Consultants	11/1/2016	9/30/2019	\$224,550.00	\$224,550.00	\$224,550.00	\$224,550.00
PER	Holmes Murphy & Associates	Holmes Murphy & Associates	Employee Health Benefits Consultants	11/1/2017	9/30/2019	\$212,172.88	\$212,172.88	\$212,172.88	\$212,172.88
PER	Holmes Murphy & Associates	Holmes Murphy & Associates	Employee Health Benefits Consultants	11/1/2016	6/30/2017	\$225,000.00	\$225,000.00	\$225,000.00	\$225,000.00

Dept	Vendor Legal Name	Document Name	Description	Effective Begin Date	Effective End Date	Order total amt	Expended amt	Order total amt by vendor	Expended Amt by Vendor
PER	AFFION PUBLIC	Professional service contract	Professional Services	1/4/2016	12/31/2018	\$29,000.00	\$29,000.00	\$29,000.00	\$29,000.00
PER	AFFION PUBLIC	Professional service contract	Professional Services	8/25/2016	7/30/2017	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
PER	Anthony W. Gilliard	Professional service contract	Professional Services	11/18/2015	12/31/2017	\$7,175.00	\$7,175.00	\$7,175.00	\$7,175.00
PER	Denton Navarro Rocha Bernal & Zech, P.C.	Professional service contract	Professional Services	1/11/2016	12/31/2019	\$28,836.82	\$28,836.82	\$28,836.82	\$28,836.82
PER	Management Partners Inc.	Consultant service contract	Professional Services	10/1/2018	9/30/2020	\$26,089.85	\$26,089.85	\$26,089.85	\$26,089.85
PER	Management Partners Inc.	Consultant service contract	Professional Services	5/1/2017	4/30/2019	\$49,900.00	\$49,900.00	\$49,900.00	\$49,900.00
PER	NP&S Management	Service contract	Professional Services	10/1/2015	9/30/2017	\$24,000.00	\$24,000.00	\$24,000.00	\$24,000.00
PER	NP&S Management	Service contract	Professional Services	10/1/2015	9/30/2017	\$24,000.00	\$24,000.00	\$24,000.00	\$24,000.00
PER	Prudential Global Network, LLC	Professional service contract	Professional Services	12/17/2018	9/30/2019	\$48,000.00	\$48,000.00	\$48,000.00	\$48,000.00
PER	Ralph Andersen & Associates	Professional service contract	Professional Services	3/22/2017	3/21/2019	\$53,950.00	\$53,950.00	\$53,950.00	\$53,950.00
PER	Ralph Andersen & Associates	Professional service contract	Professional Services	3/20/2017	3/1/2018	\$28,750.00	\$28,750.00	\$28,750.00	\$28,750.00
PER	Ralph Andersen & Associates	Service contract	Professional Services	8/5/2015	7/31/2017	\$28,750.00	\$28,750.00	\$28,750.00	\$28,750.00
PER	RiseSmart, Inc.	Professional Service	Professional Services	6/1/2017	9/30/2018	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
PER	Springsted Waters Incorporated	Professional Service	Professional Services	8/4/2017	7/31/2019	\$14,700.00	\$14,700.00	\$14,700.00	\$14,700.00
PER	THE HARBECK COMPANY, INC.		Professional Services	10/1/2015	9/30/2017	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
PER	Public Sector Personnel	Compensation Study	Compensation Study	8/28/2019	8/27/2021	\$225,000.00	\$225,000.00	\$225,000.00	\$67,000.00
PER	Prudential Global Network	Emp. Comp consulting service	Emp. Comp consulting service	1/17/2019	6/30/2019	\$48,000.00	\$48,000.00	\$48,000.00	\$48,000.00
PER	Deloitte Consulting LLP	Process Improvement	Process Improvement	12/11/2019	3/30/2020	\$49,995.00	\$49,995.00	\$49,995.00	\$49,995.00
PER	Deloitte Consulting LLP	Forensic Analysis	Forensic Analysis	5/22/2019	3/30/2020	\$49,999.00	\$49,999.00	\$49,999.00	\$49,999.00
PER	Management Partners	Consultant service for an assessment of roles and responsibilities, business practices, management systems, communications, work planning and goal setting	Consultant service for an assessment of roles and responsibilities, business practices, management systems, communications, work planning and goal setting	10/1/2018	9/20/2020	\$33,900.00	\$33,900.00	\$33,900.00	\$2,110.00
PER	UT Southwestern	Employee Well Being and Support Initiative	Employee Well Being and Support Initiative	9/25/2019	9/20/2020	\$12,000.00	\$12,000.00	\$12,000.00	
PER	ThinkScale	Cultural Assessment to identify issues and weakness in the sanitation services department	Cultural Assessment to identify issues and weakness in the sanitation services department	6/1/2019	5/31/2021	\$23,750.00	\$23,750.00	\$23,750.00	\$23,750.00
PER	Lead Strong	Organizational development and training for HR leaders and Strategic Planning Sessions	Providing organizational development and training for HR leaders and Strategic Planning Sessions	4/1/2019	4/1/2020	\$36,500.00	\$36,500.00	\$36,500.00	\$28,900.00
PKR	C.H. JOHNSON CONSULTING, INC	Fair Park Consulting Services	Fair Park Consulting Services	4/12/2018	12/31/2018	\$88,720.89	\$88,720.89	\$88,720.89	\$88,720.89
PNV	Brunk Government Relations Services	Brunk Government Relations Consultant Contract	Consultant for interagency transportation representation	5/11/2016	10/31/2017	\$104,032.20	\$104,032.20	\$104,032.20	\$104,032.20
PNV		RFP for Comprehensive Land Use Plan Udpate	Consultant services focused on scenario development/analysis and community engagement			\$650,000.00			
PNV		Informal Bid for Website Templates	Consultant services to develop web templates to support the comprehensive plan update			\$35,000 to \$50,000			
POM	FIRST SOUTHWEST ASSET MANAGEMENT	BSZ1021	Arbitrage Rebate Calculation and Compliance Services	1/1/2011	9/30/2017	\$0.00	\$0.00	\$0.00	\$0.00
POM	PetroChem Inspection Services, Inc.	Elevator & Esc. Consulting Services	Elevator & Esc. Consulting Services	3/25/2015	3/25/2020	\$109,315.00	\$108,565.00	\$109,315.00	\$108,565.00
POM	HACH COMPANY	Formal Proposal BMZ1701	Flow Monitoring Services & Data Analysis	4/12/2017	4/13/2021	\$1,104,750.74	\$1,104,055.74	\$1,104,750.74	\$1,104,055.74
POM	ExamWorks, Inc.		Independent Medical Review Services	5/11/2016	11/10/2020	\$60,050.00	\$57,900.00	\$60,050.00	\$57,900.00
POM	TEXAS A&M ENGINEERING EXTENSION SERVICE- TEEX	TEEX	TEEX Training DFD/DWU	9/6/2016	8/31/2020	\$333,438.59	\$316,438.59	\$333,438.59	\$316,438.59

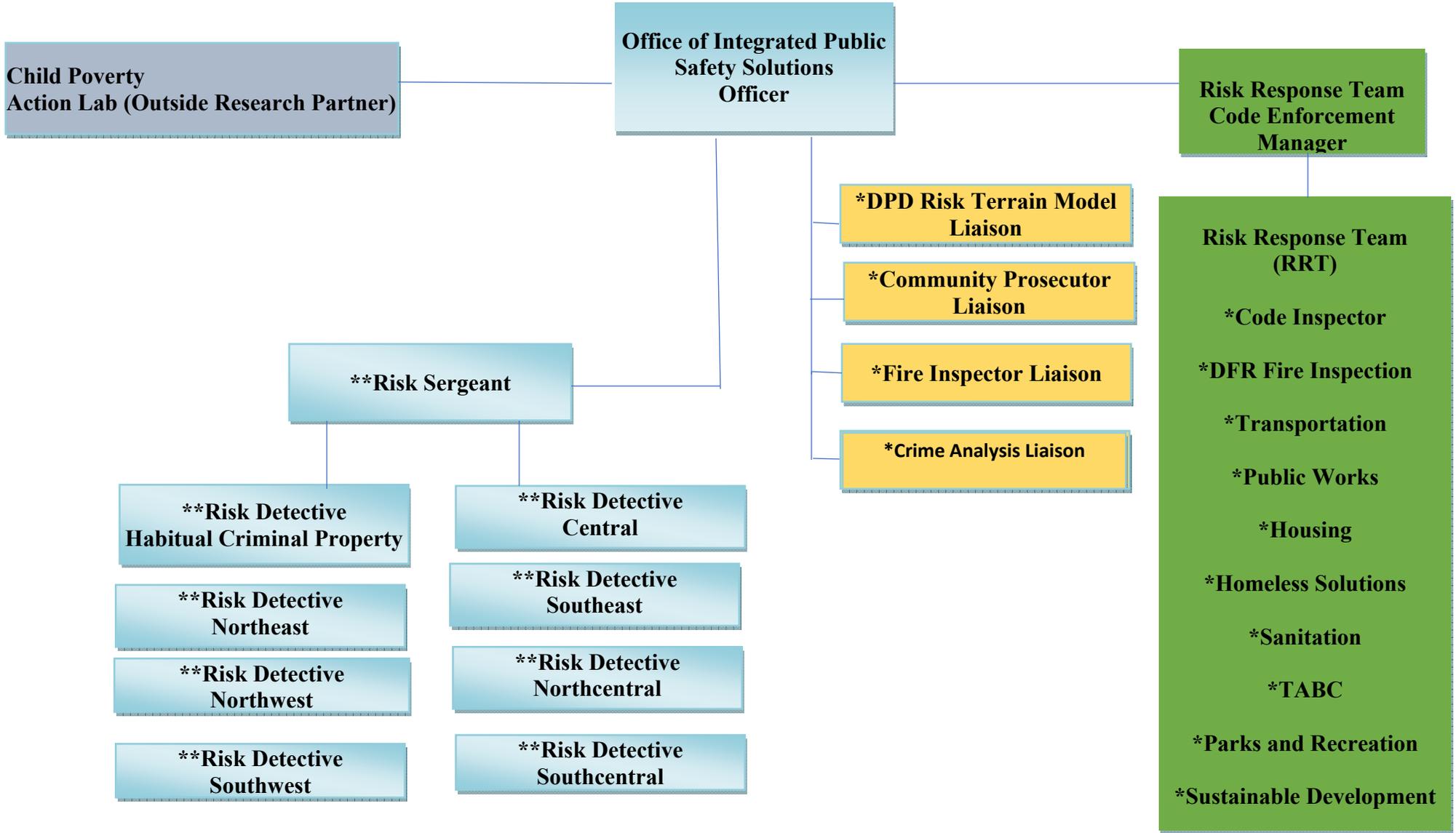
Dept	Vendor Legal Name	Document Name	Description	Effective Begin Date	Effective End Date	Order total amt	Expended amt	Order total amt by vendor	Expended Amt by Vendor
SAN	MODERN GEOSCIENCES, LLC	MODERN GEOSCIENCES LLC	PROF. SERVICE CONCTRACT FOR ENVIRONMENTAL CONSULTING SERVICE	2/24/2016	4/30/2017	\$93,605.79	\$93,605.79	\$93,605.79	\$93,605.79
SAN	Biggs & Matthews	AA-SAN-2020-00013021				\$14,300.00	\$14,300.00		
SAN	Biggs & Matthews	CT-BIGG&Matthw	Envir. Monitor	8/9/2017		\$191,573.00	\$189,872.00		
SAN	Burns & McDonnell Engineering Company	SAN-2020-00013419	Cooperative purchasing agreement contract through ILA with City of San Antonio for on-call solid waste consultant services	4/23/2020	4/22/2022	\$454,090.00			
SAN	Burns & McDonnell Engineering Company	SAN-2018-00006023	Solid Waste Consulting Services for SAN	5/9/2018	5/8/2021	\$226,800.00	\$151,880.50		
SDC/OHP	HHM & Associates Inc.	Historic Context Assessment and Survey of Greater Downtown and Intown Dallas	Historic Resources survey and context statement	5/27/2020	5/26/2022	\$195,000.00	\$0.00	\$0.00	\$0.00



**City of Dallas**

Updated May 2020

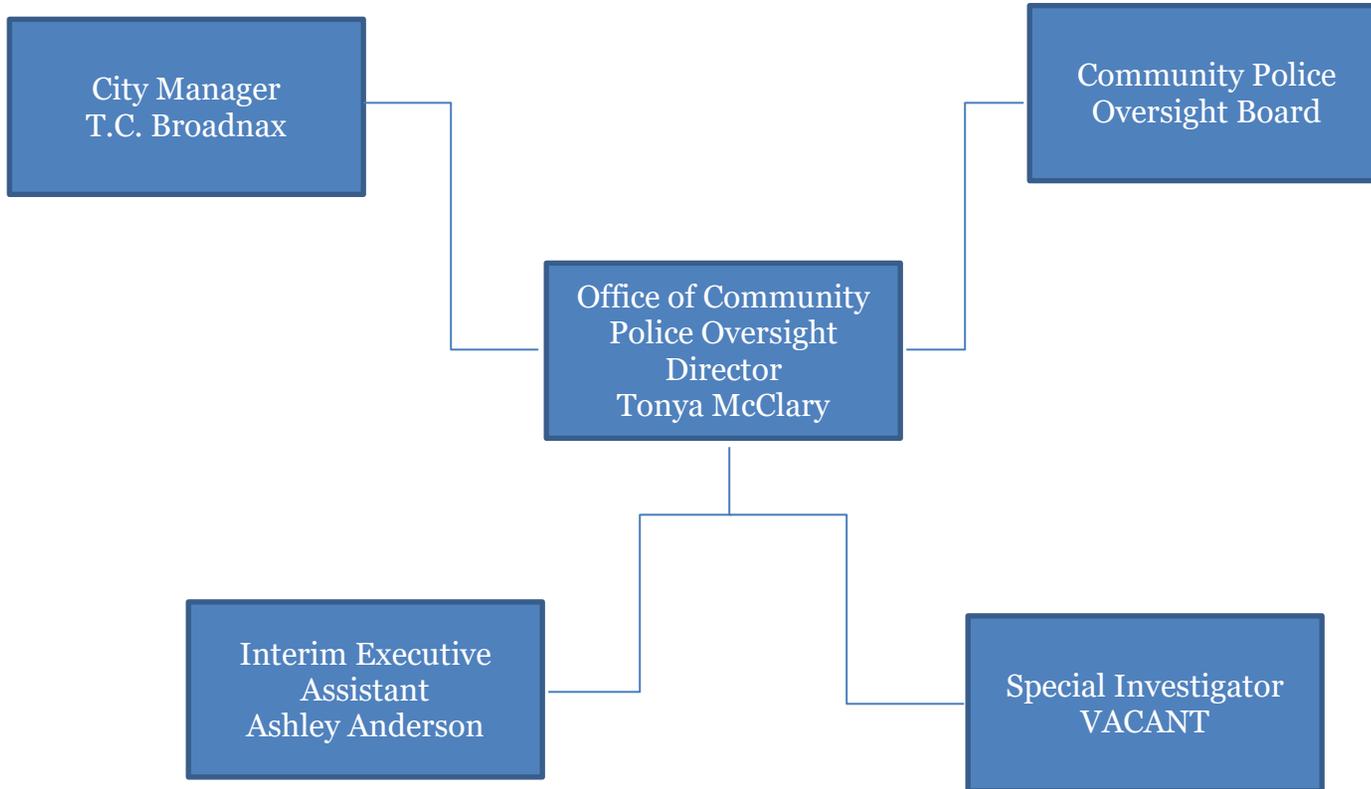
# Office of Integrated Public Safety Solutions Organization Chart



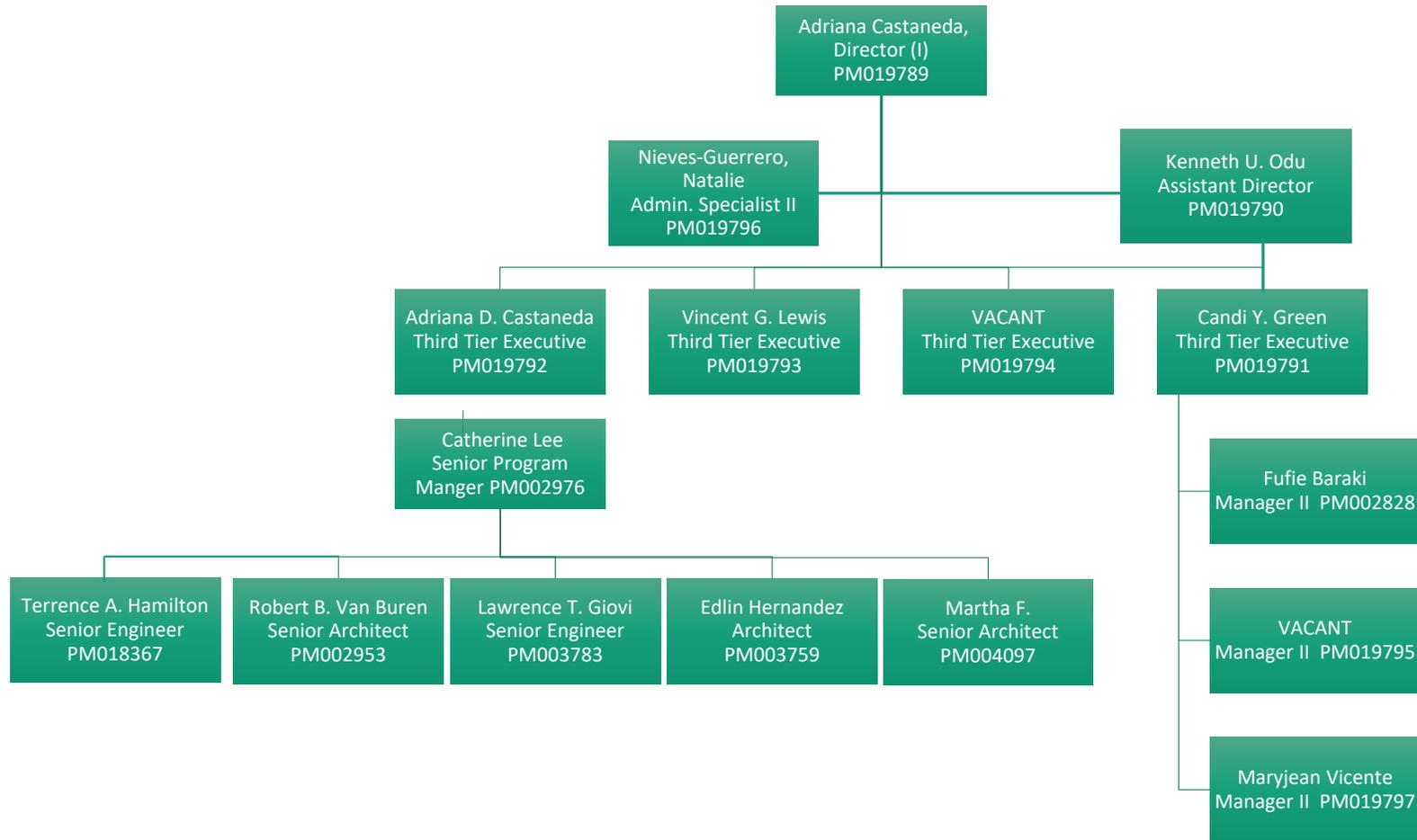
**KEY:**

- \* Employee serves as Liaison only and is not assigned to the Office of Integrated Public Safety Solutions
- \*\* Risk employees will report up through the OIPSS Officer but will remain assigned to DPD

