

# Memorandum



DATE December 16, 2016

TO The Honorable Mayor and Members of the City Council

SUBJECT Chapter 27 Implementation Update

As we approach the January 1, 2017 effective date for the amendments passed by the City Council to Chapter 27 – Minimum Property Standards, staff will begin contacting owners of properties that have been identified as potential single family rentals. The letter asks the owners to register their rental properties and identifies resources for additional information.

As a first step, the owners of approximately 9,000 potential rental homes within the Neighborhood Plus and Neighbor Up areas will soon receive the attached template letter. This subset of all citywide single family rental properties will allow staff to pilot the new online registration system, as well as manual processes to handle walk-in and mailed registration applications, while focusing on high impact areas. Upon registration, interior inspections of these properties will begin.

We plan for the remaining approximately 40,000 potential single family rental property owners to receive similar letters in late January, 2017.

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

  
Joey Zapata  
Assistant City Manager

## Attachment

CC: A. C. Gonzalez, City Manager  
Larry Casto, City Attorney  
Craig Kinton, City Auditor  
Rosa A. Rios, City Secretary  
Daniel F. Solis, Administrative Judge  
Ryan S. Evans, First Assistant City Manager  
Elsa Cantu, Assistant to the City Manager – Mayor and Council

Eric D. Campbell, Assistant City Manager  
Jill A. Jordan, P. E., Assistant City Manager  
Mark McDaniel, Assistant City Manager  
M. Elizabeth Reich, Chief Financial Officer  
Sana Syed, Public Information Officer



City of Dallas

**COURTESY LETTER**  
**THIS IS NOT A NOTICE OF VIOLATION OR CITATION**  
**SINGLE FAMILY RENTAL REGISTRATION PROGRAM**

DATE:

RE:

Dear Owner or Agent:

On September 28, 2016, the Dallas City Council approved the Single Family Rental Registration Program. The program is intended to ensure rental properties are registered while helping to foster clean and safe rental properties. The goal is to enhance the health, safety and quality of life for all residents of the City of Dallas. The Single Family Rental Program pertains to single family homes or condominium units that are either leased or rented and occupied by someone other than the owner of the property.

Beginning January 1, 2017, owners or the owner's agent of rental properties (single family homes, duplexes and condo units) in the City of Dallas will be required to register their properties annually by submitting a registration application, a non-refundable fee of \$43 and an annual Owner's Self Inspection checklist with affidavit for each dwelling or unit. The program also requires the City of Dallas to conduct a comprehensive inspection every five years. (Ref: Chapter 27 of the Dallas City Code)

**We are reaching out to you as our records indicate that the above referenced location may be a single family rental property.**

On January 1, 2017, you can register your property(s) online or print and submit a complete application by mail by going to [dallascityhall.com/departments/codecompliance](http://dallascityhall.com/departments/codecompliance). To register successfully, please ensure a completed application along with a copy of the owner's picture ID, the Owner's Self Inspection Checklist with affidavit and the appropriate fee when registering your single family rental property. **\*\* Incomplete applications and/or missing documents will not be accepted.**

To obtain more information about this program or for any questions, please feel free to visit our website at [dallascityhall.com/departments/codecompliance](http://dallascityhall.com/departments/codecompliance) or contact the Single Family Rental Registration Program at 214-671-RENT or [ccsrentalprogram@dallascityhall.com](mailto:ccsrentalprogram@dallascityhall.com)

Thank you in advance for your prompt attention to this matter.

Sincerely,

Department of Code Compliance Services  
Single Family Rental Registration Program



City of Dallas

**CARTA DE CORTESÍA**  
**ESTO NO ES UNA ADVERTENCIA DE VIOLACIÓN O UNA MULTA**  
**PROGRAMA DE REGISTRACIÓN DE CASAS DE RENTA**

FECHA:

RE:

Estimado dueño o agente del propietario:

El 28 de septiembre de 2016, el Ayuntamiento de Dallas aprobó el programa de registro de casas de renta. El programa está diseñado para asegurar propiedades rentadas están registradas mientras ayuda a promover propiedades limpias y seguras. El objetivo es mejorar la salud, seguridad y calidad de vida para todos los residentes de la ciudad de Dallas. El programa de registración de casas de renta corresponde a casas de viviendas o unidades de condominio ya sea compradas, rentadas u ocupadas por alguien que no sea el dueño de la propiedad.

