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CITY SECRETARY
DALLAS, TEXAS

City of Dallas

1500 Marilla Street, Room 6ES
Dallas, Texas 75201

Public Notice

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POSTED CITY SECRETARY DALLAS, TX

Government Performance and Financial Management Committee

January 25, 2021

1:00 PM

2021 CITY COUNCIL APPOINTMENTS

COUNCIL COMMITTEE	
ECONOMIC DEVELOPMENT Atkins (C), Blewett (VC), Gates, McGough, Narvaez, Resendez, West	**ENVIRONMENT AND SUSTAINABILITY** Narvaez (C), West (VC), Atkins, Blackmon, Gates
GOVERNMENT PERFORMANCE AND FINANCIAL MANAGEMENT Mendelsohn (C), Gates (VC), Bazaldua, McGough, Thomas	**HOUSING AND HOMELESSNESS SOLUTIONS** Thomas (C), Mendelsohn (VC), Arnold, Blackmon, Kleinman, Resendez, West
PUBLIC SAFETY Gates (C), Kleinman (VC), Arnold, Bazaldua, Blewett, McGough, Medrano, Mendelsohn, Thomas	**QUALITY OF LIFE, ARTS, AND CULTURE** Medrano (C), Atkins (VC), Arnold, Blewett, Narvaez
TRANSPORTATION AND INFRASTRUCTURE McGough (C), Medrano (VC), Atkins, Bazaldua, Kleinman, Mendelsohn, West	**WORKFORCE, EDUCATION, AND EQUITY** Thomas (C), Resendez (VC), Blackmon, Kleinman, Medrano
AD HOC JUDICIAL NOMINATING COMMITTEE McGough (C), Blewett, Mendelsohn, Narvaez, West	**AD HOC LEGISLATIVE AFFAIRS** Johnson (C), Mendelsohn (VC), Atkins, Gates, McGough
AD HOC COMMITTEE ON COVID-19 RECOVERY AND ASSISTANCE Thomas (C), Atkins, Blewett, Gates, Mendelsohn, Narvaez, Resendez	

(C) – Chair, (VC) – Vice Chair

Note: A quorum of the Dallas City Council may attend this Council Committee meeting.

The Government Performance & Financial Management Committee will be held by videoconference. The meeting will be broadcast live on Spectrum Cable Channel 16 and online at bit.ly/cityofdallastv. The public may also listen to the meeting as an attendee at the following videoconference link:
https://dallascityhall.webex.com/dallascityhall/onstage/g.php?MTID=e0dd136f58983c915b5bcfc993a8205f0

Call to Order

MINUTES

1. 21-96 Consideration of the December 15, 2020 Government Performance & Financial Management Committee Meeting Minutes

Attachments: Minutes

BRIEFING ITEMS

2. 21-97 Office of the City Auditor: Fiscal Year 2021 Quarter 1 Update: October 1, 2020 - December 31, 2020 and City Auditor Responsibility and Administrative Procedures Update
[Mark S. Swann, City Auditor]

Attachments: Presentation
City Auditor Responsibilities and Administrative Procedures
Fiscal Year 2021 Quarter 1 Report
Released Report for Quarter 1

3. 21-98 Ad Valorem Tax Limit for Over-65 or Disabled Homeowners
[Jack Ireland, Director, and Janette Weedon, Assistant Director, Budget & Management Services]

Attachments: Presentation

4. 21-99 Community Development Block Grant: Timely Expenditure of Funds
[Jack Ireland, Director, and Chan Williams, Assistant Director, Budget & Management Services]

Attachments: Presentation
Attachment

5. 21-100 Board and Commission Rules of Procedure
[Tammy Palomino, First Assistant City Attorney, and Bilierae Johnson, City Secretary]

Attachments: Presentation

FYI

6. 21-101 Budget Accountability Report (information as of November 30, 2020)

   Attachments: Report

7. 21-102 City of Dallas 2021 Online Calendar Updates

   Attachments: Memo

8. 21-103 2021 City Council Calendar Amendments

   Attachments: Memo

9. 21-104 Upcoming Agenda Item - January 27, 2021 - Supplemental Plan Review and Inspection Services to Assist Sustainable Development & Construction in Processing Building Permits

   Attachments: Memo

10. 21-105 Accounts Payable Update

    Attachments: Memo

11. 21-106 Update on CDBG Nonprofit Public Facilities and Improvements

    Attachments: Memo

ADJOURNMENT

EXECUTIVE SESSION NOTICE

A closed executive session may be held if the discussion of any of the above agenda items concerns one of the following:

1. seeking the advice of its attorney about pending or contemplated litigation, settlement offers, or any matter in which the duty of the attorney to the City Council under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act. [Tex. Govt. Code §551.071]

2. deliberating the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the city in negotiations with a third person. [Tex. Govt. Code §551.072]

3. deliberating a negotiated contract for a prospective gift or donation to the city if deliberation in an open meeting would have a detrimental effect on the position of the city in negotiations with a third person. [Tex. Govt. Code §551.073]

4. deliberating the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee unless the officer or employee who is the subject of the deliberation or hearing requests a public hearing. [Tex. Govt. Code §551.074]

5. deliberating the deployment, or specific occasions for implementation, of security personnel or devices. [Tex. Govt. Code §551.076]

6. discussing or deliberating commercial or financial information that the city has received from a business prospect that the city seeks to have locate, stay or expand in or near the city and with which the city is conducting economic development negotiations; or deliberating the offer of a financial or other incentive to a business prospect. [Tex Govt. Code §551.087]

7. deliberating security assessments or deployments relating to information resources technology, network security information, or the deployment or specific occasions for implementations of security personnel, critical infrastructure, or security devices. [Tex Govt. Code §551.089]

City of Dallas

1500 Marilla Street
Dallas, Texas 75201

Agenda Information Sheet

File #: 21-96 **Item #:** 1.

Consideration of the December 15, 2020 Government Performance & Financial Management Committee Meeting Minutes

Government Performance & Financial Management Committee Meeting Record

The Government Performance & Financial Management Committee meetings are recorded.
Agenda materials are available online at **www.dallascityhall.com.** Recordings may be reviewed online at
https://dallastx.swagit.com/government-performance-and-financial-management-committee.
Note: This meeting was conducted via videoconference to comply with a social distancing mandate during a declared state of disaster

Meeting Date: December 15, 2020 **Convened:** 1:00 p.m. **Adjourned:** 4:05 p.m.

Committee Members Present:
Cara Mendelsohn, Chair
Jennifer S. Gates, Vice Chair
Adam Bazaldua
Adam McGough
Casey Thomas, II

Committee Members Absent:

Other Council Members Present:

AGENDA

CALL TO ORDER

1. **Consideration of the November 10, 2020 Meeting Minutes**
   Action Taken/Committee Recommendation(s): A motion was made to approve the minutes for the November 10, 2020 Government Performance & Financial Management Committee meeting. The motion passed unanimously.

   Motion made by: Jennifer Gates Motion seconded by: Adam McGough

BRIEFINGS

2. **General Fund Budget Development Schedule**
   Presenter(s): Jack Ireland, Director, Budget and Management Services
   Action Taken/Committee Recommendation(s): Jack Ireland presented an overview of the general fund budget development schedule. There were questions on prioritizing early City Council input, upcoming statewide legislation addressing appraisal caps, and alternative amendment evaluation processes. Information only.

3. **Civil Service Department Overview, Year End Review, and 2021 Priorities**
   Presenter(s): Jarred Davis, Board Secretary & Director
   Action Taken/Committee Recommendation(s): Jarred Davis presented an overview of the Civil Service department. There were questions on the department's activities beyond what is prescribed in the City Charter, overlap with Human Resources, application screenings, and workforce development opportunities. Information only.

4. **Personnel Rules Update**
   Presenter(s): Nina Arias, Director, Human Resources
   Action Taken/Committee Recommendation(s): Nina Arias presented an update on the personnel rules. There were questions about overtime and prohibited weapons. Information only.

5. **Council Appointed Employee Performance Review Contract**
   Presenter(s): Nina Arias, Director, Human Resources
   Action Taken/Committee Recommendation(s): Nina Arias presented a briefing on the City Council appointed employee performance review contract. Information only.

6. **Restricted Prior Service Credit for Council Members**
   Presenter(s): Cheryl Alston, Executive Director, Employees' Retirement Fund
   Action Taken/Committee Recommendation(s): Cheryl Alston presented an informational briefing on prior service credits. Council Members are excluded from the definition of "city employee" under Dallas City Code Ch. 40A. Information only.

DRAFT

CLOSED SESSION

7. **Executive Session under Section 551.071 of the Texas Open Meetings Act to brief the committee on legal issues relating to franchise fees for video streaming services**
   Presenter(s): Chris Caso, City Attorney
   Action Taken/Committee Recommendation(s): Information only.

FYI

8. **Budget Accountability Report (information as of September 30, 2020)**
   Presenters:
   Action Taken/Committee Recommendation(s):

9. **Quarterly Investment Report (information as of September 30, 2020)**
   Presenters:
   Action Taken/Committee Recommendation(s):

ADJOURN

APPROVED BY:

Cara Mendelsohn, Chair
Government Performance & Financial Management Committee

ATTESTED BY:

Anne Lockyer, Coordinator
Government Performance & Financial Management Committee

DRAFT

City of Dallas

1500 Marilla Street
Dallas, Texas 75201

Agenda Information Sheet

File #: 21-97 **Item #:** 2.

Office of the City Auditor: Fiscal Year 2021 Quarter 1 Update: October 1, 2020 - December 31, 2020 and City Auditor Responsibility and Administrative Procedures Update
[Mark S. Swann, City Auditor]

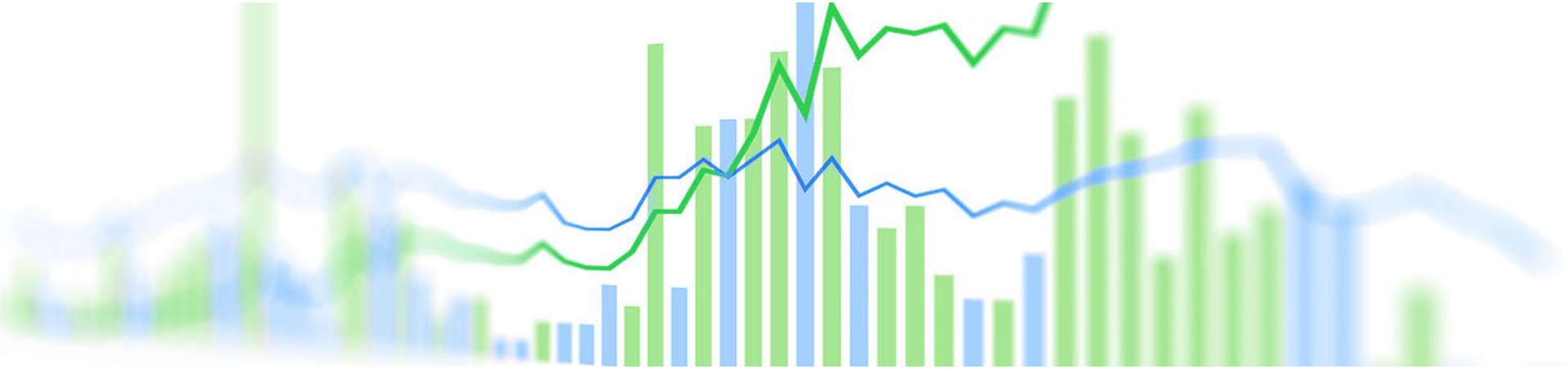
Office of the City Auditor

Fiscal Year 2021 Quarter 1 Update:
October 1, 2020 – December 31, 2020

January 25, 2021
Mark S. Swann, City Auditor

Government Performance & Financial Management Committee

Overview



1

Reports Issued

TBD

Management Agreement to Recommendations

21

Projects in Progress

Reports Issued

Audit of the Dallas County Motor Vehicle Child Safety Fee

Objective:

The audit objective was to determine if the Dallas County Motor Vehicle Child Safety Fee is complete and accurately remitted to the City of Dallas, including the accuracy of the administrative expense deducted by Dallas County. The scope of the audit was management operations for October 1, 2018,through December 31, 2019.

What We Found:

Dallas County has accurately remitted the City of Dallas' portion of the Dallas County Motor Vehicle Child Safety Fee for Calendar Year 2019. No recommendations were identified.

Approximately $1.4 million was remitted to the City of Dallas for Calendar Year 2019.

Investigative Services

Fraud, Waste, and Abuse Hotline Alerts		
Received	**Closed**	**Outstanding**
25	25	35

In Quarter 1, Investigative Services closed 25 complaints. Of those closed, none were substantiated.

Management Agreement

One of the performance measures for the Office of the City Auditor is to add value by achieving over 90 percent agreement to audit recommendations.

The *Audit of the Dallas County Motor Vehicle Child Safety Fee* had no recommendations for management to agree to.

To date, our percentage for this performance measure is to be determined (TBD).

Projects in Progress

Audits on the horizon for release in Quarter 2 include:

- Audit of the Department of Aviation's Noise Abatement Program
- Audit of the TexasCityServices, LLC Contract
- Audit of Department of Information Services' AT&T Datacomm LCC Contract Monitoring Process
- Audit of Landfill Closure and Post-Closure Liability and Monitoring Expense
- Audit of Dallas Police Department Property and Evidence

Office of the City Auditor

Fiscal Year 2021 Quarter 1 Update:
October 1, 2020 – December 31, 2020

January 25, 2021
Mark S. Swann, City Auditor

Government Performance & Financial Management Committee

Office of the City Auditor

City Auditor Responsibility and Administrative Procedures Update

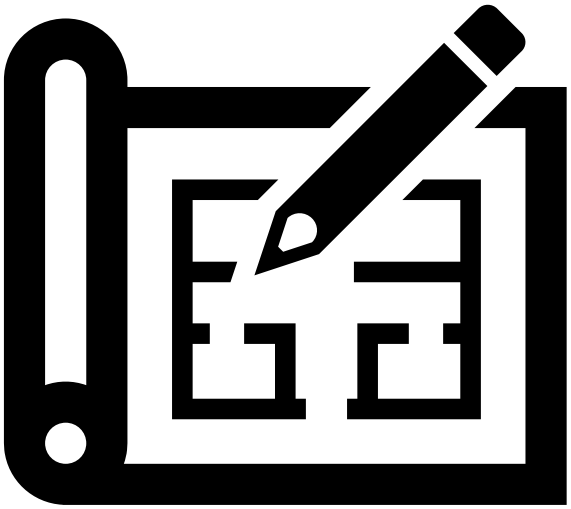
January 25, 2021
Mark S. Swann, City Auditor

Government Performance & Financial Management Committee

Purpose

Council Resolution 904027 - *City Auditor Responsibilities and Administrative Procedures*

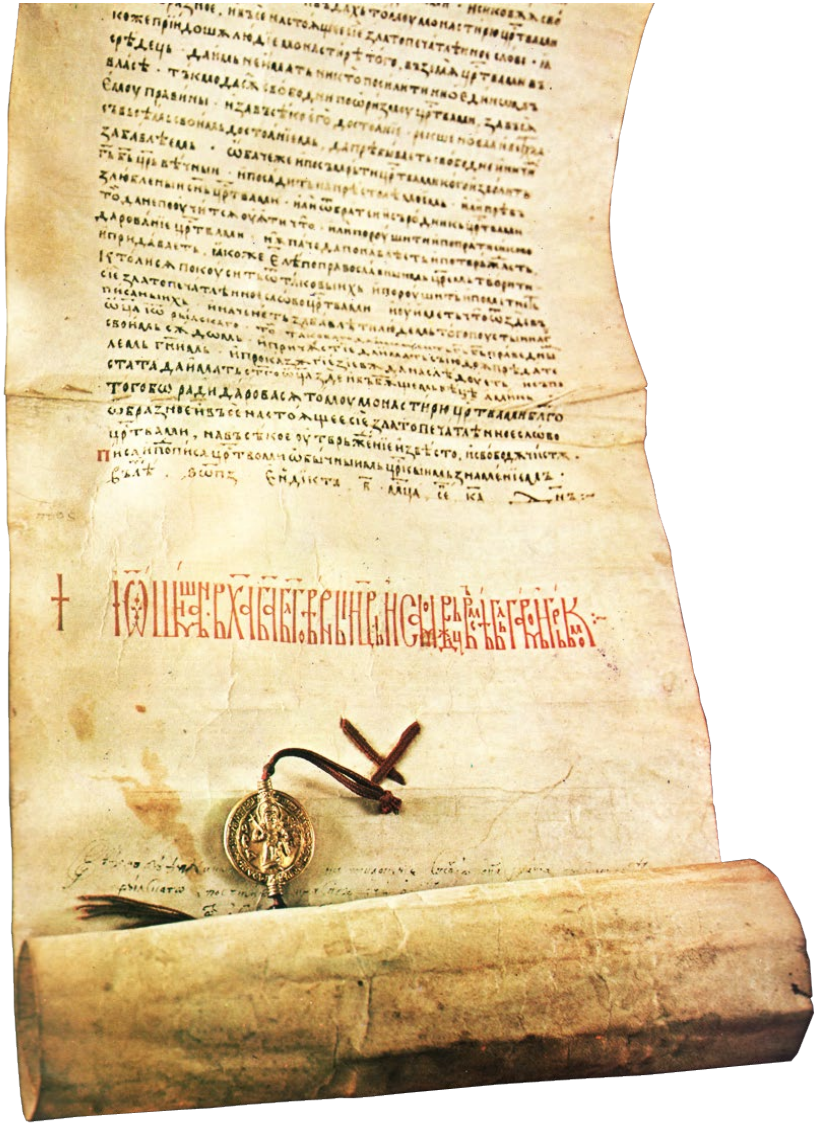
Last updated December 1990



Time to Refresh Responsibilities and Procedures to Mirror Current Practices

City Charter Chapter IX City Auditor

1. Conduct audits and investigations
2. Any entity receiving funds
3. Ensuring quality and accuracy of information and improve processes and controls
4. Monitor and evaluate accounting and property records
5. Examine books city officers, city funds, and trust funds
6. Appraising financial records, statements, and reports follow generally accepted accounting principles
7. Evaluate adequacy of city's accounting system and controls
8. Reporting any irregularities or failures to maintain adequate and accurate records
9. City council requested studies on efficiency, economy, and effectiveness of city programs, projects or departments
10. Liaison to external audit agencies
11. Special audits city officer turnover



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Other Legislation Related to the Office of the City Auditor

City Charter

- Chapter III, Section 18, Investigations (see Council Resolution 98-0751, City of Dallas Fraud, Waste and Abuse Policy and Procedure)
- Chapter XI, Section 2, Budget Estimates and Financial Procedures Relating Thereto

Dallas City Code

- Section 2-17.2, Selection of City Auditor; Nominating Commission
- Section 12A-26(g), Code of Ethics
- Section 40A-2(c)(1)(C), ERF Board—The City Auditor

Council Resolution

- 90-4027, City Auditor Responsibilities and Administrative Procedures
- 92-0779, Fraud Hotline in the City Auditor's Office
- 98-0751, City of Dallas Fraud, Waste and Abuse Policy and Procedure

City Council Rules of Procedures

- Section 2.9, City Auditor Participation
- Section 14.13(b), Absences from City Council Meetings
- Section 22.10, Executive Sessions

Comment Period: 1st Round - July 13, 2020 to August 31, 2020; 2nd Round – December 24, 2020 to January 11, 2021

Next Steps

Recommendation to Council

- Recommendation to Council from Government Performance and Financial Management Committee for approval – January 25, 2021

City Council Agenda Item

- City Council Agenda item for February or March.

Office of the City Auditor

City Auditor Responsibility and Administrative Procedures Update

January 25, 2021
Mark S. Swann, City Auditor

Government Performance & Financial Management Committee

APPENDIX – City Auditor Responsibility and Administrative Procedures Update

Summary of Noteworthy Revisions

Summary of Noteworthy Revisions

Section 3

- The scope of audit services was summarized into broad categories, less prescriptive.

Section 4

- Highlighted the objective and scope of work for investigation services.

Section 5

- Acknowledge City's external financial audit is managed by the Chief Financial Officer.

Summary of Noteworthy Revisions

Section 6

- Acknowledge responsibility for monitoring and evaluating the City's accounting and property records, funds, general accounting system and records will be accomplished by periodic reviews of City's continuous monitoring programs.

Section 8

- Responsibilities for strategic planning revised to be less prescriptive.

Section 9 (b)

- The requirement to verify the reasonableness of revenue estimates included in the proposed budget is revised from an annual requirement to City Council request review of revenue estimates.

Summary of Noteworthy Revisions

Section 10 (b)

- Requests the Office of the City Auditor is notified of all financial, performance, operational, and other audit activities or external consulting assessments conducted on behalf of the City.

Section 15 (b)

- City management response to the final draft report is revised from 30 calendar days to 15 business days.

Section 16(a)

- Requires implementation follow-up requirement for only high-impact audit recommendations or a specific request by the City Council or a committee of the City Council.

Summary of Noteworthy Revisions

Section 17

- Provides more precise detail regarding the right to access employees, records, and properties. Instruction is directed to City Auditor personnel responsibility for maintaining the confidentiality of the information they receive.

Section 19

- Directs the Office of the City Auditor to provide an annual report in the first quarter of every fiscal year to report on the prior fiscal year's progress to Council and prescribes what the annual report should include.

Section 20

- Establishes alignment with Chapter XI, Section 2 of the City Charter for City Auditor's annual budget and describes protocol for submitting the annual budget.

DRAFT CITY AUDITOR RESPONSIBILITIES AND ADMINISTRATIVE PROCEDURES

December 23, 2020

SECTION 1. Selection of City Auditor.

(a) The City Auditor shall hold office for two years and until a successor shall be chosen. The City Auditor must be knowledgeable in public administration, public financial and fiscal theory, municipal accounting, and auditing, and must be licensed as a Certified Public Accountant. The City Auditor shall be a resident of the City of Dallas.

(b) At the end of a City Auditor's term and in accordance with Dallas City Code, Section 2-17.2(f), the City Council Government Performance and Financial Management Committee may, on its initiative or at the direction of the City Council, act as a nominating commission and, by a majority vote, nominate the incumbent City Auditor for reappointment by the full City Council. If a majority of the Government Performance and Financial Management Committee does not vote to nominate the incumbent City Auditor for another term, or if, upon receiving the nomination from the Government Performance and Financial Management Committee, a majority of the City Council does not vote to reappoint the incumbent City Auditor for another term, then the nominating process prescribed in Dallas City Code, Section 2-17.2, Selection of City Auditor; Nominating Commission, subsections (a) through (e), should be followed.

SECTION 2. Assistants and Employees.

The City Auditor shall have the power to appoint, employ, and remove such assistants, employees, and personnel that are provided for by the City Council. The City Auditor may prescribe their duties, scope of authority, and qualifications.

SECTION 3. Nature, Objective, and Scope of Audit Work.

(a) The Office of the City Auditor serves the public interest as an independent, objective assurance and advisory activity designed to add value and improve the City's operations. The Office will reside within the City's organizational structure as an independent entity reporting to the City Council and administratively reporting to the City Council Government Performance and Financial Management Committee.

(b) The objective of audit work carried out by the Office is to assist all members of the City Council and City management in the effective discharge of their responsibilities by furnishing them with analyses, appraisals, recommendations, and pertinent comments concerning the activities reviewed.

(c) The scope of audit work carried out by the Office may be concerned with any phase of activities for which funding is appropriated by the City or which the City provides a guarantee of long-term indebtedness, or the City is responsible as trustee. This involves going beyond the accounting and financial records to obtain a full understanding of the operations under review and includes such activities as:

(1) ascertaining City organizations, programs, functions, and activities are achieving their objectives and desired outcomes;

(2) ascertaining operations, safety, environmental, fiscal, information technology, and fraud risks are identified and managed by effective controls at a reasonable cost;

(3) ascertaining the extent of compliance with applicable laws and regulations and with established policies, plans, and procedures;

(4) ascertaining the extent to which City assets are accounted for and safeguarded from losses of all kinds;

(5) ascertaining the sufficiency, validity, and reliability of information developed for, by or within the organization;

(6) appraising whether government services are provided effectively, efficiently, economically, and ethically;

(7) determining if indications of fraud, waste, abuse, or illegal acts are valid and need further investigation; and

(8) recommending measures to the City Council and City management for improving operations.

SECTION 4. Nature, Objective, and Scope of Investigation Work.

(a) The City Auditor, through the authorization of the City Council as provided in Council Resolution 98-0751 and in accordance with Chapter III, Section 18 of the City Charter, is authorized to make independent investigations into City affairs, and for that purpose may subpoena witnesses, administer oaths and compel the production of books, papers, and other evidence material to said inquiry.

(b) The objective of investigation work carried out by the Office is to assist all members of the City Council and City management in the effective discharge of their responsibilities by furnishing them with facts, analyses, recommendations, and pertinent comments concerning the activities reviewed.

(c) The scope of investigation work carried out by the Office may be concerned with any phase of activities for which funding is appropriated by the City or which the City provides a guarantee of long-term indebtedness, or the City is responsible as trustee.

(d) The City Auditor, through the authorization of the City Council as provided in Council Resolution 92-0779, and as further enumerated in Administrative Directive 2-14: Fraud, Waste and Abuse Procedures, is authorized to implement and operate a fraud hotline, and open and close investigations arising from complaints made to the hotline.

(e) As provided in Section 12A-26 (g) of the Dallas City Code, Code of Ethics, if the City Auditor determines that a complaint it receives through the hotline states a violation of Chapter 12A, the City Auditor may refer the complaint to the City Secretary for direct review by a preliminary panel of the

Ethics Advisory Commission. If the City Auditor receives the complaint anonymously, then the City Auditor shall act as the complainant for purposes of the preliminary panel review.