# Office of Community Police Oversight Organizational Chart



# Office of the Bond Program: Administration



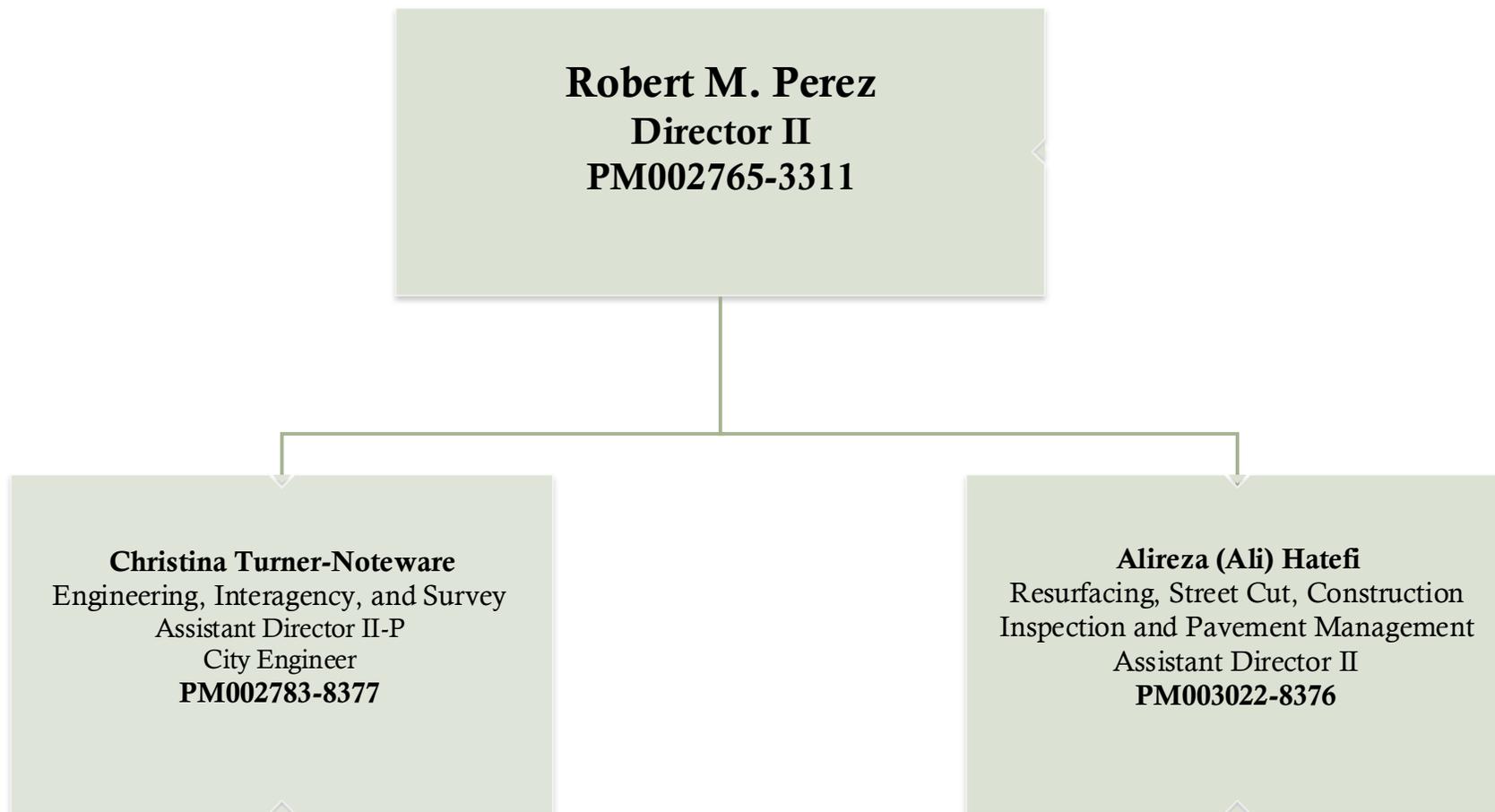


**City of Dallas**

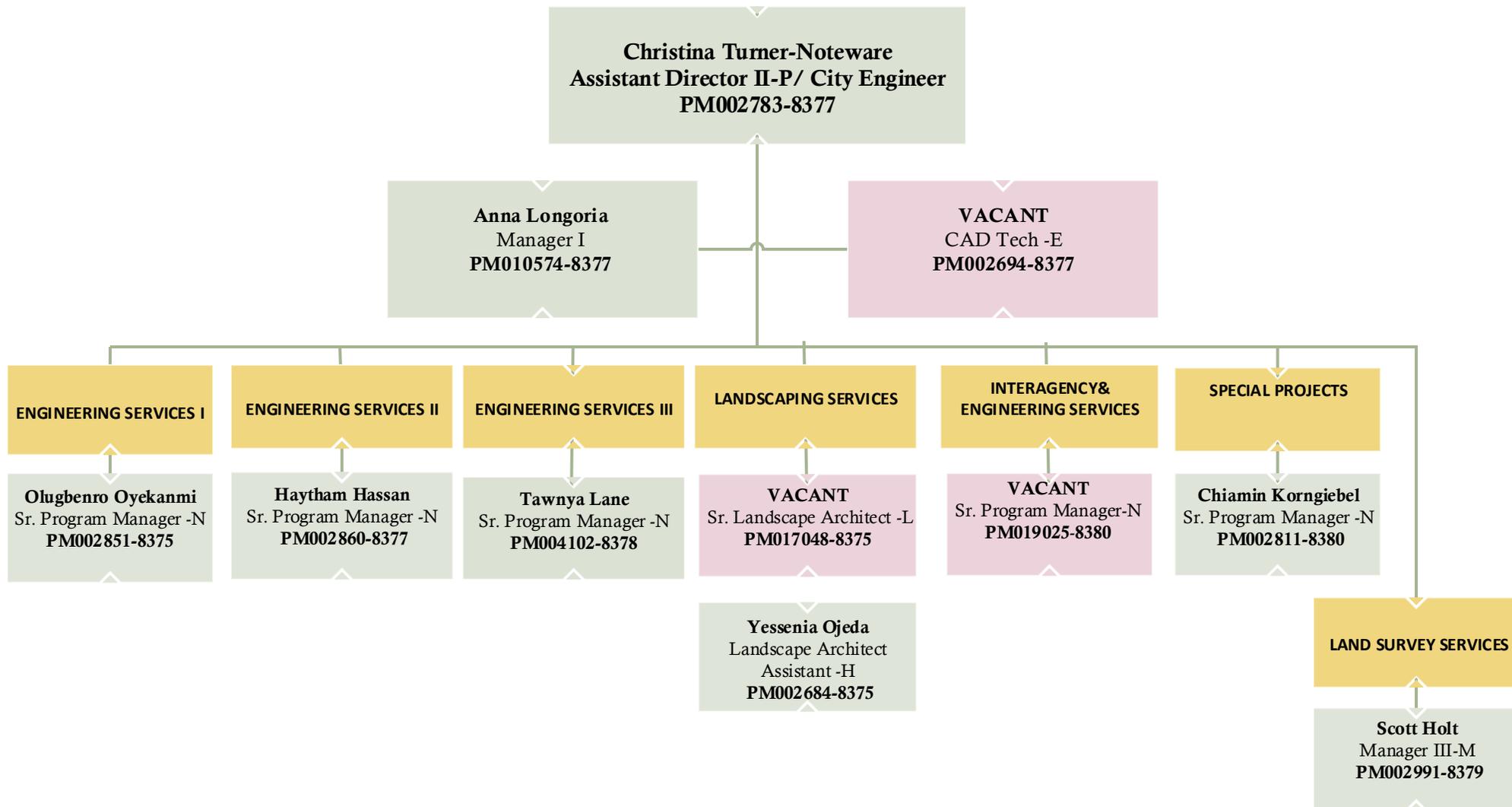
**DEPARTMENT OF PUBLIC WORKS**

**Division Of The Office Of The Bond Program**

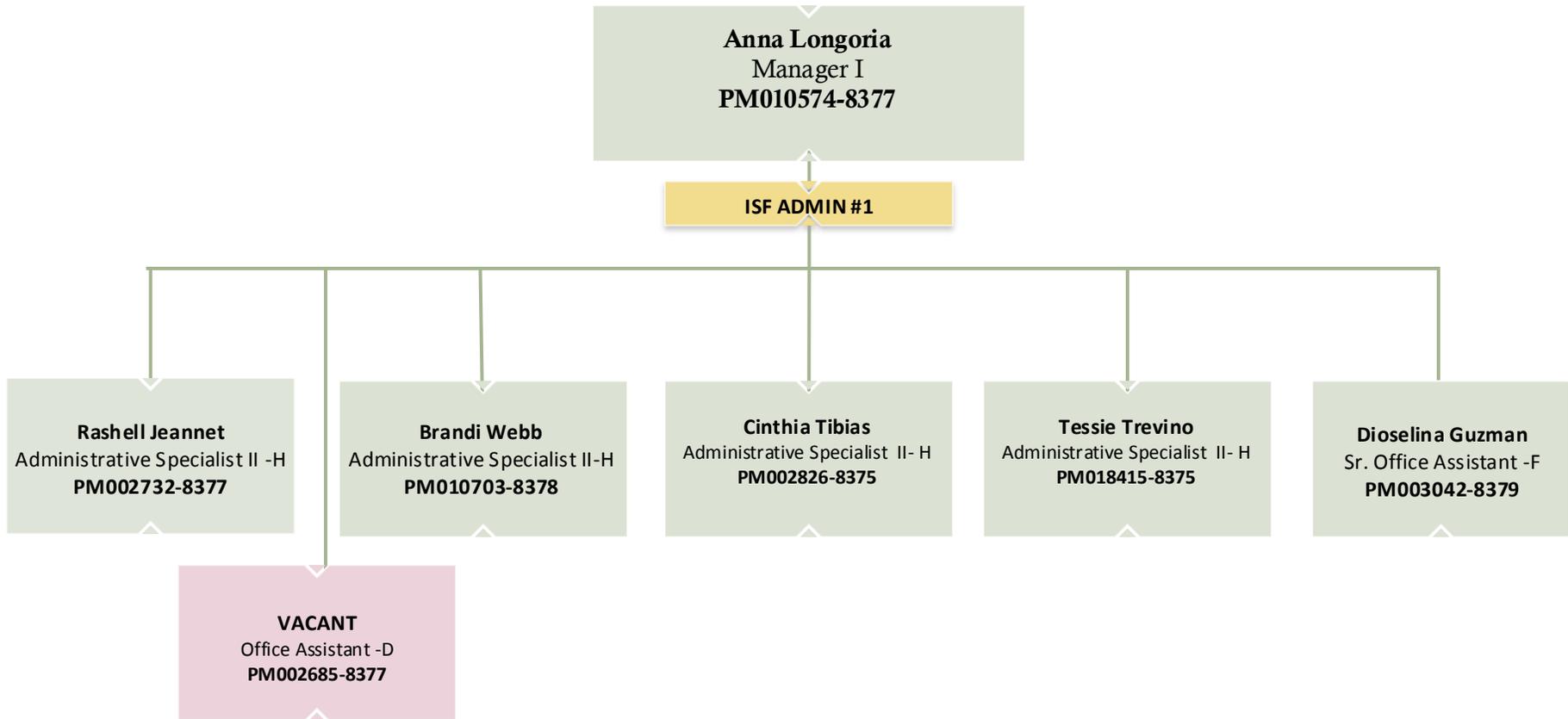
**Departmental Org. Chart**



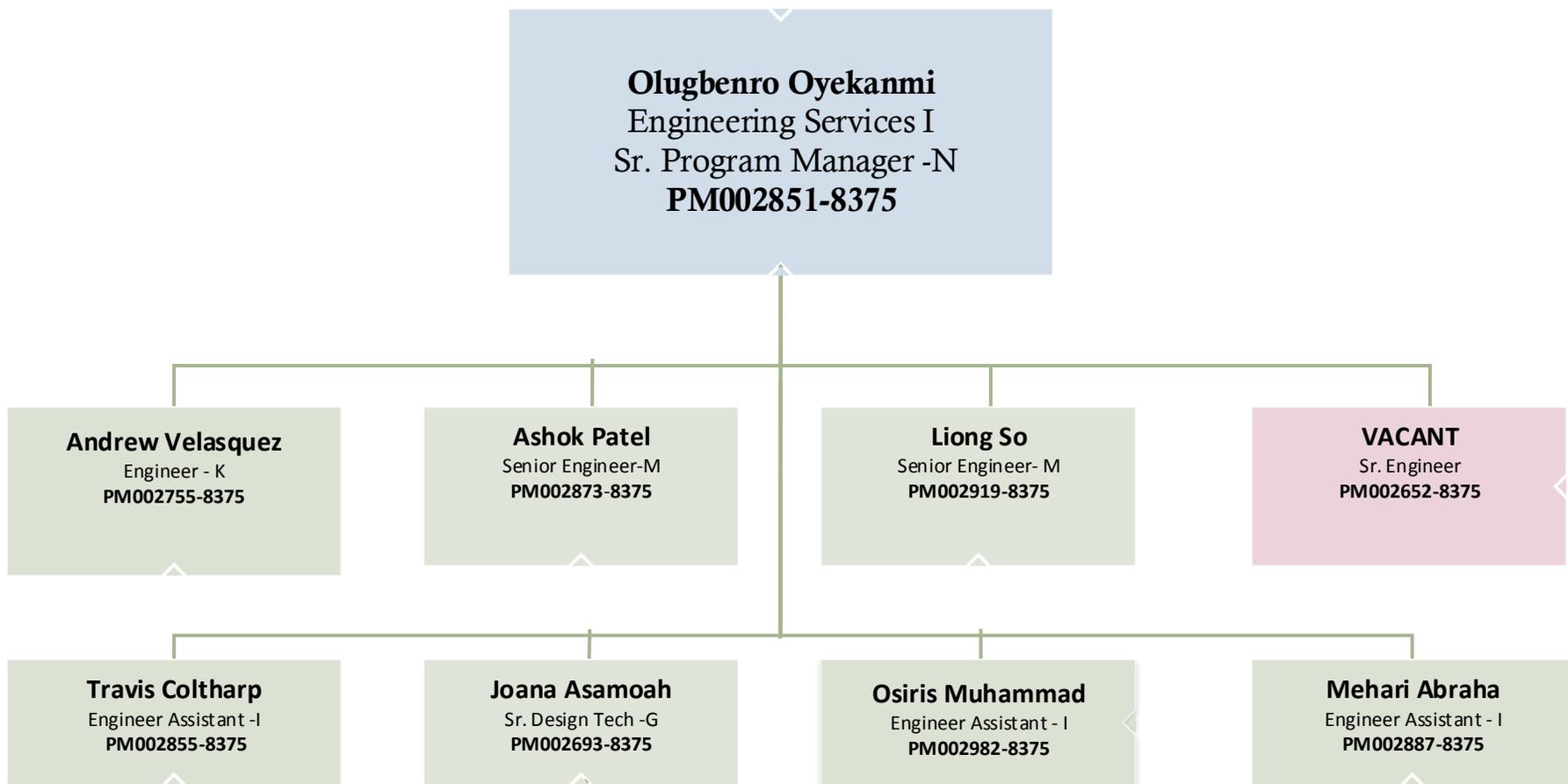
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▶	0 Interim
▶	0 Non-Driving
▶	3 Filled
▶	0 Vacant
	<b>3 Total FTE</b>



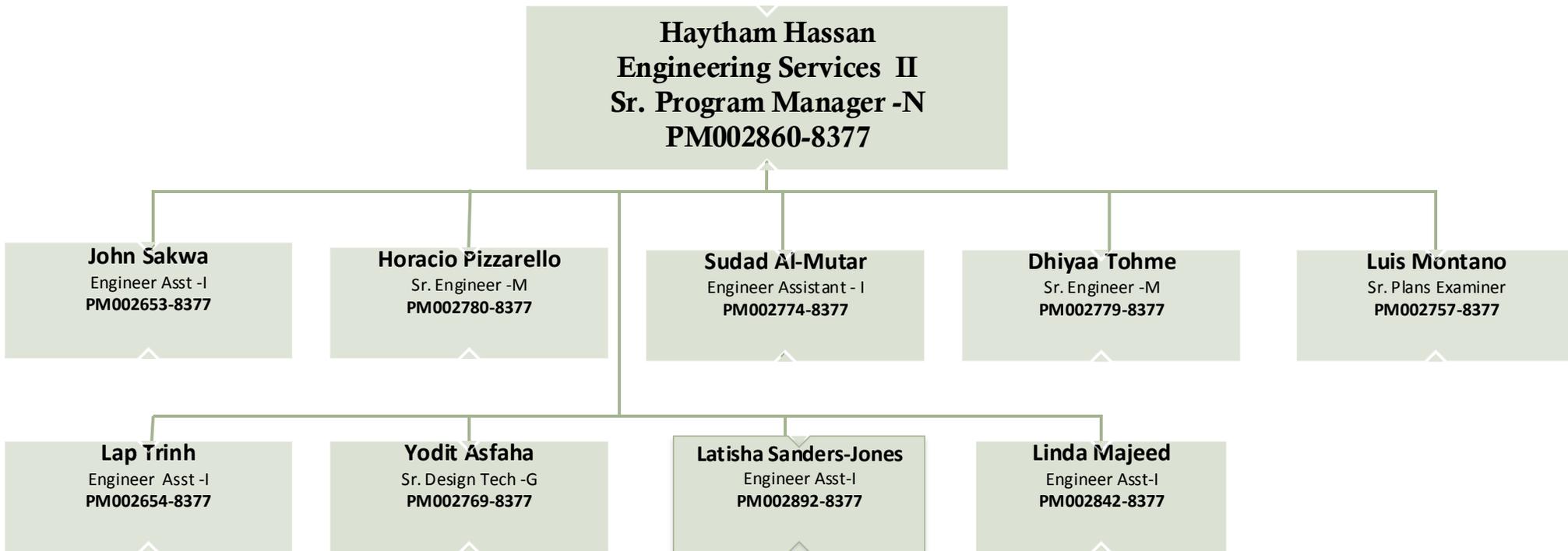
- ▶ 0 Double Fill
- ▶ 0 Interim
- ▶ 0 Non-Driving
- ▶ 9 Filled
- ▶ 3 Vacant
- 11 Total FTE**



▶	0 Double Fill
▶	0 Interim
▶	0 Non-Driving
▶	6 Filled
▶	1 Vacant
	<b>7 Total FTE</b>



▶	0 Double Fill
▶	0 Interim
▶	0 Non-Driving
▶	8 Filled
▶	1 Vacant
	<b>9 Total FTE</b>



