

Memorandum



CITY OF DALLAS

DATE June 14, 2024

TO Honorable Members of the Transportation and Infrastructure Committee

SUBJECT **Bond & Construction Management Overview**

Please find attached an information packet regarding the Office of Bond & Construction Management. The packet outlines the departments' mission and goals. It also includes an overview of the current year budget, the planned budget as of Summer 2023, the Office of Bond & Construction Management core services, and an update on various budget initiatives.

If you have any questions or concerns prior to the briefing, please contact Jennifer Nicewander, P.E., Director, Office of Bond & Construction Management at jennifer.nicewander@dallas.gov.

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

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

[Attachment]

c: Kimberly Bizer Tolbert, City Manager (I)
Tammy Palomino, City Attorney
Mark Swann, City Auditor
Billieae Johnson, City Secretary
Preston Robinson, Administrative Judge
Dominique Artis, Chief of Public Safety
M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager

Alina Ciocan, Assistant City Manager
Donzell Gipson, Assistant City Manager (I)
Robin Bentley, Assistant City Manager (I)
Jack Ireland, Chief Financial Officer
Elizabeth Saab, Chief of Strategy, Engagement and Alignment (I)
Directors and Assistant Directors



City of Dallas

Bond & Construction Management

**Transportation & Infrastructure
Committee
June 17, 2024**

Jennifer Nicewander, P.E., Director
Bond & Construction Management

Purpose



- Provide an overview of the Office of Bond & Construction Management (BCM) operating budget.
- Highlight Bond & Construction Management programs, services and activities.

- *Briefing reflects FY 2024-25 Planned Budget as developed Summer 2023*
- *The starting point of every Budget Development process (February – September) is the Planned Budget from prior year*
- *Revenue and expenditure assumptions will change prior to CMO recommendation on August 13, 2024*



Role of the Department / Fact Sheet



BCM Mission:

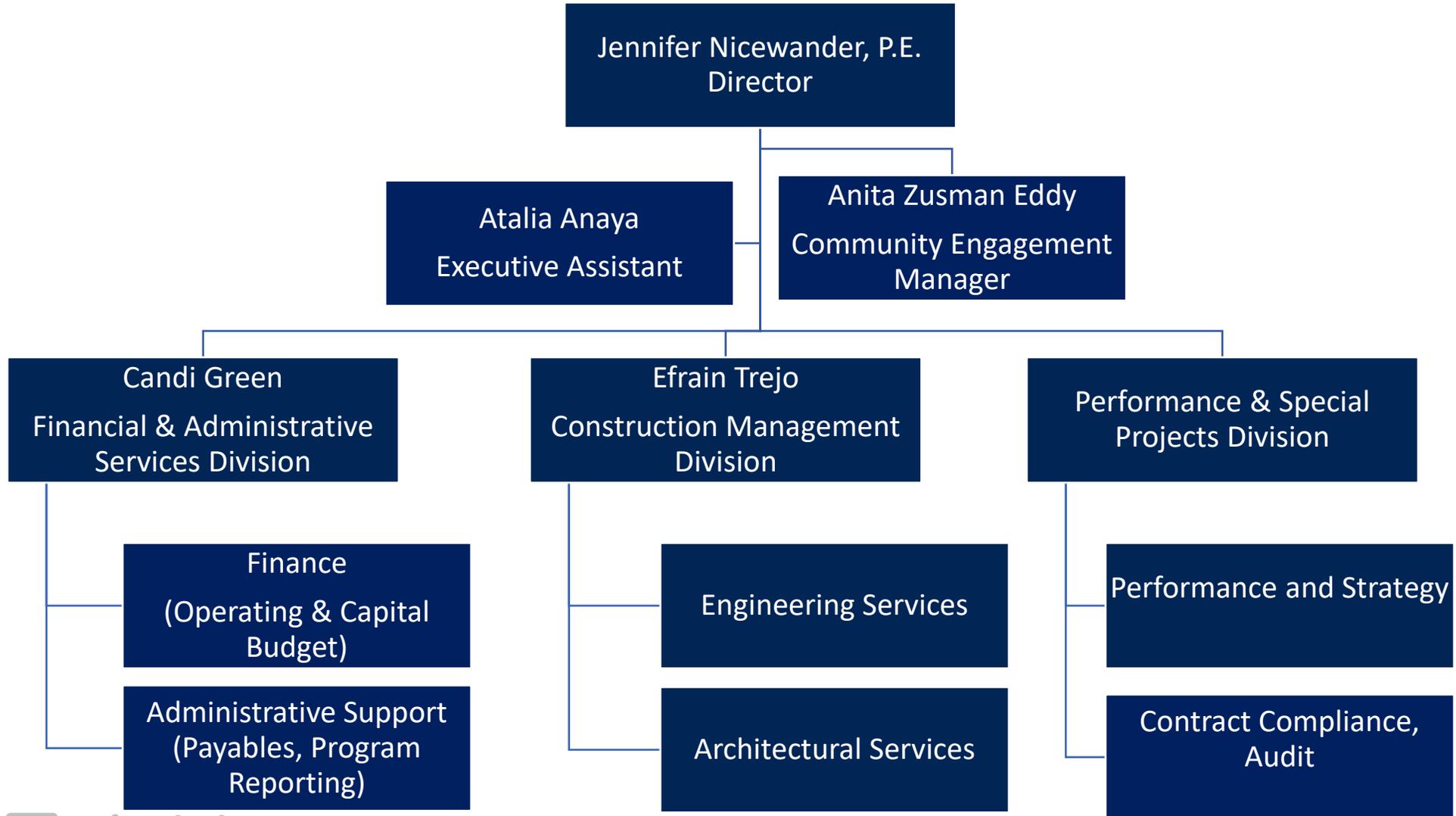
Provide oversight of the City's bond programs to ensure efficient, equitable and transparent delivery of infrastructure improvements to the Dallas community.