SECTION 5. Verifying Accounting Accuracy of Financial Records.

(a) The Office's responsibility for appraising and verifying the accounting accuracy of financial records, statements, and reports, and determining that generally accepted accounting principles and procedures are followed will be fulfilled following Chapter III, Section 19 of the City Charter; the City Council shall cause the annual financial statements and related records and accounts of the City to be audited annually by an external firm registered with the Texas State Board of Public Accountancy as a firm practicing public accountancy.

(b) The City Auditor may assess the validity of accounting systems, controls, financial records, statements, and reports, and determine that generally accepted accounting principles and procedures are followed during audits of specific financial statement cycles and related financial matters.

SECTION 6. Monitoring and Evaluating the City's Accounting and Property Records, Funds, General Accounting System, and Records.

The Office's responsibility for monitoring and evaluating the City's accounting and property records, funds, general accounting system, and records of City officers authorized to receive money or other property belonging to the City will be accomplished through reviews of the effectiveness of existing City monitoring programs. The Office of the City Auditor may perform monitoring efforts when high risk processes are not effectively monitored by an existing City monitoring program.

SECTION 7. Responsibility to Exercise Due Professional Care.

(a) The City Auditor is to exercise due professional care when carrying out responsibilities related to the position. This requires that the City Auditor perform all duties professionally, making all reasonable efforts to ensure that audit and investigation results are supported by factual information and impartial judgment.

(b) To provide reasonable assurance that due professional care will be employed in conducting audits and investigations, the City Auditor will establish audit and investigation standards, policies, and procedures and will ensure that assistants, employees, and personnel follow these. These standards, policies, and procedures will be consistent with generally accepted professional practices and applicable laws and regulations.

(c) To assure that the City Auditor has fulfilled these responsibilities, the City Council shall, from time to time, employ an independent, qualified consultant to examine and evaluate the operations of the Office. The results of such evaluations shall be reported directly to the City Council.

(d) Neither the City Auditor nor any member of the Office staff shall conduct, supervise, or otherwise participate in an audit of an activity for which they were responsible or within which they were employed during the preceding two years.

SECTION 8. Responsibilities for Planning.

(a) The City Auditor shall develop and submit for approval by the City Council Government Performance and Financial Management Committee a general strategic plan to execute the City Auditor's responsibilities. If needed, the strategic plan will be updated as part of the annual audit planning process described in subsection (b) below. The strategic plan shall include, but shall not necessarily be limited to:

(1) a statement of general goals and objectives to be accomplished;

(2) projected staff requirements;

(3) personnel skills to be developed;

(4) projected changes in internal organizational structure and the assignment of responsibilities to staff;

(5) identification of areas to be audited; and

(6) general plans for the use of outside consultants or temporary personnel in conducting audits.

(b) Before the beginning of each fiscal year, the City Auditor shall submit an annual audit plan using an appropriate risk-based methodology to the City Council Government Performance and Financial Management Committee that will ensure audit activities have been directed toward the highest exposure to risk and increasing efficiency, economy, equity, and effectiveness of programs. The City Council Government Performance and Financial Management Committee will review the plan and recommend approval of the annual audit plan to the City Council. The City Auditor will consider the scope of work of external auditors and regulatory agencies, as appropriate, to provide optimal audit coverage.

(c) The annual audit plan shall include identifying the scope of each audit to be conducted in terms of the organizations, programs, functions, or activities to be audited and, in terms of the audit, projected elements to be addressed.

(d) The annual audit plan may be amended during the year with the recommendation of the City Council Government Performance and Financial Management Committee and approval of the City Council.

(e) The City Auditor may initiate and conduct any other audits deemed necessary with the subsequent concurrence of the City Council Government Performance and Financial Management Committee and approval of the City Council.

SECTION 9. Special Audits and Other Projects.

(a) Upon the death, resignation, removal, or expiration of the term of any officer of the City, other than the City Auditor, the City Auditor shall cause an audit and investigation of the accounts of such officer to be made and shall issue a report to the City Manager and the City Council as prescribed in the City Charter, Chapter IX, Section 4, Special Audit.

(b) Upon the City Council's request, the City Auditor shall review and verify the reasonableness of the revenue estimates included in the proposed budget or other selected portions of the proposed budget submitted to the City Council by the City Manager. The review will be conducted according to priorities set by the City Council.

(c) The City Auditor is authorized to conduct audits, attestation engagements, or other professional services for City Councilmembers, provided the request will not impact the completion of the Audit Plan. If, in the judgment of the City Auditor, a request will impact the completion of the Audit Plan, the City Auditor is to request the concurrence of the engagement from the City Council Government Performance and Financial Management Committee and approval of the City Council as an amendment to the Audit Plan.

(d) The City Manager may request the City Auditor to perform special audits that are not included in the annual audit plan. Upon: (1) concurrence of the City Council Government Performance and Financial Management Committee's engagement; and, (2) approval of the City Council, a special audit requested by the City Manager becomes an amendment to the annual audit plan. The City Auditor shall submit the report of a special audit to the City Manager in a form agreed upon by the City Auditor and the City Manager and shall notify the City Council of its completion.

(e) The City Auditor shall provide an attestation engagement on all construction projects with an estimated contract award of $50 million and greater before City Council consideration for approval, as prescribed in City Administrative Directive 4.05, Contracting Standards and Procedures, Section 9.5.5, Construction Contracts.

(f) The City Auditor's Office shall review the City Secretary's meeting attendance records, and report to the City's Chief Financial Officer if any Councilmember missed more than ten percent of Council meetings, thereby incurring a proportionate reduction in compensation as prescribed in the City Charter, Chapter III, Section 4(e), Compensation of Members of City Council, and Council Rules of Procedure, Section 4.13(b), Absences from City Council Meeting.

SECTION 10. Audit Coordination and Notification of Audit Activities.

(a) In the selection of audit areas, the determination of audit scope, and the timing of audit work, the City Auditor may consult and cooperate with federal and state auditors and the City's external auditors so that desirable audit coverage is provided, and audit effort may be properly coordinated.

(b) The engagement plans and final reports for all financial, performance, operational, and other audit activities or external consulting assessments conducted on behalf of the City shall be communicated timely to the City Auditor.

SECTION 11. Report of Irregularities

(a) The City Auditor discovers apparent violations of law or apparent instances of misfeasance or nonfeasance by a City officer or employee or information that indicates occurrences of this nature may be reasonably anticipated, the City Auditor shall immediately report the irregularities in

writing to the Mayor, to the Chairman of the City Council Government Performance and Financial Management Committee, City Attorney, and to the City Manager.

(b) The City Council may meet in executive session when scheduled by the Mayor upon request by the City Auditor to discuss an on-going investigation or confidential investigation report, and when it follows the Texas Open Meetings Act as prescribed in City Council Rules of Procedure, Section 2.10. Executive Sessions.

SECTION 12. Audit Reports to the City Council.

(a) The City Auditor shall prepare a written report of each audit's results conducted by the Office.

(b) The City Auditor shall submit each report, except confidential audits, to the City Council.

(c) The City Auditor shall include in the audit reports:

(1) a statement of the scope encompassed by the audit;

(2) a statement of the material audit observations;

(3) recommendations for desirable action; and

(4) response submitted by the audited department, board, or agency relevant to the audit observations.

(d) The City Council may meet in executive session when scheduled by the Mayor upon request by the City Auditor to discuss an on-going audit or confidential audit report, and when it follows the Texas Open Meetings Act as prescribed in City Council Rules of Procedure, Section 2.10. Executive Sessions.

SECTION 14. City Council Meeting Participation.

In accordance with City Council Rules of Procedure, Section 2.9. City Auditor Participation, the City Auditor or designated assistant city auditor shall be available in City Hall during all City Council meetings to respond to City Council's inquiries. Upon the request of any City Councilmember, the City Auditor shall attend the briefing or deliberation of any specific agenda item.

SECTION 15. Report Processing Procedures.

(a) Upon completion of the final draft of an audit report, and before submitting the report to the City Council, the City Auditor shall transmit a copy of the report to the management of the audited entity and other appropriate officials for review.

(b) Within 15 business days after receiving the final draft report, the appropriate officials will prepare an official written response to the observations and recommendations within the report and transmit the response to the City Auditor. The official written response will be included in the audit report issued to the City Council by the City Auditor. If no response is received, the City Auditor will note that

fact in the transmittal letter and will release the audit report. Any subsequent response shall be distributed to those who received the audit report.

(c) To the extent permitted by law, all final reports will be prepared in a searchable electronic format and posted on the Office internet page within two business days of report issuance.

SECTION 16. Responsibilities for Follow-Up on Audits.

(a) The City Auditor shall follow-up on high-impact audit recommendations to determine whether corrective action has been implemented. The City Auditor will request status reports from audited entities annually regarding actions taken to address all reported audit recommendations.

(b) Further follow-up reviews will be conducted upon the request or approval of the City Council or a committee of the City Council.

SECTION 17. Access to Employees, Records, and Property.

(a) To the extent permitted by law, all officers and employees of the City shall furnish all information and records within their custody regarding powers, duties, activities, organization, properties, information systems, financial transactions, agreements, methods of business, and personnel required by the City Auditor or authorized designees to complete their duties. Such authority includes, but is not limited to, the ability to review, research, conduct interviews, along with the ability to have access to any and all necessary documentation as described in this subsection. In addition, all officers and employees of the City shall provide access for the City Auditor or authorized designees to inspect all City property, equipment, and facilities within their custody and to observe any operations for which they are responsible.

(b) All contracts with outside contractors and subcontractors shall contain a "right-to-audit" clause and provide upon request from the City Auditor unrestricted access to the contractor's employees and to all financial and performance-related records, property, and equipment purchased in whole or in part with governmental funds.

(c) City Auditor personnel are individually responsible and accountable for maintaining the confidentiality of the information they receive during their work and complying with any other regulatory requirements necessitated by their being granted such access. City Auditor personnel shall not publicly disclose any information received during an audit or investigation that is considered confidential in nature by any local, state, or federal law or regulation.

SECTION 18. Records.

The City Auditor shall retain a complete file of each audit report and each report of other examinations, investigations, surveys, and reviews following the City's record retention policy. The file should include working papers and other supportive material directly pertaining to the report.

SECTION 19. Annual Report.

The City Auditor shall submit an annual report to the City Council, during the first quarter of each fiscal year, indicating audits completed, investigations completed, major concerns, corrective actions completed, and high-impact observations that have not been fully addressed by management. Additionally, the report will indicate whether there are any unwarranted restrictions on the Office of the City Auditor's staffing, any threats to City Auditor independence, and any restrictions on access by City Auditor personnel to organization records, agreements, information systems, properties, or personnel.

SECTION 20. City Auditor Annual Budget.

The City Auditor, following Chapter XI, Section 2 of the City Charter, shall furnish a detailed budget estimate of the needs and requirements of the City Auditor's Office for the coming year directly to the City Council, to be approved by the City Council, and then consolidated with the City Manager's annual budget estimate.

SECTION 21. Contract Auditors, Consultants, and Experts.

The City Auditor may obtain the services of certified or registered public accountants, qualified management consultants, or other professional experts necessary to perform the City Auditor's duties. Audit work performed by a contractor must be conducted by persons who have no financial interest in the affairs of the City or its officers.

SECTION 22. Board of Trustees Member – Employees' Retirement Fund.

The City Auditor shall act as one of the seven members of the board of trustees for the employees' retirement fund of the City of Dallas, as enumerated in Section 40A-2(c)(1)(C) of the Dallas City Code, Retirement.

Office of the City Auditor

FISCAL YEAR 2021 – QUARTER 1 UPDATE: OCTOBER 1 – DECEMBER 31, 2020

Reports Issued

During Quarter 1 the Office of the City Auditor released the following reports (click on the hyperlinks below for the full report):

- Audit of the Dallas County Motor Vehicle Child Safety Fee

Projects in Progress

Audits on the horizon for release in Quarter 2 of Fiscal Year 2021 include:

- Audit of the Department of Aviation's Noise Abatement Program
- Audit of TexasCityServices LLC Contract
- Audit of Department of Information Technology Servics' AT&T Datacomm LLC Contract Monitoring Process
- Audit of Landfill Closure and Post-Closure Liabilitiy and Monitoring Expense
- Audit of Dallas Police Department Property and Evidence

Management Agreement

One of the performance measures for the Office of the City Auditor is to add value by achieving over 90 percent agreement to audit recommendations. The *Audit of the Dallas County Motor Vehicle Child Safety Fee* had no recommendations for management to agree to. To date, our percentage for this performance measure is to be determined (TBD).

Investigative Services

Exhibit 1:

Fraud, Waste, and Abuse Hotline Alerts			
Quarter	**Received**	**Closed**	**Outstanding**
1	25	25	35
Total:	**25**	**25**	**35**

In Quarter 1 Investigative Services closed 25 complaints. Of those closed, none were substantiated.

1
Reports Issued

TBD
Management Agreement to Recommendations

21
Projects In Progress

APPENDIX A: PROJECTS OVERVIEW

Exhibit 3 provides an overview of management's agreement to recommendations for reports released to date, and Exhibit 4 shows the current project status for pending and upcoming audit engagements.

Exhibit 3:

City Management's Agreement to Implement Audit Recommendations

Quarter Issued	#	Audit Plan Year October 2020 to September 2021	Release Date	No. Recommendations	No. Management Agreed to Implement	Agreement %
1	1	Audit of the Dallas County Motor Vehicle Child Safety Fee	October 26, 2020	0	N/A	N/A
			Running Total (Q1):	**0**	N/A	N/A

Exhibit 4:

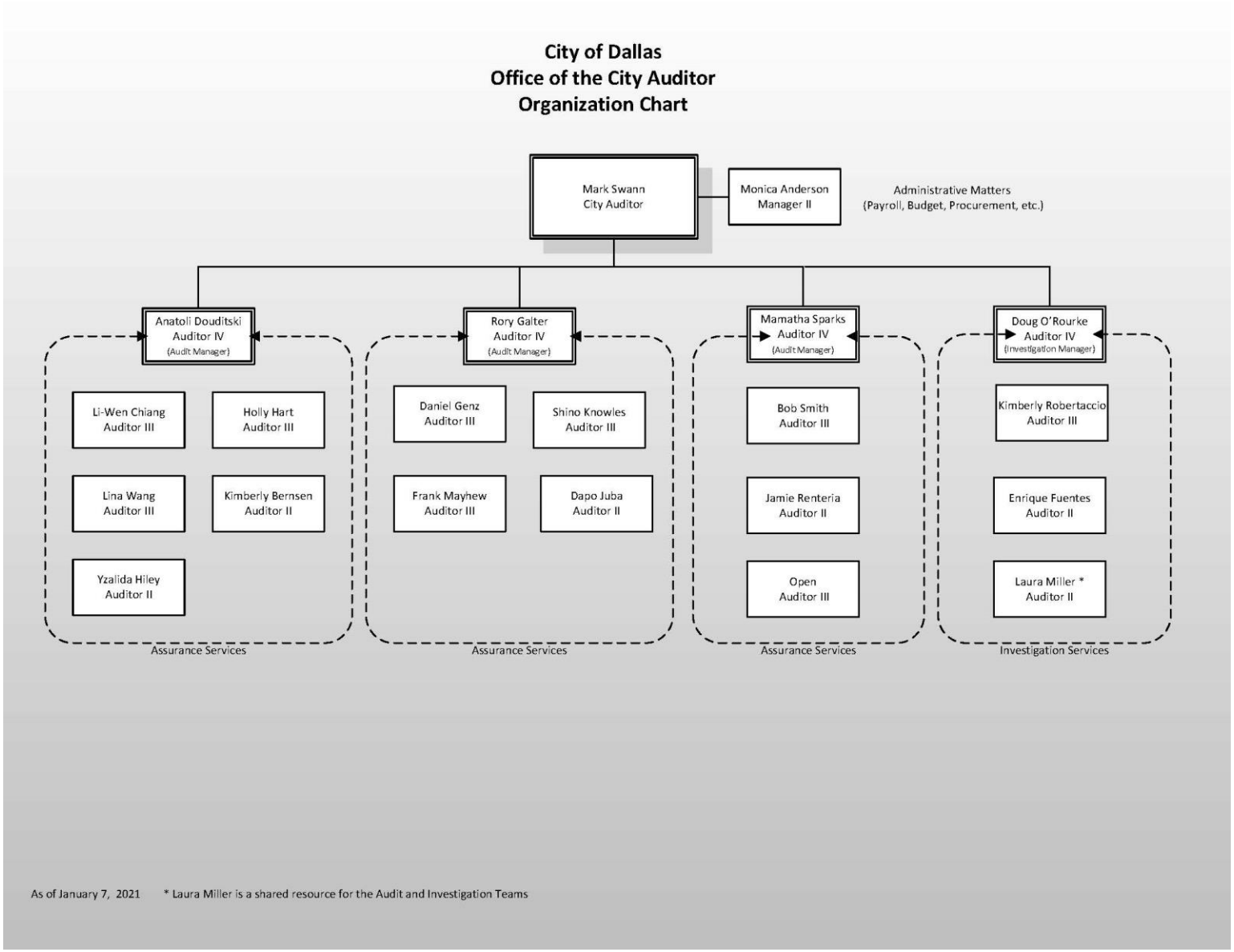
Audit Reporting Updates

#	Audit Plan Year October 2020 to September 2021	Planning	Field-work	Report	Report Phase		
					Draft	City Official	Final
Engagements In Progress							
1	Dallas Police Department – Property and Evidence			✓	Dec-20		

#	Audit Plan Year October 2020 to September 2021	Planning	Field-work	Report	Report Phase		
					Draft	City Official	Final
Engagements In Progress							
2	Department of Aviation – Noise Abatement Program			✓	Aug-20		
3	Department of Information and Technology Services – AT&T Datacomm LLC Contract Monitoring			✓		Dec-20	
4	Department of Dallas Water Utilities – Stormwater Billing Calculations		✓				
5	Mayor and City Council Office – City Advisory Boards and Commissions		✓				
6	City Controller's Office – Investment Pool Management		✓				
7	Department of Equipment and Fleet Maintenance – Fuel Services		✓				
8	Office of Community Care – Senior Services		✓				
9	Department of Public Works – Road Paving		✓				
10	Department of Transportation – Traffic Controls and Maintenance	✓					
11	Department of Information and Technology Services – Mobile Devices		✓				

#	Audit Plan Year October 2020 to September 2021	Planning	Field-work	Report	Report Phase		
					Draft	City Official	Final
Engagements In Progress							
12	Department of Sanitation – Landfill Closure and Post-Closure Liability and Monitoring Expense			✓	Nov-20		
13	Office of Emergency Management – Memorandum of Understanding with Dallas County Health Agency		✓				
14	Franchise Fees Reviews (Ongoing)		✓				
15	Sales and Use Tax Compliance Review (Ongoing)			✓		Dec-20	
16	City Attorney's Office – Community Courts	✓					
17	Sustainable Development and Construction – Real Estate and City Attorney's Office – Surplus Property Transfer to Land Bank Process	✓					
18	Multiple Departments - Coronavirus Aid, Relief and Economic Security (CARES Act)	✓					
19	Department of Strategic Partnerships and Government Affairs - Census 2020 Interlocal Agreement with Dallas County		✓				
20	Office of Community Police Oversight (Mayor and City Council Request)	✓					
21	Dallas Police Department – Police Overtime (Mayor and City Council Request)	✓					

APPENDIX B: OFFICE OF THE CITY AUDITOR ORGANIZATION CHART



APPENDIX C: DEPARTMENT GOALS UPDATE

MISSION

We collaborate with elected officials and employees to elevate public trust in government by providing objective assurance, investigation, and advisory services.

FISCAL YEAR 2021 GOALS

PERFORMANCE MEASURE	GOAL	ACTUAL (As of January 7, 2021)
Publish 22 audit/attestation reports.	19 reports	1 Report (2 reports pending City Manager Response).
Report recommendations accepted.	90 percent	Not applicable. No observations with recommendations.
Staff with professional certifications (CIA, CPA, CISA, or CFE).	80 percent	79 percent
Focus on mission with available time.	82 percent	81 percent
ADDITIONAL GOALS		
Percentage of initial response for Fraud, Waste, and Abuse alerts within three workdays.	95 percent	100 percent
Migrate City Auditor's computer servers to Information Technology Services support.	2nd Quarter	TeamMate migration completed; personal drives migrated to OneDrive; migration of Office share drives in-process.
Upgrade TeamMate AM Software to TeamMate + Audit.	3rd Quarter	Administrative Action approved January 2021.
Subject Matter Expert development.	3 SMEs	In-progress.
Update City Auditor's Responsibilities and Administrative Procedures.	2nd Quarter	In-progress (2nd draft submitted to Council Members in December).
Percent of audit report recommendations implemented within 18 Months of report issue date.	60 Percent	Not applicable. Follow-up audits not started.
Identify other entities (external auditors, grant reviewers, federal and state auditors, etc.) providing assurance service coverage and consolidate their reports on the Office of the City Auditor website.	4th Quarter	Not started.

OFFICE OF THE CITY AUDITOR – FINAL REPORT

Audit of the Dallas County Motor Vehicle Child Safety Fee

October 26, 2020

Mark S. Swann, City Auditor

Mayor

Eric Johnson

Mayor Pro Tem

Adam Medrano

Deputy Mayor Pro Tem

B. Adam McGough

Council Members

Carolyn King Arnold

Tennell Atkins

Adam Bazaldua

Paula Blackmon

David Blewett

Jennifer S. Gates

Lee M. Kleinman

Cara Mendelsohn

Omar Narvaez

Jaime Resendez

Casey Thomas, II

Chad West

City of Dallas

Executive Summary

Objective and Scope

The audit objective was to determine if the Dallas County Motor Vehicle Child Safety Fee is complete and accurately remitted to the City of Dallas, including the accuracy of the administrative expense deducted by Dallas County.

The scope of the audit was management operations for October 1, 2018, through December 31, 2019.

What We Recommend

No recommendations were identified.

Background

The Dallas County Commissioner's Court approved the implementation of the Dallas County Motor Vehicle Child Safety Fee in 2018, which supports school crossing guard and other school safety programs through a $1.50 vehicle registration renewal fee. The County began collecting the fee in January 2019.

The Dallas County Motor Vehicle Child Safety Fee is collected by Dallas County as part of the vehicle registration and renewal fees. Dallas County deducts ten percent of the collected fee for administrative costs. The remaining amount is distributed to the cities within Dallas County based on each city's percentage of Dallas County's total population using the 2010 census. The Texas Transportation Code, Title 7, Subtitle A, Chapter 502, Subchapter A, Sec. 502.403 *Optional County Fee for Child Safety* regulates the fee. Approximately $1.4 million was remitted to the City of Dallas for Calendar Year 2019.

What We Found

Dallas County has accurately remitted the City of Dallas' portion of the Dallas County Motor Vehicle Child Safety Fee for Calendar Year 2019.

Appendix A: Methodology

Methodology

To accomplish our audit objectives, we interviewed key personnel, reviewed applicable documentation, and recalculated a sample of remittances to the City of Dallas. The risk of fraud, waste, and abuse was also considered.

This performance audit was conducted in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based upon our audit objective. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objective.

Major Contributors to the Report

Kimberly Bernsen – In-Charge Auditor
Rory Galter, CPA – Audit Manager

Appendix B: Management's Response

Memorandum

DATE: October 16, 2020

TO: Mark S. Swann, City Auditor

SUBJECT: Response to Audit of Dallas County Motor Vehicle Child Safety Fee

This letter acknowledges the City Manager's Office received the *Audit of Dallas County Motor Vehicle Child Safety Fee.*

We appreciate the professionalism and quality of work demonstrated by your staff throughout this engagement.

Sincerely,

T.C. Broadnax
City Manager

C: Kimberly Bizor Tolbert, Chief of Staff
M. Elizabeth Reich, Chief Financial Officer
Jon Fortune, Assistant City Manager
Gloria Carter, Director, Court & Detention Services

"Our Product is Service"
Empathy | Ethics | Excellence | Equity

City of Dallas

1500 Marilla Street
Dallas, Texas 75201

Agenda Information Sheet

File #: 21-98 **Item #:** 3.