- ▶ 0 Double Fill
- ▶ 0 Interim
- ▶ 0 Non-Driving
- ▶ 10 Filled
- ▶ 0 Vacant

**10 Total FTE**

**Tawnya Lane**  
**Engineering Services III**  
**Sr. Program Manager -N**  
**PM004102-8378**

**Lonnie Geiger**  
Sr. Engineer -M  
**PM019411-8378**

**Manjeeta Sitaula**  
Engineer -K  
**PM019405-8378**

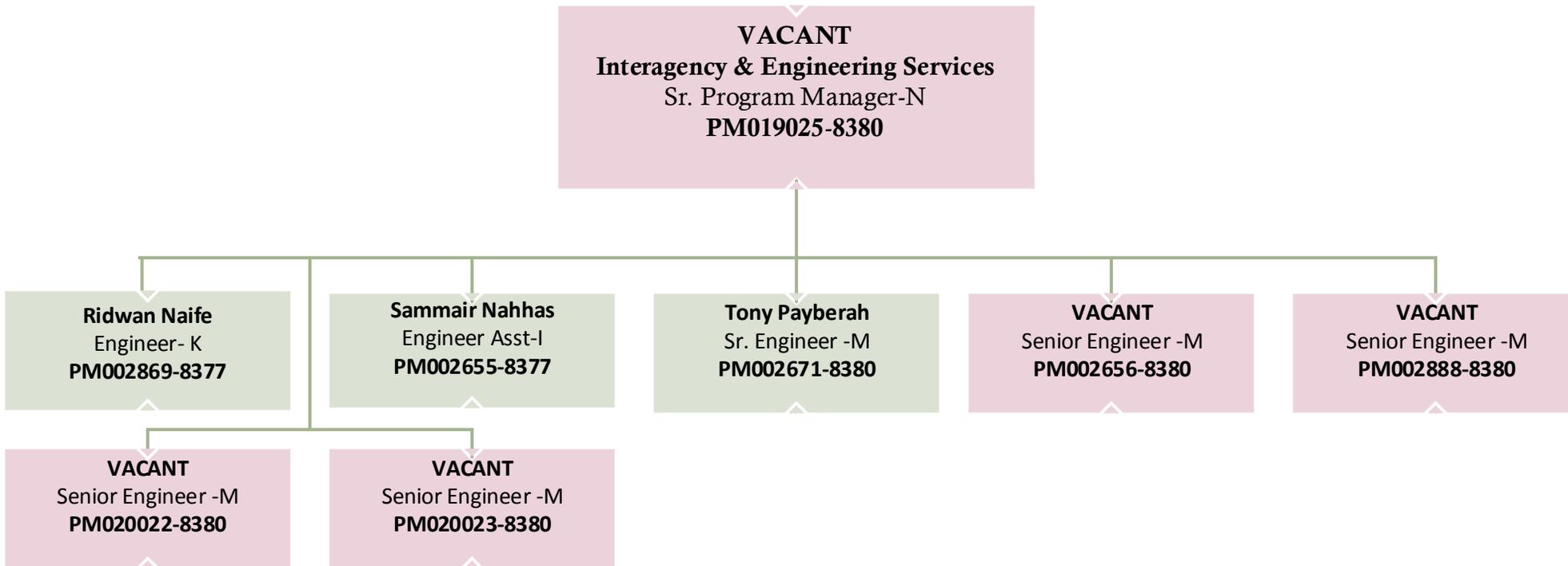
**Jose Lopez**  
Sr. Engineer - M  
**PM019406-8378**

**Samrawit Haile**  
Engineer- K  
**PM003784-8378**

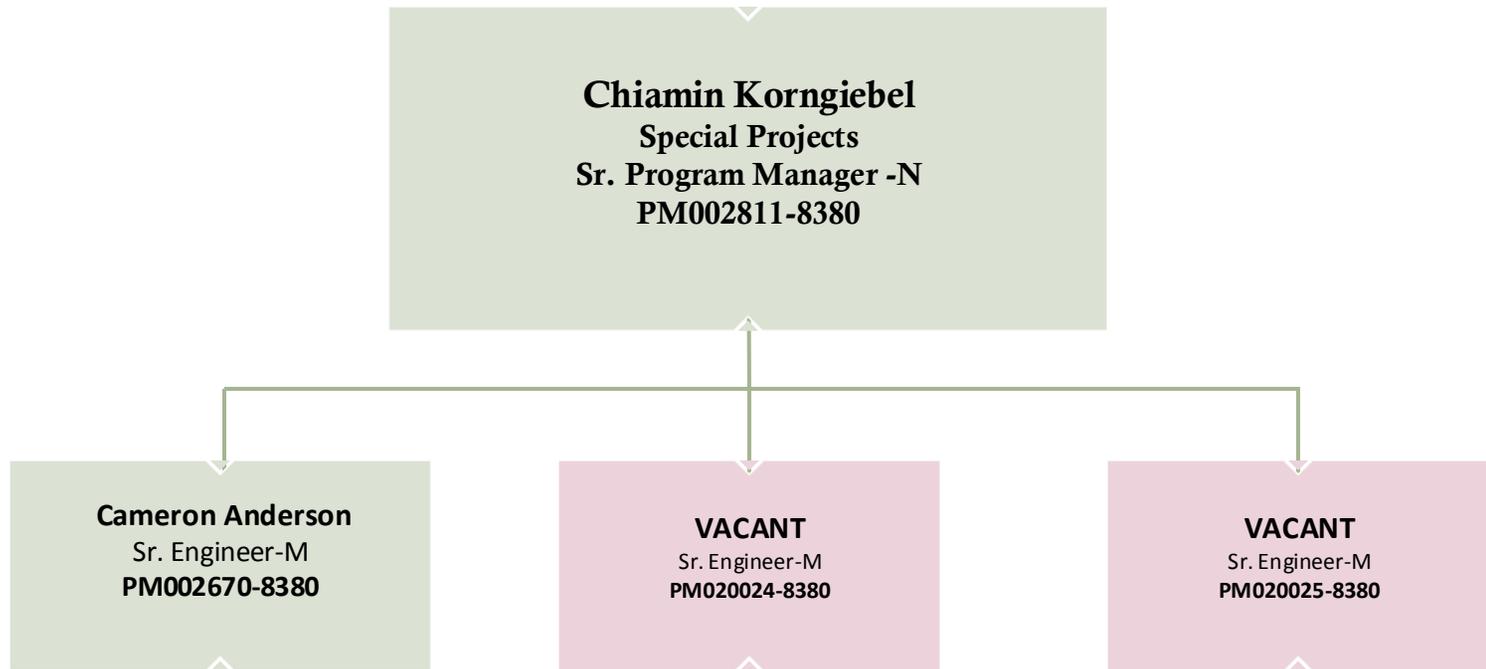
**Alex Co**  
Engineer Assistant -I  
**PM019410-8378**

**Kathie Parmelee**  
Engineer Assistant - I  
**PM020026-8378**

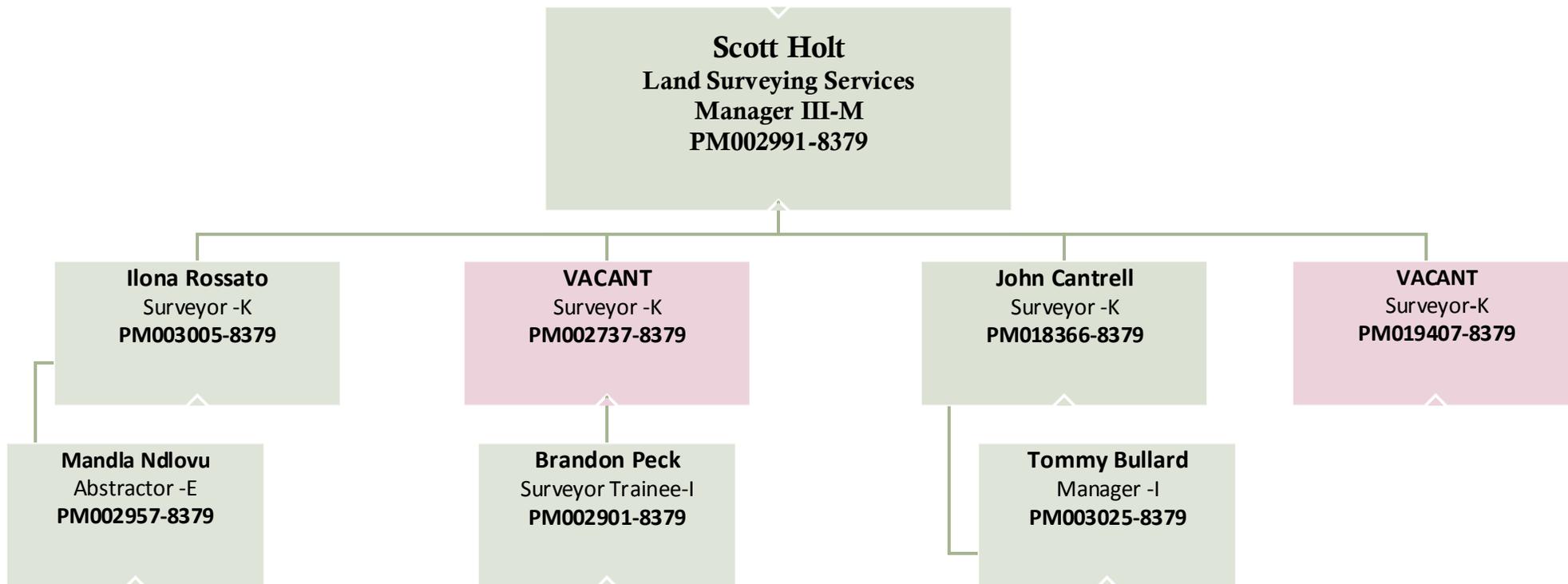
- ▶ 0 Double Fill
- ▶ 0 Interim
- ▶ 0 Non-Driving
- ▶ 7 Filled
- ▶ 0 Vacant
- 7 Total FTE**



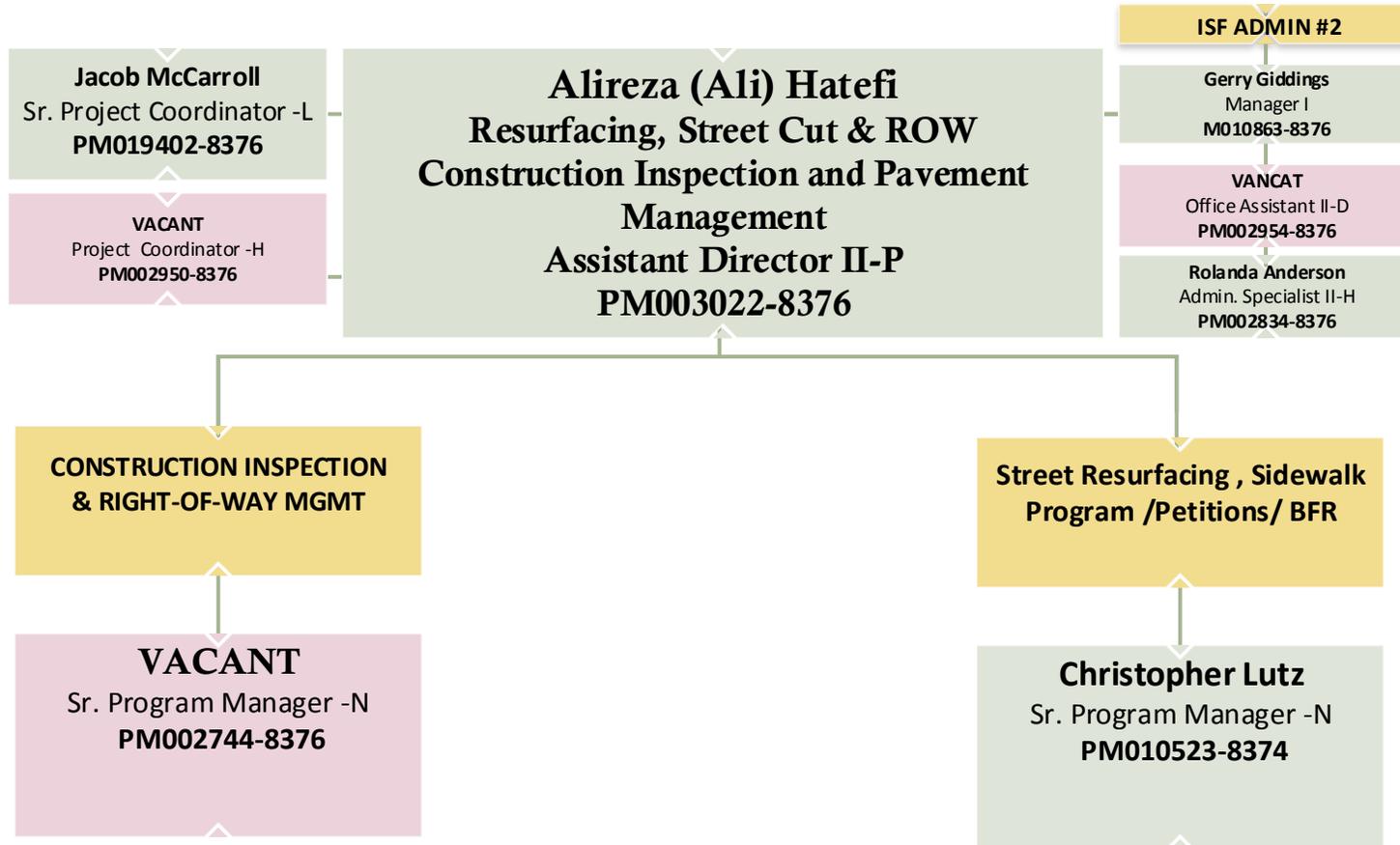
- ▶ 0 Double Fill
- ▶ 0 Interim
- ▶ 0 Non-Driving
- ▶ 3 Filled
- ▶ 5 Vacant
- 8 Total FTE**



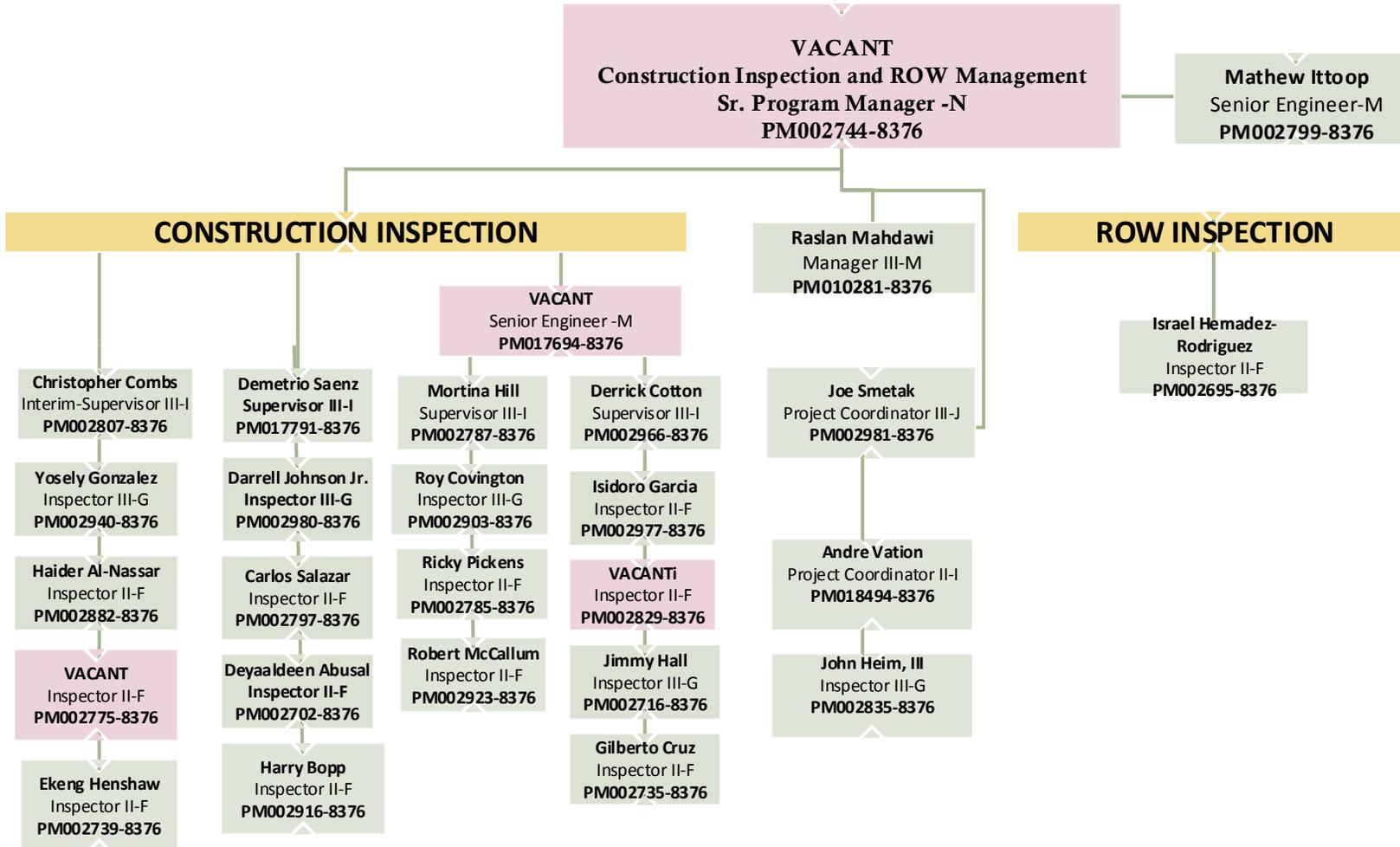
▶	0 Double Fill
▶	0 Interim
▶	0 Non-Driving
▶	2 Filled
▶	2 Vacant
<b>4</b>	<b>Total FTE</b>



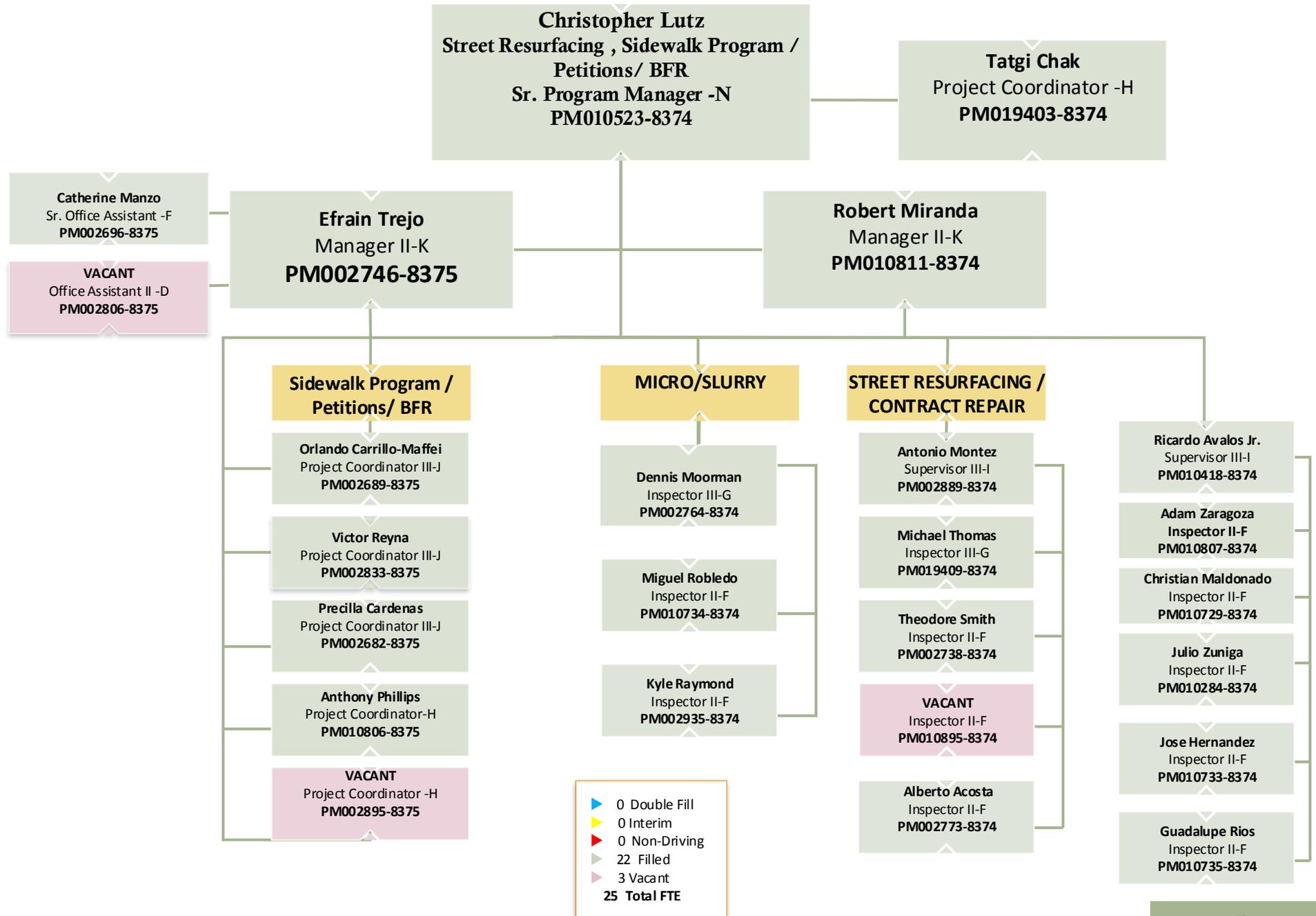
▶	0 Double Fill
▶	0 Interim
▶	0 Non-Driving
▶	8 Filled
▶	2 Vacant
<b>10 Total FTE</b>	



