

# Memorandum



CITY OF DALLAS

DATE June 16, 2017

TO Honorable Mayor and Members of the City Council

SUBJECT HUD Repayments

The purpose of this memo is to notify you of the collection of ineligible costs and repayment under two HUD grants.

During a monitoring conducted by City staff to ensure compliance with regulations and contract provisions, ineligible costs in the amount of \$22,877.26 were identified and repaid by the recipients, and have been returned to HUD. When expenses are determined to be ineligible or disallowed, repayment by the recipient is required. If the grant is closed at the time of repayment, the City is required to return those funds to HUD for deposit into the Treasury. The breakdown of the returned amount is as follows:

1. Continuum of Care Grant No. TX0050L6T001407 - Ineligible costs in the amount of \$7,770.00 were identified and repaid by the sub-recipient. Because the grant closed on September 30, 2016, this repayment has been returned to HUD.
2. Housing Opportunities for Persons with AIDS (HOPWA) Competitive Grant No. TXH110001 - Ineligible costs in the amount of \$15,107.26 were identified and repaid by a landlord. Because the grant closed on December 31, 2016, \$12,207.26 of the repayment has been returned to HUD. The remaining \$2,900.00 pertains to an open grant and has been deposited back into the grant's line of credit.

Staff has been directed to notify City Council of expenditures identified as ineligible not later than 30 days after the reimbursement to HUD and to inform the appropriate committee of all final HUD audit reports not later than 30 days after receipt of the report.

Should you have any questions or require an individual briefing, please let me know.

  
Nadia L. Chandler-Hardy  
Chief of Community Services

c: T.C. Broadnax, City Manager  
Larry Casto, City Attorney  
Rosa A. Rios, City Secretary  
Craig D. Kinton, City Auditor  
Daniel F. Solis, Administrative Judge  
Kimberly Bizzor Tolbert, Chief of Staff to the City Manager  
Majed A. Al-Ghafry, Assistant City Manager  
Raquel Favela, Chief of Economic Development & Neighborhood Services

Jo M. (Jody) Puckett, P.E., Interim Assistant City Manager  
Joey Zapata, Assistant City Manager  
Jon Fortune, Assistant City Manager  
M. Elizabeth Reich, Chief Financial Officer  
Theresa O'Donnell, Chief of Resilience  
Directors and Assistant Directors

# Memorandum



DATE June 16, 2017  
TO Honorable Mayor and Members of the City Council  
SUBJECT **March to End Police Brutality**

On Saturday, June 17, 2017 there will be a "March to End Police Brutality" organized and supported by the following organizations/groups:

Mother Against Police Brutality	Family of Jordan Edwards	Texas Organizing Project
Faith Forward Dallas	Friendship West Baptist Church	Dallas NAACP
North Texas Dream Team	Justice League of Texas	TransLation
Texas Equal Access Fund	Faith in Texas	ACDCTODAY.COM
I Will Lead		

The march will begin at 10:00AM at St. Paul United Methodist Church (1816 Routh St.) and continue to Pike Park (2807 Harry Hines Blvd.) followed by a rally to begin at noon. The Dallas Police Department will be there monitoring the event to maintain public safety.

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

Jon Fortune  
Assistant City Manager

cc: T.C. Broadnax, City Manager  
Larry Casto, City Attorney  
Craig D. Kinton, City Auditor  
Rosa A. Rios, City Secretary  
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# Memorandum



CITY OF DALLAS

DATE June 16, 2017

TO Honorable Mayor and Members of the City Council

SUBJECT **Community Development Commission  
Focus Group - Regional Assessment of Fair Housing**

On June 20, 2017, the Community Development Commission (CDC) will hold a special called meeting. The purpose of this meeting is for the CDC to participate in the Regional Assessment of Fair Housing (AFH), by taking part in a focus group discussion conducted by the University of Texas at Arlington. The AFH is a legal requirement that the City must complete to receive Federal housing and community development funding from the United States Department of Housing & Urban Development (HUD).

During the focus group meeting, the CDC appointees will be informed about the AFH and provided the opportunity to give input and participate in the AFH planning process. If you do not have an appointee on the CDC at this time, you are welcome to attend or send a representative to this public meeting.

The meeting will be held on Tuesday, June 20, 2017 at 6:00 p.m., in the Council Briefing Room – 6ES.

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

A handwritten signature in blue ink that reads "M. Elizabeth Reich".