Ad Valorem Tax Limit for Over-65 or Disabled Homeowners
[Jack Ireland, Director, and Janette Weedon, Assistant Director, Budget & Management Services]

City of Dallas

Ad Valorem Tax Limit for Over-65 or Disabled Homeowners

Government Performance & Financial Management Committee
January 25, 2021

Jack Ireland, Director
Budget & Management Services

Janette Weedon, Assistant Director
Budget & Management Services

Outline of Briefing

- Request for briefing received from Council Member
- Tax limit options
- Ad valorem tax limit for over-65/disabled homeowners
  - Tax ceiling (freeze)
  - Tax exemptions
- Over-65 and disabled properties in Dallas
- Next steps
- Appendix
  - Peer city comparison
  - 87th Legislative Session update
  - Tax levy limit
  - City of Dallas Budget
  - Historical Value of Exemptions

Briefing Request

- Council Member requested a briefing regarding a property tax "ceiling" on homestead ad valorem taxes for residents over-65/disabled
- Council Member proposed limiting future annual ad valorem tax increases to two percent or the consumer price index (whichever is higher) for Dallas residents who are over-65/disabled

Tax Limit Options

- Texas Constitution provides:
  - Taxation must be equal and uniform[1]
  - All real property and tangible personal property must be taxed in proportion to its value unless exempt as required or permitted by the Texas Constitution[2]
  - Any taxing unit may offer an additional homestead exemption of at least $3,000 for taxpayers disabled or aged 65 or older[3]
  - A county, city, or junior college district may freeze or limit a property owner's taxes by adopting a tax ceiling[4]

[1]Texas Constitution, Article VIII, 1(a)
[2]Texas Constitution, Article VIII, 1(b)
[3]Texas Constitution, Article VIII, 1-b(c)
[4]Texas Constitution, Article VIII, 1-b(h) and Texas Tax Code 11.261(a)

Tax Limit Options

	Not Allowed Per State Law	Allowed Per State Law	Action Required
Adopt a property tax limit (cap) on the percentage increase of ad valorem taxes, specifically for over-65 or disabled homeowners	√		Not Allowed
Adopt a tax ceiling on the residence homestead of a person over-65 or disabled		√	City Council Approval
Adopt an increase in the over-65 or disabled homestead exemption		√	City Council Approval

Tax Ceiling

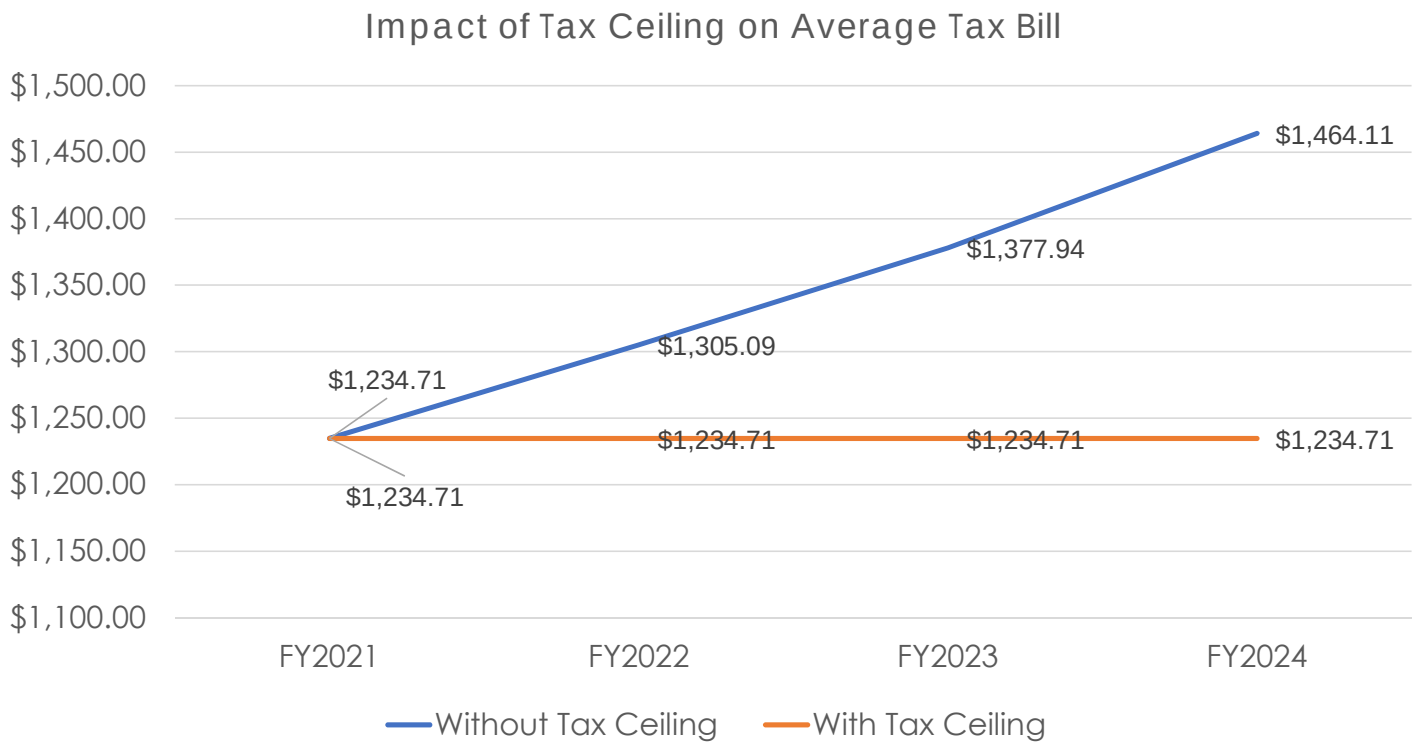
- A tax ceiling (freeze), sets a limit on the amount of property taxes paid annually
- Texas Constitution provides the ability for adopting a tax limitation (tax ceiling) on the residence homestead of a person who is over-65/disabled[1]
- Texas Tax Code provides the requirements for implementation and administration of the ceiling[2]
- In future years, the taxable value on a home may go below, but not above, the ceiling amount (unless improvements are made or the homeowner is no longer eligible)
- A homeowner may transfer the tax ceiling percentage to a new home in the same county, city, or junior college district[3]

[1]Texas Constitution, Article VIII, 1-b(h)
[2]Texas Tax Code, Section 11.261
[3]Texas Tax Code, Section 11.261(g)

Tax Ceiling

- Increases to the tax rate, even voter approved, will not change the ceiling
- If approved by City Council, ceiling only applies to City of Dallas portion of the tax bill
- A tax ceiling is not limited to low-income seniors
- Offers an across-the-board tax relief for all over-65/disabled taxpayers at all income levels
- By reducing tax burden on over-65/disabled residents, this would shift the City's property tax burden to younger homeowners and renters
- Once the tax ceiling is adopted it <u>cannot be repealed</u>

Tax Ceiling



Notes:
FY2021 Average Home Value of $323,813
General Homestead Exemption of 20%
Over-65/disabled homestead exemption of $100,000
3.5% growth in FY22 and FY23; and 4.0% growth in FY24

Tax Ceiling

Impact of Tax Ceiling on City of Dallas Budget	FY2021	FY2022	FY2023	FY2024
Number of disabled and age 65 and older exemptions	70,634	70,634	70,634	70,634
Taxable Value	$12.6B	$13.0B	$13.5B	$14.0B
Tax Generated	$97.8M	$101.2M	$104.7M	$108.9M
Estimated Tax Generated with Ceiling in Place	$97.8M	$97.8M	$97.8M	$97.8M
Tax Forfeited due to Ceiling	$0.0M	$3.4M	$7.0M	$11.1M
Tax Forfeited due to Ceiling (Cumulative)		$3.4M	$10.4M	$21.5M

Notes
Assumes no change to tax rate - $0.7763/$100
Assumes 3.5% growth in taxable value in FY22, FY23, and 4.0% in FY 24
Taxable value = market value less homestead exemption less over-65/disabled exemption
Analysis reflects Dallas, Collin, and Denton CADs

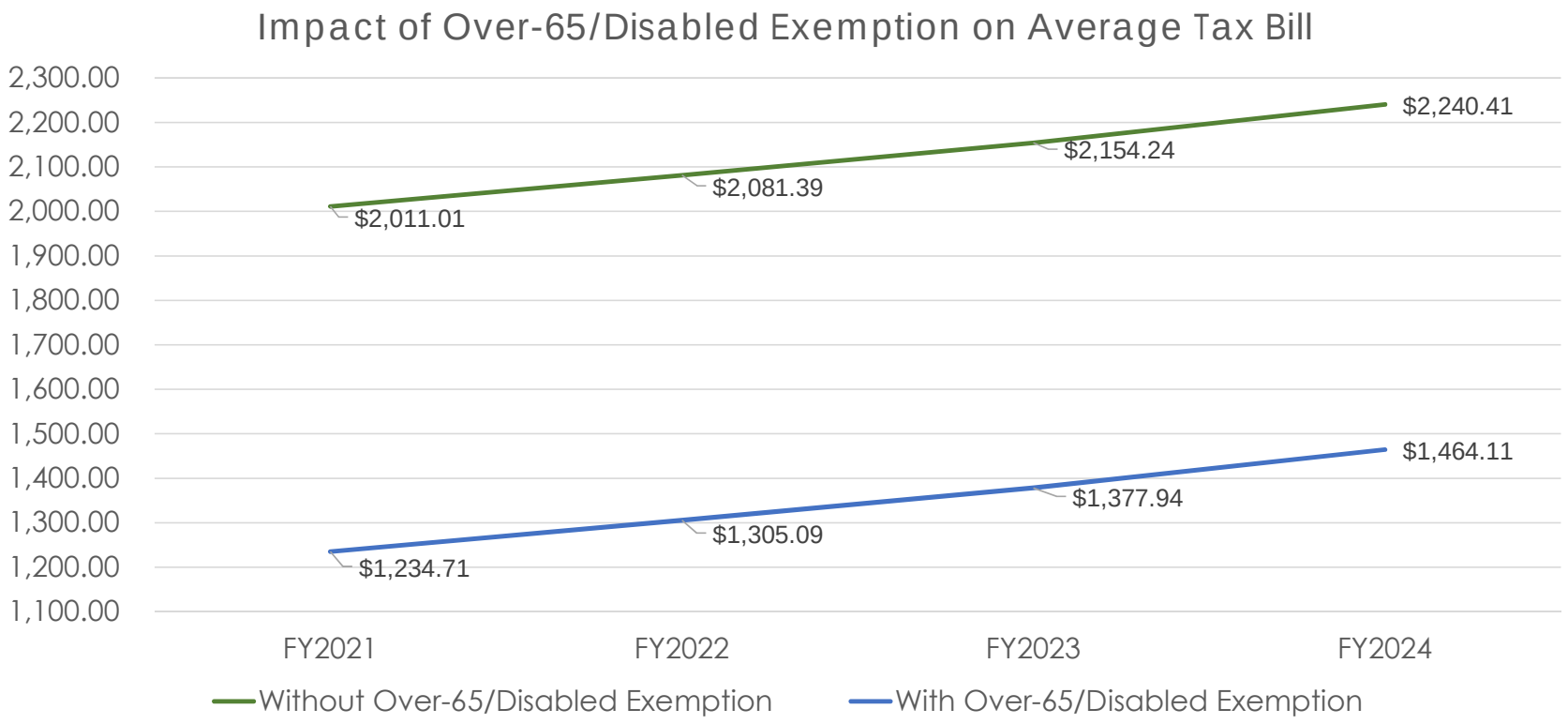
Tax Exemptions

- Homestead exemption
  - A tax exemption removes part of a home's value from taxation
  - Offers across-the-board tax relief for all homeowners
  - City currently offers a 20 percent homestead exemption which is maximum allowed by State
- Over-65/disabled exemption
  - Offers tax relief for homeowners over-65/disabled
  - This exemption is a set dollar amount that reduces the home's taxable value, and reduces the homeowners tax bill
  - City currently offers over-65/disabled exemption ($100,000)
  - Homeowners over-65/disabled pay no City taxes if property value is $125,000 or less (20 percent homestead + $100,000 over-65/disabled exemptions)

Tax Exemptions

- Tax exemptions are a progressive approach to property tax relief
- Tax exemptions provide flexibility to policy makers
- Over-65/disabled exemption can be changed after enacted
- Financial Management Performance Criteria (FMPC) #23
  - Required to compare the current exemption for individuals over-65/disabled to the most recent annual Consumer Price Index (CPI) every 2 years
  - Required to provide analysis to City Council prior to June 30 for possible increase of this exemption
  - Exemption was last adjusted on June 26, 2019
  - Next review and possible adjustment will occur in May/June 2021

Tax Exemptions



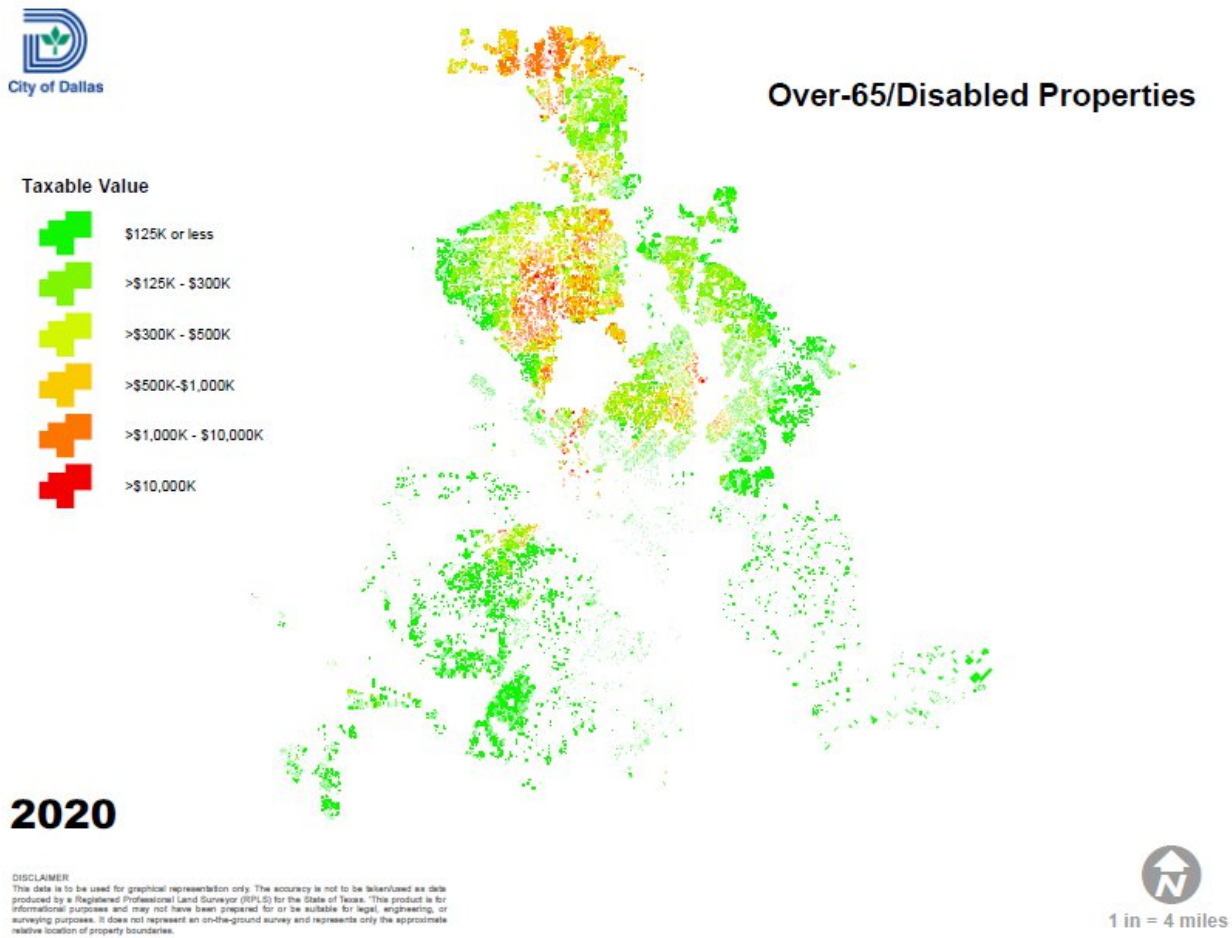
Note:
FY2021 Average Home Value of $323,813
General Homestead Exemption of 20%
Over-65/disabled homestead exemption of $100,000
3.5% growth in FY22 and FY23; and 4.0% growth in FY24

Tax Exemptions

Impact of Tax Exemption on City of Dallas Budget	FY2021	FY2022	FY2023	FY2024
Number of disabled and age 65 and older exemptions	70,634	70,634	70,634	70,634
Taxable Value with Exemption	$12.6B	$13.0B	$13.5B	$14.0B
Taxable Value without Exemption	$18.7B	$19.1B	$19.6B	$20.1B
Taxable Value of Exemptions	$6.1B	$6.1B	$6.1B	$6.1B
Revenue Foregone due to Exemption	$47.4M	$47.4M	$47.4M	$47.4M

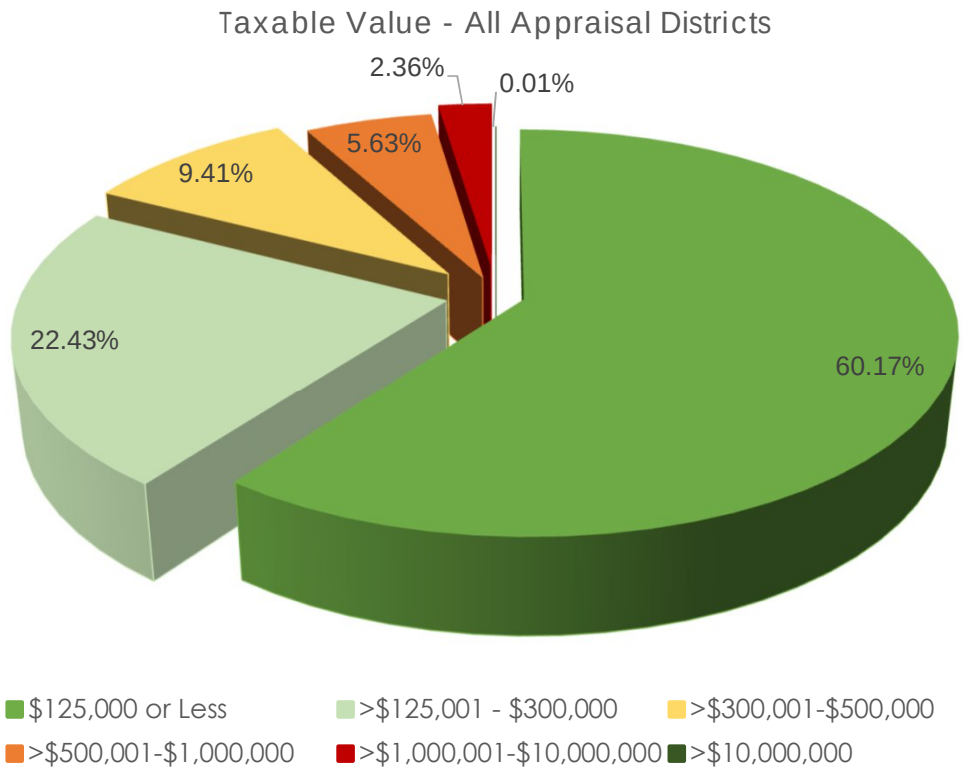
Notes
Assumes no change to tax rate - $0.7763/$100
Assumes 3.5% growth in taxable value in FY22, FY23, and 4.0% in FY 24
Taxable value = market value less homestead exemption less over-65/disabled exemption
Analysis reflects Dallas, Collin, and Denton CADs

Over-65/Disabled Properties



Reflects Dallas Central Appraisal District properties only

Over-65/Disabled Properties



Next Steps

- Receive GPFM feedback on over-65/disabled tax limit options
- Brief GPFM on potential changes to FMPC on February 23
- Provide analysis and recommendation in compliance with FMPC #23
  - May 14 – GPFM consideration of change to current over-65/disabled exemption
    - Staff will provide analysis of CPI and impact on City of Dallas budget
  - June 16 – City Council consideration of change to exemption
    - Notify appraisal districts of any change by June 30

City of Dallas

Ad Valorem Tax Limit for Over-65 or Disabled Homeowner

Government Performance & Financial Management Committee
January 25, 2021

Jack Ireland, Director
Budget & Management Services

Appendix

Peer City Comparisons

City	Homestead Exemption	Over 65/Disabled Exemption
Comparative Set		
Dallas	20%	$100,000 / $100,000
Austin	10% or $5,000	$88,000 / $88,000
Fort Worth	20%	$40,000 / $40,000
Houston[1]	20%	$160,000 / $160,000
San Antonio[2]	0.01% or $5,000	$65,000 / $12,500
Area Suburbs		
Frisco	10% or $10,000	$80,000 / $80,000
Grand Prairie	10% or $5,000	$45,000 / $30,000
Irving	20% or $5,000	$45,000 / $45,000
Plano[2]	20%	$40,000 / $40,000
Richardson	0%	$100,000 / $100,000

Source: City budget documents, Appraisal Districts (Dallas, Harris, Fort Bend, and Montgomery), and entities

[1] Prop 1 caps property tax growth at the lower of CPI + growth in population or 4.5%

[2] Property tax ceiling on homesteads owned by over 65/disabled

87th Legislative Session Update

- Proposed legislation that may provide relief to over-65 and disabled homeowners
  - HB299 – lowers the homestead cap to 3.5% and makes it effective for all real property.
  - HB535 – changes the interest rate for over 65 tax deferrals from 5% to the 10-yr constant maturity treasury rate reported by the Federal Reserve Board.
  - HB746 – allows installment payments (five or nine equal installments) of taxes for individuals disabled or age 65 or older.
  - HB993/HB1061 - establish limitation on the total amount of ad valorem taxes that certain taxing units may impose on the residence homesteads of individuals who are disabled or elderly and their surviving spouse.
  - HB1053 – creates an appraisal cap of 5% (from 10%) for all real property.
  - HJR22/HJR53 – constitutional amendment to establish a limitation on the total amount of ad valorem taxes that certain political subdivisions may impose on the residence homesteads of persons who are disabled or elderly and their surviving spouses.

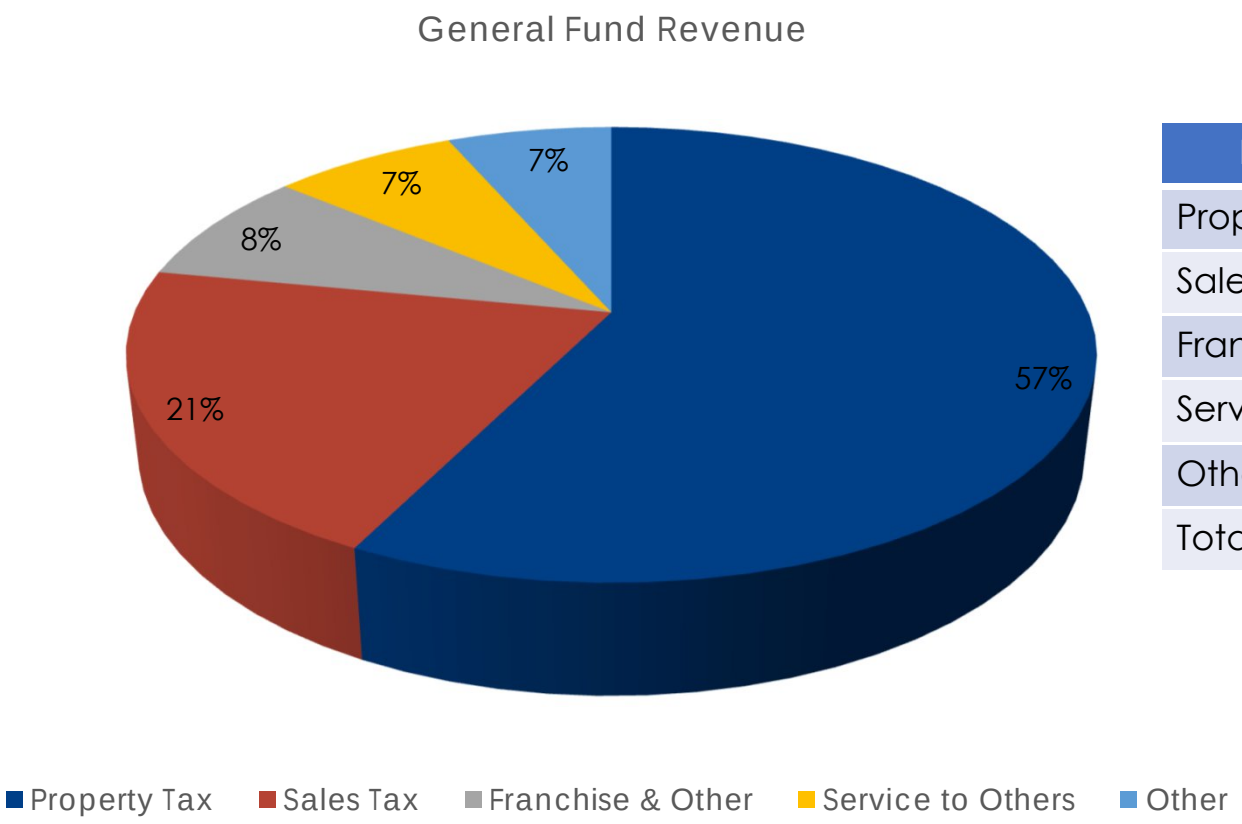
Tax Levy Limit

- Tax levy is the amount of revenue raised by a municipality through real and personal property tax
- Tax levy limit is the maximum dollar amount a city or town can raise through property tax in a given fiscal year
  - Limits ad valorem tax growth to a certain percentage
- Texas Property Tax Reform and Transparency Act of 2019 (Senate Bill 2 (SB2) limits levy growth to 3.5 percent (effective January 1, 2020)
- Prior to SB2, levy limit growth was limited to 8.0 percent
- Municipalities may limit levy growth lower than the state cap of 3.5 percent

Tax Levy Limit

- The City of Houston's levy limit, added to the City Charter by voters in 2004, requires voter approval for increases in ad valorem taxes in future years above a limit equal to the lesser of the actual revenues in the preceding fiscal year, plus 4.5%, or a formula that is based upon actual revenues in the preceding fiscal year adjusted for the cumulative combined rates of inflation and the City's population growth
  - In FY 2007, voters approved collecting additional revenues above the cap of $90 million for police, fire, and emergency medical services (Proposition H)
  - Implemented prior to SB2
- Levy limit does not "cap" individual property valuations
- Levy limit does not limit individual tax bill increases
- Levy limit applies to all ad valorem taxes (residential and commercial)

