

Memorandum



CITY OF DALLAS

DATE April 20, 2018

TO Honorable Mayor and Members of the City Council

SUBJECT **Washington Lobbyist Visit – May 24th and 25th**

On May 24th and 25th, Ralph Garboushian, the City's Washington lobbyist, will be in Dallas to meet with City Officials. Mr. Garboushian represents the City on a variety of issues that affect local governments. His activities include monitoring federal action affecting the City, helping develop the City's federal legislative program, working with the Dallas Congressional delegation and the Executive Branch to advance City interests and priorities, and working closely with public interest groups such as the National League of Cities and the U.S. Conference of Mayors on issues important to municipalities. He has developed key relationships with key decision makers in Washington, both elected officials and staff.

During his visit, I would like for you to have the opportunity to meet with him to discuss current activities in Congress, including an update on the City's federal legislative priorities. In the past, these meetings have typically lasted 30 to 45 minutes. If you would like to meet with Ralph, please contact Brett Wilkinson in the Office of Strategic Partnerships and Government Affairs at 214/670-5797 to arrange for a time.

Please contact me if you have questions.



Kimberly Bizor Tolbert
Chief of Staff

- c: T.C. Broadnax, City Manager
Larry Casto, City Attorney
Craig D. Kinton, City Auditor
Biliera Johnson, City Secretary (Interim)
Daniel F. Solis, Administrative Judge
Majed A. Al-Ghafry, Assistant City Manager
Jo M. (Jody) Puckett, P.E., Assistant City Manager (Interim)
- Jon Fortune, Assistant City Manager
Joey Zapata, Assistant City Manager
M. Elizabeth Reich, Chief Financial Officer
Nadia Chandler Hardy, Chief of Community Services
Raquel Favela, Chief of Economic Development & Neighborhood Services
Theresa O'Donnell, Chief of Resilience
Directors and Assistant Directors

Memorandum



CITY OF DALLAS

DATE April 20, 2018

TO Honorable Mayor and Members of the City Council

SUBJECT DART Fare Structure Changes

On February 13, 2018, the Dallas Area Rapid Transit (DART) Board approved several changes to its fare structure. The DART fare structure changes will take effect on August 18, 2018, and are listed below:

- Single Ride Pass will be restored, \$2.50 (Buses Only)
- Two-Hour Pass will be replaced with AM or PM Pass, \$3
- Day Pass increases from \$5 to \$6
- Regional Day Pass increases from \$10 to \$12
- Midday Pass (9:30 am to 2:30 pm) increases from \$1.75 to \$2
- Monthly and Annual Pass increases by 20 percent
- Weekly Pass will be eliminated

On April 25, 2018, the Dallas City Council will consider an amendment to the Interlocal Agreement with DART to establish a \$1 fare for the Dallas Streetcar, which runs from the Union Station stop to the Bishop Arts stop. If approved, City staff anticipates that changes will commence in a similar timeframe to the DART fare changes.

If you have any questions, please contact Michael Rogers, Director of the Department of Transportation, at (214) 671-9596.

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

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

c: T.C. Broadnax, City Manager
Larry Casto, City Attorney
Craig D. Kinton, City Auditor
Biliera Johnson, City Secretary
Daniel F. Solis, Administrative Judge
Kimberly Bizer Tolbert, Chief of Staff to the City Manager
Jo M. (Jody) Puckett, Assistant City Manager (Interim)

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

Memorandum



CITY OF DALLAS

DATE April 20, 2018

TO Honorable Mayor and Members of the City Council

SUBJECT **FY 2017-18 Financial Forecast Report**

Please find attached the Financial Forecast Report based on information through February 2018.

We currently forecast General Fund revenues will exceed expenses at the end of the fiscal year by \$4.8 million. Revenues are forecast to be \$6.1 million above budget primarily due to property taxes trending above average, Emergency Ambulance revenue from the State, electric and commercial container franchise fees, and a new contract with the State Fair for patrol services. Expenses are forecast to be \$1.3 million above budget due to uniform overtime offset by savings in other departments.

Details related to other budget variances may be found throughout the report. We will continue to closely monitor revenues and expenditures and keep you informed.

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

for M. Elizabeth Reich
Chief Financial Officer

Attachment

c: T.C. Broadnax, City Manager
Larry Casto, City Attorney
Craig D. Kinton, City Auditor
Billerae Johnson, City Secretary
Daniel F. Solis, Administrative Judge
Kimberly Bizzor Tolbert, Chief of Staff to the City Manager
Majed A. Al-Ghafry, Assistant City Manager

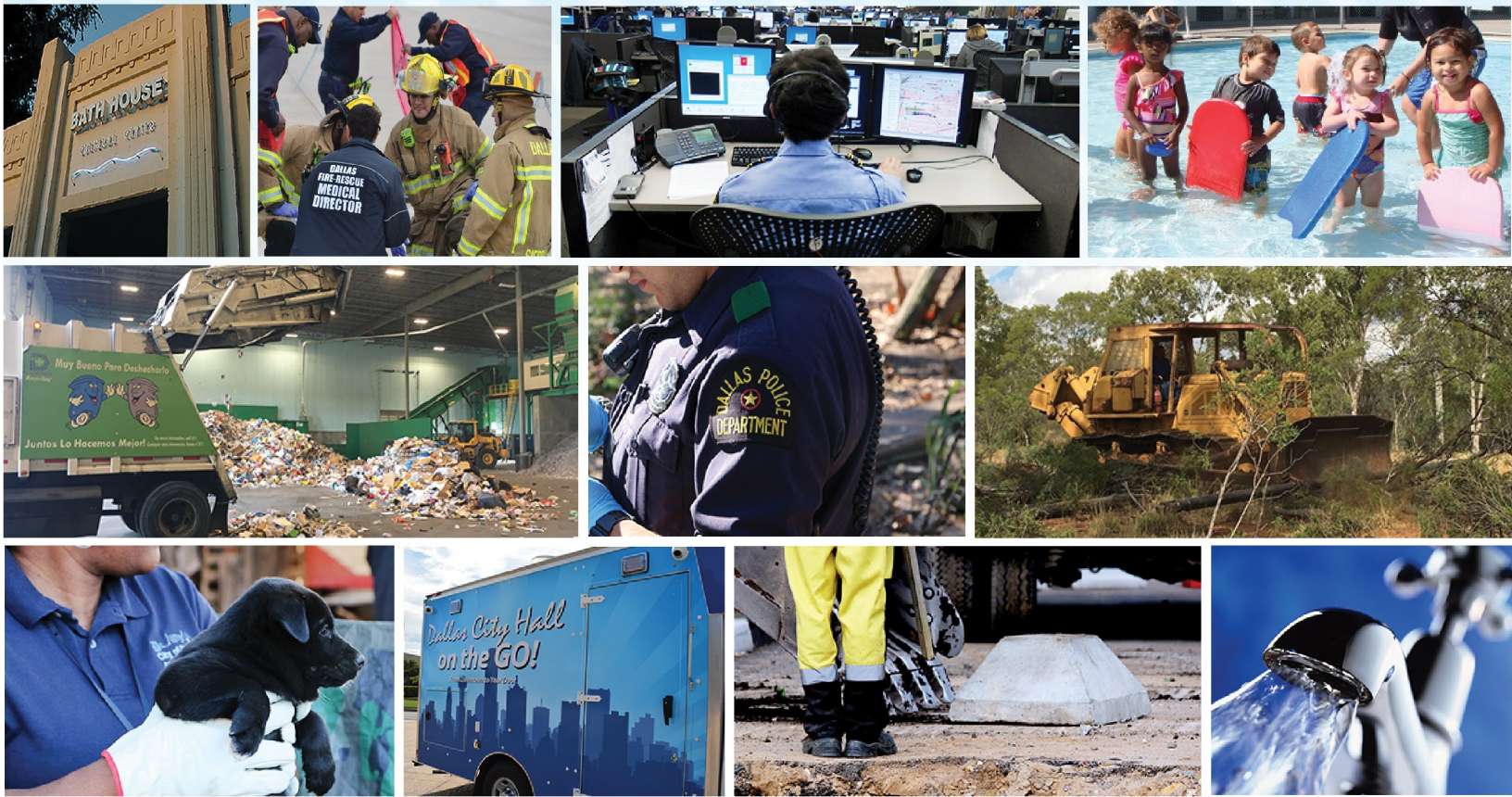
Jon Fortune, Assistant City Manager
Joey Zapata, Assistant City Manager
Jo M. (Jody) Puckett, Assistant City Manager (Interim)
Nadia Chandler Hardy, Chief of Community Services
Raquel Favela, Chief of Economic Development & Neighborhood Services
Theresa O'Donnell, Chief of Resilience
Directors and Assistant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



FY 2017-18 FINANCIAL FORECAST REPORT

Information as of February 28, 2018

SERVICE FIRST



GENERAL FUND OVERVIEW

As of February 28, 2018

	FY 2017-18 Adopted Budget	FY 2017-18 Amended Budget	YTD Actual	YE Forecast	Variance
Beginning Fund Balance	\$160,617,192	\$160,617,192	\$160,617,192	\$ 160,617,192	\$0
Revenues	1,276,420,942	1,278,623,588	767,087,089	1,284,713,888	6,090,300
Expenditures	1,276,420,942	1,278,623,588	495,857,096	1,279,897,929	1,274,341
Ending Fund Balance	\$160,617,192	\$160,617,192	\$431,847,185	\$165,433,152	\$4,815,960

SUMMARY

The General Fund overview provides a summary of financial activity through February 28, 2018. The Adopted Budget reflects the budget adopted by City Council on September 20, 2017 effective October 1 through September 30. The Amended Budget column reflects City Council approved transfers between funds and programs and approved use of contingency. The summary includes the beginning fund balance with the year-end revenue and expenditure forecasts. As of February 28, 2018, the beginning fund balance represents the FY 2016-17 unaudited projected ending fund balance and does not reflect additional year-end savings anticipated at FY 2016-17 year-end. It is anticipated that there will be adjustments to the FY 2017-18 Amended Beginning Fund balance after FY 2016-17 audited statements become available in April 2018.

Revenues. Through February 28, 2018, General Fund revenues are projected to be above budget by \$6.1 million primarily due to property taxes trending above average; Emergency Ambulance revenue from the State; electric and commercial container franchise fees; and a new contract with the State Fair for patrol services.

Expenditures. Through February 28, 2018, General Fund expenditures are projected to be over budget by \$1.3 million due to overtime in Dallas Fire Rescue (DFR) offset by savings in other departments. Most departments are under budget as a result of vacancies.

Amendments. The General Fund budget was increased on October 25, 2017 by resolution #17-1652 in the amount of \$120,000 for a Regional Assessment of Fair Housing, on November 8, 2017 by resolution #17-1735 in the amount of \$139,000 to reimburse the AT&T Performing Arts Center (ATTPAC) for emergency flood remediation and repairs at the Dee and Charles Wylie Theatre, on January 17, 2018 by resolution #18-0125 in the amount of \$1,640,000 to continue the operation of the Dallas County Schools school crossing guard program through the end of the current school year, and on February 14, 2018 by resolution #18-0282 in the amount of \$303,000 to accept donations from the Communities Foundation of Texas on behalf of various contributors to the Dallas Cultural Plan 2018.

GENERAL FUND REVENUES

As of February 28, 2018

Revenue Category	FY 2017-18 Adopted Budget	FY 2017-18 Amended Budget	YTD Actual	YE Forecast	Variance
Property Tax ¹	\$652,067,958	\$652,067,958	\$633,000,185	\$653,988,652	\$1,920,694
Sales Tax ²	303,349,086	303,349,086	24,860,217	303,514,496	165,410
Franchise & Other ³	135,319,609	135,319,609	65,418,571	136,625,462	1,305,853
Charges for Services ⁴	103,578,036	103,578,036	25,930,689	105,976,017	2,397,981
Fines and Forfeitures ⁵	36,515,082	36,515,082	9,613,498	35,030,028	(1,485,054)
Operating Transfers In ⁶	22,777,865	24,980,511	139,404	24,980,511	0
Intergovernmental	9,548,046	9,548,046	682,058	9,667,709	119,663
Miscellaneous ⁷	6,580,004	6,580,004	3,246,649	7,415,397	835,393
Licenses & Permits	4,668,685	4,668,685	2,792,740	4,701,568	32,883
Interest ⁸	2,016,571	2,016,571	1,403,078	2,814,050	797,479
Total Revenue	\$1,276,420,942	\$1,278,623,588	\$767,087,089	\$1,284,713,888	\$6,090,300

VARIANCE NOTES

General Fund revenue variance notes are provided below for revenue categories with year-end (YE) forecast variances of +/- five percent and revenue with an Amended Budget.

