

# Memorandum



CITY OF DALLAS

DATE April 8, 2022

TO Honorable Mayor and Members of the City Council

SUBJECT **Taking Care of Business – April 7, 2022**

## City Manager's Corner

Darrell Poore has been selected as the recipient of the Water Environment Association of Texas Medal of Honor for Heroism Award. This award is presented to an individual who has demonstrated exceptional courage and bravery in the performance of a single act of heroic behavior towards his fellow man. On June 29, 2021, Mr. Poore was one of the first responders dispatched to two young subcontractors that were critically injured in an electrical explosion. Darrell was able to successfully render aid and keep the individuals calm until paramedics arrived. Mr. Poore received the award during this year's Texas Water Conference on Tuesday April 5, 2022.

Sally Wright, DWU Assistant Director, was presented with the George Warren Fuller Award by the American Water Works Association (AWWA), Texas Section on Tuesday, April 5, 2022. The George Warren Fuller Award is for recognition of distinguished and is one of the highest awards presented by the AWWA. The award is given in commemoration of the sound engineering skill, brilliant diplomatic talent, and constructive leadership that characterized the life of George Warren Fuller. Sally Wright is the first woman to chair the Standards Council for the AWWA since its beginning in 1920.

## Small Business Center Mentor/Protégé Program

The Small Business Center has launched a Mentor/Protégé program designed to motivate and encourage large business prime contractor firms to provide mutually beneficial developmental assistance to small businesses, veteran-owned small businesses, service-disabled veteran-owned small businesses, HUBZone small businesses, small disadvantaged businesses, and women-owned small business concerns. With participating Mentor-Protégé Companies, the program is also designed to: Improve the performance of contracts and subcontracts. Foster the establishment of long-term business relationships between large prime contractors and small business subcontractors. Strengthen subcontracting opportunities and accomplishments. The applications are available online via SourceDallas.org and the deadline is April 18, 2022.

For more information about the Small Business Center Mentor/Protégé program, please contact Denita Lacking-Quinn.

DATE April 8, 2022  
SUBJECT **Taking Care of Business – April 7, 2022**

### **Small Business Center Presents: Pivot to Possibilities Brown Bag**

In celebration of National Community Development Week, the Community Development Commission is collaborating with the City's Small Business Center, Office of Procurement Services, and the Office of Budget & Management - Grant Administration to provide small businesses the opportunity to learn how to do business with and in the City of Dallas.

A box lunch will be provided to attendees and limited seating is available, please register [here](#) to attend the brown bag. The event will take place on Monday, April 11, 2022 from 12pm to 1pm at the J Erik Jonsson Central Library, 1515 Young St., Dallas, TX 75201 in the Hamon Training Room (5<sup>th</sup> Floor). Organizations, please register for each staff member that may attend individually.

For more information about the Small Business Center Presents: Pivot to Possibilities Brown Bag event, please contact Denita Lacking-Quinn.

### **DBI and DPD launch Crime Analytics Dashboard**

The Office of Data Analytics and Business Intelligence (DBI) in partnership with the Dallas Police Department (DPD) has developed a new interactive [Crime Analytics Dashboard](#) giving the public a closer look at DPD crime-related data. In addition to listing the date, time and the frequency of a given crime, users can also see information on victim demographics, dispatched calls for service and response time. Data from the past two years is provided by city level, council district, ZIP code, division, sector, beat, and reporting area and will refresh daily. This important tool increases transparency and enables the public and city leaders to explore crime data they are personally interested in across the City of Dallas. To help users, DBI has published a complementary [story page](#) on this dashboard that provides information on navigating the dashboard and using its interactive features. Should you have any questions or concerns, please contact Chief Data Officer Dr. Brita Andercheck.

### **Mayor and City Council to Recognize Paul Quinn College Basketball Team**

Please join Councilmember Tennell Atkins for a breakfast honoring the Paul Quinn College basketball team. The team won the United States Collegiate Athletic Association Division championship on March 10, 2022. The breakfast will take place in the flag room at 8:30 a.m. prior to the April 20<sup>th</sup> Dallas City Council briefing meeting. Once the breakfast concludes, the team will be recognized during the city council meeting. Paul Quinn is located in southern Dallas and is a Historically Black College and University.

Although the team did not compete in 2020-2021 due to the COVID-19 pandemic, the team proceeded to a 26-2 season debuting a newly renovated home court. Remarks will be made by Mayor Eric Johnson, Councilmember Tennell Atkins, and Paul Quinn President Michael Sorrell. Breakfast will be provided for the Mayor and

DATE April 8, 2022  
SUBJECT **Taking Care of Business – April 7, 2022**

City Council, the team and coaching staff, and any directors who would like to celebrate this remarkable team. Should you have any questions or concerns, please contact Victoria Moe, Senior Project Manager.

### **City of Dallas earns Class 4 Distinction in Community Rating System**

Effective April 2022, the City of Dallas has officially earned a Class 4 rating in the Community Rating System (CRS) program, allowing the residents and businesses located within the floodplain of Dallas to obtain a 30% discount on their flood insurance rates. Dallas is the first community within the State of Texas to earn a Class 4 rating, making it the highest CRS ranked community in Texas. As of October of 2021, there were only 5 communities in the United States who had earned a CRS Class 4 or higher.

DWU staff has worked diligently to earn this prestigious ranking, and plans to continue to work to maintain the Class 4 rating. There will be an official presentation of the Class 4 ranking to the City by FEMA on May 4, 2022. The Texas Water Development Board, as well as the Texas Floodplain Management Association plan to also be in attendance. Should you have any questions or concerns, please contact Terry Lowery, Director of Dallas Water Utilities.

### **Save the Date Fair Park Multimedia Center ribbon cutting**

Last year, Communications, Outreach & Marketing completed and opened its Fair Park Multimedia Center. Now that the City has entered the fourth and final phase of our COVID-19 Return to Work plans, please plan to join City Manager Broadnax at 9:00 a.m. Tuesday, April 19 for a celebratory ribbon-cutting and ceremonial Grand Opening. Other festivities throughout the week will include workshops, tours, and a headshot studio. Should you have any questions or concerns, please contact Catherine Cuellar, Director of Communications, Outreach, and Marketing.

### **Distinguished Budget Presentation Award**

Budget & Management Services is pleased to announce that the Government Finance Officers Association (GFOA) presented a Distinguished Budget Presentation Award to the City of Dallas for its annual budget for the fiscal year that began October 1, 2021. This is the highest award in governmental budgeting. In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communication device. This is the 23rd consecutive year that the City has been recognized by GFOA for the annual budget document. Should you have any questions or concerns, please contact Jack Ireland, Director of Budget & Management Services.