A partir del 1 de enero de 2017, propietarios o agentes del propietario de propiedades rentadas (casas, dúplex y unidades de condominio) en la ciudad de Dallas deberán registrar sus propiedades anualmente mediante la presentación de una solicitud de registro, una cuota no reembolsable de \$43 y la lista de verificación de auto inspección del propietario anual con declaración jurada por cada vivienda o unidad. El programa también requiere que la ciudad de Dallas lleve a cabo una inspección completa cada cinco años. (Ref: capítulo 27 del código de la ciudad de Dallas)

**Estamos contactando a usted porque nuestros registros indican que la ubicación que se hace referencia anteriormente puede ser una propiedad rentada.**

El 1 de enero de 2017, puede registrar su propiedad por el internet o imprimir y completar una solicitud y mandarla por correo, visite a [dallascityhall.com/departments/codecompliance](http://dallascityhall.com/departments/codecompliance). Para registrar con éxito, asegúrese que tenga una solicitud junto con una copia de identificación con foto del propietario, Lista de Auto Inspección del Dueño con declaración jurada y la cuota correspondiente al registrar su propiedad de renta. **\*\* No se aceptarán solicitudes incompletas y/o documentación faltante.**

Para obtener más información sobre este programa o para cualquier pregunta, por favor visite [dallascityhall.com/departments/codecompliance](http://dallascityhall.com/departments/codecompliance) o póngase en contacto con el programa de registro de propiedades rentadas al 214-671-7368 o por correo electrónico [ccsrentalprogram@dallascityhall.com](mailto:ccsrentalprogram@dallascityhall.com)

Gracias por adelantado por su pronta atención a este asunto.

Cordialmente,

Departamento de Servicios y Códigos  
Programa de Registro de Casas Rentadas

# Memorandum



CITY OF DALLAS

DATE December 16, 2016

TO Honorable Mayor and Members of the City Council

SUBJECT **Community Development Commission Recommendations  
for FY 2017-18 Consolidated Plan Budget**

On behalf of the commissioners of the Community Development Commission (CDC), I provide this brief overview of the attached recommendations. To ensure we were proactive in good governance and stewardship, this year we began our subcommittee meetings in August for Economic Development, Public Improvements, Housing and HOME Programs, Public Services, HOPWA and ESG, Financial Monitoring/Performance Standards, and Citizen Participation/Policy & Procedures. Our goal was a detailed review of the existing concepts, City partners, and HUD compliance/criteria so that we could better assess whether the existing priorities and fund usage was optimized.

In these sub-committee meetings, which continued through November, we received in-depth presentations on the current limitations, the areas where funding may exist for similar programs in the general fund, and performance metrics. Meeting participants asked many follow-up questions and had them addressed.

Overall, the process was thoroughly educational. We gained a better understanding that with current HUD requirements for compliance, often the potential partners are a limited pool and City oversight is less expensive than agency administration. As a commission, we still feel that the current conceptual priorities for social services of youth, seniors, job development, and affordable housing/repairs match the City's focus.

We performed a bus tour of several projects and areas including The Bottoms, The Education Corridor, and West Dallas Multipurpose Center, and we reviewed infrastructure projects to get a hands on feel for their impact on our citizens.

Each month, we have hosted reports and training from individual departments and initiatives including NeighborUp, Neighborhood Plus, the Community Court, Housing, and After School programs. We also reviewed important City briefings on housing policy and the Dallas Poverty Task Force report, among others. We used this research as a foundation to review the proposed budget.

We have designated three commissioners to serve as liaisons on coalitions that also provide the City with guidance on the needs in our community, including the Consortium of Care (COC), Ryan White Planning Council, and the Homelessness Commission. We also have commissioners serving with Grow South, the DART Citizen Board, and in many other capacities professionally.

For the following reasons, we are not making many recommendations:

- With the caps to certain grant funds and the criteria for HUD compliance, there are limitations on our ability to fund more social services. As much as we would all like to expand CDBG funding to the community, we determined that the existing concepts closely mirror the gaps that need funding.

DATE December 16, 2016  
SUBJECT Community Development Commission Recommendations  
for FY 2017-18 Consolidated Plan Budget

- Funds for some of the important focuses exist in the general fund. With limited (and constantly diminishing) federal money, we looked to ensure that the programs were efficient.
- There are some city policy restrictions (e.g., Public Improvement funding match) that make the agencies less likely to be awarded, and less able to meet, criteria.

We respectfully submit the recommendations for consideration and would be happy to provide additional insights to our goal, process, and results.



Kristine Schwope, Chair  
Community Development Commission

#### Attachment

c: Community Development Commission  
A.C. Gonzalez, City Manager  
Larry Casto, City Attorney  
Craig D. Kinton, City Auditor  
Rosa A. Rios, City Secretary  
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Elsa Cantu, Assistant to the City Manager – Mayor & Council

# Community Development Commission Committee Recommendations of FY 2017-18 Proposed Consolidated Plan Budget for CM

## **PUBLIC IMPROVEMENT**

The committee recommends the CDC continue support for public improvement projects in the Consolidated Plan Budget in target areas (such as Neighborhood Plus) based upon the City's current infrastructure needs. The committee also recommends that the CDC take a look and consider a new request to the Council to revisit the City's current policy for which CDBG funds may be used to fund public improvement activities for non-profit organizations, as approved on October 26, 2010 (Council Resolution No. 10-2778).