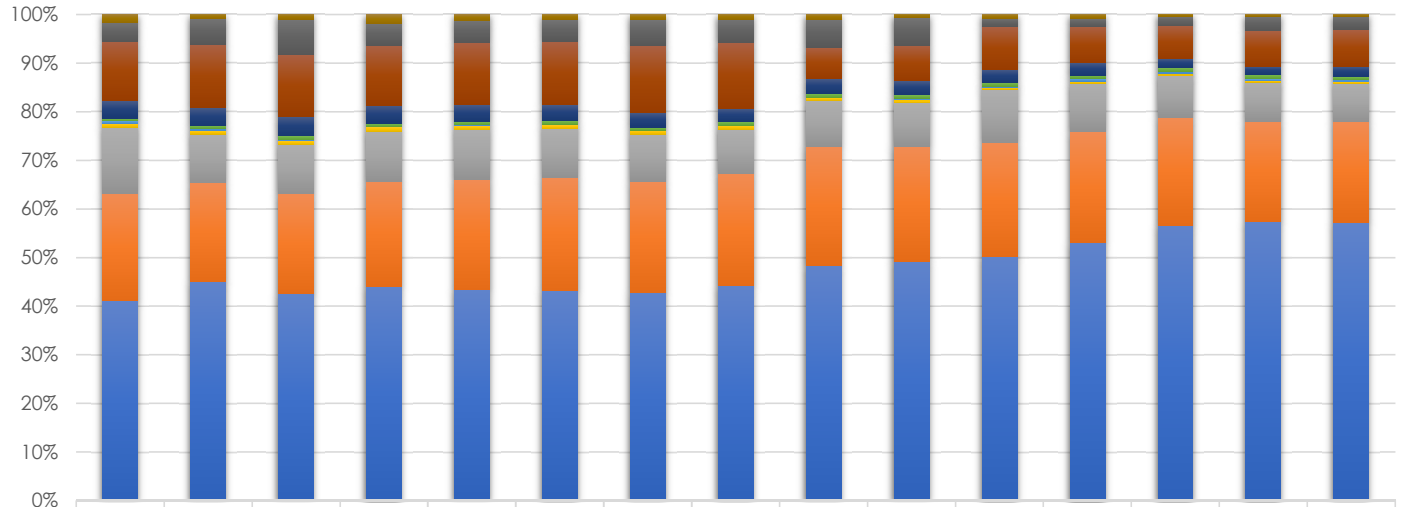
City of Dallas Budget



FY21 General Fund Revenue	
Property Tax	$825,006,993
Sales Tax	$296,324,365
Franchise & Other	$115,907,401
Service to Others	$105,618,133
Other	$94,182,591
Total	$1,437,039,483

City of Dallas Budget

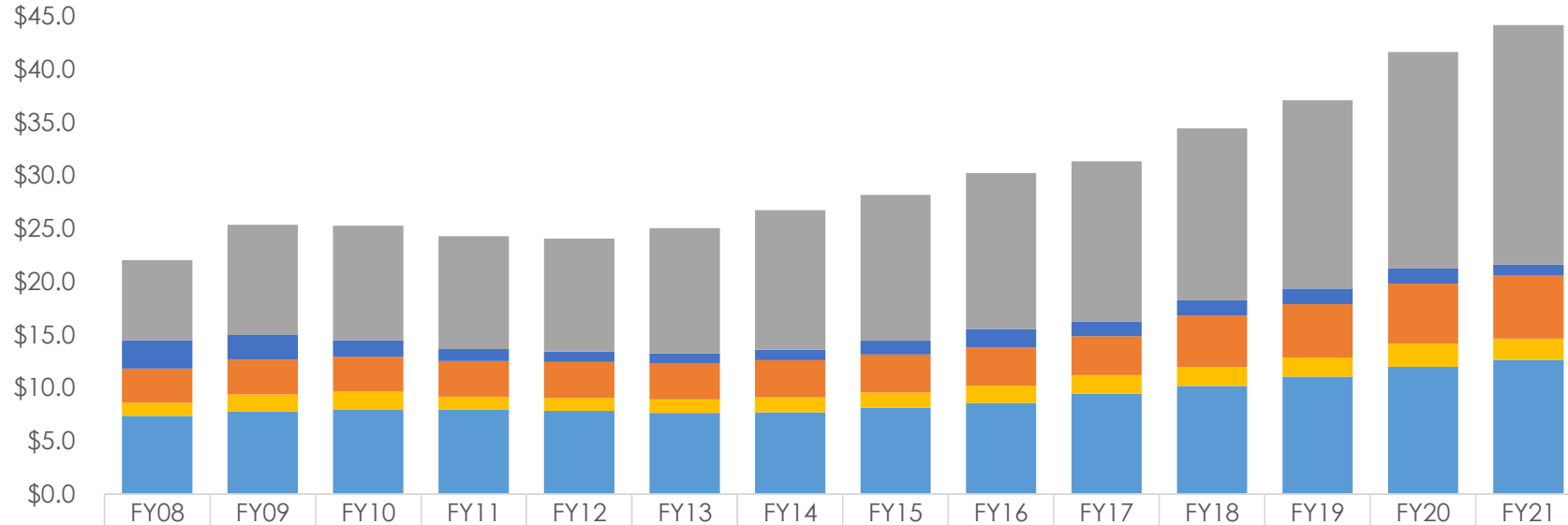
Historical General Fund Revenue Distribution



	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22
Miscellaneous	1.7%	0.9%	1.1%	1.9%	1.3%	1.1%	1.0%	0.9%	1.1%	0.7%	0.7%	0.7%	0.4%	0.5%	0.5%
Operating Transfers In	3.8%	5.3%	7.2%	4.5%	4.5%	4.5%	5.4%	4.8%	5.8%	5.7%	1.7%	1.8%	1.8%	3.0%	2.6%
Service to Others	12.2%	13.0%	12.7%	12.4%	12.8%	13.1%	13.8%	13.5%	6.2%	7.3%	8.8%	7.4%	6.8%	7.3%	7.6%
Fines & Forfeitures	3.5%	3.6%	4.0%	3.6%	3.5%	3.3%	2.9%	2.9%	3.2%	2.9%	2.7%	2.6%	1.7%	1.6%	2.0%
Intergovernmental	0.6%	0.6%	0.7%	0.5%	0.6%	0.6%	0.6%	0.6%	0.7%	0.7%	0.8%	0.7%	1.0%	0.8%	0.8%
Interest	0.6%	0.4%	0.2%	0.1%	0.1%	0.0%	0.0%	0.1%	0.2%	0.3%	0.3%	0.6%	0.3%	0.3%	0.3%
Licenses & Permits	0.9%	0.8%	0.9%	0.9%	1.0%	0.9%	0.9%	0.8%	0.6%	0.4%	0.4%	0.5%	0.4%	0.3%	0.4%
Other Tax	13.5%	10.1%	10.2%	10.3%	10.3%	10.0%	9.7%	9.0%	9.4%	9.1%	10.9%	9.9%	8.6%	8.1%	7.9%
Sales Tax	22.0%	20.3%	20.6%	21.6%	22.6%	23.2%	22.7%	23.2%	24.5%	23.7%	23.5%	22.8%	22.3%	20.6%	20.7%
Ad Valorem Tax	41.1%	45.1%	42.5%	44.1%	43.3%	43.3%	42.9%	44.2%	48.3%	49.2%	50.2%	53.1%	56.6%	57.4%	57.2%

Ad Valorem Tax · Sales Tax · Other Tax · Licenses & Permits · Interest · Intergovernmental · Fines & Forfeitures · Service to Others · Operating Transfers In · Miscellaneous

Historical Value of Exemptions ($ in billions)



	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21
Total	$22.0	$25.4	$25.3	$24.3	$24.1	$25.0	$26.7	$28.2	$30.3	$31.3	$34.5	$37.1	$41.6	$44.2
Totally Exempt	$7.6	$10.4	$10.8	$10.6	$10.6	$11.8	$13.1	$13.8	$14.7	$15.1	$16.2	$17.7	$20.4	$22.6
Other	$2.7	$2.3	$1.6	$1.1	$1.0	$0.9	$1.0	$1.3	$1.7	$1.3	$1.4	$1.5	$1.4	$1.0
Over-65/Disabled	$3.2	$3.3	$3.3	$3.3	$3.4	$3.4	$3.5	$3.6	$3.6	$3.7	$4.8	$5.0	$5.7	$6.0
Freeport	$1.2	$1.6	$1.7	$1.2	$1.2	$1.3	$1.4	$1.4	$1.6	$1.8	$1.8	$1.8	$2.2	$2.0
Homestead	$7.4	$7.8	$7.9	$8.0	$7.8	$7.6	$7.7	$8.1	$8.6	$9.4	$10.2	$11.1	$12.0	$12.6

Homestead Freeport Over-65/Disabled Other Totally Exempt

City of Dallas

1500 Marilla Street
Dallas, Texas 75201

Agenda Information Sheet

File #: 21-99 **Item #:** 4.

Community Development Block Grant: Timely Expenditure of Funds
[Jack Ireland, Director, and Chan Williams, Assistant Director, Budget & Management Services]

City of Dallas

Community Development Block Grant: Timely Expenditure of Funds

Government Performance & Financial Management Committee

January 25, 2021

Jack Ireland, Director
Budget and Management Services

Chan Williams, Assistant Director
Budget and Management Services

Overview

- Review Community Development Block Grant (CDBG) timely expenditure requirements and recommendation for extension and/or reprogramming of prior year unspent funds
- Review HOME unspent funds and recommendation
- Discuss changes to the Substantial Amendment Process
- Seek committee's support for CDC and staff recommendations
- Review next steps

Timely Expenditure Requirements

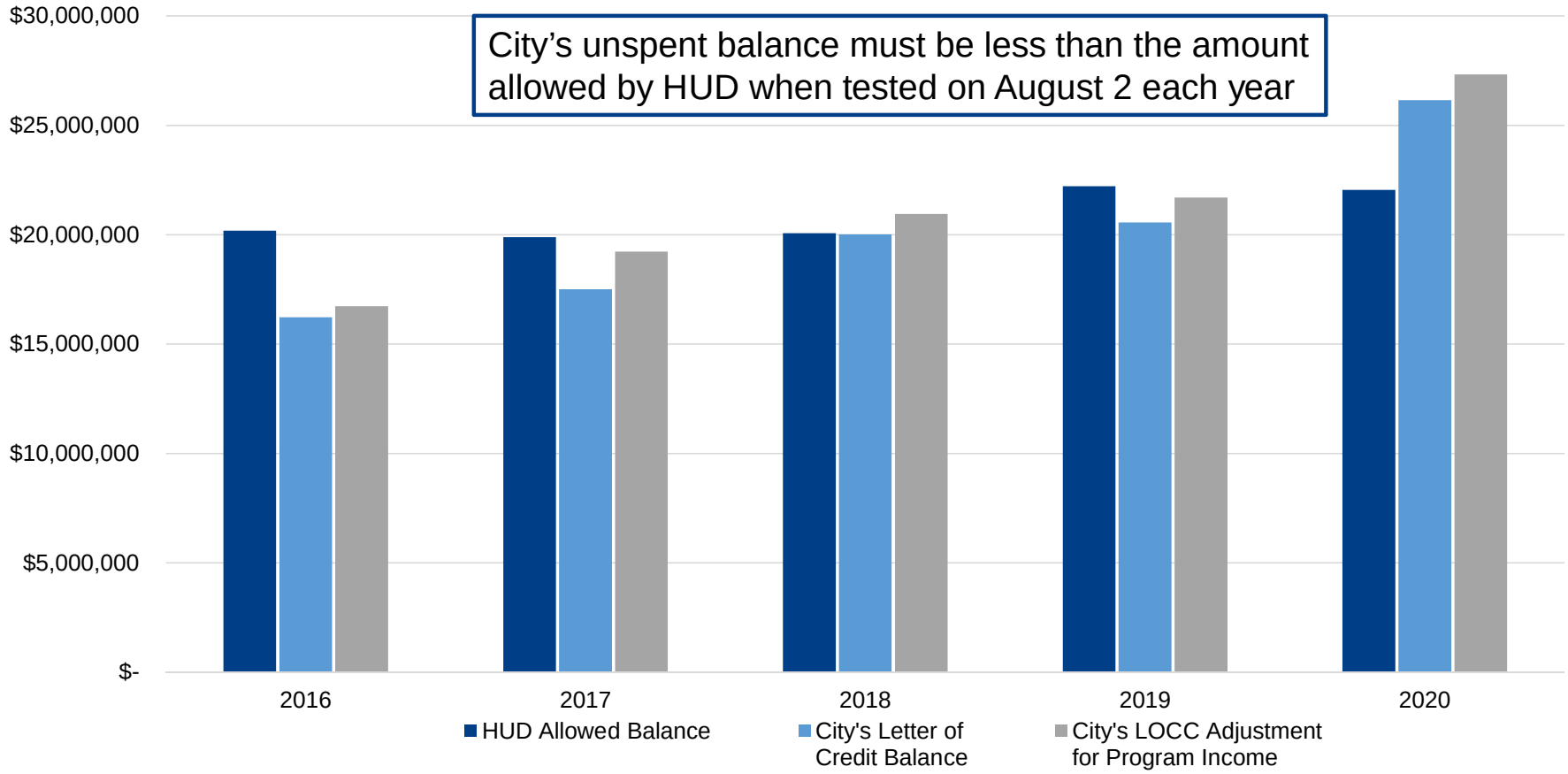
There are two tests to ensure CDBG funds are spent in a timely manner:

1. U.S. Department of Housing and Urban Development (HUD) as required by federal regulations
2. City policy as directed by City Council resolution

HUD Expenditure Requirements

- HUD requires that CDBG funds be expended in a timely manner
  - Federal regulations limit amount of unspent CDBG funds to no more than 1.5 times grantee's annual grant allocation
  - Failure to meet this requirement could result in a reduction of the next annual grant allocation
- Requirement is tested annually on August 2
- Test is conducted on two undisbursed amounts of CDBG funds
  - One is based on grant funds (unadjusted)
  - One is adjusted to include program income the City has received and reported to HUD

HUD Expenditure Requirements



HUD Expenditure Requirements

- August 2, 2018
  - City did not meet HUD's timely expenditure requirements
  - City submitted a spend plan for FY19 to HUD to return the program to full compliance
- August 2, 2019
  - City met HUD's timely expenditure requirement
  - Program returned to full compliance and HUD's finding was closed
- August 2, 2020
  - City expenditures did not meet HUD requirements due to COVID-19
  - Programs and services significantly reduced or suspended since March 2020 in response to public health emergency
  - HUD did not take corrective actions or sanctions
  - HUD is allowing grantees until next annual checkpoint (8/2/21) to ensure programs meet timely expenditure requirements

City Expenditure Requirements

- City Council established a policy in August 1993 to ensure timely expenditure of CDBG funds
  - CDBG funds must be obligated within 12 months and expended within 24 months
- In March 2007, City Council added criteria and benchmarks to further define compliance with the policy
- City Council has authority to extend the time allowed for the expenditure of CDBG funds

City Review

- City conducts an annual review each fall to determine the status of each project
- Unspent project funds that are not in compliance are either recommended for an extension or reprogrammed to another eligible purpose
- Based on the most recent review:
  - Unspent funds remaining in 14 projects were recommended for extension (total $1,382,617)
  - Unspent funds remaining in 10 projects were recommended for reprogramming to another eligible use (total $2,520,726)

Community Development Commission Review

- CDC reviewed during December and January
  - CDC Financial Monitoring Committee reviewed the City Manager's recommendation on December 17 and made no amendments
  - CDC reviewed and approved the Committee's recommendation on January 7
- List of projects provided in the attachment

CDBG Reprogramming

- To ensure the City meets HUD's expenditure requirements in a timely manner in 2021, staff recommends moving forward with reprogramming unspent funds to other eligible uses
- Recommended use of funds (total $2,520,726)
  - Residential Development Acquisition Loan Program: $2,011,333
  - Emergency Assistance Program: $509,393

CDBG Reprogramming

- Residential Development Acquisition Loan Program (RDALP) allows for more eligible housing activities and includes single-family and multi-family uses
  - Approximately $2 million from Dallas Homebuyer Assistance Program (DHAP) is available to be reprogrammed due to the competitive market and limited affordable housing stock
  - RDALP addresses identified need and priority to develop/increase housing units
- Emergency Assistance Program
  - Eviction moratorium extended until March 31
  - Eligible uses include financial assistance for rent, mortgage and utilities

HOME Reprogramming

- Plans are underway for projects, including an open Notice of Funding Affordability (NOFA) to address the critical need for affordable housing units
- To expedite the availability of funding for projects to develop and increase housing units, unspent HOME funds will also be included in this reprogramming and directed to HOU's Housing Development Loan Program (total $1,996,715)

Substantial Amendment Process

- After City Council adopts the Consolidated Plan budget and HUD approves, changes may be necessary
- Citizen Participation Plan defines the criteria for a substantial change and triggers HUD-specific amendment procedures if:
  - Creating a new activity not included in the budget
  - Deleting an existing activity that is included in the budget
  - A change in funding of 25% or $100,000 of a budget
  - Any revision to the basic purpose, location, scope, or beneficiaries of an activity that is not consistent with Five-Year Consolidated Plan

Substantial Amendment Process

- Substantial amendment process primarily used for large housing development projects
- Procedures for substantial amendment include:
  - Presentation to CDC and City Council
  - City Council agenda items for preliminary adoption and final adoption
  - Public notice in the newspaper
    - 30-day public review and comment period
    - No fewer than 14 days between calling and conducting the public hearing

Substantial Amendment Process

- Completing substantial amendment process for HUD-funded projects can add up to three-month delay for projects that may be underway
- Staff recommends increasing the substantial amendment amount from $100,000 to $500,000 to reduce delays that could result in price increases or other barriers preventing timely completion of projects
- No change to City requirements

Recommendations

- On January 27, City Council will be asked to approve:
  - Extension of the City's timely expenditure policy for 14 CDBG projects (total $1,382,617) to allow additional time for completion
  - Preliminary adoption and call for a public hearing to:
    - Reprogram unspent prior year CDBG funds to other eligible activities
      - Total $2,520,726
    - Reprogram unspent prior year HOME funds to other eligible activities
      - Total $1,996,715
    - Amend the Citizen Participation Plan's Substantial Amendment process

Next Steps

- January 25 – Committee consideration to move forward with extensions and reprogramming as recommended
- January 27 – City Council consideration
- February 24
  - Conduct public hearing
  - Final adoption of Reprogramming Budget #1 for the FY 2020-21 Action Plan and amendment to the Citizen Participation Plan

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FY 2020-21 COMMUNITY DEVELOPMENT BLOCK GRANT
EXTENSION REQUEST AND REPROGRAMMING FUNDS
as of September 30, 2020

	Fiscal Year	Dept	Project Name	Appropriations	ITD Expended	Encumbrances	Unobligated	CMO Recommended Extension Request	CMO Recommended Reprogramming Funds	CDC Vote 1/7/21 Recommended Extension Request	CDC Vote 1/7/21 Recommended Reprogramming Funds	Explanation
CITY ATTORNEY												
1	2016-17	ATT	Public Improvement - Vickery Meadow Community Court	$1,253,859	$1,171,718	$82,141	$0	$82,141	$0	$82,141	$0	Project near completion, final payments in process. Funds are estimated to be spent by February 2021.
2	2019-20	ATT	South Dallas/Fair Park Community Court	$242,647	$204,917	$190	$37,540	$4,498	$33,042	$4,498	$33,042	Savings due to program closure during COVID-19 public health emergency. Unspent funds will be reprogrammed.
3	2019-20	ATT	South Oak Cliff Community Court	$237,147	$161,124	$5	$76,018	$0	$76,018	$0	$76,018	Savings due to program closure during COVID-19 public health emergency. Unspent funds will be reprogrammed.
4	2019-20	ATT	West Dallas Community Court	$233,332	$200,272	$5	$33,055	$0	$33,055	$0	$33,055	Savings due to program closure during COVID-19 public health emergency. Unspent funds will be reprogrammed.
			TOTAL CITY ATTORNEY	**$1,966,985**	**$1,738,031**	**$82,341**	**$146,613**	**$86,639**	**$142,115**	**$86,639**	**$142,115**	
HOUSING/COMMUNITY SERVICES												
5	2019-20	HOU	Housing Management Support	$1,203,456	$1,061,830	$102,240	$39,386	$39,386	$0	$39,386	$0	Payments for year-end expenses in process. Remaining unspent funds will be reprogrammed.
6	2013-14	HOU	Mingo/Beall Streets Public Improvement/NIP-SDFP	$414,000	$320,774	$93,226	$0	$93,226	$0	$93,226	$0	Project near completion, extension requested to ensure compliance prior to closeout; any remaining funds will be reprogrammed.
7	2013-14	HOU	NIP-South Dallas/Fair Park Public Improvements	$343,318	$199,249	$144,069	$0	$144,069	$0	$144,069	$0	Project near completion, extension requested to ensure compliance prior to closeout; any remaining funds will be reprogrammed.
8	2010-11	HOU	NIP-Spring Avenue Infrastructure	$162,355	$159,490	$0	$2,865	$0	$2,865	$0	$2,865	Projects were completed; Program sunset
9	2011-12	HOU	NIP-Spring Avenue Infrastructure	$334,216	$272,043	$0	$62,173	$0	$62,173	$0	$62,173	Projects were completed; Program sunset
10	2018-19	HOU	Res Dev Acq Loan Program - Red Bird	$1,271,576	$1,144,418	$127,158	$0	$127,158	$0	$127,158	$0	Funds are under contract. Projects underway, payments ongoing.
11	2018-19	HOU	Res Dev Acq Loan Program - Shiloh	$1,620,154	$1,600,000	$20,154	$0	$20,154	$0	$20,154	$0	Funds are under contract. Projects underway, payments ongoing.
12	2018-19	HOU	Dallas Homebuyer Assistance Program	$2,500,000	$588,667	$0	$1,911,333	$0	$1,911,333	$0	$1,911,333	
13	2020-21	HOU	Dallas Homebuyer Assistance Program	$500,000	$0	$0	$500,000	$0	$100,000	$0	$100,000	
			TOTAL HOUSING/COMMUNITY SERVICES	**$8,349,075**	**$5,346,472**	**$486,847**	**$2,515,756**	**$423,993**	**$2,076,371**	**$423,993**	**$2,076,371**	
BUDGET & MANAGEMENT												
14	2019-20	BMS	Citizen Participation/CDC Support/ HUD Oversight (P/PO)	$840,805	$501,104	$3,044	$336,657	$336,657	$0	$336,657	$0	Savings due to reduced general City operations during COVID-19 public health emergency. Payments for year-end expenses in process. Remaining unspent funds will be reprogrammed.
15	Various	BMS	Reprogrammed Funds	$80,012	$0	$0	$80,012	$0	$80,012	$0	$80,012	Savings and unspent funds from closed/completed projects during FY.
			TOTAL OFFICE OF BUDGET	**$920,817**	**$501,104**	**$3,044**	**$416,669**	**$336,657**	**$80,012**	**$336,657**	**$80,012**	
OFFICE OF COMMUNITY CARE												
16	2018-19	MGT	Community Care Management Support	$207,899	$146,598	$0	$61,301	$0	$61,301	$0	$61,301	Unspent prior year funds will be reprogrammed.
17	2019-20	MGT	Community Care Management Support	$333,662	$172,735	$0	$160,927	$0	$160,927	$0	$160,927	Savings due to reduced general City operations during COVID-19 public health emergency. Unspent funds will be reprogrammed.
18	2019-20	MGT	Early Childhood and Out-of-School Time Services Program	$550,000	$214,176	$119,843	$215,981	$335,824	$0	$335,824	$0	Unspent funds due to program closures during COVID-19 public health emergency. Temporary HUD waiver allows additional time to use funds in public services capped category to provide needed resources during pandemic.

FY 2020-21 COMMUNITY DEVELOPMENT BLOCK GRANT

EXTENSION REQUEST AND REPROGRAMMING FUNDS

as of September 30, 2020

	Fiscal Year	Dept	Project Name	Appropriations	ITD Expended	Encumbrances	Unobligated	CMO Recommended Extension Request	CMO Recommended Reprogramming Funds	CDC Vote 1/7/21 Recommended Extension Request	CDC Vote 1/7/21 Recommended Reprogramming Funds	Explanation
19	2019-20	MGT	Early Childhood-Open Arms, Inc.	$50,000	$45,833	$4,167	$0	$4,167	$0	$4,167	$0	Funds are under contract. Payments for year-end expenses in process. Remaining unspent funds will be reprogrammed.
20	2019-20	MGT	Overcoming Barriers to Work Program-Int Rescue Committee	$76,833	$73,079	$3,754	$0	$3,754	$0	$3,754	$0	Funds are under contract. Payments for year-end expenses in process. Remaining unspent funds will be reprogrammed.
21	2019-20	MGT	Overcoming Barriers to Work Program-The Salvation Army	$40,337	$36,205	$4,132	$0	$4,132	$0	$4,132	$0	Funds are under contract. Payments for year-end expenses in process. Remaining unspent funds will be reprogrammed.
			TOTAL OFFICE OF COMMUNITY CARE	**$1,258,731**	**$688,627**	**$131,895**	**$438,209**	**$347,877**	**$222,228**	**$347,877**	**$222,228**	
PARK AND RECREATION												
22	2019-20	PKR	Out of School Time Program Community Center Sites	$86,542	$18,412	$3,715	$64,415	$64,415	$0	$64,415	$0	Unspent funds due to program closures during COVID-19 public health emergency. Temporary HUD waivers allow additional time to use funds in public services capped category to provide needed resources during pandemic.
23	2019-20	PKR	Out of School Time Program Elementary School Sites	$663,458	$471,285	$69,105	$123,068	$123,036	$0	$123,036	$0	Unspent funds due to program closures during COVID-19 public health emergency. Temporary HUD waiver allows additional time to use funds in public services capped category to provide needed resources during pandemic.
			TOTAL PARK AND RECREATION	**$750,000**	**$489,697**	**$72,820**	**$187,483**	**$187,451**	**$0**	**$187,451**	**$0**	
			GRAND TOTAL	**$13,245,608**	**$8,763,931**	**$776,946**	**$3,704,731**	**$1,382,617**	**$2,520,726**	**$1,382,617**	**$2,520,726**	
HOME INVESTMENT PARTNERSHIP PROGRAM												
1	2016-17	HOU	CHDO Operating Assistance	$175,000	$0	$0	$175,000	$0	$175,000	$0	$175,000	Funds to be reprogrammed to Housing Development Loan Program
2	2017-18	HOU	CHDO Operating Assistance	$125,000	$0	$0	$125,000	$0	$125,000	$0	$125,000	Funds to be reprogrammed to Housing Development Loan Program
3	2019-20	HOU	Dallas Homebuyer Assistance Program	$374,697	$34,260	$0	$340,437	$0	$340,437	$0	$340,437	Funds to be reprogrammed to Housing Development Loan Program
4	2019-20	HOU	CHDO Operating Assistance	$150,000	$0	$0	$150,000	$0	$150,000	$0	$150,000	Funds to be reprogrammed to Housing Development Loan Program
5	2020-21	HOU	Dallas Homebuyer Assistance Program	$767,129	$0	$0	$767,129	$0	$367,129	$0	$367,129	Funds to be reprogrammed to Housing Development Loan Program
6	2014-15	HOU	FY 16-17R Tenant Based Rental Assistance	$1,038,500	$199,351	$0	$839,149	$0	$839,149	$0	$839,149	Funds to be reprogrammed to Housing Development Loan Program
			TOTAL HOME	**$2,630,326**	**$233,611**	**$0**	**$2,396,715**	**$0**	**$1,996,715**	**$0**	**$1,996,715**	

City of Dallas

1500 Marilla Street
Dallas, Texas 75201

Agenda Information Sheet

File #: 21-100 **Item #:** 5.