### **Citywide Strategic Plan – Goal Ranking Priorities Activity**

Staff continues to advance the development of the City's Strategic Plan. From 104 plans, staff identified 608 goals, objectives or actionable items, and synthesized 55

DATE April 8, 2022  
SUBJECT **Taking Care of Business – April 7, 2022**

goals for prioritization and ranking. From the City Council Strategic Priorities Ranking activity, which began on March 28, Budget and Management Services will calculate the consensus ranking which we will use in further development of the Strategic Plan and resource allocation during the budget process. We will develop measurable objectives and align key performance measures for each goal for discussion on June 22. We ask that City Council Members provide their individual rankings to Budget and Management Services by April 8, 2022. Please contact Jack Ireland, Budget and Management Services Director, if you have any questions.

### **Redistricting**

The Redistricting Commission met on Monday, April 4 at 6:30 p.m. via videoconference and at Dallas City Hall – Council Chambers. They received an update on map submissions and approved the final map selection process and timeline. Please note that all map submissions must be submitted by Friday, April 15, 2022.

The Commission will begin the process of selecting their top three and then subsequent top two maps on Monday, April 25. They plan to start the amendment process on those final maps on Monday, May 2, and residents will have an opportunity to share feedback to those amended maps during a public hearing at City Hall – Council Chambers on Saturday, May 7 at 3 p.m.

Commissioners plan to select their final map on Monday, May 9 and plan to submit their final proposal to the Mayor on Monday, May 16. The next Commission meeting will be on Monday, April 11 at 3:30 p.m. at Dallas City Hall – Council Chambers – 6EN.

Individuals who wish to address the Redistricting Commission may do so virtually or in person by attending a regular meeting. For a complete list of meetings or to submit your very own map, visit [www.DallasRedistricting.com](http://www.DallasRedistricting.com) or call 214-671-6197.

Should you have any questions or concerns, please contact Brett Wilkinson, Director of the Office of Government Affairs.

### **City Procurement Opportunities**

The Office of Procurement Services (OPS) is excited to announce the following new contract opportunities. More information can be found on the City's [electronic bid portal](#):

<b>Opportunity No.</b>	<b>Opportunity Name</b>
CIZ-DWU-22 169E	Long Range Water Supply Plan, by Dallas Water Utilities
CIZ22-PKR-2033	Emerald Lake Dam Safety & Erosion Control Improvements, by Parks and Recreation

DATE April 8, 2022  
SUBJECT **Taking Care of Business – April 7, 2022**

We are also pleased to share the latest, [Procurement Quarterly](#) listing citywide opportunities for the current quarter (of the fiscal year) and published on the OPS [website](#).

Please be advised that once an opportunity is advertised, it is considered an open procurement until the City Council awards the contract. The Code of Ethics prohibits communication between councilmembers and vendors/ suppliers on open procurements. Should you have any questions, please contact Danielle Thompson, Interim Director of Procurement Services.

### **OHS Street Outreach Update**

The DRTRR team of homeless service providers, co-led by OHS and MDHA, is currently targeting several encampments, which will result in closure through the housing of those unsheltered individuals throughout the year. The team will outreach to these sites and meet with various persons experiencing homelessness to assess their needs in preparation for site closure via housing. During this time, the OHS Street Outreach Team will continue to engage with unsheltered residents through normal street outreach, connecting people with the needed resources, such as: getting IDs, working with Community Courts on expunging eligible tickets and offenses from their records, identifying medical needs, and getting them access to the Coordinated Access System (CAS).

Please see the attached schedule for homeless encampment cleaning the week of April 4 through April 8, 2022. Please note that these will be for debris removal and outreach only. All encampment cleaning requests are being resolved as time allows. We appreciate everyone's patience.

### **Encampment Resolution (Cleaning) Schedule April 4 – April 8, 2022**

<b>LOCATION</b>
5814 Skillman Rd
5630 Abrams Rd
4323 N Central Expwy
6923 N Central Expwy
2827 Nagle
Nagle & Overlake
Joes Creek
Denton & Lombardy

OHS continues to urge people who see an encampment to report it via 311 or 311's OurDallas smartphone app to ensure strategic alignment with comprehensive OHS outreach. The OHS Service Request dashboard can be utilized to track the progress of encampment resolution efforts. Please visit the [dashboard](#) and feel free to share

DATE April 8, 2022  
SUBJECT **Taking Care of Business – April 7, 2022**

this tool with residents. If you have any questions please reach out to Christine Crossley, Director of the Office of Homeless Solutions.


### Media Inquiries

As of April 4, 2022, the Communications, Outreach, and Marketing (COM) Department has received various media inquiries available to view by clicking [here](#).

The following storylines reference the major media inquiries addressed by Dallas Fire-Rescue (DFR) during the period dating from March 29<sup>th</sup> – April 4<sup>th</sup>. A more detailed account of the department's responses to those inquiries, and others, can be viewed at [this link](#). Should you have any questions or concerns, please contact Fire Chief, Dominique Artis.

- Southwest Dallas Vacant Apartment Building Set on Fire
- Fire Station Received Furniture Donation
- Southwest Dallas Apartment Building Torn Down After Three-Alarm Fire
- Man Dies in Southeast Dallas House Fire

Should you have any questions or concerns, please contact Genesis D. Gavino, Chief of Staff.



T.C. Broadnax  
City Manager

c: Chris Caso, City Attorney  
Mark Swann, City Auditor  
Billerae Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Kimberly Bizer Tolbert, Deputy City Manager  
Jon Fortune, Deputy City Manager

Majed A. Al-Ghafry, Assistant City Manager  
M. Elizabeth(Liz)Cedillo-Pereira, Assistant City Manager  
Dr. Robert Perez, Interim Assistant City Manager  
Carl Simpson, Interim Assistant City Manager  
M. Elizabeth Reich, Chief Financial Officer  
Genesis D. Gavino, Chief of Staff to the City Manager  
Directors and Assistant Directors

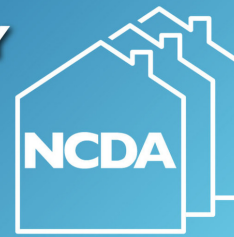


# City of Dallas

## NATIONAL COMMUNITY DEVELOPMENT WEEK

APRIL 11 - 15, 2022

#CDWEEK2022



Join the Community Development Commission in celebrating the beneficial impact of the Community Development Block Grant (CDBG) HUD Grant Funds!

**Monday., April**

**11**

**Pivot to Possibilities Brown Bag**

**Register [here](#) to learn how small businesses can work with and in the City of Dallas. Join us at the J. Erik Jonsson Central library from 12pm - 1pm.**

**Tuesday, April**

**12**

**Out-of-School Time Showcase**

**Community Development Commission visits DISD Out-of-School Time campuses that provide Dallas youth of working parents an enriched life skilled and safe afterschool program.**

**Wednesday, April**

**13**

**Mayor's Proclamation**

**Watch [here](#) to see Mayor Eric Johnson proclaim the week of April 11 -15, 2022 as National Community Development Week in the City of Dallas.**

**Thursday, April**

**14**

**Eviction/Rental Assistance Listening Session**

**Join a virtual event to hear how the City and community partners have collaborated to assist residents during this uncertain time. Join [here](#), 1pm - 2pm.**

**Friday, April**

**15**

**Social Media Blitz**

**Check us out on social media to see or share how [#CDBGWORKS](#) [@dallascommdev](#)**



For more information: [click here](#), scan QR code or call 214-670-4557



# City of Dallas

## NATIONAL COMMUNITY DEVELOPMENT WEEK

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# Honoring *the* Past Looking *to* the Future



The City of Dallas invites you to join a celebratory ribbon-cutting and ceremonial Grand Opening of the Fair Park Multimedia Center.