## **HOUSING & HOME PROGRAMS**

The committee recommends the CDC maintain the efforts to support housing programs that maintain existing housing stock, opportunities to expand and create new affordable housing units, and increase the number of the working poor residents to become homeowners through the current housing activities listed in the 2016-17 adopted CDBG Budget, which include:

1. Mortgage Assistance Program
2. Housing Services Program
3. Major Systems Repair Program – CDC recommends to increase the deferred payment loan amount available to homeowners from \$20,000 to \$35,000 for the repair and replacement of major systems. The Reconstruction Program was not recommended for funding due to the cost-per-unit to completely rebuild a house when extensive repairs were needed. This increase will provide a greater impact of the number of operational major systems serviced or repaired to a homeowner's residential home.
4. People Helping People (PHP) Program
5. Neighborhood Investment Program – Code Compliance

The committee also recommends the CDC continue support for the HOME program activities which (like the CDBG housing programs) provide opportunities to expand and create new affordable housing units as well as, increase the number of the working poor residents to become homeowners, these programs include:

1. CHDO Development Loans and operating assistance
2. Mortgage Assistance Program
3. Housing Development Loan Program

## **Community Development Commission Committee Recommendations of FY 2017-18 Proposed Consolidated Plan Budget for CM**

In order to receive HOME funds, HUD regulations require that no less than 15% of the total grant award be allocated for Community Housing Development Organizations (CHDO's), which are nonprofit housing developers.

Consistent with Council direction, the committee recommends that staff continue to look for opportunities to streamline the number of programs – do few things really well and make a bigger impact, instead of a lot of things that may serve fewer households; and increase partnerships and leveraging with other funding sources and organizations.

### **ECONOMIC DEVELOPMENT**

The committee recommends the CDC continue support for the Business Revolving Loan Program. This is a self-sustaining program in that as loan repayments are made, those repayments are then used to make additional loans to businesses. No new HUD funds are added each year (as with other grant programs). As outstanding loans have paid off, additional funds available to make new loans have been reduced. Currently, the program is bringing in nearly one-half of the amount funding that it has received in previous years. Over the years, economic development with CDBG funds has also been a challenge, primarily due to stringent regulations. Each year, new CDBG funds from HUD have continued to decline and new funding for this program has not been available. The City has continued its support for small business and creating jobs for low-to moderate income person through other funds (non-CDBG funds), including:

- Section 108 Loan funds – used for projects such as the Lorenzo Hotel. Once completed, this project will provide for approx. 220 jobs to be created for low-to moderate income persons
- Business Assistance Centers Program – provides support for small business and individuals seeking to start a business
- Southern Dallas Small Business Loan Program – very similar to the CDBG Business Revolving Loan Program (except that is also funded by City resources)

### **PUBLIC SERVICES, HOPWA, & ESG COMMITTEE**

The committee recommends the CDC continue to support current programming for CDBG funded Public Services of the After-School/Summer Outreach Program, Child Care Services Program, Senior Services Program, Community Court Program and Training and Employment for Adults with Disabilities program. The committee is responsible for reviewing and making recommendations for Public Services activities. The Public

## Community Development Commission Committee Recommendations of FY 2017-18 Proposed Consolidated Plan Budget for CM

Services categories includes part of the CDBG grant and all of the ESG and HOPWA grants. Under CDBG, the Public Services category has a maximum 15% spending cap.

The committee will continue to follow the lead of the Dallas Poverty Taskforce in addressing public service and social service needs. The committee discussed and considered the City's Child Care program and recognized the program is helping in that 98% of the HUD Child Care monies go to single parents. These parents are provided funds for their children to attend any daycare center they choose. Income levels checks are made every 6 months serving 225 units with a staff of 2. The committee did not consider Admin top heavy. The Committee felt this program assist in the poverty prevention area.

Another area of Public Services is Senior Services. In this area the HUD funds provide essential transport necessary for seniors needing transport to pharmacies for medicines, and to doctor appointments. Transport affected by DART services and even taxi based services. Seniors are served at the two City owned community centers: West Dallas Multi-Purpose Center and MLK, Jr. Community Center with assistance from the Senior Source. Not only are transport issues being addressed, but financial literacy issues are covered by education in those seeking to dupe seniors in fraudulent schemes and other criminal activity.