1 Property Tax. Property tax revenues are forecast to be 0.29 percent (\$1,920,000) greater than budget based on current year property tax and penalties and interest trending above average.

2 Sales Tax. Sales tax revenues are forecast to be 0.1 percent (\$165,000) greater than budget based on most recent sales tax receipts. Sales tax receipts have increased by 3.2 percent over the most recent 12 months.

3 Franchise and Other. Franchise and Other revenues are projected to be 0.97 percent (\$1,300,000) over budget primary due to electric and commercial container franchise fees.

4 Charges for Service. Charges for services revenues are forecast to be 2.3 percent (\$2,400,000) greater than budget primarily due to a \$1.3 million increase in the Emergency Ambulance reimbursement revenue from the State and a new agreement signed with State Fair for police patrol services in which FY 2017-18 received revenue for prior years State Fairs (\$1.0 million).

5 Fines and Forfeitures. Fines and forfeitures are projected to be 4.1 percent (\$1,485,000) under budget as a result of a decrease in parking citations issued due to staff turnover in the Parking Management and Enforcement division of Transportation (\$849,000) and an decrease of 8,000 traffic citations over the same time period last year (\$578,000).

6 Operating Transfer In. Operating Transfer In was amended on November 8, 2017 by CR# 17-1735 (approved use of contingency reserve funds) to reimburse the ATTPAC for emergency flood remediation and repairs at the Dee and Charles Wylly Theatre. CR# 18-0125 amended Operating Transfers In (approved use of contingency) on January 17, 2018 to appropriate funds for the Dallas County Schools Dissolution Committee Crossing Guard payroll settlement.

7 Miscellaneous. Miscellaneous revenue is projected to be 12.7 percent (\$835,000) greater than budget primarily due to an \$800,000 anticipated reimbursement from Atmos Energy for the City's support provided to residents affected by the gas emergency.

8 Interest. Interest earned revenues are projected to be 40 percent (\$797,000) over budget based on current trends.

GENERAL FUND EXPENDITURES

As of February 28, 2018

Expenditure Category	FY 2017-18 Adopted Budget	FY 2017-18 Amended Budget	YTD Actual	YE Forecast	Variance
Civilian Pay	\$234,373,044	\$236,552,789	\$87,202,463	\$232,161,678	(\$4,391,111)
Civilian Overtime	6,087,198	6,087,198	3,315,177	8,127,498	2,040,300
Civilian Pension	33,654,027	33,951,878	12,668,239	33,051,453	(900,425)
Uniform Pay	397,751,284	401,698,616	153,998,383	392,635,954	(9,062,662)
Uniform Overtime	32,141,841	32,197,371	19,632,663	45,763,666	13,566,295
Uniform Pension	151,450,013	153,665,564	56,852,596	153,665,564	0
Health Benefits	62,526,985	62,812,518	27,852,293	62,812,518	0
Workers Comp	10,211,638	10,211,638	0	10,211,638	0
Other Personnel Services	10,600,247	10,688,092	3,865,070	10,514,762	(173,330)
Total Personnel Services ¹	938,796,277	947,865,664	365,386,883	948,944,731	1,079,067
Supplies ²	76,688,160	77,667,357	30,260,539	77,272,168	(395,189)
Contractual Services ³	341,963,586	343,388,481	108,150,255	347,949,350	4,560,869
Capital Outlay ⁴	8,000,250	8,329,492	2,639,065	8,923,263	593,771
Reimbursements ⁵	(89,027,331)	(98,627,406)	(10,579,647)	(103,191,583)	(4,564,177)
Total Expenditures	\$1,276,420,942	\$1,278,623,588	\$495,857,096	\$1,279,897,929	\$1,274,341

VARIANCE NOTES

1 Personnel Services. Year-end forecast variance of \$1.1 million is due to greater than budgeted uniform overtime expenses. Uniform overtime YE forecast assumes \$7.3 million for the Dallas Police Department and \$6.2 million for Dallas Fire Rescue. Uniform pension YE forecast equals budget and includes the \$150.7 million contribution required to fund the police and fire pension as enacted by the Texas State Legislature through House Bill 3158, and additional funding for supplemental pension.

2 Supplies. Current year-end forecast is \$395,000 below budget primarily driven by forecasted savings in budgeted uniform clothing expenditures for Dallas Fire Rescue.

3 Contractual Services. Current year-end forecast is \$4.6 million over budget primarily due to:

- \$423,000 Controller's Office due to contract temporary help;
- \$458,000 Court Services due to contract temporary help and credit card charges;
- \$532,000 Dallas Animal Services due to contract temporary help, day labor and copy center charges;
- \$681,000 Public Works due to department support, and equipment rental;
- \$871,000 Code Compliance due to day labor, contract temporary help, disposal services, equipment rental, and department support;
- \$1,106,000 Dallas Fire Rescue unbudgeted increase in emergency ambulance supplement contract payment;
- \$1,000,000 Transportation due to equipment maintenance, equipment rental, and monthly traffic signal modem fees (offset partially by salary savings); and
- (\$1.8 million) savings in Non-Departmental due to a delay in Master Lease draw for new equipment purchase which will occur in fall of FY 2018-19.

VARIANCE NOTES

4 Capital Outlay. Current year-end forecast is \$593,000 over budget due primarily to vehicles purchased by Dallas Animal Services that will be reimbursed by an unbudgeted reimbursement and an approved purchase of a nuisance abatement brush truck using salary savings in Code Compliance.

5 Reimbursements. General Fund reimbursements reflects contributions from various agencies, including federal and state funds, internal service fund departments, and enterprise fund departments. Current year-end forecasts are \$4.6 million greater than budget, primarily due to:

- \$1.7 million greater than budgeted reimbursement to Dallas Fire Rescue from the 9-1-1 System Operations Fund;
- \$948,000 greater than budgeted reimbursement to Dallas Fire Rescue from Building Inspections for new construction inspections and Aviation for two full-time paramedics assigned to Love Field Airport;
- \$720,000 reimbursement from a Police Donation Fund for overtime expenses incurred in FY 2016-17 for increased patrols in the Oak Lawn area;
- \$350,000 Dallas Animal Services reimbursement from a special revenue fund for vehicles;
- \$151,000 Courts and Detention Services unbudgeted reimbursement from the City Attorney's Office for three full-time staff dedicated to the Community Courts;
- \$130,000 Park and Recreation greater than budgeted reimbursement for overtime work at Fair Park performed by Facility Services; and
- \$101,000 Office of Cultural Affairs greater than budgeted reimbursement from the Hotel Occupancy Tax Fund.

GENERAL FUND EXPENDITURES

As of February 28, 2018

Expenditure By Department	FY 2017-18 Adopted Budget	FY 2017-18 Amended Budget	YTD Actual	YE Forecast	Variance
Building Services	\$28,590,583	\$28,667,529	\$10,468,504	\$28,657,002	(\$10,527)
City Attorney's Office	16,788,175	16,788,175	6,558,156	16,689,962	(98,213)
City Auditor's Office ¹	3,360,043	3,360,043	1,165,044	3,196,112	(163,931)
City Controller's Office	5,351,812	5,379,331	1,998,082	5,351,811	(27,520)
Independent Audit	891,157	891,157	0	891,157	0
City Manager's Office	2,266,902	2,344,267	1,005,556	2,344,267	0
City Secretary ²	2,367,327	2,632,693	994,679	2,629,146	(3,547)
Civil Service	3,080,815	3,080,815	1,133,752	2,990,604	(90,211)
Code Compliance	30,438,826	30,438,826	10,370,393	30,438,826	0
Court Services	11,627,393	11,627,393	4,738,490	11,626,001	(1,392)
Jail Contract	8,484,644	8,484,644	2,828,215	8,484,644	0
Dallas Animal Services	14,007,159	14,007,159	4,912,964	13,957,952	(49,207)
Dallas Fire Department ³	267,026,909	267,026,909	105,609,058	271,272,937	4,246,028
Dallas Police Department ⁴	465,522,805	464,763,484	177,887,458	464,763,484	0
Housing and Neighborhood Services ⁵	3,668,283	3,845,682	1,117,198	4,010,682	165,000
Human Resources	5,234,618	5,234,618	2,156,709	5,125,071	(109,547)
Judiciary	3,454,079	3,454,079	1,423,169	3,445,011	(9,068)
Library	31,279,877	31,279,877	11,806,453	30,776,694	(503,183)
Office of Management Services					
311 Customer Services ⁶	3,509,120	3,509,120	1,572,044	3,569,390	60,270
Center for Performance Excellence ⁷	1,265,811	1,265,811	508,577	1,181,818	(83,993)
Council Agenda Office	224,495	228,355	89,938	228,355	0
EMS Compliance Program ⁸	340,988	340,988	119,974	318,409	(22,579)
Ethics and Diversity	97,631	119,855	8,376	119,855	0
Fair Housing ⁹	278,274	397,837	98,017	397,837	0
Office of Strategic Partnerships ¹⁰	726,947	3,126,947	386,839	3,071,625	(55,322)
Office of Business Diversity ¹¹	793,297	793,297	249,512	693,212	(100,085)
Office of Community Care ¹²	4,932,564	4,932,564	1,427,397	5,001,285	68,721
Office of Emergency Management	715,020	715,020	376,210	715,020	0
Office of Environmental Quality	1,197,487	1,197,487	1,167,561	1,195,270	(2,217)
Office of Homeless Solutions	10,081,328	10,081,328	3,423,137	10,059,433	(21,895)
Public Affairs and Outreach ¹³	1,666,011	1,400,645	466,710	1,400,645	0
Resiliency Office	353,875	353,875	134,746	353,875	0
Welcoming Communities	428,845	428,845	143,490	428,845	0
Mayor and City Council	4,820,561	4,827,575	1,844,253	4,827,575	0
Non-Departmental ¹⁴	77,323,336	77,323,336	3,915,049	75,876,399	(1,446,937)
Office of Budget	3,406,338	3,406,338	1,247,086	3,366,395	(39,943)
Office of Cultural Affairs ¹⁵	20,268,063	20,710,467	8,460,781	20,710,467	0
Office of Economic Development	4,840,594	4,840,594	1,766,424	4,840,594	0
Park and Recreation	98,005,546	98,269,651	36,963,852	98,269,651	0
Planning and Urban Design	2,911,297	2,911,297	1,194,488	2,897,270	(14,027)
Procurement Services ¹⁶	2,389,442	2,389,442	918,927	2,160,996	(228,446)
Public Works	73,137,927	73,137,927	20,797,678	73,004,961	(132,966)
Sustainable Development	1,656,869	1,656,869	1,083,066	1,606,091	(50,778)
Transportation	44,325,574	44,325,574	11,810,438	44,325,430	(144)
Trinity Watershed Management	1,302,754	1,302,754	220,824	1,302,754	0
Total Departments	\$1,264,441,401	\$1,267,300,479	\$446,569,270	\$1,268,574,820	\$1,274,341
Liability/Claim Fund Transfer	4,642,666	4,642,666	0	4,642,666	0
Contingency Reserve	4,686,875	4,686,875	0	4,686,875	0
Salary and Benefit Reserve ¹⁷	2,650,000	1,993,568	0	1,993,568	0
Total Expenditures	\$1,276,420,942	\$1,278,623,588	\$446,569,270	\$1,279,897,929	\$1,274,341

VARIANCE NOTES

General Fund variance notes are provided below for departments with YE forecast variances of +/- five percent, departments with an Amended Budget, and for departments with YE forecast projected to exceed budget.

1 City Auditor's Office. City Auditor's Office expenditures are forecast to be \$164,000 below budget due to salary savings associated with five vacancies.

