

# Memorandum



CITY OF DALLAS

DATE October 25, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT **Taking Care of Business – October 24, 2019**

## Updated Items

### [Encampment Resolution Schedule – October 22, 2019 & October 29, 2019](#)

The Office of Homeless Solutions (OHS) scheduled the following sites for homeless encampment resolution:

October 22, 2019	October 29, 2019
<ul style="list-style-type: none"><li>• 1584 North Hampton Road (District 6)</li><li>• 2136 Miguel Martinez Way (District 14)</li><li>• North Stemmons Freeway SB &amp; Inwood Road, 75247 (District 6)</li><li>• Ross Avenue &amp; North Central Expressway (District 14)</li><li>• 2735 North Hampton Road (District 6)</li><li>• 2102 North Field Street (District 14)</li></ul>	<ul style="list-style-type: none"><li>• 4900 East RL Thornton Freeway/Barry at Munger (District 2)</li><li>• 7100 East Grand Avenue (District 2)</li><li>• 700 Fletcher Street (District 2)</li><li>• 673 Houston Street viaduct (District 2)</li><li>• 180 West Clarendon Drive (District 1)</li><li>• Marvin D Love Freeway southbound at South Polk Street (District 4)</li></ul>

OHS Street Outreach team will continue to engage with homeless individuals to provide notice of clean-up and connect to resources and shelter. OHS Community Mobilization staff are meeting with stakeholders to determine long-term sustainability of encampment sites and will provide periodic updates. Should you have any questions or concerns, please contact Nadia Chandler Hardy, Assistant City Manager, or Monica Hardman, Director of Office of Homeless Solutions.

### [Census 2020 Training](#)

On Tuesday, October 29, 2019, City Census Staff will host a citywide Census 2020 training in the City Hall Auditorium, L1FN at 2 p.m. City staff is encouraged to attend to learn more about the Census, how to get the message out to residents, and how the City and each department is going to be involved in assisting in outreach and awareness. Staff is asking that each City Councilmember and all City departments send a representative to attend the one-hour training. Should you have any questions, concerns, or would like to sign up, please contact Brett Wilkinson, Director for the Office of Strategic Partnerships and Government.

### [Census 2020 Summit-Save the Date](#)

On Thursday, November 7, 2019 from 9-11 a.m., Mayor Eric Johnson, on behalf of the Mayor's Complete Count Committee, is hosting a Census 2020 Summit featuring Congresswoman Eddie Bernice Johnson at Crozier Hall. The Summit is designed to raise awareness about the Census and participants will be divided up into sectors. Census experts will be assigned to each sector group and will explain the importance of the census, why partnerships are important, and how they can get involved. The event will conclude with a news conference and all City Councilmembers are encouraged to attend or to send a representative from your office. Should

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you have any questions or concerns, please contact Brett Wilkinson, Director for the Office of Strategic Partnerships and Government.

#### [Diversity Month Celebration](#)

The City of Dallas concluded the celebration of Diversity Month by hosting a Global Bazaar and Employee Fashion Show on Thursday, October 24 in the lobby of City Hall. The Office of Welcoming Communities and Immigrant Affairs, Office of Equity, and the Office of Fair Housing and Human Rights partnered with community vendors to showcase diverse food, fashion, and culture from around the globe. Should you have any questions or concerns, please contact Nina Arias, Director of Human Resources.

#### [Domestic Violence Awareness Month Events](#)

On Monday, October 28, there will be a panel discussion for all employees to attend in the main lobby from 12:00-1:30pm about the topic, “Domestic Violence and the Role of Guns”. Expert panelists include U.S. Attorney Erin Nealy Cox, Assistant District Attorney Jerry Varney, and SMU Professor Natalie Nanas. There will be a buffet lunch after the discussion. Should you have any questions or concerns, please contact please contact Nina Arias, Director of Human Resources.

#### [RIGHT Care Program receives ICMA Local Government Excellence Award](#)

On October 23, 2019, the RIGHT Care program received the ICMA Local Government Excellence Award in the Community Health and Safety category at the annual International City/County Management Association (ICMA) conference in Nashville, TN. Award recipients must demonstrate innovation, excellence, and success in the community’s safety, health and/or wellness, including enhancing the quality of life for disadvantaged populations. The RIGHT Care Program is being piloted in the South-Central Patrol division and provides behavioral health service to our residents through an integrated team of a Dallas Police Officer, Fire-Rescue Medic and a Parkland Clinician. As a component of being selected as an award recipient, the City has produced a short overview of the program. You can download the video [here](#) or find it on the ICMA YouTube Channel shortly before the conference. If you have any questions, please contact Jon Fortune, Assistant City Manager.

#### **New Items**

##### [October 20, 2019 Tornado Storm Information](#)

Staff is continuing to work diligently to provide and restore resources to those who have been impacted by the storm that occurred Sunday night. As staff continue to provide updates, please see resource links below:

- [Tornado Storm Updates](#)
- [Resources for Residents Affected](#)
- [Volunteers Sign Up](#)
- FAQ’s have been added to the website in both [English](#) and [Spanish](#)
- [Early Voting Polling Locations Affected by Storm Damage](#)
- [Help After the Storm from Texas Department of Insurance](#)
- Donations to the Red Cross can be made [here](#) and donations to the City of Dallas Emergency Relief Fund [here](#)
- Facebook Live Q & A [here](#)

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Anyone interested in donating food for first responders or volunteering as a formal group, please contact Carrie Prysock. Should you have any questions or concerns, please contact Rocky Vaz, Director of the Office of Emergency Management.

#### [Bulk and Brush Suspended Due to Storm Recovery Efforts](#)

**Sanitation Services is suspending all brush and bulk trash collection beginning with Week 4 collection routes due to efforts focused on storm damage.** Residents who were not impacted by the October 20 storm should not place any bulk or brush items out. The collection map may be referenced [here](#). Sanitation Transfer Stations are open for residents to drop off any bulk, brush, or storm debris and locations can be found [here](#). Week 4 brush and bulk collection is currently expected to resume regular schedules in November. Sanitation Services are working as quickly as possible to clear areas of debris. Should you have any questions or concerns, please contact Joey Zapata, Assistant City Manager.

#### [WIC Relocation](#)

The City of Dallas Women, Infants, and Children (WIC) program is opening a new clinic at the former Highland Hills library facility on November 11, 2019. The location replaces the recently closed Lancaster location and is part of the WIC program strategy to locate services in communities where there are large numbers of eligible families. Since the closing of the Lancaster site in September, WIC has continued services and operations using a pop-up clinic model. Clients may schedule appointments at the new WIC Highland Hills clinic, or at any other Dallas County WIC clinic, by calling 214-670-7200. Should you have any questions or concerns, please contact Nadia Chandler-Hardy, Assistant City Manager and Jessica Galleshaw, Director of the Office of Community Care.

#### [Kay Bailey Hutchison Convention Center \(KBHCCD\) Master Plan](#)

On June 11, 2019, the Convention Center Master Plan initiative was launched through Convention and Event Services (CES) with a steering committee comprised of City executive leadership, department directors, and community partners. The Initiative spans an approximate 1.5-mile target area that stretches from the Eddie Bernice Johnson Union Station to Farmers Market. The goal of the ten-year master plan is to create and foster continuity of development in the area surrounding the KBHCCD by addressing issues of walkability, safety, gaps in retail and restaurant options, and transportation. Once completed, the plan will incorporate renovation of the convention center, connectivity to new transportation options, and potential increases in hotel room options and collaboration with surrounding developers. A dual Request for Qualifications (RFQ) and Request for Proposals (RFP) process was initiated on October 10, 2019. A pre-conference and tour with potential respondents took place on October 22 and RFQ submissions are due November 7. CES, Planning and Urban Design, and Transportation will be working with the Office of Procurement Services to develop a short-list from the RFQ evaluations to proceed to the RFP phase. Should you have any questions or concerns, please contact Joey Zapata, Assistant City Manager.

#### [Community Development Tour-Save the Date](#)

The Community Development Commission will host their annual Community Tour on Saturday, November 16, 2019. This year's tour will focus on workforce development initiatives at the Austin Street Shelter and CitySquare Opportunity Center. The Commission will also see homes that received CDBG and HOME funds through the Dallas Homebuyer Assistance Program. Additional

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tour information, including the agenda, will be provided at a later date. Should you have any questions or concerns, please contact Chan Williams, Assistant Director in the Office of Budget.

#### [Home Improvement & Revitalization Program Opening](#)

The Department of Housing and Neighborhood Revitalization's Home Improvement & Preservation Program (HIPP) is scheduled to open in November. A series of orientation workshops are scheduled for the week of October 28, 2019. The workshops will discuss how the retooled program works, what documents are required for a successful application, and program deadlines. A major change this year is the application process being completed online. Please see attached flyers for orientation dates and locations. Should you have any questions or concerns, please contact Michael Mendoza, Chief of Economic Development and Neighborhood Services.

#### [Charitable Giving Campaign](#)

On Tuesday, October 22, 2019 the Human Resources Department launched the 2020 Dallas Charitable Giving Campaign for City employees. This year, employees will have over 100 charities to review, all of which support our community directly and indirectly. On Friday, November 1, 2019, the Dallas Charitable Giving Campaign will host a Charity Meet & Greet Fair in the lobby of City Hall from 11:00am to 2:00pm. The fair will provide employees an opportunity to meet with charity organization representatives, learn about the mission, vision, and values of participating organizations, and determine their giving level. Should you have any questions or concerns, please contact Nina Arias, Director of Human Resources.

#### [Dirk Nowitzki Street Naming Ceremony](#)

On Wednesday, October 30, 2019, the City of Dallas will rename a portion of Olive Street to "Nowitzki Way". The City is partnering with the Dallas Mavericks organization and the Dirk Nowitzki Foundation to honor Mr. Nowitzki in a special ceremony and sign unveiling onsite near the American Airlines Center. Leadership from the Dallas Mavericks Organization will be included in the program along with area elected officials. The event will be open to the public but persons accessing secure areas will be required to have designated credentials. Prior to the event, you will receive detailed instructions from staff if you're planning to attend the event. Should you have any questions, please contact Kimberly Tolbert, Chief of Staff to the City Manager or Carrie Rogers, Director of the Mayor and City Council Office.

#### [National Animal Control Association Board Appointment](#)

Ed Jamison, the Director of Dallas Animal Services (DAS), has been appointed to the National Animal Control Association Board as well as the President of Texas Unites, a statewide animal welfare continuing education organization. These appointments confirm DAS' commitment as an industry leader in crafting innovative, lifesaving solutions. Please join me in congratulating Ed Jamison on these notable achievements and his ongoing commitment to positioning Dallas as a leader in shaping the future of animal welfare in Texas and the nation. Should you have any questions, please contact Nadia Chandler-Hardy, Assistant City Manager.

#### [Media Inquiries](#)

As of October 22, 2019, the City has received media requests from various news outlets regarding the following topics:

- Stunt Drivers Shut Down Woodall Rodgers

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- Local Restaurant Caught Conducting Illegal Burns
- Fire Inspectors Monitoring Large Trump Rally Crowds
- Man Burned in Oak Lawn Area House Fire
- Tornado Touches Down in Northwest Dallas
- President Trump's Visit
- Dangerous Dogs
- Regulations on Commercial Construction

Please see the attached document compiling information provided to the media outlets for the October 13-22, 2019 for your reference. Should you have any questions or concerns, please contact Kimberly Bizzor Tolbert, Chief of Staff.



T.C. Broadnax  
City Manager

c: Chris Caso, City Attorney (Interim)  
Mark Swann, City Auditor  
Biliera Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Kimberly Bizzor Tolbert, Chief of Staff to the City Manager  
Majed A. Al-Ghafry, Assistant City Manager  
Jon Fortune, Assistant City Manager

Joey Zapata, Assistant City Manager  
Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer  
Michael Mendoza, Chief of Economic Development and Neighborhood Services  
M. Elizabeth Reich, Chief Financial Officer  
Laila Alequresh, Chief Innovation Officer  
M. Elizabeth Cedillo-Pereira, Chief of Equity and Inclusion  
Directors and Assistant Directors

**Public Affairs & Outreach  
Media Requests  
October 14 – October 22**

**Date:** October 14

**Topic:** Request for interview – Number of dogs deemed dangerous.

**Summary of Statement:** On October 15, CBS did an interview with Ann, a Field Manager III to discuss dangerous dogs. The interview is scheduled to be posted in late October.

**Department:** Dallas Animal Services (DAS)

**Media Entity:** Alanna Autler, Investigative Reporter, CBS 11

**Date:** October 16

**Topic:** Requirements for inspections of large commercial construction projects.

**Summary of Statement:** The City does have regulations regarding inspections for commercial structures. They can be found [here](#), Chapter 52 of the Dallas City Code.

**Department:** Sustainable Development and Construction

**Media Entity:** Cody Lillich, Investigative Producer, FOX 8

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**Date:** October 16

**Topic:** Cost of President Trump Visit

**Summary of Statement:** The City of Dallas doesn't charge heads of state for the security measures necessary to accommodate their visits

**Department:**

**Media Entity:** Teresa Woodard, News Reporter, ABC 8

**Date:** October 18

**Topic:** Cost of President Trump Visit – Confirm the total expense.

**Summary of Statement:** The total expenses to be approximately \$170,000. For a specific breakdown, we suggested that they file an open records request.

**Department:**

**Media Entity:** Lori Brown, Reporter, FOX 4

**Dallas Fire-Rescue Department  
Media Requests: October 14 - 20, 2019**

**Tuesday, October 15<sup>th</sup>: CBS 11 (Andrea Lucia)** - Do you know if DFR's response times are ever affected by... stunt drivers, I guess I'll call them ... shutting down the highways? You can see it in this [video](#) starting at 5 minutes, 20 seconds in... Or in this Facebook [post](#)...

**City Response** - I don't know that the responding companies would know the cause of the delay unless the perpetrators hung around until first responders got there. I would imagine they'd flee before that though. Additionally, there's no tracking mechanism we employ that could identify an answer to that question for you. I imagine if we were responding under the circumstances depicted in that video, there would be an associated delay however.

**Wednesday, October 16<sup>th</sup>: Univision 23 (Andrea Aguirre-Alvarado)** - Good afternoon, A Dallas resident is complaining about restaurant workers burning boxes every day at this address:  
IRENES RESTAURANT

3309 Birmingham Avenue 75215 Dallas Texas

I am attaching a video. In the video unfortunately we cannot see what's inside that metal can, but according to a neighbor they do this everyday, and the process lasts a few hours. He says what they are burning is boxes from the packed food that comes to their restaurant. Is this legal, and if not, which are the penalties?

**City Response** - According to the Fire Marshal, it is illegal to perform an open burn, burning trash/other various items in the city, as shown in the video clip. There are only a very limited set of circumstances that any burning would be permitted. Corrective measures/penalties could include anything from verbal warning, education, up to a class C misdemeanor citation, depending on the situation.

DFR will visit the location to investigate.

**Follow-up revealed the following:**

Just an update on the address you asked us to go to yesterday about the open burning. We went again today (Thursday, October 17<sup>th</sup>) while it was still light out and they were in fact burning some rubbish in a metal bin in the back of the business. We spoke with the owner of the business and educated her on the city ordinances and Dallas Fire code regarding open burning. We did not

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write a citation due to the area we were in and lack of DPD cover but let her know that we will be monitoring the business from here on out. She was very compliant, her last annual was done in September 2018 by Blair Bullard. A request for daytime to go out and conduct her annual for 2019 has been created.

**Friday, October 18<sup>th</sup>: CBS 11 (Jack Fink)** - What was the final count of people inside the American Airlines Center for President Trump's rally last night and what was the crowd estimate outside the AAC during the rally?

**City Response** - The number calculated by DFR and the AAC was 18,500, within the capacity of the AAC. You'll need to reach out to the AAC for outside figures.

**Saturday, October 19<sup>th</sup>: Fox 4 News (Steven Young)** - Was there a burn patient transported from this fire? Any details available on what happened?

**City Response** - At 14:05 Dallas Fire-Rescue responded to a 911 call for a structure fire at a home, located at the 4400 block of North Hall Street, near Lemmon Avenue and the Dallas North Tollway. Firefighters arrived at the one-story residence to find smoke coming from the attic. Using hand-lines, firefighters conducted a quick offensive attack on the fire, which was found in a bedroom, and extinguished it in less than half an hour. While inside, firefighters also found an unresponsive, wheelchair-bound, man in the kitchen. He was immediately removed from the house where medics were waiting to begin life-saving measures before transporting him to a local hospital where he remains in undisclosed condition. The man reportedly lived in the house with his adult sister, but she was not home when the fire began. According to investigators, the man appeared to be attempting to extinguish the fire himself as firefighters found him with a water bucket. The flames spread from the bedroom into the attic space before firefighters were able to extinguish it. Though investigators know where the fire began, they have yet to determine exactly what caused it. Therefore, the cause of the fire is undetermined.

**Sunday, October 20<sup>th</sup>: The following was sent to all the local media outlets, as well as national ones that asked.**

**DFR Response to October 20<sup>th</sup> Storms**

**Dallas:** Dallas Fire-Rescue along with other departments in the City of Dallas are in the process of assessing damage from the radar-confirmed tornado that struck Northwest Dallas, on Sunday, October 20<sup>th</sup>, at approximately 9:00 p.m.

Initial responses included everything from power lines down, to fallen trees to people being injured inside of their homes by broken glass. Most of the damage is limited to the area bordered, from North to South, by Royal Lane to Northwest Highway; and East to West, by Interstate 75 and Harry Hines Boulevard. As it currently stands, there have been no reports of any fatalities or serious injuries, and only three people have been taken to local hospitals for evaluation of non-life-threatening injuries.

Search teams worked, for approximately 6 hours, conducting primary assessments on all the structures they could access. Unfortunately search efforts were hampered by limited access and lack of proper lighting. A second set of teams will resume search efforts when daylight provides the needed visibility.

Among the many structures which sustained damage from the storm, DFR fire station 41 was left uninhabitable after the roof, and other parts of the structure, was mostly removed by the high winds. Despite the amount of damage however, none of the firefighters inside were injured.





CITY OF DALLAS

# HOME IMPROVEMENT & PRESERVATION PROGRAM

# ORIENTATION MEETING

Learn about the all-new HIPP program and application process in an upcoming orientation meeting. HIPP is provided by the City of Dallas to help homeowners get the help they need to repair their homes. Attend any of the sessions listed below.

<p><b>OCT. 28</b>  <b>10 a.m. to 12 p.m.</b>            Kidd Springs Rec. Ctr.            711 W Canty St.</p>	<p><b>OCT. 28</b>  <b>10 a.m. to 12 p.m.</b>  <b>6 to 8 p.m.</b>  <i>2 Sessions</i>            Beckley-Saner Rec. Ctr            114 W Hobson Ave.</p>	<p><b>OCT. 28</b>  <b>10 a.m. to 12 p.m.</b>  <b>6 to 8 p.m.</b>  <i>2 Sessions</i>            Willie B. Johnson Rec. Ctr.            12225 Willowdell Dr.</p>
<p><b>OCT. 29</b>  <b>10 a.m. to 12 p.m.</b>  <b>6 to 8 p.m.</b>  <i>2 Sessions</i>            Thurgood Marshall Rec. Ctr.            5150 Mark Trail Way</p>	<p><b>OCT. 29</b>  <b>10 a.m. to 12 p.m.</b>  <b>6 to 8 p.m.</b>  <i>2 Sessions</i>            Martin Luther King Jr. Comm. Ctr.  <i>Activity Room B, Administration Bldg.</i>            2922 Martin Luther Jr. Blvd</p>	<p><b>OCT. 30</b>  <b>6 to 8 p.m.</b>            Anita Martinez Rec. Ctr.            3212 N Winnetka Ave.</p>
<p><b>OCT. 30</b>  <b>10 a.m. to 12 p.m.</b>  <b>6 to 8 p.m.</b>  <i>2 Sessions</i>            Fireside Rec. Ctr.            8601 Fireside Dr.</p>	<p><b>OCT. 30</b>  <b>10 a.m. to 12 p.m.</b>            Arlington Park; Large Room            1505 Record Crossing Rd</p>	<p><b>OCT. 31</b>  <b>10 a.m. to 12 p.m.</b>            Churchill Rec. Ctr.            6906 Churchill Way</p>
<p><b>OCT. 31</b>  <b>10 a.m. to 12 p.m.</b>            Salvation Army            8341 Elam</p>	<p><b>NOV. 1</b>  <b>10 a.m. to 12 p.m.</b>            Dallas City Hall            1500 Marilla St.,            L1 auditorium</p>	 <p>City of Dallas</p>

**For more information:**  
**HIPP@dallascityhall.com | 214-670-3644**





CIUDAD DE DALLAS  
**PROGRAMA DE REPARACION Y  
PRESERVACION DE VIVIENDA**

# REUNIÓN DE ORIENTACIÓN

Aprenda todo acerca del Programa de Reparación y Preservación de Vivienda (HIPP) incluyendo el nuevo proceso de aplicación en las próximas orientaciones. (HIPP) es proveído por Dallas para asistir a dueños de vivienda que necesitan ayuda en reparaciones.