**TUESDAY APRIL 19, 2022 AT 9 A.M.**

1620 1st Ave. Dallas, TX, 75201



Visit and tour the facility to admire this historic building and see the updates helping City of Dallas to better reach our residents. Refreshments will be served.



The City of Dallas  
Small Business Center

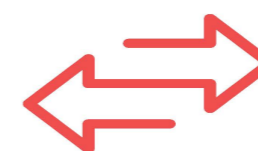
# Mentor / Protégé Program



The Small Business Center's Mentor Protégé program is a comprehensive effort to build capacity and capability among its participants to win City of Dallas contracts.

APPLY TO BE A MENTOR:

[bit.ly/3sXHCvc](https://bit.ly/3sXHCvc)



APPLY TO BE A PROTÉGÉ:

[bit.ly/3vafSpx](https://bit.ly/3vafSpx)

MAYOR AND CITY COUNCIL TO RECOGNIZE:

**PAUL QUINN COLLEGE**

**2022 USCAA DIVISION I**

**CHAMPIONS**



**DAY OF RECOGNITION**

**COME JOIN US**

**APRIL 20, 2022**

**8:30 A.M.**

**FLAG ROOM**

FOR QUESTIONS, PLEASE CONTACT VICTORIA MOE:  
[VICTORIA.MOE@DALLASCITYHALL.COM](mailto:VICTORIA.MOE@DALLASCITYHALL.COM)

# Memorandum



CITY OF DALLAS

DATE April 8, 2022

TO Honorable Mayor and Members of the City Council

SUBJECT **City License Applications**

Attached is a list of the most recent Dance Hall, Sexual Oriented Business, Billiard Hall, and/or Amusement Center license applications received for the week of March 28, 2022 – April 1, 2022 by the Tactical and Special Operations Bureau Licensing Squad of the Dallas Police Department.

Please have your staff contact Sergeant John Page, at (214) 316-3848 and/or by email at [john.page@dallascityhall.com](mailto:john.page@dallascityhall.com) should you need further information.

A handwritten signature in cursive script that reads "Jon Fortune".

Jon Fortune  
Deputy City Manager

c: T.C. Broadnax, City Manager  
Chris Caso, City Attorney  
Mark Swann, City Auditor  
Billierae Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Kimberly Bizer Tolbert, Deputy City Manager

Majed A. Al-Ghafry, Assistant City Manager  
M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager  
Robert Perez, Interim Assistant City Manager  
Carl Simpson, Interim Assistant City Manager  
M. Elizabeth Reich, Chief Financial Officer  
Genesis Gavino, Chief of Staff/Office of Resilience  
Directors and Assistant Directors

WEEKLY APPLICATION LOG REPORT

DISTRICT	NAME OF BUSINESS	STREET ADDRESS	TYPE OF LICENSE	DATE OF APPLICATION	STATUS (RENEWAL/NEW)	APPLICANT NAME
D14	House of Blues	2200 N. Lamar St.	DH/A	4/1/2022	RENEWAL	MICHAEL NOWLES

**License Definitions**

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

# Memorandum



CITY OF DALLAS

DATE April 8, 2022

TO Honorable Members of the Environment & Sustainability Committee

SUBJECT Responses to Questions from the April 4, 2022 Environmental & Sustainability Committee

This memo is a follow-up to the questions received from the Environmental & Sustainability Committee members on April 4, 2022 related to Council Agenda item File ID 22-436 Solar Photovoltaic (PV) on City Facilities.

## **1. How did Building Services Department (BSD) select Ameresco for implementing these projects?**

In December 2021, BSD requested cost proposals for installing solar PV on three City facilities under a cooperative purchasing agreement from four qualified contractors. Based on the cost proposals received, factors such as panel efficiency, panel performance, panel warranty period, design concept, and prior work experience were considered in selecting a qualified contractor for this project. Based on the above criteria, Ameresco, Inc was selected to perform the work.

## **2. Did Building Services Department (BSD) evaluate various financing models that best fit City's interest in implementing these projects?**

BSD worked with Ameresco in evaluating multiple scenarios for financing these solar projects that would best fit the City's needs and interests. Based on the two financing scenarios evaluated for the solar projects, BSD determined Scenario 1 would best fit the City's needs and interests for these solar installation projects.

### Scenario 1: City financing the project (direct procurement)

The City would use a combination of Coronavirus State and Local Fiscal Recovery Funds and Capital Construction Funds to finance the installation of these projects. The average pay-back period for the three projects was estimated to be 21.9 years.

### Scenario 2: Third Party Financing (power purchasing agreement)

In this scenario, Ameresco would pay for the capital construction cost and would be eligible to receive 26% solar investment tax credit. The City would sign an agreement with Ameresco to purchase power generated from the system for a 25-year period. Based on the financial model, the City would pay an average of 46% more in energy rates than what currently City is paying for the three projects combined.

DATE April 8, 2022  
SUBJECT Responses to Questions from the April 4, 2022 Environmental & Sustainability Committee

**3. Did Building Services Department (BSD) evaluate the feasibility of battery energy storage to capture excess energy and what is the return on investment?**

Due to the available roof space at the three facilities, there would be insufficient excess energy generation from the solar PV system to warrant the use of battery energy storage. Based on the proposed solar PV system size, the system would offset approximately an average 57% of the total energy used by the three facilities.

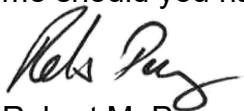
Adding a 1-hour battery energy storage system at all the three facilities would increase the project cost approximately by \$828,750 and would increase the simple pay-back period to 40.1 years compared to 21.9 years without battery storage.

Though adding battery energy storage would provide some resiliency to the facility, it may not provide any significant additional energy and cost savings to the project. Additional electrical improvements would be required at each facility to provide resiliency from battery energy storage.

**4. What are the Solar Photovoltaic procurement methods followed by other Cities and can the City leverage price discounts for large volume orders in collaboration with other organizations for future solar projects?**

Based on the available literature, most of the cities have procured solar and battery energy storage projects either through direct financing or through third-party financing, not much information is available on large volume procurement in collaboration with other municipalities and private entities. BSD will coordinate with other departments within the City to engage in broader discussions on how to leverage large volume orders for solar PV panels and battery energy storage systems to secure a beneficial rate for installing these systems on City-owned facilities.

Please contact John Johnson, Interim Director of the Building Services Department, or me should you have any questions or concerns.