2 City Secretary. City Secretary Office's budget was increased by \$265,000 on October 11, 2017 by CR#17-1608 for oversight and responsibility of the open records function transferred from the Office of Management Services (Public Affairs and Outreach).

3 Dallas Fire Department. Dallas Fire Department expenditures are forecast to be \$4.2 million over budget primarily driven by increased uniform overtime due to higher than expected attrition. Vacation/sick termination pay is also higher than expected due to attrition. Additionally, a budgeted increase in revenue from the Ambulance Supplemental Payment Program caused a corresponding, greater than budgeted increase in billing and consulting fees. These expenses are offset by \$1.7 million greater than budgeted reimbursement from the 9-1-1 System Operations Fund.

4 Dallas Police Department. Dallas Police Department budget was decreased by \$759,000 on January 17, 2018 by CR 18-0125 to reallocate Child Safety Funds held by the Dallas Police Department to Management Services (Office of Strategic Partnerships).

5 Housing and Neighborhood Services. Housing and Neighborhood Services expenditures are forecast to be \$165,000 over budget due to funding for a caseworker for the High Impact Landlord Initiative, additional home repair work at eight Home Repair Program properties and expenses associated with moving support staff from Bexar Street offices back to City Hall.

6 311 Customer Services. 311 Customer Services is forecast to be \$60,000 over budget due to higher than expected usage of the Language Line, a third-party vendor that is used to translate calls for non-English speakers. The primary use is for Spanish speakers when bilingual 311 Customer Services agents are not available.

7 Center for Performance Excellence. Center for Performance Excellence expenditures are forecast to be \$83,000 under budget primarily due to salary and benefit savings associated with current employee salaries for two FTE(s) being lower than anticipated.

8 EMS Compliance Program. EMS Compliance Program expenditures are forecast to be \$23,000 under budget primarily due to the non-renewal of the ComplyAssistant contract.

9 Fair Housing Office. Fair Housing Office budget was increased by \$120,000 on October 25, 2017 by CR#17-1652 for a Regional Assessment of Fair Housing.

10 Office of Strategic Partnerships. Office of Strategic Partnerships budget was increased by \$2.4 million on January 17, 2018 by CR #18-0125 to appropriate funds for the Dallas County School Dissolution Committee Crossing Guard payroll.

11 Office of Business Diversity. Office of Business Diversity expenditures are forecast to be \$100,000 below budget due to salary savings associated with vacancies.

12 Office of Community Care. Office of Community Care is forecast \$68,000 over budget due to unbudgeted contract temporary help, overtime, and building maintenance.

13 Public Affairs and Outreach. Public Affairs and Outreach budget was decreased by \$265,000 on October 11, 2017 by CR#17-1608 for oversight and responsibility of the open records function transferred to the City Secretary.

14 Non-Departmental. Non-Departmental expenditure forecast \$1.4 million less than budget due to a delay

VARIANCE NOTES

in Master Lease draw for new equipment purchase which will occur in fall of FY 2018-19.

15 Office of Cultural Affairs. Office of Cultural Affairs budget was increased by \$139,000 on November 8, 2017 by CR# 17-1735 (approved use of contingency reserve funds) to reimburse the ATTPAC for emergency flood remediation and repairs at the Dee and Charles Wylie Theatre and on February 14, 2018 by resolution #18-0282 in the amount of \$303,000 to accept donations from the Communities Foundation of Texas on behalf of various contributors to the Dallas Cultural Plan 2018.

16 Procurement Services Procurement Services expenditures are forecasts to be \$228,000 below budget due to four vacant positions that are projected to be filled by the third quarter of the fiscal year.

17 Salary and Benefit Reserve. Salary and Benefit Reserve funds totaling \$655,000 were allocated to Building Services (\$77,000), City Manager's Office (\$77,000), the City Controller's Office (\$27,000), Housing and Neighborhood Revitalization (\$177,000), Mayor and Council (\$7,000), City Agenda Office (\$4,000), Ethics and Diversity (\$22,000), and Park and Recreation (\$264,000) for personnel related expenditures, primarily unbudgeted vacation/sick termination payments.

ENTERPRISE FUNDS

As of February 28, 2018

Department	FY 2017-18 Adopted Budget	FY 2017-18 Amended Budget	YTD Actual	YE Forecast	Variance
AVIATION					
Beginning Fund Balance	\$10,469,442	\$10,469,442	\$10,469,442	\$10,469,442	\$0
Total Revenues:	127,028,405	127,028,405	48,673,827	127,039,831	11,426
Total Expenditures:	127,028,405	127,028,405	26,185,608	126,993,614	(34,791)
Ending Fund Balance	\$10,469,442	\$10,469,442	\$32,957,661	\$10,515,658	\$46,217
CONVENTION AND EVENT SERVICES¹					
Beginning Fund Balance	\$32,258,124	\$32,258,124	\$32,258,124	\$32,258,124	\$0
Total Revenues:	97,787,266	97,787,266	36,250,898	101,170,212	3,382,946
Total Expenditures:	97,787,266	97,787,266	30,881,355	99,371,105	1,583,839
Ending Fund Balance	\$32,258,124	\$32,258,124	\$37,627,667	\$34,057,231	\$1,799,107
MUNICIPAL RADIO²					
Beginning Fund Balance	\$1,217,847	\$1,217,847	\$1,217,847	\$1,217,847	\$0
Total Revenues:	2,098,813	2,098,813	756,012	2,123,484	24,671
Total Expenditures:	2,051,318	2,051,318	910,413	2,116,132	64,814
Ending Fund Balance	\$1,265,342	\$1,265,342	\$1,063,446	\$1,225,199	(\$40,143)
SANITATION SERVICES³					
Beginning Fund Balance	\$15,052,459	\$15,052,459	\$15,052,459	\$15,052,459	\$0
Total Revenues:	102,279,097	102,279,097	44,500,523	106,552,350	4,273,253
Total Expenditures:	102,279,097	102,279,097	30,438,735	104,419,917	2,140,820
Ending Fund Balance	\$15,052,459	\$15,052,459	\$29,114,246	\$17,184,891	\$2,132,432
STORM DRAINAGE MANAGEMENT					
Beginning Fund Balance	\$4,546,490	\$4,546,490	\$4,546,490	\$4,546,490	\$0
Total Revenues:	55,987,895	55,987,895	22,979,518	56,108,378	120,483
Total Expenditures:	55,936,837	55,936,837	13,675,500	55,649,715	(287,122)
Ending Fund Balance	\$4,597,548	\$4,597,548	\$13,850,507	\$5,005,153	\$407,605
SUSTAINABLE DEVELOPMENT AND CONSTRUCTION⁴					
Beginning Fund Balance	\$37,809,029	\$37,809,029	\$37,809,029	\$37,809,029	\$0
Total Revenues:	31,711,218	31,711,218	13,492,168	31,516,861	(194,357)
Total Expenditures:	32,376,190	32,376,190	12,171,410	32,375,277	(913)
Ending Fund Balance	\$37,144,057	\$37,144,057	\$39,129,787	\$36,950,613	(\$193,444)
Note: FY 2017-18 Budget reflects planned use of fund balance.					
DALLAS WATER UTILITIES⁵					
Beginning Fund Balance	\$84,788,025	\$84,788,025	\$84,788,025	\$84,788,025	\$0
Total Revenues:	667,471,388	667,471,388	262,938,119	667,471,388	0
Total Expenditures:	667,471,388	667,471,388	218,676,485	643,354,172	(24,117,216)
Ending Fund Balance	\$84,788,025	\$84,788,025	\$129,049,659	\$108,905,240	\$24,117,215

INTERNAL SERVICES FUNDS

As of February 28, 2018

Department	FY 2017-18 Adopted Budget	FY 2017-18 Amended Budget	YTD Actual	YE Forecast	Variance
INFORMATION TECHNOLOGY⁶					
Beginning Fund Balance	\$10,959,687	\$10,959,687	\$10,959,687	\$10,959,687	\$0
Total Revenues:	67,963,283	67,963,283	21,671,563	67,495,081	(468,202)
Total Expenditures:	70,242,680	70,242,680	34,981,780	69,985,992	(256,688)
Ending Fund Balance	\$8,680,290	\$8,680,290	(\$2,350,530)	\$8,468,776	(\$211,514)
Note: FY 2017-18 Budget reflects planned use of fund balance.					
RADIO SERVICES					
Beginning Fund Balance	\$2,537,356	\$2,537,356	\$2,537,356	\$2,537,356	\$0
Total Revenues:	4,823,063	4,823,063	679,965	4,852,117	29,054
Total Expenditures:	4,823,063	4,823,063	1,544,919	4,797,934	(25,129)
Ending Fund Balance	\$2,537,356	\$2,537,356	\$1,672,402	\$2,591,539	\$54,183
EQUIPMENT SERVICES⁷					
Beginning Fund Balance	\$5,611,863	\$5,611,863	\$5,611,863	\$5,611,863	\$0
Total Revenues:	52,652,059	52,652,059	16,599,037	54,144,909	1,492,850
Total Expenditures:	52,652,059	52,652,059	17,630,471	54,417,268	1,765,209
Ending Fund Balance	\$5,611,863	\$5,611,863	\$4,580,429	\$5,339,504	(\$272,359)
EXPRESS BUSINESS CENTER⁸					
Beginning Fund Balance	\$2,011,100	\$2,011,100	\$2,011,100	\$2,011,100	\$0
Total Revenues:	4,231,450	4,231,450	1,449,578	2,724,250	(1,507,200)
Total Expenditures:	3,740,420	3,740,420	731,883	2,191,251	(1,549,169)
Ending Fund Balance	\$2,502,130	\$2,502,130	\$2,728,795	\$2,544,098	\$41,968

OTHER FUNDS

As of February 28, 2018

Department	FY 2017-18 Adopted Budget	FY 2017-18 Amended Budget	YTD Actual	YE Forecast	Variance
9-1-1 SYSTEM OPERATIONS⁹					
Beginning Fund Balance	\$5,941,912	\$5,941,912	\$5,941,912	\$5,941,912	\$0
Total Revenues:	12,539,195	12,539,195	4,879,481	12,074,018	(465,177)
Total Expenditures:	15,048,378	15,048,378	2,205,128	16,748,378	1,700,000
Ending Fund Balance	\$3,432,729	\$3,432,729	\$8,616,265	\$1,267,552	(\$2,165,177)
Note: FY 2017-18 Budget reflects planned use of fund balance.					
DEBT SERVICE¹⁰					
Beginning Fund Balance	\$13,769,804	\$13,769,804	\$13,769,804	\$13,769,804	\$0
Total Revenues:	278,149,358	278,149,358	253,301,253	278,945,555	796,197
Total Expenditures:	267,322,998	267,322,998	0	267,322,998	0
Ending Fund Balance	\$24,596,164	\$24,596,164	\$267,071,057	\$25,392,361	\$796,197
EMPLOYEE BENEFITS¹¹					
City Contributions	\$86,088,120	\$86,088,120	\$39,564,913	\$86,088,120	\$0
Employee Contributions	38,086,396	38,086,396	16,505,986	38,086,396	0
Retiree	30,118,491	30,118,491	10,265,887	30,118,491	0
Other	0	0	(26,917)	(11,513)	(11,513)
Total Revenues:	154,293,007	154,293,007	66,309,868	154,281,494	(11,513)
Total Expenditures:	\$154,293,007	\$154,293,007	\$46,736,263	\$154,293,007	\$0
Note: The FY 2017-18 YE forecast reflect claim expenses expected to occur in the fiscal year. Fund balance (not included) reflects incurred but not reported claims (IBNR).					
RISK MANAGEMENT¹²					
Worker's Compensation	\$13,219,304	\$13,219,304	\$257,293	\$13,219,304	\$0
Third Party Liability	10,203,093	10,203,093	253,881	10,203,093	0
Purchased Insurance	3,090,183	3,090,183	(529)	3,090,183	0
Interest and Other	406,970	406,970	0	406,970	0
Total Revenues:	26,919,550	26,919,550	510,644	26,919,550	0
Total Expenditures:	\$29,406,225	\$29,406,225	\$8,498,027	\$29,406,225	\$0
Note: The FY 2017-18 YE forecast reflect 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 summary includes the beginning fund balance with the YE revenue and expenditure forecasts. As of February 28, 2018, the beginning fund balance represents the FY 2016-17 unaudited ending fund balance and does not reflect projected year-end savings anticipated at FY 2016-17 year-end. It is anticipated that there will be adjustments to the FY 2017-18 Amended Beginning Fund balance after FY 2016-17 audited statements become available in April 2018. Variance notes are provided below for funds with a YE forecast variance of +/- five percent, funds with YE forecast projected to exceed budget, and funds with projected use of fund balance.