September 2018 -Ordinance No. 30994 amended portions of Chapter 2 of the Dallas City Code

- Created the Office of Bond & Construction Management (BCM)
- Reassigned bond program administration, construction responsibility, and architectural and engineering positions from Building Services Department (BSD) to BCM



Organizational Chart



Total Budget – All Funds



Service	FY 2023-24 Budget	FY 2024-25 Planned
Internal Service Fund	\$22,043,477	\$23,170,998
Grant Funds	0	0
Trust & Other Funds	0	0
Total	\$22,043,477	\$23,170,998

The Internal Service Fund supports bond program staff in BCM, Department of Public Works (PBW) & Park & Recreation (PKR).



Position Overview



Positions	FY 2023-24 Budget	FY 2024-25 Planned	Change
Internal Service Fund	181	187	6
Grant, Trust, and Other Funds	0	0	0
Total	181	187	6

- FY25 Major Budget Items:

- **BCM:** Add funding for a Senior Architect, Architect, and a Senior Project Coordinator to assist with project delivery and contract/data management.
- **PKR:** Add funding for one Crew Leader - Park Construction, Heavy Equipment Operator, and a Senior Plumber to complete project management and oversight of contracted design/construction vendors



Budget Summary by Service



Service	FY 2022-23 Actual	FY 2023-24 Adopted Budget	FY 2023-24 Forecast*	FY 2024-25 Planned Budget
Bond & Construction Management	\$2,066,283	\$3,599,027	\$3,245,326	\$4,038,433
Park & Recreation	\$4,242,252	\$4,503,977	\$4,487,427	\$4,779,059
Public Works	\$12,220,974	\$13,940,473	\$13,140,999	\$14,353,506
Expense Total	\$18,529,509	\$22,043,477	\$20,873,752	\$23,170,998

*January 2024 Forecast



Operating Expense and Revenue



Service/Division	FY 2022-23 Actual	FY 2023-24 Adopted Budget	FY 2023-24 Forecast*	FY 2024-25 Planned Budget
Personnel Services	\$14,450,635	\$17,501,848	\$16,389,562	\$18,377,200
Supplies - Materials	\$263,531	\$571,879	\$439,590	\$600,926
Contractual – Other Services	\$3,938,588	\$4,394,581	\$4,464,573	\$4,192,872
Capital Outlay			\$4,859	
Reimbursements	(\$123,245)	(\$424,831)	(\$424,831)	
Department Expense Total	\$18,529,509	\$22,043,477	\$20,873,753	\$23,170,998
Department Revenue Total	\$18,678,954	\$22,043,477	\$21,117,596	\$23,170,998

*January 2024 Forecast



Revenue Overview



- As an internal service fund, costs incurred for bond implementation are supported from Bond Program revenues. Any costs associated with implementation of non-bond projects or activities are charged to applicable funding sources, (i.e. General Fund, Grant or Enterprise Funds).



Performance Measures



Measure	FY 2022-23 Actual	FY 2023-24 Target	FY 2023-24 Forecast*	FY 2024-25 Target
Percentage of appropriated projects completed	77%	91%	91%	92%
Percentage of projects awarded for design and construction	97%	99%	98%	99%
Percentage of bond appropriations awarded (ITD)	85%	97%	97%	98%
*Percentage of 2017 bond appropriations awarded within Racially or Ethnically Concentrated Areas of Poverty (R/ECAPs) (New)	81%	98%	98%	99%

*FY 2023-24 – 1st Qtr Report





Summary of Services, Programs and Activities

Summary of Services, Programs, and Activities



- Bond & Construction Management
 - Public Safety Facilities
 - Dallas Police Regional Training Academy
 - Fire Station 43
 - Fire Station 11
 - Cultural Arts Facilities
 - 15 Facilities Totaling \$75.2M including the following:
 - Dallas Museum of Art
 - Majestic Theater
 - Dallas Black Dance Theater



Summary of Services, Programs, and Activities



- Bond & Construction Management
 - Library Facilities
 - ADA Improvements
 - Preston Royal Renovation
 - Park Forest Replacement
 - North Oak Cliff Replacement
 - Tracking 2017 & 2024 Bond objectives across all propositions.





Update on Budget Initiatives



Update on Budget Initiatives

FY 2022-2023 Major Budget Initiatives

- **PBW:** Awarded \$150,000 to maintain the City's license for Quantity Verification (QV) Sheet software used for construction.
- **BCM:** Funded a Senior Geographic Information System Analyst position (Hired in FY 2024)

FY 2023-2024 Major Budget Initiative

- **BCM:** Hired a Community Engagement Manager





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