

Memorandum



CITY OF DALLAS

DATE July 19, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT **Taking Care of Business – July 18, 2019**

Updated Items

[Encampment Resolution Schedule – July 16, 2019 & July 23, 2019](#)

The Office of Homeless Solutions (OHS) has scheduled the following sites for homeless encampment resolution on July 16, 2019 and July 23, 2019:

July 16, 2019	July 23, 2019
<ul style="list-style-type: none">• 9341 John W. Carpenter Freeway at Regal Row (District 6)• 2626 Willowbrook Road (District 6)• 2700 Royal Lane (District 6)• 8000 Royal Lane (District 13)• 12645 East Northwest Highway (District 9)	<ul style="list-style-type: none">• 1700 Chestnut St (District 7)• 1717 Baylor St (District 7)• 2929 Hickory St (District 7)• Jim Miller at Interstate I-30 (District 7)• 7700 Hunnicut Rd (District 7)• 4040 Commerce St (District 7)• Interstate I-30 East On Ramp from Griffin St East (District 2)

OHS Street Outreach team will continue to engage with homeless individuals to provide notice of clean-up and connect to resources and shelter. OHS Community Mobilization staff are meeting with stakeholders to determine long-term sustainability of encampment sites and will provide periodic updates. Should you have any questions or concerns, please contact Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer, and Monica Hardman, Director of Office of Homeless Solutions.

[Last Week to Nominate Forms](#)

The Office of Innovation (OI) is currently taking nominations for forms (both print and online) that are often completed incorrectly, need to be resubmitted several times, or do not have clear instructions. Friday, July 19, is the deadline for nominating forms for redesign. The Office of Innovation (OI) is hosting a “Re-Form Event” to redesign city forms. The nominated forms will be re-designed live at the working session in early August. Anyone may participate by going to this [link](#) and completing a short survey. Should you have any questions or concerns, please contact Laila Alequresh, Chief Innovation Officer.

[Brush and Bulk Trash](#)

As previously communicated, normal Brush Bulk Service is suspended in July so that crews can focus on storm debris collection only. The City continues to request that residents place tree debris, branches, or shrubbery separate from other storm debris such as damaged fence panels or bagged storm debris. Clean tree and green waste may be collected separately and taken to temporary processing sites. Code Compliance will not issue citations for storm debris related items, even if they are placed out before the regular cycle. Non-storm related items, such as furniture, appliances, and mattresses, are still subject to citation. Sanitation Services will continue to provide updates throughout July and is planning to return to the normal bulk and brush waste schedule in August. Should you have any questions or concerns, please contact

DATE July 19, 2019
SUBJECT **Taking Care of Business – July 18, 2019**

Kelly High, Director of Sanitation Services. For constituents, please refer them to www.dallaszerowaste.com for sanitation transfer station locations and 311 to report storm debris or downed limbs in roadways.

New Items

August Off-site City Council Meeting

The next off-site City Council meeting will be held Wednesday, August 14, 2019 at 2:00pm at Lake Highlands North Recreation Center, 9940 White Rock Trail, Dallas, TX 75238. This is pursuant to Council Resolution 18-0849 that was adopted on June 13, 2018 and states that four of the 2019 second Wednesday meetings each month will begin at 2:00pm off-site. Should you have any questions or concerns, please contact Carrie Rogers, Director of Mayor and City Council Office.

Census 2020

The Census 2020 Complete Count Committee (CCC) website is now live at www.dallascensus.com. The CCC subcommittees are meeting monthly to work out outreach strategies and update each other on completed action items for the Census 2020 count. External Relations is also assisting CCC by meeting with Anchor Institutions and other external partners for community education and to identify new opportunities for partnerships. To ensure a complete and accurate count, specifically in historically hard to count areas, the CCC is forming both an African American and Hispanic/Latino consortium. These groups will be comprised of community, civic, and business leaders who have direct access and strong ties within the communities. While each subcommittee meets monthly, the full CCC meets quarterly and is currently working to schedule their next meeting. Should you have any questions or concerns, please contact Brett Wilkinson, Director of Strategic Partnerships and Government Affairs.

Annual Safety Conference

The Office of Risk Management held its Annual Safety Conference on June 10-June 14, 2019. The conference allows City employees to attend multiple safety training sessions that are “position specific” as well as offer special sessions that address work-related high risks or hazards. Each session provides the requirements and training aimed to prevent employee injuries, illnesses, and deaths that could occur in high risk positions. Sessions included Office Safety, First Aid, Confined Spaces, and Respiratory Protection. This year’s participation increased by 86% compared to 2018 with 858 employees attending. Should you have any questions or concerns, please contact Zeronda Smith, Director of Risk Management.

2600 Ferris/2600 Hickory/2300 Coombs Street Encampment Closure and Site Hardening

The Office of Homeless Solutions (OHS) has identified 2600 Ferris/2600 Hickory/2300 Coombs Street between Good Latimer and Malcolm X in Council District 7 as an encampment site in need of permanent closure due to health and safety concerns. The site closure is scheduled for 9:00 am on Friday, July 19, 2019. OHS is leading a collaborative effort to connect persons experiencing homelessness that have been residing at Hickory, Ferris, and Coombs Street to shelter and resources. Metro Dallas Homeless Alliance (MDHA) and City Square are spearheading the outreach efforts. After closure and cleaning of site, OHS will repair fence and secure with a lock box. Dallas Police Department (DPD) will assist OHS in continuous monitoring. The closure of this site is aligned with the Office’s implementation of site hardening and reclamation strategy. Please direct any questions to Nadia Chandler-Hardy, Assistant City

DATE July 19, 2019
SUBJECT **Taking Care of Business – July 18, 2019**

Manager and Chief Resilience Officer or Monica Hardman, Director of Office of Homeless Solutions.

Dallas Municipal Courtroom Closures

The Dallas Municipal Courtrooms at 2014 Main Street will be closed on Wednesday, July 31, 2019 due to City Attorney Office training. All court appearances and jury duty have been rescheduled. Persons with scheduled court or jury appearances will be notified by mail with a new court or jury date. The 2014 Main Street building will remain open during this time. Court Clerk staff will be available to assist attorneys and defendants with clerical functions including, payments, records, filings, and answering questions. Should you have any questions or concerns, please contact Gloria Lopez Carter, Director of Court and Detention Services.

Media Inquiries

As of July 15, 2019, the City has received media requests from various news outlets regarding the following topics:

- Two Dead in Northwest Dallas Three-Vehicle Crash
- One Burned in Southeast Dallas Mobile Home Arson
- Man Burned in Propane Grill Explosion
- Concerns Surrounding DFR Contract with Vendor
- Fire Destroys 8 Units at Southwest Dallas Apartment Complex
- Vacant Apartment Building Burns Near Baylor Hospital
- Panhandling in Dallas Roadways
- Housing Construction & Inspection Inquiry
- Love Field Garage Flood

Please see the attached document compiling information provided to the media outlets for the July 8-July 15, 2019 for your reference. Should you have any questions or concerns, please contact Kimberly Bizer Tolbert, Chief of Staff.



T.C. Broadnax
City Manager

c: Chris Caso, City Attorney (Interim)
Mark Swann, City Auditor
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizer 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
Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer
Michael Mendoza, Chief of Economic Development and Neighborhood Services
M. Elizabeth Reich, Chief Financial Officer
Laila Aleqresh, Chief Innovation Officer
M. Elizabeth Cedillo-Pereira, Chief of Equity and Inclusion
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DATE July 19, 2019
SUBJECT Taking Care of Business – July 18, 2019

**Public Affairs & Outreach
Media Requests
July 8 – July 15**

July 8, 2019

Topic: Panhandling in Dallas roadways

Summary of response: DPD is only currently authorized to enforce section 28-63.3 of the Dallas City Code relating to solicitation adjacent to a roadway, but may not enforce state law for individuals soliciting in the roadway.

Department: City Attorney's Office

Media Entity: NBC 5

July 9, 2019

Topic: Earned paid sick leave ordinance

Summary of response: Listed resources City is providing to employers, explained denying earned paid sick time to employees is detrimental to the health, safety and welfare of the residents and clarified timeline of when ordinance will go into effect.

Department: Fair Housing and Human Rights

Media Entity: Dallas Observer

July 10, 2019

Topic: Mayor's Back to School Fair

Summary of Statement: Arranged Spanish language interviews promoting Mayor's Back to School Fair with Council Member Resendez on behalf of Mayor's Office.

Department: Mayor & City Council Office

Media Entity: Telemundo, Univision

July 10, 2019

Topic: Love Field garage flood

Summary of Statement: Responded with Texas Tort Claims Act information

Department: Aviation

Media Entity: CBS 11

July 11, 2019

Topic: Housing Construction & Inspection Inquiry

Summary of Statement: Responded to follow up questions regarding ADI Engineering and Dry Quick Restoration.

Department: Housing & Neighborhood Revitalization

Media Entity: Sue Ambrose, Reporter, Dallas Morning News

July 11, 2019

Topic: Clarification of how street repairs are prioritized

DATE July 19, 2019
SUBJECT **Taking Care of Business – July 18, 2019**

Summary of Statement: Coordinated interview with PBW to explain prioritization

Department: Public Works

Media Entity: Lake Highlands Advocate

July 12, 2019

Topic: Social media complaint regarding senior citizens riding on a hot bus

Summary of response: The City of Dallas does not provide transportation to and from any senior programs at the MLK Center. Please direct your inquiry to Dallas County.

Department: Office of Community Care

Media Entity: KTVT, CBS 11

July 12, 2019

Topic: Possibility of immigrant question appearing on Census 2020

Summary of response: The City of Dallas is focused and committed to a robust outreach effort, which is currently underway, to ensure a full and accurate count of all City of Dallas residents.