The Community Courts Program, is also a part of CDBG Public Service category. The Community Courts handles misdemeanor or code offenses; but differs greatly from the Municipal Courts because they are community-based with a focus of improving neighborhoods as well as providing social services and support to defendants that are not available through the municipal court process. In lieu of court costs and fines, defendants serve community service hours in the community where they committed their crime. The Court has been successful in leveraging other funds to provide needed services including a recent award for a Drug Court treatment grant and funds for Veterans. The court also assists with transportation by providing bus tokens with DART and the programs van transport as needed.

The Training and Employment for Adults with Disabilities is a workforce development programs specifically designed to assist people with disabilities. The service provider, Citizens Development Center leverages a small amount of CDBG funding to provide assistance to over 100 eligible program participants each year.

Regarding the two other Consolidated Plan grants, Emergency Solutions Grant (ESG) and Housing Opportunities for Persons with AIDS (HOPWA):

HUD regulations require that budget allocations for ESG are in collaboration (and consistent with priorities established by) the Continuum of Care (CoC). The CoC an organized group of service providers who plan comprehensive and long-term solutions to addressing the problem of homelessness in our community.



## **Community Development Commission Committee Recommendations of FY 2017-18 Proposed Consolidated Plan Budget for CM**

Unlike the other three grants of the Consolidated Plan, HOPWA funds are awarded to serve a seven (7) counties, including: Collin, Dallas, Denton, Ellis, Hunt, Kaufman, and Rockwall. Because Dallas is the largest city in the HUD defined area, Dallas serves as the eligible applicant for the entire area. Budget allocations for the HOPWA grant are consistent with priorities identified in the comprehensive HIV/AIDS needs assessment conducted the Ryan White Planning Council of the Dallas area (RWPC). The RWPC is an organized group of service providers who plan comprehensive and long-term solutions to addressing the problem of individuals and families impacted by HIV/AIDS in our community.

Both the CoC and the RWPC meet on a monthly basis and CDC liaisons attend the monthly meetings. Given the focused collaborative efforts of these two organizations on specifically targeted populations, the committee recommends continuing these partnerships.

### **FINANCIAL MONITORING COMMITTEE**

The committee recommends the CDC continue funding these HUD compliance requirements. Unlike some of the other programs or services, reduced funding in this category does not remove or reduce the City's obligation to meet HUD requirements and maintain compliance. Staff is encouraged to continue to seek efficiencies and to right-size budgets to the fullest extent possible each year to reduce unspent funds at the end of the year. All unspent funds are re-budgeted for other uses in non-capped program categories during the next year's CDBG budgeting process.

This committee is responsible for the Planning and Program Oversight category of the CDBG budget, which has a maximum 20% spending cap. HUD requires that the City maintain compliance with applications rules and regulations. In order to receive Consolidated Plans, the City must certify that it will Affirmatively Further Fair Housing. Fair housing costs are also applicable toward the 20% spending cap. Currently, the City funds fair housing, citizen participation, budgeting, reporting and compliance monitoring and oversight in this category. These activities are administered by three (3) departments: Fair Housing, Housing/Community Services and the Community Development section of OFS.

# Memorandum



CITY OF DALLAS

DATE December 16, 2016

TO Honorable Mayor and Members of the City Council

SUBJECT **Consideration of Community Development Block Grant Policy  
for Funding Nonprofit Organizations Public Improvements Activities**

In January, the City Council and the Mayor will be briefed on the City Manager's Proposed FY 2017-18 Consolidated Plan Budget. The Community Development Commission (CDC) will be reviewing the budget. Prior to the upcoming Public Hearings, our subcommittees have been meeting to discuss any changes or amendments. Much discussion thus far has involved Community Development Block Grant (CBDG) funds used to fund public improvement activities for nonprofit organizations. We recommend that the City Council revisit the City's policy on awarding those funds.

The policy, as approved on October 26, 2010 (Council Resolution No. 10-2778), includes criteria that limits CBDG funds allocated to a public improvement project for a nonprofit organization to no more than fifty percent (50%) of the total cost to fund the project. The nonprofit organization must provide the remaining total cost of the project from banks, lenders, or other sources.

In short, this policy has made it practically impossible for the nonprofit organizations that actually need public improvement dollars to obtain them. Since the policy has been in place, very few requests have been awarded funds. It seems that nonprofits that have 50% of their total project costs do not seek CBDG funds, and nonprofits that have the greatest need for CBDG public improvement funds are unable to access the funds because of the 50% match requirement. Nonprofits need these funds not only for major improvements, but also for smaller projects such as energy upgrades or mobility/accessibility improvements. The 50% match requirement has created a barrier to these funds, to the detriment of their mission and the community.