Participe en una de las sesiones de la lista siguiente.

<p><b>OCT. 28</b> 10 a.m. to 12 p.m. Kidd Springs Rec. Ctr. 711 W Canty St.</p>	<p><b>OCT. 28</b> 10 a.m. to 12 p.m. 6 to 8 p.m. 2 Sessions Beckley-Saner Rec. Ctr. 114 W Hobson Ave.</p>	<p><b>OCT. 28</b> 10 a.m. to 12 p.m. 6 to 8 p.m. Willie B. Johnson Rec. Ctr. 12225 Willowdell Dr.</p>
<p><b>OCT. 29</b> 10 a.m. to 12 p.m. 6 to 8 p.m. Thurgood Marshall Rec. Ctr. 5150 Mark Trail Way</p>	<p><b>OCT. 29</b> 10 a.m. to 12 p.m. 6 to 8 p.m. Martin Luther King Jr. Comm. Ctr. Activity Room B, Administration Bldg. 2922 Martin Luther King Jr Blvd</p>	<p><b>OCT. 30</b> 6 to 8 p.m. Anita Martinez Rec. Ctr. 3212 N Winnetka Ave.</p>
<p><b>OCT. 30</b> 10 a.m. to 12 p.m. 6 to 8 p.m. Fireside Rec. Ctr. 8601 Fireside Dr.</p>	<p><b>OCT. 30</b> 10 a.m. to 12 p.m. Arlington Park; Large Room 1505 Record Crossing Rd</p>	<p><b>OCT. 31</b> 10 a.m. to 12 p.m. Churchill Rec. Ctr. 6906 Churchill Way</p>
<p><b>OCT. 31</b> 10 a.m. to 12 p.m. Salvation Army 8341 Elam</p>	<p><b>NOV. 1</b> 10 a.m. to 12 p.m. Dallas City Hall 1500 Marilla St., L1 auditorium</p>	 <p>City of Dallas</p>

Para más información:  
[HIPP@dallascityhall.com](mailto:HIPP@dallascityhall.com) | 214-670-3644

# Memorandum



CITY OF DALLAS

DATE October 25, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT **Bridge Shelter Service Contract – Financial Information Request**

At the Wednesday, September 25, 2019 City Council meeting, Deputy Mayor Pro Tem McGough requested staff provide a breakdown of sheltered persons by program and City contribution on each program for The Bridge. Currently, the Homeless Management Information System (HMIS) utilized by the City and service providers reports that 3,737 total individuals were housed as of May 2019. Of the total individuals housed, 94.27 percent or 3,523 individuals have remained housed for a minimum of six months.

Staff have provided a breakdown of the allocation of sheltered persons by program and contributions from the City for each program from October 2018 – August 2019 sourced directly from The Bridge.

Program	Administered by	Funding Source	Funds Received	# of Individuals Served (YTD)
Shelter	COD	COD General Fund	\$3,391,666	Day Shelter: 6,359 Night Shelter: 2,217
Shelter	COD	Emergency Shelter Grant	\$126,565	
Shelter	TDHCA	Emergency Shelter Grant	\$19,535	
Shelter	COD	Dallas County	\$916,667	
Homeless Housing & Services Program	COD	TDHCA	\$837,283	676
Pay to Stay	COD	COD General Fund	\$192,638	729
Healthy Community Collaborative	COD	TDSHS	\$504,201	509
Food/ Shelter	United Way	FEMA	\$55,000	
<b>Total</b>			<b>\$6,043,555</b>	<b>10,490</b>

In addition to funds received from the City (through the Management Services Agreement or through competitive procurement process), The Bridge also received a contribution of approximately \$1.4M from private fundraising.

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SUBJECT **Bridge Shelter Service Contract – Financial Information Request**

Should you have any additional questions or concerns, please contact myself or Monica Hardman, Director of Office of Homeless Solutions.



Nadia Chandler Hardy  
Assistant City Manager

c: T.C. Broadnax, City Manager  
Chris Caso, City Attorney (Interim)  
Mark Swann, City Auditor  
Biliera Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Kimberly Bizer Tolbert, Chief of Staff to the City Manager  
Majed A. Al-Ghafry, Assistant City Manager  
Jon Fortune, Assistant City Manager

Joey Zapata, Assistant City Manager  
Michael Mendoza, Chief of Economic Development and Neighborhood Services  
M. Elizabeth Reich, Chief Financial Officer  
Laila Aleqresh, Chief Innovation Officer  
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion  
Directors and Assistant Directors

# Memorandum



CITY OF DALLAS

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TO Honorable Mayor and Members of the City Council

SUBJECT **Staff Response to City Council Questions from October 23, 2019 City Council Meeting**

On Wednesday, October 23, 2019, City Council authorized three one-year service contracts with two one-year renewal options for the Overcoming Barriers to Work program. The Overcoming Barriers to Work program is funded by Community Development Block Grant (CDBG) funding. This memo is to provide additional information about the proposals submitted, and how they were processed and scored.

## **Background**

On January 9, 2019, City Council authorized initial support of the new Five-Year Consolidated Plan, covering the period of FY2019-20 through FY2023-24 for the four U.S. Department of Housing and Urban Development grant funds, which included the recommended strategic approach for the utilization of CDBG Public Service funding to address drivers of poverty, with a focus on reducing and/or eliminating barriers to work.

In preparation for the FY2019-20 Consolidated Plan Budget, the Office of Community Care worked with the Office of Budget to develop recommended programming parameters for the Overcoming Barriers to Work funding for presentation to and feedback from the Community Development Commission. On June 12, 2019, City Council adopted the new Five-Year Consolidated Plan, covering the period of FY2019-20 through FY2023-24, and FY2019-20 HUD Consolidated Plan Budget, which includes \$153,868 for the Overcoming Barriers to Work program.

The Office of Community Care developed a Request for Proposals (RFP – attached) with insight from the Community Development Commission and working with the Office of Economic Development. The RFP was advertised on July 15 through July 22, 2019 and a pre-proposal conference was hosted on July 23, 2019, which had 10 external attendees representing 8 organizations. There were 1,200 downloaded notices for the RFP and 50 document takers. The due date for written questions was July 26, 2019. The due date for proposals was August 1, 2019. A total of 8 proposals were submitted.

## **Scope of RFP and Services Sought**

Proposals were sought for services that enable clients to participate in job training, career development, and job seeking programs by helping them overcome barriers (such as lack of transportation and access to childcare services) to participation in these programs. Supported projects should clearly articulate the potential barriers faced by clients in accessing programming and identify how the proposed services minimize or eliminate identified barriers. All programs were required to demonstrate that they will 1) provide supportive and referral services for individuals participating in job training/career

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development programs and 2) engage in client outreach and partnership with job training/career development programs. Priority consideration was given to services targeting client populations identified in the Drivers of Poverty Report, including individuals residing in neighborhoods of concentrated Poverty, single female heads of household, families with children living in poverty, individuals with Limited English Proficiency, and/or teen parents. Proposers were invited to submit requests of \$25,000 up to \$100,000 as recommended by the Community Development Commission.

**Proposal Scoring**

The proposals were scored by an evaluation committee comprised of staff from the Office of Community Care, Office of Resilience, and Office of Welcoming Communities and Immigrant Affairs staff members who are involved in the internal planning team for the development of a consolidated approach to Workforce Development programming. Scoring was completed in the City’s Bonfire procurement system. Scoring criteria and point allocation is included on pages 12-20 of the RFP. Programs were scored on a scale of 135 total points, with 15 of those points allocated for Business Inclusion and Development plan. Proposers scores are as follows:

<b>Proposer</b>	<b>Score (Out of 135)</b>
<b>International Rescue Committee</b>	123.75
<b>Open Arms Inc./dba Bryan's House</b>	122.58
<b>The Salvation Army</b>	121.75
<b>Citizens Development Center dba Achieve</b>	121.25
<b>Community Council of Greater Dallas</b>	112.42
<b>Southern Link Dallas Inc.</b>	36.33
<b>Zeena Ventures, LLC</b>	31.83
<b>Eaglin Team Administrative Solutions</b>	6.5

**Summary of Overcoming Barriers to Work Proposals**

*\*Denotes funded program*

*International Rescue Committee\** – 123.75 average score (of 135 total points)  
Awarded Amount: \$76,844  
Requested Amount: \$76,883

DATE October 25, 2019

SUBJECT **Staff Response to City Council Questions from October 23, 2019 City Council Meeting**

Program Overview: Funding will support the Digital Literacy Skills for Work project to support individuals with barriers to employment in gaining foundational digital literacy skills they need to succeed in job training and career development programs that lead to either a first job or a higher skill/higher wage job. The program targets work-authorized Limited English Proficiency (LEP) clients who may be able to orally describe their work or occupational skills, check text messages and follow basic instruction, but may not be able to manage the digital aspects of these tasks.

Target Clients: The program targets work authorized LEP clients living in Dallas, of which many reside in the Vickery Meadows neighborhood (a neighborhood of concentrated poverty). The program has an additional focus on targeting clients who are primary income earners in an extremely low-income family or family home to one or more minor children and/or female heads of household.

Performance Measures:

Outputs:

- 100 unduplicated clients who participate in at least one service provided through IRC Dallas that helps a person obtain and/or maintain employment
- 50 eligible participants enroll in Career Pathways – Digital Literacy
- 40 participants enroll in Career Pathways – Digital Literacy with an attendance rate of 80% or higher
- \$13.00 hourly wage among all individuals included in employment (total)

Outcomes:

- 40 participants improve their digital literacy skills
- 40 participants secure jobs with more than 30 hours/week and complete their first day of work
- All of participants with attendance rate of 100% will receive a computer
- Participants who complete digital literacy course will have increased hourly wages after course completion

*Open Arms, Inc. dba Bryan's House\** – 122.58 average score

Awarded Amount: \$36,698

Requested Amount: \$50,000

Program Overview: The Single Working Mothers Program directly supports low-income, racially and ethnically diverse single mothers by providing specialized childcare for their special needs children at no cost. These mothers want to work and need to work, yet often cannot afford the kind of specialized care that their children need and are thus unable to work. The program provides childcare, and essential services, such as resources to fund a job or complete an educational goal, financial management and education on how to advocate for their children. By removing the cost and care burden, mothers are able to focus on gaining new skills, taking on more responsibilities in their job, or enhancing their education due to the programs' holistic approach and case management.

DATE October 25, 2019

SUBJECT **Staff Response to City Council Questions from October 23, 2019 City Council Meeting**

Target Clients: The program targets single, working mothers with special needs or medically at-risk children who require specialized care. Services are offered at the Bryan's House located in the 75212-zip code and at the client's home.

Performance Measures:

Outputs:

- Average hourly wage among all individuals included in employment (total)
- Number of individuals who secured employment during the current reporting period or past reporting period who achieved one of the following indicators of advancement: promotion along and identified career path at a business, increase in hourly wage or salary, increase in hours worked each month, or improved working conditions (better hours or benefits)

Outcomes:

- 75% of parents will be employed, seeking employment, or attending school or job training at the end of year one
- 80% of parents who obtain employment or remain employed, receive job training, or continue their education due to the agency providing childcare
- 85% of children will maintain or improve in all areas of education or developmental domains when measured at year end

*The Salvation Army\** – 121.75 average score

Awarded Amount: \$40,377 (73% of request)

Requested Amount: \$55,257

Program Overview: The Carr P Collins Social Service Center provides comprehensive programs and services to individuals and families overcoming homelessness, addiction and poverty. Funding will support one-on-one job coaching and classroom job readiness services to assist clients with the development of skills needed to obtain employment and/or advance in the workplace. Clients will receive these services within the setting of holistic case management, enabling them to overcome significant barriers to employment, with the support of an employment specialist who provides services, referrals and linkages tailored to the individual needs of each client.

Target Clients: Individuals experiencing homelessness and homeless mothers with children, veterans, victims of family violence, participants in court-ordered substance abuse treatment programs and individuals at imminent risk of homelessness.

Performance Measures:

Outputs:

- Total number of clients enrolled in job readiness
- Total number of four-class courses taught
- Total number who complete the course
- Total number who obtain full-time employment



DATE October 25, 2019

SUBJECT **Staff Response to City Council Questions from October 23, 2019 City Council Meeting**

- Average hourly wage for those employed

Outcomes:

- 75% of clients who enroll in job readiness services complete the course
- 65% of clients who complete the job readiness course or receive individual job coaching will obtain full-time, permanent employment

*Citizen's Development Center dba Achieve* – 121.25 average score

Program Overview: The purpose of the Workforce Development Program is to provide assistance, training, and advocacy to enable individuals with disabilities to successfully obtain and maintain employment. Funding was requested to support providing participants with financial support, such as bus passes, food cards, rental assistance, etc., to ensure that clients are stable enough to secure/maintain employment.

*Community Council of Greater Dallas* – 112.42 average score

Program Overview: The Skill QUEST program seeks to prepare low-income individuals for middle skill careers in healthcare, information technology, auto and equipment technology, logistics and other high-demand professions. The program is a comprehensive program designed to remove or lessen barriers that interfere with job training or job placement, including barriers such as cost of tuition, textbooks, transportation and childcare.

*Southern Dallas Link, Inc.* – 36.33 average score (score due to inadequate information for key program areas)

Program Overview: Southern Dallas Link provides reliable transportation to and from work, with the goal to link men and women of the Southern Sector with reliable transportation to help them become gainfully employed.

*Zeena Ventures, Inc.* – 31.83 average score (score due to inadequate information for key program areas)

Program Overview: Zeena Ventures provides transportation services. The program would provide transportation services to program clients, provide courses for technology competence, and provide life skills and self-sufficiency courses that address the following: effective communication for English speakers and those who are using English as a second language, co-relation between mental health and success, basic skill set for aspiring professionals, and strategy and sustainability.

*Eaglin Administrative Solutions* – 6.5 average score (score due to inadequate information for key program areas)

DATE October 25, 2019  
SUBJECT **Staff Response to City Council Questions from October 23, 2019 City Council Meeting**

Program Overview: Eaglin Administrative Solutions provides the following products and services: administrative consulting, virtual management of schedules, management and tracking purchases, preparation of travel arrangements – international and domestic, coordination of meetings and business events, specialization in keynote speaking engagements, coordination of conferences and events, preparation and review of talking points, updating of social media pages, and location and hiring of temp staff.

### **Summary**

On October 23, 2019, City Council authorized three one-year service contracts with two one-year renewal options for the Overcoming Barriers to Work program with International Rescue Committee in the amount \$76,833, Open Arms, Inc. dba Bryan's House in the amount of \$36,698, and The Salvation Army in the amount of \$40,377 for the above-described services.

Should you have any questions or concerns, please contact myself or Jessica Galleshaw, Director of Office of Community Care.



**Nadia Chandler-Hardy**  
Assistant City Manager  
[Attachment]

c: T.C. Broadnax, City Manager  
Chris Caso, City Attorney (Interim)  
Mark Swann, City Auditor  
Biliera Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Kimberly Bizer Tolbert, Chief of Staff to the City Manager  
Majed A. Al-Ghafry, Assistant City Manager

Jon Fortune, Assistant City Manager  
Joey Zapata, Assistant City Manager  
Michael Mendoza, Chief of Economic Development and Neighborhood Services  
M. Elizabeth Reich, Chief Financial Officer  
Laila Aleqresh, Chief Innovation Officer  
Liz Cedillo-Pereira, Chief of Equity and Inclusion  
Directors and Assistant Directors

# Request for Proposals (RFPs) Overcoming Barriers to Work Program

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## General

The City of Dallas (City) is soliciting proposals from entities providing programming that provide supportive services to address overcoming barriers to work. These barriers may include but are not limited to, lack of transportation and childcare services. The supportive services programs should support clients who are participating in job training, career development, and job seeking programs. These participants should be provided the skills and needed support to gain and maintain jobs that pay livable wages. Services will be provided in CDBG eligible neighborhoods and targeting CDBG eligible clients. Programming may be offered in neighborhoods that are not CDBG eligible; however, all participating clients must meet the CDBG eligibility requirements. All program locations must be within the City of Dallas and can be offered through non-profit and for-profit organizations. Entities should be in partnership with providers of workforce development. This partnership should allow them to specifically support clients pursuing training and development, that provides a pathway to becoming self-sufficient through stable employment. Funding will be used for supportive services programming for individuals participating in job training, career development and job seeking programs.

Example of programs eligible for this type of funding will include:

- Programs that provide supportive services for individuals participating in job training, career development and job seeking programs in conjunction with programs that provide case management.

Program Type	Description
Supportive Services	Supports programs that enables clients to participate in job training, career development, and job seeking programs by helping them overcome barriers (such barriers a, lack of transportation and childcare services) to participation in these programs. Supported projects should clearly articulate the potential barriers faced by clients in accessing programming and identify how the proposed services minimize or eliminate identified barriers.

Supportive Services programming will support clients participating in these types of programs:

- Programs that provide jobs skills training and career development services and that include a job placement component
- Programs that support jobseekers in identifying and obtaining good jobs, including “soft skills” training and resume development support
- Programs that connect people with pathways to careers with advancement
- Programs that provide adult basic education and adult literacy courses for individuals with low educational attainment
- Programs that provide educational opportunities for individuals with Limited English Proficiency, such as English as a Second Language courses
- Programs that provide supportive services for individuals participating in job training, career development and job seeking programs

Additionally, projects will be given priority consideration that serve the following target populations identified by the Office of Community Care (by the Mayor’s Task Force on Poverty):

- Individuals residing in identified Neighborhoods of Concentrated Poverty
- Single female heads of household
- Families with children living in poverty
- Individuals with Limited English Proficiency
- Teen parents

Funding for the Program will be provided through the City of Dallas Community Development Block Grant (CDBG) and must be expended by September 30, 2020.

*An organization submitting a proposal shall have a Data Universal Numbering System (DUNS number) and be registered with the System for Award Management (SAM) prior to execution to the contract.*

## Definitions

For the purposes of this RFP, the following underlined terms shall be defined as:

Authorized Individual: Person appointed by the Organization who can legally sign documents binding the organization.

CCA: Contract Compliance Administrator, employed by the City of Dallas.

CDBG: Community Development Block Grant

CFR: Code of Federal Regulations

City: The City of Dallas, Texas, a municipal corporation of Dallas County, Texas, acting by and through (a) its governing body, or (b) its City Manager, each of whom is required by law to perform specific duties. Responsibility for final enforcement of contracts involving the City of Dallas is by authority vested in the City Manager.

City Attorney: Department established to act on legal transactions and proceedings on behalf of the City.

City Manager: The City Manager of the City of Dallas, Texas, or her duly authorized designees.

Contract: The written document between the City of Dallas and a service provider, which contains the terms and conditions of the agreement. The Contract includes a written statement of work, or the specifications including special provisions and the proposal. Supplemental changes or agreements pertaining to the work, term, price or other elements of the Contract shall also become a part of the Contract.

Contractor: A service provider or program operator under contract with the City of Dallas.

SAM: System for Award Management is the official federal government procurement system for the U.S. Governmental. Any organization receiving an award of funds shall be registered in SAM. Prior to registering, the organization shall have DUNS Number. To register, go to the SAM website at SAM.gov or contact the SAM Federal Customer Service Desk at 1-800-985-7658. SAM registration is active for one-year only, and shall be updated annually.

Department: An administrative division within the City of Dallas.

Director: The director of the City of Dallas, Office of Community Care, or his/her designee.

DUNS Number: A Data Universal Numbering System (DUNS) number, which is a unique nine-digit identification number assigned to a business by Dun and Bradstreet (D&B). Any organization receiving an award of funds shall have a DUNS Number. An organization may apply for a DUNS number via the internet at [www.dnb.com](http://www.dnb.com) or by phone at 1-866-705-5711. A DUNS number is provided free of charge to federal grant recipients – select the option for “U.S. Government Contractors, Vendors, and Grant Recipients.”

Eligible Persons: Residents of the City who are Low and Moderate Income as defined by the U. S. Department of Housing and Urban Development.

HUD: U. S. Department of Housing and Urban Development

Low and Moderate Income: Individuals and/or households whose income is equal to or less than the Area Median Family Income (AMFI) low-income limits established by HUD. As June 1, 2018, the limits are:

<u>Family Size</u>	<u>Extremely Low (30%)</u>	<u>Low-Income (50%)</u>	<u>Moderate Income (80%)</u>
1	\$16,250	27,050	\$43,250
2	\$18,550	\$30,900	\$49,400
3	\$20,850	\$34,750	\$55,600
4	\$25,100	\$38,600	\$61,750
5	\$29,420	\$41,700	\$66,700
6	\$33,740	\$44,800	\$71,650
7	\$38,060	\$47,900	\$76,600
8	\$42,380	\$51,000	\$81,550

Non-Responsive: An Organization whose Proposal does not contain all of the required information stated in the Responsiveness Checklist (Attachment C).

Organization: The non-profit organization that submits a written proposal for consideration to perform the work described in the RFP.

Program: The Program as described above in Section I. General.

Proposal: The written offer duly submitted to the City of Dallas, an Organization to perform a contract for work described in the RFP specifications at a specified price.

