

Memorandum



City of Dallas

DATE May 27, 2022
TO Honorable Mayor and Members of the City Council
SUBJECT **Taking Care of Business – May 26, 2022**

New Contact Information for City of Dallas Building Official

The Development Services department has created a new way for customers to contact the Chief Building Official and the Deputy Building Official. The general public and community stakeholders can now send Building Inspection questions or concerns to buildingofficial@dallascityhall.com and receive a response with 24-48 hours. The emails will go directly to Andres Espinoza, Director/Chief Building Official and James Metzgar, Deputy Building Official. Providing excellent customer service is a high priority within the department, and the ability to contact executive staff directly is a key component to that goal. Should you have any questions or concerns, please contact Andres Espinoza, Director/Chief Building Official of Development Services Department at andres.espinoza@dallas.gov.

Small Business Center FreshStart Employment Program

The Small Business Center's [FreshStart Employment Program](#), in collaboration with Workforce Solutions Greater Dallas will host an all-inclusive FreshStart Pipeline Hiring Event at the J. Erik Jonsson Central Library on May 31, 2022, from 10 AM to 3 PM. The event will allow internal hiring departments to table an assortment of vacancies to be filled only by FreshStart eligible candidates. The objective of the event is to assist with internal staffing needs and to build an enduring second-chance workforce pipeline in the City of Dallas. Should you have any questions or concerns, please contact Kim Benn, Program Manager of the Small Business Center at kim.benn@dallascityhall.com.

2022 Pride Month Kick Off

In 2020, the Dallas Mayor and City Council approved an ordinance declaring celebration of Pride Month the month of June. During this month the pride flag will be the official flag of the City of Dallas. Councilmember Narvaez and Mayor Pro Tem West invite you to attend the 2022 Pride Month Kick Off on June 1. The kick off will include two pride flag unveiling ceremonies and a pride month declaration at Dallas Love Field at 8:00 am and City Hall Plaza at 12:00 pm. The noon ceremony will include a DJ and pride information from our LGBT Employee Resource Group. Flags will also be flown at different city facilities for the month of June including Dallas Executive Airport, Jack Evans Headquarters, J. Erik Jonsson Central library, Fair Park, and the DFR training facility. Our city partners will also display multi-colored lights of the downtown skyline in support of pride month. Should you have any questions or concerns, please contact Victoria Moe, Senior Project Manager at victoria.moe@dallascityhall.com.

DATE May 27, 2022
SUBJECT **Taking Care of Business – May 26, 2022**
PAGE **2 of 8**

Period Access Dallas Program Launch

This Saturday, May 28 is World Menstrual Hygiene Day. This day highlights the importance of menstrual health and aims to erase the stigma that is attached to menstruation. As such, the Period Access Dallas (PAD) Team, has decided to launch our city program to coincide with this important day. Staff will distribute menstrual products to the 23 different libraries, community centers, and recreation centers located in Qualified Census Tracts (QCTs). QCTs are tracts with a poverty rate of at least 25% or in which at least 50% of the households have incomes below 60% of Area Median Income (AMI). This program will make available packages of menstruation management products as well as stock restrooms with free products. A map of the locations is available [here](#).

In addition to the purchased products staff is working with non-profits and local partners to set up donation centers throughout the City. You can now go into your local Starbucks locations and donate products as well. Based on needs and quantity collected, the City is hoping to expand this program outside of targeted QCTs as well as look into eco and wallet friendly options. A press release is set to go out this week. Should you have any questions or concerns, please contact Jessica Galleshaw, Director of the Office Community Care at jessica.galleshaw@dallascityhall.com.

WIC and Formula Shortage Response

Texas WIC (Supplemental Nutrition Assistance Program for Women, Infants and Children) Local Agency 007 (City of Dallas WIC) has seen an increase in calls from families seeking assistance locating formula and clients at WIC clinics asking for help with formula. The WIC program does not manufacture or distribute formula directly and does not have access to formula beyond normal retail means, however WIC benefits to enable families to purchase formula from retailers. Due to the formula shortages being seen across the country (read more on that [here](#)), including locally in Dallas, Texas, WIC is working closely with WIC grocer partners to help ensure there are options for WIC families to purchase.

Texas WIC has added alternative options so families can find a formula at the store to meet their baby's needs without updating their WIC card, which can help families in this time because typically the WIC card only enables the family to purchase a specific size and brand from a specific retailer. Alternative WIC options for Similac Advance are available through the end of June. Alternative options for Similac Sensitive, Total Comfort and Spit Up are available through July. They're listed on TexasWIC.org at <https://texaswic.org/about-wic/special-wic-food-updates>. If WIC clients cannot find the brands or sizes of formula that is currently written on their card, they can contact their local WIC office to update their card to a different can size or different type of formula (214-670-7200).