Robert M. Perez, Ph.D.  
Interim Assistant City Manager

c: Honorable Mayor and Members of the City Council  
T.C. Broadnax, City Manager  
Chris Caso, City Attorney  
Mark Swann, City Auditor  
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# Memorandum



CITY OF DALLAS

DATE April 8, 2022

TO Honorable Mayor and Members of the City Council

SUBJECT **Update to the Dallas Water Utilities Campaign to Establish Payment Plans**

The purpose of this memo is to share information on the Dallas Water Utilities (DWU) marketing campaign encouraging customers with outstanding balances of more than 60 days to establish payment plans prior to April 30, 2022. DWU, like most water utilities across the country, suspended water disconnections and late fee charges in March 2020 at the start of the COVID-19 pandemic. Currently, thirteen percent of DWU customers have past due balances of more than 60 days with a median balance of \$199.30.

In August 2021, DWU began a two-month public outreach campaign to connect with customers who have past due balances and assist them in establishing payment plans to meet their individual budget needs. All residential customers received an insert in their August and September utility bills last year encouraging them to contact DWU customer service and establish a payment plan if their account is past due. Currently, DWU has established 6,529 payment plans for customers who need additional time to pay their utility bill. DWU will send postcards in English and Spanish (attached) in April and May of 2022 to all past due customers urging them to contact DWU customer service to establish a payment plan to avoid a water disconnection.

DWU understands that customers with past due balances are facing financial hardships and will continue to assist customers by developing a payment plan that fits their budget. DWU will also assist customers with identifying non-profit agencies that may be able to provide financial assistance. As part of DWU's outreach campaign, customers will be encouraged to contact DWU to set up a payment plan and avoid late fees and water disconnection by calling water customer service at 214-651-1441, Monday through Friday from 8:00 a.m. – 5:00 p.m. As the country and City move towards a new normal, DWU will resume water disconnections during the month of June of 2022. Our goal is to assist each and every customer to maintain this essential service and help in any way we can.

A handwritten signature in black ink, appearing to read 'Kimberly Bizer Tolbert'.

Kimberly Bizer Tolbert  
Deputy City Manager

c: T.C. Broadnax, City Manager  
Chris Caso, City Attorney  
Mark Swann, City Auditor  
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Genesis D. Gavino, Chief of Staff to the City Manager  
Directors and Assistant Directors



# AVOID WATER SERVICE DISRUPTION!

As a courtesy reminder, Dallas Water Utilities (DWU) resumed water disconnections on past due accounts and began applying late fees to accounts with past due balances on October 1, 2021 to ensure the continued and efficient delivery of utility services. If you have not made appropriate payment arrangements, there is still an opportunity to avoid service disruption by making a payment to your account before the termination date referenced on your Termination Notice.

If you are unable to make a full payment and need to set up a payment arrangement, we are here to help! Please call (214) 651-1441 and press 2. DWU Customer Service agents are available to assist you Monday through Friday from 8:00 a.m. to 5:00 p.m. You may also send an email to [dwupaymentplan@dallascityhall.com](mailto:dwupaymentplan@dallascityhall.com).

## Payments may be made using any of the following customer platforms:

By phone, using our automated telephone system at (214) 651-1441; this option is available 24 hours a day, 7 days a week.

Online at the City of Dallas ePay site at: [dallascityhall.com](http://dallascityhall.com)

In person at Dallas City Hall, 1500 Marilla Street, Room 2DS, Dallas, TX 75201, Monday through Friday from 8:00 a.m. to 5:00 p.m.

## ¡EVITE LA INTERRUPCIÓN DEL SERVICIO DE AGUA!

Como recordatorio de cortesía, el Servicio de Agua de Dallas (DWU, por sus siglas en inglés) restableció las desconexiones del servicio de agua en cuentas atrasadas en los pagos y comenzó a aplicar cargos por mora a las cuentas con saldos atrasados el 1 de octubre de 2021 para garantizar la prestación continua y eficiente de los servicios públicos. Si no ha realizado los acuerdos de pago pertinentes, todavía tiene la oportunidad de evitar la interrupción del servicio al realizar un pago en su cuenta antes de la fecha de cancelación del servicio a la que se hace referencia en su Notificación de Cancelación del Servicio.

Si no puede realizar un pago completo y necesita establecer un acuerdo de pago, ¡estamos aquí para ayudarlo! Por favor, llame al (214) 651-1441 y presione 2. Los oficiales del Servicio al Cliente de DWU están disponibles para ayudarlo de lunes a viernes de 8:00 a.m. a 5:00 p.m. También puede enviar un correo electrónico a [dwupaymentplan@dallascityhall.com](mailto:dwupaymentplan@dallascityhall.com).

## Los pagos pueden realizarse utilizando cualquiera de las siguientes plataformas para clientes:

Por teléfono, utilizando nuestro sistema telefónico automatizado al (214) 651-1441; esta opción está disponible las 24 horas del día, los 7 días de la semana.

En línea en el sitio de ePay de la Ciudad de Dallas en: [dallascityhall.com](http://dallascityhall.com)

En persona en la Alcaldía de Dallas, en 1500 Marilla Street, Oficina 2DS, Dallas, TX 75201, de lunes a viernes de 8:00 a.m. a 5:00 p.m.



**dallas water utilities**  
city of dallas

1500 Marilla Street, 2DS  
Dallas, Texas 75201

First-Class Mail  
U.S. Postage Paid  
Dallas, TX  
Permit No. 150

# Memorandum



CITY OF DALLAS

DATE April 8, 2022

TO Honorable Mayor and Members of the City Council

SUBJECT **Upcoming Agenda Items 32-37, April 13, 2022 City Council Agenda**

The purpose of this memo is to share information regarding the Department of Development Services upcoming items that will be considered at the April 13, 2022 City Council Agenda meeting:

## **ITEM 32. 22-744 Updating the Administrative Chapter of the Construction Codes: BACKGROUND**

- The changes to Chapter 52, “Administrative Procedures for the Construction Codes,” involve an amended scope, recognizing the new swimming pool and spa code, amended definitions, clarifying that the Applicant is the owner of the permit; requirements for a non-registered professional in responsible charge, authority for the Building Official to accept reports from approved inspection agencies; deleting the requirement for registration fees for mechanical contractors registered with the state; adding a new Section 301.4.7.8, “Contractor Agent In Responsible Charge”; adding a new Section 304.1.5, “Inspection During Declared Disaster”; and adding a new Section 304.14, “Tiny House Inspections.” The remaining changes are updates, corrections, and editorials including changes to be consistent with the adoption of the Mass Timber provisions.

## **PRIOR ACTION / REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On October 19, 2021, the Building Inspection Advisory, Examining and Appeals Board reviewed and recommended adoption of these changes to our current Codes.

## **ITEM 33. 22-749 Adopting the provisions on Mass Timber Buildings as part of our current building code: BACKGROUND**

- The 2021 Recommended Regional Amendments were approved for distribution by the North Central Texas Council of Governments Executive Board at their July 22, 2021 and October 28, 2021 meetings. The Mass Timber Buildings provisions were included in this process. The full set of the 2021 edition of the International Codes, including the Building Code, are scheduled for adoption towards the end of this calendar year. The advanced adoption of these provisions is a result of numerous inquiries from members of the development industry with projects on hold waiting for the permission to use these provisions. One expected project is a high-rise building.