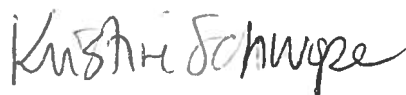
We understand that additional criteria were added to protect the investment of federal funds and ensure compliance. However, the City has implemented requirements for nonprofit organization that they themselves are not required to meet for grants that the City receives. Viable nonprofit organizations that have a longstanding history of community service have not been able to meet the match requirement. To illustrate, under the previous policy, there was no cash match criteria and 69 projects were funded over a twenty (20) year period, for a total of \$7.6 million. Under the new policy, there has not been this success. Organizations that desperately need public improvement funds do not even apply for them because of the match policy that they could never hope to meet. Organizations that have the financial wherewithal to meet the steep match requirement do not need public improvement funds.

HUD rules do not require that grant funds be matched for CBDG public improvement projects. For grants that may require matching funds, none require a 50% cash match and multiple sources are allowed to meet that match.

DATE December 16, 2016  
SUBJECT Consideration of Community Development Block Grant Policy  
for Funding Nonprofit Organizations Public Improvements Activities

The CDC recommends that the City:

- Revise the cash match requirement for public improvements to allow for a reduction of the percentage of cash match
  - based on an agreed upon formula, taking into account the applicant's track record of success, length of service, and ability to meet performance metrics; and
- Allow for non-cash sources to meet match requirements, such as
  - in-kind donations;
  - pro-bono services; and
  - volunteer hours.



Kristine Schwope, Chair  
Community Development Commission

c: Community Development Commission  
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# Memorandum



CITY OF DALLAS

DATE December 16, 2016

TO Honorable Mayor and Members of the City Council

SUBJECT **2017 City Calendar Automation**

At the time that Council approved the 2017 City Calendar on October 26, 2016, you requested the calendar be automated in a way that Council, staff, and citizens could download the calendar through Outlook. CIS staff has worked on the project and has provided a shared calendar.

When connected to the City's exchange, users can connect to the Calendar directly. Here is one of the ways to add the calendar.

- 1) From the Calendar view in Outlook, right click "My Calendars."
- 2) Click "Add Calendar."
- 3) Choose "Open Shared Calendar."
- 4) Type in the name "City Calendar 2017" and click OK.

We will update the calendar if/when there are changes such as cancelation of committee meetings or addition of special called meetings. No action is necessary on your part to receive these updates.

The same as in prior years, the standard City Calendar will also be available on the City's website at [www.dallascityhall.com](http://www.dallascityhall.com) and in the Office of Financial Services for all citizens who request copies.

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

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

M. Elizabeth Reich  
Chief Financial Officer

c: A.C. Gonzalez, City Manager  
Larry Casto, City Attorney  
Craig D. Kinton, City Auditor  
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Sana Syed, Public Information Officer  
Elsa Cantu, Assistant to the City Manager – Mayor & Council

# Memorandum



DATE: December 16, 2016

TO: Honorable Members of the Public Safety Committee:  
Adam Medrano (Chair), B. Adam McGough (Vice Chair), Sandy Greyson, Tiffinni A. Young,  
Jennifer S. Gates, Philip T. Kingston

SUBJECT: **Public Safety Committee Response**

Listed below is the departmental response to a question asked during the Public Safety Committee Meeting held on Monday, December 11, 2016.

## Officer Involved Shooting Update

1512 Commerce Street, Dallas, Texas

On December 7, 2016, a federal task force consisting of members of local law enforcement agencies and the Drug Enforcement Agency, executed a controlled delivery operation of synthetic opiates at 1512 Commerce Street, Dallas, Texas. The task force was alerted the package sent to the subject had been opened. Due to this and other exigent circumstances, DEA task force members made a warrantless entry into the residence.

As the task force cleared the apartment, they heard a gunshot. The officers began to move up the staircase and heard another gunshot. As Officer Woods, a Duncanville officer assigned to the task force, reached the top of the stairs, he encountered the subject. The subject was holding a handgun and Officer Woods fired his weapon, striking the subject's shoulder. At this point, it is believed the subject shot himself with his own handgun. This officer involved shooting is still under investigation by the Special Investigations Unit and upon completion will be presented to the Dallas County Grand Jury.

The Dallas County Medical Examiner will conduct an autopsy and determine the actual cause of death. After the incident occurred, the DEA requested the assistance of the Dallas Police Department to conduct the investigation. The officers were conducting a Federal Narcotics Investigation and acting in accordance with the authority granted under Federal Law. The Dallas Police Department acts under the authority of the laws of the State of Texas.

Enclosed, is a copy of the Dallas Police Department's General Order, 313.08, regarding executing arrest warrants, which did not apply to the federal task force operation.