Board and Commission Rules of Procedure
[Tammy Palomino, First Assistant City Attorney, and Bilierae Johnson, City Secretary]

Government Performance and Financial Management Committee

January 25, 2021

Board and Commission Rules of Procedure

City of Dallas

Tammy L. Palomino, First Assistant City Attorney
Bilierae Johnson, City Secretary

Purpose

To provide background and information about City of Dallas board and commission rules of procedure and specifically how committees are appointed.

City of Dallas

Background

- The city council shall provide by ordinance for each commission and board to have a number of members equaling or exceeding the number of members of the city council, unless otherwise required by law. (City Charter Chapter XXIV § 13)
- Chapter 8, Boards and Commissions, sets forth the qualifications for appointments to boards and commissions, with certain waivers. (Dallas City Code Section 8-1.4)

Background

An appointee to a board must:

(1) have been a resident of the city for at least six months prior to the date of appointment;

(2) have no conviction that is considered by the city council to be so serious that it should serve as a disqualification;

(3) not be an adversary party to pending litigation or a claim against the city or a city employee, except for eminent domain proceedings;

(4) not be an employee or a business associate of either an adversary party or a representative of an adversary party, nor have a pecuniary interest, in any pending litigation or claim, other than an eminent domain proceeding, against the city relating to the board on which the appointee will serve;

Background

An appointee to a board must:

(5) not be in arrears on any city taxes, water services, or other obligations owed the city;

(6) have a creditable record of attendance in any previous board service; and

(7) except as provided in this section, meet any other qualifications for service on a board that are mandated by the city charter or other ordinances.

City of Dallas

Chapter 8 – Boards and Commissions

- Generally, Chapter 8 establishes basic rules of procedure for the city's Chapter 8 boards and commissions, including:
  - Meetings
  - Officers and their Duties
  - Duties and Privileges of the Members
  - Code of Conduct and
  - Administrative Procedures

Chapter 8 – Boards and Commissions

- However, Chapter 8 does not provide specific rules or guidelines for creating committees or appointing persons to those committees.
- Chapter 8 states that unless otherwise stipulated by the board or this Chapter, proceedings of a board shall in all cases be governed by "Robert's Rules of Order."

Board and Commissions – Established

- Chapter 8 boards and commissions are codified in Chapters 2, 12A, 13, 24, 37, 40A, 51A, and 52 with provisions for the board or commission's purpose, powers and duties, jurisdiction, etc.
- Chapter 8 boards and commissions are classified as either quasi-judicial or advisory.
    - Quasi-judicial boards and commissions – make binding decisions that affect individuals.
    - Advisory boards and commissions – make recommendations only.
- Generally quasi-judicial boards and commissions, as part of their powers and duties, may establish additional rules and amend the rules of procedure governing their proceedings.

Boards and Commissions

- Examples of quasi-judicial boards/commissions with rule making authority as part of their powers and duties:
  - Board of Adjustment - Shall adopt, subject to approval of city council, rules, not inconsistent with state law or city ordinances, governing its proceedings.
  - City Plan Commission - Shall adopt, subject to approval of city council, rules, not inconsistent with state law or city ordinances, governing its proceedings.
  - Civil Service Board - Shall, subject to the approval of city council, adopt, amend, and enforce rules and regulations governing the civil service process.

Boards and Commissions

- Ethics Advisory Commission - Shall establish, amend, and rescind rules and procedures governing its own internal organization and operations in a manner and form consistent with Chapter 12A.
- Landmark Commission - Shall adopt, subject to approval of city council, rules, not inconsistent with state law or city ordinances, governing its proceedings.

- Other quasi-judicial board/commission with rules of procedure:
  - Park and Recreation Board
  - Permit and License Appeal Board

Boards and Commissions

- Advisory boards, although it is not explicitly stated in their powers and duties, may also establish additional rules governing their proceedings under Chapter 8 as their proceedings are governed by RONR. (12th ed.)
- RONR states that,
  - as a general principle, a board cannot delegate its authority or empower a subordinate group to act independently, but a board may appoint committees to work under its supervision or according to its specific instructions. (49:12)

Advisory Boards and Commissions

- RONR states that,
  - when establishing rules for committees, the rules should provide for standing committees, the purpose, number of members, who appoints, etc. (56:44)
  - in the absence of special conditions, RONR recommends that the chair or the regular presiding officer appoints the committee members (50:13(d) *and see* 13:15 regarding appointing nonmembers).

Examples of advisory boards with established rules of procedure:

- Arts and Culture Advisory Commission
- Community Police Oversight Board

QUESTIONS

City of Dallas

Appendix

BOARD/ COMMISSION	COMMITTEES	HOW APPOINTED	QUALIFICATIONS
Board of Adjustment (QJ)	No standing committees		
City Plan Commission (QJ)	Standing committees: (1)Arts District Sign Review Committee. (2) Rules Committee. (3)Special Sign District Advisory Committee. (4)Subdivision Review Committee. (5)Thoroughfare Committee. (6)Trinity River Committee. (7)Urban Design Advisory Committee (UDAC). (8)Zoning Ordinance Advisory Committee (ZOAC). Ad hoc committees: The chair may create ad hoc committees from time to time to study and make recommendations on specific issues.	Standing committees: Except the below standing committees, chair shall appoint a to standing committees and shall appoint the chair and vice chair of standing committees. Appointments to the arts district sign review committee and the special sign district advisory committee are made by the commission in accordance with Section 51A-7.1204(d). Ad hoc committees: The chair shall appoint appointees to ad hoc committees and the chair and vice chair of ad hoc committees.	Trinity River Committee: The committee must be composed of four members and five citizens. The five citizens must include a representative of the cultural or arts community, a representative of residential neighborhoods, a representative of the central business district, an architect or urban planner, and a landscape architect. Urban Design Advisory Committee: The five citizens must include a representative of the cultural or arts community, a representative of residential neighborhoods, a representative of the central business district, an architect or urban planner, and a landscape architect. Zoning Ordinance Advisory Committee: The committee must be composed of two or three members and five citizens. Arts District Sign Review Committee: The committee shall be composed of five members appointed by the city plan commission. One member of the committee must be an architect or graphic designer. The commission shall solicit a list of nominees from entities operating in the Arts District.

City of Dallas

Appendix

BOARD/ COMMISSION	COMMITTEES	HOW APPOINTED	QUALIFICATIONS
Civil Service Board	No standing committees.		
Ethics Advisory Commission (QJ)	No standing committees.		
Landmark Commission (QJ)	Standing committee: Designation Committee Other committees: May be appointed from time to time by the Commission.	Members of committees, and the chair of each, are appointed by the chair of the Commission subject to the approval of the Commission.	Regular and alternate members of committees shall meet the qualifications for service in Section 8-1.4(a)(4) (no litigation or claims against the city), (5) (no interest in litigation or claims against the city), (6) (not in arrears on any city taxes, water service charges, or other obligations owed the city), and (7) (creditable record of service) of the Dallas City Code.
Park and Recreation Board (QJ)	Standing committees: (1) Administration and Finance (2) Planning and Design (3) Employee Grievance Ad hoc committees: The President may appoint ad hoc committees from time to time to study and review specific issues.	Standing committees: Members are appointed by the President. Ad hoc committees: The President shall determine the number of members and appoint a chair of ad hoc committees.	A standing committee shall consist of not less than three members of the Park Board.

City of Dallas

Appendix

BOARD/ COMMISSION	COMMITTEES	HOW APPOINTED	QUALIFICATIONS
Arts and Culture Advisory Commission (Adv)	Standing committees: (1) Allocations Committee (2) Public Art Committee Ad hoc committees: The Chair or the Commission, by majority vote, may create ad hoc committees from time to time to study and review specific issues. Task forces and working groups: The Chair may create ad hoc task forces and working groups as may be appropriate from time to time.	Standing committees: Except for the Public Art Committee, chair makes committee, task force and working group assignments. Public Art Committee members are appointed by the Commission. Ad hoc committees: The Chair shall determine the number of members on the committee.	Public Affairs Committee: Composed of the three Commissioners who are full City Council appointments to the Commission plus an additional eight Commissioners who are professionally qualified residents of the City appointed by the Commission (each, a "Resident Member"). Resident Members must have been a resident of the City for at least six months prior to the date of appointment, be a qualified voter in the City at the time of appointment, and have demonstrated experience as one or more of the following: (a) a visual artist (by means of a currently demonstrable record of exhibitions, work sold/collected and/or commissioned), (b) as an architect, (c) landscape architect, (d) art historian or critic, (e) arts advocate/collector, (f) curator or gallerist, (g) urban planner or engineer, (h) producer of public art, or (i) art scholar or art teacher.
Community Police Oversight Board (Adv)	Standing committees: (1) Board training. (2) Policy review. (3) Community engagement and transparency. (4) Rules.	Standing committees: Shall consist of not less than three members of the board appointed by the Chair. Ad hoc committees: The Chair may appoint ad hoc committees from time to time to study and review specific issues. The Chair shall determine the number of members.	

City of Dallas

City of Dallas

1500 Marilla Street
Dallas, Texas 75201

Agenda Information Sheet

File #: 21-101 **Item #:** 6.

Budget Accountability Report (information as of November 30, 2020)

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Memorandum

CITY OF DALLAS

DATE January 22, 2021

TO Honorable Members of the Government Performance and Financial Management Committee: Cara Mendelsohn (Chair), Jennifer S. Gates (Vice Chair), Deputy Mayor Pro Tem B. Adam McGough, Adam Bazaldua, and Casey Thomas, II

SUBJECT **Budget Accountability Report—November 2020**

Please find attached the first Budget Accountability Report (BAR) of FY 2020-21 based on information through November 30, 2020. The BAR combines the Financial Forecast Report (FFR), Dallas 365, and Budget Initiative Tracker into a single monthly report. Beginning this year, we have "raised the BAR" once again by adding a section to the FFR with selected economic indicators that influence the City's budget and forecasts, such as sales tax collections, building permit activity, and event bookings at the Kay Bailey Hutchison Convention Center.

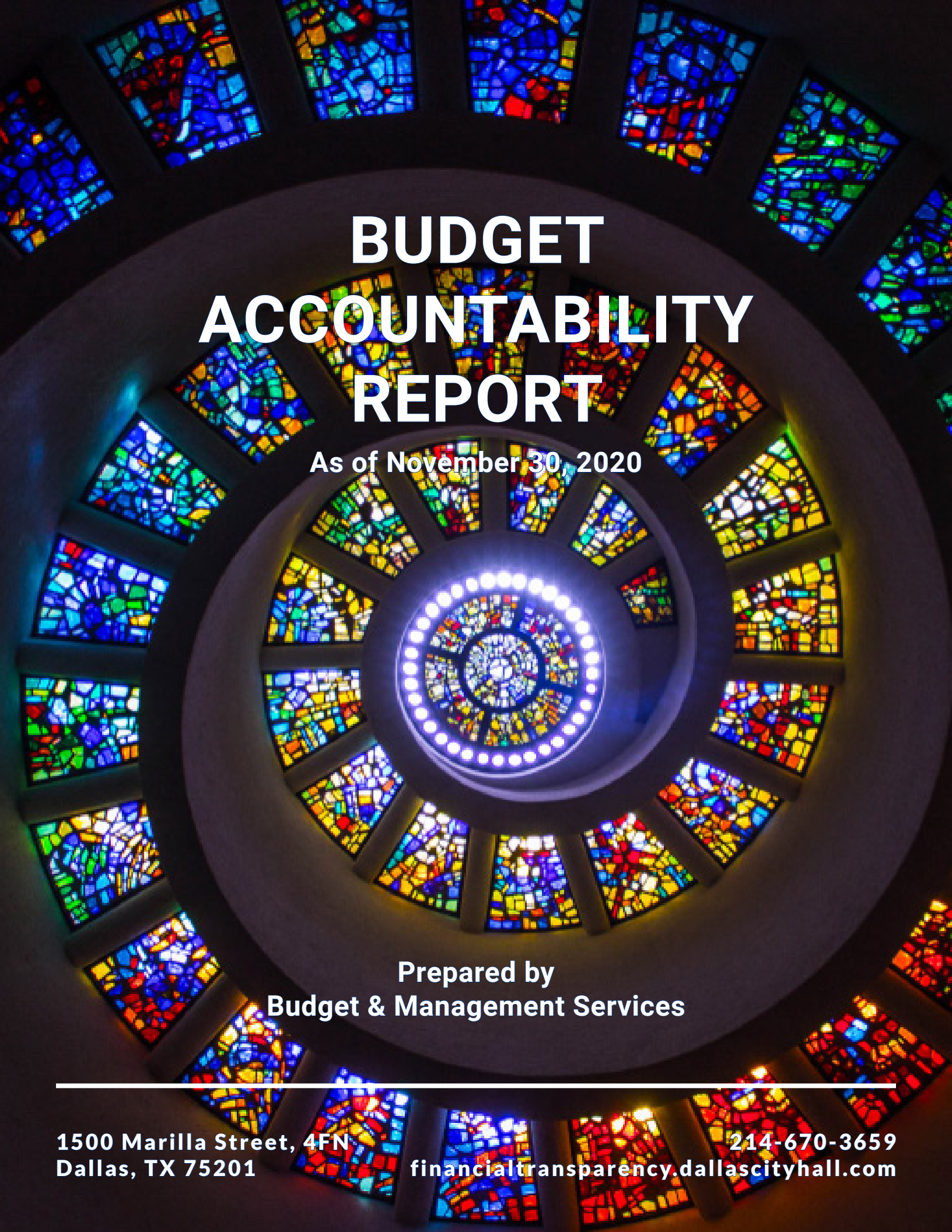
Please note that next month's BAR (through December 31, 2020) will include details on the impact, if any, of unfunded COVID-19 testing and vaccination initiatives that Emergency Management is coordinating, as well as the forecasted expense for the shingle cleanup being managed by Sanitation Services at the former Blue Star Recycling facility. We are also monitoring sales tax receipts closely and will update the forecast in the December BAR if appropriate.

If you have any questions, please contact Jack Ireland, Director of Budget and Management Services.

M. Elizabeth Reich
Chief Financial Officer

[Attachment]

c: Honorable Mayor and Members of City Council
T.C. Broadnax, City Manager
Chris Caso, City Attorney
Mark Swann, City Auditor
Bilierae Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizor 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
Dr. Eric A. Johnson, Chief of Economic Development and Neighborhood Services
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion
Directors and Assistant Directors



BUDGET ACCOUNTABILITY REPORT

As of November 30, 2020

Prepared by
Budget & Management Services

1500 Marilla Street, 4FN
Dallas, TX 75201

214-670-3659
financialtransparency.dallascityhall.com

EXECUTIVE SUMMARY

Financial Forecast Report

Operating Fund	Year-End Forecast vs. Budget	
	Revenues	*Expenses*
General Fund	✓	✓
Aviation	✓	✓
Convention and Event Services	26.2% under budget	26.2% under budget
Municipal Radio	✓	✓
Sanitation Services	✓	✓
Storm Drainage Management	✓	✓
Sustainable Development and Construction	✓	✓
Dallas Water Utilities	✓	✓
Information Technology	✓	✓
Radio Services	✓	✓
Equipment and Fleet Management	✓	✓
Express Business Center	✓	✓
Office of the Bond Program	✓	✓
9-1-1 System Operations	✓	✓
Debt Service	✓	✓

✓ YE forecast within 5% of budget

Dallas 365

Year-to-Date	Year-End Forecast
26 On Target	30 On Target
3 Near Target	0 Near Target
6 Not on Target	5 Not on Target

Budget Initiative Tracker

2 Complete	1 At Risk
32 On Track	0 Canceled

FINANCIAL FORECAST REPORT

The Financial Forecast Report (FFR) provides a summary of financial activity through November 30, 2020, for the General Fund and other annual operating funds of the City. The Adopted Budget column reflects the budget adopted by City Council on September 23, 2020, effective October 1, 2020, through September 30, 2021. The Amended Budget column reflects City Council-approved transfers between funds and programs, department-initiated transfers between expense objects, approved use of contingency, and other amendments supported by revenue or fund balance.

Year-to-date (YTD) actual amounts represent revenue or expenses/encumbrances that have occurred through the end of the most recent accounting period. Departments provide the year-end (YE) forecast, which projects anticipated revenues and expenditures as of September 30, 2021. The variance is the difference between the FY 2020-21 amended budget and the YE forecast. Variance notes are provided when the YE forecast is +/- five percent of the amended budget and/or if YE expenditures are forecast to exceed the amended budget.

General Fund Overview

The General Fund overview provides a summary of financial activity through November 30, 2020.

	FY 2020-21 Adopted Budget	FY 2020-21 Amended Budget	YTD Actual	YE Forecast	Variance
Beginning Fund Balance	$235,992,351	$235,992,351		$235,992,351	$0
Revenues	1,437,039,483	1,437,039,483	138,784,351	1,436,790,323	(249,160)
Expenditures	1,437,039,483	1,437,039,483	65,964,723	1,439,459,412	2,419,928
Ending Fund Balance	$235,992,351	$235,992,351		$233,323,263	($2,669,087)

Fund Balance. As of November 30, 2020, the beginning fund balance for the adopted and amended budget and YE forecast reflects the FY 2019-20 unaudited unassigned ending fund balance as projected during budget development (July 2020). The ending fund balance for the adopted and amended budget does not reflect changes in encumbrances or other balance sheet accounts. We anticipate updates to the beginning fund balance after the FY 2019-20 audited statements become available in April 2021.

Revenues. Through November 30, 2020, General Fund revenues are projected to be $249,000 under budget due to lost revenues from the Moody Performance Hall and Majestic Theater. This is partially offset by (1) an unbudgeted legal settlement with the AT&T Performing Arts Center for legal expenses incurred by the City and (2) unbudgeted fleet auction sales by Dallas Fire-Rescue (DFR).

Expenditures. Through November 30, 2020, General Fund expenditures are projected to be $2,420,000 over budget primarily due to DPD uniform overtime, which is partially offset by salary savings from vacant civilian positions.

FY 2020-21 Financial Forecast Report

GENERAL FUND REVENUE

Revenue Category	FY 2020-21 Adopted Budget	FY 2020-21 Amended Budget	YTD Actual	YE Forecast	Variance
Property Tax	$825,006,993	$825,006,993	$50,785,997	$825,006,993	$0
Sales Tax	296,324,365	296,324,365	50,618,858	296,324,365	0
Franchise and Other	115,907,401	115,907,401	23,582,792	115,907,401	0
Charges for Services[1]	105,618,133	105,618,133	8,163,268	104,706,816	(911,317)
Fines and Forfeitures	23,554,646	23,554,646	3,084,453	24,392,385	837,739
Operating Transfers In	42,410,021	42,410,021	0	42,410,021	0
Intergovernmental	12,111,533	12,111,533	0	11,595,463	(516,070)
Miscellaneous[2]	6,716,212	6,716,212	2,194,121	7,062,171	345,959
Licenses and Permits	5,023,871	5,023,871	201,823	5,018,400	(5,471)
Interest	4,366,308	4,366,308	153,040	4,366,308	0
Total Revenue	$1,437,039,483	$1,437,039,483	$138,784,351	$1,436,790,323	($249,160)

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 Charges for Services. Charges for services are forecast to be $911,000 under budget primarily due to projected losses of $150,000 in Library (LIB) revenue and $546,000 in revenue from Moody Performance Hall and Majestic Theater due to COVID-19 restrictions. Additionally, revenues associated with the Perot Museum lease are projected to be $186,000 under budget.

2 Miscellaneous. Miscellaneous revenues are forecast to be $346,000 over budget primarily due to (1) an unbudgeted legal settlement with the AT&T Performing Arts Center for legal expenses incurred by the City and (2) unbudgeted fleet auction sales by DFR.

FY 2020-21 Financial Forecast Report

GENERAL FUND EXPENDITURES

Expenditure Category	FY 2020-21 Adopted Budget	FY 2020-21 Amended Budget	YTD Actual	YE Forecast	Variance
Civilian Pay	$241,523,414	$241,542,350	$0	$237,679,426	($3,862,924)
Civilian Overtime	7,514,598	7,564,598	0	8,009,114	444,516
Civilian Pension	33,844,770	33,910,354	0	33,482,972	(427,382)
Uniform Pay	481,652,999	481,652,999	0	481,652,999	0
Uniform Overtime	30,835,323	30,835,323	0	35,510,323	4,675,000
Uniform Pension	167,665,603	167,665,603	232,096	167,665,603	0
Health Benefits	72,562,299	72,555,086	0	72,555,086	0
Workers Comp	16,977,554	16,977,554	0	16,977,554	0
Other Personnel Services	11,738,318	11,744,994	0	11,642,447	(102,547)
Total Personnel Services[1]	1,064,314,878	1,064,448,861	232,096	1,065,175,524	726,663
Supplies	74,443,068	74,459,001	7,624,175	75,059,465	600,464
Contractual Services	405,650,955	402,751,405	57,214,577	403,326,231	574,826
Capital Outlay	11,244,563	13,873,563	904,861	13,873,563	0
Reimbursements	(118,613,981)	(118,493,346)	(10,986)	(117,975,371)	517,975
Total Expenditures	$1,437,039,483	$1,437,039,483	$65,964,723	$1,439,459,412	$2,419,928

VARIANCE NOTES

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

1 Personnel Services. Personnel services are forecast to be $727,000 over budget primarily due to overtime for DPD uniform employees, which is partially offset by salary savings associated with vacant civilian positions.

FY 2020-21 Financial Forecast Report

GENERAL FUND EXPENDITURES

Expenditure by Department	FY 2020-21 Adopted Budget	FY 2020-21 Amended Budget	YTD Actual	YE Forecast	Variance
Budget and Management Services	$4,172,709	$4,172,709	$54,030	$4,172,709	$0
Building Services	23,397,410	23,397,410	2,683,507	23,397,410	0
City Attorney's Office	16,978,300	16,978,300	166,993	16,949,402	(28,898)
City Auditor's Office	3,123,860	3,123,860	177,314	3,081,072	(42,788)
City Controller's Office	8,004,574	8,004,574	230,245	8,004,574	0
Independent Audit	945,429	945,429	0	945,429	0
City Manager's Office	2,918,134	2,918,134	21,411	2,918,134	0
City Secretary's Office	2,886,027	2,886,027	183,762	2,886,027	0
Elections	1,106,896	1,106,896	1,308	1,106,896	0
Civil Service	2,946,744	2,946,744	66,559	2,946,744	0
Code Compliance	32,209,414	32,209,414	660,860	32,209,414	0
Court and Detention Services	23,811,595	23,811,595	915,169	23,637,558	(174,037)
Jail Contract	9,547,117	9,547,117	0	9,547,117	0
Dallas Animal Services	15,314,969	15,314,969	622,303	15,285,855	(29,114)
Dallas Fire-Rescue	315,544,933	315,544,933	4,745,263	315,544,933	0
Dallas Police Department[1]	513,535,030	513,535,030	8,683,080	518,452,804	4,917,774
Housing and Neighborhood Revitalization[2]	3,587,062	3,587,062	152,446	3,370,228	(216,834)
Human Resources	6,055,192	6,055,192	127,980	6,040,931	(14,261)
Judiciary	3,663,199	3,663,199	49,817	3,663,199	0
Library	32,074,999	32,074,999	1,922,467	31,818,404	(256,595)
Management Services					
311 Customer Service Center	4,639,768	4,639,768	154,085	4,637,666	(2,102)
Communications, Outreach, and Marketing	2,295,750	2,295,750	35,046	2,272,356	(23,394)
Emergency Management Operations	1,152,959	1,152,959	58,369	1,152,959	0
Office of Community Care	8,415,504	8,415,504	81,216	8,415,504	0
Office of Community Police Oversight	545,133	545,133	3,637	540,428	(4,705)
Office of Environmental Quality and Sustainability	4,247,434	4,247,434	250,132	4,175,388	(72,046)
Office of Equity and Inclusion	2,401,046	2,401,046	70,613	2,401,046	0
Office of Government Affairs	937,370	937,370	59,169	899,503	(37,867)
Office of Historic Preservation	728,797	728,797	4,645	698,450	(30,347)
Office of Homeless Solutions	12,364,516	12,364,516	192,506	12,364,516	0
Office of Integrated Public Safety Solutions	3,393,814	3,393,814	1,952	3,332,202	(61,612)
Mayor and City Council	5,140,653	5,140,653	65,535	5,140,654	0
Non-Departmental	113,461,571	113,461,571	1,691,309	113,461,571	0
Office of Arts and Culture	20,204,697	20,204,697	4,114,251	19,987,071	(217,626)
Office of Data Analytics and Business Intelligence	1,261,913	1,261,913	46,969	1,261,913	0
Office of Economic Development	5,442,727	5,442,727	92,526	5,415,928	(26,799)
Park and Recreation	94,313,446	94,313,446	7,008,503	94,313,446	0
Planning and Urban Design	3,312,735	3,312,735	41,723	3,236,091	(76,644)
Procurement Services	3,018,085	3,018,085	51,131	3,008,170	(9,915)
Public Works[3]	76,141,197	76,141,197	25,893,133	75,171,216	(969,981)
Sustainable Development and Construction	1,868,980	1,868,980	51,829	1,868,980	0
Transportation	43,105,575	43,105,575	4,531,928	42,903,293	(202,282)
Total Departments	$1,430,217,263	$1,430,217,263	$65,964,723	$1,432,637,192	$2,419,928
Financial Reserves	0	0	0	0	0
Liability/Claims Fund Transfer	4,822,220	4,822,220	0	4,822,220	0
Salary and Benefit Stabilization	2,000,000	2,000,000	0	2,000,000	0
Total Expenditures	$1,437,039,483	$1,437,039,483	$65,964,723	$1,439,459,412	$2,419,928

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 Dallas Police Department. DPD is projected to be $4,918,000 over budget due to increased overtime for sworn positions associated with a focused effort on crime suppression efforts in the first quarter. City leadership and the new Police Chief will evaluate the current trajectory and recommend changes as needed going forward.