Department: Office of Strategic Partnerships and Government Affairs

Media Entity: HuffPost

July 15, 2019

Topic: Impact from the property tax reform plus the TV providers fee law (SB1152) on the City.

Summary of response: Responded with June 18 budget briefing and called out relevant slides and bullets.

Department: Budget

Media Entity: Texas Tribune

July 15, 2019

Topic: Confirmation of Dickey's BBQ coming to City Hall

Summary of response: The City of Dallas has not finalized contracts for the recommended vendors for the first and seventh floor food concessions inside City Hall.

Department: HR

Media Entity: CultureMap

DATE July 19, 2019
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Dallas Fire-Rescue Department
Media Requests: July 8th – 14th, 2019.

Monday, July 8th: All Local Media Outlets - Any details on the bad crash on Regal Row at Irving Blvd? Hearing there might be multiple fatalities.

City Response - At 09:16 Dallas Fire-Rescue units were dispatched to a major accident, involving 3 vehicles, near the intersection of Irving Blvd and Regal Row. You'll have to wait on a report from law enforcement for the accident details, but I can confirm that two people died, and two others were taken to local hospitals in unknown conditions.

It was reported that one of the vehicles briefly caught fire; but firefighters confirmed that not to be the case.

Tuesday, July 9th : CBS 11 (Giles Hudson) - We rolled out to that mobile home fire down on Chaporal near Kleberg. Believe Battalion 9 was on it? We were told an elderly man had burns to his back. But they were saying the fire was deliberately set. Any info if or when you can certainly appreciated.

Thanks,
Giles

City Response - At 05:16 Dallas Fire-Rescue responded to a 911 call for a structure fire at a mobile home, located at the 2300 block of Chaporal Place, in far Southeast Dallas.

There were two adult males in the home when the fire began. Though both of them suffered unspecified burn injuries, only one was taken to the hospital for further treatment (the other declined).

Fire Investigators determined that the fire was incendiary in nature after a small fire was set on the front porch of the home. They are still working with the occupants, and other witnesses, to determine who may have set the fire.

Tuesday, July 9th: NBC 5 (Patrick Randolph and Joanna Molinero) – Trying to see what the call on 7200 Pineberry is about. Sounds like someone was assault and set on fire.

City Response - At 18:52 Dallas Fire-Rescue units responded to a 911 call for a burn victim, at an apartment complex, located at 6615 Bandera Avenue, near the intersection of Northwest Highway and Hillcrest Road.

According to Fire Investigators a man was burned by a propane grill, after it exploded while he was preparing to use it.

He suffered unspecified burns to his upper body and was taken to a local hospital for evaluation of those injuries.

Thursday, July 11th: WFAA 8 (Tiffany Liou) - This is Tiffany Liou with WFAA. I'm working on a story today about the cancelled contract with Gear Cleaning Solutions due to unpaid bills from the city.

DATE July 19, 2019
SUBJECT **Taking Care of Business – July 18, 2019**

I know it's a concern to the DFFA because clean gear is essential to firefighters.

I would love to get a comment or even an interview with DFR regarding this.

City Response – The following statement was sent from the City PAO on behalf of DFR and Procurement:

The City of Dallas and the Dallas Fire-Rescue Department (DFR) remain committed to maintaining strong partnerships with its vendors. Please note, no contract with Gear Cleaning Solutions was canceled. There was a contract that expired within the last month; however, the extension was already underway and is going through the administrative approval process. As a part of the prior contract, roughly \$3 million in funds remain for any services and invoices that need to be processed under the newly extended contract. DFR continually works to keep every member safe while responding to calls for service.

As mentioned above, after the necessary paperwork was received about three weeks ago from the vendor agreeing to extend the contract, the approval is underway through administrative action and all invoices will be paid.

Friday, July 12th: Univision 23 (Marysol Gonzalez) and WFAA 8 (Joe Sherwood) -

Do you have any information about the call "99 - Structure Fire Working," at 1300 W Wheatland Rd, incident # 2019165416?

City Response - At 19:02 Dallas Fire-Rescue units were assigned to a 911 call for a structure fire at an apartment complex, located at 1321 W. Wheatland Road, in Southwest Dallas.

When firefighters arrived at the location, they observed flames coming from the roof of a two-story apartment building. They immediately called for a 2nd alarm response, while mounting up for an offensive fire attack, and had the flames extinguished in just under an hour.

Thankfully, residents had self-evacuated by the time firefighters arrived at the scene, and no injuries were reported. The fire was mostly isolated to the attic; impacting about half of the 16-unit building. An unknown number of residents were displaced, but the American Red Cross was notified to come out and assist with their needs.

Investigators determined that the fire began within the walls of a second-floor apartment before making its way into the attic and spreading laterally. However, the exact cause is undetermined.

Saturday, July 13th: All Local Media Outlets - Do you have any information about a 2-alarm fire at Gaston Ave and Peak Street? Is it an apartment? Anyone hurt? Any idea what caused it?

City Response – The following Twitter Link was sent to all of them via email:

DALLAS FIRE-RESCUE (@DallasFireRes_q) tweeted at 10:26 AM on Sat, Jul 13, 2019:

@DallasFireRes_q out at #GastonAve 2-alarm fire. Vacant 2-story apartment building with lots of black smoke showing. No injuries and mostly extinguished. @CityOfDallas @DallasOEM @DallasPD <https://t.co/a2KaSnYohs> <https://t.co/rjW6jdEwYI>

DATE July 19, 2019
SUBJECT **Taking Care of Business – July 18, 2019**

https://twitter.com/DallasFireRes_q/status/1150064036043640832?s=09

Memorandum



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DATE July 19, 2019

TO The Honorable Mayor and Members of the City Council

SUBJECT **Funeral Services for former Council Member Carolyn Davis and Melissa Lashan Davis-Nunn**

Funeral services for former Council Member Carolyn Davis and her daughter Melissa Lashan Davis-Nunn will be on Tuesday, July 23, at 11:00 a.m. at Inspiring Body of Christ Church, 7701 S Westmoreland Rd, Dallas, Texas 75237.

There will be reserved seating for Council Members attending the services. Transportation will be available and depart at 10:00 a.m. from L1-Green on Tuesday, July 23.

All donations are to be sent to Kirkwood Temple CME Church, 1440 Sunny Glen Dr, Dallas, Texas 775232 (Attention: 'Carolyn Davis').

Should you have any questions, please contact Carrie Rogers, Director of the Mayor and City Council Office, at carrie.prysock@dallascityhall.com or 972-998-7576.

A handwritten signature in blue ink that reads "Carrie Rogers".

Kimberly B. Tolbert
Chief of Staff to the City Manager

c: T.C. Broadnax, City Manager
Chris Caso, City Attorney (Interim)
Mark Swann, City Auditor
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Memorandum



CITY OF DALLAS

DATE July 19, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT **Storm Debris Collection Update**

This memo is to provide an update on storm debris collection following the storm event on June 9, 2019. As previously communicated, **the City suspended its normal bulk and brush trash collection service for the month of July to focus on collecting storm debris.** This memorandum is our weekly progress update for your information.

We originally estimated that the storm may have created over 500,000 cubic yards of storm related debris, mostly from tree damage. Based on recently updated numbers, we are now estimating collection volumes will be over 650,000 cubic yards. For perspective, our average monthly volume is estimated to be just over 100,000 cubic yards.

Since the beginning of collecting Week 2, on June 12th after the storm, City of Dallas and contract crews have collected over 10,700 loads of debris. In the last 31 working days alone, it is estimated that crews have collected over 460,000 cubic yards of debris, which is more than four times an average monthly total. Of the 460,000 cubic yards, about 5,200 loads or approximately 260,000 cubic yards have been taken to the temporary debris staging and grinding sites near IH-635 & US-75 and IH-635 & Greenville Avenue. Due to significant increases in collection volumes; we opened the second staging and grind site near Greenville Avenue and IH-635 last week.

Attached is a map which reflects those areas where brush/bulk and storm debris collections have been completed since June 1 or areas we estimate to be completed by the end of the day today, Friday, July 19, 2019. We have continued to follow our established brush and bulk collection areas for route sequencing since June 1st (weeks 1, 2, 3, 4 with each numbered week beginning on a Monday). However, due to the volumes created by the storm event, each collection week continues to run long.

We are currently collecting in Week 4 areas and estimate completion to be by Wednesday of next week, July 24th. When we complete Week 4, we will move to Week 1 for storm debris collection, much of which was collected just prior to the storm. We anticipate completing Week 1 storm debris collection by August 3rd.

DATE July 19, 2019
SUBJECT **Storm Debris Collection Update**

We will resume normal brush and bulk collection service in August. Week 1 service for August begins on August 5th. We anticipate utilizing private contract crews through the first week in August to pre-sweep Week 2 areas who received collection immediately after the storm and may not have had storm debris out for collection.

To assist with collection efforts, we continue to ask that residents place tree debris, branches or shrubbery separate from other storm debris such as damaged fence panels or bagged storm/vegetative debris. Clean tree and green waste may be collected separately and taken to temporary processing sites nearby to expedite the overall collection process. Mixing or comingling storm debris or continuing to place out non-storm debris will slow citywide collection efforts.

Residents may also utilize the City's transfer stations or McCommas Bluff Landfill during designated days to self-haul debris (visit www.dallaszerowaste.com for information on transfer station and landfill operating hours and restrictions). Code Compliance will not issue citations for storm debris related items.