Eric D. Campbell  
Assistant City Manager

Public Safety Committee Responses  
Page 2

cc: Honorable Mayor and Members of the City Council  
A.C. Gonzalez, City Manager  
Jill A. Jordan, P.E., Assistant City Manager  
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## Dallas Police Department General Order

### 313.08 Arrest Policies - Adults

DAVID O. BROWN  
CHIEF OF POLICE

Revised 10/28/11

#### 313.08 Felony Arrest Warrant Service

This General Order does not apply to misdemeanor arrest warrants, but these procedures may be used at the discretion of the supervisor in charge. This General Order does not preclude any officer or detective from knocking on a door and attempting to arrest a wanted person, however, should the wanted person not voluntarily come to the door and surrender, officers/detectives will not enter the location in order to search for the suspect without following the procedures specified in this general order.

- A. Definitions
  1. Felony Arrest Warrant Service: a planned execution of a felony arrest warrant in which officers intend to enter a location and search for a suspect.
  2. Arrest Warrant Service Class: the Dallas Police Department's arrest warrant service training program.
- B. Objective
  1. Apprehend the suspect with minimum risk to officers, suspects, and citizens.
- C. Procedures and Requirements
  1. Confirm all arrest warrants before attempting service.
  2. A planning session, conducted by a warrant trained supervisor, will be conducted before any warrant is served. All personnel serving the warrant will attend the planning session. This may take place in the field if necessary.
  3. Handheld police radios must be carried by all personnel participating in the warrant execution. The supervisor will ensure that all personnel have their radio set to the designated operating channel.
  4. The controlling supervisor will ensure a deconfliction is completed through the North Texas HIDTA (High Intensity Drug Trafficking Area). A deconfliction is an intelligence sharing system that promotes the highest level of public safety and to prevent law enforcement officers from confronting blue – on – blue situations in the field. HIDTA 24 hour Watch Center contact number is 972-621-2213. Event deconfliction forms can be retrieved on the Dallas Police Department intranet under the *Forms* icon.
  5. The Communications Services Section and the affected Patrol Division will be notified prior to the execution of the warrant.
  6. All personnel will wear body armor.
  7. All personnel will wear clothing which clearly identifies them as Dallas Police officers. This includes the Dallas Police uniform as well as identification jackets or vests issued by the Department. The vests and/or jackets must have the badge or the badge insignia and "Dallas Police" markings.
  8. Officers will use available means (including, but not limited to, surveillance, telephone calls, or credible information from CIs (Confidential Informants) or witnesses (as defined in Narcotics SOP)) to confirm that the suspect is at a location before attempting to execute an arrest warrant, but a lack of such information will not preclude an attempt to serve a warrant.
  9. Personnel requirements: A minimum of 6 (six) officers will be required to serve a felony warrant. This includes a trained supervisor, a trained three officer search team, and two perimeter officers. Perimeter officers do not have to be warrant trained, but must attend the planning session.
  10. Calls for service regarding a wanted person at a location require that the above procedures be followed, unless the wanted person is at another government facility such as a parole office, etc.
- D. Third Party Residence
  1. If the arrest warrant for the felony suspect is taking place at the residence of a third party, then officers must obtain a search warrant in order to enter the location.
  2. The search warrant requirement may be waived if:
    - a. Exigent circumstance exist (i.e. hot pursuit, screams for help, etc).
    - b. Written consent to search is given by a third party who has standing to give such consent.
    - c. The officers can articulate facts and circumstances that give rise to the belief that the suspect actually resides in the residence owned by a third party.
- E. Forced Entry
  1. Definition: Any entry into a residence without the consent of the owner or legal representative, regardless of whether physical force is used.
  2. Forced entry is allowed when serving a felony arrest warrant.
  3. Forced entry is not allowed when serving a misdemeanor arrest warrant.
  4. A search warrant is not required to execute a forced entry at the current residence of the wanted person, however; officers and the controlling supervisor must be able to articulate reasonable grounds to believe that:
    - a. The address is the residence of the wanted person.
    - b. The wanted person is actually inside the residence at the time.
  5. The use of forced entry will be at the discretion of the controlling supervisor.
  6. Mechanical breaching equipment is authorized. This equipment reduces the risk of injury to officers and should be utilized at the discretion of the controlling supervisor.
  7. Officers will only use handheld rams, pry bars, etc. for forced entry. Officers will not use vehicles to pull/push open doors or bars.
  8. Diversions, such as breaking windows, etc. are authorized. These tactics reduce the risk of injury to officers and should be utilized at the discretion of the controlling supervisor.
  9. Forced entry will not be authorized at locations where drug sales routinely occur, whether fortified or not.