2 Housing and Neighborhood Revitalization. HOU is projected to be $217,000 under budget due to salary savings associated with vacant positions.

3 Public Works. PBW is projected to be $970,000 under budget primarily due to salary savings associated with 120 vacant positions.

FY 2020-21 Financial Forecast Report

ENTERPRISE FUNDS

Department	FY 2020-21 Adopted Budget	FY 2020-21 Amended Budget	YTD Actual	YE Forecast	Variance
AVIATION					
Beginning Fund Balance	$0	$0		$0	$0
Total Revenues	112,758,320	112,758,320	19,463,029	112,758,320	0
Total Expenditures	112,758,320	112,758,320	9,829,300	112,758,320	0
Ending Fund Balance	$0	$0		$0	$0
CONVENTION AND EVENT SERVICES[1]					
Beginning Fund Balance	$57,091,833	$57,091,833		$57,091,833	$0
Total Revenues	85,832,581	85,832,581	5,202,414	63,324,298	(22,508,283)
Total Expenditures	85,832,581	85,832,581	1,798,287	63,324,298	(22,508,283)
Ending Fund Balance	$57,091,833	$57,091,833		$57,091,833	$0
MUNICIPAL RADIO					
Beginning Fund Balance	$685,965	$685,965		$685,965	$0
Total Revenues	1,911,000	1,911,000	176,532	1,911,000	0
Total Expenditures	1,875,612	1,875,612	361,980	1,873,374	(2,238)
Ending Fund Balance	$721,353	$721,353		$723,591	$2,238
SANITATION SERVICES[2]					
Beginning Fund Balance	$33,204,530	$33,204,530		$33,204,530	$0
Total Revenues	127,068,910	127,068,910	22,444,158	125,824,629	(1,244,281)
Total Expenditures	128,413,418	128,413,418	3,807,385	128,413,418	0
Ending Fund Balance	$31,860,022	$31,860,022		$30,615,741	($1,244,281)
STORM DRAINAGE MANAGEMENT—DALLAS WATER UTILITIES					
Beginning Fund Balance	$9,918,699	$9,918,699		$9,918,699	$0
Total Revenues	66,355,747	66,355,747	11,260,884	66,368,747	13,000
Total Expenditures	66,329,747	66,329,747	1,309,503	66,329,747	0
Ending Fund Balance	$9,944,699	$9,944,699		$9,957,699	$13,000
SUSTAINABLE DEVELOPMENT AND CONSTRUCTION					
Beginning Fund Balance	$47,421,969	$47,421,969		$47,421,969	$0
Total Revenues	33,644,751	33,644,751	4,571,093	33,644,751	0
Total Expenditures	36,544,104	36,544,104	1,489,414	36,544,104	0
Ending Fund Balance	$44,522,616	$44,522,616		$44,522,616	$0
WATER UTILITIES[3]					
Beginning Fund Balance	$140,647,348	$140,647,348		$140,647,348	$0
Total Revenues	692,146,200	692,146,200	105,535,325	682,426,037	(9,720,163)
Total Expenditures	714,778,341	714,778,341	57,421,447	707,829,146	(6,949,195)
Ending Fund Balance	$118,015,207	$118,015,207		$115,244,239	($2,770,968)

FY 2020-21 Financial Forecast Report

INTERNAL SERVICE FUNDS

Department	FY 2020-21 Adopted Budget	FY 2020-21 Amended Budget	YTD Actual	YE Forecast	Variance
INFORMATION TECHNOLOGY					
Beginning Fund Balance	$5,590,116	$5,590,116		$5,590,116	$0
Total Revenues	84,372,061	84,372,061	12,576,435	84,372,061	0
Total Expenditures	85,013,099	85,013,099	17,321,796	84,704,982	(308,117)
Ending Fund Balance	$4,949,078	$4,949,078		$5,257,195	$308,117
RADIO SERVICES					
Beginning Fund Balance	$1,039,213	$1,039,213		$1,039,213	$0
Total Revenues	12,843,519	12,843,519	1,969,941	12,843,519	0
Total Expenditures	13,423,481	13,423,481	696,558	13,423,481	0
Ending Fund Balance	$459,251	$459,251		$459,251	$0
EQUIPMENT AND FLEET MANAGEMENT					
Beginning Fund Balance	$12,006,161	$12,006,161		$12,006,161	$0
Total Revenues	54,714,940	54,714,940	3,617	54,714,940	0
Total Expenditures	56,069,040	56,069,040	2,722,405	56,069,040	0
Ending Fund Balance	$10,652,061	$10,652,061		$10,652,061	$0
EXPRESS BUSINESS CENTER					
Beginning Fund Balance	$4,120,084	$4,120,084		$4,120,084	$0
Total Revenues	2,593,790	2,593,790	421,826	2,593,790	0
Total Expenditures	2,080,890	2,080,890	229,173	2,080,890	0
Ending Fund Balance	$4,632,984	$4,632,984		$4,632,984	$0
OFFICE OF BOND AND CONSTRUCTION MANAGEMENT					
Beginning Fund Balance	$0	$0		$0	$0
Total Revenues	23,074,750	23,074,750	2,050	22,208,492	(866,258)
Total Expenditures	23,074,750	23,074,750	447,424	22,208,492	(866,258)
Ending Fund Balance	$0	$0		($0)	$0

FY 2020-21 Financial Forecast Report

OTHER FUNDS

Department	FY 2020-21 Adopted Budget	FY 2020-21 Amended Budget	YTD Actual	YE Forecast	Variance
9-1-1 SYSTEM OPERATIONS					
Beginning Fund Balance	$5,843,389	$5,843,389		$5,843,389	$0
Total Revenues	12,017,444	12,017,444	1,838,103	12,017,444	0
Total Expenditures	16,126,922	16,126,922	3,276,763	16,126,922	0
Ending Fund Balance	$1,733,911	$1,733,911		$1,733,911	$0
DEBT SERVICE					
Beginning Fund Balance	$43,627,241	$43,627,241		$43,627,241	$0
Total Revenues	319,810,380	319,810,380	18,696,742	319,810,380	0
Total Expenditures	316,672,860	316,672,860	0	316,672,860	0
Ending Fund Balance	$46,764,761	$46,764,761		$46,764,761	$0
EMPLOYEE BENEFITS					
City Contributions	99,503,000	99,503,000	0	99,503,000	0
Employee Contributions	29,341,804	29,341,804	28,641	29,341,804	0
Retiree	27,290,950	27,290,950	2,302,179	27,290,950	0
Other	0	0	529	529	529
Total Revenues	156,135,754	156,135,754	2,331,350	156,136,283	529
Total Expenditures	163,814,169	163,814,169	15,067,217	164,604,081	789,912

Note: FY 2020-21 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	23,001,180	23,001,180	4,936	23,001,180	0
Third Party Liability	13,784,533	13,784,533	0	13,784,533	0
Purchased Insurance	7,480,093	7,480,093	0	7,480,093	0
Interest and Other	0	0	8,759	8,759	8,759
Total Revenues	44,265,806	44,265,806	13,695	44,274,565	8,759
Total Expenditures	47,212,601	47,212,601	10,187,115	47,212,601	0

Note: FY 2020-21 YE forecast reflects claim expenses expected to occur in the fiscal year. Fund balance (not included) reflects the total current liability for Risk Management (worker's compensation/liability/property insurance).

VARIANCE NOTES

The Enterprise, Internal Service, and Other Funds summaries include the beginning fund balance with the YE revenue and expenditure forecasts. As of November 30, 2020, the YE forecast beginning fund balance represents the FY 2019-20 unaudited projected ending fund balance and does not reflect additional YE savings. We anticipate adjustments to the FY 2020-21 amended beginning fund balance after FY 2019-20 audited statements become available in April 2021. 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 Convention and Event Services. CCT revenues are projected to be $22,508,000 under budget due to various event cancellations as a result of COVID-19. CCT expenses are also projected to be $22,508,000 under budget primarily due to a reduction in payments to VisitDallas, Spectra Venue Management, and costs that would have been incurred for now-canceled events.

2 Sanitation Services. SAN revenues are projected to be $1,244,000 under budget due to decreased landfill activity by non-contract customers. SAN anticipates the use of fund balance to offset lost revenue.

3 Water Utilities. DWU revenues are projected to be $9,720,000 under budget primarily because of the third of three annual credits issued to wholesale customers as a result of the Sabine River Authority (SRA) settlement. DWU expenses are projected to be $6,949,000 under budget primarily due to salary savings and decreased street rental payments. DWU anticipates the further use of fund balance to offset additional lost revenue.

FY 2020-21 Financial Forecast Report

GENERAL OBLIGATION BONDS

2017 Bond Program

Proposition	Authorized by Voters	ITD Appropriations	ITD Expenditures	Current Encumbered	Unencumbered
Street and Transportation [A]	$533,981,000	$306,967,270	$80,407,128	$49,643,608	$176,916,534
Park and Recreation Facilities [B]	261,807,000	206,776,093	80,838,946	44,865,577	81,071,570
Fair Park [C]	50,000,000	35,854,549	22,627,357	4,893,189	8,334,004
Flood Protection and Storm Drainage [D]	48,750,000	22,484,312	3,590,167	2,390,444	16,503,701
Library Facilities [E]	15,589,000	15,589,000	11,072,084	3,450,294	1,066,621
Cultural and Performing Arts Facilities [F]	14,235,000	13,970,604	5,073,167	8,370,983	526,454
Public Safety Facilities [G]	32,081,000	27,737,155	8,829,114	9,141,975	9,766,066
City Facilities [H]	18,157,000	12,720,154	4,406,865	1,544,940	6,768,349
Economic Development [I]	55,400,000	36,709,750	10,980,875	12,467,923	13,260,952
Homeless Assistance Facilities [J]	20,000,000	13,989,185	33,508	19,055	13,936,622
Total	$1,050,000,000	$692,798,072	$227,859,211	$136,787,989	$328,150,873

2012 Bond Program

Proposition	Authorized by Voters	ITD Appropriations	ITD Expenditures	Current Encumbered	Unencumbered
Street and Transportation Improvements [1]	$260,625,000	$265,630,488	$232,662,676	$21,931,383	$11,036,429
Flood Protection and Storm Drainage Facilities [2]	326,375,000	326,375,000	172,227,195	125,702,358	28,445,447
Economic Development [3]	55,000,000	55,000,000	34,040,252	9,501,031	11,458,717
Total	$642,000,000	$647,005,488	$438,930,122	$157,134,773	$50,940,593

2006 Bond Program

Proposition	Authorized by Voters	ITD Appropriations	ITD Expenditures	Current Encumbered	Unencumbered
Street and Transportation Improvements [1]	$390,420,000	$406,490,554	$375,190,062	$24,356,330	$6,944,161
Flood Protection and Storm Drainage Facilities [2]	334,315,000	342,757,166	269,887,457	23,876,898	48,992,811
Park and Recreation Facilities [3]	343,230,000	353,022,660	336,043,039	2,622,821	14,356,800
Library Facilities [4]	46,200,000	47,693,804	46,157,099	1,049,061	487,643
Cultural Arts Facilities [5]	60,855,000	63,556,770	59,701,870	2,742,955	1,111,946
City Hall, City Service and Maintenance Facilities [6]	34,750,000	35,360,236	24,900,186	1,724,782	8,735,268
Land Acquisition Under Land Bank Program [7]	1,500,000	1,500,000	1,452,418	0	47,582
Economic Development [8]	41,495,000	45,060,053	41,859,178	1,153,596	2,047,280
Farmers Market Improvements [9]	6,635,000	6,933,754	6,584,013	3,208	346,532
Land Acquisition in the Cadillac Heights Area [10]	22,550,000	22,727,451	10,938,329	152,098	11,637,024
Court Facilities [11]	7,945,000	7,948,603	7,647,510	55,751	245,341
Public Safety Facilities and Warning Systems [12]	63,625,000	65,124,222	64,302,793	804,924	16,505
Total	$1,353,520,000	$1,398,175,273	$893,830,222	$409,376,158	$94,968,893

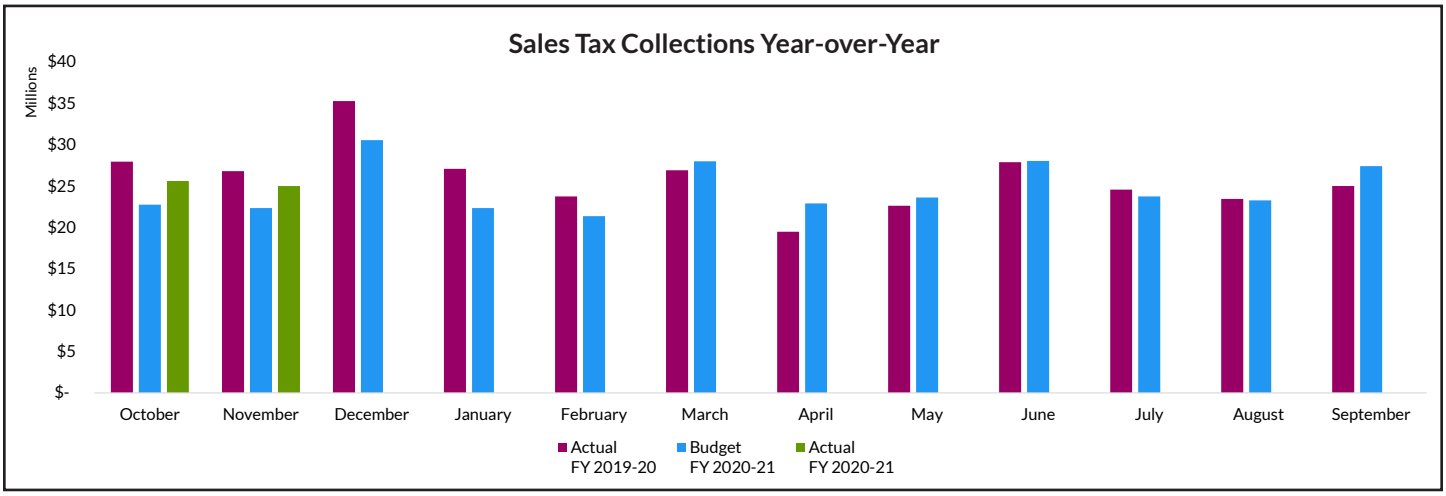
Note: The tables above reflect expenditures and encumbrances recorded in the City's financial system of record. They do not include commitments that have not yet been recorded in the system, such as amounts recently approved by City Council.

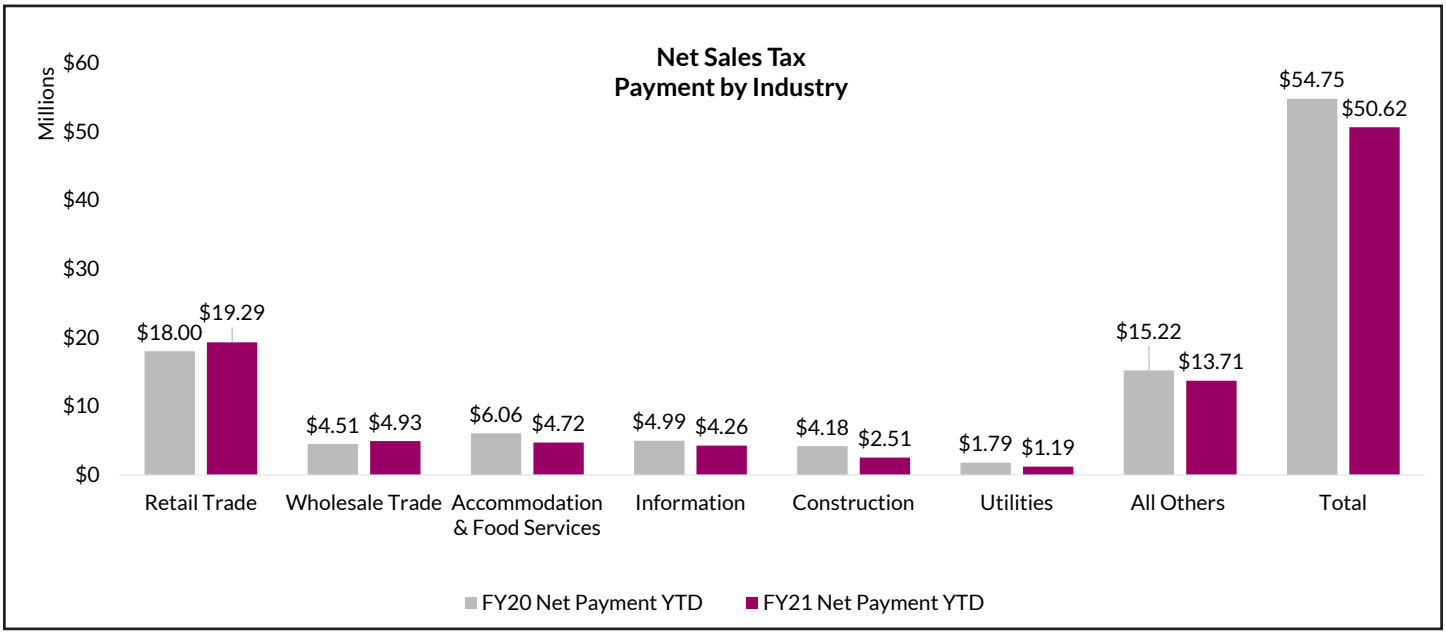
FY 2020-21 Financial Forecast Report

ECONOMIC INDICATORS

Sales Tax

The current sales tax rate is 8.25 percent—6.25 percent goes to the state, one percent to the City, and one percent to DART. In FY 2019-20, the City received $310.7 million in sales tax revenue, but because of COVID-19 and the subsequent economic decline, we budgeted only $296.3 million for FY 2020-21. As of November 30, 2020, the forecast for sales tax revenue is at budget—we will update the forecast throughout the year as additional information becomes available. The charts in this section provide more information about sales tax collections.





Note: Net sales tax payments by industry do not include the City's self-reported sales tax numbers.

FY 2020-21 Financial Forecast Report

ECONOMIC INDICATORS

Year-over-Year Change in Sales Tax Collections		
Industry	**Nov FY21 over FY20**	**YTD FY21 over FY20**
Retail Trade	12%	7%
Wholesale Trade	13%	9%
Accommodation and Food Services	-22%	-22%
Information	-7%	-15%
Construction	-43%	-40%
Utilities	-19%	-33%
All Others	-17%	-10%
Total Collections	-7%	-8%

Retail Trade. Includes establishments engaged in selling (retailing) merchandise, generally without transformation, and rendering services incidental to the sale of merchandise. The retailing process is the final step in the distribution of merchandise, so retailers are organized to sell merchandise in small quantities to the general public.

Wholesale Trade. Includes establishments engaged in wholesaling merchandise, generally without transformation, and rendering services incidental to the sale of merchandise. Wholesalers are organized to sell or arrange the purchase or sale of (a) goods for resale to other wholesalers or retailers, (b) capital or durable nonconsumer goods, and (c) raw and intermediate materials and supplies used in production.

Accommodation and Food Services. Includes establishments providing customers with lodging and/or preparing meals, snacks, and beverages for immediate consumption.

Information. Includes establishments engaged in (a) producing and distributing information and cultural products, (b) providing the means to transmit or distribute these products as well as data or communications, and (c) processing data.

Construction. Includes establishments primarily engaged in the construction of buildings or engineering projects (e.g. highways and utility systems). Establishments primarily engaged in the preparation of sites for new construction or in subdividing land for sale as building sites are also included in this sector.

Utilities. Includes establishments providing electric power, natural gas, steam supply, water supply, and sewage removal.

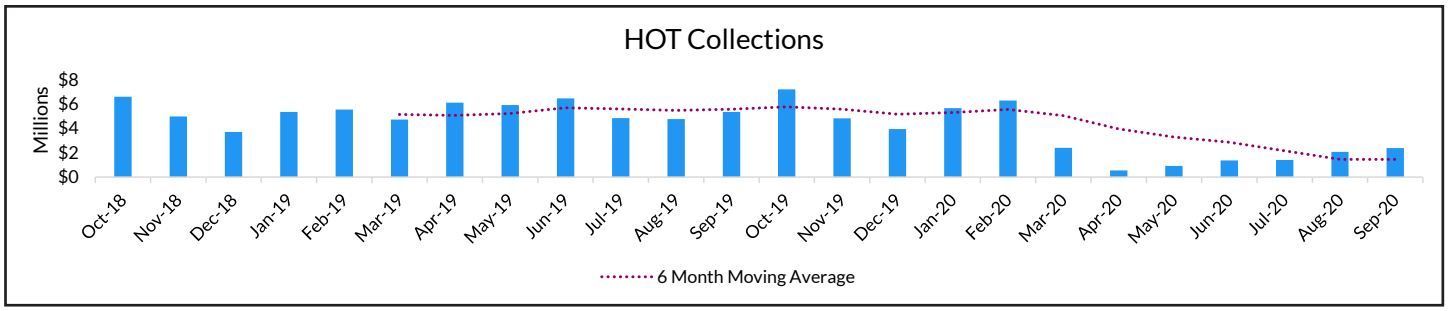
All Others. Includes but is not limited to manufacturing, professional and business services, financial activities, education and health services, and natural resources and mining.

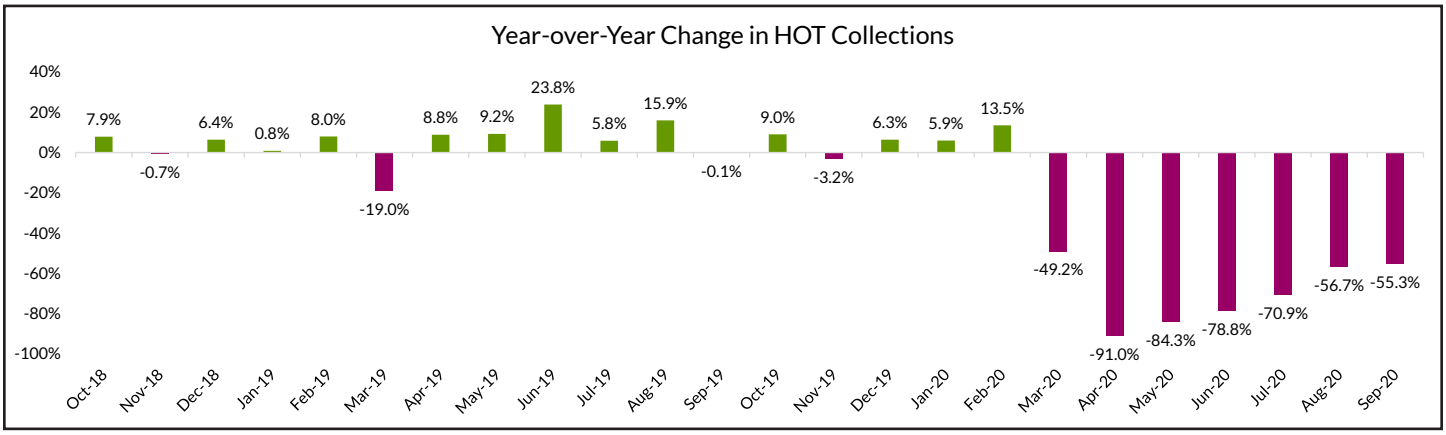
FY 2020-21 Financial Forecast Report

ECONOMIC INDICATORS

Hotel Occupancy Tax

The City collects hotel occupancy taxes (HOT) on hotel, motel, bed and breakfast, and short-term rentals in the city limits. The HOT rate in Dallas is 13 percent of the cost of the room (not including food served or personal services not related to cleaning and readying the space for the guest)—six percent goes to the state, and seven percent goes to the City. HOT is the largest single revenue source for the Kay Bailey Hutchison Convention Center, and data is typically updated every two months.