1 Convention and Event Services. Convention and Event Services revenues are projected to exceed budget by \$3.3 million primarily due to heavier than anticipated use of catering services at various national corporate events held at the Convention Center. Expenditures are projected to be \$1.6 million greater than budget primarily due to increases in food and beverage expenses associated with the increase in catering service revenues and an additional \$1.1 million Capital Construction transfer contingent upon realization of increased revenue estimate.

2 Municipal Radio. Municipal Radio FY 2017-18 YE forecast expenditures will exceed revenue by \$40,000 due to sales commission expenses.

3 Sanitation Services. Sanitation Services revenues are projected \$4.2 million over budget primarily due to increase in private disposal waste tonnage from cash customers at the landfill. Expenditures are projected to be \$2.1 million greater than budget due to increased landfill disposal fees (\$643,000) paid to Texas Commission on Environmental Quality (TCEQ), and Equipment Services maintenance charges (\$673,000) and master lease payments (\$695,000).

4 Sustainable Development and Construction. Sustainable Development and Construction FY 2017-18 YE forecast expenditures will exceed revenue due to planned use of fund balance.

5 Dallas Water Utilities. Water Utilities expenditures are projected to be \$24.1 million less than budget due to a settlement of potential litigation with Sabine River Authority (SRA) that was budgeted at \$24.1 million. The savings will be used to minimize future rate increases. City Council was briefed on this topic in February 2018.

6 Information Technology. Information Technology FY 2017-18 YE forecast expenditures will exceed revenue due to planned use of fund balance.

7 Equipment Services. Equipment Services revenues are projected to exceed budget by \$1.5 million primarily due to an increase in the rental rate charged to Sanitation for retained vehicles. Retained vehicles are units that were replaced but departments later opted to keep, along with the replacement unit. Equipment Services expenditures are projected to exceed budget by \$1.8 million due to maintenance for unbudgeted retained and added equipment, increased motor pool use, and increased costs for make ready of new vehicles which will be offset by additional revenue.

8 Express Business Center. Express Business Center expenditures and revenues are projected to be \$1.5 million less than budget primarily due to transfer of the water bill printing services to Dallas Water Utilities (DWU) at the end of September 2017. Water bill printing services will be provided by a vendor and expensed in DWU.

VARIANCE NOTES

9 9-1-1 System Operations. 9-1-1 System Operations FY 2017-18 YE forecast expenditures will exceed revenue due to planned use of fund balance and a \$1.7 million greater than budgeted reimbursement to Dallas Fire Rescue. The YE forecast decline in revenue is due to decreases in residential and commercial wireline services.

10 Debt Service Fund. Debt Service Fund FY 2017-18 YE forecast revenues will exceed budget by \$796,000 due to current year collections trending above average.

11 Employee Benefits. Employee Benefits FY 2017-18 YE forecast expenditures will exceed revenue due to an unbudgeted refund.

12 Risk Management. Risk Management FY 2017-18 YE forecast expenditures will exceed revenue due to planned use of fund balance.



City of Dallas Contact Information

Financial Transparency

financialtransparency@dallascityhall.com

Dallas City Hall

1500 Marilla St.

Room 4-F-North

Dallas, Texas 75201

[Phone: \(214\) 670-3659](tel:(214)670-3659)

Fax: (214) 670-7008



Memorandum



CITY OF DALLAS

DATE April 20, 2018

TO Honorable Mayor and Members of the City Council

SUBJECT **ESG FY17-18 Funding Recommendations**

Funding recommendations for FY17-18 Emergency Solutions Grant (ESG) for Rapid Re-Housing, Emergency Shelter, and Homeless Prevention are provided in the attached document which has also been provided to the Human and Social Needs Committee on April 2, 2018.

Nine organizations are being recommended for funding and they will appear as individual items on the April 25, 2018 Council agenda.

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

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

Nadia Chandler-Hardy
Chief of Community Services

[Attachment]

- c:
- | | |
|--|--|
| T.C. Broadnax, City Manager | Jo M. (Jody) Puckett, Assistant City Manager (Interim) |
| Larry Casto, City Attorney | Jon Fortune, Assistant City Manager |
| Craig D. Kinton, City Auditor | Joey Zapata, Assistant City Manager |
| Biliera Johnson, City Secretary | M. Elizabeth Reich, Chief Financial Officer |
| Daniel F. Solis, Administrative Judge | Raquel Favela, Chief of Economic Development & Neighborhood Services |
| Kimberly Bizer Tolbert, Chief of Staff to the City Manager | Theresa O'Donnell, Chief of Resilience |
| Majed A. Al-Ghafry, Assistant City Manager | Directors and Assistant Directors |

Memorandum



CITY OF DALLAS

DATE March 30, 2018

Honorable Members of the Human and Social Needs Committee:
TO Councilmember Casey Thomas, II (Chair), Deputy Mayor Pro Tem Adam Medrano
(Vice Chair), Mayor Pro Tem Dwaine R. Caraway, Councilmember Omar Narvaez,
Councilmember Mark Clayton, Councilmember B. Adam McGough

SUBJECT **FY17-18 Emergency Solutions Grant Funding Recommendations**

Attached is the briefing presentation on the Emergency Solutions Grant (ESG) funding recommendations for this fiscal year. These funds have been awarded to the City by the United States Department of Housing and Urban Development to serve individuals and families who are at risk or experiencing homelessness.

The proposed recommendations have been provided to the Citizen Homelessness Commission for informational purposes. With the support of the Human and Social Needs Committee, staff will seek the full council's consideration and approval on April 25, 2018.

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

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

Nadia Chandler Hardy
Chief of Community Services

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

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

FY17-18 Emergency Solutions Grant Funding Recommendations

**Human & Social Needs
Committee**

April 2, 2018

**Lori Davidson
Homeless Solutions
Specialist
Office of Homeless Solutions**

**Charletra Sharp
Program Administrator
Office of Homeless Solutions**



City of Dallas

Overview

- Purpose
- Background
- Program Budget
- Eligible Program Service Categories
- Proposals
- Contract Award Recommendations
- Next Steps

Purpose

- Provide background of the FY2017-18 Emergency Solutions Grant (ESG)
- Summarize service provider proposals
- Examine staff recommendations for funding awards

Background

- On August 7, 2017, City Council adopted the FY2017-18 Consolidated Plan Budget for the U.S. Department of Housing and Urban Development (HUD) grant funds.
 - ESG budgeted for the amount of \$3,117,540
 - Grant funding available October 1, 2017 and contingent upon approval of the City's FY2017-18 Action Plan and HUD grant agreements
- On September 14, 2017, the City of Dallas Business Development and Procurement Services (BDPS) advertised the 2017-18 ESG Request for Competitive Sealed Proposals (RFCSP).
 - On December 13, 2017, City Council rejected proposals per Council Resolution 17-171874
- On January 11, 2018, the City of Dallas BDPS advertised the 2017-18 ESG RFCSP.
 - Proposals from services providers were solicited for Rapid Re-Housing, Emergency Shelter, and Homelessness Prevention

Program Budget

Program Service Category	Approximate Amount Available
Rapid Re-Housing	\$ 1,065,784
Emergency Shelter	\$ 439,802
Homelessness Prevention	\$ 50,000
Total	\$ 1,555,586

Eligible Program Service Categories

- Rapid Re-Housing
 - Rental Assistance
 - Housing Relocation & Stabilization Services – Financial Assistance/Housing Services
- Emergency Shelter
 - Essential Services
 - Shelter Operations
- Homelessness Prevention
 - Rental Assistance
 - Housing Relocation & Stabilization Services – Financial Assistance/ Housing Services

ESG Proposals

Total twelve (12) proposals submitted:

1. Rapid Re-Housing

- Bridge Steps
- Catholic Charities of Dallas
- DFW Veterans Transitional Housing
- Family Gateway, Inc.
- Shared Housing Center, Inc.

2. Homelessness Prevention

- Open Arms, Inc. dba Bryan's House

3. Emergency Shelter

- Bridge Steps
- Family Gateway, Inc.
- Family Place
- Legal Aid NW Texas
- Shared Housing Center, Inc.
- Shelter Ministries of Dallas dba Austin Street Center

Contract Award Recommendations

Rapid Re-Housing

Provider Name	# of People to be Served	Average Score	Amount Requested	Award Recommendation
Shared Housing Center	140	74.0	\$292,763	\$292,763
Family Gateway	20	74.0	\$281,120	\$281,120
Bridge Steps	80	66.3	\$460,840	\$275,621
Catholic Charities	40	70.5	\$216,280	\$216,280
DFW Veterans Transitional Housing	20	20.8	\$640,375	\$0

Contract Award Recommendations (cont.)

Emergency Shelter

Provider Name	# of People to be Served	Average Score	Amount Requested	Award Recommendation
Austin Street	140	75.7	\$205,145	\$134,000
Bridge Steps	340	68.0	\$439,802	\$110,000
Family Gateway	100	72.8	\$164,520	\$80,000
Family Place	1200	74.0	\$90,000	\$65,000
Shared Housing Center	75	71.8	\$84,000	\$30,000
Legal Aid NW TX	60	71.8	\$50,000	\$20,000

Contract Award Recommendations (cont.)

Homelessness Prevention

Provider Name	# of People to be Served	Average Score	Amount Requested	Award Recommendation
Open Arms, Inc. dba Bryan's House	210	76.5	\$50,000	\$50,000

Next Steps

- Staff will recommend ESG service contracts to City Council for consideration and approval on April 25, 2018.
- Staff recommends forwarding to full City Council for consideration and approval.

FY17-18 Emergency Solutions Grant Funding Recommendations

**Human & Social Needs
Committee**

April 2, 2018

**Lori Davidson
Homeless Solutions Specialist
Office of Homeless Solutions**

**Charletra Sharp
Program Administrator
Office of Homeless Solutions**



City of Dallas

Agenda Item #36
Bridge Steps – ESG Emergency Shelter

Name of Organization:	Bridge Steps
ESG Category:	Emergency Shelter
Requested Amount:	\$439,802
OHS Recommended Amount:	\$110,000 (25.0% of request)
Total Recommended Contract Amount:	\$111,665 (including HMIS)
# of Clients Served:	8,600 persons
# of Clients Served with ESG Funding:	8,600 persons (tied to Shelter’s HMIS project)
\$ Average per Client:	\$1,294 per person (based on Shelter’s Total Operating Budget, of which ESG funding represents 1%)

Agenda Item #37
Bridge Steps – ESG Rapid Re-Housing

Name of Organization:	Bridge Steps
ESG Category:	Rapid Re-Housing
Requested Amount:	\$460,840
OHS Recommended Amount:	\$275,621 (59.8% of request)
Total Recommended Contract Amount:	\$277,245 (including HMIS)
# of Clients Served:	25 persons (receiving rental assistance)
# of Clients Served with ESG Funding:	25 persons (receiving rental assistance)
\$ Average per Client with ESG Funding:	Rent: \$8,154 per person (\$680 per month) Staff: \$2,871 per person (partially fund Care Manager and Housing Navigator)

Agenda Item #38
Catholic Charities of Dallas, Inc. – ESG Rapid Re-Housing

Name of Organization:	Catholic Charities of Dallas, Inc.
ESG Category:	Rapid Re-Housing
Requested Amount:	\$216,280
OHS Recommended Amount:	\$216,280 (100.0% of request)
Total Recommended Contract Amount:	\$219,265 (including HMIS)
# of Clients Served:	40 individuals/families (receiving rental assistance)
# of Clients Served with ESG Funding:	40 individuals/families (receiving rental assistance)
\$ Average per Client with ESG Funding:	Rent: \$4,163 per family (average \$347 per month) Staff: \$1,245 per family (partially fund four positions, including Care Manager, Financial Coach, and supervisors)