RFP: Request for Proposals

Responsive: An Organization whose Proposal contains all the required information stated in the Responsiveness Checklist (Attachment C).

Responsiveness Checklist: A listing of items required to be included in a Proposal.

Work Plan: A process used by the Organization to deliver services as outlined in the Proposal.



## Purpose

The purpose of the Overcoming Barriers to Work Program is to support projects that provide City of Dallas residents with skills and needed support to gain and maintain jobs that pay livable wages. This program will specifically provide supportive services for individuals participating in Job Training/Career Development programs. Programming will be offered in community locations, such as community centers, daycare centers, nonprofit facilities, etc., in CDBG eligible neighborhoods and targeting CDBG eligible clients. Programming components may be offered in neighborhoods that are not CDBG eligible, as long as all participating clients meet CDBG eligibility requirements.

### Definition - Supportive Services for Individuals Participating in Job Training/Career Development Programs

This focus area supports programs that enables clients to participate in job training, career development, and job seeking programs by helping them overcome barriers to participation in job training and career development programming. Supported projects should clearly articulate the potential barriers faced by clients in accessing programming and identify how the proposed services minimize or eliminate identified barriers.

### Definition - Job Training/Career Development Programming

Supports programs that enable individuals to obtain and keep good jobs. These programs will meet clients where they are and provide the necessary training and skills to enable the individual to obtain jobs with increased pay, increased stability, improved working conditions and/or increased opportunity. Program goal is to enable clients to become self-sufficient through employment. Programs should be targeted towards preparing applicants for employment and career opportunities in a regional high-demand industry. Regional high demand industries may include: Healthcare, Information Technology (IT), Advanced Manufacturing, Logistics/Warehouse Distribution, and Construction, however, other industries may be considered if the respondent demonstrates an employer partnership and employment needs.

*An Organization seeking funding for each category shall submit a separate and complete proposal for each category.*

## Program Criteria

A minimum of 12 months of relevant experience providing this type of service is required. Funding will be awarded based on an assessment of experience, qualifications, and Work Plan (see sample evaluation criteria on **Attachment D**) provided by the Organization.

All proposals for a comprehensive program shall include the following elements:

- 1. Supportive and Referral Services for Individuals Participating in Job Training/Career Development Programs** – Supportive services will complement individuals participating in a job training/career development program. Applicants shall include a comprehensive set of supportive and/or referral services available to program participants based on individual/family assessment results. Supportive and referral services strategies include, but are not limited to, the below services. The Buyer will consider proposals for services that are not listed below so long as the proposal clearly demonstrates how the proposed programs enables clients to participate in job training/career development services:

- Childcare services (tuition or fees)
  - Transportation
  - Tuition for training
- 2. Client Outreach and Partnership with a Job Training/Career Development Program**  
 – Proposal shall demonstrate the existence of a formal or informal partnership with organizations providing job training and career development programming services for clients and shall show how clients from those programs are targeted. Ultimately, the proposal should be able to demonstrate that, were it not for the proposed service, the clients would have been unable to participate in the job training/career development program.

The Contractor will be required to complete and maintain certain documentation, such as client rosters, sign in sheets, program evaluation materials, etc. to verify that the services were provided, to whom they were provided, and how those participants were determined to be eligible.

## Program Evaluation

All applicants should submit a comprehensive program Evaluation Plan that demonstrates the impact of the program. The evaluation plan should include proposed metrics and targets identified by the applicant. The proposed target metrics should include at least 1 of items 2-15 in the list of Common Metrics attached (see Common Metrics from United Way of Metropolitan Dallas on **Attachment F**). All applicants will be expected to report on item 1, number of unduplicated individuals who participated in at least one service provided through your organization that helps to support a person to obtain and/or maintain employment.

The Evaluation Plan should clearly articulate:

1. Target Measures to demonstrate the program impact, as selected by the applicant, and justification of these targets and measures as a means of demonstrating impact
2. Shorter-term, medium-term and longer-term program outcomes
3. An explanation of the data collection and evaluation process for each proposed target and for the program overall
4. Who is responsible for collection, analysis and reporting of data
5. The frequency with which data is collected and analyzed or a timeline for collecting, analyzing and reporting program data and outcomes
6. Samples or examples of the program's evaluation measurement tools
7. Applicants are strongly encouraged to include a program Logic Model with their submission

Contractors will be required to submit monthly progress reports by the 10<sup>th</sup> day of the following month that include clients served and progress against significant program milestones, including progress against target metrics.

## Program Budget Appropriations

The City approved the final adoption of the Fiscal Year 2019-20 HUD Consolidated Plan Budget on June 12, 2019. A budget of up to \$153,868 is allocated for the Overcoming Barriers to Work Program in Fiscal Year 2019-20 to be awarded in multiple contracts for the described service.

**Supportive Services** for individuals participating in job training programs – up to \$153,868 will be awarded for this service. Contracts will be awarded in an amount ranging from \$25,000 to \$100,000.

## Contract Term

The selected Organizations will be required to execute contract documentation. The contract period will be for **twelve (12) months, with two (2) one-year renewal options** beginning on or after the date of the award. **The first contract period will begin on October 1, 2019 and expire September 30, 2020.**

Funding is available after contract execution and distributed on a reimbursement basis. The contractor will be asked to submit a monthly report of program activities and documented expenditures for reimbursement. The City reserves the right to withdraw or reduce the amount of an award, or to cancel the contract resulting from this procurement if adequate funding is not available. Contract award is subject to approval by the City Manager and City Attorney's Office. The City will require the Contractor to sign the necessary contract documents prepared by the City Attorney's Office prior to contract execution.

No work shall commence until the contract is executed. No contract is binding until it has been approved as to form by the City Attorney and executed by the City Manager.

## Contract Requirements

### Insurance

Prior to execution of the Contract, the successful Organization shall furnish evidence of coverage with a company satisfactory to the City and authorized to do business in the State of Texas. Funds provided under the Contract cannot be used to pay for the required insurance. The applicable insurance requirements are listed in (**Attachment A**).

### Suspension/Debarment

No Proposals will be accepted from any entity that has been suspended, debarred, or otherwise prohibited from participation in federal awards (**Attachment E**).

### Equal Employment Opportunity Clause

- a) The successful Organization shall not discriminate against any employee or applicant for employment because of race, age, color, religion, sex, ancestry, national origin, place of birth, or physical disability unrelated to job performance.

The successful Organization shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, age, color, religion, sex, or national origin. This action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

- b) The successful Organization shall in all solicitations or advertisements for employees' state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, or national origin.
- c) The successful Organization shall furnish all information and reports required by the City Manager or designee and shall permit the City Manager or designee to investigate payrolls

and personnel records which pertain to current contracts with the City for purposes of ascertaining compliance with this equal employment opportunity clause.

## Records Retention Requirements

The successful proposer shall comply with the audit requirements set forth below. During the term of the contractual agreement and for a period of four (4) years following termination of the contract or until completion of any litigations, claims or audits, whichever is later, proposer agrees to provide the City, the Secretary of the United States Department of Housing and Urban Development, the Comptroller of the United States, or any of their duly authorized representatives, with access to all books, accounts, records, reports, files and other papers or property, as required by federal regulations provided in 24 CFR part 570.506 and 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Rewards."

## Financial and Administrative Requirements

### Single Audit

If the proposer has expended \$750,000 or more in the past fiscal year, a copy of the Proposer's Single Audit shall be provided as required by 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Rewards."

### Audited Financial Statements

If an Organization does not expend \$750,000 or more in federal funds, audited financial statements are required but not subjected to the 2 CFR Part 200, Subpart – Audit Requirements. Audited financial statements shall be examined by an independent certified public accountant (CPA) in order to issue an opinion (unqualified, qualified, adverse, or disclaimer) regarding adherence to generally accepted accounting principles (GAAP). This is an external financial audit conducted in accordance with the American Institute of Certified Public Accountants (AICPA) standards by someone not directly connected with the organization.

Audited financial statements shall include the following six components prepared in accordance with AICPA standards. (Computer printouts from the organization's accounting software are not sufficient for this purpose.)

- Independent Auditor's Report
- Statement of Financial Position (balance sheet)
- Statement of Activities (revenue/expense or profit/loss statement)
- Statement of Cash Flows
- Accompanying notes to the financial statements
- Statement of Functional Expenses

### Monthly Reports

Proposer understands that the successful Proposer upon submission of a monthly invoice accompanied by required documentation will be reimbursed under the contract with CDBG funds received from the U.S. Department of Housing and Urban Development (HUD) and agrees to comply with all applicable city, state and federal laws, CDBG regulations and all other regulations of HUD and other federal agencies, including but not limited to 24CFR Part 570 and 2CFR Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." These Regulations are available on-line or may be obtained from the City upon request.

## Proposal Process

### 1. Submission of Questions

During review of the RFP and preparation of proposals, Proposers may discover certain errors, omissions or ambiguities. If so, or if in doubt about the meaning of any part of this RFP, submit written questions to the designated purchasing agent with the RFP number no later than close of business on **July 26, 2019**. This is to give the City time to answer the questions and distribute written responses to all Proposers. All communications about this RFP shall be directed through the Buyer.

Claudia Morey

claudia.morey@dallascityhall.com

### Note

All Addenda and any additional applicable correspondence (general information, questions/responses) to this proposal will be made available “exclusively” through the City of Dallas website for viewing/retrieval at:

<https://bids.dallascityhall.com/webapp/VSSPROD/AltSelfService>

### 2. Proposal Submissions

The City of Dallas has migrating to a new electronic solicitation portal as of March 1, 2019. All proposals must be submitted through the portal and are due by 2:00 p.m. on the stated due date. Starting at 2:01 p.m. on the proposal due date, submissions will not be accepted. Vendors are encouraged to register on this new portal ( <https://dallascityhall.bonfirehub.com/login> ) to ensure continued notification of business opportunities with the City and to submit electronic responses once the system is live.

### 3. Selection of Reasonably Qualified Proposals

The City will review all proposals submitted for Responsiveness. The Proposals determined to be Responsive will be evaluated on the basis of the factors listed in Section XI., Proposal Requirements, to determine which Proposal(s) are reasonably qualified for the award(s) of the contract(s).

The City of Dallas may, at any time, investigate an Organization’s ability to perform the work. The City may ask additional information about a company and its work on previous contracts. Organization may choose not to submit information in response to the City of Dallas’ requests; however, if the City’s questions are not addressed, the City may discontinue further consideration of a particular Proposal. The City would typically be interested in previous experience in performing similar or comparable work; staffing and personnel turnover; financial statement of resources for current and past periods; and other relevant information.

Please be aware that the City may use sources of information not supplied by the Organization concerning the abilities to perform this work. Such sources may include current or past customers of the Organization; current or past suppliers; media reports; articles from industry newsletters or other publications or from non-published sources made available to the City.

#### 4. Discussions with Reasonably Qualified Organizations

After selection of a reasonably qualified Organization(s), the City of Dallas may enter into discussions with the Organization(s). Discussions will be on an individual basis and closed to third parties and other Organization(s).

The City will review in detail all aspects of the City's requirements and the Proposal. During this review, the City may request clarifications which may lead to revisions to the Proposal submitted, prior to finalizing a contract.

#### 5. Confidentiality

In accordance with state law, Proposals shall be opened so as to avoid disclosure of contents to competing Organization and shall be kept secret and confidential during the negotiation process. All proposals submitted for this RFP shall be open for public inspection after contract award. Clearly marked and identified trade secrets and confidential information contained in the proposals shall not be open for public inspection. If a third party challenges the trade secret or confidential nature of certain information, it will be the responsibility of the Organization to defend the challenge.

#### 6. Disqualification of Organization

Organization may be disqualified for any of the following reasons:

- a. Reason to believe collusion exists among the Organizations;
- b. The Organization is involved in any litigation against the City;
- c. The Organization is or has been noncompliant on a current or prior contract with the City;
- d. Lack of financial stability; or
- e. Reason to believe a conflict of interest exists under the City's Conflict of Interest policy or applicable federal regulations.

#### 7. Conflict of Interest

The Proposer acknowledges that the following section of the Charter of the City of Dallas prohibits certain transactions between the City and its officers and employees, to wit:

##### CHARTER XXII Sec. 11 FINANCIAL INTEREST OF EMPLOYEE OR OFFICER PROHIBITED

No city official or employee shall have any financial interest, direct or indirect, in any contract with the city, or be financially interested, directly or indirectly, in the sale to the city of any land, materials, supplies or services, except on behalf of the city as a city official or employee. Any violation of this section shall constitute malfeasance in office, and any city official or employee guilty thereof shall thereby forfeit the city official's or employee's office or position with the city. Any violation of this section, with knowledge, express or implied, of the person or corporation contracting with the city shall render the contract involved voidable by the city manager or the city council. The alleged violations of this section shall be matters to be determined either by the trial board in the case of employees who have the right to appeal to the trial board, and by the city council in the case of other employees. The prohibitions of this section shall not apply to the participation by city employees in federally-funded housing programs, to the extent permitted by applicable federal or state law. This section does not apply to an ownership interest in a mutual or common investment fund that holds securities or other assets unless the person owns more than 10 percent of the value of the fund. This section does not apply to non-negotiated, form contracts for general city services or benefits if the city services or benefits are made available to the city official or employee on the same terms that they are

made available to the general public. This section does not apply to a nominee or member of a city board or commission, including a city appointee to the Dallas Area Rapid Transit Board. A nominee or member of a city board or commission, including a city appointee to the Dallas Area Rapid Transit Board, shall comply with any applicable conflict of interest or ethics provisions in the state law and the Dallas City Code. (Amend. of 8-12-89, Prop. No. 1; Amend. of 8-12-89, Prop. No. 15; Amend. of 11-4-14, Prop. Nos. 2 and 9

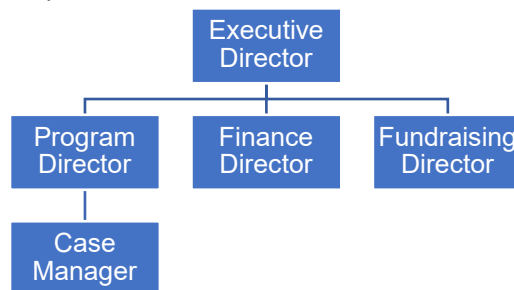
## Proposal Requirements and Evaluation

Proposals should be prepared in accordance with these instructions. The proposal package shall include the following information and documents, preferably, in the following order. Evaluations will be scored by a panel of evaluators in accordance with the percentages below.

### Required Information and Attachments

1. General Information (5% of evaluation point total)
  - 1.1. Exhibit 1 (Completed)
  - 1.2. Board of Directors Listing
  - 1.3. Copy of your Articles of Incorporation, By-laws
  - 1.4. Copy of IRS determination letter of tax-exempt status
  - 1.5. Complete Board Data Form (Exhibit 2). Board representation should be a reflection of the demographics of the community served.
  - 1.6. A copy of the minutes from the three (3) most recent Board of Directors meeting.
2. Organization History and Experience Narrative (10% of evaluation point total)
  - 2.1. Summarize the history and purpose of the Organization to include the number of years in service. Organization shall have at least twenty-four (24) months of prior experience in providing the services requested in this RFP.
  - 2.2. Spotlight past experience and performance on projects similar to the proposed project to be undertaken by this RFP. Include specific outputs and outcomes data to demonstrate the proposed program's impact.
  - 2.3. Describe any participation with the City on past or present contracts. Discuss the performance/outcome measures. Provide information on how the goals were met or not met.
  - 2.4. Provide a copy of the agency's organizational chart. An organization chart is a diagram that shows the structure of the organization and the relationship of positions/jobs (e.g., superiors and subordinates).

Example:



3. Financial Information (10% of evaluation point total)
  - 3.1. Provide a copy of the Organization's most recent Form 990 (or other applicable federal tax return) filed with the Internal Revenue Service (IRS). All non-profit organizations are required to file either



a Form 990 or Form 990-EZ with the IRS. A copy of a current Form 990 shall be included with the proposal. Note: Beginning May 17, 2010, the Internal Revenue Service began revoking tax exemptions for non-profit corporations that do not file the required Form 990 for three consecutive years. Organizations should expect that their non-profit status will be verified via the IRS website at: [www.irs.gov/app/pub-78/](http://www.irs.gov/app/pub-78/) and [www.irs.gov/index.html](http://www.irs.gov/index.html).

3.2. Provide a copy of the Organization's current unaudited financial statements for (i) the most recent quarter preceding this RFP, and (ii) year to date. These quarterly and year-to-date financial statements (which may be printed from the organization's accounting system) shall include:

- Statement of Financial Position (balance sheet)
- Statement of Activities (revenue/expenses or profit/loss statement)

All nonprofit organizations are required to have a financial management system in place that allows for accurate, current, and complete financial reporting. A copy of quarterly and year to date un-audited financial statements must be included with the proposal.

3.3. Provide a copy of the most recent audited financial statements (including the independent auditor's report or accountant's letter). Audited financial statements shall include the following six components prepared in accordance with AICPA standards:

- Independent Auditor's Report of Accountant's Letter
- Statement of Financial Position (balance sheet)
- Statement of Activities (revenue/expense or profit/loss statement)
- Statement of Cash Flows
- Accompanying Notes to the Financial Statement
- Statement of Functional Expenses

Computer printouts from the organization's accounting software alone are not sufficient to meet the audit requirement.

3.4. If the proposer has expended \$750,000 or more in the past fiscal year, a copy of the Proposer's Single Audit shall be provided required by 2 CFR Part 200.

3.5. Please note that the maximum amount expended for federal and state funds for this fiscal year required by 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F- Audit Requirements", has increased from \$500,000 to \$750,000. For those organizations expending more than \$750,000 in an operating year beginning on/or after December 26, 2014, will be required to meet the new maximum amount according to 2 CFR Part 200, Subpart F.

#### 4. Qualifications, Staffing and Licensing (5% of evaluation point total)

State the qualifications of staff members who will carry out the operations of the Program, including both service staff and administrative staff supporting the Program. Describe how Organization and staff are uniquely qualified to provide the services. If staff positions need to be filled, explain when and how they will be filled. State whether any state and/or local licenses or permits are required for project staff and/or the agency to operate. If so, do you have the required license(s) or permit? (If applicable, please provide a copy of the required license or permit.)

#### 5. Program Activities Narrative and Work Plan (30% of evaluation points total)

5.1. Name and purpose(s) of your program – Specify the specific purpose(s) of your program (i.e. what your program plans to accomplish)

- 5.2. Geographic Area - Identify the location(s) within which you intend to provide services and identify your program eligibility service area. Explain why you selected the service area and why you believe that the programming is needed in the identified location.
- 5.3. Target Population – Include the following:
  - 5.3.1. The number of persons expected to be served by the entire program
  - 5.3.2. The number of persons expected to be served by the program attributable to City funding
  - 5.3.3. A description of who the target population is, which should include populations identified in Section 1: General (Individuals residing in identified Neighborhoods of Concentrated Poverty, Single female heads of household, Families with children living in poverty, Individuals with Limited English Proficiency, Teen parents)
  - 5.3.4. Program Activities and Timeline – Provide an overview of all primary and secondary program activities, including outreach activities and a program implementation timeline for the contract term.
6. Evaluation Plan (30% of evaluation point total)

Organizations should select measures to report that best demonstrate the impact of their programming towards fulfilling the Purpose (p. 6) of the solicitation. For examples of metrics, please review the Common Metrics attached to this solicitation (**Attachment F**) from the United Way of Metropolitan Dallas. The Evaluation Plan should include all areas outlined in Section 5, Program Evaluation.

  - 6.1. Performance/Outputs Measures

Specify the performance measures for the program and timeline/timeframe for accomplishing each. Examples include operational measures, such as number of training sessions, presentations, case management sessions, workshops, etc. These measures shall be quantified (i.e. give a number) and reflect the measures through which the outcomes referenced below will be accomplished. The program shall have at least two performance measures.
  - 6.2. Proposed Outcomes Measures and Targets

Include outcome measures for the program and proposed targets. Outcomes measures should clearly demonstrate how the services provided are impacting the clients' knowledge and behavior, and/or how the program is supporting clients in overcoming barriers to work. Clearly specify the timeframe for each proposed outcome and the targets for each target at each timeframe.
  - 6.3. Evaluation

Submit your plan to evaluate the impact and benefit of the Program on the target population. The program evaluation plan shall explain in detail how the effectiveness of the Program will be measured, including what data collection procedures will be undertaken, what evaluation tools will be utilized, how data will be analyzed. The plan should identify who will perform the evaluation, the time line involved, and any standardized instruments to be used. Proposers are encouraged to submit a program logic model along with the evaluation plan.
7. Program Budget (30% of evaluation point total)
  - 7.1. Complete Exhibit 3 detailing the Program budget which includes City and other funding that will be used to operate the Program. *Note: A schedule listing each funded position (including job title and incumbent's name) and job descriptions for all funded positions shall be attached to Exhibit 3.*
  - 7.2. Attach a list to identify all other funding source(s) dedicated to the Program and tell whether those funds are committed. Other funding sources dedicated to the Program should match the amounts

shown in the Other Sources column on Exhibit 3 and should be sufficient to cover the cost of the Program not proposed to be paid by City funding in the Program Budget.