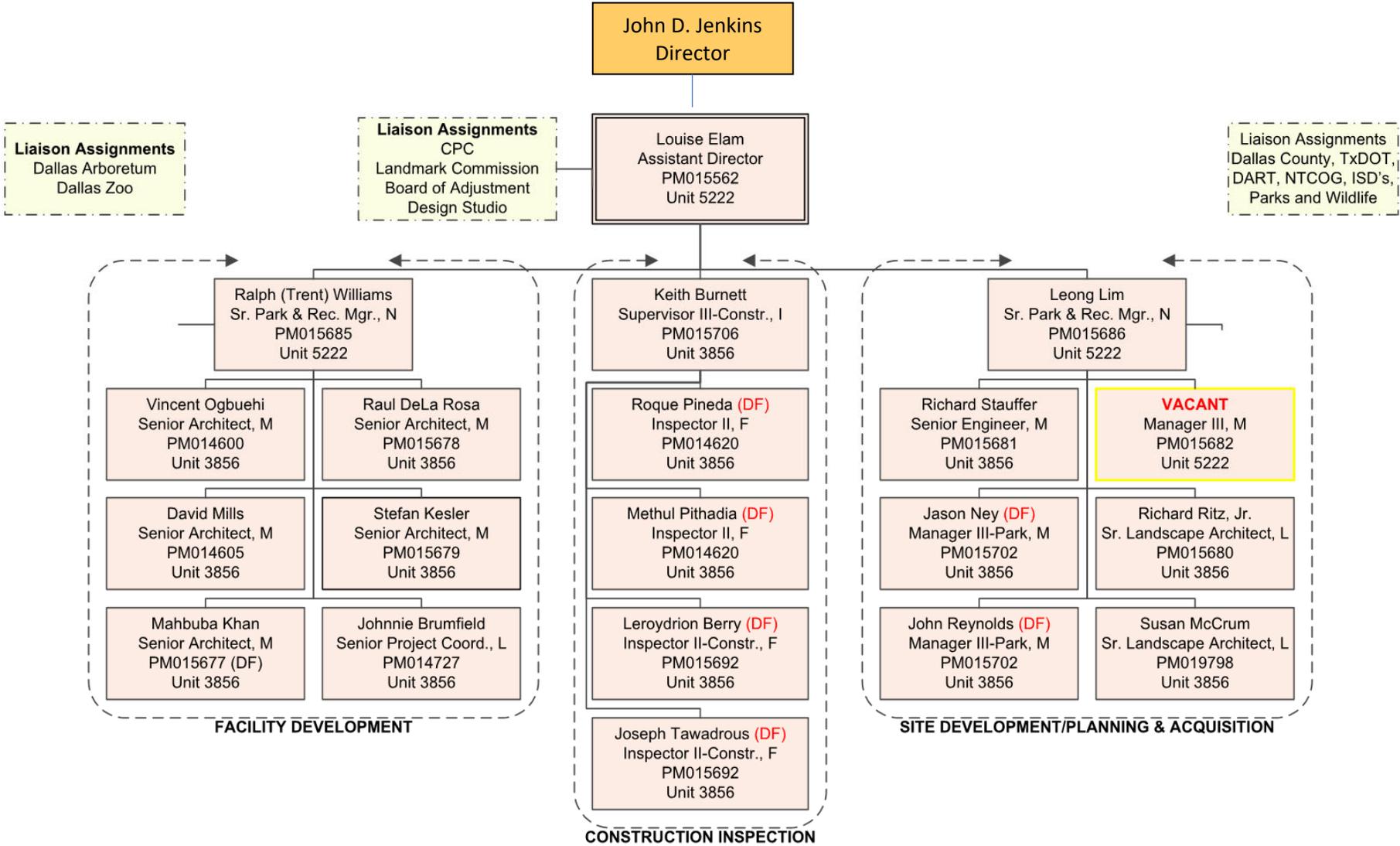
▶	0 Double Fill
▶	0 Interim
▶	0 Non-Driving
▶	7 Filled
▶	3 Vacant
	<b>9 Total FTE</b>



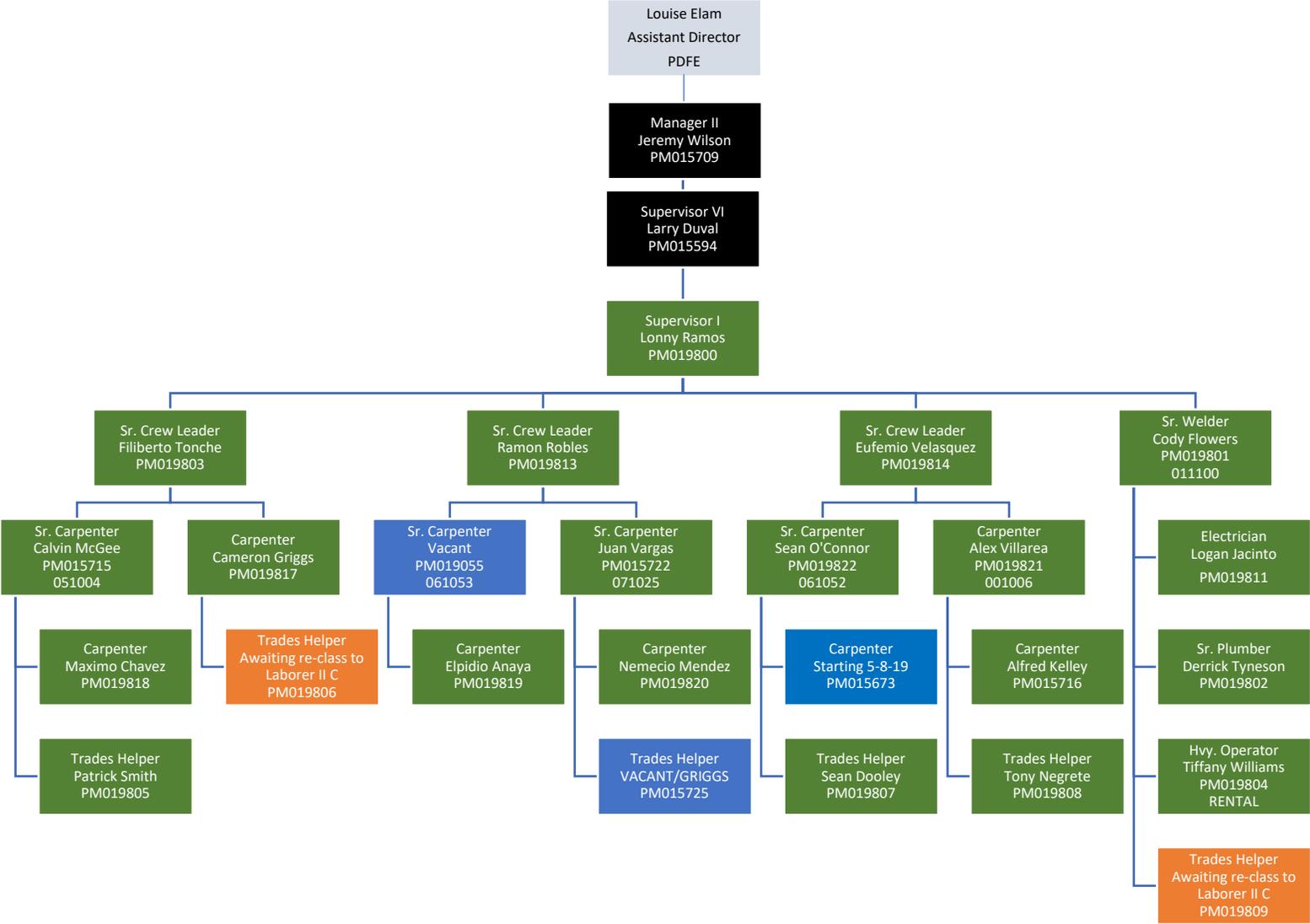
- ▶ 0 Double Fill
- ▶ 0 Interim
- ▶ 0 Non-Driving
- ▶ 33 Filled
- ▶ 7 Vacant
- 40 Total FTE**



# Park and Recreation Office of the Bond Program



# Park and Recreation Office of the Bond Program



Blue = positions that need to be hired

Green = Filled positions

Orange = Paperwork started, waiting for re-class approval

Black = Paid 100% from other Org.

## New Offices: Positions and Salaries

Department	Positions	New or Existing	Salary
Office of Community Police Oversight – New	Assistant Director	New	\$ 130,512
	Executive Assistant	New	\$ 66,110
	Operations Research Analyst	New	\$ 72,720
	<b>Total</b>		<b>\$ 269,342</b>
Office of Equity – New	Program Administrator	New	\$ 117,588
	Manager II	New	\$ 88,958
	Partner Liaison	Existing	\$ 73,365
	<b>Total</b>		<b>\$ 279,910</b>
Office of Integrated Public Safety Solutions – New	Assistant Director	Existing	\$ 150,211
	<b>Total</b>		<b>\$ 150,211</b>
Resilience - New	Sr Program Manager	Existing	\$ 101,994
	Operations Research Analyst	Existing	\$ 71,575
	Intern	Existing	\$ 15,000
	<b>Total</b>		<b>\$ 188,569</b>
Office of Welcoming Communities and Immigrant Affairs – New	Director	Existing	\$ 166,376
	Outreach Specialist I	Existing	\$ 79,839
	Sr Program Manager	New	\$ 125,614
	<b>Total</b>		<b>\$ 371,829</b>
Office of the Bond Program: Administration – New	Manager II	Existing	\$ 75,750
	Director	New	\$ 159,085
	Asst Dir	New	\$ 135,277
	Third Tier Exec	New	\$ 126,688
	Third Tier Exec	New	\$ 125,768
	Third Tier Exec	New	\$ 121,642
	Third Tier Exec	New	\$ 123,000
	Manager II	New	\$ 79,994
	Admin Specialist II	New	\$ 48,457
	Manager II	New	\$ 80,302
	Sr Architect	Existing	\$ 116,216
	Sr Program Manager	Existing	\$ 96,626
	Architect	Existing	\$ 79,994
	Sr Engineer	Existing	\$ 104,717
	Sr Architect	Existing	\$ 108,639
	Sr Engineer	Existing	\$ 73,180
Sr Engineer	New	\$ 97,734	
<b>Total</b>		<b>\$ 1,753,067</b>	

Note: Positions labeled as existing may have been moved or repurposed from another department to better fit the operational needs of the City.

## New Offices: Positions and Salaries

Department	Positions	New or Existing	Salary
Park and Recreation Office of the Bond Program – New	Sr Arch	Existing	\$ 100,257
	Sr Arch	Existing	\$ 115,381
	Inspector II	Existing	\$ 54,844
	Sr Proj Coord	Existing	\$ 93,661
	Sr Account	New	\$ 66,110
	Mgr II	New	\$ 79,994
	Mgr II	New	\$ 79,994
	Mgr III	Existing	\$ 130,888
	Sr Arch	Existing	\$ 98,324
	Sr Arch	Existing	\$ 128,100
	Sr Arch	Existing	\$ 102,517
	Sr Lands Arch	Existing	\$ 94,786
	Sr Engineer	Existing	\$ 118,814
	Inspector II	Existing	\$ 52,238
	Mgr III	Existing	\$ 96,547
	Supv III	Existing	\$ 81,087
	Sr Lands Arch	New	\$ 88,849
	Mgr III	New	\$ 97,734
	Inspector II	Existing	\$ 52,238
	Sr Lands Arch	Existing	\$ 88,849
	Carpenter	Existing	\$ 39,859
	Sr. Carpenter	Existing	\$ 48,487
	Carpenter	Existing	\$ 41,049
	Sr. Carpenter	Existing	\$ 47,075
	Trades Helper	Existing	\$ 32,941
	Sr. Carpenter	Existing	\$ 43,845
	Supervisor	Existing	\$ 68,260
	Sr Welder	Existing	\$ 37,878
	Sr Plumber	Existing	\$ 56,786
	Sr Crew Leader	Existing	\$ 52,111
	Hvy Equip Oper	Existing	\$ 40,409
	Trades Helper	Existing	\$ 27,648
	Trades Helper	Existing	\$ 32,941
	Trades Helper	Existing	\$ 27,648
	Trades Helper	Existing	\$ 32,941
	Trades Helper	Existing	\$ 32,941
	Trades Helper	Existing	\$ 32,941
	Electrician	Existing	\$ 54,812
	Sr Crew Leader	Existing	\$ 52,238
	Sr Crew Leader	Existing	\$ 53,295
	Carpenter	Existing	\$ 37,566
	Carpenter	Existing	\$ 37,566
Carpenter	Existing	\$ 36,470	
Carpenter	Existing	\$ 36,470	
Carpenter	Existing	\$ 37,566	
Sr Carpenter	Existing	\$ 42,487	
<b>Total</b>			<b>\$ 2,905,444</b>

Note: Positions labeled as existing may have been moved or repurposed from another department to better fit the operational needs of the City.

## New Offices: Positions and Salaries

Department	Positions	New or Existing	Salary
Public Works Office of the Bond Program – New	Project Spec	Existing	\$ 65,000
	Inspector II	Existing	\$ 54,844
	Inspector III	Existing	\$ 54,942
	Inspector II	Existing	\$ 53,200
	Supv III	Existing	\$ 57,939
	Inspector II	Existing	\$ 52,292
	Inspector II	Existing	\$ 55,112
	Supv III	Existing	\$ 69,056
	Sr Prog Mgr	Existing	\$ 101,458
	Inspector II	Existing	\$ 48,471
	Inspector II	Existing	\$ 52,543
	Inspector II	Existing	\$ 53,035
	Inspector II	Existing	\$ 53,053
	Inspector II	Existing	\$ 48,574
	Mgr II	Existing	\$ 105,412
	Inspector II	Existing	\$ 45,000
	Inspector II	Existing	\$ 69,993
	Inspector III	Existing	\$ 59,234
	Sr Engineer	Existing	\$ 85,000
	Proj Coord III	Existing	\$ 75,478
	Lands Arch Asst	Existing	\$ 56,820
	Proj Coord III	Existing	\$ 74,402
	Sr Design Tech	Existing	\$ 61,243
	Sr OA	Existing	\$ 36,112
	Mgr II	Existing	\$ 82,811
	Sr Engineer	Existing	\$ 85,000
	OA II	Existing	\$ 35,000
	Admin Spc II	Existing	\$ 45,000
	Proj Coord III	Existing	\$ 77,008
	Sr Prog Mgr	Existing	\$ 128,015
	Sr Engineer	Existing	\$ 63,651
	Sr Engineer	Existing	\$ 101,416
	Sr Engineer	Existing	\$ 67,381
	Proj Coord	Existing	\$ 45,000
	Sr Engineer	Existing	\$ 109,149
	Sr Engineer	Existing	\$ 67,381
	Proj Coord	Existing	\$ 65,797
	Sr Lands Arch	Existing	\$ 80,000
	Admin Spc II	Existing	\$ 45,000
	Inspector II	Existing	\$ 48,916
Inspector II	Existing	\$ 45,000	
Inspector III	Existing	\$ 59,234	
Inspector II	Existing	\$ 45,000	
Inspector II	Existing	\$ 48,867	
Sr Prog Mgr	Existing	\$ 120,750	

Note: Positions labeled as existing may have been moved or repurposed from another department to better fit the operational needs of the City.

## New Offices: Positions and Salaries

Department	Positions	New or Existing	Salary
	Inspector II	Existing	\$ -
	Inspector II	Existing	\$ 49,835
	Supv III	Existing	\$ 69,010
	Inspector II	Existing	\$ 47,690
	Sr Engineer	Existing	\$ 95,898
	Supv III	Existing	\$ 62,546
	Inspector II	Existing	\$ 45,000
	Admin Spc II	Existing	\$ 42,430
	Inspector III	Existing	\$ 55,210
	Inspector II	Existing	\$ 52,313
	Inspector III	Existing	\$ 60,339
	Inspector II	Existing	\$ 51,705
	Inspector II	Existing	\$ 54,844
	Inspector III	Existing	\$ 45,000
	Proj Coord	Existing	\$ 45,000
	OA II	Existing	\$ 30,000
	Supv III	Existing	\$ 60,419
	Inspector II	Existing	\$ 47,810
	Inspector III	Existing	\$ 55,507
	Proj Coord III	Existing	\$ 78,653
	Asst Dir	Existing	\$ 148,160
	Mgr III	Existing	\$ 84,254
Public Works Office of the Bond Program – New	Inspector II	Existing	\$ 55,292
	Sr Engineer	New	\$ 85,000
	Supv III	Existing	\$ 70,676
	Proj Coord II	Existing	\$ 66,752
	Supv IV	Existing	\$ 93,868
	Sr Engineer	New	\$ 64,418
	Sr Engineer	Existing	\$ 75,310
	Sr Engineer	Existing	\$ 64,418
	OA II	New	\$ 85,000
	CAD Tech	Existing	\$ 40,000
	Admin Spc II	Existing	\$ 57,609
	Sr Plans Exam	Existing	\$ 68,921
	Sr Design Tech	Existing	\$ 52,800
	Sr Engineer	Existing	\$ 66,463
	Sr Engineer	Existing	\$ 100,899
	Sr Engineer	Existing	\$ 101,716
	Asst Dir	Existing	\$ 169,096
	Sr Engineer	Existing	\$ 69,434
	Sr Prog Mgr	Existing	\$ 128,135
	Sr Engineer	Existing	\$ 73,722
	Sr Engineer	New	\$ 85,000
	OA II	Existing	\$ 71,247
	Sr Engineer	Existing	\$ -

Note: Positions labeled as existing may have been moved or repurposed from another department to better fit the operational needs of the City.

## New Offices: Positions and Salaries

Department	Positions	New or Existing	Salary
Public Works Office of the Bond Program – New	Sr Prog Mgr	Existing	\$ 129,640
	Admin Spc II	Existing	\$ 46,953
	Sr Engineer	Existing	\$ 81,596
	Sr Engineer	Existing	\$ 96,359
	Sr Engineer	Existing	\$ 95,093
	Sr Engineer	Existing	\$ 99,778
	Sr Engineer	Existing	\$ 64,418
	Surveyor	Existing	\$ 102,561
	Surveyor Trn	Existing	\$ 62,533
	Abstractor	Existing	\$ 45,822
	Mgr III	Existing	\$ 110,415
	Surveyor	Existing	\$ 90,890
	Mgr	Existing	\$ 52,522
	Sr OA	Existing	\$ 45,513
	Surveyor	Existing	\$ 84,160
	Surveyor	Existing	\$ 80,000
	Sr Engineer	New	\$ 85,000
	Sr Engineer	Existing	\$ 81,698
	Sr Engineer	Existing	\$ 100,052
	Sr Prog Mgr	Existing	\$ 129,298
	Sr Engineer	Existing	\$ 85,000
	Sr Prog Mgr	Existing	\$ 124,642
	Sr Engineer	Existing	\$ 85,000
Sr Engineer	Existing	\$ 85,000	
Sr Engineer	Existing	\$ 85,000	
Sr Engineer	Existing	\$ 85,000	
<b>Total</b>			<b>\$ 8,129,923</b>

Note: Positions labeled as existing may have been moved or repurposed from another department to better fit the operational needs of the City.

# Memorandum



CITY OF DALLAS

DATE May 22, 2020

TO Honorable Mayor and Members of the City Council

SUBJECT **Budget Accountability Report – March 2020**

Please find attached the most recent Budget Accountability Report (BAR) based on information through March 31, 2020. This report combines the Financial Forecast Report (FFR), Dallas 365, and Budget Initiative Tracker into a single monthly report.