Agenda Item #39
Family Gateway, Inc. – ESG Emergency Shelter

Name of Organization:	Family Gateway, Inc.
ESG Category:	Emergency Shelter
Requested Amount:	\$164,520
OHS Recommended Amount:	\$80,000 (48.6% of request)
Total Recommended Contract Amount:	\$81,740 (including HMIS)
# of Clients Served:	350 persons (110 families)
# of Clients Served with ESG Funding:	350 persons (tied to Shelter’s HMIS project)
\$ Average per Client with ESG Funding:	\$3,000 per person (based on Shelter’s Total Operating Budget, of which ESG funding represents 7.6%)

Agenda Item #40
Family Gateway, Inc. – ESG Rapid Re-Housing

Name of Organization:	Family Gateway, Inc.
ESG Category:	Rapid Re-Housing
Requested Amount:	\$281,120
OHS Recommended Amount:	\$281,120 (100.0% of request)
Total Recommended Contract Amount:	\$282,770 (including HMIS)
# of Clients Served:	20 families (60 persons) (receiving rental assistance)
# of Clients Served with ESG Funding:	20 families (60 persons) (receiving rental assistance)
\$ Average per Client with ESG Funding:	Rent: \$11,700 per family (average \$975 per month) Staff: \$2,356 per family (partially fund Housing Stability Case Manager)

Agenda Item #41
Open Arms, Inc. – ESG Homelessness Prevention

Name of Organization:	Open Arms, Inc.
ESG Category:	Homelessness Prevention
Requested Amount:	\$50,000
OHS Recommended Amount:	\$50,000 (100.0% of request)
Total Recommended Contract Amount:	\$51,830 (including HMIS)
# of Clients Served:	50 families (210 persons) (receiving rental assistance)
# of Clients Served with ESG Funding:	50 families (210 persons) (receiving rental assistance)
\$ Average per Client with ESG Funding:	Rent: \$380 per family (Total Avg Cost: \$1,000 per family) Staff: \$620 per family (Total Avg Cost: \$1,641 per family) (partially fund Family Support Services Case Manager)

Agenda Item #42
Shared Housing Center, Inc. – ESG Rapid Re-Housing

Name of Organization:	Shared Housing Center, Inc.
ESG Category:	Rapid Re-Housing
Requested Amount:	\$292,763
OHS Recommended Amount:	\$292,763 (100.0% of request)
Total Recommended Contract Amount:	\$294,455 (including HMIS)
# of Clients Served:	40 families (110 persons) (receiving rental assistance)
# of Clients Served with ESG Funding:	40 families (110 persons) (receiving rental assistance)
\$ Average per Client with ESG Funding:	Rent: \$4,872 per family (average \$406 per month) Staff: \$2,446 per family (partially fund Shelter Case Manager and Client Case Manager, with subcontracted Employment Services)

Agenda Item #43
Shelter Ministries of Dallas/Austin Street Center – ESG Emergency Shelter

Name of Organization:	Shelter Ministries of Dallas dba Austin Street Center
ESG Category:	Emergency Shelter
Requested Amount:	\$207,145
OHS Recommended Amount:	\$134,802 (65.1% of request)
Total Recommended Contract Amount:	\$136,485 (including HMIS)
# of Clients Served:	2,500 persons
# of Clients Served with ESG Funding:	2,500 persons (tied to Shelter’s HMIS project)
\$ Average per Client with ESG Funding:	\$1,286 per person (based on Shelter’s Total Operating Budget, of which ESG funding represents 4.2%)

Agenda Item #44
The Family Place – Emergency Shelter

Name of Organization:	The Family Place
ESG Category:	Emergency Shelter
Requested Amount:	\$90,000
OHS Recommended Amount:	\$65,000 (72.2% of request)
Total Recommended Contract Amount:	\$65,500 (including HMIS)
# of Clients Served:	1,100 persons (370 families)
# of Clients Served with ESG Funding:	1,100 persons (tied to Shelter’s HMIS project)
\$ Average per Client with ESG Funding:	\$2,065 per person (based on Shelter’s Total Operating Budget, of which ESG funding represents 2.9%)

Memorandum



CITY OF DALLAS

DATE April 20, 2018

Honorable Members of the Government Performance & Financial Management Committee: Jennifer S. Gates (Chair), Scott Griggs (Vice Chair), Sandy Greyson, TO Lee M. Kleinman, Philip T. Kingston, Tennell Atkins, Kevin Felder

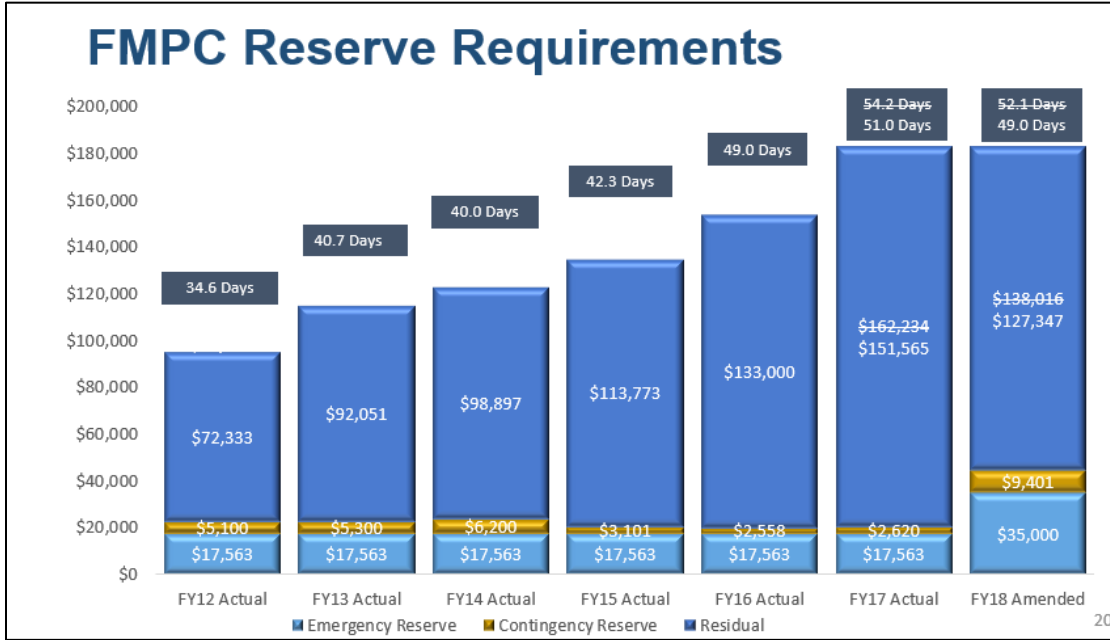
SUBJECT **FY 2017-18 Appropriation Adjustments – April 16, 2018**

Please note the following corrections to the FY 2017-18 Appropriation Adjustments briefing to the Government Performance and Financial Management Committee on April 16. The unassigned fund balance presented on slides 18 and 20 included an assigned component (inventory). Assigned fund balance in the General Fund are amounts that are intended to be used for specific purposes. Inventory represents a specific purpose and therefore should not be included in the unassigned/unrestricted category.

Slide 18 – FMPC Reserve Requirements

Requirement	Status or Compliance
<p>FMCP #2: The unassigned fund balance of the General Fund, which includes the Emergency and Contingency Reserves, shall be maintained at a level not less than 40 days of General Fund operating expenditures less debt service. (The Risk Reserve is not included in this calculation.)</p>	<p>In Compliance</p> <ul style="list-style-type: none"> • Total unassigned fund balance: \$182.4 \$171.7 million • 52.4 49.0 days of General Fund operating expenditures

Slide 20 – FMPC Reserve Requirements



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

M. Elizabeth Reich
 M. Elizabeth Reich
 Chief Financial Officer

- c: Honorable Mayor and Members of the City Council
- T.C. Broadnax, City Manager
- Larry Casto, City Attorney
- Craig D. Kinton, City Auditor
- Billierae Johnson, City Secretary
- Daniel F. Solis, 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
- Jo M. (Jody) Puckett, Assistant City Manager (Interim)
- Nadia Chandler Hardy, Chief of Community Services
- Raquel Favela, Chief of Economic Development & Neighborhood Services
- Theresa O'Donnell, Chief of Resilience
- Directors and Assistant Directors

Memorandum



CITY OF DALLAS

DATE April 20, 2018

TO Honorable Mayor and Members of the City Council

SUBJECT **FY 2017-18 Appropriation Adjustments (April 25 – Agenda Item #35)**

On April 16, we briefed the Government Performance and Financial Management Committee on Council agenda item 35 for April 25. This item adjusts the appropriation ordinance for the FY 2017-18 City of Dallas Operating, Capital, and Grant & Trust Budgets. At the request of the Committee, this memo provides a summary of our recommended adjustments to the City’s operating funds. The City Council previously approved this ordinance on September 20, 2017 and amended it on January 24, 2018. We have included “strike-throughs” and “underlines” to indicate the recommended adjustments made by agenda item 35.

The below table details an appropriation adjustment that transfers savings from one General Fund department to other General Fund departments.

Source of Funds	Use of Funds
Decrease Non-Departmental by \$293,991 due to anticipated savings in the master lease debt payment	Increase Housing and Neighborhood Revitalization by \$165,000 to assist with non-grant funded home repair activities and staff costs associated with the high impact landlord initiative tenant based rental assistance program (HILI-TBRA).
	Increase 311 Customer Service by \$60,270 due to increased use of contract services to provide translation for non-English speaking callers
	Increase the Office of Community Care by \$68,721 for contract temporary help, overtime, and building maintenance costs

DATE April 20, 2018
 SUBJECT FY 2017-18 Appropriation Adjustments (April 25 – Agenda Item #35)

The below table details an appropriation adjustment that increases the total General Fund budget from excess revenues and appropriates the funds for use in the Fire-Rescue department.

Source of Funds	Use of Funds
Increase revenue by \$1,300,000 as a result of increased payment from the Ambulance Supplemental Payment Program	Increase Fire-Rescue department budget by \$3,700,000 for increased overtime expense as a result of higher than normal attrition of uniform officers
Increase revenue by \$800,000 as result of Atmos paying the City for expenses related to the gas incident in northwest part of the city	
Increase revenue by \$1,600,000 as result of property tax collections being better than anticipated	

The below tables detail appropriation adjustments for enterprise and internal service funds. Excess revenue will increase the reserve within the specific fund.

Source of Funds	Use of Funds
Sanitation Services – Increase revenue by \$4,273,253 from landfill services	Sanitation Services – Increase expenses by \$2,140,820 for fleet maintenance, TCEQ related expenses resulting from increased tonnage received at McCommas Landfill, and facility repairs

Source of Funds	Use of Funds
Convention and Event Services – Increase revenue by \$3,382,946 primarily from food and beverage services provided to events	Convention and Event Services – Increase expenses by \$1,583,840 for additional transfer to capital construction for facility maintenance and repair

Source of Funds	Use of Funds
Equipment Services – Increase revenue by \$1,492,850 from additional charges to affected customer departments	Equipment Services – Increase expenses by \$1,290,000 for increased fleet maintenance and repair costs

Source of Funds	Use of Funds
911 System Operations – Use \$1,700,000 of fund balance	Fire-Rescue – Increase reimbursement by \$1,700,000 to DFR for eligible expenses

DATE April 20, 2018
SUBJECT FY 2017-18 Appropriation Adjustments (April 25 – Agenda Item #35)

Attached are the proposed adjustments for non-operating funds such as grants, trusts, special revenue funds, and capital improvement funds. The use of those funds is restricted for a specified purpose.