- 7.3. Attach a list to identify all other funding source(s) for the organization as a whole. Separate funding sources for the proposed Program and funding for the organization's administration and other programs.
- 7.4. Submit a Budget Narrative, detailing each budget line item expense and purpose in the Program.
8. **Business Inclusion and Development Plan (Maximum 15 points)**

Demonstrated inclusion and commitment to and understanding of the City's Business Inclusion and Development (BID) Plan – It is the policy of the City to involve Minority and Women Business Enterprises (M/WBE) to the greatest extent feasible on the City's construction, procurement and professional services contracts. The following information shall be submitted with the proposal and shall include:

  - 8.1. Submission of an Affirmative Action Plan or Policy – 1%
  - 8.2. Submission of the Ethnic Workforce Composition Report – 1%
  - 8.3. Submission of the RFP/RFS Contractors Affidavit Type of Work by Prime and Sub-consultant Form, which includes a significant number of diverse M/WBE firms in meaningful roles on the project – 7%
    - 8.3.1. The name, address and telephone number of each M/WBE;
    - 8.3.2. The description of work to be performed by each M/WBE; and
    - 8.3.3. The approximate dollar amount/percentage of the participation
  - 8.4. Submission of the Business Inclusion and Development (BID) Affidavit, which demonstrates the intent to comply with the policy and evidence of M/WBE inclusion to meet the BID goal for the project. The BID Affidavit exhibits evidence of the acknowledgement of the City's BID Plan – 2%
9. **Insurance**

Include copy of Certificate of Insurance or affirmation that Organization meets or will meet prior to the contract execution, the insurance requirements as specified Attachment A.
10. **Suspension/Debarment**

Include copy of completed and signed/dated Suspension/Debarment Certification Form.
11. **Drug-Free Workplace Policy**

Include copy of Organization's Drug-Free Workplace policy and sample of employee notifications regarding the policy.
12. **Federal Accountability and Transparency Act**

Include copy of completed Federal Funding Accountability and Transparency Act Worksheet (Exhibit 4). This worksheet shall be completed and signed by the applicant. (There are four signature blocks on this worksheet.) *Note: This worksheet also explains how to apply for a DUNS number and how to register with the System for Award Management (SAM) – if you have not already done so.*
13. **Wage Floor Requirement**

On November 10, 2015, the Dallas City Council passed Resolution 15-2141 which requires prime contractors awarded general service contracts valued greater than \$50,000 and first-tier subcontractors on the contract to pay their employees rendering services on the contract a wage floor of not less than \$11.15 per hour.

Pursuant to Resolution 15-2141 the wage floor requirement for all general service contracts greater than \$50,000 shall be effective immediately on all new contracts awarded after November 10, 2015. Vendors bidding/proposing on general service contracts shall take into consideration such wage floor requirements in their bid/proposal. The wage floor requirement for the City's general service contracts shall be derived from the most current Massachusetts Institute of Technology Living Wage publication and shall remain fixed for the term of the respective contract. The City reserves the right to audit such contracts for compliance with the wage floor requirement as mandated by Resolution 15-2141. This requirement does not apply to construction contracts in which prevailing wage of employees is governed by the Davis-Bacon Act as defined in the Texas Local Government Code 2258, purchase of goods, procurements made with grant funds or procurements made through cooperative and/or inter-local agreements.

The purpose of this policy is to promote an acceptable wage floor for working families in the City of Dallas, increase the level of service delivered to the City through specific contracts and reduce turnover in such contracts thus maintaining a continuous and consistent level of service for vested parties.

The City Manager shall use the following definitions to administer the benefactors of the "wage floor" for purposes of the referenced resolution:

"City" means the City of Dallas, Texas

"General Services Contract" means any agreement between the City and any other Person or business to provide general services through an awarded City contract valued greater than \$50,000. A General Services Contract for purposes of the Resolution does not include (i) a contract between the City and another governmental entity or public utility, (ii) a contract subject to federal or state laws or regulations that would preclude the application of the application of the wage floor, (iii) or a contract with all services under the contract performed outside of the City of Dallas.

"Subcontractor" means any Person or business that has entered into its own contract with a prime contractor to perform services, in whole or in part, as a result of an awarded City general services contract.

"Employee" means any person who performs work on a full-time, part-time, temporary, or seasonal basis, including employees, temporary workers, contracted workers, contingent workers, and persons made available to work through services of a temporary services, staffing or employment agency or similar entity.

#### 13.1. Wage Floor Reporting Requirements

Contractors awarded City general services contracts as described in the wage floor rate requirement section of this specification shall be required to provide the buyer the residential zip code and respective number of employees directly impacted by the wage floor requirement ten days after Council approval and on January 1st. but not later than January 31st. for the term of the contract. The Contractor shall submit the report to the contract administrator during the established period.

#### 13.2. Wage Floor Compliance Requirements

Vendors submitting a response to a solicitation for general services shall comply with the wage floor requirement to be considered responsive. The City may request of vendors, at any time during the pre or post award process, to demonstrate compliance with the wage floor requirement. Vendors not compliant with the wage floor requirement shall be deemed nonresponsive and shall not be considered for award. Vendors awarded general service contracts shall comply with the wage floor policy and reporting requirements for the term of the contract, failure to remain in compliance may result in breach of contract.

### Submission Format

Please use the following format for submission of the Proposal.

1. All submissions should include the project name number, firm name, address, telephone number, and designated contact person.
2. Narrative shall be typewritten and single-spaced.
3. Proposals shall contain a "Table of Contents" with appropriate page numbers for locating the required information and attachments.

## Proposal Evaluation and Selection

### Proposal Evaluation

Each Proposal will be reviewed using the Responsiveness Checklist (Attachment C) to determine if the Proposal is responsive. A Proposal may be declared non-responsive if any of the items listed on the Responsiveness Checklist are not received. If more than one Proposal is responsive, the committee will evaluate each proposal according to the attached proposal evaluation sheet (Attachment D) and develop an overall ranking.

### Proposal Selection

The Department may determine that oral presentations, demonstrations, and site visits are required before making a final decision.

Award, if any, shall be to the responsible Organization whose proposal is determined to be the most advantageous to the City.

Contract award is subject to approval and funding by the City Manager or the City Council. The City reserves the right to begin contract negotiation with one or more of the finalists. The Organization shall be required to execute a contract prepared by the City Attorney. This RFP does not commit the City to award any contract, and the City reserves the right to reject any and all Proposals or waive irregularities.

## Terms and Conditions

### Acceptance of Evaluation Methodology

By submitting a proposal in response to this RFP, respondent accepts the evaluation process as outlined and acknowledges and accepts that determination of the most qualified firm(s) offering the most advantageous response to the City as determined by the evaluation criteria in Section 14 may require subjective judgments by the evaluation committee.

### Fees and Expenses

The contractor will be asked to submit a monthly report of program activities and documented

expenditures for reimbursement. Only the expenditures listed on the proposal form will be accepted. Fees shall be invoiced and approved in accordance with City policies before payment is made.

### Confidentiality

Any information deemed confidential, shall be clearly noted as such on each page or pages. Efforts will be made to keep the marked information confidential; however, the City cannot guarantee it will not be compelled to disclose all or part of any public record under the Texas Open Record Act.

Proposals will be opened by the City so as to avoid disclosure of contents to competing Respondents and kept secret and confidential during the process of negotiation. It is the responsibility of the Respondent to clearly mark and identify all portions of the proposal that contain trade secrets, confidential information and other proprietary information. All proposals will be open for public inspection after the contract is awarded, but trade secrets and confidential information in the proposals will not be open for public inspection; however, upon receipt of an open records request, the City will notify the proposer of the request and submit the request and relevant proposal to the Texas Attorney General's Office for review and consideration. Upon the decision of the Texas Attorney General's Office the City may have to disclose the information that the Texas Attorney General's Office determines to be open to the public.

### Right to Reject

This RFP does not commit the City to award any contract. The City reserves the right to reject any and all proposals or parts of proposals. Late proposals will not be considered; envelopes will be returned unopened. The City, at its option, may consider and accept a proposal, even though not prepared and submitted in strict accordance with the provisions hereof, by waiving informalities, minor irregularities, and/or technicalities as determined by the City. The City may reject the proposal of a firm which is in litigation with the City or which has previously failed to perform properly on engagements of a similar nature and may reject the proposal of a firm which is not, in the opinion of the City, in a position to satisfactorily perform the Contract. The City reserves the right to reject any proposal if the evidence submitted by, or investigation of, such proposer fails to satisfy the City that such proposer is properly qualified to carry out the obligations of the Contract and to provide the services contemplated therein. The proposer shall provide all information requested in order for the proposal to be considered responsive.

### Exceptions

Minor exceptions, conditions, or qualifications to the provisions of the City's specifications or Ordinances shall be clearly identified as such with the reasons therefore, and alternate language proposed by respondent, if any, clearly stated and inserted in the appropriate place in the proposal submission. Substantive exceptions may cause unqualified rejection of the proposal.

Exceptions, conditions, or qualifications to the City's specifications or Ordinances will be included, as appropriate, in the contract documents. Items and matters not explicitly excepted in this manner shall be deemed to be in conformance with City's specifications and Ordinances.

The City is the final judge of acceptability of items quoted in this proposal request.

### Non-Performance

The City may terminate the contract if the City, in its sole discretion, feels the institution is not satisfactorily meeting its service requirements as specified herein. The City will provide written

notice of areas of non-performance and allow the institution up to 30 days to rectify the problem(s). If after this 30-day period, the City has not been satisfied, the City may, at its option, terminate the contract by written notice.

### Insurance and Bonding

The successful Respondent will be required to purchase and maintain insurance, as identified in Attachment A, during the term of the agreement. Every Respondent shall submit the Insurance Affidavit with their proposal.

### Business Inclusion and Development Plan

It is the policy of the City of Dallas to involve Minority and Women-Owned Business Enterprises to the greatest extent feasible on the City's construction, procurement, and professional services Contracts. The City and its Contractors shall not discriminate on the basis of race, color, religion, national origin, or sex in the award and performance of Contracts. In consideration of this policy, the City of Dallas has adopted the Business Inclusion and Development Plan (BID Plan) for all City of Dallas Contracts. The information shall be submitted with the proposal and shall include:

1. Submission of an Affirmative Action Plan and/or Policy. If your company does not have an Affirmative Action Plan, the Business Inclusion and Development Staff can provide the Affirmative Action Requirements (BDPS-PRO-204) which will serve as a template to be utilized for this criterion.
2. The Ethnic Workforce Composition Report (BDPS-FRM-204)
3. Submission of documentation showing the RFP Contractor's Affidavit History of M/WBE Utilization Form (BDPS-FRM-205) on previous Contracts on the form provided.
4. Firm(s) Team make-up includes a significant number of diverse M/WBE firms in meaningful roles on the project. Please submit the RFP Contractor's Affidavit Type of Work by Prime and Sub-Consultant Form (BDPS-FRM-206)
  - a. The name, address and telephone number of each M/WBE;
  - b. The description of the work to be performed by each M/WBE; and
  - c. The approximate dollar amount/percentage of the participation.
5. Evidence of acknowledgement of the City's Business Inclusion and Development (BID) Plan, signed Business Inclusion and Development Affidavit (BDPS-FRM-203) that demonstrates intent to comply with the policy and evidence of M/WBE inclusion to meet the BID goal for the project.

### Other Conditions

In accordance with Chapter XXII, Section 11 of the Charter of The City: "No officer or employee of the City shall have a financial interest, direct or indirect, in any contract with the City, or be financially interested, directly or indirectly, in the sale to the City of any land, materials, supplies or services...".

Unless otherwise stated in the specification, all proposals will be considered firm for acceptance within one hundred and fifty (150) days of proposal opening date unless requested to be extended by the buyer. Any exception to this shall be so stated on the face of the proposal.

### Indemnity

The CONTRACTOR agrees to defend, indemnify and hold the City, its officers, agents and employees, harmless against any and all claims, lawsuits, judgments, costs, and expenses for personal injury (including death), property damage or other harm for which recovery of damages



is sought, suffered by any person or persons, that may arise out of or be occasioned by CONTRACTOR'S breach of any of the terms or provisions of the contract, or by any other negligent or strictly liable act or omission of CONTRACTOR, its officers, agents, employees, or subcontractors, in the performance of the contract; except that the indemnity provided for in this paragraph shall not apply to any liability resulting from the sole negligence or fault of the City, its officers, agents, or employees and in the event of joint and concurrent negligence or fault of CONTRACTOR and CITY, responsibility, and indemnity, if any, shall be apportioned comparatively in accordance with the laws of the State of Texas, without waiving any governmental immunity available to the City under Texas law and without waiving any defenses of the parties under Texas law. The provisions of this paragraph are solely for the benefit of the parties hereto and are not intended to create or grant any rights, contractual or otherwise, to any other person or entity.

# Memorandum



CITY OF DALLAS

DATE October 25, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT **Collin County 2019/2020 Call for Projects**

On September 5, 2019, the City of Dallas received an e-mail from Collin County inviting the City to submit potential project proposals for possible funding from Collin County's 2018 Bond Program. There is a total of \$36 million available in this Call for Projects and each city selected will be limited to funding for only one project. Collin County will provide matching percentages of the total project cost, dependent upon the population of the City. For the City of Dallas, the County will provide 50% of the total project cost for the eligible expenses for the selected project.

The Public Works Department evaluated several project proposals throughout the Collin County area and, working with Council District 12, selected Frankford Road from Texas 289 (Preston Road) to Coit Road improvement project for submittal to Collin County. The project will include partial roadway reconstruction in areas where needed, pavement overlay, pedestrian and crosswalk improvements, and traffic signal, streetlighting, and minor landscaping improvements. The anticipated City's matching share is \$2,677,325, representing 50% of the total eligible project cost. The funding source for the City's share is the 2017 Bond Program. Submissions are due on October 31, 2019 and it is anticipated that funding will be available in March or April 2020.

A project map is attached for your immediate reference. Please do not hesitate to contact me if you have any questions.

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

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

[Attachment]

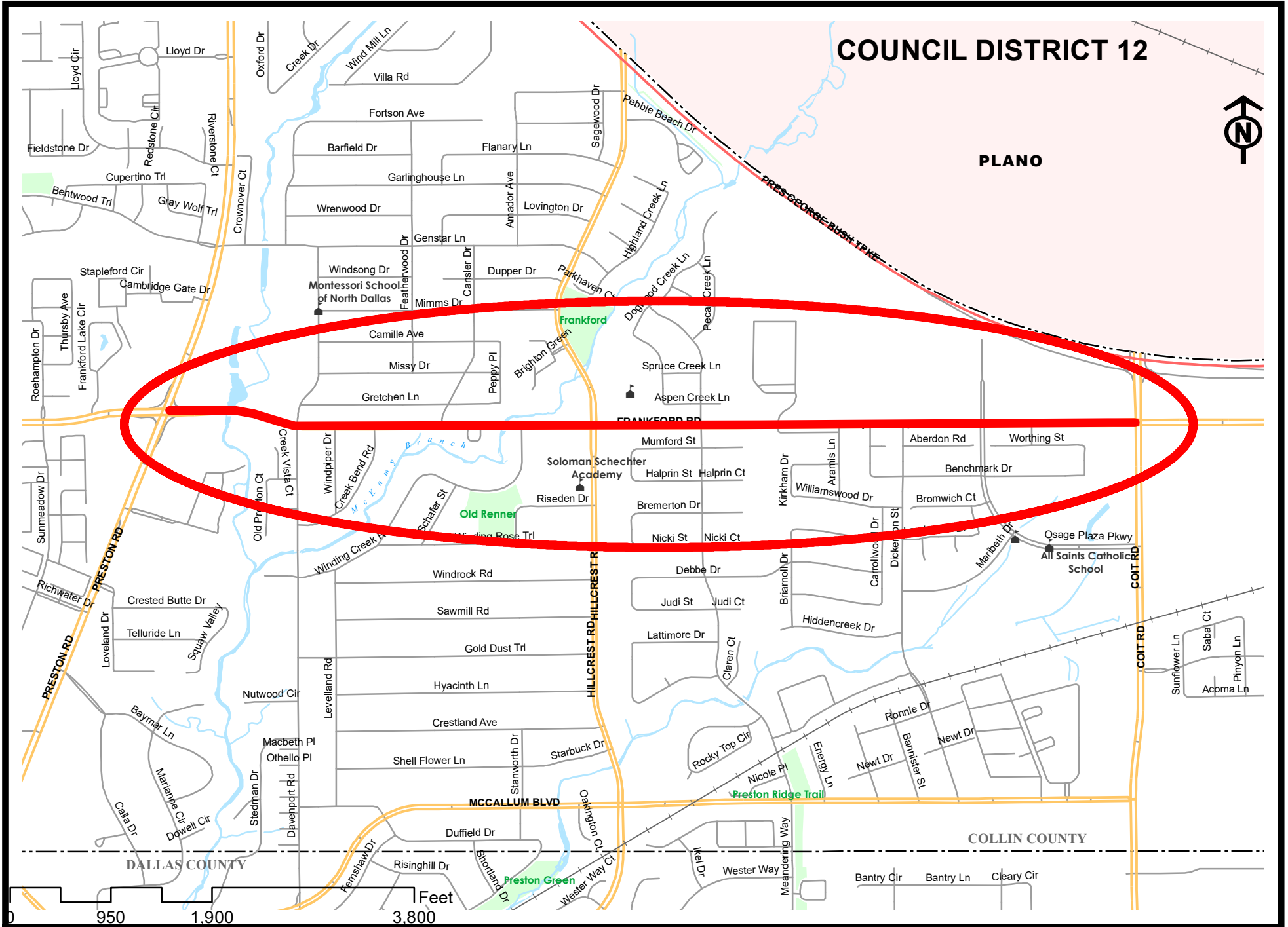
c: T.C. Broadnax, City Manager  
Chris Caso, City Attorney (Interim)  
Mark Swann, City Auditor  
Biliera Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Kimberly Bizer Tolbert, Chief of Staff to the City Manager  
Jon Fortune, Assistant City Manager

Joey Zapata, Assistant City Manager  
Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer  
Michael Mendoza, Chief of Economic Development and Neighborhood Services  
M. Elizabeth Reich, Chief Financial Officer  
Laila Aleqresh, Chief Innovation Officer  
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion  
Directors and Assistant Directors

# FRANKFORD ROAD, TEXAS 289 - PRESTON ROAD TO HILLCREST ROAD FRANKFORD ROAD FROM HILLCREST ROAD TO COIT ROAD

COUNCIL DISTRICT 12

PLANO



# Memorandum



CITY OF DALLAS

DATE October 25, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT **Budget Accountability Report – August 2019**

The Budget Accountability Report (BAR) based on information through August 31, 2019, is attached for your review. This report combines the Financial Forecast Report (FFR), Dallas 365, and Budget Initiative Tracker into a single monthly report. The Office of Budget will provide the end-of-year BAR for FY 2018-19 to the Government Performance and Financial Management Committee on December 10.

If you have any questions, please contact Jack Ireland, Director in the Office of Budget.

*M. Elizabeth Reich*

M. Elizabeth Reich  
Chief Financial Officer

[Attachment]

c: T.C. Broadnax, City Manager  
Chris Caso, City Attorney (Interim)  
Mark Swann, City Auditor  
Biliera Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Kimberly Bizer Tolbert, Chief of Staff to the City Manager  
Majed A. Al-Ghafry, Assistant City Manager

Jon Fortune, Assistant City Manager  
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Michael Mendoza, Chief of Economic Development and Neighborhood Services  
Laila Alequresh, Chief Innovation Officer  
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion  
Directors and Assistant Directors





AUGUST 2019  
**BUDGET  
ACCOUNTABILITY  
REPORT**

PREPARED BY THE  
**OFFICE OF BUDGET**

---

1500 Marilla Street, 4FN  
Dallas, TX 75201

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

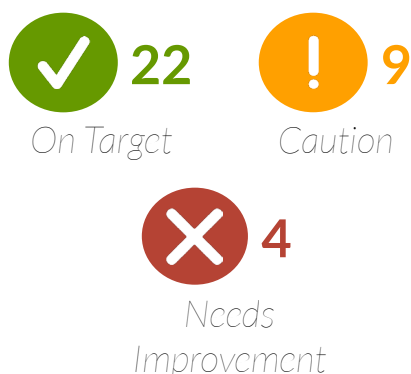
# EXECUTIVE SUMMARY

## Financial Forecast Report

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

✓ YE forecast within 5% of budget    
 ! YE forecast within 6-10% of budget    
 ✗ YE forecast more than 10% from budget or no forecast provided

### Dallas 365



### Budget Initiative Tracker



# FINANCIAL FORECAST REPORT

The Financial Forecast Report (FFR) provides a summary of financial activity through August 31, 2019, for the General Fund and other annual operating funds of the City. The Adopted Budget reflects the budget adopted by City Council on September 18, 2018, effective October 1 through September 30. The Amended Budget column reflects City Council-approved transfers between funds and programs, approved use of contingency, and other amendments supported by revenue or fund balance.