We ask for patience from our customers as the magnitude of the debris created by the storm is extensive and all areas of the city are affected. We appreciate your help communicating this message.

If you have any questions, please contact me or Kelly High, Director of Sanitation Services.



Joey Zapata
Assistant City Manager

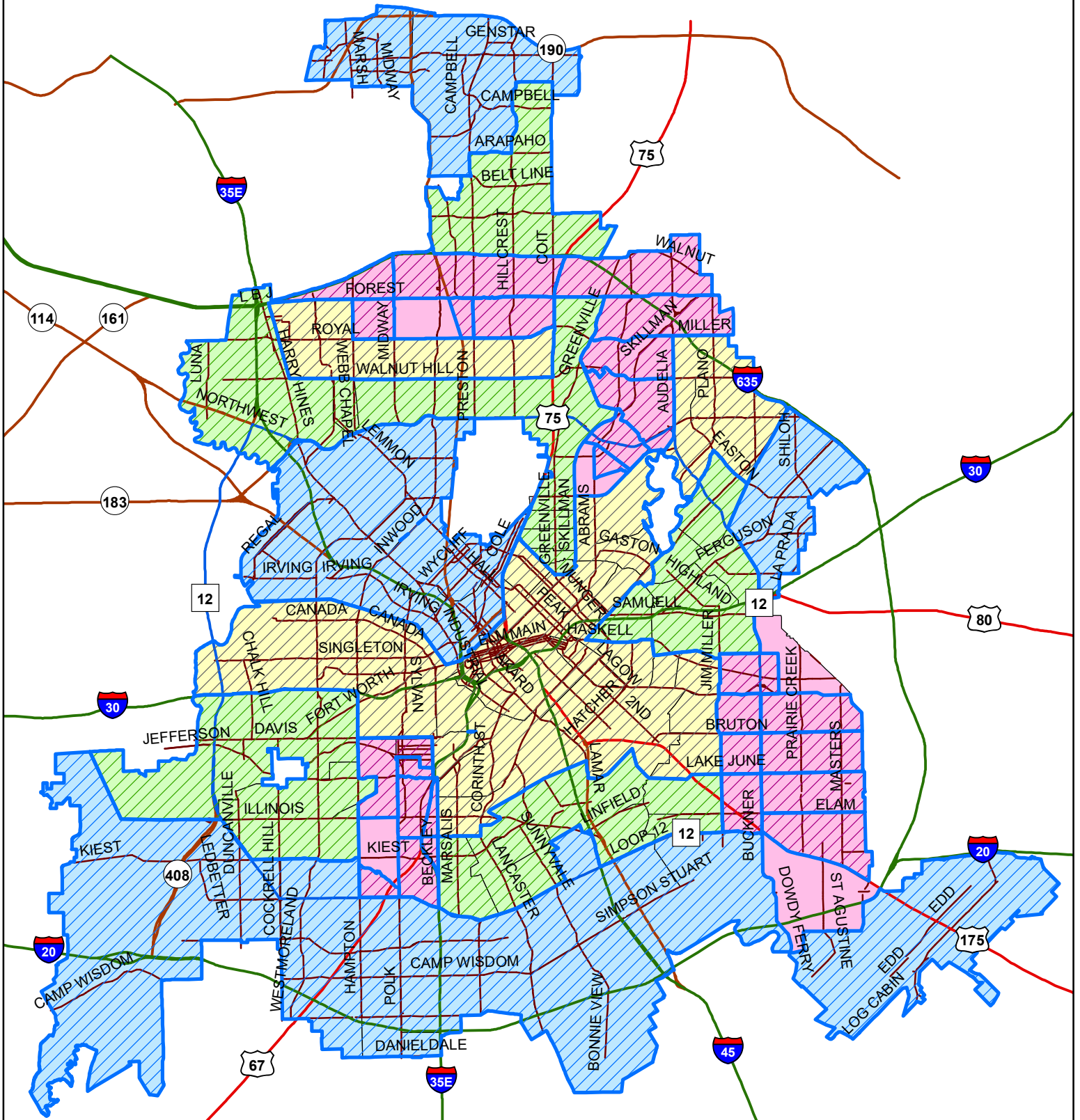
- c: T.C. Broadnax, City Manager
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Directors and Assistant Directors

STORM DEBRIS COLLECTION STATUS

Week

- 1 Brush/Bulk Completed (June 4 - June 11)*
- 2 Storm Collection Completed (June 12 - June 24)
- 3 Storm Collection Completed (June 24 - July 9)
- 4 Storm Collection Completed In Progress

*Week 1 storm collection will begin upon completion of week 4



Memorandum



CITY OF DALLAS

DATE July 19, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT **FY 2019-20 and FY 2020-21 Biennial Budget Development Process**

During your June 18 budget briefing, we outlined the upcoming budget development schedule for the FY 2019-20 and FY 2020-21 biennial budget. This memo serves as a reminder of the schedule.

Friday, August 9	City Manager’s FY 2019-20 and FY 2020-21 Recommended Budget will be delivered to City Council offices by 5 p.m.
Saturday, August 10	Budget materials will be posted at DallasCityHall.com
Tuesday, August 13	Staff presentation of budget and related materials at City Council meeting
Thursday, August 15	Begin City Council member-hosted Town Hall meetings (refer to attached schedule)
Wednesday, August 21	<ul style="list-style-type: none"> City Council vote on tax rate “ceiling” and call public hearings if necessary. State law requires two public hearings to set a property tax rate above the calculated effective tax rate. This will become the highest tax rate that City Council can adopt on September 18. Staff presentation of budget-related materials at City Council meeting
Friday, August 23	<ul style="list-style-type: none"> Advertise notice of proposed property tax rate for 2019 tax year as required by state law in Dallas Morning News Proposed budget amendments due to Elizabeth Reich by noon
Monday, August 26	City Council meeting to consider budget amendments (straw votes anticipated)
Wednesday, August 28	Public hearing to receive comments on the budget
Thursday, August 29	End City Council member-hosted Town Hall meetings
Friday, August 30	Proposed budget amendments due to Elizabeth Reich by noon
Wednesday, September 4	<ul style="list-style-type: none"> City Council meeting to adopt the budget on first reading First tax rate public hearing – notice of 2019 tax year proposed property tax rate (if necessary)

DATE
SUBJECT

July 19, 2019
FY 2019-20 and FY 2020-21 Biennial Budget Development Process

Friday, September 6	Advertise budget ordinance as approved at first reading in Dallas Morning News
Tuesday, September 10	Budget workshop (if necessary)
Wednesday, September 11	Second tax rate public hearing - notice of 2019 tax year proposed property tax rate (if necessary)
Wednesday, September 18	City Council meeting to adopt the budget on second reading, adopt the property tax rate, and approve other budget-related action items
Tuesday, October 1	Begin FY 2019-20 and implement activities and services approved in the budget

Thank you for your support of this important process. We will provide further information about the budget amendment process and a template for proposed amendments after the August 13 budget briefing. If you have any questions, please contact me or Jack Ireland, Budget Director.



M. Elizabeth Reich
Chief Financial Officer

[Attachment]

- c:
- | | |
|--|---|
| T.C. Broadnax, City Manager | Jon Fortune, Assistant City Manager |
| Chris Caso, City Attorney (Interim) | Joey Zapata, Assistant City Manager |
| Mark Swann, City Auditor | Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer |
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| Majed A. Al-Ghafry, Assistant City Manager | Directors and Assistant Directors |

FY 2019-20 Budget Town Hall Meetings

District	CM	Date	Day	Time	Address	Room Name
1	West	8/15/19	TH	6:00 - 7:30 PM	Methodist Dallas Medical Center 1441 N. Beckley Ave. Dallas, TX 75203	Hitt Auditorium
9, 10	McGough, Blackmon	8/15/19	TH	6:00 - 8:00 PM	Lake Highlands North Rec Center 9940 White Rock Trail Dallas, TX 75238	Gym
7, 8, 5	Bazaldua, Atkins, Resendez	8/15/19	TH	6:00-8:00PM	Janie C Turner Recreation Center 6424 Elam Road Dallas, TX 75217	
4	Arnold	8/15/19	TH	6:30 - 8:00 PM	Beckley-Saner Recreation Center 114 W. Hobson Ave. Dallas, TX 75224	Large Room
6	Narvaez	8/15/19	TH	6:30 to 7:30 PM	Nash Davis Recreation Center 3710 N. Hampton Rd. Dallas, TX 75201	Large Room
11, 13	Kleinman, Gates	8/15/19	TH	6:30pm - 7:30pm	Dallas City Hall 1500 Marilla Street Dallas, TX 75201	Briefing Room 6ES (Virtual)
8	Atkins	8/17/19	SA	10:00AM - 12:00PM	Kleberg Rylie Recreation Center 1515 Edd Rd. Dallas, TX 75253	Gym
10	McGough	8/19/19	MO	5:30 - 7:00 PM	Dallas City Hall 1500 Marilla Street Dallas, TX 75201	Briefing Room 6ES (Virtual)
3, 8	Thomas, Atkins	8/19/19	MO	6:00 - 8:00 PM	Singing Hills Recreation Center 1909 Crouch Rd. Dallas, TX 75241	Gym
2, 6	Medrano, Narvaez	8/19/19	MO	6:30 to 7:30 PM	Bachman Recreation Center 2750 Bachman Dr. Dallas, TX 75220	Assembly Room
10	McGough	8/20/19	TU	6:00 - 8:00 PM	Willie B. Johnson Rec Center 12225 Willowdell Dr. Dallas, TX 75243	
8	Atkins	8/20/19	TU	6:00 - 8:00PM	Highland Hills Branch Library 6200 Bonnie View Rd. Dallas, TX 75241	
4	Arnold	8/20/19	TU	6:30 - 8:00 PM	Paul L. Dunbar Library 2008 E. Kiest Blvd. Dallas, TX 75216	Auditorium
1, 2, 14	West, Medrano, Blewett	8/20/19	TU	6:30-7:30 PM	Central Library 1515 Young St. Dallas, TX 75201	Auditorium
7, 9	Bazaldua, Blackmon	8/20/19	TU	6:30-8:00pm	Harry Stone Recreation Center 2403 Millmar Dr. Dallas, TX 75228	Gym
11, 13	Kleinman, Gates	8/20/19	TU	6:30pm - 8pm	Churchill Recreation Center 6906 Churchill Way Dallas, TX 75230	Gym
8	Atkins	8/21/19	WE	6:00 - 8:00PM	Polk -Wisdom Branch Library 7151 Library Ln. Dallas, TX 75232	
12	Mendelsohn	8/22/19	TH	10:00AM-11:30AM	Timberglen Recreation Center 3810 Timberglen Rd. Dallas, TX 75287	Main Room/Auditorium to the left of the entrance door.
1	West	8/22/19	TH	6:00 - 7:30 PM	Martin Weiss Recreation Center 1111 Martindell Ave. Dallas, TX 75211	Large Room
3	Thomas	8/22/19	TH	6:00 - 7:30 PM	Paradise Missionary Baptist Church 1222 E. Red Bird Ln. Dallas, TX 75241	Main Room
8	Atkins	8/22/19	TH	6:00 - 8:00PM	Dallas City Hall 1500 Marilla Street Dallas, TX 75201	Briefing Room 6ES (Virtual)
4	Arnold	8/22/19	TH	6:30 - 8:00 PM	Mark Twain Elementary School 724 Green Cove Ln. Dallas, TX 75232	Auditorium
6	Narvaez	8/22/19	TH	6:30 to 7:30 PM	Arcadia Park Library 1302 N Justin Ave. Dallas, TX 75211	Auditorium