DATE April 8, 2022

SUBJECT **Upcoming Agenda Items 32-37, April 13, 2022 City Council Agenda**

Building Inspection as well as Dallas Fire Rescue representatives serve on advisory boards and the committee of the North Central Texas Council of Governments in the development of these regional code amendments. Dallas Fire Rescue is a partner with Building Inspection and supportive of these proposed changes.

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

On October 19, 2021, the Building Inspection Advisory, Examining and Appeals Board reviewed and recommended adoption of these changes to our current Dallas Building Code.

**ITEM 34. 22-745 Adopting the latest version of the National Electrical Code:  
BACKGROUND**

- On June 30, 2020, the Texas Commission of Licensing and Regulation, which oversees the Texas Department of Licensing and Regulation, adopted amendments to 16 Texas Administrative Code (TAC), Chapter 73.100 of the Electricians administrative rules. Effective November 1, 2020, the Department adopted the National Electrical Code, 2020 Edition as it existed on August 25, 2019, as published by the National Fire Protection Association, Inc.

On November 19, 2020, the North Central Texas Council of Governments Executive Board voted to approve the Regional Codes Coordinating Committee's (RCCC) Electrical Advisory Board's (EAB) 2020 National Electric Code (NEC) Regional Recommended Amendments. The NCTCOG Executive Board encourages each jurisdiction to adopt the 2020 National Electrical Code along with its respective regional amendments as expeditiously as possible.

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

On October 19, 2021, the Building Inspection Advisory, Examining and Appeals Board reviewed and recommended adoption of the provisions of the 2020 National Electric Code effectively replacing the current provisions of the Dallas Electric Code (2017 National Electric Code as amended).

**ITEM 35. 22-746 Adopting the Appendix on Tiny Houses as part of our current residential code:  
BACKGROUND**

- The 2021 Recommended Regional Amendments were approved for distribution by the North Central Texas Council of Governments Executive Board at their July 22, 2021 and October 28, 2021 meetings. The Tiny Houses provisions were included in this process. The full set of the 2021 edition of the International Codes, including the Residential Code, are scheduled for adoption towards the end of this calendar year. The advanced adoption of these provisions is a result of numerous inquiries from members of the public waiting for the permission to use these provisions.

DATE April 8, 2022

SUBJECT **Upcoming Agenda Items 32-37, April 13, 2022 City Council Agenda**

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

On October 19, 2021, the Building Inspection Advisory, Examining and Appeals Board reviewed and recommended adoption of these changes to our current One- and Two-Family Dwelling Code.

**ITEM 36. 22-747 Adopting the latest version of the International Existing Building Code:**

**BACKGROUND**

- Section 215.215 of the Texas Local Government Code requires all jurisdictions to adopt a code addressing the rehabilitation of existing buildings. Adoption of this 2021 edition of the International Existing Building Code will bring Dallas up to date with the most current set of this rehabilitation code.

The 2021 Recommended Regional Amendments were approved for distribution by the North Central Texas Council of Governments Executive Board at their July 22, 2021 and October 28, 2021 meetings. The Amendments included the International Existing Building Code.

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

On October 19, 2021, the Building Inspection Advisory, Examining and Appeals Board reviewed and recommended adoption of the 2021 International Existing Building Code.

**ITEM 37 22-748 Adopting the International Swimming Pool and Spa Code as required by state law:**

**BACKGROUND**

- Effective September 1, 2020, House Bill 2858-86 (R) was adopted to be used throughout the state, the International Swimming Pool and Spa Code, 2018 Edition as it existed on May 1, 2019, as published by the International Code Council, Inc. This includes any successive editions.

The 2021 Recommended Regional Amendments were approved for distribution by the North Central Texas Council of Governments Executive Board at their July 22, 2021 and October 28, 2021 meetings. The Amendments included the International Swimming Pools and Spa Code.

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

On October 19, 2021, the Building Inspection Advisory, Examining and Appeals Board reviewed and recommended adoption of the 2021 International Swimming Pool and Spa Code.

DATE April 8, 2022  
SUBJECT **Upcoming Agenda Items 32-37, April 13, 2022 City Council Agenda**

Should you have any questions, please contact William Munding, Executive in Residence, Department of Development Services at (214) 671-9293 or [william.munding@dallascityhall.com](mailto:william.munding@dallascityhall.com) .



Will Munding  
Executive in Residence, Development Services

- c:
- |   |  |
|---|--|
| T.C. Broadnax, City Manager                 | Majed A. Al-Ghafry, Assistant City Manager                 |
| Chris Caso, City Attorney                   | M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager |
| Mark Swann, City Auditor                    | Robert Perez, Interim Assistant City Manager               |
| Biliera Johnson, City Secretary             | Carl Simpson, Interim Assistant City Manager               |
| Preston Robinson, Administrative Judge      | M. Elizabeth Reich, Chief Financial Officer                |
| Kimberly Bizer Tolbert, Deputy City Manager | Genesis Gavino, Chief of Staff/Office of Resilience        |
| Jon Fortune, Deputy City Manager            | Directors and Assistant Directors                          |

# Memorandum



CITY OF DALLAS

DATE April 8, 2022

TO Honorable Mayor and Members of the City Council

SUBJECT **Update on the Development Services Permitting Efforts**

This memo serves as a continuation of the bi-weekly updates to the Development Services permitting efforts.

Oak Cliff Municipal Center (OCMC) is open and operational. Staff is operating on a hybrid model. If staff is working off-site, their schedules are reviewed to ensure no conflict exists in performing the assigned tasks.

## **ProjectDox**

Staff from IT and Development Services continues to work on improving ProjectDox. The upgrade and transition to a cloud base system has initially created operating issues and staff is focusing on addressing them.. Staff is continuing with the User Acceptance Testing (UAT). Future steps are focused on staff and external users training and orientation for the new version. The roll-out target of the upgrade is expected in late May 2022.

## **“Posse” Land Management Replacement:**

Gartner, a Technology consulting firm, is being onboarded to assist in the implementation, testing, and technical support regarding the contract negotiation of the proposed land management platform, which is expected to be implemented in the summer of 2022

## **New Single-Family Permitting:**

The first Quarter for 2022 produced 589 permits with an average processing time of 42 days. In the month of March, 288 permits were approved, with an average processing time of 35 days.

## **Committee:**

Staff continues to engage with the Development Services Advisory Committee along with the Mayor’s Work Group to share progress and finalize and implement improvements.

## **Third Party Provider:**

Development Services is in the process of acquiring the services of an additional vendor, which is expected by April-May 2022.

DATE April 8, 2022

SUBJECT **Update on the Development Services Permitting Efforts**

Should you have any questions, please contact Will Munding, Executive in Residence, Development Services at (214) 671-9293 or [william.munding@dallascityhall.com](mailto:william.munding@dallascityhall.com)



Will Munding  
Executive in Residence, Development Services

c: T.C. Broadnax, City Manager  
Chris Caso, City Attorney  
Mark Swann, City Auditor  
Biliera Johnson, City Secretary  
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Directors and Assistant Directors



# Memorandum



CITY OF DALLAS

DATE April 8, 2022

TO Honorable Mayor and Members of the City Council

SUBJECT **One Dallas Options Briefing to Economic Development Committee, April 4, 2022: Follow Up**

On April 4, 2022, the Department of Housing & Neighborhood Revitalization staff briefed the Economic Development Committee on the proposed One Dallas Options code amendments and accompanying amendments to the Comprehensive Housing Policy (CHP).