Additional safety information/background is below:

- If someone has purchased powdered baby or toddler formula with the brand names Similac, Similac PM 60/40, Alimentum, EleCare and EleCare Jr. the first thing they should do is check to see if their formula was affected at <https://www.similacrecall.com/us/en/product-lookup.html>. Look at the bottom of the can or container and find the lot number and enter it into the website.
- If recalled, do NOT use it and follow the manufacturer’s instructions to get a replacement. Abbott Labs can be contacted at 1-800-986-8540.
- If formula was not included in the recall, families can still use it. Many stores are getting new supply of Similac products that were not affected by the recall.
- Because babies need a specific balance of nutrients, you should NOT water down infant formula, make homemade formula or give your baby cow’s milk, goat’s milk or other milk alternatives. Read more from a trusted pediatrician at <https://bit.ly/391xIN4>.

Should you have any questions or concerns about the WIC program and steps being taken by Dallas WIC to support families, please contact Jessica Galleshaw, Director of the Office of Community Care at jessica.galleshaw@dallascityhall.com.

Pool Safety

Code Compliance’s Multi-Tenant team has been hard at work since April, inspecting over 700 pools at apartment complexes to ensure they are up-to-date with the proper paperwork and safety precautions. It is important for Code Compliance to conduct these sweeps because as the weather gets warmer more tenants and kids will use the pool to cool off, so safety is the top priority. The department hosted local media to see how an inspection of an apartment complex’s pool is done. Those stories can be seen online at [WFAA](#) and [Univision-DFW](#).



Should you have any questions or concerns, please contact, Eric Onyechefule, CCS Public Information Coordinator, eric.onyechefule@dallascityhall.com.

City Council Top Three Budget Priorities

As a follow up to the City Council FY 2022-23 and FY 2023-24 Biennial Budget Briefing on May 4, Budget and Management Services (BMS) invited City Council

DATE May 27, 2022
SUBJECT **Taking Care of Business – May 26, 2022**
PAGE **4 of 8**

members to identify and submit their top three budget priorities to the City Manager by May 25. If you have not submitted your budget priorities and would still like to, please do so by the end of this month. Your budget priorities will provide additional insight in the development of the balanced budget to be presented on August 9. Follow up meetings may be requested with the CFO in June if necessary. Should you have any questions or concerns, please contact Jack Ireland, Director of Budget and Management Services at jack.ireland@dallascityhall.com.

ARPA Coronavirus Local Fiscal Recovery Funding

As part of our \$355.4 million ARPA Coronavirus Local Fiscal Recovery Fund (CLFRF), the City Council approved \$16 million to provide for City Council district-specific needs. The allocation includes \$1 million for each of the 14 City Council Members and \$2 million for the Mayor to determine the specific use. The broad categories of eligible uses outlined in the federal legislation include: 1) Respond to COVID-19 or its economic impacts; 2) Replace revenue lost due to COVID-19; 3) Provide premium pay for eligible essential workers; and 4) Invest in water, sewer, and broadband infrastructure. Additional eligible uses were identified in the [memo](#) distributed to you on May 13. Please identify the activities and funding allocations for your district and email them to Elizabeth Reich by Tuesday, May 31. Should you have any questions or concerns, please contact Jack Ireland, Director of Budget and Management Services.

Okay to Say: Mental Health Public Awareness Campaign

The City of Dallas has partnered with the Meadows Mental Health Policy Institute to support the “Okay to Say,” Texas-based mental health public awareness campaign. During the month of May, the campaign is producing nine, free standing, five-foot-tall letters that spell the phrase “Share Hope.” Each letter has been placed in different locations around Dallas. The letter “A” is currently located in the Dallas City Hall Lobby. Employees have the ability to write messages of encouragement on the letter to someone experiencing a mental health condition. A citywide announcement will be sent to employees encouraging them to stop by the City Hall Lobby to write messages of encouragement.

In July 2022, the letters will be combined to spell the phrase “Shared Hope” and displayed in the Arts District for a week-long performance of The Art of Broken Things, a mental health focused play written and performed by local high school students who are members of the Cry Havoc Theater Group.

Should you have any questions or need additional information, contact Carmel Fritz, HR Assistant Director at carmel.fritz@dallascityhall.com.

Dallas Public Library establishes first Mini DPL at Urban Inter-tribal Center

In an effort to increase easy access to reading materials, Dallas Public Library is installing shelves stocked with books at community centers across the city. The first

Mini DPL was installed at the Urban Inter-tribal Center. (Pictured l-r: Michael Tongkeamha, Outreach Coordinator for Urban Inter-Tribal Center of Texas, and Jennifer Neal, manager of the Skyline Branch) The shelves are stocked with donations and uncirculated materials from the library's collection. Each Mini DPL will feature books of interest to the community it serves and will follow the "take a book, leave a book" model. Future Mini DPLs are in the works. Should you have any questions or concerns, please contact Jo Giudice, Director of Libraries at maryjo.giudice@dallascityhall.com.



311 Customer Service

The following projects will be implemented to provide better information to residents and hopefully reduce the number of repeat service request.

1. Add additional outcomes to closed service requests to explain actions taken;
2. Add additional language to transferred service requests (ex. description of new service request) to help resident understand why the service request was transferred to another department; and
3. Identify the top 10 service requests transferred and add additional probing questions to help direct the service request to the correct department upfront.