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


M. Elizabeth Reich
Chief Financial Officer

Attachment

- c: T.C. Broadnax, City Manager
Larry Casto, City Attorney
Craig D. Kinton, City Auditor
Billierae Johnson, City Secretary
Daniel F. Solis, 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
Jo M. (Jody) Puckett, Assistant City Manager (Interim)
Nadia Chandler Hardy, Chief of Community Services
Raquel Favela, Chief of Economic Development & Neighborhood Services
Theresa O'Donnell, Chief of Resilience
Directors and Assistant Directors

FY 2017-18 MID-YEAR CAPITAL BUDGET

DESCRIPTION	PREVIOUS RESOLUTION OR EXPLANATION	DEPT	FUND NAME	CURRENT	CHANGE	AMENDED
Runway 31R Glideslope Relocation Project Construction	No. 18-0327 dated February 28, 2018	AVI	Aviation Capital Construction Fund	\$0	\$4,719,889	\$0
Runway 31R Glideslope Relocation Project Engineering & Support	No. 18-0328 dated February 28, 2018	AVI	Aviation Capital Construction Fund	\$0	\$449,665	\$0
Runway 31R Glideslope Relocation Project Construction Admin.	No. 18-0329 dated February 28, 2018	AVI	Aviation Capital Construction Fund	\$0	\$475,116	\$0
Unit E384 Citywide Radio System Replacement	No. 17-1912 dated December 13, 2017	DSV	2018 Master Lease-Equipment Fund	\$0	\$48,416,232	\$0
Unit P776 P25 Radio Project	No. 17-1911 dated December 13, 2017	DSV	Capital Projects Reimbursement Fund	\$0	\$523,632	\$0
Unit P838 Fort Worth Avenue from Sylvan to West Commerce	No. 17-1893 dated December 13, 2017	PBW	Capital Projects Reimbursement Fund	\$0	\$2,000,000	\$0
Unit S402 LBJ Freeway/Skillman St. Interchange	No. 18-0186 dated January 24, 2018	PBW	Capital Projects Reimbursement Fund	\$0	\$3,996,440	\$0
Unit W228 Kiest Blvd. & Ledbetter Dr. Intersection	No. 17-1650 dated October 25, 2017	TRN	Capital Projects Reimbursement Fund	\$0	\$23,204	\$0
				\$0	\$60,604,177	\$0
Runway 31R Glideslope Project Construction Admin	Upon FAA approval, transfer funds to capital construction fund	AVI	Passenger Facility Charge (PFC) Fund	\$0	(\$475,116)	\$0
		AVI	Aviation Capital Construction Fund	\$0	\$475,116	\$0
				\$0	\$0	\$0
Supplemental Agreement #2 - Unit L194 Dolphin Rd	Administrative Action dated December 20, 2017	PBW	Capital Projects Reimbursement Fund	\$0	\$39,586	\$0
				\$0	\$39,586	\$0
Davis Garden TIF	Correction	ECO	Davis Garden TIF Fund	\$0	\$885,082	\$885,082
Design District TIF	Correction	ECO	Design District TIF Fund	\$0	\$7,323,093	\$7,323,093
Skillman Corridor TIF	Correction	ECO	Skillman Corridor TIF District Fund	\$0	\$2,488,379	\$2,488,379
Sports Arena TIF	Correction	ECO	Sports Arena TIF Fund	\$6,556,229	\$158,470	\$6,714,699
Transit-Oriented Development TIF	Correction	ECO	Transit Oriented Development TIF Fund	\$485,965	(\$184,325)	\$301,640
				\$7,042,194	\$10,670,699	\$17,712,893
TOTAL CAPITAL BUDGET				\$647,767,655	\$71,314,462	\$719,082,117

FY 2017-18 MID-YEAR GRANTS, TRUST AND OTHER FUNDS

DEPT	FUND NAME	DESCRIPTION	CURRENT	CHANGE	AMENDED
MGT	Bureau of Justice Assistance Grant 14-15	Support public safety - Community Prosecution	\$98	\$2,708	
MGT	Bureau of Justice Assistance Grant 15-16	Support public safety - Community Prosecution	\$805	\$4,201	
MGT	School Crossing Guard Donation Fund	Contributions to support the School Crossing Guard program	\$0	\$3,006	
DAS	Animal Control Enhancement	Support shelter operations and/or programs	\$150,000	\$107,200	
DAS	City Animal Control Facility	Support animal shelter operations	\$0	\$3,940	
DAS	K. Robinson Animal Shelter	Support animal shelter operations	\$0	\$14,155	
DAS	I'vor O'Connor Morgan Trust	Support housing and programs for homeless dogs	\$0	\$57,960	
DAS	Dallas Animal Welfare Fund	Assist citizens with violations of Dallas City Code, Chapter 27	\$0	\$4,970	
DAS	Animal Services On-Line Donations	Contributions to support Dallas Animal Services	\$0	\$7,719	
DAS	Animal Control Enhancement 87D	Support shelter operations and/or programs	\$0	\$236,138	
DAS	Animal Services Operation Support	Support shelter operations and/or programs	\$0	\$43,809	
LIB	Humanity Texas 2018	Support exhibition titled "Texas Czechs: Rooted in Tradition"	\$0	\$1,000	
		Reimbursement of administrative costs associated with the Property Assessed Clean Energy (PACE)			
ECO	Clean Energy Program	program	\$0	\$195,489	
DPD	Police Donations	Contributions to support the Dallas Police Department	\$0	\$236,524	
DPD	Various Task Forces	Reimburse overtime for sworn officers working various Federal, State and local task forces	\$600,000	\$367,468	
			\$750,903	\$1,286,287	
		TOTAL GRANTS, TRUST, AND OTHER BUDGET	\$28,547,481	\$1,286,287	\$29,833,768

Memorandum



CITY OF DALLAS

DATE April 20, 2018

TO Honorable Mayor and Members of the City Council

SUBJECT **April 25, 2018 Council Agenda M/WBE Participation Overview**

For your information staff is providing you with the summary below of M/WBE Participation for the voting items scheduled for the April 25, 2018 Council Agenda. The total contract award amount, consisting of 11 agenda items, is \$23.8M with an overall M/WBE participation of 19.33%. As a reminder, the current M/WBE goals are:

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

Highlighted Items

Item Number 22 is a \$247K three-month service contract for the removal of the existing grass and installation of new sod field at the Cotton Bowl Stadium. The prime contractor will be utilizing heavy equipment to remove the existing grass as well as providing the sod. Additional efforts were made to identify subcontractors that could do the sod installation and hauling. Sod installation quotes were not competitive so this work will be performed by a non-M/WBE subcontractor. However, an M/WBE was identified to provide hauling services. Therefore, this item resulted in 7.10% M/WBE participation on a 23.8% goal.

Item Number 23 is a \$7.4M two-year service contract for original equipment manufacturer (OEM) service with associated parts for City vehicle maintenance. These products are delivered on an as needed basis and because OEM parts come directly from the manufacturer, there is no M/WBE availability at this time. As a result, this contract does not provide any subcontracting opportunities. Therefore, this item resulted in 0% M/WBE participation on an 18.0% goal.

Item Number 26 is a \$1.4M three-year master agreement for reflective and non-reflective sheeting that is applied to traffic and warning signs. There were no M/WBEs identified to provide this material. As a result, this contract does not provide any subcontracting opportunities. Therefore, this item resulted in 0% M/WBE participation on a 18.0% goal.

DATE December 11, 2017
SUBJECT December 13, 2017 Council Agenda M/WBE Overview

Item number 27 is a \$1.6M three-year master agreement for the purchase of park amenities, supplies, and playground equipment parts. Two M/WBE companies are prime contractors on this contract. Therefore, this item resulted in 47.39% M/WBE participation on a 18.0% goal.

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



Zarin D. Gracey
Interim Managing Director
Office of Business Diversity

c: T.C. Broadnax, City Manager
Kimberly Bizer Tolbert, Chief of Staff to the City Manager
Larry Casto, City Attorney
Craig D. Kinton, City Auditor
Billerae Johnson, City Secretary (Interim)
Daniel F. Solis, Administrative Judge
Majed A. Al-Ghafry, Assistant City Manager
Jo M. (Jody) Puckett, Assistant City Manager (Interim)

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

Memorandum



CITY OF DALLAS

DATE April 18, 2018

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

SUBJECT **Agenda Item #17 Wynnewood Drainage on April 25, 2018 City Council**

On Wednesday, April 25, 2018, City Council will be presented with agenda item no.17 which will authorize an agreement with Brixmor Property Group, Inc. for the donation of revised design plans for construction of the Wynnewood Drainage Improvements Project (Project No. TWM17VD032 – Zang-Illinois) on the 2017 Bond Program (the “Project”).

The Project was originally on the 2006 Bond Program, and involves upsizing the drainage infrastructure from Wynnewood Drive to the South Branch Cedar Creek Tributary No. 1, just east of Llewellynn Avenue, to convey local neighborhood drainage through the adjacent Wynnewood Village shopping center. The project includes about 2,200 linear feet of 8 feet by 8 feet reinforced concrete box storm drainage pipes, along with the creek outfall structure, and associated appurtenances. The project was designed and ready for bid for construction as a part of the 2006 Bond Program; however, the City was unable to attain the easement(s) necessary to support construction in a way that encourages development in the area. Construction funds were reallocated to address other storm drainage activities and the project was delayed while area development activities by others were in various planning phases.

As area plans became more solidified, the Project was reviewed by various developments to ensure that conflicts could be avoided and funding for the construction was included in the 2017 Capital Bond Program. Following the approval of the 2017 Bond Program vote, staff was approached about the schedule for these construction improvements by Brixmor Property Group, Inc. who owns Wynnewood Village Shopping Center. After review of the City’s design plans, along with Brixmor’s development plans, it was discovered that the plans conflict with Brixmor’s proposed site development plans.

In an effort to provide a solution that is mutually beneficial to the City’s implementation of its necessary storm drainage improvements and Brixmor’s development, Brixmor, at its sole cost and expense, has requested the City accept donated project design plans to the City, along with necessary easements through its property in return for the City’s prioritization of the construction of the Project. The donated plans update the original design to reflect the current site development plans and will provide for more timely and cost-efficient construction of the Project. The plans have been reviewed by all appropriate staff in the Sustainable Development and Trinity Watershed Management Departments and have been found to meet all applicable design and engineering criteria, rules, and regulations necessary to provide and accommodate neighborhood drainage

DATE April 18, 2018
SUBJECT Agenda Item #17 Wynnewood Drainage on April 25, 2018 City Council

Please feel free to contact me or Sarah Standifer, Director of Trinity Watershed Management if you have any questions or concerns.



Jo M. (Jody) Puckett
Assistant City Manager (Interim)

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

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

STRATEGIC PRIORITY: Economic and Neighborhood Vitality

AGENDA DATE: April 25, 2018

COUNCIL DISTRICT(S): 1

DEPARTMENT: Department of Trinity Watershed Management
Office of Economic Development

CMO: Jody Puckett, 670-3390
Raquel Favela, 670-3309

MAPSCO: 54 Q

SUBJECT

Authorize an agreement with Brixmor Property Group, Inc. for the donation of revised design plans for construction of the Wynnewood Drainage Improvements Project (Project No. TWM17VD032 - Zang-Illinois) on the 2017 Bond Program (the "Project") - Financing: No cost consideration to the City

BACKGROUND

The Project was originally on the 2006 Bond Program and involves upsizing the drainage infrastructure from Wynnewood Drive to the South Branch Cedar Creek Tributary No. 1, just east of Llewellynn Avenue, to convey local neighborhood drainage through the adjacent Wynnewood Village Shopping Center. The Project includes about 2,200 lineal feet of 8 feet by 8 feet reinforced concrete box storm drainage pipes, along with the creek outfall structure, and associated appurtenances. The Project was designed and ready for bid for construction as a part of the 2006 Bond Program; however, the City was unable to attain the easement(s) necessary to support construction. In 2015, the Project was cancelled and the funds were re-allocated towards other critical bond program drainage projects.

The construction funding was subsequently included in the 2017 Capital Bond Program, with \$1.727 million dollars within the Storm Drainage Proposition, and the remaining \$2.273 million dollars from the Economic Development Proposition, supporting an estimated project construction cost of \$4.0 million dollars. The construction budget will be finalized and bond funding from the two propositions will be proposed for allocation in a future City Council agenda item, upon completion of the construction procurement for the construction contract.