Year-to-Date (YTD) Actual amounts represent revenue or expenses/encumbrances that have occurred through the end of the most recent accounting period. Departments provide the Year-End (YE) Forecast, which projects anticipated revenues and expenditures as of September 30, 2019. The variance is the difference between the FY 2018-19 Amended Budget and the YE Forecast. Variance notes are provided when the YE forecast is +/- five percent of the amended budget and/or if YE expenditures are forecast to exceed the amended budget.

## General Fund Overview

	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	YTD Actual	YE Forecast	Variance
Beginning Fund Balance	\$182,017,646	\$182,017,646		\$207,908,478	\$25,890,832
Revenues	1,365,966,274	1,368,851,406	1,272,355,989	1,373,048,277	4,196,871
Expenditures	1,365,966,274	1,368,601,406	1,187,072,638	1,364,835,676	(4,765,731)
Ending Fund Balance	\$182,017,646	\$182,267,646		\$216,121,079	\$34,853,433

The General Fund overview provides a summary of financial activity through August 31, 2019.

**Fund Balance.** The summary includes fund balance with the YE revenue and expenditure forecasts. The YE forecast beginning fund balance represents the FY 2017-18 audited unassigned ending fund balance and includes FY 2017-18 YE savings.

**Revenues.** Through August 31, 2019, General Fund revenues are projected to be \$4,197,000 over budget. This is primarily due to forecasted increases in sales tax collections and interest revenues, offset partially by a reduction in anticipated Ambulance Services Supplemental Payment Program revenue.

**Expenditures.** Through August 31, 2019, General Fund expenditures are projected to be under budget by \$4,766,000. Departments are under budget primarily because of salary savings from vacant positions and Safelight and ambulance billing contract savings.

**Amendments.** The General Fund budget was amended on:

- November 14, 2018, by resolution #18-1641 in the amount of \$155,000 for the District 4 runoff election.
- February 13, 2019, by resolution #19-0296 in the amount of \$480,000 for the disassembly, removal, and transfer to storage of the Confederate monument in Pioneer Cemetery.
- April 24, 2019, by ordinance #31779 for mid-year appropriation ordinance adjustments consisting of a \$75,000 increase to Civil Service (CVS), \$80,700 increase to City Controller's Office (CCO), \$150,000 decrease to Court and Detention Services (CTS), \$100,000 decrease to Library (LIB), \$73,520 decrease to Non-Departmental, \$150,710 increase to 311 Customer Service (311), \$142,110 increase to Office of Homeless Solutions (OHS), \$125,000 decrease to Public Affairs and Outreach (PAO), \$250,000 increase to Dallas Police Department (DPD) from Contingency Reserve, and a \$500,000 increase to Park and Recreation (PKR) from Contingency Reserve.
- May 15, 2019, by resolution #19-0737 in the amount of \$1,250,000 for the citywide runoff election

*(continued on page 4)*



## VARIANCE NOTES

- September 11, 2019, by ordinance #31308 for end-of-year appropriation ordinance adjustments consisting of a \$695,000 increase to Building Services (BSD), \$50,000 decrease to City Attorney's Office (CAO), \$15,000 decrease to City Auditor's Office (AUD), \$450,000 decrease to CTS, \$130,000 decrease to Dallas Animal Services (DAS), \$290,000 decrease to Dallas Fire-Rescue (DFR), \$1,950,000 increase to DPD, \$15,000 decrease to Housing and Neighborhood Revitalization (HOU), \$180,000 decrease to Human Resources (HR), \$700,000 decrease to LIB, \$75,000 decrease to the Office of Equity and Human Rights, \$970,000 increase to the Office of Strategic Partnerships and Governmental Affairs (OSPGA), \$80,000 decrease to PAO, \$50,000 decrease to Mayor and City Council (MCC), \$1,266,000 decrease to Non-Departmental, \$100,000 decrease to the Office of Budget (BMS), \$142,000 increase to the Office of Cultural Affairs (OCA), \$384,000 increase to PKR, \$200,000 decrease to Planning and Urban Design (PUD), \$40,000 decrease to Public Works (PBW), and a \$500,000 increase to Transportation (TRN).



## Financial Forecast Report

**GENERAL FUND REVENUE**

Revenue Category <sup>1</sup>	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	YTD Actual	YE Forecast	Variance
Property Tax	\$727,886,279	\$727,886,279	\$727,473,438	\$728,312,438	\$426,159
Sales Tax <sup>2</sup>	311,645,016	311,645,016	287,437,182	315,858,314	4,213,298
Franchise and Other	133,347,988	133,347,988	104,766,493	133,584,549	236,561
Charges for Service <sup>3</sup>	110,146,088	110,146,088	83,986,482	103,841,385	(6,304,703)
Fines and Forfeitures	34,244,958	34,244,958	24,399,009	34,446,294	201,336
Operating Transfers In <sup>4</sup>	24,823,767	27,708,899	19,648,741	24,515,025	(3,193,874)
Intergovernmental	9,563,291	9,563,291	4,005,269	10,235,115	671,824
Miscellaneous <sup>5</sup>	6,320,104	6,320,104	7,342,235	7,714,848	1,394,744
Licenses and Permits	5,670,499	5,670,499	5,902,523	6,554,035	883,536
Interest <sup>6</sup>	2,318,284	2,318,284	7,394,618	7,986,274	5,667,990
<b>Total Revenue</b>	<b>\$1,365,966,274</b>	<b>\$1,368,851,406</b>	<b>\$1,272,355,989</b>	<b>\$1,373,048,277</b>	<b>\$4,196,871</b>

**VARIANCE NOTES**

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

**1 Revenue Category.** Beginning with the December 2018 BAR, revenue categories have been restated to match the City's Chart of Accounts.

**2 Sales Tax.** Sales tax revenues are forecast to be \$4,213,000 over budget due to increased collections. Over the most recent 12 months, sales tax receipts have increased by 3.7 percent. On September 30, the City received a notice from the Texas Comptroller of Public Accounts of \$5,200,000 in overpayment in local sales tax between July 2014 and July 2017. The City selected the one-time repayment option, so the Comptroller deducted \$5,200,000 from the City's revenue for August 2019.

**3 Charges for Service.** Charges for Service are forecast to be \$6,305,000 under budget primarily as a result of a \$10,657,000 reduction in anticipated Ambulance Services Supplemental Payment Program revenues, partially offset by a \$1,167,000 reduction in contractor fees.

**4 Operating Transfers In.** The revenue budget for Operating Transfers In was amended on November 14, 2018, by resolution #18-1641 in the amount of \$155,000 for the District 4 runoff election; on February 13, 2019, by resolution #19-0296 in the amount of \$480,000 for the disassembly, removal, and transfer to storage of the Confederate monument in Pioneer Cemetery; on April 24, 2019, by ordinance #31179 in the amount of \$750,000 for the police staffing study and evening youth programs in PKR; and on May 15, 2019 by resolution #19-0737 in the amount of \$1,250,000 for the citywide runoff election. Revenue is forecast to be \$3,194,000 under budget due to deferral of inter-fund transfers.

**5 Miscellaneous.** Miscellaneous revenues are forecast to be \$1,395,000 over budget primarily due to facility rental fees and sale of non-taxable City surplus property.

**6 Interest.** Interest revenue is forecast to be \$5,668,000 over budget based on current trends and actual collections.

## Financial Forecast Report

**GENERAL FUND EXPENDITURES**

Expenditure Category	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	YTD Actual	YE Forecast	Variance
Civilian Pay	\$241,344,527	\$240,081,681	\$202,077,424	\$223,383,420	(\$15,241,140)
Civilian Overtime	6,660,128	6,678,021	10,136,845	11,451,275	4,773,254
Civilian Pension	35,070,258	34,863,889	29,096,293	32,673,472	(2,170,375)
Uniform Pay	423,709,510	422,445,961	370,467,750	417,448,395	(4,707,566)
Uniform Overtime	39,354,268	39,354,268	40,079,602	45,578,820	5,024,552
Uniform Pension	159,002,901	159,002,901	138,664,817	159,002,901	0
Health Benefits	68,816,185	68,780,215	52,634,046	68,768,545	(11,670)
Workers Comp	10,508,446	10,508,446	10,525,559	10,576,730	68,284
Other Personnel Services	12,666,100	12,619,743	10,823,592	12,861,927	244,202
Total Personnel Services <sup>1</sup>	997,132,323	994,335,125	864,505,927	981,745,485	(12,020,458)
Supplies <sup>2</sup>	77,884,269	77,567,937	66,744,448	82,435,647	4,165,631
Contractual Services <sup>3</sup>	366,535,382	369,105,358	289,955,390	374,007,788	4,139,832
Capital Outlay <sup>4</sup>	13,617,618	16,711,421	11,965,624	18,443,625	1,627,697
Reimbursements <sup>5</sup>	(89,203,318)	(89,118,436)	(46,098,752)	(91,796,869)	(2,678,433)
Total Expenditures	\$1,365,966,274	\$1,368,601,405	\$1,187,072,638	\$1,364,835,676	(\$4,765,731)

**VARIANCE NOTES**

**1 Personnel Services.** Current YE civilian pay forecast is \$15,241,000 under budget primarily due to vacancy savings that fully offset the \$4,773,000 overrun in overtime. Uniform overtime YE forecast assumes \$4,513,000 in overtime for DPD and \$512,000 for DFR, partially offset by \$4,708,000 in vacancy savings. Uniform pension YE forecast equals budget and includes the \$156,819,000 contribution required to fund the police and fire pension as enacted by the Texas Legislature through HB 3158 and additional funding for supplemental pension.

**2 Supplies.** Current YE forecast is \$4,166,000 over budget primarily due to higher-than-budgeted PKR gas and water expenses to be offset by additional revenue of \$1,490,000 from Fair Park First, greater-than-budgeted OCA gas and furniture expenses, greater-than-anticipated usage of medical-surgical supplies by DAS, unbudgeted technology expenses in Code Compliance (CCS), and increased costs related to repair of fire apparatus.

**3 Contractual Services.** Contractual Services are \$4,140,000 over budget due to the use of temporary help and day labor expenses in various departments, unbudgeted equipment upgrades and maintenance in DPD and DFR, increased use of professional services in CAO and the Office of Environmental Quality and Sustainability (OEQS), and unbudgeted major repairs to City facilities, offset by salary savings and reduced contractor fees associated with Ambulance Services Supplemental Payment Program and the Safelight program.

**4 Capital Outlay.** Current YE forecast is \$1,682,000 over budget due to traffic signal replacement, signal improvements and storm damage repair, replacement of five ambulances as a result of wrecks, and the purchase of vehicles/heavy equipment for CCS, CTS, and PKR. Appropriations were adjusted by \$3,698,000 for the purchase of vehicles/heavy equipment for CCS, DFR, HOU, PBW, PKR, and TRN.

## VARIANCE NOTES

**5 Reimbursements.** General Fund reimbursements reflect contributions from various agencies, including federal and state funds, internal service fund departments, and enterprise fund departments. Current YE forecasts are \$2,678,000 over budget due to reimbursements to HR for implementation of Workday, DPD overtime reimbursements from confiscated funds, and PBW reimbursements from the Bond Program, partially offset by lower forecasts for TIF reimbursements to the Office of Economic Development (ECO) and lower reimbursements to OEQS.

## Financial Forecast Report

**GENERAL FUND EXPENDITURES**

Expenditure by Department	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	YTD Actual	YE Forecast	Variance
Building Services <sup>1</sup>	\$22,729,907	\$22,729,907	\$20,741,657	\$23,425,201	\$0
City Attorney's Office <sup>2</sup>	18,348,876	18,348,876	15,574,121	18,014,390	(284,486)
City Auditor's Office <sup>3</sup>	3,367,314	3,367,314	2,572,396	2,835,344	(516,970)
City Controller's Office <sup>4</sup>	6,768,899	6,917,984	6,217,594	6,806,517	(111,467)
Independent Audit	917,892	917,892	917,892	917,892	0
City Manager's Office	2,787,305	2,823,827	2,458,491	2,813,245	(10,582)
City Secretary <sup>5</sup>	4,350,544	5,755,676	4,965,620	5,668,892	(86,784)
Civil Service <sup>6</sup>	3,241,621	3,316,621	2,780,362	3,307,169	(9,452)
Code Compliance <sup>7</sup>	31,635,395	31,635,395	27,131,222	31,635,395	0
Court and Detention Services <sup>8</sup>	23,314,074	23,164,074	17,894,385	22,114,936	(599,138)
Jail Contract	8,908,016	8,908,016	7,423,347	8,908,016	0
Dallas Animal Services <sup>9</sup>	14,878,667	14,878,667	13,085,972	14,731,675	(16,992)
Dallas Fire-Rescue <sup>10</sup>	294,483,209	294,483,209	254,414,855	293,583,830	(609,379)
Dallas Police Department <sup>11</sup>	486,752,691	487,002,691	427,829,517	488,483,793	(468,748)
Housing and Neighborhood Revitalization <sup>12</sup>	4,213,724	4,213,724	3,916,059	4,198,341	(383)
Human Resources <sup>13</sup>	7,005,071	7,005,071	6,245,379	6,824,398	(673)
Judiciary	3,446,356	3,706,181	3,554,509	3,705,585	(596)
Library <sup>14</sup>	34,138,717	34,038,717	29,652,208	33,077,644	(261,073)
Office of Management Services					
311 Customer Service <sup>15</sup>	4,495,891	4,713,915	3,527,560	4,713,915	0
Council Agenda Office	219,414	219,414	198,039	219,414	0
Office of Equity and Human Rights <sup>16</sup>	998,436	998,436	724,483	1,017,385	93,949
Office of Innovation <sup>17</sup>	603,668	603,668	297,235	473,322	(130,346)
Office of Strategic Partnerships <sup>18</sup>	1,053,433	1,053,433	930,728	2,023,433	0
Office of Business Diversity	894,165	894,165	723,427	866,973	(27,192)
Office of Community Care	5,375,877	5,375,877	4,800,579	5,307,235	(68,642)
Office of Emergency Management	877,113	877,113	668,057	862,513	(14,600)
Office of Environmental Quality	2,734,360	2,734,360	3,193,884	2,734,360	0
Office of Homeless Solutions <sup>19</sup>	11,546,393	11,688,503	8,300,435	11,531,363	(157,140)
Public Affairs and Outreach <sup>20</sup>	2,098,745	1,973,745	1,322,838	1,755,443	(138,302)
Welcoming Communities <sup>21</sup>	623,124	627,529	468,291	634,670	7,141
Mayor and City Council <sup>22</sup>	4,989,530	4,989,530	4,404,695	4,909,819	(29,711)
Non-Departmental <sup>23</sup>	92,727,295	92,653,775	81,236,674	90,613,665	(774,400)
Office of Budget <sup>24</sup>	3,796,050	3,796,050	3,084,629	3,656,018	(40,032)
Office of Cultural Affairs <sup>25</sup>	19,973,188	20,453,188	20,003,831	20,584,954	(9,800)
Office of Economic Development	4,972,909	4,972,909	4,379,011	4,969,587	(3,322)
Park and Recreation <sup>26</sup>	98,542,371	99,042,371	89,528,446	99,426,371	0
Planning and Urban Design <sup>27</sup>	3,171,871	3,171,871	2,457,836	2,784,039	(187,832)
Procurement Services	2,443,038	2,622,104	2,314,968	2,609,751	(12,353)
Public Works <sup>28</sup>	75,856,653	75,856,653	66,628,941	75,620,836	(195,817)
Sustainable Development <sup>29</sup>	2,194,525	2,194,525	2,455,173	2,094,525	(100,000)
Transportation <sup>30</sup>	47,219,419	47,219,419	35,296,150	47,718,811	(608)
<b>Total Departments</b>	<b>\$1,358,695,746</b>	<b>\$1,361,946,395</b>	<b>\$1,184,321,493</b>	<b>\$1,358,180,665</b>	<b>(\$4,765,731)</b>
Liability/Claim Fund Transfer	2,751,145	2,751,145	2,751,145	2,751,145	0
Contingency Reserve	2,319,383	2,319,383	0	2,319,383	0
Salary and Benefit Reserve <sup>31</sup>	2,200,000	1,584,483	0	1,584,483	0
<b>Total Expenditures</b>	<b>\$1,365,966,274</b>	<b>\$1,368,601,406</b>	<b>\$1,187,072,638</b>	<b>\$1,364,835,676</b>	<b>(\$4,765,731)</b>

## VARIANCE NOTES

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

**1 Building Services.** BSD's budget was increased by \$695,000 on September 11, 2019, by ordinance #31308 for repairs to facilities in the Arts and Central districts, City Hall, Martin Weiss Recreation Center, and Thanksgiving Square, as well as increased usage of pest control, dumpster rentals, and landscaping activities at City Hall.

**2 City Attorney's Office.** CAO's budget was decreased by \$50,000 on September 11, 2019, by ordinance #31308.

**3 City Auditor's Office.** AUD's budget was decreased by \$15,000 on September 11, 2019, by ordinance #31308. AUD is forecast to be \$517,000 under budget due to salary savings and savings from professional services.

**4 City Controller's Office.** CCO's budget was increased by \$80,700 on April 24, 2019, by ordinance #31179 for technology upgrades and Certified Accounts Payable Professional certification, training, and membership dues.

**5 City Secretary.** The City Secretary budget was increased by \$155,000 on November 14, 2018, by resolution #18-1641 for the District 4 runoff election and by \$1,250,000 on May 15, 2019, by resolution #19-0737 for the citywide runoff election.

**6 Civil Service.** CVS' budget was increased by \$75,000 on April 24, 2019, by ordinance #31179 for installation of a new secure card key entry system, computer equipment for DPD and DFR testing, and updates to the Civil Service board room.

**7 Code Compliance.** Savings projected in the March BAR are being used to purchase equipment for the Community Clean! initiative, approved on May 22, 2019, by resolution #19-0829.

**8 Court and Detention Services.** CTS' budget was decreased by \$150,000 on April 24, 2019, by ordinance #31179 and by \$450,000 on September 11, 2019, by ordinance #31308. CTS is forecast to be \$599,000 under budget due to salary savings and lower-than-anticipated costs for the citywide security assessment.

**9 Dallas Animal Services.** DAS' budget was decreased by \$130,000 on September 11, 2019, by ordinance #31308.

**10 Dallas Fire-Rescue.** DFR's budget was decreased by \$290,000 on September 11, 2019, by ordinance #31308.

**11 Dallas Police Department.** DPD's budget was increased by \$250,000 on April 24, 2019, by ordinance #31179 for a uniform staffing study and by \$1,950,000 on September 11, 2019, by ordinance #31308 for uniform overtime and purchase of supplies.

**12 Housing and Neighborhood Revitalization.** HOU's budget was decreased by \$15,000 on September 11, 2019, by ordinance #31308.

**13 Human Resources.** HR's budget was decreased by \$180,000 on September 11, 2019, by ordinance #31308.

**14 Library.** LIB's budget was decreased by \$100,000 on April 24, 2019, by ordinance #31179 and by \$700,000 on September 11, 2019, by ordinance #31308.

## VARIANCE NOTES

**15 311 Customer Service.** 311's budget was increased by \$150,710 on April 24, 2019, by ordinance #31179 for reclassification of positions and the use of temporary employees.

**16 Office of Equity and Human Rights.** The Office of Equity and Human Rights budget was decreased by \$75,000 on September 11, 2019, by ordinance #31308. The department is projecting to be \$94,000 over budget due to term pay and a contract with the Government Alliance on Race and Equity (GARE) for citywide equity training.

**17 Office of Innovation.** Expenditures are forecast to be \$130,000 under budget primarily due to vacancies, offset by professional services contracts.

**18 Office of Strategic Partnerships and Governmental Affairs.** OSPGA's budget was decreased by \$30,000 and increased by \$1,000,000 on September 11, 2019, by ordinance #31308 to fund a contract with Dallas County for work related to the 2020 Census.

**19 Office of Homeless Solutions.** OHS' budget was increased by \$142,110 on April 24, 2019, by ordinance #31179 for temporary staff hired to implement the Continuum of Care.

**20 Public Affairs and Outreach.** PAO's budget was decreased by \$125,000 on April 24, 2019, by ordinance #31179 and by \$80,000 on September 11, 2019, by ordinance #31308. Expenditures are forecast to be \$138,000 under budget due to hiring delays for vacant positions and lower costs associated with off-site City Council meetings.

**21 Welcoming Communities and Immigrant Affairs.** WCIA is forecast to be \$7,000 over budget due to the promotion of the Director to Chief of Equity and Inclusion.

**22 Mayor and City Council.** MCC's budget was decreased by \$50,000 on September 11, 2019, by ordinance #31308.

**23 Non-Departmental.** The Non-Departmental budget was decreased by \$73,520 on April 24, 2019, by ordinance #31179 and by \$1,266,000 on September 11, 2019, by ordinance #31308.