13	Gates	8/22/19	TH	6:30pm - 8pm	Walnut Hill Recreation Center 10011 Midway Road Dallas, TX 75229	
1, 7, 9, 10, 14	McGough, Blackmon, Blewett, Bazaldua, West	8/26/19	MO	5:30 - 7:00 PM	Dallas City Hall 1500 Marilla Street Dallas, TX 75201	Briefing Room 6ES (Virtual)
3	Thomas	8/26/19	MO	6:00 - 7:30 PM	Thurgood Marshall Rec Center 5150 Mark Trail Way Dallas, TX 75232	Large Multipurpose Room
5	Resendez	8/27/19	TU	6:00-7:30PM	Prairie Creek Branch Library 9606 Lake June Rd. Dallas, TX 75217	Auditorium (Virtual)
7	Bazaldua	8/27/19	TU	6:30 to 8:00pm	Fair Park 3939 Grand Ave Dallas, TX 75210	Hall of State
9, 14	Blewett, Blackmon	8/27/19	TU	6:30-7:30 PM	Lakewood Branch Library 6121 Worth Street Dallas, TX 75214	Auditorium
11, 12	Kleinman, Mendelsohn	8/27/19	TU	6:30pm - 8pm	Fretz Park Branch Library 6990 Beltline Road Dallas, TX 75254	Black Box Theater
1, 3	West, Thomas	8/28/19	WE	6:00 - 7:30 PM	Hampton-Illinois Library 2951 S. Hampton Rd. Dallas, TX 75224	Black Box Theater
4	Arnold	8/28/19	WE	6:30 - 8:00 PM	Dallas City Hall 1500 Marilla Street Dallas, TX 75201	Briefing Room 6ES (Virtual)
3	Thomas	8/29/19	TH	6:00 - 7:30 PM	Park In The Woods Rec Center 6801 Mountain Creek Pkwy Dallas, TX 75249	Gym
6	Narvaez	8/29/19	TH	6:30 to 7:30 PM	Jaycee Zaragoza Rec Center 3114 Clymer St. Dallas, TX 75212	Auditorium
5	Resendez	8/29/19	TH	6:30-8:00PM	Eastfield College Pleasant Grove Campus 802 S. Buckner Blvd. Dallas, TX 75217	Room 108/109
12	Mendelsohn	8/29/19	TH	6:30PM-8:00PM	Renner Frankford Library 6400 Frankford Rd. Dallas TX 75252	Main Room/Auditorium to the left of the entrance door.

Memorandum



CITY OF DALLAS

DATE July 19, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT **The City of Dallas Earned Paid Sick Leave Ordinance**

The City of Dallas' [Earned Paid Sick Time \(Paid Sick Leave\) Ordinance](#) was adopted by City Council on April 24, 2019 and goes into effect on August 1, 2019 for employers with six or more employees. The Paid Sick Leave Ordinance applies to employees who work at least 80 hours within the geographical boundaries of the City of Dallas in a year and allows employees to accrue one hour of paid sick leave for every thirty hours worked up to a maximum of sixty-four hours annually for employers with sixteen or more employees and forty-eight hours annually for employers with fifteen or fewer employees.

In general, the purpose of the Paid Sick Leave Ordinance is to protect the health, safety and welfare of Dallas residents. The Paid Sick Leave Ordinance goes into effect on **August 1, 2019**, for employers with six or more employees. Except for violations of the anti-retaliation provision, the Ordinance will not be enforced until **April 1, 2020**, for employers with six or more employees. No part of the Ordinance goes into effect for employers with five or fewer employees until **August 1, 2021**.

The Office of Fair Housing and Human Rights sent notification of the Paid Sick Leave Ordinance to employers conducting business with the City of Dallas and has held two public information sessions at the J. Erik Jonsson Central Library Auditorium to review the Ordinance with the public and answer questions. The first session, held on July 9, had about seventy-five attendees, representing a balance of employers, human resources professionals, and employees. The second session, held on July 10, had approximately 200 attendees and was almost exclusively employers and human resources professionals. Most questions were regarding whether an employer's existing leave policy meets the requirements of the Ordinance (Section 20-6), understanding accrual of leave (Section 20-4), what conduct would violate the anti-retaliation provision of the Ordinance (Section 20-8), and whether the employer has employees within the City of Dallas (Section 20-2(5)).

Staff and the City Attorney's Office completed the [implementing rules](#), which outline how the Ordinance will be administered. Staff is also preparing responses to questions that were asked in the meetings, by phone, and by email. Additional outreach meetings are being scheduled.

DATE July 19, 2019
SUBJECT **Earned Paid Sick Time Ordinance**

The Office of Fair Housing and Human Rights will brief the City Council on August 7 to provide an update on implementation and next steps. City staff is currently receiving community input and preparing additional guidance for employers and employees that will be posted at www.dallascityhall.com/paid-sick-leave by Monday, July 22.

The website for the Ordinance is: www.dallascityhall.com/paid-sick-leave, and the email address to submit questions is: paidsickleave@dallascityhall.com.

Please feel to contact me or Beverly Davis, Director of Fair Housing and Human Rights, should you have any questions related to the content of this memorandum or supporting materials provided.



M. Elizabeth (Liz) Cedillo-Pereira
Chief of Equity and Inclusion

c: T.C. Broadnax, City Manager
Chris Caso, City Attorney (Interim)
Mark Swann, City Auditor
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizer 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
Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer
Michael Mendoza, Chief of Economic Development and Neighborhood Services
M. Elizabeth Reich, Chief Financial Officer
Laila Alequresh, Chief Innovation Officer
Directors and Assistant Directors

Rules for Administering Chapter 20, “Earned Paid Sick Time,” of the Dallas City Code.

RULE 1. GENERAL PROVISIONS.

(a) In general. Chapter 20, “Earned Paid Sick Time,” of the Dallas City Code applies to all employees who work at least 80 hours within the geographic boundaries of the city in a year. For example, employees who make pick-ups, deliveries, or sales calls within the city are covered by Chapter 20 for the hours that the employees are physically in the city and performing work.

(b) Purpose. These rules govern the practices of the Office of Fair Housing and Human Rights in administering and enforcing Chapter 20 of the Dallas City Code. These rules should be read in conjunction with Chapter 20 of the Dallas City Code.

(c) Practices. If in administering Chapter 20, a matter is not covered by Chapter 20 of the Dallas City Code or these rules, the director shall, in the exercise of the director’s discretion, specify the practices to be followed.

(d) Construction of rules. These rules shall be liberally construed to allow the Office of Fair Housing and Human Rights to accomplish its administrative duties in implementing Chapter 20 of the Dallas City Code, including providing technical assistance, investigating complaints, seeking voluntary compliance, and assessing penalties and remedies.

(e) Severability. The terms and provisions of these rules are severable. If any phrase, clause, sentence, paragraph, or section of these rules are declared invalid by the valid judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of these rules.

(f) Conflict with ordinance. If there is a conflict between Chapter 20 of the Dallas City Code and these rules, Chapter 20 of the Dallas City Code prevails.

RULE 2. DEFINITIONS.

(a) Unless otherwise stated, the definitions and interpretations in Chapter 20 of the Dallas City Code apply to these rules. In these rules:

(1) **COMMENCEMENT OF EMPLOYMENT** means no later than the beginning of the first day on which the employee performs compensable work for the employer on the employer’s premises or at a prescribed workplace.

(2) **EMPLOYEE** means employee as defined in Chapter 20 of the Dallas City Code. An employee includes paid apprentices, paid interns, and employees of independent contractors and government contractors working within the geographic boundaries of the city.