These initiatives should be complete by mid-Aug. Should you have any questions, please contact Janette Weedon, Director for 311 Customer Service at Janette.weedon@dallas.gov.

Convention and Event Services Weekly Event Report

Each week, Convention and Event Services will provide a report featuring two weeks of upcoming events that are either coordinated with the Office of Special Events or hosted at the Kay Bailey Hutchison Convention Center Dallas. The report highlights the dates, location, and Council District for each event, and is attached for your convenience. Should you have any questions or concerns, please contact Rosa Fleming, Director of Convention and Event Services at rosa.fleming@dallascityhall.com

City Procurement Opportunities

The Office of Procurement Services (OPS) is excited to announce the following new contract opportunities. More information can be found on the City's [electronic bid portal](#):

Opportunity No.	Opportunity Name
CIZ22-PBW-2041	Paving and Drainage Improvements Street Reconstruction Group 17-4005, by Public Works
CIZ-DWU-22 139/140	Interceptors N/N2, Y/Y2 and 12" Water Main Relocations, Contract No. 22-139/140, by Dallas Water Utilities
BI22-00019431	Airfield Deicing Chemicals
BCZ22-00018733	Auction Services for City Owned Surplus Properties
BV22-00019394	Clarifier Drive Unit Equipment
BJZ22-00019327	Drivers of Poverty
BJZ22-00019328	Financial Empowerment Centers
BJZ22-00018984	Helicopter Parts and Labor

We are also pleased to share the latest, [Procurement Quarterly](#) listing citywide opportunities for the current quarter (of the fiscal year) and published on the OPS [website](#).

Please be advised that once an opportunity is advertised, it is considered an open procurement until the City Council awards the contract. The Code of Ethics prohibits communication between councilmembers and vendors/ suppliers on open procurements. Should you have any questions, please contact Danielle Thompson, Director of Procurement Services at Danielle.thompson@dallascityhall.com.

OHS Street Outreach Update

The DRTRR team of homeless service providers, co-led by OHS and MDHA, is currently targeting several encampments, which will result in closure through the housing of those unsheltered individuals throughout the year. The team will outreach to these sites and meet with various persons experiencing homelessness to assess their needs in preparation for site closure via housing. During this time, the OHS Street Outreach Team will continue to engage with unsheltered residents through normal street outreach, connecting people with the needed resources, such as: getting IDs, working with Community Courts on expunging eligible tickets and offenses from their records, identifying medical needs, and getting them access to the Coordinated Access System (CAS). The DRTRR Community Dashboard is live and may be found [here](#).

Please see the attached schedule for homeless encampment cleaning the week of May 23 through May 27, 2022. Please note that these will be for debris removal and

outreach only. All encampment cleaning requests are being resolved as time allows. We appreciate everyone’s patience.

Encampment Resolution (Cleaning) Schedule May 23 – May 27, 2022

LOCATION
Mockingbird Ln & John Carpenter
Mockingbird Ln & N Stemmons Fwy
Empire Central & N Stemmons Fwy
4416 Country Brook Dr
433 N. Central Expwy
2870 N Haskell Ave
5000 E RL Thornton
3000 Vilbig Rd
Reunion at I 35

continues to urge people who see an encampment to report it via 311 or 311’s OurDallas smartphone app to ensure strategic alignment with comprehensive OHS outreach. The OHS Service Request dashboard can be utilized to track the progress of encampment resolution efforts. Please visit the [dashboard](#) and feel free to share this tool with residents Should you have any questions, please contact Christine Crossley, Director of the Office of Homeless Solutions at Christine.crossley@dallascityhall.com.

Media Inquiries

As of May 17, 2022, the Communications, Outreach, and Marketing (COM) Department has received various media inquiries available to view [here](#).

The following storylines reference the major media inquiries addressed by Dallas Fire-Rescue (DFR) during the period dating from May 17th – 23rd. A more detailed account of the department’s responses to those inquiries, and others, can be viewed at [this link](#). Should you have any questions or concerns, please contact Fire Chief, Dominique Artis at dominique.artis@dallascityhall.com.

- DFR Wildland Firefighters Deploy to Help with Wildfires in West Texas
- Body Recovered from Trinity River

DATE May 27, 2022
SUBJECT **Taking Care of Business – May 26, 2022**
PAGE **8 of 8**

Should you have any questions or concerns, please contact Genesis D. Gavino, Chief of Staff.



T.C. Broadnax
City Manager

c: Chris Caso, City Attorney
Mark Swann, City Auditor
Billerae Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizer Tolbert, Deputy City Manager
Jon Fortune, Deputy City Manager

Majed A. Al-Ghafry, Assistant City Manager
M. Elizabeth(Liz)Cedillo-Pereira, Assistant City Manager
Dr. Robert Perez, Assistant City Manager
Carl Simpson, Assistant City Manager
M. Elizabeth Reich, Chief Financial Officer
Genesis D. Gavino, Chief of Staff to the City Manager
Directors and Assistant Directors