M. Elizabeth Reich  
Chief Financial Officer

c: Community Development Commission  
T. C. Broadnax, City Manager  
Larry Casto, City Attorney  
Craig D. Kinton, City Auditor  
Rosa A. Rios, City Secretary  
Daniel F. Solis, Administrative Judge  
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# Memorandum



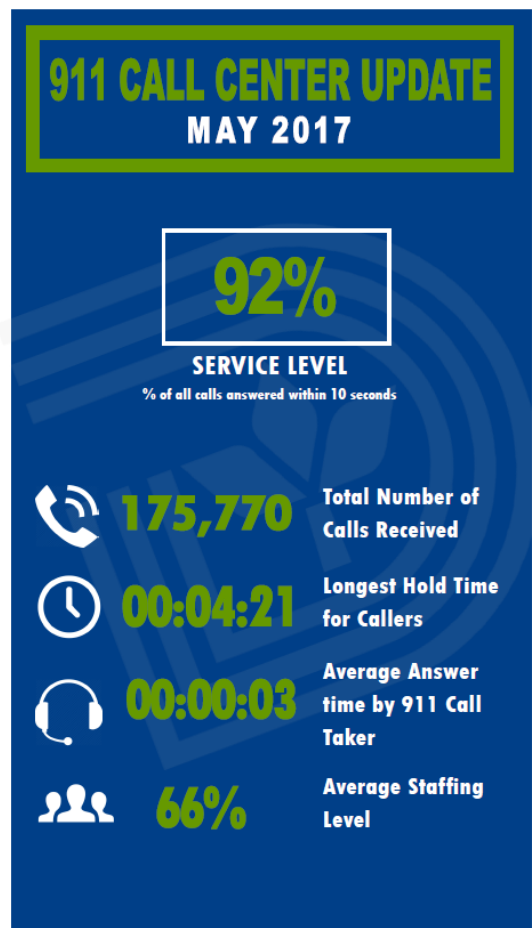
DATE June 16, 2017  
TO Honorable Mayor and Members of the City Council  
SUBJECT **Call Center Update**

Improvements and enhancements to the operations of the 911 Call Center are continuing to advance. The purpose of this memo is to provide a status report of the various tasks and activities identified in the Overview of 911 Call Center Operations briefing that was provided to Council on April 19, 2017. While progress is being made, emphasis is still needed to ensure that we reach our staffing and service level goals. Staff continues to make this a high priority, and I have asked the Center for Performance Excellence to further evaluate the hiring process and procedures to determine if additional improvements are needed. The following report provides a status summary of the tasks currently in progress. Some highlights of recent activities are listed below.

The Dallas Police Department has been working on increasing staffing levels and maintaining the service level goal of 90% of calls answered within 10 seconds. The average call answer time has improved for May 2017 and was within the target goal.

Communication & Information Services is in the process of transitioning from E9-1-1 to NG9-1-1 (Next Generation 9-1-1), replacing the analog communication circuits to digital, and working to improve the PC workstations. The application system and hardware refreshes of the core Computer Aided Dispatch System was completed in May 2017.

Equipment & Building Services has several enhancements planned to improve the work environment such as remodeling the kitchen/breakroom and ladies' restroom/locker room and installing new lighting, chairs and air purifiers. These improvements are on schedule to be completed between July 2017 and October 2017.



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



Jon Fortune  
Assistant City Manager

[Attachment]

cc: T.C. Broadnax, City Manager  
Larry Casto, City Attorney  
Craig D. Kinton, City Auditor  
Rosa A. Rios, City Secretary  
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Action Steps	Department	Target Date	Status
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<p><b>Authorized 101 Call taker Positions</b></p>	<p>CIS/DPD</p>	<p>October 1,2017 – Full Staffing</p>	<p>Current Staffing is 65 call takers, 17 call taker trainees, and 39 officers on special assignment for a total of 122</p> <p>There are currently 47 applicants in the background portion of the hiring process</p> <p>15 call taker trainees have been hired since April 1, 2017 while 4 have left employment in the call center for a net gain of 11</p> <p>The first group of Neighborhood Policing Officers have completed their rotation in the Call Center and have returned to their respective Patrol Divisions. The second group of Neighborhood Policing Officers have just completed their on the job training in the Call Center</p> <p>A call back list of qualified non-communications police department employees has been established to be available if staffing shortages become critical</p> <p>Communications personnel testing is being conducted consistently in conjunction with the sworn-on site testing</p>
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Action Steps	Department	Target Date	Status
			<p>March 30, 2017 - April 1, 2017 – The job fair significantly increased the number of applicants in the vetting process and the number of employees hired</p> <p>Shortened overall hiring process to 3 months which includes steps taken for CVS and DPD</p> <p>July 1, 2017 – Staggered start times will be implemented to assist with a smoother transition from one shift to the next. (Currently shift start times are 7am, 3pm, and 11pm. Staggered shift start times will 7am and 8am, 3pm and 4pm, and 11pm and 12am)</p>
<b>Add three civilian background detectives to process applicants</b>	DPD	July 5, 2017	<p>June 21, 2017 – Two scheduled to begin</p> <p>July 5, 2017 – Third scheduled to begin</p>
<b>Continuous open postings for 911 Call Taker Trainee</b>	CVS		Completed
<b>Reduced application re-apply period from 30 to 15 days</b>	CVS		Completed