(3) **FAMILY MEMBER** means family member as defined in Chapter 20 of the Dallas City Code. Family members include step-parents, step-siblings, step-children, step-grandparents, step-grandchildren, anyone who can be claimed as a dependent, and anyone who can claim someone as a dependent.

(4) **HOURS WORKED** means all hours during which the employee performs compensable work for the employer on the employer’s premises or at a prescribed work place.

(b) Unless otherwise stated, all references to articles or sections in these rules are to articles and sections in Chapter 20 of the Dallas City Code.

RULE 3. EMPLOYMENT.

An employee who is based outside of the city and performs work within the geographic boundaries of the city is covered by Chapter 20 of the Dallas City Code once the employee performs at least 80 hours of work within the geographic boundaries of the city in a year.

RULE 4. ACCRUAL.

(a) Accrual rates. An employer shall provide each employee at least one hour of paid sick time for every 30 hours worked for the employer within the geographic boundaries of the city. Earned paid sick time is accrued in one-hour increments, unless an employer's written policies establish the accrual of paid sick time to be in fraction of an hour increments. An employer must make this information readily available to all employees in a language the employee understands.

(b) Making paid sick time available at the beginning of the year. An employer may, but is not required to, make the yearly cap of earned paid sick time available to employees at the beginning of the year.

(1) Accrual, use, and carryover requirements. If an employer makes any or all of the yearly cap of earned paid sick time available to employees at the beginning of the year, the employer shall ensure that the requirements for accrual, use, and carryover of paid sick time in Chapter 20 of the Dallas City Code and these rules are met.

(2) Reasonable calculation. For employers who make a portion of the yearly cap of earned paid sick time available to employees at the beginning of the year, the employer shall use a reasonable calculation, consistent with the accrual requirement set forth in Chapter 20 of the Dallas City Code, to ensure that the accrual meets or exceeds the amount of paid sick time the employee would have otherwise accrued.

(3) Carryover. If the employer does not make the entire yearly cap of earned paid sick time available at the beginning of the year, the employer must allow employees to carryover any unused earned paid sick time up to the applicable maximum as stated in Section 20-4(c).

RULE 5. USE OF EARNED PAID SICK TIME.

(a) Authorized use. An employee is entitled to use earned paid sick time for an absence from work for any use authorized by Chapter 20 of the Dallas City Code.

(b) Waiting period. Earned paid sick time is generally available for an employee to use as soon as it is accrued after an employee has worked for an employer for at least 80 hours within the geographic boundaries of the city in a year. However, an employer may restrict an employee from using earned paid sick time during the employee's first 60 days of employment if the employer establishes that the employee's term of employment is at least one year.

(c) Transfer to work site outside city. An employer shall continue to allow an employee to use earned paid sick time accrued under Chapter 20 of the Dallas City Code after an employee transfers to a work site outside the city.

(d) Foreseeable circumstances. If the need for paid sick time is foreseeable, the employer may require a timely request from the employee, including requiring the employee to comply with an employer's standard notification policies and call-in procedures.

(e) Unforeseeable circumstances. If the need for paid sick time is unforeseeable, the employer must allow the employee to use earned paid sick time for a qualified absence. The

employee must comply with an employer's standard notification policies and call-in procedures, unless it is not practicable to do so.

RULE 6. VERIFICATION PROCEDURES.

(a) In general. An employer may adopt reasonable verification procedures to verify that an employee's use of paid sick time for more than three consecutive work days is for a purpose authorized under Chapter 20 of the Dallas City Code.

(b) Employee privacy. An employer shall not require an employee to explain the nature of the domestic abuse, sexual assault, stalking, illness, injury, health condition, or other health need necessitating the use of paid sick time, and should take steps to protect the confidentiality of any information provided by the employee.

RULE 7. RATE OF PAY FOR USE OF PAID SICK TIME.

(a) Rate of pay. An employer shall pay an employee an amount for paid sick time equal to what the employee would have earned if the employee had worked the scheduled work time. Rate of pay is exclusive of any overtime premium, tips, commissions, service charges, holiday pay, but no less than the state minimum wage.

(b) Reasonable calculation of normal hourly compensation. An employer shall calculate an employee's normal hourly compensation using a reasonable calculation based on the hourly rate than an employee would have earned for the time the employee used paid sick time. Examples of reasonable calculations include, but are not limited to:

(1) Piece rate. For an employee paid partially or wholly on a piece rate basis, dividing the total earning by the total hours worked in the most recent work week in which the employee performed identical or substantially similar work to the work the employee would have performed had the employee not used paid sick time.

(2) Salaried employees. For a salaried employee, dividing the gross annual salary by 52 to determine the employee's weekly salary, and then dividing the weekly salary by the number of hours in the employee's normal work week, even if the employee actually works more or fewer hours in a particular work week.

(3) Fluctuating pay. For an employee whose hourly rate of pay fluctuates:

(A) Where the employer can identify the hourly rates of pay for which the employee was scheduled to have worked, a calculation equal to the scheduled hourly rates of pay the employee would have earned during the period in which paid sick time is used.

(B) Where the employer cannot identify the hourly rates of pay which the employee would have earned if the employee worked, a calculation based on the employee's average hourly rate of pay in the current and preceding 30 days, whichever yields the higher hourly rate.

(4) Shift of indeterminate length. For an employee scheduled to work a shift of indeterminate length (e.g., a shift that is defined by business needs rather than a specific number of hours), the rate of pay may be calculated by multiplying the employee's normal hourly compensation by the total hours worked by a replacement employee in the same shift, or similarly situated employees who worked that same or a similar shift.

RULE 8. PAYMENT OF PAID SICK TIME.

(a) Employer not requiring verification. Unless an employer requires verification for use of paid sick time of more than three consecutive work days, an employer shall pay sick time to an employee no later than the payday for the pay period in which the paid sick time was used by the employee.

(b) Employer requiring verification. If an employer requires verification of the use of paid sick time of more than three consecutive days under Rule 6, an employer shall pay sick time to an employee no later than the payday for the pay period during which verification is provided to the employer.

RULE 9. BREAKS IN SERVICE.

(a) General. Except as provided in this rule, an employee who is rehired by the same employer, whether at the same or a different location, within six months following separation from employment with that employer may use any unused paid sick time available to the employee at the time of separation.

(b) Pay out of unused paid sick time. An employer may choose, but is not required, to pay an employee for any portion of the employee's unused earned paid sick time at the time the employee separates from employment. However, if an employee is rehired by the same employer within six months after having received a payout of earned paid sick time, the employer is not required to reinstate the earned paid sick time that was paid out to the employee at the time of separation.

RULE 10. EMPLOYER NOTIFICATION OF PAID SICK TIME.

(a) Notice at least monthly. On no less than a monthly basis, an employer shall provide electronically or in writing to each employee a statement showing the name of the employee, the name of the employer, the statement's date, the statement period, the number of hours worked within the geographic boundaries of the city during the statement period, the amount of paid sick time accrued during the statement period, the amount of paid sick time used during the statement period, and the amount of the employee's available earned paid sick time.

(b) System. Employers may choose a reasonable system for providing notification of earned paid sick time, including listing updated amounts of paid sick time available on pay stubs (e.g., regular payroll statements) or in an online system where employees can access the information.

(c) Records retention. Employers shall retain records required under this rule for at least three years.

RULE 11. NOTICE AND POSTING.

An employer shall display a sign, created by the Office of Fair Housing and Human Rights, that provides notice of employee rights to paid sick time under Chapter 20 of the Dallas City Code. Employers must display the sign, in a conspicuous and accessible location where any of their employees work, in English, Spanish, and any other primary languages of the employees at the particular workplace. If display of a sign is not feasible, including a situation where the employee works remotely or does not have a regular workplace, employers may provide the sign on an

individual basis in the employee's primary language in a physical or electronic format that is reasonably conspicuous and accessible.

(1) Size of sign. Each sign displayed in accordance with this rule must be at least 8.5 inches by 11 inches in area.

(2) Display or provision of sign. Employers shall display the sign, or provide the sign on an individual basis if display of the sign is not feasible, no later than the employee's commencement of employment, or within 14 days of coverage if the employee becomes covered by Chapter 20 of the Dallas City Code during the course of ongoing employment.

RULE 12. RETALIATION PROHIBITED.

(a) An employer may not transfer, demote, discharge, suspend, reduce hours, or directly threaten such actions against an employee that requests or uses earned paid sick time, reports or attempts to report a violation of these rules or Chapter 20 of the Dallas City Code, participates or attempts to participate in an investigation or proceeding under these rules or Chapter 20 of the Dallas City Code, or otherwise exercises any rights afforded by these rules or Chapter 20 of the Dallas City Code. Retaliation may include the following: considering use of paid sick time in performance reviews or setting wages, disciplining or terminating employees for using accrued paid sick time, reporting or threatening to report an employee or employee's family member to law enforcement in connection with the use of paid sick time, or discouraging or denying employees from using their accrued paid sick time. For example, an employer may not establish a point system in which employees receive points for using their paid sick time, and after receiving a specific number of points, the employee is terminated.

(b) The prohibition against retaliation does not prevent an employer from taking reasonable action (e.g., discipline) when an employee's use of paid sick time is not for a qualified use enumerated in Section 20-5(c) of the Dallas City Code.

RULE 13. ENCOURAGEMENT OF MORE GENEROUS POLICIES.

(a) More generous policies. Nothing in these rules or Chapter 20 of the Dallas City Code shall be construed to discourage or prohibit an employer from adopting or retaining a paid sick time policy that is more generous than the policy established under these rules or Chapter 20 of the Dallas City Code.

(b) Additional purposes. Employers are not prevented from permitting use of paid sick time for additional purposes.