**24 Office of Budget.** BMS' budget was decreased by \$100,000 on September 11, 2019, by ordinance #31308.

**25 Office of Cultural Affairs.** OCA's budget was increased by \$480,000 on February 13, 2019, by resolution #19-0296 for the disassembly, removal, and transfer to storage of the Confederate monument in Pioneer Cemetery, and by \$142,000 on September 11, 2019, by ordinance #31308 for an unbudgeted contractual payment to Dallas Summer Musicals at Fair Park.

**26 Park and Recreation.** PKR's budget was increased by \$500,000 on April 24, 2019, by ordinance #31179 to develop and expand youth programs during evenings and weekends, and by \$384,000 on September 11, 2019, by ordinance #31308 for weather-related damage to PKR facilities.

**27 Planning and Urban Design.** PUD's budget was decreased by \$200,000 on September 11, 2019, by ordinance #31308. Expenditures are forecast to be \$188,000 under budget due to salary savings.

**28 Public Works.** PBW's budget was decreased by \$40,000 on September 11, 2019, by ordinance #31308.

**29 Sustainable Development and Construction.** DEV is forecast to be \$100,000 under budget due to contract-related expenses for the historic preservation survey.

**30 Transportation.** TRN's budget was increased by \$500,000 on September 11, 2019, by ordinance #31308 for the strategic mobility plan approved on February 13, 2019, by resolution #19-0297.

## VARIANCE NOTES

**31 Salary and Benefit Reserve.** Salary and Benefit Reserve funds totaling \$616,000 were allocated to CCO (\$68,000), City Manager's Office (\$37,000), Judiciary (\$260,000), 311 (\$67,000), Procurement Services (\$179,000), and WCIA (\$4,500) for personnel-related expenditures, primarily vacation and sick termination payments, and City Council-approved increases to municipal judges' salaries.



## Financial Forecast Report

**ENTERPRISE FUNDS**

Department	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	YTD Actual	YE Forecast	Variance
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**AVIATION<sup>1</sup>**

Beginning Fund Balance	\$14,216,560	\$14,216,560		\$5,570,308	(\$8,646,252)
Total Revenues	144,132,819	154,991,423	132,204,870	155,068,881	77,458
Total Expenditures	144,132,819	154,991,423	121,111,378	154,991,423	0
Ending Fund Balance	\$14,216,560	\$14,216,560		\$5,647,766	(\$8,568,794)

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

Beginning Fund Balance	\$33,234,399	\$33,234,399		\$39,186,345	\$5,951,946
Total Revenues	108,647,915	108,647,915	95,705,291	109,844,513	(220,318)
Total Expenditures	108,647,915	108,647,915	69,662,030	109,844,513	(220,318)
Ending Fund Balance	\$33,234,399	\$33,234,399		\$39,186,345	\$5,951,946

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

Beginning Fund Balance	\$1,205,492	\$1,205,492		\$1,055,872	(\$149,620)
Total Revenues	2,178,813	2,178,813	1,695,185	1,749,615	(429,198)
Total Expenditures	2,076,728	2,076,728	1,773,423	1,885,569	(191,159)
Ending Fund Balance	\$1,307,577	\$1,307,577		\$919,918	(\$387,659)

Note: FY 2018-19 budget reflects revenue in excess of expenses.

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

Beginning Fund Balance	\$29,641,449	\$29,641,449		\$24,416,494	(\$5,224,955)
Total Revenues	112,653,465	114,157,465	111,792,402	121,384,002	2,552,397
Total Expenditures	112,653,465	114,157,465	95,276,894	118,675,724	(155,881)
Ending Fund Balance	\$29,641,449	\$29,641,449		\$27,124,772	(\$2,516,677)

**STORM DRAINAGE MANAGEMENT—DALLAS WATER UTILITIES<sup>5</sup>**

Beginning Fund Balance	\$7,928,950	\$7,928,950		\$12,692,716	\$4,763,766
Total Revenues	58,436,837	58,436,837	56,122,993	58,446,482	9,645
Total Expenditures	58,436,837	58,436,837	45,724,313	61,374,743	(4,062,094)
Ending Fund Balance	\$7,928,950	\$7,928,950		\$9,764,455	\$8,835,505

**SUSTAINABLE DEVELOPMENT AND CONSTRUCTION**

Beginning Fund Balance	\$43,833,830	\$43,833,830		\$47,568,451	\$3,734,621
Total Revenues	33,143,848	33,143,848	35,707,001	35,732,831	2,588,983
Total Expenditures	34,571,119	34,571,119	30,308,438	34,309,332	(261,787)
Ending Fund Balance	\$42,406,559	\$42,406,559		\$48,991,950	\$6,585,391

Note: FY 2018-19 budget reflects planned use of fund balance.

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

Beginning Fund Balance	\$118,325,578	\$118,325,578		\$145,368,915	\$27,043,337
Total Revenues	665,005,577	665,005,577	553,890,673	622,139,834	(42,865,743)
Total Expenditures	665,491,395	665,491,395	495,658,311	629,747,259	(35,744,136)
Ending Fund Balance	\$117,839,760	\$117,839,760		\$137,761,490	\$19,921,730

Note: FY 2018-19 budget reflects planned use of fund balance.



## Financial Forecast Report

**INTERNAL SERVICE FUNDS**

Department	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	YTD Actual	YE Forecast	Variance
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**INFORMATION TECHNOLOGY**

Beginning Fund Balance	\$10,887,991	\$10,887,991		\$11,210,496	\$322,505
Total Revenues	69,434,657	69,434,657	54,211,622	69,492,700	58,043
Total Expenditures	77,011,403	77,011,403	67,393,371	76,456,490	(554,913)
Ending Fund Balance	\$3,311,245	\$3,311,245		\$4,246,706	\$935,461

Note: FY 2018-19 budget reflects planned use of fund balance.

**RADIO SERVICES<sup>6</sup>**

Beginning Fund Balance	\$2,800,576	\$2,800,576		\$3,086,522	\$285,946
Total Revenues	5,917,772	5,917,772	3,978,792	5,936,147	18,375
Total Expenditures	8,651,413	8,651,413	7,345,898	8,156,204	(495,210)
Ending Fund Balance	\$66,935	\$66,935		\$866,466	\$799,531

Note: FY 2018-19 budget reflects planned use of fund balance.

**EQUIPMENT AND FLEET MANAGEMENT<sup>8</sup>**

Beginning Fund Balance	\$7,254,000	\$7,254,000		\$6,862,856	(\$391,144)
Total Revenues	54,412,850	55,662,517	38,266,620	56,165,629	0
Total Expenditures	54,912,850	56,162,517	50,955,097	56,665,629	0
Ending Fund Balance	\$6,754,000	\$6,754,000		\$6,362,856	(\$391,144)

Note: FY 2018-19 budget reflects planned use of fund balance.

**EXPRESS BUSINESS CENTER<sup>9</sup>**

Beginning Fund Balance	\$2,682,143	\$2,682,143		\$2,793,339	\$111,196
Total Revenues	2,593,790	2,593,790	2,305,687	2,986,691	392,901
Total Expenditures	2,137,496	2,137,496	1,500,494	2,136,065	(1,431)
Ending Fund Balance	\$3,138,437	\$3,138,437		\$3,643,965	\$505,528

Note: FY 2018-19 budget reflects revenue in excess of expenses.

## Financial Forecast Report

**OTHER FUNDS**

Department	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	YTD Actual	YE Forecast	Variance
<b>9-1-1 SYSTEM OPERATIONS</b>					
Beginning Fund Balance	\$7,852,062	\$7,852,062		\$10,243,774	\$2,391,712
Total Revenues	12,018,812	12,018,812	11,063,228	12,457,233	438,421
Total Expenditures	15,176,553	15,176,553	10,785,433	15,018,482	(158,071)
Ending Fund Balance	\$4,694,321	\$4,694,321		\$7,682,525	\$2,988,204

Note: FY 2018-19 budget reflects planned use of fund balance.

**DEBT SERVICE**

Beginning Fund Balance	\$32,549,163	\$32,549,163		\$28,898,633	(\$3,650,530)
Total Revenues	289,189,656	289,189,656	288,052,265	290,616,470	1,426,814
Total Expenditures	296,200,044	296,200,044	280,201,780	284,645,942	(11,554,102)
Ending Fund Balance	\$25,538,775	\$25,538,775		\$34,869,161	\$9,330,386

Note: FY 2018-19 budget reflects planned use of fund balance.

**EMPLOYEE BENEFITS<sup>10</sup>**

City Contributions	\$94,862,835	\$94,862,835	75,148,601	\$95,597,379	\$734,544
Employee Contributions	36,126,244	36,126,244	39,600,043	39,600,043	3,473,799
Retiree	31,963,243	31,963,243	25,953,897	31,655,541	(307,702)
Other	0	0	261,075	261,075	261,075
Total Revenues	162,952,322	162,952,322	140,963,616	167,114,038	4,161,716
Total Expenditures	\$160,083,133	\$160,083,133	\$126,617,397	\$161,397,492	\$1,314,359

Note: FY 2018-19 budget reflects revenue in excess of expenses. FY 2018-19 YE forecast reflects claim expenses expected to occur in the fiscal year. Fund balance (not included) reflects incurred but not reported (IBNR) claims.

**RISK MANAGEMENT**

Worker's Compensation	\$13,701,708	\$13,701,708	\$15,284,213	\$15,284,213	\$1,582,505
Third Party Liability	10,227,315	10,227,315	7,034,276	10,227,315	0
Purchased Insurance	3,029,284	3,029,284	3,104,399	3,104,399	75,115
Interest and Other	749,900	749,900	223,773	749,900	0
Total Revenues	27,708,207	27,708,207	25,422,888	29,365,827	1,657,620
Total Expenditures	\$34,166,607	\$34,166,607	\$18,068,707	\$29,372,773	(\$4,793,834)

Note: FY 2018-19 budget reflects planned use of fund balance. FY 2018-19 YE forecast reflects claim expenses expected to occur in the fiscal year. Fund balance (not included) reflects the total current liability for Risk Management (Worker's Compensation/Liability/Property Insurance).

## VARIANCE NOTES

The Enterprise, Internal Service, and Other Funds summaries include the beginning fund balance with the YE revenue and expenditure forecasts. The YE forecast beginning fund balance represents the FY 2017-18 audited ending fund balance and any additional YE savings. Variance notes are provided below for funds with a YE forecast variance of +/- five percent, YE forecast projected to exceed budget, or projected use of fund balance.

**1 Aviation.** The Aviation budget was increased by \$10,859,000 on April 24, 2019, by ordinance #31179 to accrue revenues to service a fall 2019 payment on the Series 2017 Bonds and for the purchase of IT storage infrastructure, offset by \$10,859,000 in increased revenues.

**2 Convention Center.** The Convention Center budget was increased by \$1,417,000 on September 11, 2019, by ordinance #31308 for expenses associated with transitioning operations to management company Spectra, which are fully offset by revenues from operations.

**3 Municipal Radio.** Revenues are forecast to be \$429,000 under budget due to decreased local ad sales. Expenses are forecast to be \$191,000 under budget due to salary savings.

**4 Sanitation Services.** The Sanitation Services (SAN) budget was increased by \$1,504,000 on April 24, 2019, by ordinance #31179 for increased equipment maintenance charges from aging fleet, increased landfill operating expenses associated with higher-than-normal rain in the fall, increased use of temporary help, and infrastructure repair at various SAN facilities. The budget was also increased by \$4,674,000 on September 11, 2019, by ordinance #31308 for storm-related damage and cleanup, fully offset by revenues from stronger-than-anticipated landfill cash customers and residential revenues.

**5 Storm Drainage Management.** The Storm Drainage Management (SDM) budget was increased by \$7,000,000 on September 11, 2019, by ordinance #31308 for the transfer of funds to the SDM Capital Construction Fund for capital projects and repairs. SDM expenses are forecast to be \$4,062,000 under budget due to salary savings.

**6 Water Utilities.** Revenues are forecast to be \$42,866,000 under budget due to wholesale customers receiving a credit to revenues as a result of the Sabine River Authority (SRA) settlement, offset by fund balance, and decreased water consumption. Expenditures are projected to be \$35,744,000 under budget primarily due to a decreased capital construction transfer to offset the consumption-related revenue reduction.

**7 Radio Services.** Expenditures are forecast to be \$495,000 under budget due to lower Master Lease payments.

**8 Equipment and Fleet Management.** The Equipment and Fleet Management (EFM) budget was increased by \$1,250,000 on April 24, 2019, by ordinance #31179 for overtime to support SAN fleet maintenance, cost increases for automotive parts, non-emergency wrecker price agreement, and anticipated new costs associated with the use of emergency wrecker services. The budget was also increased by \$503,000 on September 11, 2019, by ordinance #31308 for overtime maintenance and increased auto body work for DPD vehicles.

**9 Express Business Center.** Revenues are forecast to be \$393,000 over budget primarily due to a \$200,000 buyout of the City's Canon copiers as part of a new copier contract.

**10 Employee Benefits.** Expenditures are forecast to be \$1,314,000 over budget due to higher-than-anticipated voluntary benefit expenses, offset by employee health benefit contributions.

## Financial Forecast Report

# 2017 GENERAL OBLIGATION BOND PROGRAM

Proposition	Authorized by Voters	Inception-to-Date Appropriations	Inception-to-Date Expenditures	Current Encumbered	Unencumbered
Street and Transportation [A]	\$533,981,000	\$124,595,452	\$62,044,227	\$43,228,987	\$19,322,238
Park and Recreation Facilities [B]	261,807,000	154,687,417	41,574,601	39,192,854	73,919,962
Fair Park [C]	50,000,000	27,570,000	3,804,560	5,268,072	18,497,368
Flood Protection and Storm Drainage [D]	48,750,000	19,574,800	997,532	3,295,224	15,282,044
Library Facilities [E]	15,589,000	14,089,000	58,367	5,599,909	8,430,724
Cultural and Performing Arts Facilities [F]	14,235,000	12,745,000	222,208	1,711,485	10,811,307
Public Safety Facilities [G]	32,081,000	31,016,000	1,695,735	2,451,659	26,868,606
City Facilities [H]	18,157,000	14,347,000	475,202	3,868,011	10,003,787
Economic Development [I]	55,400,000	19,462,200	1,304,463	11,012,200	7,145,537
Homeless Assistance Facilities [J]	20,000,000	2,000,000	0	9,322	1,990,679
<b>Total</b>	<b>\$1,050,000,000</b>	<b>\$420,086,869</b>	<b>\$112,176,895</b>	<b>\$115,637,723</b>	<b>\$192,272,252</b>

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

# DALLAS 365

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

An annual target has been established for each measure. The annual target is then broken down into a year-to-date (YTD) target, which represents October 1 through the current reporting period. Each month, we will compare the YTD target with the YTD actual performance reported by the responsible department and assign a YTD status based on how well actual performance compares to the target.

Measures are designated "on target" (green) if actual YTD performance is within 5 percent of the YTD target. Measures with actual YTD performance within 6 to 20 percent of the YTD target are designated in "caution" (yellow) status. If actual YTD performance is more than 20 percent from the YTD target, the measure is designated as "needs improvement" (red). For most measures, high values indicate positive performance, but for a few measures, the reverse is true. These measures are noted with an asterisk and include measures numbered 6, 8, 13 and 22. Variance notes are provided for each measure that is not on target.



On Target



Caution



Needs Improvement

#	Measure	FY 2017-18 Actual	FY 2018-19 Target	YTD Target	YTD Actual	YTD Status
<b>Public Safety</b>						
1	Percentage of responses to structure fires within 5 minutes and 20 seconds of dispatch (Fire-Rescue)	86.11%	90.00%	90.00%	83.98%	!
2	Percentage of EMS responses within five minutes (Fire-Rescue)	N/A	90.00%	90.00%	51.25%	✗
3	Percentage of responses to Priority 1 calls within eight minutes (Police)	N/A	60.00%	60.00%	52.09%	!
4	Percentage of 911 calls answered within 10 seconds (Police)	94.21%	91.00%	91.00%	93.69%	✓
5	Homicide clearance rate (Police)	78.35%	60.00%	60.00%	85.55%	✓
6	Violent crime rate (per 100,000 residents) (Police)*	N/A	767	703.08	626.30	✓
<b>Mobility Solutions, Infrastructure, &amp; Sustainability</b>						
7	Percentage of annual bond appropriation committed (Bond Program)	N/A	90.00%	82.50%	62.00%	✗
8	Average response time to emergency sewer calls (in minutes) (Dallas Water Utilities)*	58.68	60	60	59.52	✓
9	Percentage compliance with state and federal standards and regulations for drinking water (Dallas Water Utilities)	100.00%	100.00%	100.00%	100.00%	✓
10	Number of street lane miles resurfaced (Public Works)	208.34	197	180.58	150.02	!
11	Percentage of potholes repaired within five days (Public Works)	N/A	98.00%	98.00%	91.71%	!
12	Percentage of streets with a Pavement Condition Index rating of C or better (Public Works)	N/A	77.40%	77.40%	77.40%	✓

# DALLAS 365

#	Measure	FY 2017-18 Actual	FY 2018-19 Target	YTD Target	YTD Actual	YTD Status
<b>Mobility Solutions (cont.)</b>						
13	Missed refuse and recycling collections per 10,000 collection points/service opportunities (Sanitation)*	12.83	11	11	13.61	⚠
14	Residential recycling diversion rate (Sanitation)	19.29%	19.00%	19.00%	17.81%	⚠
15	Percentage of surveyed street lights on major streets that are working (Transportation)	94.58%	96.00%	96.00%	95.00%	✅
<b>Economic &amp; Neighborhood Vitality</b>						
16	Number of jobs created or retained through written commitment (Economic Development)	N/A	5,000	4,583	6,001	✅
17	Number of Dallas Homebuyer Assistance Program (DHAP) loans provided (Housing)	N/A	81	74	19	❌
18	Total number of new housing units produced (sale and rental combined) (Housing)	595	1,500	1,375	318	❌
19	Percentage of single-family permits reviewed in three days (Sustainable Development)	80.00%	85.00%	85.00%	86.45%	✅
20	Percentage of inspections performed same day as requested (Sustainable Development)	97.49%	98.00%	98.00%	96.38%	✅
<b>Human &amp; Social Needs</b>						
21	Number of seniors served (Community Care)	1,833	4,500	4,125	6,804	✅
22	Number of days to resolve a homeless encampment site from date of service request to resolution (Homeless Solutions)*	16.31	21	21	18.47	✅
23	Percentage of unduplicated persons placed in permanent housing who remain housed after six months (Homeless Solutions)	N/A	85.00%	85.00%	92.00%	✅
<b>Quality of Life</b>						
24	Number of single-family rental properties inspected (initial inspections and reinspections) (Code Compliance)	12,099	10,000	9,167	8,160	⚠
25	Percentage of 311 Code service requests responded to within estimated response time (Code Compliance)	94.58%	96.00%	96.00%	86.55%	⚠
26	Percentage of food establishments inspected on schedule (Code Compliance)	N/A	95.00%	95.00%	95.00%	✅
27	Live release rate (Animal Services)	80.30%	81.00%	81.00%	85.34%	✅
28	Percentage increase in field impoundments over prior fiscal year (Animal Services)	17.32%	18.00%	18.00%	17.94%	✅
29	Number of library visits in person, online, and for programs (Library)	9,352,274	7,420,000	6,801,667	10,615,481	✅
30	Number of participants in adult education courses (ELL, GED, basic education, and citizenship) (Library)	N/A	25,000	22,917	22,083	✅
31	Percentage of cultural services contracts awarded to artists or small arts organizations (budgets less than \$100,000) (Cultural Affairs)	N/A	50.00%	50.00%	59.70%	✅
32	Percentage of residents within ½ mile of a park (Park and Recreation)	60.00%	63.00%	63.00%	69.00%	✅

# DALLAS 365

#	Measure	FY 2017-18 Actual	FY 2018-19 Target	YTD Target	YTD Actual	YTD Status
<b>Government Performance &amp; Financial Management</b>						
33	Percentage of 311 calls answered within 90 seconds (311)	56.46%	70.00%	70.00%	61.34%	⚠
34	Percentage of invoices paid within 30 days (City Controller)	95.51%	94.00%	94.00%	98.69%	✓
35	Percentage of dollars spent with local businesses (Business Diversity)	45.41%	50.00%	50.00%	48.35%	✓

## VARIANCE NOTES

**#1.** Due to continued focus on driving safety, high numbers of new inexperienced firefighters, and an increase in heavy apparatus assignments to all "Potential Scenes of Violence." These apparatus must stay on location until police arrival, which affects response times for other fire emergencies nearby.

**#2.** Due to high EMS service demand/call volume and finite emergency resources. Units are often deployed from more distant fire stations to serve areas experiencing simultaneous 911 calls for EMS service.

**#3.** Due to lack of staff, although times have improved steadily over the year. An emphasis on recruiting, changes to Civil Service rules, and increased starting pay should lead to increased staffing and ultimately improved response times.

**#7.** Due to fluctuations in project award schedules and the complexity of consultant negotiations, which impacted construction schedules. Staff anticipates achieving 70% commitment by the end of the fiscal year.