We are reflecting the effects of COVID-19 and the subsequent economic crisis on our end-of-year revenue forecasts. Where appropriate, the revenue forecasts have been updated since the May 6 City Council briefing. It is important to note we are still making the revenue forecasts with limited data, and they will change as more information becomes available.

We are also reflecting our efforts to reduce expenses to offset the revenue losses. The end-of-year expenditure forecasts include the hiring freeze implemented on March 19 and the extended furlough of 470 employees from May 13 through July 31. During the next several weeks, we will continue to identify opportunities to use federal funds to cover our eligible expenses related to COVID-19, including public safety initiatives that will reduce our current year shortfalls.

We will provide an update on revenue and expense forecasts for the current fiscal year (FY 2019-20) in a briefing to City Council on June 17. At that time, we will also provide additional information regarding the use of Coronavirus Relief Funds received from the U.S. Department of Treasury. As a reminder, we will recommend a balanced budget for next fiscal year (FY 2020-21) on August 11.

Thank you for your continued support as we work to understand the current and long-term effects of the COVID-19 economic crisis on the City's budget. If you have any questions, please contact me or Jack Ireland, Director of the Office of Budget.

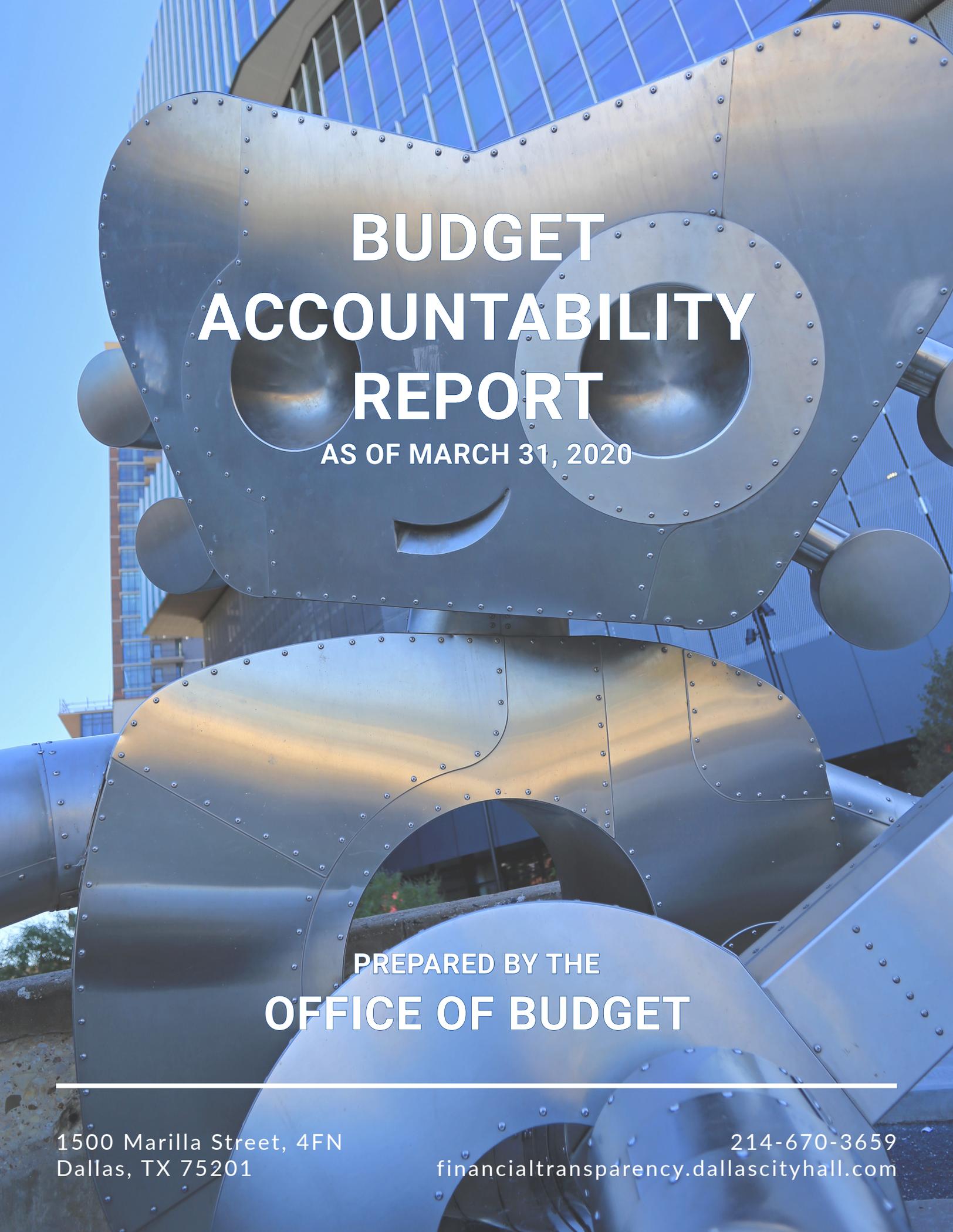
*M. Elizabeth Reich*

M. Elizabeth Reich  
Chief Financial Officer

[Attachment]

c: T.C. Broadnax, City Manager  
Chris Caso, City Attorney  
Mark Swann, City Auditor  
Biliera 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  
Dr. Eric A. Johnson, Chief of Economic Development and Neighborhood Services  
Laila Alequresh, Chief Innovation Officer  
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion  
Directors and Assistant Directors



# **BUDGET ACCOUNTABILITY REPORT**

**AS OF MARCH 31, 2020**

**PREPARED BY THE  
OFFICE OF BUDGET**

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1500 Marilla Street, 4FN  
Dallas, TX 75201

214-670-3659  
[financialtransparency.dallascityhall.com](http://financialtransparency.dallascityhall.com)

# EXECUTIVE SUMMARY

## Financial Forecast Report

Operating Fund	Year-End Forecast vs. Budget	
	Revenues	Expenses
General Fund	✓	✓
Aviation	✗	✗
Convention and Event Services	✗	✗
Municipal Radio	✗	✗
Sanitation Services	✓	✓
Storm Drainage Management	✓	✓
Sustainable Development and Construction	✗	✓
Dallas Water Utilities	!	!
Information Technology	✓	✓
Radio Services	✓	✓
Equipment and Fleet Management	✓	✓
Express Business Center	✓	✓
Office of the Bond Program	✗	✗
9-1-1 System Operations	✓	✓
Debt Service	✓	✓

✓ YE forecast within 5% of budget

! YE forecast within 6-10% of budget

✗ YE forecast more than 10% from budget or no forecast provided

### Dallas 365

✓ 16

On Target (YTD)

✓ 17

On Target (YE)

✗ 19

Not on Target (YTD)

✗ 18

Not on Target (YE)

### Budget Initiative Tracker

● 3

Complete

✓ 32

On Target

! 5

At Risk

✗ 0

Canceled

# FINANCIAL FORECAST REPORT

The Financial Forecast Report (FFR) provides a summary of financial activity through March 31, 2020, for the General Fund and other annual operating funds of the City. The Adopted Budget reflects the budget adopted by City Council on September 18, 2019, effective October 1 through September 30, 2020. The Amended Budget column reflects City Council-approved transfers between funds and programs, department-initiated transfers between expense objects, approved use of contingency, and other amendments supported by revenue or fund balance.

Year-to-Date (YTD) Actual amounts represent revenue or expenses/encumbrances that have occurred through the end of the most recent accounting period. Departments provide the Year-End (YE) Forecast, which projects anticipated revenues and expenditures as of September 30, 2020. The variance is the difference between the FY 2019-20 Amended Budget and the YE Forecast. Variance notes are provided when the YE forecast is +/- five percent of the amended budget and/or if YE expenditures are forecast to exceed the amended budget.

## General Fund Overview

The General Fund overview provides a summary of financial activity through March 31, 2020.

	FY 2019-20 Adopted Budget	FY 2019-20 Amended Budget	YTD Actual	YE Forecast	Variance
Beginning Fund Balance	\$219,919,890	\$219,919,890		\$235,824,022	\$15,904,132
Revenues	1,438,189,202	1,438,189,202	968,348,180	1,393,499,554	(44,689,648)
Expenditures	1,438,089,000	1,438,089,000	652,845,137	1,418,455,363	(19,633,637)
Ending Fund Balance	\$220,020,092	\$220,020,092		\$210,868,213	(\$9,151,879)

**Fund Balance.** The summary includes fund balance with the YE revenue and expenditure forecasts. As of March 31, 2020, the YE forecast beginning fund balance represents the FY 2018-19 audited unassigned ending fund balance and includes FY 2018-19 YE savings.

**Revenues.** Through March 31, 2020, General Fund revenues are projected to be \$44,690,000 under budget primarily due to an anticipated decline of \$25,170,000 in sales tax receipts associated with COVID-19. Additionally, charges for service revenues are forecast to be \$12,843,000 under budget primarily due to a \$6,581,000 decline in Park and Recreation (PKR) revenues associated with facility closures and a utilities agreement with Fair Park First. Moreover, an anticipated \$4,852,000 reduction is associated with the Ambulance Services Supplemental Payment Program (ASSPP). Franchise and other revenues are forecast to be \$10,097,000 under budget due to declining trends for fiber optics, DWU street rental payments, and Atmos revenues.

**Expenditures.** Through March 31, 2020, General Fund expenditures are projected to be \$19,634,000 under budget primarily due to salary savings from vacant civilian positions associated with a hiring freeze enacted March 19, 2020, and an extended furlough of 388 civilian employees in the General Fund (470 in all funds) from May 13, 2020, to July 31, 2020, partially offset by an anticipated increase in hiring of police officers and the purchase of police equipment and uniforms.

## Financial Forecast Report

**GENERAL FUND REVENUE**

Revenue Category	FY 2019-20 Adopted Budget	FY 2019-20 Amended Budget	YTD Actual	YE Forecast	Variance
Property Tax <sup>1</sup>	\$787,420,172	\$787,420,172	\$776,475,002	\$788,298,415	\$878,243
Sales Tax <sup>2</sup>	325,566,185	325,566,185	55,068,391	300,396,038	(25,170,147)
Franchise and Other <sup>3</sup>	129,339,760	129,339,760	50,391,225	119,242,537	(10,097,223)
Charges for Service <sup>4</sup>	115,177,017	115,177,017	48,109,218	102,333,608	(12,843,409)
Fines and Forfeitures	27,222,251	27,222,251	13,004,935	27,288,504	66,253
Operating Transfers In	25,694,602	25,694,602	8,192,223	25,694,602	0
Intergovernmental <sup>5</sup>	11,382,649	11,382,649	6,637,689	13,649,814	2,267,165
Miscellaneous	6,685,258	6,685,258	3,614,650	6,964,985	279,727
Licenses and Permits	5,154,061	5,154,061	3,407,183	5,083,804	(70,257)
Interest	4,547,247	4,547,247	3,447,664	4,547,247	0
<b>Total Revenue</b>	<b>\$1,438,189,202</b>	<b>\$1,438,189,202</b>	<b>\$968,348,180</b>	<b>\$1,393,499,554</b>	<b>(\$44,689,648)</b>

**VARIANCE NOTES**

General Fund revenue variance notes are provided below for revenue categories with YE forecast variances of +/- five percent and revenue with an amended budget.

**1 Property Tax.** Property tax revenues are forecast to be \$878,000 over budget based on current trends and actual collections, partially offset by the October 2019 tornado and reappraisal process. The anticipated decline in 2019 taxable value is approximately \$92,000,000.

**2 Sales Tax.** Sales tax revenues are forecast to be \$25,170,000 under budget due to the economic impact of COVID-19.

**3 Franchise and Other.** Franchise and other revenues are forecast to be \$10,097,000 under budget primarily due to a \$4,126,000 decrease in fiber optics because of a decrease in business phone lines as a result of customers switching to wireless service. Additionally, DWU's street rental payment to the General Fund is forecast to be \$2,570,000 under budget as a result of declining water revenues. Finally, Atmos revenues are forecast to be \$3,900,000 under budget due to a mild winter causing a significant reduction in consumption combined with low natural gas prices.

**4 Charges for Service.** Charges for service revenues are forecast to be \$12,843,000 under budget. There is an anticipated \$4,852,000 reduction associated with the Ambulance Services Supplemental Payment Program (ASSPP). Dallas Fire-Rescue (DFR) was informed that municipal EMS providers would see a significant cut in payments, but the final estimate for ASSPP will not be known until later in the fiscal year. Moreover, parking meter fees are forecast to be \$1,343,000 under budget, which is associated with the economic impact of COVID-19. This is partially offset by \$1,100,000 in additional State Fair Patrol revenues for sworn officers at the annual State Fair of Texas.

Finally, PKR revenues are forecast to be \$6,581,000 under budget. Specifically, \$2,821,000 of revenue loss is due to facility closures associated with COVID-19. Additionally, utilities revenues are forecast to be \$2,785,000 under budget due to Fair Park First paying for utilities, reducing the City's expenses and revenues.

## VARIANCE NOTES

**5 Intergovernmental.** Intergovernmental revenues are forecast to be \$2,267,000 over budget primarily due to Public Works (PBW) receiving a \$1,667,000 reimbursement from Dallas County for street maintenance work, which will be appropriated at mid-year for equipment purchases. PBW is also expecting \$353,000 in reimbursements from TxDOT, which will be used to offset the City's cost of TxDOT right-of-way mowing.

## Financial Forecast Report

**GENERAL FUND EXPENDITURES**

Expenditure Category	FY 2019-20 Adopted Budget	FY 2019-20 Amended Budget	YTD Actual	YE Forecast	Variance
Civilian Pay	\$243,326,547	\$243,450,086	\$106,542,114	\$217,998,769	(\$24,578,931)
Civilian Overtime	6,094,572	6,127,199	5,923,335	11,002,988	4,875,789
Civilian Pension	34,258,149	34,301,097	15,487,991	31,381,748	(2,795,471)
Uniform Pay	457,164,984	457,164,984	215,082,368	460,657,788	3,492,804
Uniform Overtime	40,551,607	40,551,607	23,402,998	44,618,892	4,067,285
Uniform Pension	164,529,405	164,529,405	77,102,473	164,529,405	0
Health Benefits	70,051,318	70,061,654	27,755,764	70,068,805	7,151
Workers Comp	14,933,520	14,933,520	0	14,933,520	0
Other Personnel Services	10,260,278	10,240,247	5,367,826	11,977,656	1,750,059
<b>Total Personnel Services<sup>1</sup></b>	<b>1,041,170,380</b>	<b>1,041,359,799</b>	<b>476,664,870</b>	<b>1,027,169,572</b>	<b>(13,181,314)</b>
Supplies	82,737,886	82,445,240	35,190,951	80,568,922	(1,306,958)
Contractual Services	389,583,720	389,223,730	148,107,257	385,960,290	(4,587,534)
Capital Outlay <sup>2</sup>	14,823,774	15,476,411	3,756,047	17,155,509	1,424,919
Reimbursements	(90,226,760)	(90,416,180)	(10,873,987)	(92,398,931)	(1,982,751)
<b>Total Expenditures</b>	<b>\$1,438,089,000</b>	<b>\$1,438,089,000</b>	<b>\$652,845,137</b>	<b>\$1,418,455,363</b>	<b>(\$19,633,637)</b>

**VARIANCE NOTES**

General Fund expenditure variance notes are provided below for expenditure categories with YE forecast variances of +/- five percent. The Amended Budget column reflects department-initiated transfers between expense objects.

**1 Personnel Services.** Personnel services are forecast to be \$13,181,000 under budget primarily due to salary savings associated with a hiring freeze enacted March 19, 2020, and an extended furlough of 388 civilian employees in the General Fund from May 13, 2020, to July 31, 2020, partially offset by an anticipated increase in hiring of police officers and overtime for both civilian and uniform employees. Dallas Police Department (DPD) ended FY 2018-19 with more officers than anticipated, is experiencing less attrition, and is increasing hiring. DPD's budget assumed 3,053 officers at the end of FY 2019-20, but DPD now anticipates ending the year with 3,150 officers. Funding for these additional 97 officers was not anticipated in the adopted budget.

**2 Capital Outlay.** Capital outlays are forecast to be \$1,425,000 over budget primarily due to an approved use of salary savings by PBW to purchase equipment for an in-house preservation program, which is also supported by unplanned revenue from Dallas County.

## Financial Forecast Report

**GENERAL FUND EXPENDITURES**

Expenditure by Department	FY 2019-20 Adopted Budget	FY 2019-20 Amended Budget	YTD Actual	YE Forecast	Variance
Building Services <sup>1</sup>	\$23,310,536	\$23,310,536	\$12,168,514	\$22,529,664	(\$780,872)
City Attorney's Office	18,483,486	18,483,486	8,325,030	17,934,149	(549,337)
City Auditor's Office <sup>2</sup>	3,398,923	3,398,923	1,223,476	2,978,111	(420,812)
City Manager's Office	2,936,728	2,936,728	1,355,698	2,851,214	(85,514)
City Secretary's Office	3,038,936	3,038,936	1,399,217	3,037,084	(1,852)
Elections	98,646	98,646	41,097	98,646	0
Civil Service <sup>3</sup>	3,274,657	3,274,657	1,366,756	3,053,307	(221,350)
Code Compliance	30,476,546	30,476,546	13,796,088	29,999,287	(477,259)
City Controller's Office <sup>4</sup>	7,210,578	7,210,578	3,054,319	6,769,990	(440,588)
Independent Audit	945,429	945,429	0	945,429	0
Court and Detention Services <sup>5</sup>	22,636,938	22,636,938	10,069,974	20,097,744	(2,539,194)
Jail Contract	9,158,124	9,158,124	3,815,589	9,158,124	0
Dallas Animal Services	15,635,492	15,635,492	6,923,753	15,511,876	(123,616)
Dallas Fire-Rescue <sup>6</sup>	317,747,117	317,747,117	153,369,437	319,999,174	2,252,057
Dallas Police Department <sup>7</sup>	516,967,195	516,967,195	240,003,554	522,058,432	5,091,237
Housing and Neighborhood Revitalization <sup>8</sup>	3,270,227	3,270,227	1,088,597	3,020,088	(250,139)
Human Resources <sup>9</sup>	6,556,941	6,556,941	3,439,711	6,100,107	(456,834)
Judiciary	3,806,942	3,806,942	1,941,551	3,765,988	(40,954)
Library <sup>10</sup>	33,876,186	33,876,186	15,625,809	31,244,857	(2,631,329)
Mayor and City Council <sup>11</sup>	5,017,657	5,017,657	2,319,090	5,098,884	81,227
Non-Departmental <sup>12</sup>	105,563,682	105,563,682	15,331,933	101,638,325	(3,925,357)
Office of Arts and Culture <sup>13</sup>	20,866,115	20,866,115	16,134,501	20,075,179	(790,936)
Office of Budget	3,879,425	3,879,425	1,925,973	3,864,425	(15,000)
Office of Economic Development	5,365,845	5,365,845	2,742,385	5,167,665	(198,180)
Office of Management Services					
311 Customer Service	4,835,776	4,835,776	2,456,910	4,596,527	(239,249)
Council Agenda Office	246,824	246,824	118,590	238,754	(8,070)
Emergency Management	1,122,694	1,122,694	622,596	1,117,490	(5,204)
Office of Business Diversity <sup>14</sup>	992,241	992,241	401,210	883,068	(109,173)
Office of Community Care	6,700,917	6,700,917	2,452,118	6,680,917	(20,000)
Office of Community Police Oversight <sup>15</sup>	475,000	475,000	34,247	263,979	(211,021)
Office of Environmental Quality and Sustainability	3,524,865	3,524,865	2,206,002	3,404,641	(120,224)
Office of Equity	492,264	492,264	213,177	492,264	0
Office of Ethics and Compliance <sup>16</sup>	227,912	227,912	56,731	131,777	(96,135)
Office of Fair Housing and Human Rights	519,488	519,488	223,377	498,687	(20,801)
Office of Historic Preservation <sup>17</sup>	626,200	626,200	172,443	563,151	(63,049)
Office of Homeless Solutions	12,126,340	12,126,340	7,208,148	12,095,319	(31,021)
Office of Innovation <sup>18</sup>	913,030	913,030	332,483	798,763	(114,267)
Office of Resiliency <sup>19</sup>	334,705	334,705	77,590	289,109	(45,596)
Office of Strategic Partnerships	1,084,555	1,084,555	505,487	1,044,379	(40,176)
Office of Welcoming Communities	751,913	751,913	245,419	724,532	(27,381)
Public Affairs and Outreach <sup>20</sup>	2,020,529	2,020,529	796,908	1,897,453	(123,076)
Park and Recreation <sup>21</sup>	98,596,497	98,596,497	46,045,561	89,257,438	(9,339,059)
Planning and Urban Design	3,396,703	3,396,703	1,426,330	3,327,162	(69,541)
Procurement Services <sup>22</sup>	3,021,425	3,021,425	1,176,806	2,655,648	(365,777)
Public Works <sup>23</sup>	77,176,071	77,176,071	46,639,727	76,523,300	(652,771)
Sustainable Development and Construction	1,858,966	1,858,966	1,539,318	1,807,378	(51,588)
Transportation <sup>24</sup>	45,270,589	45,270,589	17,680,765	43,914,731	(1,355,858)
<b>Total Departments</b>	<b>\$1,429,837,855</b>	<b>\$1,429,837,855</b>	<b>\$650,093,992</b>	<b>\$1,410,204,218</b>	<b>(\$19,633,637)</b>
Liability/Claim Fund Transfer	2,751,145	2,751,145	2,751,145	2,751,145	0
Contingency Reserve	3,000,000	3,000,000	0	3,000,000	0
Salary and Benefit Reserve	2,500,000	2,500,000	0	2,500,000	0
<b>Total Expenditures</b>	<b>\$1,438,089,000</b>	<b>\$1,438,089,000</b>	<b>\$652,845,137</b>	<b>\$1,418,455,363</b>	<b>(\$19,633,637)</b>

## VARIANCE NOTES

General Fund variance notes are provided below for departments with YE forecast variances of +/- five percent, amended budgets, or YE forecasts projected to exceed budget.