Action Steps	Department	Target Date	Status
Implemented weekly and Saturday 911 testing	CVS		Completed
Candidates passing the 911 exam are referred to DPD within 1-3 business days	CVS		Completed
Research the option to waive the 911 exam for applicants with 911 experience and certification	CVS	July 14, 2017	Researching
Develop a process to decrease attrition of 911 Call Takers (selection and environment)	CVS	August 25, 2017	On-going
Public Service Announcement	PIO	June 30, 2017	June 30, 2017 – Anticipated release date to bring awareness to the public on the Call Center and its operational procedures
911 Service Level	CIS/DPD	Monthly	Service level for April 2017 was 88%  Service Level for May 2017 was 92%



Action Steps	Department	Target Date	Status
<b>Average Call Answer Time</b>	CIS/DPD	Monthly	Average call answer time for April 2017 was 7 seconds  Average call answer time for May 2017 was 3 seconds
<b>Upgrade the hardware and software of the Computer Aided Dispatch (CAD) System</b>	CIS	May 2017	Completed
<b>Upgrade desktop PC hardware and software at Dispatch and Call Taker stations for CAD</b>	CIS	October 2017	June 26, 2017 – Scheduled to be Ordered
<b>Upgrade desktop PC hardware and software at Call Taker stations for Vesta NG911 system</b>	CIS	October 2017	May 5, 2017 – Ordered
<b>Upgrade Legacy voice network</b>	CIS	September 2017	Being Programmed
<b>Install Vesta NG911 telephone system</b>	CIS	October 2017	Being Programmed
<b>Training on NG911 system</b>	CIS/DFR/DPD	October/November 2017	Pending Upgrade

Action Steps	Department	Target Date	Status
<b>Install &amp; Train on 911 Call Center management system</b>	CIS	October/November 2017	Pending Upgrade
<b>Implementation of all Improvements (Go-Live)</b>	CIS/DFR/DPD	November 2017	Pending Upgrades
<b>Call Center Renovation (Lighting, Ceiling, Flooring, Paint)</b>	EBS	October 2017	Coordinating work schedules (CIS, EBS, DPD, Vendors) to minimize impact to Call Center operations  August 2017 – Construction Begins
<b>Install Air Purification System</b>	EBS	July 25, 2017	Procurement Underway
<b>Remodel Kitchen</b>	EBS	August 9, 2017	June 2017 – Construction Begins
<b>Remodel Restroom/Locker Room</b>	EBS	August 22, 2017	July 2017 – Construction Begins
<b>Replace Call Taker Chairs</b>	EBS	August 1, 2017	911 selection pending and delivery time is 5 weeks after selection.

# Memorandum



CITY OF DALLAS

DATE June 16, 2017

TO Honorable Mayor and Members of the City Council

SUBJECT **June 28, 2017 Council Agenda Item #28 – Donation of Artwork for Dallas Police Memorial to be installed at Jack Evans Police Department at 1400 South Lamar**

On Wednesday, June 28, 2017, the City Council will consider a resolution to authorize acceptance of a public art commission, valued at \$400,000 and a donation of \$40,000 for the maintenance of the artwork to be located at the Jack Evans Police Headquarters at 1400 South Lamar Street.

A group of anonymous donors has formed a 501c3 Non-profit Corporation titled, *Dallas Memorial for the Fallen Police Officers*, to raise money to fund the commission of a memorial sculpture for the four Dallas Police Officers and the DART Officer who lost their lives in the line of duty on July 7, 2016.

The donors approached artist BARVO to initiate the commission of the work.