**#10.** Production has increased each month since December due to seasonality of resurfacing efforts. An additional 88 lane miles are currently under construction, which will exceed Public Works' target for the year.

**#11.** Due to severe weather cleanup after the June 9 storm. Maintenance staff were redirected to respond to more than 1,600 calls regarding downed trees during June and July. Pothole response should improve beginning in August.

**#13.** Due to severe weather cleanup after the June 9 storm. Sanitation Services shifted focus to storm debris collection, resulting in staffing and equipment shortages, but normal bulk and brush collection have resumed for August.

**#14.** Due to seasonality. As temperatures rise throughout spring and summer, recycling diversion rates rise as well.

**#17.** FY 2017-18 program changes and updated homebuyer qualification guidelines will result in larger loans, but the process is more time-consuming, resulting in fewer loans.

**#18.** The 2018 Notice of Funds Available (NOFA) is expected to produce 800 units, and the single-family NOFA to be issued in 2019 is expected to produce an additional 200. Other units may be added through the Home Repair Program, the incentive zoning ordinance (if approved), and/or tax credit projects that do not require City funding.

**#24.** Due to system conversion, which interrupted service request data retrieval. Inspectors completed more than 1,700 inspections in August, improving the status from Needs Improvement to Caution.

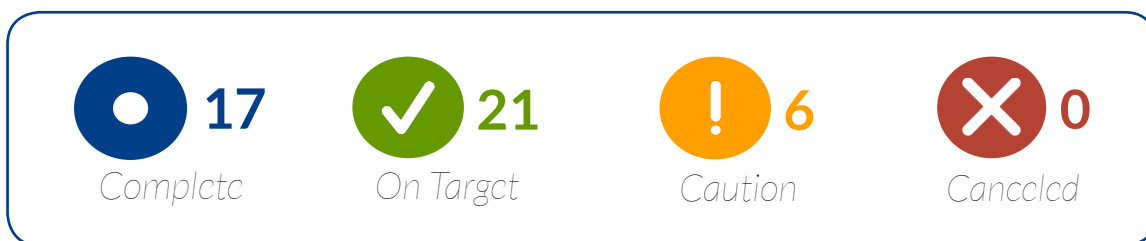
**#25.** Due to system conversion, which interrupted service request data retrieval. Performance has improved since January and should continue to increase.

**#33.** Attrition in agents trained to process calls has slowed, and performance continues to improve.



# BUDGET INITIATIVE TRACKER

The Budget Initiative Tracker reports on 44 activities included in the FY 2018-19 and FY 2019-20 biennial budget. For each initiative included in this report, you will find the initiative number, title, description, and status. At the end of each description, the responsible department is listed. Each month, the responsible department provides a current status for the initiative and indicates whether the initiative is “complete” (blue circle), “on target” (green check mark), “caution” (yellow exclamation mark), or “canceled” (red x).



## In the Spotlight



With an investment of more than \$125 million of bonds and cash, Public Works completed resurfacing, maintenance, and improvement projects on all 822 lane miles budgeted for FY 2018-19.



## Budget Initiative Tracker

**PUBLIC SAFETY****1 Police & Fire Uniform Pay**

**INITIATIVE** Increasing pay for police officers and firefighters (1) effective in October 2018 in accordance with the three-year Meet and Confer agreement, which calls for double-step pay increases of approximately 10 percent, adding a 2 percent top step, and increasing starting pay to \$51,688, and (2) effective in January 2019 in accordance with the City Council budget amendment to increase pay by three percent across the board, to a minimum of \$60,000. (Police and Fire-Rescue)

**STATUS** Uniform pay increases based on the Meet and Confer agreement went into effect October 2018. On December 23, 2018, City Council authorized the City Manager to enter an Amended Meet and Confer agreement for additional uniform pay increases effective in January 2019.

**2 Number of Police Officers**

**INITIATIVE** Recruiting new police officers to bring the number of sworn employees at the end of FY 2018-19 to 3,050. (Police)

**STATUS** DPD ended the fiscal year with a total sworn strength of 3,067, surpassing the planned strength of 3,050.

**3 Number of Firefighters**

**INITIATIVE** Recruiting new firefighters to bring the number of sworn employees at the end of FY 2018-19 to 1,942. (Fire-Rescue)

**STATUS** Dallas Fire-Rescue hired 63 new recruits in July and anticipates attrition of 105 members, resulting in a year-end uniform headcount of 1,963, compared to the original forecast of 1,942.

**4 Police and Fire Uniform Pension**

**INITIATIVE** Contributing \$156.8 million, up \$6.1 million from the current year, to the Dallas Police and Fire Pension System to ensure a secure retirement for our first responders. (Police and Fire-Rescue)

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

**5 Security of City Facilities**

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

**STATUS** City Council approved a one-year consultant contract on May 22 for a security assessment of City facilities and development of a Citywide security strategy, including recommendations for staffing and equipment enhancements.

**6 School Crossing Guards**

**INITIATIVE** Investing more than \$5 million in a school crossing guard program to protect Dallas students. (Court and Detention Services)

**STATUS** All City Management Services, Inc. (ACMS) provided crossing guard services to numerous elementary schools hosting summer school in June 2019. The City recently received its second payment distribution from Dallas County and is working with them to ensure we receive revenue on a more timely basis in the future.

**7 P-25 Radio System**

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

**STATUS** The project team has completed analysis of various radio towers that may have been impacted by potential land reuse plans. Alternative plans are in place for 3131 Dawson St. and Hensley Field. All other sites have been verified. The new go-live date is September 2021, about nine months later than originally estimated. The project team is currently assessing cost impacts of the delay.

**8 Firefighter Safety**

**INITIATIVE** Protecting the safety of DFR officers by replacing all self-contained breathing apparatus (SCBA) in phases and providing a second set of personal protective equipment (PPE) to allow for cleaning equipment between fires. (Fire-Rescue)

**STATUS** Specifications for the second set of PPEs and SCBA replacements had to be updated to include gloves and hoods. DFR anticipates submitting the master agreement award for City Council consideration in December and ordering equipment in January.

**9 911 Operations Center**

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

**STATUS** CIS has ordered equipment for the backup CAD system. CIS has also received the quote for the Dual Production Public Safety Answering Point (PSAP) solution for the backup site, and the contract with AT&T has been amended to allow for additional capacity and functionality. The City Attorney's Office has approved the contract, and CIS is working with the vendor to ensure an October delivery date.

## Budget Initiative Tracker

# MOBILITY SOLUTIONS, INFRASTRUCTURE, & SUSTAINABILITY

## 10 Street Conditions

**INITIATIVE** Investing more than \$125 million of bonds and cash to improve the driving condition of city streets. (Public Works)

**STATUS** Public Works completed resurfacing, maintenance, and improvement projects on all 822 lane miles budgeted for FY 2018-19.

## 11 Intersection Safety

**INITIATIVE** Leveraging \$10 million of federal Highway Safety Improvement Program (HSIP) funds with approximately \$2 million in City funds to improve safety at high-crash locations. (Transportation)

**STATUS** City Council approved the first Local Project Advanced Funding Agreement (LPAFA) with TxDOT on June 26 and four additional LPAFAs on September 25.

## 12 Alley Access

**INITIATIVE** Creating a \$1.8 million cross-departmental pilot program to improve alley access for residents and utilities. (Sanitation, Water Utilities, and Public Works)

**STATUS** As of September 30, Public Works has completed maintenance on 90 unimproved alleys (10.3 miles), exceeding its goal of 80.

## 13 Bike Lanes

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

**STATUS** \$456,000 was transferred to a multi-year fund on September 11, 2019, so work can be completed in FY 2019-20.

## 14 OneWater Consolidation

**INITIATIVE** Combining water, wastewater, and stormwater into one utility to provide comprehensive management of Dallas' valuable water resources. (Water Utilities)

**STATUS** DWU is working with the Office of Budget and City Controller's Office on next steps for assigning fixed assets to the appropriate utility service. Consolidation and relocation of staff is expected to be complete by September.

## 15 Environmental Plan

**INITIATIVE** Completing an environmental plan that includes solutions to address climate change by using \$500,000 available revenue received from the previous plastic bag ordinance and fee. (Office of Environmental Quality)

**STATUS** Since April, staff has hosted six public engagement meetings and attended 40 community meetings by request. About 1,235 people responded to the survey, providing more than 3,200 responses in the plan's seven focus areas. Staff will conduct a second round of community engagement in the fall to gauge acceptance of the proposed plan actions. OEQS is on track to produce a draft CECAP by the end of the calendar year with adoption prior to April 2020.

## 16 Traffic Signals

**INITIATIVE** Repairing traffic signals by 1) responding to traffic signal knockdowns and underground cable repairs and 2) replacing broken vehicle detectors at 40 traffic signals across the city. (Transportation)

**STATUS** This initiative is funded in FY 2019-20, the second year of the biennial.

## 17 City Facility Major Maintenance

**INITIATIVE** Repairing City-owned facilities through a \$7 million deferred maintenance program. (Building Services)

**STATUS** Of the \$6 million allocated for general City facilities, nearly \$5.5 million in projects are complete. Recently completed projects include water line repairs at Fire Station #16, demolition of the apparatus bay at Fire Station #19, and replacement of exterior glass at Pike Recreation Center.

The remaining \$1 million allocated for deferred maintenance is for cultural facilities: \$800,000 at City-owned facilities and \$200,000 for other cultural facilities. Projects estimated at \$800,000 are in progress, including HVAC, interior, and exterior repairs at various cultural centers and facilities.

## 18 Neighborhood Drainage

**INITIATIVE** Implementing a new stormwater program dedicated to neighborhood drainage, which will focus efforts on neighborhood outreach and preventing flooding in local streets. (Water Utilities)

**STATUS** DWU's FY 2019-20 budget proposal includes funding for personnel, equipment, and contracts for increased neighborhood drainage maintenance. In addition to reclassifying and advertising the Sr. Program Manager position, additional requisitions are being opened for the newly designated Neighborhood Drainage Division of DWU.

## Budget Initiative Tracker

**ECONOMIC & NEIGHBORHOOD VITALITY****19 Property Tax Rate** 

**INITIATIVE** Reducing the property tax rate by 0.37¢, making FY 2018-19 the third consecutive year with a tax rate reduction. (Office of Budget)

**STATUS** City Council approved a 0.37¢ property tax reduction on September 18, 2018. Dallas County Tax Office distributed property tax bills and will collect revenue on behalf of the City.

**20 Housing Policy** 

**INITIATIVE** Implementing the Comprehensive Housing Policy approved by City Council in May 2018 to create and preserve housing throughout the city. (Housing and Neighborhood Revitalization)

**STATUS** On May 22, City Council approved an amendment to the Comprehensive Housing Policy adding a new Land Transfer program to facilitate the sale of tax-foreclosed and City-owned lots for affordable housing and other redevelopment activities. The Housing Policy Task Force committees continue to meet monthly to provide stakeholder input that informs implementation of the Comprehensive Housing Policy.

**21 Stabilization and Emerging Market Areas** 

**INITIATIVE** Targeting \$1 million to historically underserved areas at risk of displacement because of changing market conditions, as well as areas in need of intensive environmental enhancements, master planning, and formalized neighborhood organizations. (Housing and Neighborhood Revitalization)

**STATUS** HOU is reviewing proposals for a pilot program in three to five areas of south Dallas that will help income-eligible individuals obtain marketable/insurable title to their property. The pilot program will provide (1) legal services to create marketable title on a significant number of properties and (2) associated services, including information sessions, client intake, prevention, and program evaluation. Staff anticipates submitting a contract for City Council consideration in September.

About \$400,000 has also been allocated to purchase equipment for Code Compliance's Community Clean! initiative, which will engage residents in emerging markets to reduce instances and mitigate the impacts of illegal dumping, litter, and high weeds.

**22 One-Stop Permitting** 

**INITIATIVE** Offering an online one-stop shop for residents and businesses to submit construction plans to the City. (Sustainable Development and Construction)

**STATUS** Phase 2 of the Electronic Plan Review System is on track, which will allow inspectors to view and comment on electronic plans submitted online. The next part of Phase 2 will include enhanced features to improve efficiency, such as a more robust interface that will eliminate duplicate data entry.

**23 Historic Resource Survey** 

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

**STATUS** Staff anticipates submitting the contract for City Council consideration on November 13.

## Budget Initiative Tracker

**HUMAN & SOCIAL NEEDS****24 Homelessness Programs** 

**INITIATIVE** Addressing homelessness holistically, including \$2.3 million for strengthening the homeless response system, providing improved supportive housing for chronically homeless seniors, leveraging innovative and collaborative “shovel-ready” projects for affordable housing units, and developing a landlord subsidized leasing program. (Office of Homeless Solutions)

**STATUS** City Council approved all contracts on June 26 to strengthen the homeless response system and increase landlord participation in the landlord subsidized leasing program (track 3 of the Homeless Solutions Strategy). OHS is now working with vendors on program implementation.

**25 End Panhandling Now** 

**INITIATIVE** Increasing funding for the End Panhandling Now initiative to \$415,000 and continuing public education on ways to effectively assist those in need. (Office of Community Care)

**STATUS** The Office of Community Care is working with the Office of Homeless Solutions to improve services and referral coordination to best meet the needs of panhandling clients. The “change” campaign is complete and included DART bus ads, electronic billboards, and streaming radio ads.

**26 Citizenship Programs** 

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

**STATUS** WCIA has signed contracts with the selected citizenship services vendors from Group 1 and Group 2; the contract for Group 3 is being finalized. The City Attorney’s Office and WCIA are working with the Vera Institute of Justice on a contract for civil legal services.

**27 Equity** 

**INITIATIVE** Creating an Office of Equity and Human Rights (OEHR) to promote equity as one of the City’s core values and focus on fair housing. (Office of Equity and Human Rights)

**STATUS** The Equity Core Team has received more than 26 hours of training from the Government Alliance on Race and Equity to develop pilot equity projects and a racial equity action plan for the City.

**28 FreshStart Re-Entry Program** 

**INITIATIVE** Increasing funding by \$235,000 for the FreshStart re-entry program to support the transition of formerly incarcerated individuals into the community. (Office of Community Care)

**STATUS** The Office of Community Care continues to coordinate with other departments to place candidates as part of the FreshStart employment initiative. OCC offers screening and referral services and coordinates with local community organizations and Workforce Solutions to identify candidates. The program has placed 25 candidates in full-time positions, and nine City departments are participating so far.

## Budget Initiative Tracker

## QUALITY OF LIFE

**29 Fair Park**

**INITIATIVE** Transitioning Fair Park's daily operation from City management to Fair Park First, a nonprofit subcontracting with a private management company to expand fundraising opportunities, improve operations, and make capital improvements. (Park and Recreation)

**STATUS** Fair Park First (FPF) briefed the Park Board on September 19 on FPF's internship program, branding, capital improvements, FY 2020 budget, and upcoming events.

From April through August, Fair Park hosted a total of 285 events and 684 event days, with an estimated attendance of 430,527 visitors.

**30 Dangerous Animals**

**INITIATIVE** Allocating \$410,000 to mobilize a team in Dallas Animal Services dedicated to dealing with aggressive and dangerous animals and preemptively reducing bites. (Dallas Animal Services)

**STATUS** Dallas Animal Services (DAS) has deployed a team of four officers and a supervisor specifically focused on impounding aggressive and dangerous loose dogs in high-risk areas, with the intention of reducing potential bites. Through August 2019, DAS' collective loose dog intake is up 20.7% year-over-year, while loose dog bites are down 7.66%.

**31 Neighborhood Code Representatives**

**INITIATIVE** Adding \$650,000 for seven Neighborhood Code Representatives (NCR), further improving outreach efforts and providing more liaisons to address community issues. (Code Compliance)

**STATUS** All seven NCR positions have been filled, and staff have started working in neighborhoods to engage and educate residents and address various issues they face.

**32 Library RFID**

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

**STATUS** City Council approved a five-year turnkey acquisition and service price agreement on June 26 for the purchase of an RFID system. The project team is finalizing the project charter and scheduling a project kickoff meeting.

**33 Aquatic Facilities**

**INITIATIVE** Expediting the opening of three aquatic facilities for summer 2019. (Park & Recreation)

**STATUS** The Lake Highlands North, Kidd Springs, and Tietze aquatic facilities opened for the 2019 summer season with total attendance of 36,174.

**34 Park and ISD Partnerships**

**INITIATIVE** Partnering with school districts to offer more green spaces and parks. (Park and Recreation)

**STATUS** The Trust for Public Land released its official report on the percentage of residents within a 1/2-mile (10-minute walk) of a park or green space in May. As a result of the DISD and RISD partnerships, the percentage increased to 69%, exceeding the anticipated target of 63%.

**35 WellMed Senior Programs**

**INITIATIVE** Investing in programs for all ages by partnering with the nonprofit WellMed Charitable Foundation to open a new health and wellness center for residents age 60 and older. (Park and Recreation)

**STATUS** The WellMed Charitable Foundation Senior Activity Center at Redbird Square opened in December 2018. The center is designed to keep adults age 60 or older healthy and active at no cost to participants.

**36 Cultural Plan**

**INITIATIVE** Adopting the Dallas Cultural Plan 2018. (Office of Cultural Affairs)

**STATUS** City Council unanimously adopted the Dallas Cultural Plan 2018 and an updated Cultural Policy on November 28, 2018. Implementation of key initiatives began immediately after adoption.



## Budget Initiative Tracker

# GOVERNMENT PERFORMANCE & FINANCIAL MANAGEMENT

## 37 Off-Site City Council Meetings

**INITIATIVE** Expanding opportunities for residents and Council to engage by hosting mobile City Council meetings. (Mayor and City Council)

**STATUS** The third off-site meeting took place August 14 at Lake Highlands North Recreation Center. City Council voted to eliminate funding for off-site meetings in FY 2019-20 during the budget amendment process.

## 38 Council District Offices

**INITIATIVE** Expanding opportunities for residents and Council to engage by expanding the district office program. (Mayor and City Council)

**STATUS** The District 10 community office opened April 12 at the Northeast Service Center. City Council now has six district offices, representing seven districts.

## 39 Census 2020

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

**STATUS** OSPGA presented the Census 2020 Strategic Plan to City Council on Sept. 18. On Sept. 25, City Council approved an interlocal agreement with Dallas County and \$1 million in City funding to procure professional services to support regional outreach efforts.

## 40 Office of Innovation

**INITIATIVE** Establishing an Office of Innovation, which will lead City staff in efforts to improve service, increase efficiency, and be more responsive to community input. (Office of Innovation)

**STATUS** The Office of Innovation anticipates hiring its first Data Scientist and Service Design Strategist by the end of the fiscal year. The former will spearhead better analysis and use of City data, while the latter will apply design thinking and an equity lens to City programs.

## 41 ADA Compliance

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

**STATUS** OEHR has selected a vendor and is finalizing pricing under the rules outlined for professional services. Staff anticipates submitting the contract for City Council consideration in September.

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

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

**STATUS** Phase 1 of the A&D study was completed July 31. Deliverables include the Relevant Market Area Analysis and Utilization Analysis reports. Phase 2 of the study—including benchmark comparisons, availability analysis, a workforce study, and additional public engagement meetings—began August 1.

## 43 Compensation Study

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

**STATUS** Public Sector Personnel Consultants kicked off the Classification and Compensation Study in early October. All employees have been asked to complete a Position Analysis Questionnaire by Oct. 31.

## 44 WorkDay HR/Payroll System

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

**STATUS** The Project Governance Board is re-evaluating project timelines, with guidance from our vendors, and will provide updated schedules for additional testing, as well as a new go-live date. The Board is also assessing length, terms, and conditions for extensions of dependent contracts.



# Memorandum



CITY OF DALLAS

DATE October 25, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT **Public Safety Dashboards – September 2019**

The Dallas Fire-Rescue, Dallas Police Department and Municipal Courts Dashboards are intended to provide a comprehensive snapshot of performance measures, critical areas of concern, and staffing levels each month. Please see attached Dashboards for your review.