**1 Building Services.** BSD is projected to be \$781,000 under budget due to salary savings associated with a hiring freeze enacted March 19, 2020, and an extended furlough of 388 civilian employees in the General Fund from May 13, 2020, to July 31, 2020.

**2 City Auditor's Office.** AUD is projected to be \$421,000 under budget due to salary savings associated with a hiring freeze enacted March 19, 2020.

**3 Civil Service.** CVS is projected to be \$221,000 under budget due to salary savings associated with a hiring freeze enacted March 19, 2020.

**4 City Controller's Office.** CCO is projected to be \$441,000 under budget due to salary savings associated with a hiring freeze enacted March 19, 2020.

**5 Court and Detention Services.** CTS is projected to be \$2,539,000 under budget primarily due to salary savings associated with the hiring freeze enacted March 19, 2020 (\$2,244,000) and the school crossing guard contract due to school closures associated with the Dallas County stay-at-home decree (\$2,405,000). CTS savings are partially offset by increases in overtime (\$809,000), termination payouts (\$109,000), temporary help services (\$156,000), and a loss of various reimbursement payments (\$599,000).

**6 Dallas Fire-Rescue.** DFR is projected to be \$2,252,000 over budget primarily due to a reduced reimbursement from AVI for emergency medical services (EMS). The reduction in passengers due to COVID-19 has reduced the EMS coverage needed to safely operate the airport. Additionally, DFR has incurred higher-than-anticipated expenses to complete major maintenance of heavy apparatus vehicles damaged in the field while responding to calls. The department has taken action to mitigate these impacts by implementing civilian hiring freezes and delaying training and other professional development activities planned for FY 2019-20.

**7 Dallas Police Department.** DPD is projected to be \$5,091,000 over budget primarily due to higher-than-anticipated hiring of police officers, uniforms, and overtime for civilian and sworn positions, partially offset by civilian salary savings. The increase in overtime is associated with the October 2019 tornado and COVID-19, offset by reimbursement from federal funds. Dallas Police Department (DPD) ended FY 2018-19 with more officers than anticipated, is experiencing less attrition, and is increasing hiring. DPD's budget assumed 3,053 officers at the end of FY 2019-20, but DPD now anticipates ending the year with 3,150 officers. Funding for these additional 97 officers was not anticipated in the adopted budget.

**8 Housing and Neighborhood Revitalization.** HOU is projected to be \$250,000 under budget due to salary savings, partially offset by termination payouts.

**9 Human Resources.** HR is projected to be \$457,000 under budget due to salary savings associated with a hiring freeze enacted March 19, 2020, and an extended furlough of 388 civilian employees in the General Fund from May 13, 2020, to July 31, 2020.

**10 Library.** LIB is projected to be \$2,631,000 under budget due to salary savings associated with a hiring freeze enacted March 19, 2020, and an extended furlough of 388 civilian employees in the General Fund from May 13, 2020, to July 31, 2020.

**11 Mayor and City Council.** MCC is projected to be \$81,000 over budget due to salary equity adjustments, partially offset by vacancies and an extended furlough of 388 civilian employees in the General Fund from May 13, 2020, to July 31, 2020.

**12 Non-Departmental.** Non-D is projected to be \$3,925,000 under budget due to delays in Master Lease purchases for fleet and equipment.

**13 Office of Arts and Culture.** OAC is projected to be \$791,000 under budget due to deferral of many project-based grants to FY 2020-21 as a result of COVID-related closures, as well as salary savings associated with a hiring freeze enacted March 19, 2020, and an extended furlough of 388 civilian employees in the General Fund from May 13, 2020, to July 31, 2020.

**14 Office of Business Diversity.** OBD is projected to be \$109,000 under budget due to salary savings associated with a hiring freeze enacted March 19, 2020.

**15 Office of Community Police Oversight.** OPO is projected to be \$211,000 under budget due to salary savings.

**16 Office of Ethics and Compliance.** EAC is projected to be \$96,000 under budget due to salary savings.

**17 Office of Historic Preservation.** OHP is projected to be \$63,000 under budget due to salary savings.

**18 Office of Innovation.** INO is projected to be \$114,000 under budget due to salary savings.

**19 Office of Resiliency.** REO is projected to be \$46,000 under budget due to salary savings.

**20 Public Affairs and Outreach.** PAO is projected to be \$123,000 under budget due to salary savings, partially offset by temporary help services.

**21 Park and Recreation.** PKR is projected to be \$9,339,000 under budget primarily due to salary savings (\$7,205,000) associated with a hiring freeze enacted March 19, 2020, and an extended furlough of 388 civilian employees in the General Fund from May 13, 2020, to July 31, 2020, as well as the cancellation of various recreational programming (\$703,000). Additionally, Fair Park First will make \$2,785,000 in utility payments directly, offset by a revenue reduction in the same amount. PKR's savings are primarily offset by increases in overtime (\$520,000) and termination payouts (\$355,000).

**22 Procurement Services.** POM is projected to be \$366,000 under budget primarily due to salary savings.

**23 Public Works.** PBW is projected to be \$653,000 under budget primarily due to salary savings, partially offset by the purchase of equipment to start a new in-house preservation program authorized by use of salary savings and supported by unplanned revenue from Dallas County.

**24 Transportation.** TRN is projected to be \$1,356,000 under budget primarily due to salary savings partially associated with an extended furlough of 388 civilian employees in the General Fund from May 13, 2020, to July 31, 2020.

## Financial Forecast Report

**ENTERPRISE FUNDS**

Department	FY 2019-20 Adopted Budget	FY 2019-20 Amended Budget	YTD Actual	YE Forecast	Variance
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**AVIATION<sup>1</sup>**

Beginning Fund Balance	\$5,570,308	\$5,570,308		\$5,419,811	(\$150,497)
Total Revenues	158,255,683	158,255,683	78,528,579	118,495,928	(39,759,755)
Total Expenditures	158,255,683	158,255,683	71,203,079	134,317,295	(23,938,388)
Ending Fund Balance	\$5,570,308	\$5,570,308		(\$10,401,556)	(\$15,971,864)

**CONVENTION AND EVENT SERVICES<sup>2</sup>**

Beginning Fund Balance	\$39,186,345	\$39,186,345		\$57,091,833	\$17,905,488
Total Revenues	114,358,254	114,358,254	47,807,137	66,629,255	(47,728,999)
Total Expenditures	114,358,254	114,358,254	20,896,369	78,264,052	(36,094,202)
Ending Fund Balance	\$39,186,345	\$39,186,345		\$45,457,036	\$6,270,691

**MUNICIPAL RADIO<sup>3</sup>**

Beginning Fund Balance	\$768,840	\$768,840		\$957,554	\$188,714
Total Revenues	2,161,634	2,161,634	953,048	1,515,000	(646,634)
Total Expenditures	2,067,782	2,067,782	1,077,451	1,826,323	(241,459)
Ending Fund Balance	\$862,692	\$862,692		\$646,231	(\$216,461)

Note: FY 2019-20 budget reflects revenue in excess of expenses.

**SANITATION SERVICES<sup>4</sup>**

Beginning Fund Balance	\$24,416,494	\$24,416,494		\$40,213,874	\$15,797,380
Total Revenues	120,129,201	120,129,201	60,918,905	119,911,919	(217,282)
Total Expenditures	122,129,201	122,129,201	45,456,701	127,945,397	5,816,196
Ending Fund Balance	\$22,416,494	\$22,416,494		\$32,180,395	\$9,763,901

**STORM DRAINAGE MANAGEMENT—DALLAS WATER UTILITIES**

Beginning Fund Balance	\$12,721,861	\$12,721,861		\$9,880,820	(\$2,841,041)
Total Revenues	60,936,837	60,936,837	32,036,174	61,097,773	160,936
Total Expenditures	60,936,837	60,936,837	29,687,670	60,277,652	(659,185)
Ending Fund Balance	\$12,721,861	\$12,721,861		\$10,700,941	(\$2,020,920)

**SUSTAINABLE DEVELOPMENT AND CONSTRUCTION<sup>5</sup>**

Beginning Fund Balance	\$45,979,705	\$45,979,705		\$51,827,466	\$5,847,761
Total Revenues	33,474,379	33,474,379	17,754,238	27,725,506	(5,748,873)
Total Expenditures	34,550,990	34,550,990	15,521,548	34,364,775	(186,215)
Ending Fund Balance	\$44,903,094	\$44,903,094		\$45,188,197	\$285,103

Note: FY 2019-20 budget reflects planned use of fund balance.

**WATER UTILITIES<sup>6</sup>**

Beginning Fund Balance	\$138,576,064	\$138,576,064		\$151,387,348	\$12,811,284
Total Revenues	670,485,708	670,485,708	306,064,300	602,479,048	(68,006,660)
Total Expenditures	681,220,919	681,220,919	267,099,427	610,479,047	(70,741,872)
Ending Fund Balance	\$127,840,853	\$127,840,853		\$143,387,349	\$15,546,496

Note: FY 2019-20 budget reflects planned use of fund balance.

## Financial Forecast Report

**INTERNAL SERVICE FUNDS**

Department	FY 2019-20 Adopted Budget	FY 2019-20 Amended Budget	YTD Actual	YE Forecast	Variance
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**INFORMATION TECHNOLOGY<sup>7</sup>**

Beginning Fund Balance	\$4,578,881	\$4,578,881		\$5,116,697	\$537,816
Total Revenues	80,180,034	80,180,034	38,792,752	80,244,972	64,938
Total Expenditures	79,967,864	79,967,864	47,356,394	80,457,718	489,854
Ending Fund Balance	\$4,791,051	\$4,791,051		\$4,903,951	\$112,900

Note: FY 2019-20 budget reflects revenue in excess of expenses.

**RADIO SERVICES**

Beginning Fund Balance	\$924,085	\$924,085		\$1,263,982	\$339,897
Total Revenues	12,523,888	12,523,888	5,609,563	12,523,888	0
Total Expenditures	12,825,721	12,825,721	6,723,910	12,795,863	(29,858)
Ending Fund Balance	\$622,252	\$622,252		\$992,007	\$369,755

Note: FY 2019-20 budget reflects planned use of fund balance.

**EQUIPMENT AND FLEET MANAGEMENT**

Beginning Fund Balance	\$6,362,857	\$6,362,857		\$7,143,432	\$780,575
Total Revenues	56,213,623	56,213,623	9,048,179	56,213,623	0
Total Expenditures	56,235,872	56,235,872	26,739,791	56,235,872	0
Ending Fund Balance	\$6,340,608	\$6,340,608		\$7,121,183	\$780,575

Note: FY 2019-20 budget reflects planned use of fund balance.

**EXPRESS BUSINESS CENTER**

Beginning Fund Balance	\$3,510,566	\$3,510,566		\$3,426,575	(\$83,991)
Total Revenues	2,593,790	2,593,790	1,156,351	2,593,790	0
Total Expenditures	2,005,981	2,005,981	1,302,253	2,005,981	0
Ending Fund Balance	\$4,098,375	\$4,098,375		\$4,014,384	(\$83,991)

Note: FY 2019-20 budget reflects revenue in excess of expenses.

**OFFICE OF THE BOND PROGRAM<sup>8</sup>**

Beginning Fund Balance	\$0	\$0		(\$2,916,716)	(\$2,916,716)
Total Revenues	18,547,674	18,547,674	1,075,405	16,131,828	(2,415,846)
Total Expenditures	18,547,674	18,547,674	9,238,262	16,131,828	(2,415,846)
Ending Fund Balance	\$0	\$0		(\$2,916,716)	(\$2,916,716)

## Financial Forecast Report

**OTHER FUNDS**

Department	FY 2019-20 Adopted Budget	FY 2019-20 Amended Budget	YTD Actual	YE Forecast	Variance
<b>9-1-1 SYSTEM OPERATIONS<sup>9</sup></b>					
Beginning Fund Balance	\$7,453,734	\$7,453,734		\$11,185,392	\$3,731,658
Total Revenues	12,017,444	12,017,444	5,690,143	12,071,571	54,127
Total Expenditures	15,292,755	17,456,147	4,565,668	17,434,187	(21,960)
Ending Fund Balance	\$4,178,423	\$2,015,031		\$5,822,776	\$3,807,745

Note: FY 2019-20 budget reflects planned use of fund balance.

**DEBT SERVICE**

Beginning Fund Balance	\$23,358,486	\$23,358,486		\$28,898,633	\$5,540,147
Total Revenues	305,536,876	305,536,876	285,178,383	306,210,659	673,783
Total Expenditures	305,451,298	305,451,298	226,541,848	305,451,298	0
Ending Fund Balance	\$23,444,064	\$23,444,064		\$29,657,994	\$6,213,930

Note: FY 2019-20 budget reflects revenue in excess of expenses.

**EMPLOYEE BENEFITS**

City Contributions	\$97,177,729	\$97,177,729	40,667,663	97,177,729	\$0
Employee Contributions	38,231,005	38,231,005	21,940,774	38,231,005	0
Retiree	32,507,154	32,507,154	15,754,755	32,507,154	0
Other	0	0	135,602	135,602	135,602
Total Revenues	167,915,888	167,915,888	78,498,793	168,051,490	135,602
Total Expenditures	\$171,665,888	\$171,665,888	72,287,603	171,665,888	\$0

Note: FY 2019-20 budget reflects revenue in excess of expenses. FY 2019-20 YE forecast reflects claim expenses expected to occur in the fiscal year. Fund balance (not included) reflects incurred but not reported (IBNR) claims.

**RISK MANAGEMENT<sup>10</sup>**

Worker's Compensation	\$19,883,135	\$19,883,135	744,929	19,883,135	\$0
Third Party Liability	4,383,960	4,383,960	3,033,240	4,383,960	0
Purchased Insurance	4,526,340	4,526,340	0	4,526,340	0
Interest and Other	0	0	99,404	99,404	99,404
Total Revenues	28,793,435	28,793,435	3,877,573	28,892,839	99,404
Total Expenditures	\$34,526,799	\$34,526,799	15,008,922	30,247,393	(\$4,279,406)

Note: FY 2019-20 budget reflects planned use of fund balance. FY 2019-20 YE forecast reflects claim expenses expected to occur in the fiscal year. Fund balance (not included) reflects the total current liability for Risk Management (Worker's Compensation/Liability/Property Insurance).

## VARIANCE NOTES

The Enterprise, Internal Service, and Other Funds summaries include the beginning fund balance with the YE revenue and expenditure forecasts. As of March 31, 2020, YE forecast beginning fund balance represents the FY 2018-19 audited ending fund balance and any additional YE savings. Variance notes are provided below for funds with a YE forecast variance of +/- five percent, YE forecast projected to exceed budget, or projected use of fund balance.

**1 Aviation.** AVI revenues are projected to be \$39,760,000 under budget primarily due to a loss of landing fees and garage parking associated with diminished air travel due to COVID-19. Expenses are projected to be \$23,938,000 under budget primarily due to salary savings associated with a hiring freeze enacted March 19, 2020, limited overtime, and elimination of temporary employees and various contractual expenses. AVI currently anticipates approximately \$53,800,000 in CARES Act funding, which will mitigate some of the financial impacts of COVID-19.

**2 Convention and Event Services.** CCT revenues are projected to be \$47,729,000 under budget due to various event cancellations and significantly lower Hotel Occupancy Tax (HOT) and alcoholic beverage tax collections as a result of COVID-19. CCT expenses are projected to be \$36,094,000 under budget primarily due to a reduction in payments to VisitDallas, Spectra Venue Management, and costs that would have been incurred for now-canceled events. CCT is continuing to work with its hotel partners, VisitDallas, Spectra Venue Management, and the Dallas Tourism Public Improvement District to forecast HOT decreases and potentially rebook clients later in the fiscal year.

**3 Municipal Radio.** WRR revenues are projected to be \$647,000 under budget due to the onset of COVID-19. Expenses are projected to be \$241,000 under budget primarily due to salary savings and a decrease in local agency commission fees. WRR will continue to publicly broadcast City Council meetings and classical music to Dallas residents. WRR anticipates the use of fund balance to offset lost revenues.

**4 Sanitation Services.** SAN expenses are projected to be \$5,816,000 over budget due to emergency contract management, storm debris collection and hauling, brush collection services, overtime, and temporary labor services resulting from the October 2019 tornado.

**5 Sustainable Development and Construction.** DEV revenues are projected to be \$5,749,000 under budget due to the onset of COVID-19. DEV is currently projecting a 20 percent across-the-board reduction in revenue due to diminished permit activity. DEV will monitor permit activity monthly, which may result in a change in revenue estimates. DEV anticipates the use of fund balance to offset lost revenues.

**6 Water Utilities.** DWU revenues are projected to be \$68,007,000 under budget primarily due to decreased water consumption associated with COVID-19. FY 2019-20's budget assumed 141.0 billion gallons of water usage, and the current estimate is 125.2 billion gallons. DWU expenses are projected to be \$70,742,000 under budget primarily due to salary savings, decreased street rental payments, and a decreased capital construction transfer.

**7 Information Technology.** Information Technology expenses are projected to be \$490,000 over budget primarily due to various 311 Customer Service Center software upgrades, an expansion of the City's VPN capacity to support work-from-home, additional Skype audio conference bridges, docks and power cords for laptops, and video monitoring for City Council meetings, partially offset by salary savings. ITS anticipates a use of federal funds to offset expenses.

**8 Office of the Bond Program.** OBP expenses are projected to be \$2,416,000 under budget primarily due to salary and contract savings. The centralized OBP charges each capital project budget for project implementation costs. Savings in actual OBP implementation expenses result in fewer charges to the capital project.