BACKGROUND (continued)

Brixmor Property Group, Inc. is the property owner and developer of the Wynnewood Village Shopping Center. After review of the existing design plans for the Project, it was discovered that the plans conflict with Brixmor’s proposed site development plans. In an effort to provide a solution that is mutually beneficial to the City’s implementation of its 2017 Capital Bond Program and Brixmor’s development, Brixmor, at its sole cost and expense, has offered to donate revised Project design plans to the City, along with necessary easements through its property in return for the City’s prioritization of the construction of the Project.. The plans update the original design to reflect the current site development plans and will provide for more timely and cost-efficient construction of the Project. The plans have been reviewed by all appropriate staff in the Sustainable Development and Trinity Watershed Management Departments and have been found to meet all applicable design and engineering criteria, rules, and regulations necessary to provide and accommodate neighborhood drainage. This project is necessary to upgrade existing City storm drainage infrastructure that serves an approximate 243 acre neighborhood immediately upstream of the 65 acre Wynnewood property near Zang and Illinois.

ESTIMATED SCHEDULE OF PROJECT

Began Design	April 2017
Completed Design	March 2018
Begin Construction	May 2018
Complete Construction	September 2018

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On June 24, 2009, City Council authorized a professional services contract with RJN Group, Inc. for engineering design of storm drainage project on Zang Illinois to Illinois Avenue Drainage Relief System by Resolution No. 09-1647.

City Council will be briefed by memorandum regarding this matter on April 23, 2018.

FISCAL INFORMATION

No cost consideration to the City.

OWNER

Brixmor Property Group, Inc.

Andrew M. Gracey, Vice President Re/Development, West

MAP

Attached

April 25, 2018

WHEREAS, on November 7, 2006, Dallas voters approved funding for the Wynnewood Drainage Improvements Project, formerly known as the Zang-Illinois Project (the “Project”), for the purposes of upsizing of drainage infrastructure in the Wynnewood area within the City of Dallas; and

WHEREAS, on December 4, 2006, the Dallas City Council authorized the issuance of general obligation bonds to enable the City to fulfill its funding obligations for the Project, as required by Texas law; and

WHEREAS, on June 24, 2009, City Council authorized a professional services contract with RKN Group, Inc. for the engineering and design of the Project (the “Existing Design Plans”), in an amount not to exceed \$393, 779.00 by Resolution No. 09-1647; and

WHEREAS, on April 27, 2015, the Project was cancelled due to inability to obtain easements necessary to support project construction and the designated bond funds were re-allocated to other critical bond projects; and

WHEREAS, in November 7, 2017, funding for the Project was again re-allocated and the Project was programmed as part of the City’s 2017 Capital Bond Program; and

WHEREAS, the Project is necessary for the improvement of existing City storm drainage infrastructure that services the Wynnewood area within the City of Dallas, including the Wynnewood Village shopping center; and

WHEREAS, Brixmor Property Group, Inc. is the owner and developer of the Wynnewood Village shopping center (the “Shopping Center”); and

WHEREAS, the Existing Design Plans conflict with the current site configuration of the Shopping Center; and

WHEREAS, Brixmor has procured, at its sole cost and expense, revised design, engineering plans and all necessary design and engineering documents for the Project (collectively, the “Revised Design Plans”); and

WHEREAS, Brixmor desires to donate the Revised Design Plans to the City in return for the timely and cost-efficient construction of the Project; and

WHEREAS, City desires to accept the Design Plans in order to prioritize and expedite procurement and construction of the Project in accordance with the City’s 2017 Capital Bond Program.

April 25, 2018

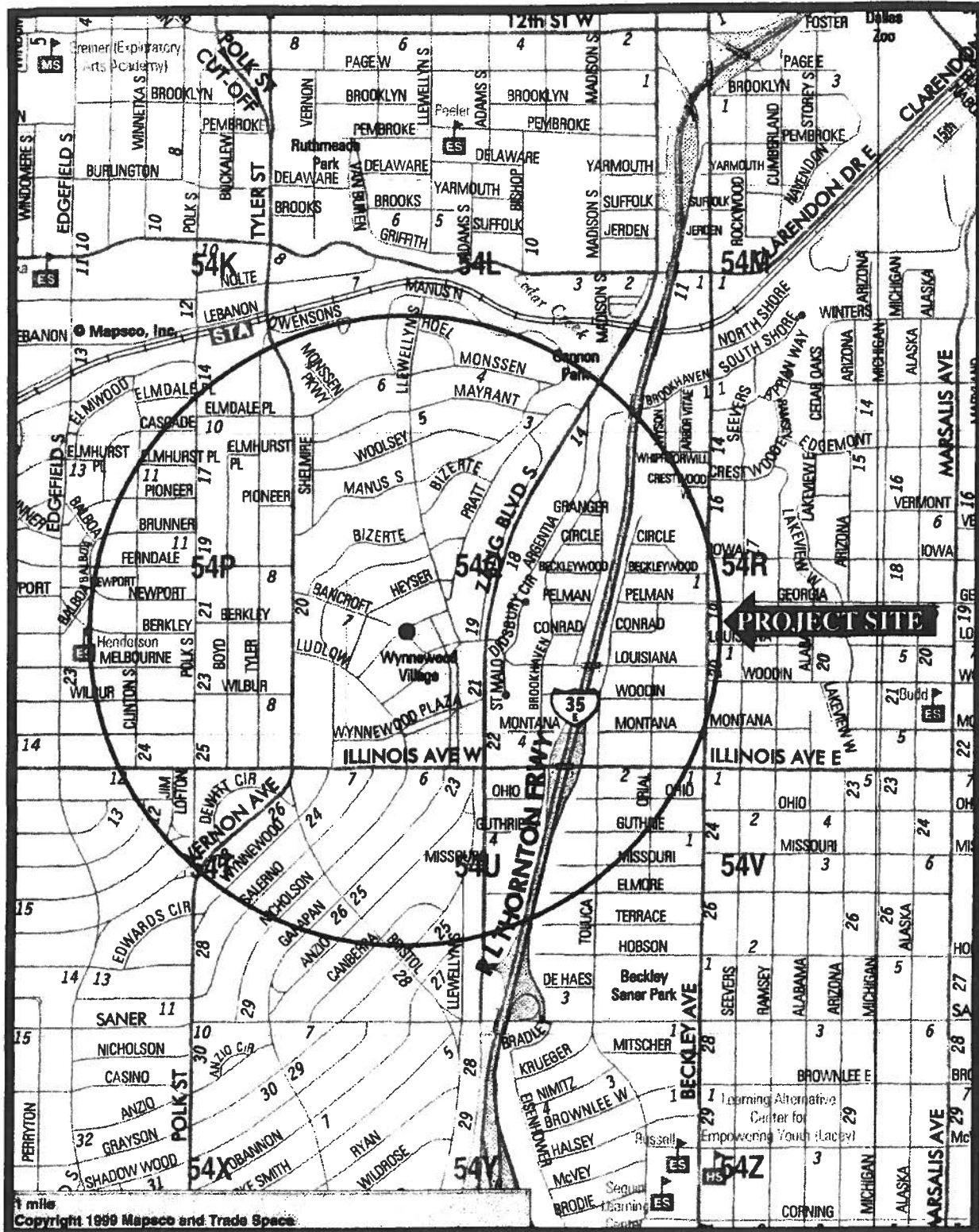
Now, Therefore,

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

SECTION 1. The City Manager is hereby authorized to execute an agreement, approved as to form by the City Attorney, with Brixmor Property Group, Inc. for the donation of revised design plans for the construction of the Wynnewood Drainage Improvements Project.

SECTION 2. That this resolution shall take effective immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

ZANG BLVD. - ILLINOIS AVE. DRAINAGE RELIEF SYSTEM



MAPSCO 54 Q

Memorandum



CITY OF DALLAS

DATE April 17, 2018

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

SUBJECT **Upcoming Agenda Item #31: Amendments to Chapter 5, “Aircraft and Airports” of the Dallas City Code**

On your April 25, 2018 Council Agenda, there will be items requesting authorization to amend Chapter 5, “Aircraft and Airports”, of the Dallas City Code. The amendments pertain to implementing a Customer Facility Charge and a General Aviation Landing Fee at Dallas Love Field.

Ordinance amendments for Customer Facility Charge

This item was last briefed to the Mobility Solutions, Infrastructure and Sustainability Committee on August 28, 2017. At the committee’s direction, the Aviation Department is seeking approval to begin collecting a \$3 per transaction day Customer Facility Charge (CFC). The \$3 per transaction day fee will be collected by rental car companies on behalf of the City from airport customers renting vehicles. The fees collected will be used to complete more analysis to determine the most appropriate locations for a potential Consolidated Rental Car Facility (ConRAC). The potential ConRAC will combine all functional components of rental car operations – vehicle pick up/drop off, car storage, cleaning and fueling - into a single facility. It will aid in reducing roadway traffic through the use of shared shuttle services.

The ordinance amendment expands the definition of rental car companies to capture technologies which includes, but is not limited to, peer to peer and car-sharing businesses that are in direct competition with traditional rental car companies. All rental car companies will be expected to operate from the ConRAC and bear any associated costs. This ordinance is anticipated to go into effect on July 1, 2018. Fees can be used for studies, planning, design and construction costs, traffic impact analysis, site analysis, analysis of the economic viability of the rental car industry, facility management and shuttle operations.

The initial CFC collection rate is set at \$3 per transaction day with a two-year expiration date to complete the analysis of the potential ConRAC sites. Recommendations will be provided to the City Council at the completion of the analysis. At that time, CFC collection may expire with the ordinance or staff may seek Council approval of a new ordinance collecting a CFC at a higher per transaction day rate to aid in funding a ConRAC project.

DATE April 17, 2018
SUBJECT Upcoming Agenda Items: Amendments to Chapter 5, "Aircraft and Airports" of the Dallas City Code

Ordinance amendments General Aviation Landing Fee – Dallas Love Field

This item was briefed to the Mobility Solutions, Infrastructure and Sustainability Committee in October 09, 2017. Aviation Department staff completed its review to determine an appropriate General Aviation (GA) Landing Fee at Dallas Love Field.

The General Aviation Fee will be calculated using the rates and charges model on an annual basis in a similar manner that the Signatory Airlines rate is established. Much of the 14 million square feet of pavement at Love Field is over 30 years old with increasing costs to prevent further deterioration and maintain compliance with Federal Aviation Administration regulations. Currently, all airfield costs (operations and maintenance such as rubber removal, pavement painting, sweeping, crack sealing) are disproportionately charged to commercial air carriers through the Landing Fee.

The Landing Fee Rate is calculated by Annual Airfield Requirement (airfield costs less airfield revenues) divided by the Total Landed Weight of all Signatory Airlines. Commercial Air Carriers currently pay a landing fee of \$2.20 per 1,000 lbs. while GA users pay fuel flow fees only. With the increasing air traffic at Dallas Love Field, the operations and maintenance costs are expected to increase. General Aviation users are not paying their fair share for airfield activity.

For the period of July 2016 – September 2017, approximate GA aircraft activity consisted of:

- GA aircraft landings represented 36% of total number of aircraft landings
- GA aircraft landed weight represented 10% of total aircraft landed weight

It has been our experience that most airfield O & M costs are affected by the volume of aircraft operations regardless of aircraft weight. For example, in an emergency, each GA aircraft landing requires the same airport resources (DFR personnel, airport operations staff, etc.) as provided for commercial air carriers. Therefore, an 80/20 formula was selected to place more weight (80%) on the GA aircraft landing ratio and less weight (20%) on the GA aircraft landed weight ratio. 80% of the weighted ratio is based on GA aircraft landings (36% of total aircraft landings) and the remaining 20% based on GA landed weight (10 % of total aircraft landed weight).

- Share of GA aircraft landings (36%) times 80 percent = 28.8 percent
- Share of GA aircraft landed weight (10%) times 20 percent = 2.0 percent

For example, applying the weighted ratio with the 80/20 formula (30.8 percent) to the total FY 2018 budgeted O & M expenses allocated to Airfield costs would result in a GA Landing Fee of \$5.80.