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

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

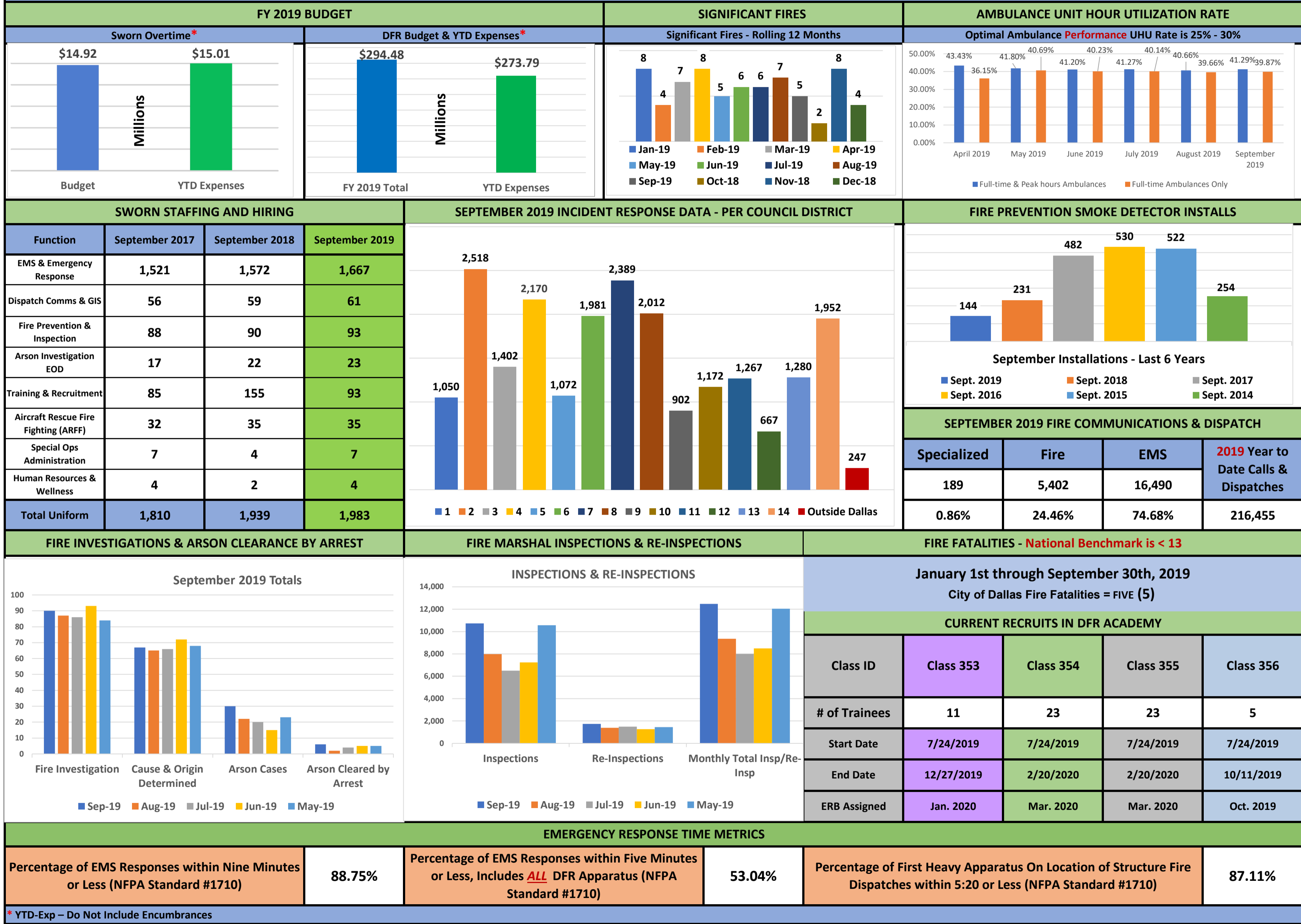
Jon Fortune  
Assistant City Manager

c: Chris Caso, City Attorney (Interim)  
Mark Swann, City Auditor  
Biliera Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Kimberly Bizzor Tolbert, Chief of Staff to the City Manager  
Majed A. Al-Ghafry, Assistant City Manager  
Jon Fortune, Assistant City Manager

Joey Zapata, Assistant City Manager  
Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer  
Michael Mendoza, Chief of Economic Development and Neighborhood Services  
M. Elizabeth Reich, Chief Financial Officer  
Laila Aleqresh, Chief Innovation Officer  
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion  
Directors and Assistant Directors



## Dallas Fire-Rescue Department Dashboard: Month Ending September 30, 2019



## Dallas Police Department Dashboard 9/30/2019

### FY18-19 BUDGET CRIME REPORTING \*\*\*\*\*

#### Sworn Overtime\*

Category	Value (Millions)
Total Overtime Budget	\$24.43
YTD Overtime Expenses	\$28.53

#### Total Budget

Category	Value (Millions)
Total Budget	\$486.75
YTD Expenses	\$472.85

#### Total Arrests

Month	2018 Arrests	2019 Arrests
January	3,800	3,800
February	3,500	3,500
March	3,800	3,800
April	3,800	3,800
May	3,800	3,800
June	3,800	3,800
July	3,800	3,800
August	3,800	3,800
September	3,800	3,800
October	3,800	3,800
November	3,800	3,800
December	3,800	3,800

#### Year to Date Crime (NIBRS) January 1, 2019 -September 30, 2019

Offense	2019	2018	Count Diff	% Change	Clearance Rate
<b>Person</b>					
Assault Offenses	21,064	19,671	1,393	7.1%	30.0%
Agg Assault FV	1,407	1,355	52	3.8%	54.1%
Simple Assault FV	8,324	8,280	44	0.5%	44.8%
Homicide Offenses	163	134	29	21.6%	50.6%
Human Trafficking	44	25	19	76.0%	55.3%
Kidnapping / Abduction	54	56	-2	-3.6%	37.0%
Sex Offenses, Forcible	577	688	-111	-16.1%	17.5%
Sex Offenses, Nonforcible	4	4	0	-	50.0%
<b>Sub-Total</b>	<b>21,906</b>	<b>20,578</b>	<b>1,328</b>	<b>6.5%</b>	<b>30.0%</b>
<b>Property</b>					
Arson	117	155	-38	-24.5%	5.2%
Bribery	3	3	0	-	66.7%
Burglary / Breaking & Entering	6,360	7,063	-703	-10.0%	3.2%
Counterfeiting / Forgery	546	563	-17	-3.0%	23.2%
Destruction / Vandalism	7,694	8,306	-612	-7.4%	2.7%
Embezzlement	250	355	-105	-29.6%	8.1%
Extortion / Blackmail	-	-	-	-	0.0%
Fraud	1,141	1,351	-210	-15.5%	26.8%
Larceny / Theft	20,166	19,103	1,063	5.6%	5.3%
Motor Vehicle Theft	8,156	7,014	1,142	16.3%	4.6%
Robbery	3,471	2,933	538	18.3%	8.8%
<b>Sub-Total</b>	<b>47,904</b>	<b>46,846</b>	<b>1,058</b>	<b>2.3%</b>	<b>5.5%</b>
<b>Society</b>					
Animal Cruelty	107	53	54	101.9%	9.1%
Drug / Narcotics	3,832	3,803	29	0.8%	98.1%
Gambling	20	4	16	400.0%	0.0%
Pornography / Obscene Material	72	56	16	28.6%	14.1%
Prostitution Offenses	524	131	393	300.0%	94.8%
Weapon Law Violations	885	811	74	9.1%	94.8%
<b>Sub-Total</b>	<b>5,440</b>	<b>4,858</b>	<b>582</b>	<b>12.0%</b>	<b>94.0%</b>
<b>Total</b>	<b>75,250</b>	<b>72,282</b>	<b>2,968</b>	<b>4.1%</b>	<b>17.9%</b>

### SWORN STAFFING AND HIRING PATROL PERFORMANCE YEAR TO DATE

Function	2019 Assigned	2018 Assigned	2017 Assigned	Crime Change by Division			Response time		
				Person	Property	MTD Total	YTD Total	Priority 1	Priority 2
CBD	104	95	98						
Central	190	189	196	11.96%	9.00%	-10.86%	8.60%	6.55	18.16
NE	313	309	315	14.42%	2.83%	-3.36%	5.90%	9.20	23.99
SE	299	307	310	0.71%	-3.15%	-7.01%	0.43%	8.32	23.13
SW	274	286	277	3.73%	-0.35%	-10.96%	1.08%	8.08	20.67
NW	237	217	218	11.25%	3.33%	-5.78%	8.59%	8.16	19.81
NC	184	182	183	10.23%	2.24%	-11.26%	4.25%	8.02	18.36
SC	286	305	291	2.12%	1.62%	-9.57%	1.25%	8.52	23.24
Nuisance Abatement	2	3	4						
<b>Patrol Total</b>	<b>1,889</b>	<b>1,893</b>	<b>1,892</b>						
<b>Administrative**</b>	<b>513</b>	<b>477</b>	<b>497</b>						
<b>Investigations &amp; Tactical</b>	<b>665</b>	<b>644</b>	<b>669</b>						
<b>Total</b>	<b>3,067</b>	<b>3,014</b>	<b>3,058</b>						

### INTERNAL AFFAIRS

Complaint Type	2019 YTD	2018 YTD	% Change
Investigations Completed	195	180	8.3%
Use of Force Complaints Received	24	21	14.3%

Special Assignment			Task Force Staffing			911 Operator Staffing			
Assigned	Temporary Special Assignment	Actual	Assigned	Task Force	Actual	Trainee	Operator	Actual	Authorized
1,889	56	1,833	665	36	629	4	83	89	108

### FY 18-19 Hiring and Attrition FY18-19 Hiring Goal : 255

Month	Hired	Attrition
October	7	28
November	15	14
December	20	14
January	16	38
February	13	33
March	5	17
April	8	13
May	14	33
June	21	24
July	45	21
August	21	19
September	27	57

Category	Value
Goal	255
Hired YTD	281

#### Top 911 Calls

Type	Calls YTD	September-2019	September-2018
Major Disturbance	87,377	9,904	9,036
Other Incidents	49,426	5,259	5,510
Other Escalated	42,361	4,843	4,669
Suspicious Person	23,856	2,601	2,430
Minor Accident	23,718	2,710	2,200
Business Alarm	16,962	1,802	1,660
Major Accident	13,844	1,482	1,391
Loud Music	13,867	1,407	1,455
Burg Motor Veh	9,470	952	1,321
Crisis Intervention	7,316	917	916
911 Hang-up	7,300	741	801

#### Dispatched Calls and Response Time

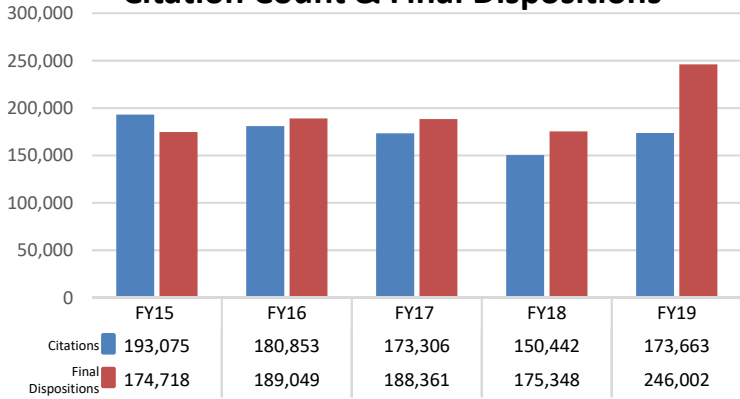
Date	Priority 1 Response Time	Priority 2 Response Time	Priority 3 Response Time	Priority 4 Response Time	Dispatched 911 Calls
Sep-19	8.43	23.88	82.41	115.88	52,136
<b>YTD 2019</b>	<b>8.23</b>	<b>21.33</b>	<b>69.95</b>	<b>97.69</b>	<b>469,726</b>
Sep-18	8.95	22.28	70.34	102.91	50,967
<b>YTD 2018</b>	<b>8.39</b>	<b>21.95</b>	<b>66.29</b>	<b>96.83</b>	<b>455,247</b>

**Notes:**

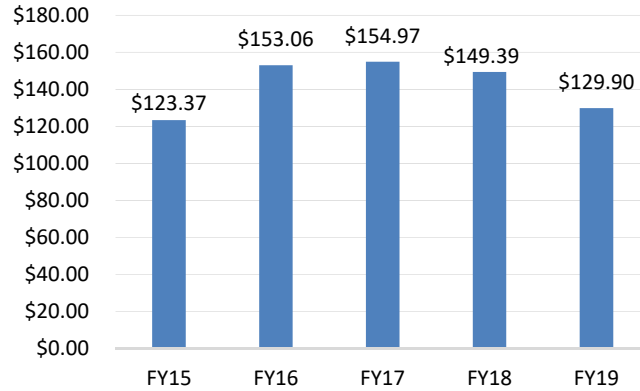
- \*Sworn overtime attributed to Late Relief, Court Overtime, Love Field Overtime, State/Federal Task Forces, Grants i.e. (STEP for Traffic), Special Task Force OT (Summer Crime Initiative). Savings offset from heightened attrition.
- \*\* Administrative includes Office of the Chief of Police
- \*\*\* Other Incident Calls - used when a call is received but does not fit into any other category of signals. Ex. harassing phone calls, criminal trespass, death notifications
- \*\*\*\* Other Escalated Calls - used when a call is received but does not fit into any other category of signals and is a priority in nature. Ex. person walking on the shoulder of freeway, suspicious activity that could lead up to an offense
- \*\*\*\*\* Crime reporting now includes NIBRS data. Clearance rate data is preliminary.

# Municipal Court Dashboard: Month Ending September 30, 2019

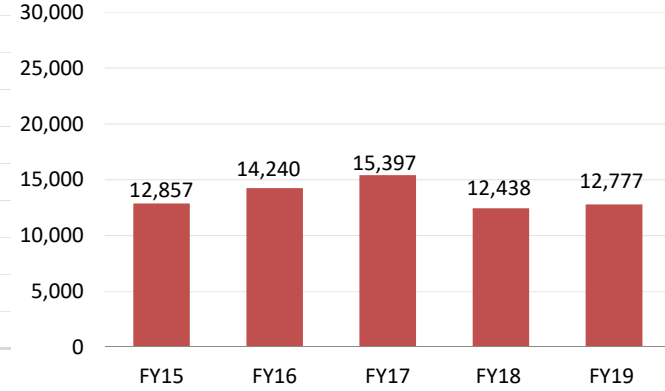
## Citation Count & Final Dispositions



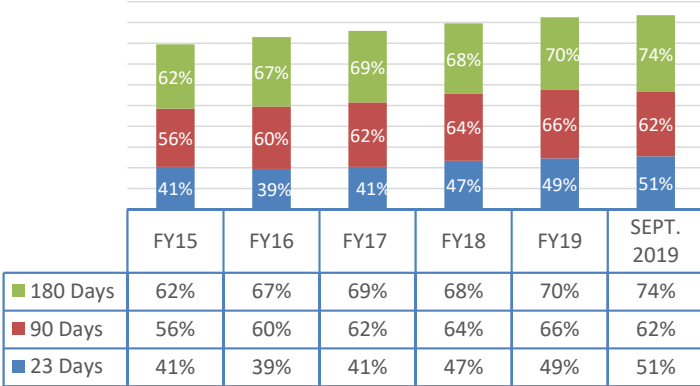
## Average Collection Per Citation



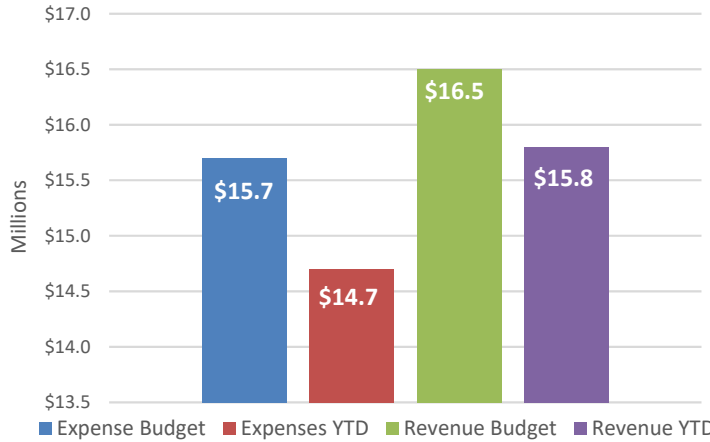
## City Detention Center Book-Ins



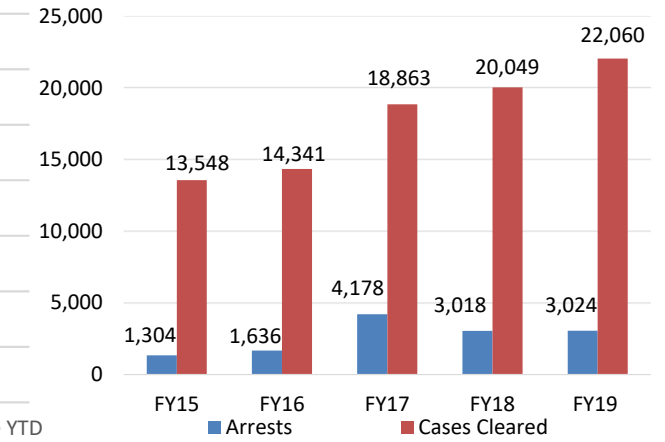
## Defendant's Cumulative Response Rate Looking Back 23, 90 & 180 Days



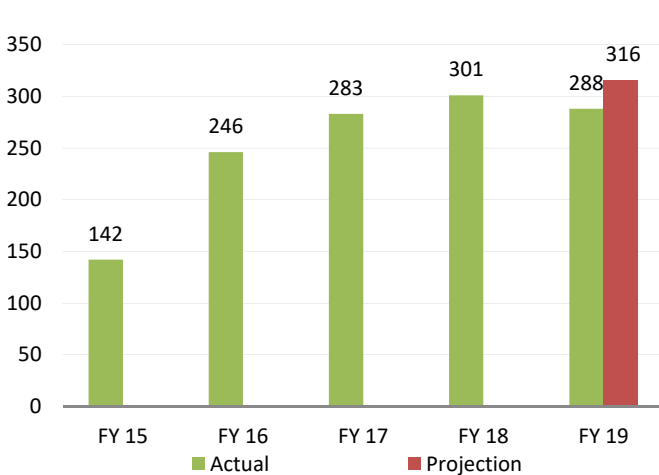
## Municipal Court Budget



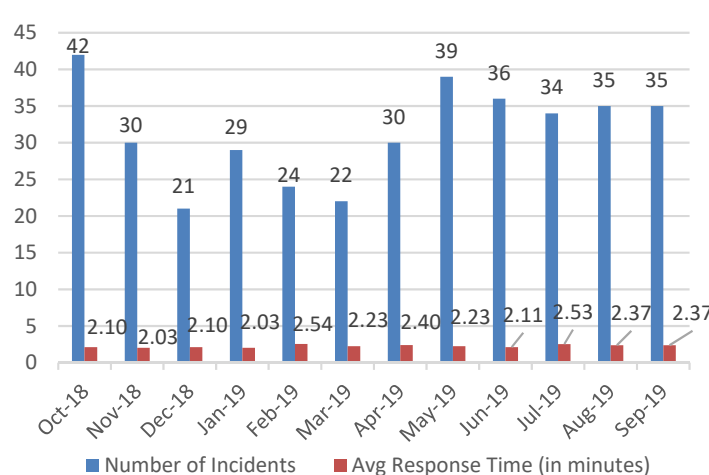
## Warrant Enforcement



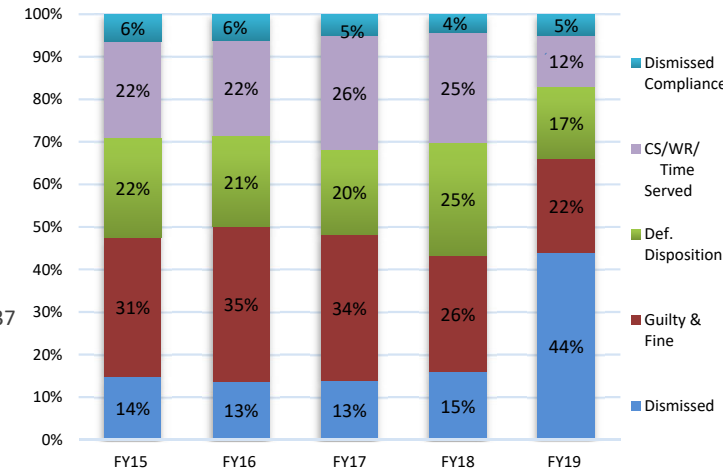
## Environmental Crime Arrests



## Security Incidents and Response Time



## Courthouse Dispositions



# Memorandum



CITY OF DALLAS

DATE October 25, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT **City License Applications**

Attached is a list of the most recent Dance Hall, Sexual Oriented Business, Billiard Hall, and/or Amusement Center license applications received for the week of October 14, 2019 – October 18, 2019 by the Criminal Investigation Bureau Licensing Squad of the Dallas Police Department.

Please have your staff contact Major Michael Igo, at (214) 670-4811 and/or by email at [michael.igo@dallascityhall.com](mailto:michael.igo@dallascityhall.com) should you need further information.

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

Jon Fortune  
Assistant City Manager

c: T.C. Broadnax, City Manager  
Chris Caso, City Attorney (Interim)  
Mark Swann, City Auditor  
Biliera Johnson, City Secretary  
Preston Robinson, Administrative Judge  
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Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer  
Michael Mendoza, Chief of Economic Development and Neighborhood Services  
M. Elizabeth Reich, Chief Financial Officer  
Laila Aleqresh, Chief Innovation Officer  
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion  
Directors and Assistant Directors

WEEKLY APPLICATION LOG REPORT

DISTRICT	NAME OF BUSINESS	STREET ADDRESS	TYPE OF LICENSE	DATE OF APPLICATION	STATUS (RENEWAL/NEW)	APPLICANT NAME
D2	CARROLL NIGHT CLUB	821 S. CARROLL AVE	AC	10/15/2019	NEW	HALEN VAN HO

License Definitions:

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