The artist BARVO (also known as Barvo Walker,) has been professionally active for 35 years and has completed a previous donation commission for the City of Dallas, a sculpture of J.Erik Jonsson, former mayor of the City of Dallas. This work can be seen in the main lobby of Dallas City Hall.

The concept for the sculpture (pictured below) is a limestone vertical slab with bronze figurative relief on the front.

It is planned to be:

- 10-12 feet high
- On a base that is 6 feet x 8 feet
- It will include likenesses of the officers
- A view of the City of Dallas skyline

The Dallas Police Department has conferred with the officers' families and has permission to use their likenesses.

The terms of the donation agreement will be consistent with current donation requirements as defined in the City's Cultural Policy, and will include the costs of installation, insurance coverage for fabrication and installation, and payment into a maintenance fund to the City to be held specifically for the maintenance of the donated work. The maintenance fee required is 10% of the donation value of the artwork.

DATE June 16, 2017  
SUBJECT June 28, 2017 Council Agenda Item #28 – Donation of Artwork for Dallas Police Memorial to be installed at Jack Evans Police Department at 1400 South Lamar

The donation has been reviewed and recommended by the Public Art Committee on May 2, 2017 and the Cultural Affairs Commission on May 18, 2017.

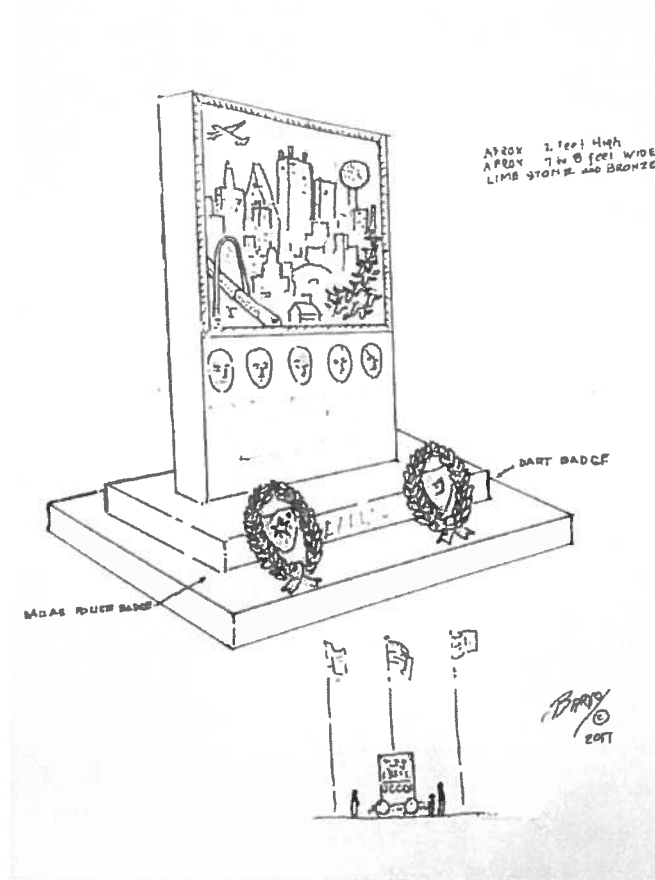


Jack Evans Police Headquarters, 1400 South Lamar Street



Installation site chosen by the Dallas Police Department

DATE June 16, 2017  
SUBJECT June 28, 2017 Council Agenda Item #28 – Donation of Artwork for Dallas Police Memorial to be installed at Jack Evans Police Department at 1400 South Lamar



Artist's concept design for the artwork

With the City Council's approval of this item, staff will provide updates on the fabrication, installation and dedication of this work.

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

  
Joey Zapata  
Assistant City Manager

c: T.C. Broadnax, City Manager  
Larry Casto, City Attorney  
Craig D. Kinton, City Auditor  
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# Memorandum



CITY OF DALLAS

DATE June 16, 2017

TO Honorable Mayor and Members of the City Council

SUBJECT **Upcoming Draft Agenda Items for the June 28 Council Agenda Meeting**

Please find below drafts of several Procurement agenda items, as well as one from Communications and Information Services, and one from Sanitation Services. City Council will consider these items on June 28, 2017. Because we do not have a Budget, Finance, and Audit Committee meeting scheduled prior to June 28, we welcome any questions or comments you may have on any of these items prior to the Council meeting.