RULE 14. ADMINISTRATION

(a) Voluntary compliance. During the period beginning with the filing of a complaint and ending with the issuance of a citation under Chapter 20, the director shall attempt to resolve any alleged violations or failures to comply through voluntary compliance. In resolving a complaint through voluntary compliance, the director will seek a just resolution and obtain assurances that the respondent has satisfactorily remedied any violations and will take action to assure present and future compliance.

(b) Filing of complaints.

(1) Complaint must be timely filed. The director will not investigate an alleged violation of Chapter 20 of the Dallas City Code unless the allegation is the subject of a complaint filed by, or on behalf of, an aggrieved employee within two years from the date of the alleged violation in accordance with Chapter 20 and these rules.

(2) Jurisdiction. Upon receiving a complaint, the director shall determine if the complaint falls under the scope of Chapter 20 of the Dallas City Code.

(A) If the director determines the complaint falls under the scope of Chapter 20 of the Dallas City Code, the director shall assign the complaint to an investigator.

(B) Unless a complaint is filed anonymously, if the director determines the complaint does not fall under the scope of Chapter 20 of the Dallas City Code, the director shall send written notice to the employee or the employee's representative giving a clear and concise explanation of the reasons why the complaint does not fall under the scope of Chapter 20 of the Dallas City Code. The director shall not take any further actions under the complaint.

(3) Forms and procedures. The director may prescribe forms and additional administrative procedures for filing complaints.

(4) Holidays. If the last day for filing a complaint falls on a city, state, or federal holiday, a complaint received on the next regular city business day following the holiday will be deemed filed on the last day for filing the complaint.

(5) Mailed complaints. A complaint received by United States mail will be deemed filed on the date the complaint is postmarked or the postage meter date if there is no postmark.

(c) Investigation of complaints.

(1) Fairness, impartiality, and objectivity. The director shall perform investigations in a fair, impartial, and objective manner, according to the procedures in this rule.

(2) Forms and procedures. The director may prescribe forms and additional administrative procedures for the investigation of complaints.

(3) Presentation and collection of evidence.

(A) The investigator shall allow the complainant and the respondent a full opportunity to present witness statements, documents, or other information relevant to the allegations in the complaint and shall take, or cause to be taken, the following actions within 10 business days of being assigned a complaint:

(i) Make all reasonable efforts to schedule an initial interview with the complainant.

(ii) Serve the respondent with a copy of the complaint and a request for responsive information, along with a notice that the respondent has 21 days to provide information in response to the request. If the respondent responds to the complaint by acknowledging the violation and recommending steps to come into compliance voluntarily, then the investigator may stop investigating and the director may dismiss the complaint upon compliance.

(B) The director may issue a subpoena to the respondent in accordance with Section 20-10 to compel the production of documents if information is not provided within 21 days of the investigator's request.

(C) The complainant and the respondent may submit witness statements and documents during the investigation that prove or disprove the allegations in the complaint. The investigator may request additional witnesses or documents from either party during the investigation.

(4) Rules of evidence. Investigations are not governed by the formal rules of evidence. The director and investigator may consider information that tends to prove or disprove the allegations in the complaint, regardless of whether the information would be admissible in a court of law.

(d) Final determinations on complaints.

(1) Investigator's determination. The investigator shall submit a recommended determination to the director on each complaint assigned to the investigator. The recommendation must state whether the evidence is sufficient or insufficient to establish a violation of Chapter 20 of the Dallas City Code based on a preponderance of the evidence submitted during the investigation.

(2) Time for delivering investigator's determination to director. The investigator's recommended determination shall be delivered to the director within 75 days of assignment of the complaint to the investigator. The investigator shall provide the complainant, respondent, and director a written justification concerning any complaint for which a recommended determination is not made within 75 days of the date the complaint is assigned. If the investigator cannot meet the 75-days deadline, the investigator may notify the director, the complainant, and the respondent and provide an estimated date of completion.

(3) Director's review. The director shall administratively review the complaint and the evidence gathered during the investigation, and shall consider the investigator's recommended determination. Within 15 business days of receiving the investigator's recommendation, the director shall take one of the following actions:

(A) Return the complaint to the investigator for additional analysis or to gather and analyze additional evidence, and the investigator shall perform the tasks assigned by the director. The investigator shall prepare a new recommended determination for the director's evaluation under this rule.

(B) Issue a written notice of dismissal of the complaint to the complainant and the respondent if the director concludes that a preponderance of the evidence does not establish a violation of Chapter 20 of the Dallas City Code.

(C) Issue a written notice of violation and that a civil penalty will be assessed through a citation unless the respondent establishes voluntary compliance to the satisfaction of the director within 10 business days of the respondent's receipt of the notice. Notice must be sent to the respondent, with a copy to the complainant, if the director concludes that a preponderance of the evidence establishes a violation of Chapter 20 of the Dallas City Code.

(i) For purposes of this rule, written notice is deemed to be received by the respondent three days after the date the written notice is placed in the United States mail with proper postage and properly addressed to the respondent.

(ii) The fact that the notice is returned undelivered or that the return receipt is not signed by the addressee does not affect the validity of the notice.

(4) Time to close complaint. The director shall endeavor to close the investigation and determination of all complaints no later than the 120th day after the complaint is assigned to an investigator. If the director is unable to close the investigation within the 120-day period, the director shall notify the complainant and respondent in writing of the reasons for the delay.

(5) Appeal. A final determination of the director may be appealed following the procedure in Rule 15.

(e) Closure of complaints. The director shall close the investigation of a complaint at the earliest to occur of the following:

- (1) The complaint is withdrawn by the complainant.
- (2) The director determines the complaint does not fall under the scope of Chapter 20 of the Dallas City Code.
- (3) The director determines that the complainant has failed to reasonably cooperate in the investigation of the complaint or has abandoned the complaint.
- (4) The director determines that the preponderance of the evidence does not establish a violation of Chapter 20 of the Dallas City Code.
- (5) The respondent establishes to the satisfaction of the director at any point in the process that a violation has been remedied and that the respondent has voluntarily complied with Chapter 20 of the Dallas City Code.
- (6) The respondent pays the civil penalty.
- (7) On appeal, the municipal judge reverses the director's final determination that a civil penalty was inappropriate or a violation occurred.

(f) Forms and procedures. The director may prescribe forms and additional administrative procedures for the closure of complaint investigations.

(g) Citations.

(1) Issuance of citation if the respondent does not voluntarily comply. If the respondent does not establish to the satisfaction of the director that a violation has been remedied and that the respondent has voluntarily complied with Chapter 20 of the Dallas City Code within 10 business days of receipt of the notice of violation, the director will issue a citation for a violation of Chapter 20 of the Dallas City Code.

(2) Requirements of citation. A citation issued under Chapter 20 of the Dallas City code must:

- (A) include the nature, date, and location of the violation;
- (B) notify the person found liable for violating Chapter 20 of the Dallas City Code that they may appeal the civil penalty to the municipal court and present evidence;
- (C) provide information about how to file a notice of appeal and the cost of appeal; and
- (D) notify the person charged with violating Chapter 20 of the Dallas City Code of the potential penalties if the person is held liable.

(3) Answering citation. An answer to a citation may be made in either of the following ways:

(A) By returning the citation, on or before the 31st day from the date the citation was issued, with the applicable civil penalty.

(B) By filing a notice of appeal with the municipal court clerk.

(4) Failure to answer citation. A person who fails to answer a citation issued under Chapter 20 of the Dallas City Code and these rules is considered to have admitted liability for the violation charged. Upon proof of service by the city, the municipal judge shall issue, in writing, an order of liability and assess against the person charged with the violation an appropriate amount of administrative penalties.

RULE 15. APPEAL.

(a) Hearing before municipal judge. Hearings under this rule must be held before a municipal judge. The respondent must personally appear, with or without counsel, before the municipal judge on the hearing date. The person charged in the citation must be present at the hearing and cannot be represented by anyone other than an attorney who has a license to practice law in Texas, which is in good standing.

(b) Pleading. At the hearing, the person found liable can plead not liable or plead liable and that the civil penalty is inappropriate and have a hearing before the municipal judge. If the person is found not liable, the charge will be dismissed. If the person is found liable but that the civil penalty is inappropriate, the judge may modify the civil penalty. If the person charged is found liable and the civil penalty is appropriate, the civil penalty assessed by the director is affirmed.

(c) Rules of evidence. The formal rules of evidence do not apply to the hearing, and any relevant evidence will be admitted if it is competent and reliable. The municipal judge shall decide if the defendant has committed an offense under Chapter 20 of the Dallas City Code, after giving due weight to all proof and defenses established by these rules or other applicable law.

(d) Rights of parties at hearing. Each party has the right to call and examine witnesses, to introduce exhibits, to cross-examine opposing witnesses on any matter relevant to the issues, and to rebut evidence.

(e) Civil penalty.

(1) A person found liable is only responsible for a civil penalty of no more than \$500. The municipal judge may modify the civil penalty assessed by the director.

(2) If the civil penalty is not timely paid, the civil penalty may be referred to a collection agency and the cost to the city for the collection services will be assessed as costs, at the rate agreed to between the city and the collection agency, and added to the judgment.

(3) The city may enforce the municipal judge's order by filing a civil suit for collection of the civil penalty and any associated fees and costs.

Memorandum



CITY OF DALLAS

DATE July 19, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT **Equity Initiative Overview**

In response to City Council discussion at the special called meeting on Monday, June 24, 2019, staff is providing an overview and backup materials regarding the City's equity initiative, the establishment of the Office of Equity, and associated framework as presented to the Human and Social Needs Committee throughout the current fiscal year.