**Dallas Police Department General  
Order 313.08 Arrest Policies - Adults**

Revised 10/28/11

10. No officers may use explosive or incendiary diversion devices such as "flash bangs", or any type of explosive entry, unless assigned to the SWAT or Narcotics Divisions.
- F. SWAT Requirement
  1. The felony arrest warrant should be considered a high risk apprehension and deferred to the SWAT Unit (as noted in General Order 313.07), if credible intelligence indicates any of the following are present:
    - a. Fortified location: Fortified is defined as preparing a location in a manner to impede the entry of police. Examples include, but are not limited to, door blocks or stops, burglar bar cages (both exterior and interior), surveillance cameras, or a combination of any such items. Burglar bars alone do not constitute a fortified location.
    - b. Automatic weapons, explosives, or booby traps.
    - c. Body armor was worn during the commission of the original offense.
    - d. The suspect or others at the location are actively taking measures to violently resist or repel any law enforcement effort to arrest.
- G. Outside Agency/ Jurisdiction Considerations
  1. Officers may execute Dallas PD arrest warrants in other jurisdictions.
  2. The arrest warrant must have been issued for a Dallas PD offense or the wanted person may be a suspect in an unrelated Dallas PD offense.
  3. Officers will notify the law enforcement agency having jurisdiction before serving a warrant outside of the city limits of Dallas, unless this would compromise the safety and integrity of the warrant service.
  4. Officers may execute arrest warrants for other agencies within the city limits of Dallas.
  5. Entry teams will be comprised of Dallas officers ONLY. Outside agencies' officers will be allowed to perform perimeter duties if they have attended the warrant briefing. Dallas officers may perform perimeter duties for other agencies entry teams, if those agencies choose to execute the arrest warrant. Everyone that will participate in the warrant execution (entry, perimeter) must attend the briefing.
- H. Exceptions
  1. The planned arrest execution takes place during a vehicle stop. If this tactic is used, Officers should perform a felony stop.
  2. When the wanted person is located in a public place.
  3. When a wanted person voluntarily surrenders.
  4. Prisoner transfers.
- I. Ongoing training
  1. All officers and supervisors that complete the Felony Arrest Warrant class will be required to participate in and pass quarterly training. One remedial training session will be allowed if an officer or supervisor is unable to complete this training at an acceptable level.
  2. Any officer, senior corporal, or supervisor that is unable to satisfactorily complete the Felony Arrest Warrant class or the quarterly training will not be authorized to serve felony arrest warrants, and may be removed from any position where warrant service is an integral part of that Unit's function at the discretion of his/her Chain of Command
- J. Search Warrants - Any Unit authorized to execute Felony arrest warrants is also authorized to serve search warrants, with the exception of Narcotics search warrants. Narcotics search warrants will only be served by the Narcotics Division and SWAT Division. Factors that require the SWAT Division to execute an arrest warrant also apply to search warrants.



# Memorandum



CITY OF DALLAS

DATE December 16, 2016

TO Housing Committee Members: Scott Griggs, Chair, Carolyn King Arnold, Vice-Chair, Mayor Pro-Tem Monica R. Alonzo, Tiffinni A. Young, Mark Clayton, and Casey Thomas, II

SUBJECT Multifamily Rental Housing Development NOFA

As mentioned in the December 5, 2016 Housing Committee meeting, the Multifamily Rental Development proposals were due on December 12, 2016. We have attached a list of those proposals by date/time received. We have also included the developer, project location, amount of funding requested, and total number of units proposed.

There were sixteen proposals received but four proposals were deemed nonresponsive as they were submitted after the published deadline. The review committee will begin meeting with developers next week and continue due diligence into January. After the committee review, we will schedule time with each Councilmember that has a project in their district to discuss the review and recommendation prior to the January 2017 Housing Committee briefing.

If you have any questions, please let me know.

A handwritten signature in blue ink, appearing to read 'Alan E. Sims'.

Alan E. Sims  
Chief of Neighborhood Plus

C: The Honorable Mayor and Members of the City Council  
A. C. Gonzalez, City Manager  
Rosa A. Rios, City Secretary  
Larry Casto, City Attorney  
Craig Kinton, City Auditor  
Daniel F. Solis, Administrative Judge  
Ryan S. Evans, First Assistant City Manager  
Eric D. Campbell, Assistant City Manager  
Jill A. Jordan, P. E., Assistant City Manager  
Mark McDaniel, Assistant City Manager  
Joey Zapata, Assistant City Manager  
M. Elizabeth Reich, Chief Financial Officer  
Sana Syed, Public Information Officer  
Elsa Cantu, Assistant to the City Manager – Mayor and Council