FY 2020-21 Financial Forecast Report

ECONOMIC INDICATORS

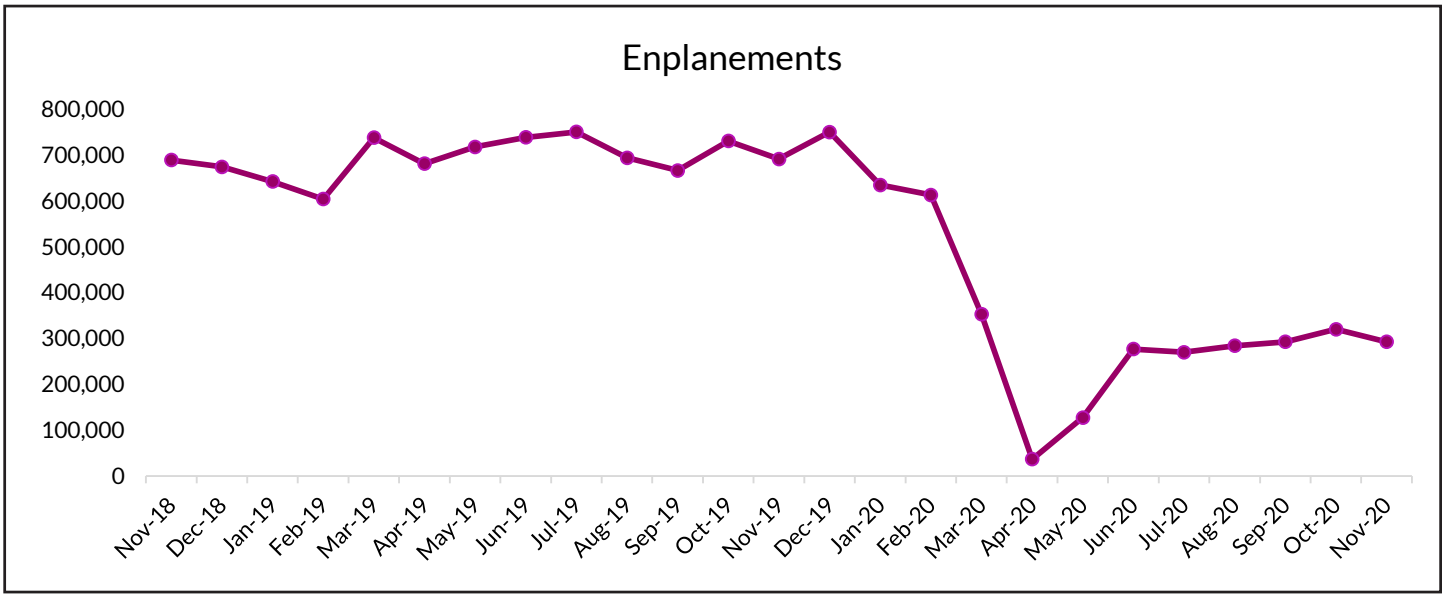
Convention Center Event Bookings

The table below lists the number of actual, planned, and forecast events at the KBHCCD for the last three fiscal years. Please note if no event takes place, it results in an equal reduction in revenue and expenses.

	FY19 Actual	FY20 Actual	FY21 Planned	FY21 Actual/Forecast
October	6	6	6	3
November	2	11	6	1
December	9	5	7	3
January	7	13	10	3
February	9	12	6	4
March	8	1	6	2
April	6	1	3	2
May	6	0	9	6
June	5	0	8	4
July	3	0	3	1
August	7	0	7	5
September	11	0	3	5
Total	79	49	74	39

Love Field Enplanements

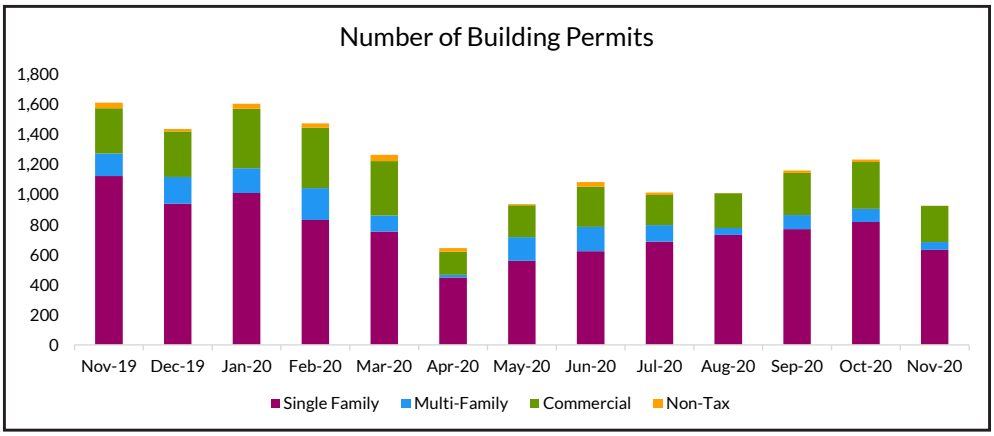
An enplanement is when a revenue-generating passenger boards an aircraft. Enplanements are the most important air traffic metric because enplaned passengers directly or indirectly generate 80 percent of Aviation revenues. Typically, Aviation generates only 20 percent of total operating revenues from non-passenger-related activities.



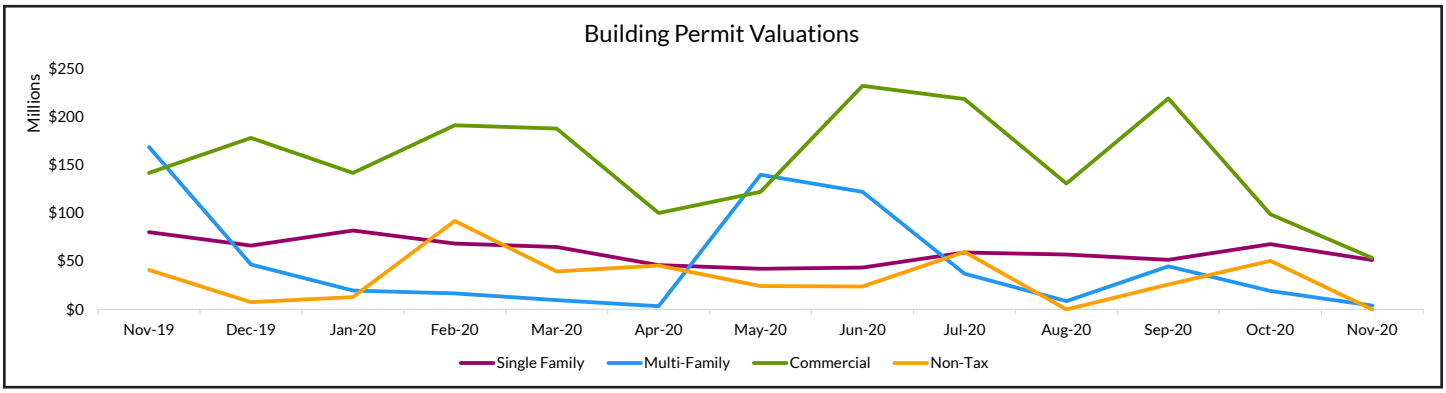
FY 2020-21 Financial Forecast Report

ECONOMIC INDICATORS

Building Permits



Building permits (required for all construction in Dallas) can provide insight into upcoming activity in the housing market and other areas of the economy. Permits are a key indicator of the confidence developers have in the economy; likewise, a decline can indicate developers do not anticipate economic growth in the near future. In some cities, this measure may be a leading indicator of property tax value growth, but in Dallas, the property tax forecast model includes other variables like wage/job growth, housing supply, gross domestic product, population, vacancy rates, and others.



DALLAS 365

The Dallas 365 initiative aligns 35 key performance measures to our eight strategic priorities. The department responsible for each measure is noted at the end of the measure's description, and last year's performance is included if available. If FY 2019-20 data is not available, N/A is listed.

Year-to-date (YTD) and year-end (YE) targets are presented for each measure. YTD targets may vary based on seasonality of the work. Each month, we compare 1) the YTD target with the actual performance for the current reporting period and 2) the YE target with the department's forecasted performance as of September 30, 2021.

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

#	Measure	FY 2019-20 Actual	YTD Target	YTD Actual	YE Target	YE Forecast
	Economic Development					
1	Percentage of dollars spent with local M/WBE businesses (Economic Development)	69.98%	65%	76.8%	65%	65%
2	Percentage of businesses from low- to moderate-income (LMI) census tracts connected to the B.U.I.L.D. ecosystem (Economic Development)	N/A	40%	85%	40%	55%
3	Percentage of single-family permits reviewed in three days (Sustainable Development)	N/A	85%	0%	85%	0%
4	Percentage of inspections performed same day as requested (Sustainable Development)	96.77%	98%	98%	98%	98%
	Environment & Sustainability					
5	Percentage of annual Comprehensive Environmental & Climate Action Plan (CECAP) milestones completed	N/A	0%	0%	92%	92%
6	Monthly residential recycling diversion rate (Sanitation Services)	N/A	19%	19.1%	19%	19.1%
7*	Missed refuse and recycling collections per 10,000 collection points/service opportunities (Sanitation Services)	14.66	12.5	14	12.5	14
	Government Performance & Financial Management					
8	Percentage of 311 calls answered within 90 seconds (311 Customer Service Center)	35.68%	75%	27%	75%	75%
9	Percentage of vehicles receiving preventive maintenance on schedule (Equipment and Fleet Management)	76.67%	70%	85.5%	70%	85.5%

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

FY 2020-21 Dallas 365

#	Measure	FY 2019-20 Actual	YTD Target	YTD Actual	YE Target	YE Forecast
	Housing & Homeless Solutions					
10*	Average number of days to contract signing for Home Improvement and Preservation Program (HIPP) applications (Housing & Neighborhood Revitalization)	N/A	120	N/A	120	120
11	Percentage of development funding contributed by private sources (Housing & Neighborhood Revitalization)	N/A	60%	81%	60%	60%
12	Percentage of unduplicated persons placed in permanent housing who remain housed after six months (Homeless Solutions)	75.03%	85%	84%	85%	85%
13	Percentage of individuals who exit to positive destinations through the Landlord Subsidized Leasing Program (Homeless Solutions)	N/A	80%	91%	80%	80%
	Public Safety					
14	Percentage of responses to structure fires within 5 minutes and 20 seconds of dispatch (Fire-Rescue)	85.54%	90%	91%	90%	90%
15	Percentage of EMS responses within nine minutes (Fire-Rescue)	88.98%	90%	90.9%	90%	90%
16	Percentage of responses to Priority 1 calls within eight minutes (Police)	52.75%	60%	58.54%	60%	60%
17	Percentage of 911 calls answered within 10 seconds (Police)	81.90%	90%	71.3%	90%	85%
18*	Crimes against persons (per 100,000 residents) (Police)	2,028.89	1,999	375.9	1,999	2,139.0
19	Percentage of crisis intervention calls handled by the RIGHT Care team (Integrated Public Safety Solutions)	N/A	9%	9%	45%	45%
20	Complaint resolution rate (Community Police Oversight)	N/A	70%	85%	70%	70%
	Quality of Life, Arts, & Culture					
21	Percentage of cultural services funding to ALAANA (African, Latinx, Asian, Arab, Native American) artists and organizations (Office of Arts & Culture)	N/A	25%	27%	30%	30%
22	Percentage of litter and high weed service requests closed within SLA (Code Compliance)	54.42%	65%	67%	65%	65%
23	Live release rate for dogs and cats (Animal Services)	90.6%	90%	87.8%	90%	90%
24	Percentage of technology devices checked out (hot spots and Chromebooks) (Library)	N/A	85%	79.44%	85%	85%
25	Percentage of users who report learning a new skill through adult learning or career development programs (Library)	N/A	90%	93%	90%	90%
26	Percentage of planned park visits completed by Park Rangers (Park & Recreation)	N/A	95%	96.3%	95%	95%
27	Participation rate at late-night Teen Recreation (TRec) sites (27,300 annual participants) (Park and Recreation)	6.8%	0%	0%	100%	20%

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

FY 2020-21 Dallas 365

#	Measure	FY 2019-20 Actual	YTD Target	YTD Actual	YE Target	YE Forecast
	Transportation & Infrastructure					
28	Percentage of bond appropriation awarded ITD (Bond & Construction Management)	90%	69%	69%	90%	90%
29*	Percentage of work orders for emergency maintenance (Building Services)	N/A	4%	0.03%	4%	2%
30	Percentage of planned lane miles improved (726 out of 11,800 miles) (Public Works)	100%	6%	6%	100%	100%
31	Percentage of potholes repaired within three days (Public Works)	95.37%	98%	98.3%	98%	98%
32	Percentage of signal malfunction responses within 120 minutes (Transportation)	91.55%	91%	93%	91%	91%
	Workforce, Education, & Equity					
33	Percentage increase in Senior Medical Transportation Program trips (Community Care)	N/A	10%	66.1%	10%	10%
34	Percentage of Fresh Start clients who maintain employment for six months (Economic Development)	N/A	25%	50%	25%	25%
35	Percentage of City departments participating in the Equity Indicators alignment process (Equity & Inclusion)	N/A	0%	3%	80%	83%

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

VARIANCE NOTES

#3. As of January 11, DEV estimates residential permit review times at 10 weeks. Staff reviews plans to ensure they meet Dallas Development Code standards. The FY 2020-21 measure is based on estimated queue time to first plan review; required corrections and resubmittals add time to the this step. On February 10, City Council will consider awarding a consultant contract to improve the review process.

#7. SAN has staggered collection start times to comply with COVID-19 restrictions, which adversely impacts completion times. Additionally, SAN continues to struggle to fill vacant positions.

#8. Multiple system malfunctions and COVID-19 have adversely impacted response times. 311 anticipates improvement as they continue to implement technology enhancements, fill vacancies, and move agents from training to call-taking.

#10. HOU received HIPP applications October 17, 2020, and with the goal of 120 days to close, the department anticipates closings in February or March 2021.

#17. DPD has selected 20 new 911 call-takers who are in the background review process.

#18. DPD will work to reduce crimes against persons through initiatives outlined in the 2020 crime plan and the efforts of the violent crime task force.

#24. Checkouts were lower than anticipated in November, possibly because of the Thanksgiving holiday among other factors.

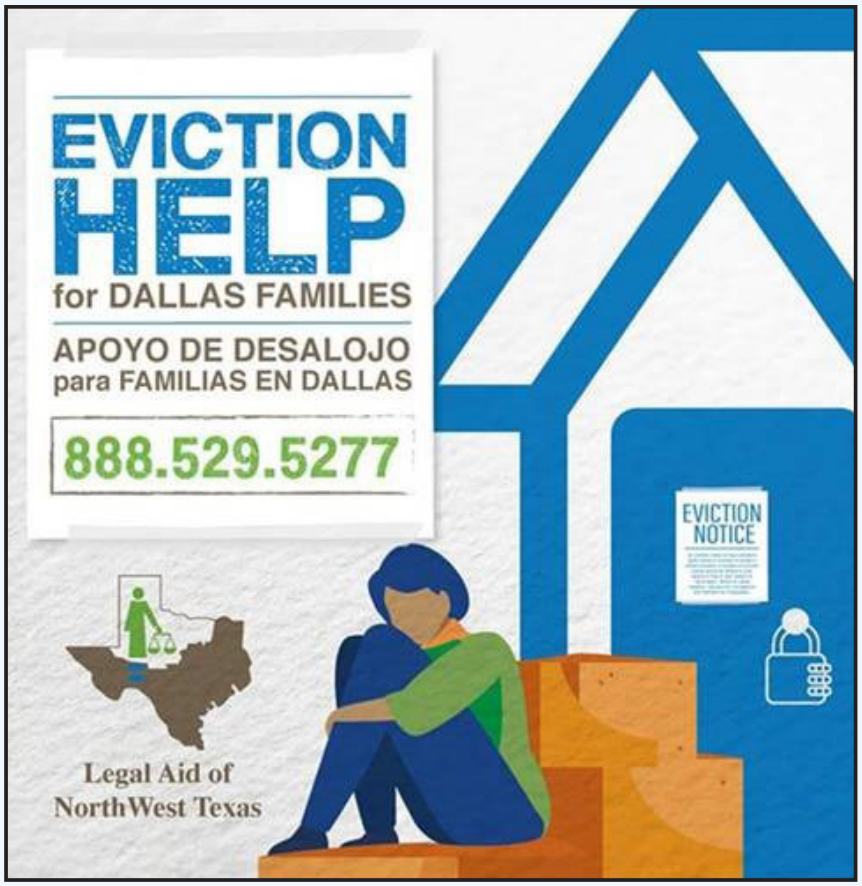
#27. Due to COVID-19 restrictions, PKR has limited its programs and services. PKR hopes to resume programming adapted to COVID restrictions in future months.

BUDGET INITIATIVE TRACKER

The Budget Initiative Tracker reports on 35 activities included in the FY 2020-21 budget. For each initiative included in this report, you will find the initiative number, title, description, status, and measure. At the end of each description, the responsible department is listed. Each month, the responsible department provides a current status for the initiative and indicates whether the initiative is "complete" (blue circle), "on track" for completion by the end of the fiscal year (green check mark), "at risk" of not being completed by the end of the fiscal year (yellow exclamation mark), or "canceled" (red x).

2	32	1	0
Complete	On Track	At Risk	Canceled

In the Spotlight



Equity & Inclusion and its nonprofit partner, Legal Aid of Northwest Texas, are connecting tenants facing eviction because of COVID-19 to resources ranging from housing assistance and direct legal services to financial education. Through the end of 2020, LANWT assisted 71 unduplicated households, including 51 making less than 80% of area median income and 33 with female heads of household. City Council awarded additional funds on January 13 to continue the program.

FY 2020-21 Budget Initiative Tracker

ECONOMIC DEVELOPMENT

1 Workforce Development

INITIATIVE Merge business and workforce development efforts into a single team that will collaborate with community and business stakeholders to prepare residents for emerging job growth sectors. (Economic Development)

STATUS ECO continues to bring employees together to align efforts and ensure no duplication. The team is also working with Community Care and local partners like the South Dallas Employment Project to implement this initiative.

2 B.U.I.L.D. Program

INITIATIVE Roll out the Broadening Urban Investment to Leverage Dallas (B.U.I.L.D.) program to strengthen small businesses and provide access to technical training, funding, mentorship, and capacity-building guidance. (Economic Development)

STATUS The City implemented B.U.I.L.D.'s first grant program for minority- and women-owned business enterprises (M/WBEs) in November 2020, awarding up to $3,000 each to 50 businesses. The awardees are completing the required technical assistance and business coaching to receive their funds by February 1.

ENVIRONMENT & SUSTAINABILITY

3 Environmental Action Plan

INITIATIVE Initiate the 48 actions and 137 milestones identified in the Comprehensive Environmental and Climate Action Plan (CECAP) for FY 2020-21. (Environmental Quality and Sustainability)

STATUS The RFCSP for the Urban Agriculture Plan is scheduled for January 2021, and OEQS received an initial report from the U.S. Department of Energy that supports development of the RFCSP for the community solar program. The team is also negotiating contracts for electric fleet conversion and a greenhouse gas inventory update. Additionally, OEQS has deployed air quality monitors deployed, and the Urban Forest Master Plan is substantially complete.

You can find more details on the CECAP, including the full work plan for FY 2020-21, at dallasclimateaction.com/cecap.

4 Brush & Bulky Trash Collection

INITIATIVE Streamline brush/bulky trash collection to reduce emissions, improve air quality, and realize collection efficiencies as outlined in the CECAP. (Sanitation Services)

STATUS SAN aims to increase the amount of trash collected (in tons) per mile driven through this initiative, but this is a new measure for the department. SAN will collect baseline data in FY 2020-21 and report the measure quarterly in FY 2021-22. Currently the manually collected data does not appear to be consistent; the management team is working with the district offices to ensure data is collected accurately.

FY 2020-21 Budget Initiative Tracker

GOVERNMENT PERFORMANCE & FINANCIAL MANAGEMENT

5 Language Equity

INITIATIVE Assist residents in their primary languages, which include Spanish, Vietnamese, Arabic, French, Burmese, Hindi, Korean, Swahili, and Mandarin, by recruiting four additional Spanish-speaking customer service agents and maintaining LanguageLine translation services. (311 Customer Service Center)

STATUS 311's goal for FY 2020-21 is to answer Spanish calls within five minutes. The average speed of answer (ASA) improved from 9:00 in October to 6:33 in November. The team will continue to focus on staffing and operational strategies to answer all calls as quickly as possible.

6 Data Analytics

INITIATIVE Build a new team that will harness the City's data to promote transparency and accessibility to the public and provide crucial insights that support better decision-making throughout the organization. (Data Analytics & Business Intelligence)

STATUS Hiring is in progress. Five new team members joined in January, and the office is interviewing for the remaining positions this quarter. Training begins in February.

7 Minimum Wage

INITIATIVE Lead by example by increasing the minimum wage for permanent, part-time, seasonal, and temporary City employees to $14 per hour in FY 2020-21. (Human Resources)

STATUS City Council approved the $14 minimum wage as part of adopting the FY 2020-21 budget. The increase took effect October 1, 2020.

HOUSING & HOMELESSNESS SOLUTIONS

8 Eviction Assistance

INITIATIVE Alleviate financial hardship through an eviction assistance program that connects tenants facing eviction to resources ranging from housing assistance and direct legal services to financial education. (Equity & Inclusion)

STATUS EQU partnered with Legal Aid of Northwest Texas to provide counseling and legal assistance to tenants facing eviction due to COVID-19. The office used CARES Act funding to operate the program through the end of 2020, assisting 71 individuals. City Council awarded additional funds on January 13 to continue the program.

9 Comprehensive Housing Policy

INITIATIVE Refine the Comprehensive Housing Policy to better meet residents' housing needs, including changing the terms of some loans from repayable to forgivable and creating a targeted home rehabilitation program. (Housing & Neighborhood Revitalization)

STATUS City Council adopted changes to the Targeted Rehabilitation Program (TRP), Home Improvement and Preservation Program (HIPP), and Dallas Homebuyers Assistance Program (DHAP) at the end of FY2019-20.

FY 2020-21 Budget Initiative Tracker

PUBLIC SAFETY

10 Environmental Design

INITIATIVE Reduce crime and improve quality of life by remedying environmental issues such as vacant lots, abandoned properties, substandard structures, and insufficient lighting. (Code Compliance, Transportation)

STATUS TRN is currently converting street lights on Malcolm X Blvd. CCS combined its closure team with the illegal dumping program outlined in BIT item #21, which is operational.

11 Police Mediation

INITIATIVE Strengthen accountability through the Office of Community Police Oversight by adding a mediation coordinator and intake specialist. (Community Police Oversight)

STATUS OCPO hired an intake specialist on November 2, and the process to hire the mediation coordinator is on track.

12 Intoxication Recovery Center

INITIATIVE Divert public intoxication cases from jail to a recovery services center staffed with case workers who will help individuals identify and manage substance use disorders. (Court and Detention Services)

STATUS CTS finished interviewing candidates for the Manager II position in December, and expects the selected candidate to begin in January. This individual will draft policies for the new program and begin onboarding the new team.

13 Fire-Rescue Response

INITIATIVE Augment our fire-rescue response by hiring 21 new firefighters to fully staff Station #59 (scheduled to open in September 2021) and operating a ladder truck at Station #18 to respond more efficiently to multi-story structure fires in downtown. (Fire-Rescue)

STATUS DFR hired 23 new members in the Fall 2020 class, with plans to hire additional members in the spring and summer to fully staff the new station and cover existing assignments while accounting for attrition. The ladder truck at Station #18 began operating August 14, 2020, and has responded to 841 emergency requests for service, including 104 reported/working structure fires.

14 RIGHT Care

INITIATIVE Expand the RIGHT Care program to five teams to avoid unnecessary hospitalization, arrests, and interactions between residents and law enforcement. (Integrated Public Safety Solutions)

STATUS The first expansion team is on track to launch on February 15; three additional teams will launch in March and April. DPD and DFR are prepared for all five teams to be fully operational in April. This is contingent on our partners—Parkland Health and Hospital Systems and the North Texas Behavioral Health Authority—hiring additional licensed clinicians and eight qualified mental health professionals for the communications center, respectively.

15 Mobile Crisis Response

INITIATIVE Form a mobile crisis response team to support police officers when residents need direct services such as food, housing, transportation, or shelter in cases of domestic violence. (Integrated Public Safety Solutions)

STATUS IPSS has created operating procedures, and Human Resources (HR) has posted the Manager III position.

16 Behavioral Health Care

INITIATIVE Remove barriers to behavioral health care in communities with limited or no access to these services to mitigate behavioral health crises. (Integrated Public Safety Solutions)

STATUS IPSS is researching the best form of programming available to ensure equal access to care.

17 Violence Interrupters

INITIATIVE Partner with community organizations to establish violence interrupters—credible individuals who serve as mentors and conflict resolution experts to curb violence from within their neighborhoods. (Integrated Public Safety Solutions)

STATUS IPSS has written and submitted the request for competitive sealed proposals (RFCSP) to Procurement Services for posting in January. HR has posted the project coordinator position.

FY 2020-21 Budget Initiative Tracker

PUBLIC SAFETY

18 21st Century Training

INITIATIVE Improve police training in alignment with the principles of 21st Century Policing by enhancing external review, expanding programs to reduce implicit bias, and requiring annual training in alternative solutions, de-escalation, and less-lethal tactics. (Police)

STATUS DPD is partnering with the Caruth Police Institute, a recognized center of excellence, and the Meadows Mental Health Policy Institute to implement Active Bystandership for Law Enforcement (ABLE) training. Project ABLE is an evidence-based education program designed to not only prevent harm but change the culture of policing. Train-the-trainer events will begin by the end of February, and multiple instructors from DPD, other area police agencies, and academic institutions will be certified as ABLE trainers.

All DPD officers are trained in less-lethal tactics, including taser and baton annual certification, de-escalation, and alternative force solutions.