The Committee voted to request this item to be briefed to the full City Council. At the City Manager's request, it will be briefed on April 20, 2022.

Staff originally intended to bring this item of the policy portion to City Council consideration on April 27, 2022. However, based on the questions received from the two Committee meetings and the potential questions from the Briefing on April 20, 2022, Staff recommends delaying the City Council action until either May 11 or May 25, 2022 to allow time to address all questions and concerns.

One Dallas Options is a proposed expansion of the current Mixed Income Housing Development Bonus program, which offers development bonuses on a voluntary basis in return for providing a percentage of units to be reserved for eligible households within certain income bands.

Should you have any questions, please contact David Noguera, Director, Department of Housing & Neighborhood Revitalization, at [david.noguera@dallascityhall.com](mailto:david.noguera@dallascityhall.com) or (214) 670-3619.

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

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

c: T. C. Broadnax, City Manager  
Chris Caso, City Attorney  
Mark Swann, City Auditor  
Billerae Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Kimberly Bizer Tolbert, Deputy City Manager  
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M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager  
Robert Perez, Interim Assistant City Manager  
Carl Simpson, Interim Assistant City Manager  
M. Elizabeth Reich, Chief Financial Officer  
Genesis D. Gavino, Chief of Staff to the City Manager  
Directors and Assistant Directors

# Memorandum



CITY OF DALLAS

DATE April 8, 2022

TO Honorable Mayor and Members of the City Council

SUBJECT **Sales Tax Receipts**

The February 2022 sales tax receipts from the State Comptroller's Office are \$27.2 million, which represents a 20.1 percent increase in total collections compared to the same reporting period last year.

- February 2021 actual \$22,686,079
- February 2022 budget \$24,953,637
- February 2022 actual \$27,238,115

Sales tax receipts continue to trend higher than last year's actual receipts. Receipts have increased by 24.3 percent over the most recent 12 months. Based on recent consultation with our contract economist (Dearmon Analytics), the U.S. economy will slow in 2022. The slowing was anticipated in 2023 but has been accelerated as a result of the current Russia-Ukraine crisis.

We will continue to closely monitor our sales tax forecast. We will provide additional information as it becomes available.

Thank you for your support. Please contact me with any questions.

  
M. Elizabeth Reich  
Chief Financial Officer

[Attachment]

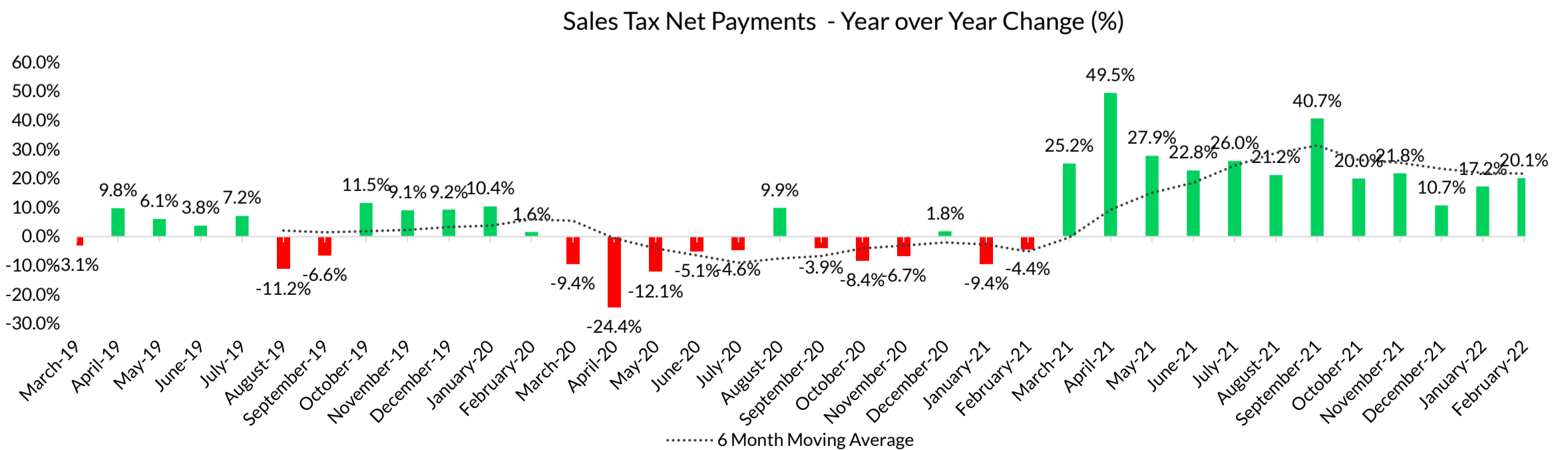
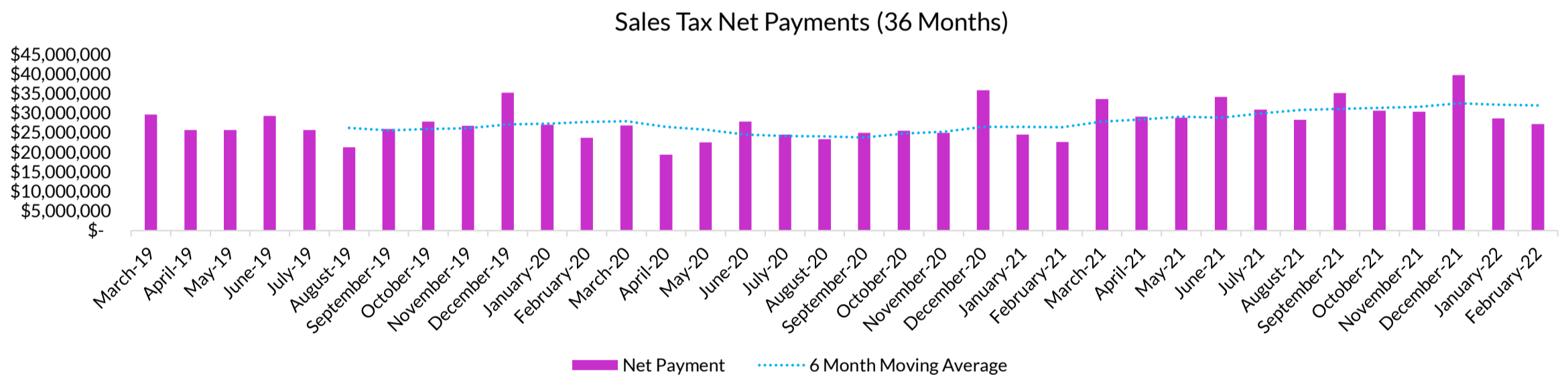
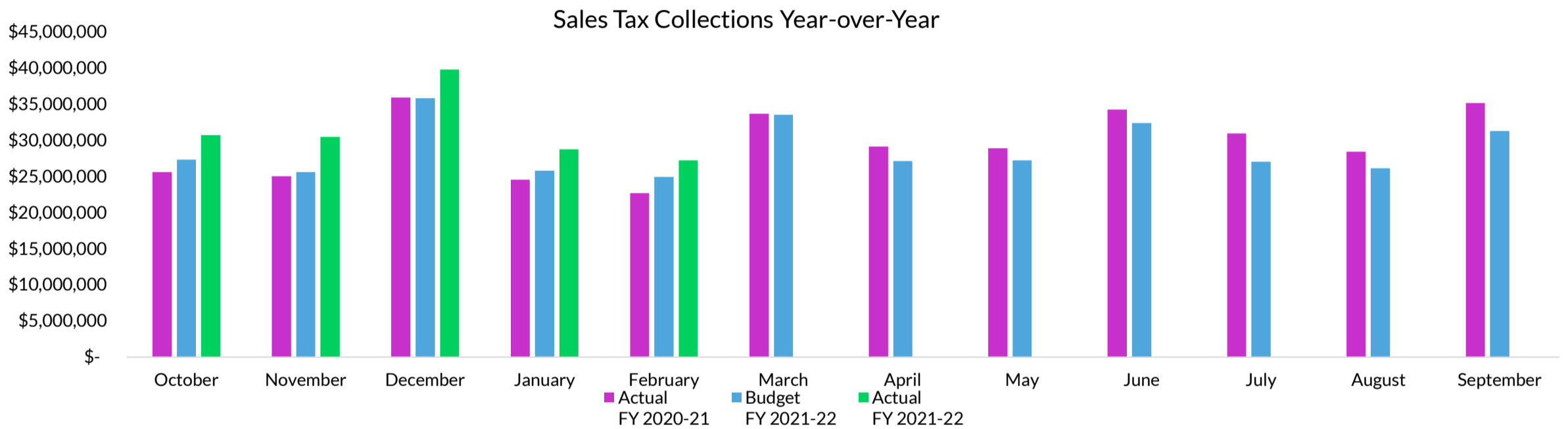
c: T.C. Broadnax, City Manager  
Chris Caso, City Attorney  
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Directors and Assistant Directors