The Office of Equity was established October 1, 2018, to support City leadership and staff through professional development and training; technical assistance; policy review; and programmatic efforts to support the City in advancing equity.

On November 5, 2018, the Human and Social Needs Committee was briefed regarding the Office of Equity background. On November 28, 2018, the City Council approved a contract with Race Forward dba the Government Alliance on Race and Equity (GARE) to provide training, technical assistance and membership in a national network of jurisdictions and agencies striving to advance racial equity.

On March 18, 2019, the Human and Social Needs Committee was briefed on the status of equity implementation to include GARE training events to more than 250 executives and Office of Budget's development of the "equity in budget" tool. Staff from the Office of Equity and other departments attended the annual GARE Membership Meeting held in Albuquerque, New Mexico on April 16, 2019. The City Council then approved an Equity Resolution on May 22, 2019. A copy of the resolution has been included in the attachments.

In May 2019, the City Manager approved the 54-member Racial Equity Core Team, which is comprised of formal and informal leaders who will be responsible for coordinating and organizing equity plans across the organization. The Racial Equity Core team has undergone extensive training from GARE and has direct communication access to the City Manager and Executive Leadership Team.

Going forward, the Office of Equity, with the assistance of the Racial Equity Core Team and consultation of GARE, will work to address equity in public policy, utilizing an equity lens as it relates to the drafting, approval, and application of policies, procedures, programming, initiatives, and budgetary decisions.

DATE July 19, 2019
SUBJECT **Equity Initiative Overview**

Please feel to contact myself or Victor Obaseki, Equity Officer, should you have any questions related to the content of this memorandum or supporting materials provided.



M. Elizabeth (Liz) Cedillo-Pereira
Chief of Equity and Inclusion

- c:
- | | |
|--|---|
| T.C. Broadnax, City Manager | Joey Zapata, Assistant City Manager |
| Chris Caso, City Attorney (Interim) | Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer |
| Mark Swann, City Auditor | Michael Mendoza, Chief of Economic Development and Neighborhood Services |
| Biliera Johnson, City Secretary | M. Elizabeth Reich, Chief Financial Officer |
| Preston Robinson, Administrative Judge | Laila Alequresh, Chief Innovation Officer |
| Kimberly Bizer Tolbert, Chief of Staff to the City Manager | Directors and Assistant Directors |
| Majed A. Al-Ghafry, Assistant City Manager | Victor Obaseki, Equity Officer |
| Jon Fortune, Assistant City Manager | |

Memorandum



CITY OF DALLAS

DATE October 29, 2018

Honorable Mayor and Members of the City Council:

TO Mayor Pro Tem Casey Thomas, II (Chair), Deputy Mayor Pro Tem Adam Medrano (Vice Chair), Councilmember Omar Narvaez, Councilmember Mark Clayton, Councilmember B. Adam McGough

SUBJECT **Office of Equity & Human Rights**

Summary

On Monday, November 5, 2018, you will be briefed on the newly created Office of Equity and Human Rights. The briefing materials are attached for your review.

Background

On October 1, 2018, the Office of Equity and Human Rights (OEHR) was established. The mission of the Office of Equity and Human Rights is to support City leadership and staff through education and training in the identification and elimination of systemic barriers to fair and just distribution of resources, access to services and opportunity and proper investigation of discrimination complaints.

Additionally, staff will provide an overview of the work plan for FY 2018-19 for the Office of Equity and Human Rights.

Should you have any questions or concerns, please contact myself or Beverly Davis, Director of the Office of Equity and Human Rights.

A handwritten signature in blue ink, appearing to read 'Nadia Hardy', with a large, stylized flourish at the end.

Nadia Chandler Hardy
Assistant City Manager and Chief Resilience Officer

c: T.C. Broadnax, City Manager
Chris Caso, City Attorney Interim
Carol A. Smith, City Auditor Interim
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizzor 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
Directors and Assistant Directors

Office of Equity & Human Rights

Human and Social Needs
City Council Committee

November 5, 2018

Nadia Chandler Hardy
Assistant City Manager &
Chief Resiliency Officer

Beverly Davis, Director
Office of Equity & Human
Rights



City of Dallas

Presentation Overview

- Office overview
- Background
- Equity as a City priority
- Goals
- Partnerships
- FY2019 Workplan

Office of Equity and Human Rights

- **Established October 1, 2018**
 - Mission: Support City leadership and staff through education and training in the identification and elimination of systemic barriers to fair and just distribution of resources, access to services and opportunity and proper investigation of discrimination complaints.
- **Essential Duties: Institutionalize the equity concept**
 - Policy oversight and implementation
 - Dallas Resilience
 - Dallas Equity Indicators
 - Poverty Taskforce Report
 - Biennial budgeting and other planning initiatives
 - Compliance
 - Racial equality
 - American Disabilities Act
 - Human Rights Enforcement
 - Fair housing investigations
 - Affirmatively furthering fair housing
 - LGBTQ
 - Gender Identity and expression



Background Cont.

Mayor's Task Force on Poverty

- Identified the need for initiatives to increase opportunities for racial minorities and low income residents in the City of Dallas

Market Value Analysis

- High level assessment of Dallas neighborhoods that have suffered from a lack of investments and poverty

Assessment of Fair Housing

- Identified neighborhoods that suffer due to high concentrations of poverty and a high degree of racial segregation

UTA Transportation Equity Study

- Identified major transportation equity issues for low income residents in Dallas

Background Cont.

State of Homelessness

- The homeless population continues to increase with a disproportionate representation of African Americans (66%)

Dallas Resilience Strategy

- Identified the need for strategies to reverse the trend of increasing poverty

Equity Indicators Report

- Provides objective data on inequities and a road map for improvement

FY2019 Adopted Budget

- Recognizes the need for operationalizing equity in all city departments

Background

- Equity and Resilience Charge:
 - Advance equity in City government
 - Ensure Welcoming City to immigrants and all residents
 - Increase economic mobility for Dallas' vulnerable and marginalized residents
 - Guarantee reasonable, reliable, and equitable access
 - Leverage partnerships to promote healthy communities
 - Invest in neighborhood infrastructure to revitalize historically underserved neighborhoods
 - Promote environmental sustainability to improve public health and alleviate adverse environmental conditions.

Equity as a City Priority

- If Dallas is to continue to grow and prosper it must be proactive and reverse the trend of increasing poverty and lack of opportunity for racial minorities and low income populations
- Institutional policies and practices implemented over decades by various federal, state and local government entities helped to create the conditions that exist today. Those policies and practices included but are not limited to:

Segregation

Redlining

Zoning

Mass
Incarceration

Discriminatory
Hiring
Practices

7

Equity as a City Priority

- Equity includes acknowledging that governmental policies and practices helped to create the problem and that government is needed to help solve the problem
- Equity recognizes that the well-being of the community increases when everyone has an opportunity to achieve his or her full potential
- Equity provides a framework to strategically plan and build expectations for success

Best Practices & Research Examples

- **Texas**
 - City of San Antonio
 - City of Ft. Worth
 - City of Austin
- **Other US Cities**
 - City of Portland, OR
 - City of Seattle, WA
 - City of Tacoma, WA
 - St. Louis, MO
- **University of Minnesota, MN**
 - Humphrey School of Public Policy

Office Goals- Internal Focus

- **Institutionalize the equity concept**
 - Advance equity in budgeting, community engagement and service delivery
 - Actively apply the equity lens in all policy development and review processes
 - Build City workforce that is reflective of the Dallas community
 - Grow capacity for intercultural competence
 - Build awareness and involvement through transformational and purposeful community engagement
 - Improve services for residents and visitors submitting discrimination complaints

Office Goals

- **External Focus**

- **Institutionalize the equity concept**

- Build awareness and involvement through transformational community engagement
- Support and partner with other institutions and community based efforts to advance equity initiatives
- Partner with organizations whose equity position aligns with that of the City.

Partnerships

- OEHR will work with the following partners to accomplish goals:

Government Alliance on Race and Equity (GARE)

- National organization which provides training, research and technical support for member organizations

Dallas Truth, Racial Healing and Transformation

- Local organization that is funded by the Kellogg Foundation to foster communication and progress on equity issues

Dallas Independent School District

- DISD has established an office on Educational Equity and adopted an Equity Policy to advance equity in education

12

Partnerships Cont.

Community Council of Greater Dallas

- Local organization which will serve as a resource and a repository of data for Resiliency and Equity indicators

National League of Cities

- National organization which provides resources, data, and training across the country

City University of New York (CUNY)

- National partner that will continue to be a resource for resiliency and equity

FY2019 Workplan

- Build staffing capacity
- Establish GARE and other critical partnerships
- Develop Equity Framework
 - Training
 - Policy review
 - Service delivery assessments
- Establish equity network for the Dallas area
- Equity in Budgeting for FY2020

GARE Contract Agreement

Scheduled for Council Approval on November 28, 2018, for the purpose of accomplishing the following items:

- Provide membership in nationwide organization advancing equity
- Provide consulting services, training and technical support to operationalize equity within the City of Dallas
- Conduct Equity Assessment Survey of city employees and establish benchmarks for improvement
- Provide tools and best practices to achieve equity goals

Office of Equity & Human Rights

Human and Social Needs
City Council Committee

November 5, 2018

Nadia Chandler Hardy
Assistant City Manager &
Chief Resiliency Officer

Beverly Davis, Director
Office of Equity & Human
Rights



City of Dallas

Memorandum



CITY OF DALLAS

DATE March 14, 2019

Honorable Mayor and Members of the City Council:
TO Mayor Pro Tem Casey Thomas, II (Chair), Deputy Mayor Pro Tem Adam Medrano
(Vice Chair), Councilmember Omar Narvaez, Councilmember Mark Clayton,
Councilmember B. Adam McGough, Councilmember Carolyn King Arnold

SUBJECT **Equity Implementation Update**

Summary

On March 18, 2019, you will be briefed on Equity Implementation for the City of Dallas. The briefing materials are attached for your review.