## VARIANCE NOTES

**9 911 System Operations.** 911's budget was increased by \$2,163,000 on January 8, 2020, by resolution #20-0130 to accept a matching grant through the Texas Commission on State Emergency Communications to implement a Next Generation 911 system.

**10 Risk Management.** ORM expenses are projected to be \$4,279,000 under budget primarily due to anticipated claims expenses in FY 2019-20 being delayed to FY 2020-21.

## Financial Forecast Report

# 2017 GENERAL OBLIGATION BOND PROGRAM

Proposition	Authorized by Voters	Inception-to-Date Appropriations	Inception-to-Date Expenditures	Current Encumbered	Unencumbered
Street and Transportation [A]	\$533,981,000	\$249,690,770	\$112,590,993	\$50,505,244	\$86,594,533
Park and Recreation Facilities [B]	261,807,000	228,313,493	57,674,312	30,920,677	139,718,504
Fair Park [C]	50,000,000	28,820,000	8,795,087	11,375,569	8,649,344
Flood Protection and Storm Drainage [D]	48,750,000	19,422,354	2,276,160	3,704,405	13,441,789
Library Facilities [E]	15,589,000	15,589,000	3,789,672	9,168,265	2,631,063
Cultural and Performing Arts Facilities [F]	14,235,000	13,839,120	1,677,832	2,548,910	9,612,378
Public Safety Facilities [G]	32,081,000	30,576,956	6,015,611	7,498,372	17,062,973
City Facilities [H]	18,157,000	14,077,418	4,537,798	1,048,996	8,490,624
Economic Development [I]	55,400,000	23,753,930	7,389,022	5,669,371	10,695,537
Homeless Assistance Facilities [J]	20,000,000	20,000,000	12,608	5,935	19,981,457
<b>Total</b>	<b>\$1,050,000,000</b>	<b>\$644,083,041</b>	<b>\$204,759,095</b>	<b>\$122,445,745</b>	<b>\$316,878,202</b>

Note: The table above reflects expenditures and encumbrances recorded in the City's financial system of record. It does not include commitments that have not yet been recorded in the system, such as amounts recently approved by City Council.

# DALLAS 365

The Dallas 365 initiative aligns 35 key performance measures to our six strategic priorities. The department responsible for each measure is noted at the end of the measure's description, and last year's performance is included if available. If FY 2018-19 data is not available, N/A is listed.

Year-to-date (YTD) and year-end (YE) targets are presented for each measure. YTD targets may vary based on seasonality of the work. Each month, we compare 1) the YTD target with the actual performance for the current reporting period and 2) the YE target with the department's forecasted performance as of September 30, 2020.

Measures are designated "on target" (green) if actual YTD performance is equal to or greater than the YTD target. If actual YTD performance is not equal to the YTD target, the measure is designated as "not on target" (red). The same methodology applies to YE forecasts. Variance notes are provided for each measure not on target.

## Year-to-Date



## Year-End Forecast



#	Measure	FY 2018-19 Actual	YTD Target	YTD Actual	YE Target	YE Forecast
<b>Public Safety</b>						
1	Percentage of responses to structure fires within 5 minutes and 20 seconds of dispatch (Fire-Rescue)	84.26%	90%	83.30%	90%	90%
2	Percentage of EMS responses within nine minutes (Fire-Rescue)	91.7%	90%	90.95%	90%	90%
3	Percentage of responses to Priority 1 calls within eight minutes (Police)	52.07%	55%	50.32%	55%	48%
4	Percentage of 911 calls answered within 10 seconds (Police)	93.22%	91%	87.33%	91%	88%
5	Homicide clearance rate (Police)	84.68%	60%	97.23%	60%	65%
6*	Crimes against persons (per 100,000 residents) (Police)	1,920.5	952	927.85	1,999	1,950.85
<b>Mobility Solutions, Infrastructure, &amp; Sustainability</b>						
7	Percentage of 2017 bond appropriation awarded (\$644M appropriated ITD) (Bond Program)	70%	45%	57%	90%	90%
8*	Average response time to emergency sewer calls (in minutes) (Water Utilities)	59.58	60	59.08	60	60
9	Percentage of planned small diameter water and wastewater pipeline system repaired or replaced (72 out of 8,000 miles) (Water Utilities)	100%	37.5%	42.0%	100%	90%
10	Percentage compliance with state and federal standards and regulations for drinking water (Water Utilities)	100%	100%	100%	100%	100%
11	Percentage of planned lane miles improved (710 out of 11,800 miles) (Public Works)	82%	25%	25.80%	100%	100%
12	Percentage of potholes repaired within three days (Public Works)	N/A	98%	93.81%	98%	98%
13*	Missed refuse and recycling collections per 10,000 collection points/service opportunities (Sanitation Services)	13.76	11.5	12.88	11.5	12.95
14	Percentage of signal malfunction responses within 120 minutes (Transportation)	N/A	95%	91.27%	95%	92%

\* For most measures, high values indicate positive performance, but for these measures, the reverse is true.

# DALLAS 365

#	Measure	FY 2018-19 Actual	YTD Target	YTD Actual	Year-End Target	Year-End Forecast
<b>Economic &amp; Neighborhood Vitality</b>						
15	Number of jobs created or retained through written commitment (Economic Development)	6,001	2,500	693	5,000	2,500
16	Number of Dallas Homebuyer Assistance Program (DHAP) loans provided (Housing)	21	32	11	45	25
17	Total number of new housing units occupied (Housing)	N/A	115	21	230	81
18	Percentage of single-family permits reviewed in three days (Sustainable Development)	86.58%	85%	88.33%	85%	85%
19	Percentage of inspections performed same day as requested (Sustainable Development)	96.37%	98%	96.52%	98%	98%
<b>Human &amp; Social Needs</b>						
20	Percentage of HIV/AIDS households with housing stability (Community Care)	89.91%	95%	98.16%	95%	95%
21	Percentage of 20 repeat homeless encampment sites reclaimed/repurposed (Homeless Solutions)	N/A	40%	60%	100%	75%
22	Percentage of unduplicated persons placed in permanent housing who remain housed after six months (Homeless Solutions)	92.16%	85%	73.22%	85%	57.86%
<b>Quality of Life</b>						
23	Number of single-family rental properties inspected (initial inspections and reinspections) (Code Compliance)	9,044	3,350	3,346	7,000	3,346
24	Percentage of litter and high weed service requests closed within SLA (Code Compliance)	N/A	96%	52.33%	96%	65%
25	Live release rate for dogs and cats (Animal Services)	86.4%	90%	91.9%	90%	90%
26	Percentage decrease in loose dog bites year-over-year (from 558 to 530) (Animal Services)	10%	5%	-6.62%	5%	5%
27	Percentage increase in annual visits in person, online, and for programs (from 11.54M to 11.71M) (Library)	23.4%	1.5%	-2.55%	1.5%	1.25%
28	Percentage of GED students who successfully pass the exam and earn their certificate (Library)	55.8%	42%	42.72%	42%	30%
29	Percentage of cultural services contracts awarded to artists or small arts organizations (budgets less than \$100,000) (Cultural Affairs)	59.7%	55%	52.7%	55%	52.7%
30	Percentage of residents within ½ mile of a park (Park and Recreation)	69%	70%	69%	70%	71%
31	Participation rate at late-night Teen Recreation (TRec) sites (28,590 annual participants) (Park and Recreation)	N/A	50%	6.8%	100%	7%
<b>Government Performance &amp; Financial Management</b>						
32	Percentage of 311 calls answered within 90 seconds (311)	57.98%	70%	36%	70%	40%
33	Percentage of invoices paid within 30 days (City Controller)	98.54%	96%	96.2%	96%	95%
34	Percentage of vehicles receiving preventive maintenance on schedule (Equipment and Fleet Management)	N/A	68%	71.83%	68%	68%
35	Percentage of dollars spent with local M/WBE businesses (Business Diversity)	91.09%	50%	80.98%	50%	81%

## VARIANCE NOTES

**#1.** Although five fire stations are currently closed, DFR's efforts at dynamic placement of displaced apparatus (based on ongoing data collection) has contributed to a 5.69% increase in performance since December. DFR will continue to make adjustments as necessary to exceed the target of 90%.

**#3.** Data through March was slightly below target. As of May 2020, DPD's Priority 1 response times have improved dramatically primarily due to reduced traffic associated with COVID-19 stay-at-home orders. DPD will work to continue this positive trend through implementation of KPMG's recommendations designed to streamline and expedite the call response process.

**#4.** Turnover in 911 call taker positions has resulted in vacancies. Multiple candidates are in the hiring process, and DPD anticipates a return to full staffing shortly. DPD is also actively promoting the use of the Dallas Online Reporting System for lower-priority calls.

**#6.** PENDING

**#9.** DWU is on target year-to-date. The year-end forecast was adjusted to 90% to reflect the anticipated slowdown in development-generated utility work and productivity constraints for project procurements as a result of COVID-19.

**#12.** Although performance for the month was on target at 98%, the YTD average is below target due to the October-December tornado recovery efforts—fewer potholes were repaired due to downed trees and power lines.

**#13.** Tonnage has increased as a result of the COVID-19 stay-at-home orders, while collection opportunities remain the same. As a result, SAN is increasing the forecast to 12.95 for April. This increase is in addition to the normal summer increase which occurs every year and is based on an average of prior years.

**#14.** TRN was previously working with four bucket trucks but recently received a repaired bucket truck from EFM. With the addition of the fifth truck, month-over-month performance improved from 91.48% to 94.2%. TRN anticipates continued improvement in response time with the release of the repaired truck.

**#15.** Although the current target is 2,083, the actual YTD performance is dependent on demand from external sources (developers/investors) seeking incentives for investment in the creation/retention of jobs, which has been adversely impacted by COVID-19. The year-end forecast has been reduced accordingly.

**#16.** Participation is low because residents are not registering for the homebuyer assistance program or not completing the program due to home qualification requirements. Participation has further decreased as a result of COVID-19.

**#17.** COVID-19 has delayed new construction and reduced housing availability. Anticipated construction projects intended to provide new housing units will not be complete by the end of the fiscal year.

**#19.** Same-day inspections are down 1.48% because of the amount of rain received in March. Inspectors must wait for rain to stop and contractors must remove water before rescheduling the inspections. Impacts include sewer relay, foundation, and electrical underground inspections.

**#21.** The year-end forecast has been adjusted to reflect the impact of COVID-19. Outreach staff have been reassigned to two temporary shelters, and OHS anticipates resuming some efforts to reclaim/repurpose encampment sites in July.

**#22.** COVID-19 has directly impacted case management to maintain housing and available resources for eviction prevention. OHS anticipates an influx of possible evictions in the next few months, which will contribute to more clients returning to homelessness. As OHS increases efforts toward a rapid rehousing program, they will continue to partner with MDHA in identifying resources to help clients stay in permanent housing.

**#23 & 24.** In March, CCS took the lead on enforcing COVID-19 emergency regulations throughout Dallas, and approximately 200 Code Officers were dedicated to this special initiative. As of May 7, CCS has proactively responded to 18,700 COVID-19-related concerns. The department anticipates this shift in resources will continue to prevent it from achieving the targets for these two measures through year-end.

## VARIANCE NOTES

**#26.** DAS saw a slight increase in loose and loose-owned dog bites in March, but the trend corrected in April with a 14% decrease over April 2019. DAS anticipates the measures it has implemented to date, including COVID-19 operations, will continue to decrease these numbers.

**#27.** Due to COVID-19 closures at Library facilities and suspension of programming; however, online visits and programming continue to increase.

**#28.** GED testing at the Central Library has been suspended until further notice as a result of COVID-19.

**#29.** YTD cultural service contracts are 2.3% below the goal of 55%. Arts Activate project grants, which are typically with smaller organizations and individual artists, are on hold due to ongoing COVID-related restrictions, social distancing/public health concerns, and City expense freezes. If restrictions are lifted and gatherings are encouraged, OAC may meet its year-end goal.

**#30.** PKR continues to maintain partnership opportunities with school districts and seek additional ones. The Trust for Public Land releases updated percentages in May, and PKR anticipates an increase in this measure as a result of established school partnerships.

**#31.** Due to COVID-19 closures at recreation facilities, the TRec program has been suspended until all recreation activities resume. The year-end forecast has been reduced to reflect this suspension and the impact of recreation programs operating at limited capacity moving forward.

**#32.** In response to COVID-19, most 311 staff have transitioned to work remotely. This, as well as system malfunctions and equipment issues have impacted 311's performance. City Council approved the procurement and installation of new equipment and software on March 25, which will improve overall performance.

**#33.** The year-end forecast is below target as a result of manual processes and vacancies.

# BUDGET INITIATIVE TRACKER

The Budget Initiative Tracker reports on 40 activities included in the FY 2019-20 budget. For each initiative included in this report, you will find the initiative number, title, description, status, and measure. At the end of each description, the responsible department is listed. Each month, the responsible department provides a current status for the initiative and indicates whether the initiative is “complete” (blue circle), “on target” for completion by the end of the fiscal year (green check mark), “at risk” of not being completed by the end of the fiscal year (yellow exclamation mark), or “canceled” (red x).

We have also selected a relevant performance measure for each initiative to indicate whether the initiative is achieving its intended outcome. Once an initiative is marked complete and data becomes available, we will begin reporting the year-end target for the measure, as well as the year-to-date actual.



## In the Spotlight



Park and Recreation recently joined WFAA's Good Morning Texas for a look inside the Rec@Home series, which includes fun child-friendly activities for families to do while sheltering at home. Programming like this is a prime example of how the City continues to find new and inventive ways to engage, entertain, and inform youth and teen residents.

## Budget Initiative Tracker

**PUBLIC SAFETY****1 Police and Fire Uniform Staffing** 

**INITIATIVE** Recruit and retain police officers and firefighters through a new pay structure outlined in the 2019 Meet and Confer agreement. (Police and Fire-Rescue)

**STATUS** DPD recruiting trips are on hold. Training will continue and is still on track to exceed hiring goals. DPD anticipates ending the year with 3,150 officers instead of 3,053 as budgeted.

As of March 31, DFR has hired 40 firefighters, and attrition is 39. DFR expects to end the year with 1,981 firefighters.

**MEASURE** Turnover rate of tenured public safety employees

**2 Police and Fire Uniform Pension** 

**INITIATIVE** Secure the future of our first responders by contributing \$162 million to the Dallas Police and Fire Pension System, \$5.2 million more than last year. (Police and Fire-Rescue)

**STATUS** City pension contributions are being made in compliance with HB 3158 approved by the state legislature in 2017.

**MEASURE** Percentage of on-time contributions

**3 Real-Time Crime Center** 

**INITIATIVE** Establish a team of civilian crime intelligence analysts who will analyze imaging and data in real time to proactively implement crime-fighting strategies (Police)

**STATUS** DPD has created the Intelligence-Led Policing Division. Interviews for non-sworn positions are scheduled for May, and hiring is expected in June.

**MEASURE** Percent increase in collection of RTCC footage as evidence

**4 Body-Worn Cameras** 

**INITIATIVE** Enhance safety for officers and residents and encourage positive community interactions by purchasing additional body-worn cameras for police officers, the Marshal's Office and Dallas Animal Services officers. (Police)

**STATUS** City Council approved a new contract for body-worn cameras and in-car camera systems. ITS is working with the City Attorney's Office to finalize the contracts associated with this award. Once finalized and funded, the contract will provide cameras for multiple departments.

**MEASURE** Percentage of Internal Affairs complaints where police officer is cleared by body-worn camera footage

**5 Firefighter Safety** 

**INITIATIVE** Protect our firefighters by purchasing a second set of personal protective equipment (PPE) and a complete replacement of self-contained breathing apparatus (SCBA) to allow for cleaning equipment between fires. This is a two-year initiative begun in FY 2018-19. (Fire-Rescue)

**STATUS** City Council approved the purchase of PPE on February 20. DFR has fitted and ordered PPE for approximately 550 members. Remaining members are scheduled to be fitted by June 6. The solicitation for SCBA is in the evaluation stage, tentatively scheduled for City Council consideration in June.

**MEASURE** Percentage of firefighters who receive second set of PPE and replacement SCBA

**6 Police Oversight** 

**INITIATIVE** Strengthen relationships between the community and Dallas Police Department through the Office of Community Police Oversight. (Police)

**STATUS** The newly hired Office of Community Police Oversight (OPO) monitor began work February 24. The OPO has received 233 complaints as of April 30 and provided an overview of these complaints to the Community Police Oversight Board (CPOB). The office is developing job descriptions to better align its staff with the goals of community police oversight, identifying candidates to train board members on topics relevant to police oversight, and developing a complaint database and outreach materials.

**MEASURE** Number of complaints investigated

## Budget Initiative Tracker

# MOBILITY SOLUTIONS, INFRASTRUCTURE, & SUSTAINABILITY

## 7 Energy Management

**INITIATIVE** Implement an energy management system to ensure the City continually and intentionally assesses energy use and opportunities for energy reduction. (Building Services)

**STATUS** The energy management system manager started on March 17, and the initial assessments of the City's energy use, management, and conservation projects are underway.

**MEASURE** Percent decrease in energy usage

## 8 City Facility Major Maintenance

**INITIATIVE** Ensure City facilities stay safe and functional through major maintenance of roofs, HVAC, and other building systems. (Building Services)

**STATUS** BSD has initiated \$3.14 million in projects, including Winfrey Point water supply line replacement, Thanksgiving Square plumbing repairs, maintenance and repairs at MLK Center and City Hall, and the demolition of Fire Station #19.

**MEASURE** Percentage of funds deployed

## 9 2017 Bond Program

**INITIATIVE** Add five Senior Engineers to implement Public Works projects within the 2017 Bond Program in five years. (Office of the Bond Program)

**STATUS** OBP has hired three Senior Engineers and made offers for the remaining two positions, which staff anticipates filling by the third quarter.

**MEASURE** Percentage of bond appropriation awarded

## 10 Bridge Maintenance

**INITIATIVE** Dedicate funding to establish a bridge maintenance and repair program for the more than 600 City-owned and maintained bridges. (Public Works)

**STATUS** Proposals were submitted for the bridge repair program, but the selection committee requested more time to evaluate due to COVID-19. As a result, PBW anticipates a delay in submitting the award for City Council consideration until September.

**MEASURE** Percentage of funds approved by City Council

## 11 Street Conditions

**INITIATIVE** Improve the pavement condition of 710 lane miles of streets and alleys. (Public Works)

**STATUS** PBW has completed 183.18 lane miles to date between bond projects and General Fund maintenance and is on track for completion by the end of the year.

**MEASURE** Percentage of planned lane miles improved

## 12 Traffic Signals

**INITIATIVE** Promote safety and enhance traffic flow by replacing broken vehicle detectors at 40 critical intersections and retiming 250 traffic signals. This is a two-year initiative begun in FY 2018-19. (Transportation)

**STATUS** The Signal Engineering division is working to install radar equipment at locations throughout the city, which will enhance traffic flow. 38 equipment installations remain. The hiring freeze is impacting TRN's ability to complete signal retiming, so TRN has submitted a request to approve these critical positions.

**MEASURE** Percent decrease in service requests for signal repairs

## 13 Water and Wastewater Infrastructure

**INITIATIVE** Conserve resources and maintain infrastructure through installation and rehabilitation of about 80 miles of water and wastewater mains. (Water Utilities)

**STATUS** As of March 31, DWU has replaced or rehabilitated 18.67 miles of water main and 12.25 miles of wastewater main.

**MEASURE** Percent decrease in breaks

## 14 Neighborhood Drainage

**INITIATIVE** Prevent flooding in local streets through the neighborhood drainage program, focusing on erosion control and channel repairs. (Water Utilities)

**STATUS** Through March, DWU conducted debris removal maintenance at 151 different locations (including 25 channels), resulting in the removal of approximately 4,708 cubic yards of debris. DWU has also completed 1,440 service requests addressing a variety of issues, including culvert/pipe blockages, concrete repairs, and storm drainage pipe inspection, cleaning and repairs. DWU is now also including responses to water pollution and water sampling requests by the Water Quality division added in March.