# Sales Tax

as of February 2022

Month	Actual FY 2020-21	Budget FY 2021-22	Actual FY 2021-22	YTD Variance FY 2021- 22 Actuals versus FY 2020-21 Actuals (\$)	YTD Variance FY 2021- 22 Actuals versus FY 2020-21 Actuals (%)	FY 2021-22 Actuals versus Budget (\$)	FY 2021-22 Actuals versus Budget (%)
October	\$ 25,607,902	\$ 27,322,304	\$ 30,717,609	\$ 5,109,707	20.0%	\$ 3,395,305	12.4%
November	\$ 25,010,956	\$ 25,621,546	\$ 30,461,440	\$ 5,450,484	21.8%	\$ 4,839,894	18.9%
December	\$ 35,927,004	\$ 35,846,753	\$ 39,784,802	\$ 3,857,798	10.7%	\$ 3,938,049	11.0%
January	\$ 24,532,918	\$ 25,773,030	\$ 28,760,595	\$ 4,227,677	17.2%	\$ 2,987,565	11.6%
February	\$ 22,686,079	\$ 24,953,637	\$ 27,238,115	\$ 4,552,036	20.1%	\$ 2,284,478	9.2%
March	\$ 33,669,367	\$ 33,512,514					
April	\$ 29,131,009	\$ 27,115,734					
May	\$ 28,918,168	\$ 27,239,676					
June	\$ 34,254,068	\$ 32,397,037					
July	\$ 30,967,271	\$ 27,039,992					
August	\$ 28,404,805	\$ 26,151,742					
September	\$ 35,178,095	\$ 31,309,102					
<b>Total</b>	<b>\$ 354,287,642</b>	<b>\$ 344,283,066</b>	<b>\$ 156,962,561</b>	<b>\$ 23,197,702</b>	<b>17.3%</b>	<b>\$ 17,445,291</b>	<b>12.5%</b>



# Memorandum



CITY OF DALLAS

DATE April 8, 2022

TO Honorable Mayor and Members of the City Council

SUBJECT **April 13, 2022 City Council FINAL Agenda - Additions/Revisions/Deletions**

On April 1, 2022 a DRAFT City Council Agenda for April 13, 2022, was provided for your review. This memorandum outlines any additions, revisions or deletions made to the FINAL agenda after the distribution of the DRAFT agenda. In addition, we have highlighted agenda items which have been briefed to the City Council and/or Committee by briefing memorandums.

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. A brief explanation for revisions along with staff's contact information is provided.

## Revisions:

29. 22-259 Authorize a two-year agreement with automatic two-year renewals indefinitely, unless modified by mutual agreement between both parties, to consolidate all existing agreements with the Texas Department of Transportation (TxDOT) for construction, maintenance, and operation of safety lighting systems within municipalities with 100% of the cost for operation and maintenance and 100% of the expense of the electrical energy consumed, reimbursed by TxDOT at the following locations: Loop 12 at Spur 482/348; Loop 12 at Skillman Street; Interstate Highway (IH) 20 at Bridge east of FM 1382 ~~Interstate Highway (IH) 20 at Spur 408~~; IH 20 at U.S. Route (US) 67 (from Cockrell Hill Road to Wheatland Road); IH 20 at IH 35E; IH 45 at Loop 12; IH 45 at Simpson Stuart Road; IH 45 at IH20, and IH 20 at US 175 ; Loop 12 from Dallas City Limits to Lombardy Lane - Financing: This action has no cost consideration to the City (see Fiscal Information)  
**This item is being revised to align the locations with what is reflected on Attachment A. Please contact Dr. Ghassan Khankarli, Director of the Department of Transportation, at 214-671-8451, for more information**

## Deletions:

17. 22-637 An ordinance providing for the closure and vacation to vehicular traffic of a portion of South Pearl Expressway containing approximately 12,160 square feet of land, located at the intersection of South Pearl Expressway and Taylor Street - Financing: No cost consideration to the City  
**This item is being deleted to accompany items to be placed on the May 11, 2022 Council Agenda by the Office of Economic Development. Please contact Alireza Haefi, Interim Assistant Director, Department of Public Works, at 214-948-4688, for more information.**

DATE April 8, 2022  
SUBJECT **April 13, 2022 City Council FINAL Agenda - Additions/Revisions/Deletions**