## **Draft Agenda Item A**

Authorize a two-year service contract to facilitate telephone town hall meetings with Telephone Town Hall Meeting, Inc. through an Interlocal Agreement with the City of Plano - Not to exceed \$249,600 - Financing: Current Funds (subject to annual appropriations)

## **Draft Agenda Item B**

Authorize a five-year service contract for janitorial services for the Office of Cultural Affairs facilities - ACT Event Services, Inc. in the amount of \$2,729,916 and Member's Building Maintenance, LLC in the amount of \$5,655,104, most advantageous proposers of six - Total not to exceed \$8,385,020 - Financing: Current Funds (\$8,342,520) and Municipal Radio Current Funds (\$42,500) (subject to annual appropriations)

## **Draft Agenda Item C**

Authorize the purchase of 198 recycling dumpsters for Sanitation Services with Roll Offs, USA, Inc. through the Texas Association of School Boards - Not to exceed \$159,940 - Financing: Sanitation Current Funds

## **Draft Agenda Item D**

Authorize a three-year master agreement for printed utility bill inserts - Nieman Printing, Inc., lowest responsible bidder of five - Not to exceed \$552,744 - Financing: Water Utilities Current Funds

## **Draft Agenda Item E**

Authorize a three-year master agreement for steel and aluminum used for construction, maintenance, and repairs - Garland Steel, Inc., lowest responsible bidder of two - Not to exceed \$1,984,202 - Financing: Current Funds (\$1,324,714), Water Utilities Current Funds (\$278,392), Convention and Event Services Current Funds (\$194,115), Sanitation Current Funds (\$158,606), Stormwater Drainage Management Current Funds (\$28,116), and Aviation Current Funds (\$259)

DATE June 16, 2017  
SUBJECT Upcoming Agenda Items for June 28<sup>th</sup> Council Agenda Meeting

**Draft Agenda Item F**

Authorize a three-year master agreement for original equipment manufacturers parts and accessories for water/wastewater pre-existing equipment – Environmental Improvements, Inc. in the amount of \$1,086,260, Hartwell Environmental Corporation in the amount of \$508,900, Simba Industries in the amount of \$259,000, Cole-Parmer Instrument Company LLC in the amount of \$87,000, Fin-Tek Corporation in the amount of \$68,500, and Municipal Valve & Equipment Company, Inc. in the amount of \$13,500, lowest responsible bidders of seven – Total not to exceed \$2,023,160 - Financing: Water Utilities Current Funds

**Draft Agenda Item G**

Authorize the sale of one 2002 Sterling TT9500 Fuel Tank Truck through a public auction on May 24, 2017, to Mashid Ahmadi, highest bidder - Revenue: \$20,250

**Draft Agenda Item H**

Authorize final adoption of the FY 2017-18 HUD Consolidated Plan Budget for U.S. Department of Housing and Urban Development (HUD) Grant Funds in an estimated amount of \$26,536,718 for the following programs and amounts: (a) Community Development Block Grant in the amount of \$13,258,321; (b) HOME Investment Partnerships Program in the amount of \$4,135,931; (c) Emergency Solutions Grant in the amount of \$1,211,466; (d) Housing Opportunities for Persons with AIDS in the amount of \$5,766,000; and (e) Program Income in an estimated amount of \$2,165,000 - Financing: No cost consideration to the City (This budget was developed with estimated grant amounts and will be amended once final grant allocation amounts are announced by HUD)

**Draft Agenda Item I**

Authorize an increase in the homestead property tax exemption for persons who are disabled or 65 or older from \$64,000 to \$90,000 beginning with the 2018 tax year (fiscal year beginning October 1, 2017) - Estimated Annual Revenue Foregone: (-\$13,795,000)

**Draft Agenda Item J**

Authorize a twelve-month service agreement for renewal of software use and support of the Socrata Open Data Portal - Carahsoft Technology Corp, through the U.S. General Service Administration procurement price list - Not to exceed \$280,176 - Financing: Current Funds

**Draft Agenda Item K**

Authorize ordinances granting five franchises for solid waste collection and hauling, pursuant to Chapter XIV, of the City Charter, and Chapter 18, Article IV, of the Dallas City Code (list attached) - Estimated Annual Revenue: \$10,080

DATE June 16, 2017  
SUBJECT Upcoming Agenda Items for June 28<sup>th</sup> Council Agenda Meeting

Should you have any questions regarding draft items A through I, please contact me at (214) 670-7804. Should you have any questions regarding draft items J and K, please contact Jody Puckett at (214) 670-5365.



M. Elizabeth Reich  
Chief Financial Officer

c: T.C. Broadnax, City Manager  
Larry Casto, City Attorney  
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