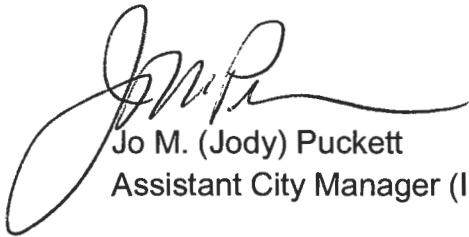
DATE April 17, 2018
SUBJECT Upcoming Agenda Items: Amendments to Chapter 5, "Aircraft and Airports" of the Dallas City Code

Weighted Ratio of Airfield O & M Expenses Allocated to General Aviation

	2018 Budget
Total Airfield O & M Expenses	\$20,175,000
Times Percentages allocated to GA	<u>30.8%</u>
O & M Expenses allocated to GA	\$ 6,213,900
Less: Fuel Flowage Fees	<u>(\$ 1,291,000)</u>
Net Requirement	\$ 4,922,900
Required landing fee rate (per 1,000 pound unit)	\$5.80
Note: Analysis completed by Unison Consulting using data provided by Vector Airport Systems	

Dallas Love Field currently has heavy GA activity compared to most US commercial airports. A landing fee will impact some users at Love Field, however, the city's Dallas Executive Airport does not charge a landing fee and may be an option. This ordinance is anticipated to be effective on July 1, 2018.

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



Jo M. (Jody) Puckett
Assistant City Manager (Interim)

[Attachment]

c: Honorable Mayor and Members of the City Council
T.C. Broadnax, City Manager
Larry Casto, City Attorney
Craig D. Kinton, City Auditor
Billierae Johnson, City Secretary
Daniel F. Solis, 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
M. Elizabeth Reich, Chief Financial Officer
Nadia Chandler Hardy, Chief of Community Services
Raquel Favela, Chief of Economic Development & Neighborhood Services
Theresa O'Donnell, Chief of Resilience
Directors and Assistant Directors

AGENDA ITEM # 31

**STRATEGIC
PRIORITY:**

Mobility Solutions, Infrastructure, and Sustainability

AGENDA DATE:

April 25, 2018

COUNCIL DISTRICT(S):

2

DEPARTMENT:

Department of Aviation

CMO:

Jody Puckett, 670-3390

MAPSCO:

34E

SUBJECT

An ordinance amending Chapter 5, "Aircraft and Airports," of the Dallas City Code by adding Sections 5-31.1 and 5-64; **(1)** adding landing fees at Dallas Love Field for general aviation aircraft; **(2)** adding definitions; **(3)** providing for a customer facility charge ("CFC"); **(4)** providing for the administration and use of the CFC; **(5)** providing a penalty not to exceed \$500; **(6)** providing a saving clause; **(7)** providing a severability clause; and **(8)** providing effective and expiration dates – Financing: No cost consideration to the City

BACKGROUND

This item amends Chapter 5, "Aircraft and Airports", by adding a landing fee for general aviation aircraft and imposing a Customer Facility Charge on airport rental car customers at Dallas Love Field.

Much of the 14 million square feet of pavement at Love Field is over 30 years old with increasing costs to prevent further deterioration and maintain compliance with Federal Aviation Administration regulations. Currently, all airfield costs (operations and maintenance such as rubber removal, pavement painting, sweeping, crack sealing) are disproportionately charged to commercial air carriers through the Landing Fee.

The Commercial Landing Fee is calculated by Annual Airfield Requirement (airfield costs less airfield revenues) divided by the Total Landed Weight of all Signatory Airlines. Commercial Air Carriers currently pay a landing fee of \$2.20 per 1,000 lbs. while General Aviation users pay fuel flow fees only. With the increasing air traffic at Dallas Love Field, the operations and maintenance costs are expected to increase.

BACKGROUND (continued)

The Director of Aviation will determine the General Aviation Landing Fee using an 80/20 formula, with 80% of the fee comprised of Dallas Love Field's operation and maintenance costs attributable to general aviation aircraft landings and 20% of the fee attributable to the general aviation aircraft's landed weight. The fee will vary annually based on the operations and maintenance costs.

Section 5-64 amends the ordinance to begin collecting a (CFC), which is a user fee for those airport customers renting cars at Dallas Love Field.

Since 2014, Dallas Love Field Rental Car operations have been challenged with the lack of operating and vehicle storage space to meet demands; an increase in roadway congestion as a result of rental car companies using individually branded shuttle buses along with the pickup and return of rental cars along Herb Kelleher Way.

A potential solution for these challenges is the construction of a Consolidated Rental Car Facility (ConRAC). A ConRAC facility combines all rental car operations into a single facility. Preliminary data gathered from the on-airport rental car companies indicates that an approximately one million square foot facility and 25 acres of land is needed. Based on this information, five locations in close proximity to the airport have been identified.

Funds collected from the customer facility charge would allow the Department of Aviation to complete the necessary land and traffic studies for these five locations to determine the most appropriate site for a ConRAC, as well as, analyze future needs of the rental car industry at airports. The initial CFC to be collected during the study period is proposed at \$3.00 per transaction day. Once a site has been determined at the end of the study period, the \$3.00 per transaction day fee may be adjusted. This ordinance is set to expire after 24 months at which time a request to extend and/or increase the CFC will be submitted should the completed analysis find doing so warranted.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

The Economic Development Committee was briefed on Rental Car Operations on May 2, 2016.

The Mobility Solutions, Infrastructure and Sustainability Committee was briefed on Customer Facility Charge on August 28, 2017.

The Mobility Solutions, Infrastructure and Sustainability Committee was briefed on General Aviation Landing Fee on October 9, 2017.

The Mobility Solutions, Infrastructure and Sustainability Committee was briefed by memorandum on Chapter 5 Amendments on April 23, 2018.

FISCAL INFORMATION

No cost consideration to the City.

ORDINANCE NO. _____

An ordinance amending Chapter 5, "Aircraft and Airports," of the Dallas City Code by adding Sections 5-31.1 and 5-64; adding landing fees at Dallas Love Field for general aviation aircraft; adding definitions; providing for a customer facility charge ("CFC"); providing for the administration and use of the CFC; providing a penalty not to exceed \$500; providing a saving clause; providing a severability clause; and providing effective and expiration dates.

WHEREAS, Dallas Love Field continues to serve more and more air carrier passengers and as a result, there is increased roadway and terminal congestion at the airport, including from air carrier passengers utilizing rental car services;

WHEREAS, consistent with its statement of policy in Section 5-57 of Chapter 5 of the Dallas City Code, the city seeks to study and implement ideas that will control traffic congestion, protect the public health and safety, preserve the airport infrastructure, and provide beneficial and convenient ground transportation services to air carrier passengers and other users at the airport;

WHEREAS, the customer facility charge will enable the city to study and implement those ideas at the airport; NOW, THEREFORE,

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

SECTION 1. That Article I, "In General," of Chapter 5, "Aircraft and Airports," of the Dallas City Code is amended by adding a new Section 5-31.1, "Landing Fees Charged for General Aviation Aircraft at Dallas Love Field," to read as follows:

**"SEC. 5-31.1 LANDING FEES CHARGED FOR GENERAL AVIATION
 AIRCRAFT AT DALLAS LOVE FIELD.**

(a) In this chapter, GENERAL AVIATION AIRCRAFT means an aircraft that is not a commercial aircraft, as defined in this chapter, on scheduled or non-scheduled flights.

(b) Fees in this section must be paid by owners or operators of all general aviation aircraft landing at Dallas Love Field or using Dallas Love Field's facilities for landing aircraft.

(c) An owner or operator of a general aviation aircraft that has executed an airport use and lease agreement shall pay fees, including landing fees, to the city in accordance with that agreement.

(d) For each scheduled or non-scheduled landing, an owner or operator of a general aviation aircraft who has not executed an airport use and lease agreement shall pay to the city a fee per 1,000 pounds of certified gross landing weight. The director of aviation shall determine the fee using an 80/20 formula, with 80% of the fee comprised of Dallas Love Field's operation and maintenance costs attributable to general aviation aircraft landings and 20% of the fee attributable to the general aviation aircraft's landed weight. The director of aviation shall, on an annual basis, review the fee and make a recommendation to the city council if the director of aviation determines the fee formula should be amended.

(e) An owner or operator of a general aviation aircraft shall transmit the fees required by this section to the director of aviation in a timely manner."

SECTION 2. That Article II, "Ground Transportation Services at Love Field Airport," of Chapter 5, "Aircraft and Airports," of the Dallas City Code is amended by adding a new Section 5-64 to read as follows:

"SEC. 5-64. CUSTOMER FACILITY CHARGE.

(a) Definitions. In this section:

(1) AIRPORT CUSTOMER means a person who arrives at the airport and who enters into an agreement either (A) directly with an airport rental car company; or (B) with a third party, if that agreement with the third party was facilitated, arranged, or otherwise coordinated by an airport rental car company. A person qualifies as an airport customer regardless of whether the person receives the car at the airport, future ConRAC location, or at an off-airport location.

(2) AIRPORT RENTAL CAR COMPANY means both an off-airport rental car company and an on-airport rental car company.

(3) CFC means customer facility charge and is a user fee imposed on a transactional basis. The CFC does not constitute income, revenue, or assets of the airport rental car company, and is, at all times, property of the city.

(4) COMMON TRANSPORTATION SYSTEM means a shared shuttle system dedicated solely to the transportation of airport customers between the passenger terminals and the ConRAC.

(5) ConRAC means a consolidated rental car facility.

(6) OFF-AIRPORT RENTAL CAR COMPANY means a person who provides

car rental services, including, but not limited to, peer-to-peer car rental services, and picks up, arranges, coordinates, or is an intermediary for the pick-up of the customer from the airport. An off-airport rental car company does not include an on-airport rental car company.

(7) **ON-AIRPORT RENTAL CAR COMPANY** means a person who is a party to a concession contract with city to provide car rental services.

(8) **TRANSACTION DAY** means a 24-hour period, or fraction thereof, that is subject to an agreement to which an airport customer is a party.

(b) CFC amount. An airport customer shall pay a CFC of \$3.00 per transaction day.

(c) Director's power and duties.

(1) The director is authorized to implement and administer the CFC consistent with the policy of this article.

(2) The director may deem an airport rental car company that fails to comply with this section in default, and recommend termination to the city council, of any agreement related to car rental services that the airport rental car company has with the city, regardless of whether the agreement incorporates this section.

(d) Airport rental car company's duties. The airport rental car company shall:

(1) charge and collect from each airport customer the total amount of the CFC due under the airport rental car company contract at the time the final number of transaction days are determined and shall list the CFC separately on the invoice, describing it as a "Customer Facility Charge";

(2) remit the total amount of the CFC along with supporting documentation in a format acceptable to the director by the following deadlines:

(A) for an off-airport rental car company, the CFC shall be remitted directly to the city monthly, and not later than the 15th day of the month following the month in which the CFC was invoiced to the airport customer;

(B) for an on-airport rental car company, the CFC shall be remitted pursuant to the terms of its concession contract with the city; and

(3) maintain adequate records that account for the CFC charged to its customers and collected for the city, in accordance with generally accepted accounting principles, and make the records available to the city upon request of the director.

(e) Use of CFC. The city may use the CFC to pay costs associated with studying, planning, designing, managing projects, and purchasing and improving property related to the development of a ConRAC and other rental car facilities for airport rental car companies. The

CFC may also be used to analyze the operational, physical, and financial feasibility of developing the ConRAC and other rental car facilities for airport rental car companies as well as for leasing property, construction costs, and common use transportation systems.

(f) Expiration. This section expires on July 1, 2020.”

SECTION 3. That, unless specifically provided otherwise by this ordinance or by state law, a person violating a provision of this ordinance is, upon conviction, punishable by a fine not to exceed \$500.

SECTION 4. That Chapter 5 of the Dallas City Code shall remain in full force and effect, save and except as amended by this ordinance.

SECTION 5. That the terms and provisions of this ordinance are severable and are governed by Section 1-4 of Chapter 1 of the Dallas City Code, as amended.

SECTION 6. That any act done or right vested or accrued, or any proceeding, suit, or prosecution had or commenced in any action before the amendment or repeal of any ordinance, or part thereof, shall not be affected or impaired by amendment or repeal of any ordinance, or part thereof, and shall be treated as still remaining in full force and effect for all intents and purposes as if the amended or repealed ordinance, or part thereof, had remained in force.

SECTION 7. That this ordinance shall take effect on July 1, 2018, and it is accordingly so ordained.

APPROVED AS TO FORM:

LARRY E. CASTO, City Attorney

By _____
Assistant City Attorney

Passed _____