41. 22-567 Authorize a development agreement and all other necessary documents with FM City Park, LLC (“Adjacent Owner”) and/or its affiliates in an amount not to exceed \$285,650.00 for the design and construction of the Pearl Improvement Project (“Project”), located in the Pearl Expressway public right-of-way between Taylor Street and Marilla Street, in Tax Increment Financing Reinvestment Zone Number Six (“Farmers Market TIF District”), approved as to form by the City Attorney, payable from Farmers Market Tax Increment Financing District funds, such improvements being necessary and convenient to the implementation of the Farmers Market TIF District Amended Project Plan and Reinvestment Zone Financing Plan - Not to exceed \$285,650.00 - Financing: Farmers Market TIF District Fund (subject to annual appropriations from tax increments)  
**This item is being deleted to allow additional time to discuss this matter. Please contact Robin Bentley, Director, Office of Economic Development, at 214-671-9942, for more information.**
42. 22-568 Authorize a development agreement with 1100 Pearl Street, Inc. (“Developer”) and/or its affiliates in an amount not to exceed \$6,544,249.00 payable from future Farmers Market TIF District Funds, in consideration for the design, funding, and construction of the Pearl Lofts Project (“Project”) located on property currently addressed as 2100 Jan Pruitt Way (“Project site”) in Tax Increment Financing Reinvestment Zone Number Six (“Farmers Market TIF District”), approved as to form by the City Attorney, with such improvements being necessary and convenient to the implementation of the Farmers Market TIF District Project Plan and Reinvestment Zone Financing plan, as amended - Not to exceed \$6,544,249.00 - Financing: Farmers Market TIF District Fund (subject to future appropriations from tax increments)  
**This item is being deleted to allow additional time to discuss this matter. Please contact Robin Bentley, Director, Office of Economic Development, at 214-671-9942, for more information.**

A memorandum was previously provided to Committee and/or City Council regarding the following items. A link to the memorandums is attached for more information.

2. 22-525 Authorize **(1)** an agreement with Oncor Delivery Electric Company LLC (Oncor) for the City of Dallas to participate in the Oncor Commercial Solar Program which offers rebates for installing solar on City owned facilities; **(2)** an amendment to the agreement with Oncor, for City of Dallas to participate in the 2022 Oncor Commercial Standard Offer Program which provides cash incentives for implementing energy efficiency measures at City facilities; **(3)** the receipt and deposit of funds in an estimated amount of \$290,000.00 in the Capital Construction Fund; and **(4)** execution of both agreements with Oncor - Estimated Revenue: Capital Construction Fund \$290,000.00  
[The Environment & Sustainability Committee was briefed by memorandum regarding this matter on April 4, 2022.](#)

DATE April 8, 2022  
SUBJECT **April 13, 2022 City Council FINAL Agenda - Additions/Revisions/Deletions**

3. 22-436 Authorize a construction services contract for the installation of solar photovoltaic systems at multiple City facilities with Ameresco, Inc. through The Interlocal Purchasing System Contract No. 210203 Part 2 - Not to exceed \$993,938.28 - Financing: Capital Construction Fund (\$500,000.00) and Coronavirus State and Local Fiscal Recovery Funds (\$493,938.28)  
[The Environment & Sustainability Committee was briefed by memorandum regarding this matter on April 4, 2022.](#)
4. 22-404 Authorize a service contract for the installation of fully operational high-efficiency lighting systems at multiple City facilities with Facility Solutions Group, Inc. through The Interlocal Purchasing System Contract No. 210601 Part 2 - Not to exceed \$1,030,577.00 - Financing: Capital Construction Fund (\$524,515.00) and Coronavirus State and Local Fiscal Recovery Funds (\$506,062.00)  
[The Environment & Sustainability Committee was briefed by memorandum regarding this matter on April 4, 2022.](#)
7. 22-101 Ordinances authorizing the issuance and sale of City of Dallas, Texas Waterworks and Sewer System Revenue Bonds, Series 2022A, in the amount of \$22,000,000 and City of Dallas, Texas Waterworks and Sewer System Revenue Bonds, Series 2022B, in the amount of \$44,000,000 to the Texas Water Development Board; approving the execution of the agreements in connection with the sale of the bonds; and all other matters related thereto - Total not to exceed \$263,420 - Financing: Dallas Water Utilities Fund  
[The Government Performance and Financial Management Committee was briefed by memorandum regarding this matter on March 28, 2022.](#)
10. 22-720 Authorize a six-year contract with Brio Services, LLC dba Brio Consulting, LLC for program management services to assist with the implementation of Phase III of the Enterprise Work Order and Asset Management System - Not to exceed \$12,989,751.00 - Financing: Water Construction Fund (\$5,931,184.50), Wastewater Construction Fund (\$5,931,184.50), and Data Services Fund (\$1,127,382.00) (subject to annual appropriations)  
[City Council was briefed by memorandum with a detailed outline of Phase III on December 10, 2021.](#)
22. 22-658 Authorize an increase in the construction services contract with Heritage Materials LLC, to provide the additional resurfacing treatments utilizing recently approved Certificate of Obligation Funds - Not to exceed \$38,700,824.10, from \$154,865,242.50 to \$193,566,066.60 - Financing: 2022 Certificate of Obligation Fund  
[City Council was briefed by memorandum regarding this matter on September 20, 2019.](#)  
[The Transportation and Infrastructure Committee was briefed by memorandum regarding this matter on March 29, 2022.](#)

DATE April 8, 2022  
SUBJECT **April 13, 2022 City Council FINAL Agenda - Additions/Revisions/Deletions**

30. 22-634 Authorize a professional engineering services contract to provide engineering services for the development of schematics, environmental design plans, and associated design elements for the project known as “Joppa Neighborhood Pedestrian Improvements” to include a pedestrian bridge over Union Pacific Railroad’s Dallas Yard Rail Line along Linfield Road, landscape improvements along Carbondale Street (CSJ 0918-47-310), and intersection improvements at Carbondale Street and Great Trinity Forest Way (Loop 12) (CSJ 0581-01-157) - Criado & Associates, Inc., most qualified proposer of four - Not to exceed \$1,115,002.78 - Financing: Carbondale Project Grant Fund (\$215,002.78) and Linfield Project Grant Fund (\$900,000.00)  
[City Council was briefed by memorandum regarding this matter on January 8, 2021.](#)
40. 22-733 Authorize **(1)** a development agreement and all other necessary documents with AM Victor Prosper, LLC and/or its affiliates in an amount not to exceed \$1,500,000.00, for the design and construction of the Zang Plaza public open space project (“Project”), located within the public right-of-way at the southwest corner of 7th Street and Zang Boulevard, in Tax Increment Financing Reinvestment Zone Number Three (“Oak Cliff Gateway TIF District”), payable from Oak Cliff Gateway TIF District funds; and **(2)** increase appropriations in an amount not to exceed \$1,500,000.00 from the Oak Cliff Gateway TIF District fund - Not to exceed \$1,500,000.00 - Financing: Oak Cliff Gateway TIF District Fund (subject to annual appropriations from tax increments)  
[The Economic Development Committee was briefed by memorandum regarding this matter on March 7, 2022.](#)

Please feel free to reach out to me or Kimberly Bizer Tolbert, Deputy City Manager if you have questions or should you require additional information at this time.



T.C. Broadnax  
City Manager

c: Chris Caso, City Attorney  
Mark Swann, City Auditor  
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