Multifamily Rental Housing Development  
NOFA Responses

Council District	Developer	Principal	Project Location	Type of Entity	Amount of Request	Tax Credits	Total Units	Date & Time Received
7	Frazier Revitalization Inc.	Dorothy Hopkins - President/CEO	4510 Scyene Road, Dallas, Texas 75210	Non Profit	\$1,295,000	9% LIHTC	78	12/12/2016 @9:38 am
3	National Inter-Faith Foundation	Daniel Allgeier - Chief Operating Officer	10000 Clark Road, Dallas, Texas 75249 NEC of Highland Hills Dr. & Simpson Stuart Rd	For Profit	\$1,000,000	4% LIHTC	180	12/12/2016 @9:44 am
8	Quinnite Development, LLC	Michael J. Sorrell, Ed. D - President		For Profit	\$5,000,000	N/A	202	12/12/2016 @10:11 am
4	Gateway at Clarendon, LLC	Jack Matthews and D. Scott Galbraith - Owners	1526 East Clarendon, Dallas, Texas 75203	For Profit	\$1,251,000	9% LIHTC	139	12/12/2016 @10:21 am
6	Liberty Multifamily, LLC	Tyler Weir- Managing Member	2757 Royal Lane, Dallas, Texas 75229	For Profit	\$0	4% LIHTC	384	12/12/2016 @10:27 am
8	Camden Homes, LLC and Fair Housing Partners, LLC	Simmie Cooper - Owner	Adjacent to 10210 Teagarden, Dallas, TX 75217	For Profit	\$500,000	4% LIHTC	184	12/12/2016 @10:57 am
13	St. Jude, Inc.	Joseph W. Dingman - President	2920 Forest Lane, Dallas, Texas 75234	Non Profit	\$1,080,000	N/A	100+	12/12/2016 @11:12 am
2	Villa Santa Maria, Inc.	Joseph W. Dingman - President	1830 Bennett, Dallas, Texas 75206	Non Profit	\$2,500,000	N/A	68	12/12/2016 @11:15 am
14	La Reunion TX & GREENarc Corporation	Graham Greene - President	2121 Flora Street, Dallas, Texas 75201	For Profit	\$2,500,000	9% LIHTC	52	12/12/2016 @11:37 am
3	Dalcor Affordable Housing I, LLC	Dale Dodson - Chief Executive Officer	6500 South Cockrell Hill, Dallas, Texas 75236	For Profit	\$0	4% LIHTC	536	12/12/2016 @11:45 am
2	Evergreen Residential, Ltd.	John Greenan - Principal	1701 Canton Street, Dallas, Texas 75201	For Profit	\$1,000,000	4% LIHTC	122	12/12/2016 @11:49 am
1	Central Dallas CDC	John Greenan - Executive Director	1805 S. Zang Blvd., Dallas, Texas 75224	Non Profit	\$0	9% LIHTC and Forgiveness of Debt	140	12/12/2016 @11:49 am
11	CHR Carolina Chase, LP	Terri Anderson- Prinicpal	5351 Peterson In., Dallas, Texas 75240	Non Profit	\$2,000,000	9% LIHTC	200	12/12/2016 @12:12 pm

Non responsive  
due to late submission

Multifamily Rental Housing Development

NOFA Responses

4	SDC Corinth III, LP	Jideo O. Oji - Chief Executive Officer	301 South Corinth Street, Dallas, Texas 75203	For Profit	\$1,500,000	9% LIHTC	170	12/12/2016 @12:17 pm	Non responsive due to late submission
7	The Michaels Organization	Amay Inamdar - Vice President of Development	4000 Delanfield Lane, Dallas, Texas 75227	Non Profit	\$4,000,000	4% LIHTC	240	12/12/2016 @12:18 pm	Non responsive due to late submission
7	OM Housing, LLC	Deepak P. Sulakhe - President/CEO	Elise Faye Higgins St	For Profit	\$5,000,000	9% LIHTC	100	12/12/2016 @5:17 pm	Non responsive due to late submission
					Total funding requests				
					\$28,626,000				

# Memorandum



CITY OF DALLAS

DATE: December 16, 2016  
TO: Honorable Mayor and Members of the City Council  
SUBJECT: **City License Applications**

There were no Dance Hall and/or Sexual Oriented Business applications received for the week of December 5 - 9, 2016 by the Narcotics Bureau Licensing Squad of the Dallas Police Department.

Please have your staff contact Sergeant Lisette Rivera, #7947 at (214) 670-4811 and/or by email at [lisette.rivera@dpd.ci.dallas.tx.us](mailto:lisette.rivera@dpd.ci.dallas.tx.us) should you need further information.

A handwritten signature in cursive script that reads "Eric D. Campbell".

Eric D. Campbell  
Assistant City Manager

cc: A.C. Gonzalez, City Manager  
Larry Casto, City Attorney  
Craig D. Kinton, City Auditor  
Rosa A. Rios, City Secretary  
Daniel F. Solis, Administrative Judge  
Ryan S. Evans, First Assistant City Manager  
Jill A. Jordan, P.E., Assistant City Manager

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Joey Zapata, Assistant City Manager  
M. Elizabeth Reich, Chief Financial Officer  
Sana Syed, Public Information Officer  
Elsa Cantu, Assistant to the City Manager – Mayor & Council  
Interim Police Chief David Pughes, Dallas Police Department