19 Staffing Study Implementation

INITIATIVE Respond more efficiently to high-priority calls and free up resources for other efforts through continued implementation of staffing study recommendations, including transitioning 95 sworn positions to patrol and adding 95 non-sworn positions. (Police)

STATUS As of January 1, DPD has hired 24 of the 95 non-sworn positions and selected 53 additional candidates who are in the background check process.

20 Real-Time Crime Center

INITIATIVE Expand the Real-Time Crime Center team by adding 11 civilian crime intelligence analysts, for a total of 22 staff who analyze imaging and data in real time to proactively implement crime-fighting strategies. (Police)

STATUS Fifteen crime analysts are working at full capacity, and seven new hires are undergoing their background investigation as part of the hiring process.

FY 2020-21 Budget Initiative Tracker

QUALITY OF LIFE, ARTS, & CULTURE

21 Illegal Dumping

INITIATIVE Target illegal dumping by investing $500,000 for Code Compliance to add three new mow/clean crews. (Code Compliance)

STATUS CCS hired two supervisors for the illegal dump team in November 2020, and HR will advertise nine additional positions on February 1. HR will also advertise four Code Officer positions in February that will assist in proactively identifying illegal dumps and work with the camera crew to place cameras in chronic dumping areas. CCS has also ordered equipment for the new crews and is updating Salesforce to report and track illegal dumping cases.

22 Digital Equity

INITIATIVE Continue bridging the digital divide by making additional mobile hot spots and Chromebooks available for checkout at select libraries. (Library)

STATUS LIB has 3,000 hot spots in circulation, including 2,100 deployed in December, and is waiting on Chromebook delivery.

23 Branch Libraries

INITIATIVE Open two state-of-the-art branch libraries at Vickery Park in Fall 2020 and Forest Green in Spring 2021. (Library)

STATUS Construction of the Vickery Park branch library was substantially complete in November, but furniture installation continues due to COVID-related delays. A soft opening is planned for January. Forest Green construction continues and is on schedule for completion in spring 2021.

24 Youth Recreation

INITIATIVE Engage Dallas youth through expanded recreational and cultural programming, mentoring relationships, job training and apprenticeships, physical and mental health initiatives, and fun educational activities. (Park & Recreation)

STATUS Due to COVID-19 restrictions, PKR has limited its programs and services. PKR hopes to resume programming adapted to COVID restrictions in future months.

TRANSPORTATION & INFRASTRUCTURE

25 Facility Accessibility

INITIATIVE Increase accessibility for residents with disabilities by updating City facilities in compliance with the Americans with Disabilities Act. (Equity & Inclusion)

STATUS EQU aims to resolve 100% of high-priority barriers within two years of discovery. The Department of Justice rates all barriers as high, medium, or low priority—high-priority areas can cause the greatest harm to residents if unresolved. The ADA team is currently working with BSD and PBW to address high-priority barriers at 14 City facilities.

26 Infrastructure Equity

INITIATIVE Dedicate $32.4 million to make equitable investments in streets, alleys, sidewalks, and other infrastructure, including $8.6 million dedicated to underserved neighborhoods and near schools and senior centers. (Public Works)

STATUS PBW has completed 9.27 of 61 planned lane miles in targeted areas using the new equity framework for infrastructure projects. This framework takes into account the predominant racial and ethnic group(s), socioeconomic status, and transportation access in a census tract with a focus on historically underrepresented communities of color, low-income neighborhoods, and areas without sidewalks.

27 Sidewalk Master Plan

INITIATIVE Increase accessibility for residents with disabilities by implementing the Sidewalk Master Plan with $9.4 million in bond funds. (Public Works)

STATUS Public Works has completed four sidewalk projects, and two more are under construction.

28 Bike Lanes

INITIATIVE Maintain our investment in bike lanes at $1.5 million to continue expanding mobility options, improving air quality, and making Dallas more sustainable. (Transportation)

STATUS TRN plans to implement 1.1 miles of buffered bike lanes on West Commerce from Fort Worth Ave. to Riverfront Blvd. in the last week of January.

29 Water/Wastewater Service

INITIATIVE Set aside $2.9 million annually to extend water and wastewater infrastructure to all residents in unserved areas within the next 10 years. (Water Utilities)

STATUS DWU has started designing infrastructure improvements for three areas defined in the FY 2020-21 unserved areas work plan. DWU expects City Council to award the construction contract for these improvements before the end of the fiscal year.

FY 2020-21 Budget Initiative Tracker

WORKFORCE, EDUCATION, & EQUITY

30 Virtual Language Center

INITIATIVE Establish the City as a trusted primary source for information and ensure residents with limited English proficiency have equal access to programs and services through a new Virtual Language Center and other translation efforts. (Communication, Outreach, & Marketing)

STATUS COM hired a Senior Project Specialist in October and a translator in December and launched the 311 service request tool for written translation requests in January. The team is working with Welcoming America and the Office of Equity & Inclusion to adopt a language access strategy based on best practices from other Welcoming Cities.

31 Fair Park Multimedia Center

INITIATIVE Launch the Multimedia Center at Fair Park to magnify the impact of City programs and services, broadcast a Spanish-language City television channel, provide apprenticeships for local students, and bolster resilience through additional digital communications capacity. (Communication, Outreach, & Marketing)

STATUS COM posted the procurement opportunity to Bonfire in December and conducted a pre-submission meeting with prospective vendors in January for an anticipated launch by September 2021.

32 Direct Assistance

INITIATIVE Meet residents' basic needs with direct assistance, including rent and utility assistance, food distribution, benefits navigation, and clothing distribution. (Community Care)

STATUS OCC has spent $5.3 million from the Coronavirus Relief Fund for rental and utility assistance, food and grocery distribution, mental health, and nonprofit support. Assistance is ongoing, and OCC will continue to compile FY 2019-20 data from all funding sources as a baseline for FY 2020-21.

33 Financial Empowerment Centers

INITIATIVE Pilot two Financial Empowerment Centers (FECs), community-based centers that offer financial coaching, employment referrals, mental health services, and housing support to help low-income residents navigate out of poverty and achieve financial stability. (Community Care)

STATUS OCC began the hiring process for the FEC manager and plans to release specifications for the center by the end of January. The team anticipates the FECs will be up and running by February.

34 Reentry Services

INITIATIVE Support formerly incarcerated people reentering public life through community-based services such as housing placement, job skills training, job placement, and wraparound support services. (Community Care, Economic Development)

STATUS As a result of the FY 2019-20 hiring freeze and transition to ECO in FY 2020-21, hiring through the Fresh Start program has been delayed. Staff continues to work with HR and Civil Service to revise the onboarding process.

35 Equity & Inclusion

INITIATIVE Integrate the City's equity, resilience, inclusion, fair housing, and human rights initiatives in a single office. (Equity & Inclusion)

STATUS The City consolidated its offices of Equity, Fair Housing & Human Rights, Resilience, and Welcoming Communities & Immigrant Affairs into the Office of Equity & Inclusion, effective October 1.

Budget Initiative Tracker

MULTI-YEAR INITIATIVES

While most initiatives can be completed in a single fiscal year, several FY 2018-19 and FY 2019-20 initiatives required additional time because of the scope and term of the project, as well as delays due to COVID-19. We will continue to report the status of these 10 initiatives below, using the initiative numbers from the prior reports for reference.

0	10	0	0
Complete	On Track	At Risk	Canceled

FY 2018-19

5 Security of City Facilities

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

STATUS The vendor will brief the executive team in mid-February on the assessment results and recommended next steps.

7 P-25 Radio System

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

STATUS The project is on track to go live in October 2022 (originally December 2020). Of the 32 planned sites, 18 are near completion, seven are in progress, and seven are awaiting ILA approval. Three of these are a collaboration with the GMRS Radio Consortium to expand coverage in eastern Dallas County while reducing construction costs.

23 Historic Resource Survey

INITIATIVE Devoting $100,000 to conduct a historic resource survey with private partners. (Historic Preservation)

STATUS The consultant completed the field work (documenting and photographing each property in the survey area) in December and developed the database that will house all survey data. They are now digitizing and entering the data collected, conducting additional historical research on the properties, and drafting historic context statements.

FY 2019-20

4 Body-Worn Cameras

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

STATUS DPD has purchased 500 additional cameras and initiated replacement of existing cameras. Staff anticipates 2,000 total cameras in service by summer 2021.

5 Firefighter Safety

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

STATUS DFR has purchased all sets of PPE (1,835) and distributed 1,672 to the field. DFR has 74 sets pending distribution and is awaiting delivery of the last 89 sets.

Budget Initiative Tracker

MULTI-YEAR INITIATIVES

FY 2019-20, continued

12 Traffic Signals

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

STATUS The Traffic Signal team has filled one Engineer Assistant position and training is underway. TRN is scheduling the remaining 29 equipment installations.

15 Affordable Housing

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

STATUS As of September 30, City Council has approved all 2019 NOFA applications recommended by staff. These applications will result in construction of up to 362 new affordable single-family units through the sale of 294 City-owned lots and $11.7 million in funding. HOU posted a new standing NOFA in August. The 2020 NOFA is an open application, and funds will be awarded as available.

19 Comprehensive Plan

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

STATUS Staff anticipates City Council will defer action on the consultant contract (scheduled for consideration on January 27) and the City Plan Commission rules until April 14 to ensure the Economic Development Plan is completed first.

29 Juanita J. Craft Civil Rights House

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

STATUS OAC has secured a new $50,000 grant from the Hillcrest Foundation, which is scheduled for City Council consideration January 27. McCoy has completed Phase 1 of the design, and staff anticipates City Council will consider the design contract for Phase 2 in February. The Friends of the Juanita Craft House and Museum group finalized its nonprofit status and began fundraising along with the Junior League of Dallas, which selected the restoration as its Centennial Project. The restoration is on track for the facility to reopen in 2022.

Meanwhile, the South Dallas Cultural Center started an artist-in-residency program with artists of the African diaspora as part of its programming for the Craft House. The first resident artist is Nitashia Johnson, a Dallas-based photographer, videographer, and designer and a graduate of Booker T. Washington High School whose work has been featured in the New York Times. During her residency, she will engage with and document the South Dallas neighborhood and its residents for an online exhibition.

39 Ethics Training

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

STATUS The anticipated rollout date for training is no later than December 1.

City of Dallas

1500 Marilla Street
Dallas, Texas 75201

Agenda Information Sheet

File #: 21-102 **Item #:** 7.

City of Dallas 2021 Online Calendar Updates

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Memorandum

CITY OF DALLAS

DATE January 21, 2021

TO The Honorable Members of the Government Performance and Financial Management Committee: Cara Mendelsohn, Chair; Jennifer Staubach Gates, Vice Chair; Adam Bazaldua; Adam McGough, Casey Thomas

SUBJECT **City of Dallas 2021 Calendar Updates**

At the end of FY 2020, Information and Technology Services (ITS) and Communications, Outreach, and Marketing (COM) refreshed the City of Dallas event calendar to accomplish the following goals:

- Allow City residents, stakeholders, and visitors to easily find events on DallasCityHall.com
- Serve residents equitably by making calendar postings ADA compliant for vision-impaired visitors using screen readers and allowing auto-translation to non-English languages
- Update the City calendar with Legistar/City Secretary official event postings automatically
- Improve navigation for visitors viewing the City calendar on a mobile device
- Filter events by category or topic, making it easier for users to find the events they seek
- Attach COM-approved graphics or other files to calendar postings
- Streamline the approval process allowing City staff to create and publish calendar events
- Share events via social media or print event information, if desired

The Office of Communications, Outreach, and Marketing (COM) began utilizing the City event calendar by creating events for public view in October 2020. This initial soft launch also allowed members of the COM team to add events requested by departments. In December 2020, COM trained the Mayor and City Council offices' staff on adding elected officials' events to the calendar. On January 20, COM trained representatives from City of Dallas departments on adding department events. This will allow departments across the organization to post events with approval from COM. All events must have clear ties to a City of Dallas department or an initiative supported or sponsored by the City of Dallas. External agencies may not post events on the City calendar. COM may also exclude an event listing if the submission is incomplete or does not conform to Administrative Directive 2-10. The following, though not exhaustive, are examples of calendar events which City staff may submit for posting:

- City Council meetings
- Special called meetings where official city business is conducted
- Committee meetings
- Board and Commission Meetings
- Events organized or hosted by the City
- Events which the City funds, pays to participate in, or otherwise sponsors
- Events occurring in public facilities with support, endorsement, or sponsorship by a City of Dallas department

Since go-live, the new City calendar page has had more than 6,400 page views. As of January 21, 2021, more than 100 events have been added to the City calendar. Please note that Library, Park & Recreation, and Arts and Culture events are separately listed

under the City Calendar's "More Events" tab to increase discoverability and interaction by users specifically seeking those events, and to keep those events from obscuring official City events in the first page of search results.

Following this initial soft launch, we will continue to add functionality. This month, we began a cross-departmental effort led by the Information Technology Solutions department in coordination with Communications, Outreach, and Marketing to refresh and redesign the entire website to improve visitor experience, which is a major goal for our current Fiscal Year.

Please contact us or Kimberly Bizor Tolbert, Chief of Staff if we may provide more information or further assist.

William Zielinski (Jan 21, 2021 18:13 CST)

Catherine Cuellar

William Zielinski
Chief Information Officer

Catherine Cuellar
Communications, Outreach, & Marketing Director

c: T.C. Broadnax, City Manager
Chris Caso, City Attorney
Mark Swann, City Auditor
Bilierae Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizor 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
Dr. Eric A. Johnson, Chief of Economic Development and Neighborhood Services
M. Elizabeth Reich, Chief Financial Officer
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion
Directors and Assistant Directors

City of Dallas

1500 Marilla Street
Dallas, Texas 75201

Agenda Information Sheet

File #: 21-103 **Item #:** 8.

2021 City Council Calendar Amendments

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Memorandum

CITY OF DALLAS

DATE January 22, 2021

TO Honorable Members of the Government Performance & Financial Management Committee: Cara Mendelsohn (Chair), Jennifer S. Gates (Vice Chair), Adam Bazaldua, Adam McGough, Casey Thomas

SUBJECT **2021 City Council Calendar Amendments**

On Wednesday, October 28, 2020, City Council adopted the 2021 City Council Calendar. Following adoption of the calendar, the City Secretary's Office noted that in preparation for the 2021 municipal election, the City Council inauguration should be scheduled on the first Monday following the 30th day after election canvassing. The final election canvass date is May 12, 2021, with the 30th day after election canvassing falling on June 11, 2021.

This memo outlines revisions proposed to the adopted 2021 City Council calendar as advised by the City Secretary's Office:

- The 2021 City Council Inauguration date is revised to June 14, 2021 from June 21, 2021, to align with the final canvass date on May 12, 2021 and 30 days following.
- The Quality of Life, Arts, and Culture Committee and the Transportation and Infrastructure Committee meetings are moved to their normal committee meeting date of June 21, 2021.
- The Housing and Homelessness Solutions Committee and the Government Performance and Financial Management Committee meetings are moved from June 15, 2021 to June 22, 2021.

Following the approval of amendments to the 2021 City Council Calendar, the revised calendar will be uploaded to the City of Dallas city events calendar and the City Secretary's web page. Instructions will be provided to staff to import the approved calendar dates into your Outlook calendar.

As a reminder, the adopted calendar reflects the Rules of Procedure time of 3:00 p.m. for City Council Agenda Meetings held the second Wednesday of each month. During the current and ongoing emergency ordinance, all City Council meetings will be held at 9:00 a.m., including those meetings on the second Wednesday of each month. The City Council requested that the meeting times be revisited after the declaration of disaster terminates or expires.

DATE January 22, 2021

SUBJECT **2021 City Council Calendar Amendments**

Should you have any questions or concerns, please contact me at 214.670.5682 or carrie.prysock@dallascityhall.com.

Carrie Rogers
Director
Mayor and City Council Office

c: Honorable Mayor and Members of the City Council
T.C. Broadnax, City Manager
Chris Caso, City Attorney
Mark Swann, City Auditor
Bilierae Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizor 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
Dr. Eric A. Johnson, Chief of Economic Development and Neighborhood Services
M. Elizabeth Reich, Chief Financial Officer
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion
Directors and Assistant Directors

City of Dallas

1500 Marilla Street
Dallas, Texas 75201

Agenda Information Sheet

File #: 21-104 **Item #:** 9.

Upcoming Agenda Item - January 27, 2021 - Supplemental Plan Review and Inspection Services to Assist Sustainable Development & Construction in Processing Building Permits

Memorandum

CITY OF DALLAS

DATE January 22, 2021

TO Honorable Members of the Government Performance and Financial Management Committee: Cara Mendelsohn (Chair), Jennifer S. Gates (Vice Chair), Adam Bazaldua, Adam McGough, Casey Thomas, II

SUBJECT **Upcoming January 27, 2021 Council Agenda Item – Supplemental Plan Review Resources**

The January 27, 2021 City Council agenda includes an item to authorize professional service contracts for third-party supplemental plan review and inspection services to assist Sustainable Development & Construction in processing building permits. These supplemental services will assist the department in reducing the current timeframes being experienced primarily by applicants to receive a building permit for single family new construction and additions.

While assisting to reduce the backlog of applications and the wait times of applicants, these supplemental resources will provide the skills and expertise to conduct thorough reviews of building plans to ensure compliance with City ordinances, building codes, and life safety regulations.

The $5.04 million proposed contract amount will only be used when needed and helps ensure supplemental resources are available as the department undergoes a number of upcoming significant changes in processes and technology. The source of funds is the Building Inspection Fund Balance (Enterprise Fund) from fees paid by applicants.

Please do not hesitate to reach out with questions or concerns.

Dr. Eric A. Johnson
Chief of Economic Development and Neighborhood Services

c: T.C. Broadnax, City Manager
Chris Caso, City Attorney
Mark Swann, City Auditor
Bilierae Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizor Tolbert, Chief of Staff to the City Manager
Majed A. Al-Ghafry, Assistant City Manager
Jon Fortune, Assistant City Manager
Joey Zapata, Assistant City Manager
M. Elizabeth Reich, Chief Financial Officer
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion
Directors and Assistant Directors

City of Dallas

1500 Marilla Street
Dallas, Texas 75201

Agenda Information Sheet

File #: 21-105 **Item #:** 10.

Accounts Payable Update

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Memorandum

CITY OF DALLAS

DATE January 21, 2021

TO Honorable Members of the Government Performance and Financial Management Committee: Cara Mendelsohn (Chair), Jennifer S. Gates (Vice Chair), Adam Bazaldua, Adam McGough, Casey Thomas, II

SUBJECT **Accounts Payable Update**

This memorandum is an update to the November 6, 2020 memorandum to this committee regarding the backlog of outstanding invoices.

I am very pleased to report that the total number of outstanding invoices as of January 15, 2021 is approximately 2,800. This is a reduction of 3,600 invoices or 56 percent since November 6, 2020, and a reduction of over 7,200 invoices or 72 percent since June 2020. In addition, the total dollar amount of outstanding invoices decreased from $35 million from November 6, 2020 to approximately $20 million as of January 15, 2021.

To achieve these results, we partnered with our vendors to ensure that they are sending the invoices directly to Accounts Payable and including the correct information needed to pay the invoice such as the purchase order number, funding information, or other necessary elements on their invoices. We have also received outstanding support from all City departments to quickly resolve questions with invoices so that Accounts Payable can approve and pay invoices as quickly as possible.

The table below shows the current state of pending invoices and the aging of those invoices compared to the previously reported November 6, 2020 figures.

Current Status

Aging	Invoice Count	Open Amount
0-30 Days	1,446	17,374,951.00
31-60 Days	419	1,340,114.00
61-90 Days	154	564,629.00
Over 90 Days	763	580,423.00
Grand Total	**2,782**	**$ 19,860,117**

Status @ 11/06/2020

Aging	Invoice Count	Open Amount
0-30 Days	4,337	30,932,958.00
31-60 Days	844	2,959,655.00
61-90 Days	352	457,367.00
Over 90 Days	870	680,272.00
Grand Total	**6,403**	**$ 35,030,252**

DATE January 21, 2021

SUBJECT **Accounts Payable (AP) Update**

This table represents the quantity and amounts of invoices paid over the last year.

	Total $ Paid	Total Invoices Paid
January 2020	113,474,160	14,883
February 2020	105,059,168	11,664
March 2020	127,208,921	14,306
April 2020	93,001,259	5,859
May 2020	73,880,429	5,880
June 2020	150,525,297	9,988
July 2020	128,287,389	12,100
August 2020	113,416,797	10,461
September 2020	117,514,661	12,240
October 2020	126,872,468	17,993
November 2020	118,631,414	12,783
December 2020	159,102,259	15,702
Sum:	1,426,974,222	143,859

I also want to continue to recognize the efforts of Ra-Keba Gordon, Assistant Director of Financial Compliance in the City Controller's Office, as she redeployed members of her team to assist with the backlog and has continued to lead the day-to-day management of AP invoice processing. ITS has expanded their assistance to us and is working with us weekly to implement tools to securely move vendors from payment by check to electronic payments. Finally, I want to commend City departments as they continue to remain diligent in quickly reviewing and approving delivery of products or services so that Accounts Payable can pay our vendors as quickly as possible. This achievement has been a team effort. We are not done yet. We will continue to work to improve our processes and reduce the backlog of past due invoices.

I appreciate your patience and support as AP worked through growing pains converting to an automated process and work from home cadence. Please let me know if you have any questions.

Sheri P. Kowalski

Sheri Kowalski
City Controller

c: Honorable Mayor and Members of the City Council
T.C. Broadnax, City Manager
Chris Caso, City Attorney
Mark Swann, City Auditor
Bilierae Johnson, City Secretary
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City of Dallas

1500 Marilla Street
Dallas, Texas 75201

Agenda Information Sheet

File #: 21-106 **Item #:** 11.

Update on CDBG Nonprofit Public Facilities and Improvements

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Memorandum

CITY OF DALLAS

DATE January 22, 2021

TO Honorable Members of the Government Performance & Financial Management Committee: Cara Mendelsohn (Chair), Jennifer S. Gates (Vice Chair), Adam Bazaldua, Adam McGough, Casey Thomas

SUBJECT **Update on CDBG Nonprofit Public Facilities and Improvements**

In April 2020, the City Council approved the FY 2020-21 Community Development Block Grant (CDBG) budget totaling $15.6 million, including an allocation of $2.8 million for the Public Facilities and Improvements Program. From this amount, we set aside $750,000 for nonprofit organizations to complete public facility and improvement projects.

As a reminder, City policy limits the amount allocated to this category each year to no more than five percent of the annual CDBG grant. Additionally, City Council established criteria for nonprofits to receive funds including:

- Minimum of six years of experience providing an eligible service
- Five years of financial information
- 25 percent match requirement
- Lien placed on real property to secure compliance throughout the performance period

All other federal regulations for construction projects are also applicable, including environmental review, federal labor standards/Davis-Bacon requirements, procurement standards, and suspension/debarment. Federal regulations also require the agency to provide an eligible service for at least five years after the project is completed.

Prior to issuing a formal solicitation, Budget and Management Services (BMS) issued a Request for Information (RFI) via Bonfire to assess needs and develop specifications that best use CDBG funds to address them. The City conducted extensive outreach to 6,971 individuals and organizations—65 took documents and seven submitted responses. BMS then issued a Request for Competitive Sealed Proposals (RFCSP) via Bonfire, reaching 9,209 individuals and organizations. Ultimately, 74 took documents and four organizations submitted applications.

The table below provides the timeline for awarding these funds.

Date	Action
July 30-August 6	RFI posted via Bonfire
September 3-October 8	• RFCSP posted on City's website • Weekly posts via social media
September 3 and 10	RFCSP Advertised in the *Dallas Morning News*

DATE January 22, 2021

SUBJECT **Update on CDBG Nonprofit Public Facilities and Improvements**

Date	Action
September 9	Follow-up email sent directly to nonprofits
September 15	Pre-proposal meeting
October 8	Applications due
October 23	Application scoring complete
November 10	Recommendations to Procurement Services
December 3	Recommendations to the Community Development Commission
January 25	Recommendations to the Government Performance & Financial Management Committee
January 27	Agenda item scheduled for City Council consideration

The table below outlines the responses we received and our recommendation to fund projects proposed by Catholic Charities of Dallas, Inc. and CitySquare. Funding will become available upon HUD's approval of the environmental review and execution of the contract.

Nonprofit	Proposed Activity	Score	Amount Requested	Amount Recommended
CitySquare	Construction of the Community Classroom as part of the restoration and renovation of the historic Forest Theater, transforming the abandoned theater and adjacent spaces to serve the community through the arts	83.0	$500,000	$500,000
Catholic Charities of Dallas, Inc.	Rehabilitative projects at the Marillac Community Center and conversion of other space into housing and common areas for independent living	78.4	$179,588	$179,588
Shared Housing Center, Inc.	Rehabilitation and restoration of emergency shelter second floor kitchen, living room, and two bedrooms that burned this past summer	70.2	$375,000	$0
TeCo Theatrical Productions, Inc.	Replacement and renovation of the roofing structure, HVAC system rehabilitation, water intrusion renovation, and lighting replacement	67.2	$250,000	$0
		Total Requested/Recommended	**$1,304,588**	**$679,588**
			Total Available	**$750,000**

Each nonprofit contracted under this RFCSP will be expected to perform only the eligible public facility/improvement activities related to the CDBG program such as acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements.

DATE January 22, 2021

SUBJECT **Update on CDBG Nonprofit Public Facilities and Improvements**

If you have any questions or concerns, please contact Chan Williams, Assistant Director of Budget and Management Services.

M. Elizabeth Reich

M. Elizabeth Reich
Chief Financial Officer

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