**MEASURE** Percent decrease in flood-related service requests

## Budget Initiative Tracker

**ECONOMIC & NEIGHBORHOOD VITALITY****15 Affordable Housing** 

**INITIATIVE** Further affordable housing throughout the city as prescribed in the Comprehensive Housing Policy through the 2020, Notice of Funds Available (NOFA). (Housing and Neighborhood Revitalization)

**STATUS** City Council approved the sale of 99 lots and a grant for \$1.6 million.

**MEASURE** Percent increase in affordable housing units available

**16 BUILD Initiative** 

**INITIATIVE** Broaden investment in minority- and women-owned businesses based in Dallas through capacity-building resources and training. (Office of Business Diversity)

**STATUS** OBD has developed a social media presence and the B.U.I.L.D. startup campaign. The office has finalized an MOU with Dallas Entrepreneur Center to establish an ecosystem based on the NextStreet study paid for by JPMorgan Chase. They have agreed to adopt the B.U.I.L.D. model and logo.

**MEASURE** Percentage of M/WBE spend

**17 Small Business Development** 

**INITIATIVE** Stimulate small businesses and startups in high-opportunity areas through training and other workforce development services. (Office of Economic Development)

**STATUS** ECO and OBD recently launched the \$5 million Small Business Continuity Fund to support small businesses in high-opportunity areas.

**MEASURE** Percent increase in small businesses in designated high-opportunity areas

**18 Tax-Increment Financing** 

**INITIATIVE** Spur development in 19 TIF districts throughout the city by reinvesting property tax revenue. (Office of Economic Development)

**STATUS** ECO is fostering reinvestment in the City's 19 TIF districts with impactful projects that positively impact Dallas' economic and fiscal health.

**MEASURE** Percent increase in taxable value in TIF districts

**19 Comprehensive Plan** 

**INITIATIVE** Update the City's Comprehensive Plan to incorporate more recent policy initiatives and encourage strategic land development while promoting equity, sustainability, and neighborhood revitalization. (Planning and Urban Design)

**STATUS** Staff briefed City Council on transit-oriented development planning and implementation on April 1. Other briefings on the Comprehensive Plan were delayed due to the suspension of City Council meetings as a result of COVID-19. The new dates for those briefings have yet to be determined.

**MEASURE** Percentage of project milestones completed

## Budget Initiative Tracker

**HUMAN & SOCIAL NEEDS****20 Overcoming Barriers to Work**

**INITIATIVE** Partner with nonprofit and community partners to fund services that provide job training and career development to participants who face hurdles to employment, such as lack of transportation or child care. (Office of Community Care)

**STATUS** Community partners are currently working remotely and not serving as many clients due to COVID-19. Child care services are closed, and no services are being provided. Next month's target will be adjusted to reflect the effects of COVID-19, and OCC will provide updated numbers of clients still employed.

**MEASURE** Percentage of clients who remain employed after six months

**21 Equity**

**INITIATIVE** Advance equity and inclusion in City government and across Dallas by understanding historical and deeply ingrained policies and practices and engaging the community to address present-day challenges. (Office of Equity)

**STATUS** As of April 10, the Office of Equity received 40 department responses to the Budgeting for Equity Tool. The office developed a 50-measure rubric to provide scores on a five-point Likert scale assessing each department's application of an equity lens. The Office of Equity will provide these department scores to the City Manager's Office in May.

**MEASURE** Number of community events or collaborative community projects conducted

**22 Inclement Weather Shelters**

**INITIATIVE** Ensure unsheltered individuals and families remain safe during periods of extreme heat or cold and provide resources for more permanent housing by funding temporary inclement weather shelters. (Office of Homeless Solutions)

**STATUS** No additional inclement weather shelters have been needed since the February 4-5 operation at the J. Erik Jonsson Central Library. The Chapter 51A agenda item was moved to the June 10 Council Agenda.

**MEASURE** Percent decrease in weather-related injuries

**23 Pay-to-Stay Shelters**

**INITIATIVE** Increase emergency shelter capacity and connect unsheltered individuals to shelter, support services, and ultimately positive housing destinations through the 90-day pay-to-stay program. (Office of Homeless Solutions)

**STATUS** OHS continues to meet its target rate of 85% of increasing emergency shelter capacity and connecting unsheltered individuals to shelter and supportive services through the 90-day Pay-To-Stay Program.

**MEASURE** Percent increase in emergency shelter beds available

**24 Neighborhood Grant Reclamation Program**

**INITIATIVE** Provide a vehicle for communities to revitalize former homeless encampments and transform them into community assets through the Neighborhood Grant Reclamation Program. (Office of Homeless Solutions)

**STATUS** OHS presented the NGRP to the Citizen Homeless Commission on March 12, with plans to submit to City Council for approval. However, on March 13, all work related to this program and others was suspended due to COVID-19. When normal operations resume, this program will be re-evaluated for efficacy and further action.

**MEASURE** Percentage of NGRP projects completed

## Budget Initiative Tracker

**QUALITY OF LIFE****25 Community Clean!**

**INITIATIVE** Engage residents in the Community Clean! initiative to reduce illegal dumping, litter, and high weeds in focus neighborhoods through regular community-led cleanups. (Code Compliance)

**STATUS** CCS removed nearly 780 tons of bulk trash from the community and collected more than 680 tires in the first seven months of this initiative. However, there has been no activity since early March due to COVID-19 restrictions. Activity will resume once these restrictions are rescinded.

**MEASURE** Percent decrease in illegal dumping and other code violations in target areas

**26 Animal Service Response**

**INITIATIVE** Assign two agents to triage and dispatch calls seven days a week to improve response time. (Dallas Animal Services)

**STATUS** Starting April 8, DAS will have in-house dispatch from 7 a.m. to midnight, seven days a week.

**MEASURE** Percentage of responses to DAS service requests within specified response time (varies by priority level)

**27 Loose Dogs**

**INITIATIVE** Augment overnight animal response by scheduling officers to be on duty seven nights a week instead of four with a focus on loose dog and bite hot spots. (Dallas Animal Services)

**STATUS** The Field Services team transitioned to 24/7 operations on December 4, and the night shift is fully staffed and trained as of this month.

**MEASURE** Percent decrease in loose dog calls

**28 Internet Access**

**INITIATIVE** Expand Internet access to more residents by making 900 mobile hot spots available for checkout at high-opportunity libraries. (Library)

**STATUS** 900 mobile hot spots are available at 10 branch library locations beginning this month.

**MEASURE** Monthly checkout rate

**29 Juanita J. Craft Civil Rights House**

**INITIATIVE** Preserve civil rights history by restoring the Juanita J. Craft Civil Rights House. (Office of Arts and Culture)

**STATUS** OAC has partnered with Building Services to advertise the contract for restoration vendors and anticipates submitting it for City Council approval in the summer or early fall. Staff anticipates restoration will be completed by 2022.

\$750,000 is budgeted for the restoration, including \$250,000 from the City, and additional fundraising is ongoing. OAC is supporting development of a Friends group to assist with ongoing fundraising and support.

**MEASURE** Percentage of project milestones completed

**30 Pop-Up Cultural Centers**

**INITIATIVE** Create pop-up cultural centers to bring cultural activities to areas of the city without easy access to arts programming. (Office of Arts and Culture)

**STATUS** Prior to COVID-19 restrictions, OAC hired a new manager and completed pilot events in seven City Council districts. Planned Spring Break camps were canceled due to the restrictions, but weekly live virtual programming is available for free to residents, with a focus on activities for schoolchildren at home and movement-based dance classes for all ages.

**MEASURE** Percent increase in cultural programming attendance

**31 Environmental Action Plan**

**INITIATIVE** Mitigate the impacts of climate change on public health, City infrastructure, the economy, and the environment through development and implementation of the Comprehensive Environmental and Climate Action Plan (CECAP). This is a two-year initiative begun in FY 2018-19. (Office of Environmental Quality and Sustainability)

**STATUS** The CECAP was finalized for public release on April 21. However, the ENVIS Committee Chair deferred the resolution for City Council adoption of the plan to the May 27 Council Agenda to allow a briefing before the vote.

**MEASURE** Percentage of project milestones completed

## Budget Initiative Tracker

**QUALITY OF LIFE****32 Park Rangers**

**INITIATIVE** Increase the safety of park patrons through the addition of four new Park Rangers. (Park and Recreation)

**STATUS** PKR interviewed candidates for Park Ranger in March and hired two candidates for each position. The department continues to monitor increased usership at parks and trails and compliance with social distancing and system closures due to COVID-19.

**MEASURE** Percent decrease in park-related incidents/calls to DPD

**33 Youth Recreation**

**INITIATIVE** Expand opportunities for youth by providing recreational programming to residents aged 5-17 through the Out of School Time (OST) program. (Park & Recreation)

**STATUS** As of March, total enrollment in OST/after-school programs increased by 4.5%, bringing the year-to-date total to 1,366 participants. However, due to the impact of COVID-19 closures at recreation facilities and schools, the OST program has been suspended until recreation and school activities resume.

**MEASURE** Percent increase in youth served

**34 Teen Recreation**

**INITIATIVE** Boost recreational programming for teenage residents (ages 13-17) with a focus on arts and culture, community service, health and wellness, leadership and life skills, and technology. (Park and Recreation)

**STATUS** PKR served an additional 471 teens in March, bringing the total to 1,948 teens through the expansion of five locations to 13. PKR anticipated a significant increase during the peak season (April-September). However, it was necessary to adjust the year-end forecast from 95% to 7% due to recreation facility closures as a result of COVID-19.

**MEASURE** Participation rate at late-night TRec sites

## Budget Initiative Tracker

# GOVERNMENT PERFORMANCE & FINANCIAL MANAGEMENT

## 35 Contract Management

**INITIATIVE** Centralize monitoring of vendor performance to ensure contracts are completed on time, within budget, and fulfill the terms of the agreement. (City Controller's Office, Office of Procurement Services)

**STATUS** Staff conducted the first Level 1 Dallas Contracting Officer (D-COR) training session the week of May 4 with 36 participants. Trainings have been condensed and now include emergency procurements and contracts, as well as other processes updated due to COVID-19. Staff anticipates conducting Level 2 sessions in July and Level 3 sessions in August. Each level consists of three two-hour segments with additional opportunities through Learning Zen.

**MEASURE** Percent decrease in audit findings

## 36 Fleet Management

**INITIATIVE** Drive operational efficiency, reduce overall costs, and improve delivery of City services through timely replacement of fleet vehicles. (Equipment and Fleet Management)

**STATUS** To date, EFM has assisted 15 departments with fleet purchase orders, with a total of 279 units ordered.

**MEASURE** Percent decrease in fleet that exceeds useful life

## 37 IT Governance

**INITIATIVE** To balance the needs of the organization and ensure security and stability in the City's technology investments, route all technology proposals and funding through the IT Governance Board for review, prioritization, and scheduling. (Information and Technology Services)

**STATUS** The IT Governance Board has reviewed and approved 20 projects from both enterprise funds and the General Fund. During its meeting on April 27, the board discussed project priorities and made recommendations for the upcoming meeting on May 28.

**MEASURE** Percentage of IT projects completed on time

## 38 Property Tax Relief

**INITIATIVE** Provide tax relief to residents over 65 or with a disability by increasing the property tax exemption to \$100,000 from \$90,000. (Office of Budget)

**STATUS** City Council approved an increase in the property tax exemption on June 12, 2019, beginning with the 2019 tax year. Dallas County Tax Office distributed property tax bills and will collect revenue on behalf of the City.

**MEASURE** Percent increase in total value of exemption

## 39 Ethics Training

**INITIATIVE** Foster an ethical organizational culture by continuing biennial ethics training and expanding the Values Ambassador program. (Office of Ethics and Compliance)

**STATUS** The Office of Ethics and Compliance is on track to roll out biennial ethics training for 2020. In addition, the office is using data from the Speak-Up Hotline as well as inquiries received to identify areas that need expansion.

Some ideas to expand the Values Ambassador program have been put on hold as a result of COVID-19. However, the office continues to develop plans for expansion in the future.

**MEASURE** Percentage of employees trained

## 40 Data-Based Decision Making

**INITIATIVE** Cultivate the use of data analytics and evidence-based decision making throughout the City under the leadership of the Office of Innovation. (Office of Innovation)

**STATUS** The Data Academy launched in early March with two cohorts and will culminate in capstone data projects designed and built by program graduates. The Data Governance Team continues to uncover data gaps and explore citywide solutions to enable easier data sharing and stronger data protocol. In response to the public health crisis, Innovation designed and launched the COVID-19 Regional Dashboard to provide up-to-date information to residents, and it has been viewed more than 100,000 times.

**MEASURE** Number of training hours provided

## Budget Initiative Tracker

**FY 2018-19 INITIATIVES**

While most initiatives can be completed in a single fiscal year, several FY 2018-19 initiatives required additional time because of the scope and term of the project. We will continue to report the status of these 12 initiatives below, using the initiative numbers from the FY 2018-19 report for reference.



Complete



On Target



At Risk



Canceled

**Public Safety****5 Security of City Facilities** 

**INITIATIVE** Consolidating security for City facilities into Court and Detention Services and conducting a comprehensive risk assessment to identify future security needs for City facilities and programs. (Court and Detention Services)

**STATUS** The initial security assessments of City facilities have been returned to the City for validation, which should be completed by mid-May. The consultant should provide the draft security standard by the end of May. The enhanced assessment of critical City facilities will begin mid-May with stakeholder interviews the week of June 15 and on-site assessments toward the end of June.

**7 P-25 Radio System** 

**INITIATIVE** Expanding radio coverage area, improving system reliability, lowering operating costs, and improving interoperability across City departments and with other public safety agencies through implementation of the new P-25 radio system. (Information and Technology Services)

**STATUS** Work has slowed due to a pending decision by the Garland, Mesquite, Rowlett and Sachse (GMRS) radio consortium that could allow the City use of towers on their system, saving significant time and funds as greenfield construction of up to three sites would not be required. In the meantime, ITS proposes moving forward with scope changes that will result in cost reductions for Dallas. The project is currently 21 months behind the original schedule.

**9 911 Operations Center** 

**INITIATIVE** Furthering the City's investment in the 911 emergency system with additional technology and expanded backup capacity. (Information and Technology Services)

**STATUS** 911/DPD Communications is utilizing the Secondary Active abilities to process and dispatch calls. Due to COVID-19, PSAP is delayed until further notice.

**Mobility Solutions, Infrastructure, & Sustainability****13 Bike Lanes** 

**INITIATIVE** Expanding bike lanes and improving mobility by increasing the current \$500,000 budget by \$500,000 per year for each of the next three years to achieve a \$2 million per year investment starting in FY 2020-21. (Transportation)

**STATUS** The Merrell and Monroe project for signs and markings (as part of the Dallas County trail project) is complete. Initial installation of Bike Harwood is complete; all other minor items will be completed by April.

**Economic & Neighborhood Vitality****23 Historic Resource Survey** 

**INITIATIVE** Devoting \$100,000 to conduct a historic resource survey with private partners. (Sustainable Development and Construction)

**STATUS** Preservation Dallas raised \$95,000 in grants, and the decision was made to use those funds rather than the \$45,000 Texas Historical Commission grant. Responses were received with one award recipient. The contract is tentatively scheduled for City Council consideration on May 13. Activity on the grant will occur shortly thereafter, and the timeline to complete the survey is one year.

## Budget Initiative Tracker

## FY 2018-19 INITIATIVES

## Human &amp; Social Needs

**26** Citizenship and Civil Legal Services 

**INITIATIVE** Committing \$175,000 to partner with nonprofit organizations to offer civil legal services and promote citizenship to immigrants. (Office of Welcoming Communities and Immigrant Affairs)

**STATUS** All grants have been extended to nonprofit organizations and service delivery is in progress. COVID-19 has caused some impediments to service delivery, but creative approaches are being employed to keep services uninterrupted.

## Quality of Life

**32** Library RFID 

**INITIATIVE** Implementing a \$2 million Radio Frequency Identification (RFID) system throughout our library system to improve security and better manage our materials and assets. (Library)

**STATUS** Due to COVID-19 this project is delayed. Twenty branches have completely converted materials, including three floors at Central Library.

## Government Performance &amp; Financial Management

**39** Census 2020 

**INITIATIVE** Encouraging participation in Census 2020, including \$75,000 for the Mayor's Complete Count Committee. (Office of Strategic Partnerships and Government Affairs)

**STATUS** OSPGA has hired the Census coordinator, who has participated in or organized 112 events with departments, multiple committees, public meetings, and Census 2020 training.

**41** ADA Compliance 

**INITIATIVE** Investing \$200,000 to develop an Americans with Disabilities Act (ADA) transition plan that enhances the City's ADA compliance and addresses accessibility issues in City facilities. (Office of Equity and Human Rights)

**STATUS** An ADA Internal Advisory Committee and an external focus group of community stakeholders have been formed and are providing project support. Website reviews continue, along with creation of an inventory of department programs, services, and activities for review.

**42** Availability & Disparity (A&D) Study 

**INITIATIVE** Conducting a minority business study to inform decision makers on how the City can better support small and local businesses. (Office of Business Diversity)

**STATUS** The Prime Workforce Study is underway. OBD anticipates briefing preliminary recommendations to City Council in August with consideration of the new Business Inclusion and Development Plan in September. OBD does not anticipate COVID-19 delays at this time.

**43** Compensation Study 

**INITIATIVE** Complete a comprehensive study of the City's position classification and compensation systems. (Human Resources)

**STATUS** Department modeling is about 75% complete, and the consultants are creating a list with recommended job titles and salary schedules and finalizing a new salary structure. The draft salary schedule has been reviewed and will be presented at the May 26 governance meeting.

**44** Workday HR/Payroll System 

**INITIATIVE** Implementing a new human resource and payroll system and evaluating an additional module for uniformed employee scheduling. (Information and Technology Services)

**STATUS** ITS is finalizing all parallel payroll testing in preparation for building a production tenant by June with fully tested and accurate final configurations. Training has been developed and will be shared across all departments and divisions by mid-June.



# Memorandum



CITY OF DALLAS

DATE May 22, 2020

TO Honorable Mayor and Members of the City Council

SUBJECT **New Procurement Opportunities**

The Office of Procurement Services (OPS) would like to inform the City Council of the following contract opportunities that have been advertised in the last week in the *Dallas Morning News*. These opportunities are also on Bonfire, the City's electronic bid portal: <https://dallascityhall.bonfirehub.com/login>. (Free registration is required to view the opportunity in full.)

In addition, we have updated citywide opportunities for the current quarter on the OPS website: <https://dallascityhall.com/departments/procurement/Pages/Home.aspx>

Solicitation No.	Solicitation Name
1. CIZ1917	2020 Construction Material Services (Dallas Water Utilities)*
2. BI20-00013640	Liquid Ammonia Sulfate
3. BY20-00013682	Personal Protective Equipment

*\*Solicitations that begin with a "C" are for construction projects and the issuing department handles those procurements directly. OPS only advertises and unseals submissions for the construction procurements.*

Once an opportunity/solicitation is advertised, it is considered an open procurement until the City Council awards the contract. Please be advised that Section 12A-15.8(g) of the Code of Ethics prohibits communication between councilmembers and bidders or proposers on open procurements.

DATE May 22, 2020

SUBJECT **New Procurement Opportunities**

Should you have any questions, please contact Chhunny Chhean, Director of Procurement Services.



M. Elizabeth Reich  
Chief Financial Officer

c: T.C. Broadnax, City Manager  
Chris Caso, City Attorney  
Mark Swann, 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

Joey Zapata, Assistant City Manager  
Nadia Chandler Hardy, Assistant City Manager  
Dr. Eric A. Johnson, Chief of Economic Development and Neighborhood Services  
Laila Aleqresh, Chief Innovation Officer  
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion  
Directors and Assistant Directors  
Jon Fortune, Assistant City Manager