Background

On November 28, 2018 the Dallas City Council approved a contract with Race Forward dba Government Alliance on Race and Equity (GARE). The contract provides membership in a National Consortium, training, consulting services and technical assistance to successfully implement an equity framework within the City of Dallas. Staff will provide you with an update on Equity Implementation with GARE.

Should you have any questions or concerns, please contact myself or Beverly Davis, Director of the Office of Equity and Human Rights.

A handwritten signature in blue ink, appearing to read 'Nadia Chandler-Hardy'.

Nadia Chandler-Hardy
Assistant City Manager and Chief Resilience Officer

c: T.C. Broadnax, City Manager
Chris Caso, City Attorney (Interim)
Carol A. Smith, City Auditor (Interim)
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizer 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
Laila Alequresh, Chief Innovation Officer
Directors and Assistant Directors

Equity Implementation Update

**Human and Social Needs
City Council Committee**

March 18, 2019

**Beverly Davis, Director
Office of Equity & Human
Rights**

**Nadia Chandler-Hardy
Assistant City Manager
Chief Resilience Officer**



City of Dallas

Presentation Overview

- Background
- Equity Roadmap
 - Context Setting
 - Skill Building
 - Implementation
- Upcoming Activities

Background

- October 1, 2018 - The Office of Equity and Human Rights was established.
- November 5, 2018 - the Human and Social Needs Committee was briefed on the new office and future plans for Equity Implementation.
- November 28, 2018 - the Dallas City Council approved a contract with the Race Forward dba Governmental Alliance on Race and Equity (GARE) to provide consulting services, technical assistance and membership in a consortium of jurisdiction to implement an equity framework within the City of Dallas.

GARE Implementation

- GARE is a membership organization of over 102 city, county, and state jurisdictions in the United States that are connected by a commitment to advance racial equity in government.
- GARE provides a customized roadmap for City and other local government organizations to build the capacity to advance racial equity goals through proven techniques and national best practices.

Context Setting with Senior Leadership

- GARE visited with the City Manager and Executive Leadership Team in January.
- Provided an overview of the GARE process of equity implementation and sought feedback on concerns and priorities.
- Met with Police, Fire, Human Resources and Welcoming Communities and Immigrant Affairs.

Context Setting - Employee Equity Assessment

- Citywide Equity Assessment Survey is now underway
- Establishes a baseline of where the organization is as it relates to equity.
- Each department responsible for developing a plan to ensure opportunity for all staff to take the survey.
- Survey is voluntary and confidential. Results will be reported at the aggregate level.
- GARE will provide management with a summary of survey results in May.

Skill Building: Advancing Racial Equity Training

- Six workshops to train approximately 300 executives, managers, and budget staff on the framework needed to advance racial equity.
- Provides a historical foundation and perspective by outlining history of institutional and systematic racism in the United States.
- Opportunity to develop skills to normalize conversations on race.
- Provides training on Implicit Bias.
- Introduces Racial Equity Tool.
- Attended by City Manager departments, as well as City Attorney, City Auditor, Judiciary, City Secretary, and Civil Service departments.

Implementation: Racial Equity Core Team

- Leadership Team composed of up to 50 total formal and informal leaders.
- Responsible for designing, coordinating, and organizing racial equity plans across the organization.
- Serve as champions and advocates for equity.
- Composed of employees who are diverse across generations, race, ethnicity, gender identity.
- Will develop racial equity action plans for respective departments.
- Will receive additional training on racial equity tool.
- Direct communication access to City Manager Broadnax and Executive Leadership Team

Implementation: Racial Equity Budget Team

- Composed of budget staff in Office of Financial Services (OFS) and budget staff in city departments.
- Received additional training on utilizing Racial Equity Tool for budget preparation.
- Included instructions for preparation of upcoming budget utilizing racial equity framework.
- Recommendations will submitted for upcoming budget approval.

Racial Equity Tool Process



Implementation: Equity in Budget

- Commit more resources to areas and populations where needs are greater, often areas that have been largely ignored for decades
- FY2020-21 Biennial Equity Budget Focus
 - Dallas Animal Services
 - Department of Code Compliance Services
 - Department of Public Works
 - Dallas Public Library
 - Office of Community Care
 - Office of Environmental Quality & Sustainability
 - Office of Homeless Solutions

Equity Timeline

- **February**
 - **March**
 - **March-August**
 - **May**
 - **August**
 - **November**
 - **December 2019-'20**
- Executive Training (Completed)**
Core Team/Pilot Area Selection
All Staff Equity Assessment Survey
Budget Staff Training on Equity Tool
Dallas Equity Core Team Training
Equity Assessment Report Dallas
Equity Action Plan
- Train the Trainer
FY2020-21 Equity in Budgeting
Equity Symposium
Training for all Dallas Employees

Equity Implementation Update

**Human and Social Needs
City Council Committee**

March 18, 2019

**Beverly Davis, Director
Office of Equity & Human
Rights**

**Nadia Chandler-Hardy
Assistant City Manager
Chief Resilience Officer**



City of Dallas

Memorandum



CITY OF DALLAS

DATE May 3, 2019

Honorable Mayor and Members of the City Council:

TO Mayor Pro Tem Casey Thomas, II (Chair), Deputy Mayor Pro Tem Adam Medrano (Vice Chair), Councilmember Omar Narvaez, Councilmember Mark Clayton, Councilmember B. Adam McGough, Councilmember Carolyn King Arnold

SUBJECT **GARE Conference Highlights and Equity Implementation Update**

On Monday, May 6, 2019, the Committee will be briefed by the Office of Equity and Human Rights. Staff will provide highlights from their GARE Conference attendance and updates regarding the City's efforts in operationalizing Equity.

Background

On November 28, 2018, City Council approved a contract with Race Forward dba Government Alliance on Race and Equity (GARE) for consulting, technical assistance and membership in national network of jurisdictions and agencies implementing equity efforts. As a part of the membership in the national network, staff were able to attend the GARE Annual Membership meeting in April 2019 in New Mexico. Staff attended various workshops, learning labs, plenary addresses and other events. As a result, staff are identifying ways to implement the lessons and skills acquired from the conference to the equity work being carried out throughout the City.

Should you have any questions or concerns, please contact myself or Victor Obaseki, Equity Officer, Office of Equity and Human Rights.



Nadia Chandler-Hardy
Assistant City Manager and Chief Resilience Officer

c: T.C. Broadnax, City Manager
Mark Swann, City Auditor
Chris Caso, City Attorney (Interim)
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Michael Mendoza, Chief of Economic Development and Neighborhood Services
M. Elizabeth Reich, Chief Financial Officer
Laila Alequresh, Chief Innovation Officer
Directors and Assistant Directors

GARE Conference Highlights & Equity Implementation Update

Human and Social Needs
May 6, 2019

Victor O. Obaseki, Equity Officer
Office of Equity and Human Rights

Beverly Davis, Director
Office of Equity and Human Rights



City of Dallas

Presentation Overview

- Background & History
- GARE Conference
- Equity Office Activities
- Next Steps



Background & History

- October 1, 2018 – Following the Equity Indicators and Resilience Strategy projects examining Dallas inequities, The Office of Equity and Human Rights was established.
- November 5, 2018 – The Human and Social Needs Committee was briefed on new office and plans for Equity Implementation.
- November 28, 2018 - City Council approved a contract with Race Forward dba Government Alliance on Race and Equity (GARE) for consulting, technical assistance and membership in national network of jurisdictions and agencies implementing equity efforts.
- March 18, 2019 – The Human and Social Needs Committee was briefed to provide Equity Implementation update.

Background & History Cont.

Dallas Resiliency Strategy – Identified need for strategies to reverse trend of increasing poverty.

Equity Indicators Project – Provided objective data for inequities and a roadmap for improvement.

Mayor's Task Force on Poverty – Identified need for initiatives to increase opportunities for people of color and low-income people in Dallas.

Assessment of Fair Housing – Identified neighborhoods that suffer from concentrated poverty and high degrees of racial segregation.

UTA Transportation Equity Study – Identified major transportation equity issues for low-income residents in Dallas.

4

GARE Conference

- GARE Annual Membership Meeting occurred on April 16-18, in Albuquerque, New Mexico, with:
 - More than 483 Individual Attendees
 - 84 of 144 Member Jurisdictions Present
 - 21 of 24 South Region Jurisdictions Present
 - 4 of 4 Texas Jurisdictions Present
 - 85 Individual Attendees from the South, including 9 City of Dallas Attendees.
- Meeting included more than 80 workshops, networking sessions, learning labs, plenary addresses and other professional development events.

GARE Conference



GARE Conference Highlights

- One key conference theme was Community Engagement and Relationship Building from the beginning of any equity in government effort.
 - Key Strategies gleaned included fostering processes of:
 - Power-sharing;
 - Uplifting Community Voices; and
 - Increasing Community Ownership of Equity Efforts.

GARE Conference Highlights Cont.

- Another informative conference session was “Welcoming Residents Back Home & Restoring Drivers’ Licenses: Making Durham a City of Second Chances.”
 - Key Takeaway included steps such as:
 - Systematizing community partner support, including peer and institutional support;
 - Church-provided ‘welcome home’ boxes with gift cards, transit passes, toiletries, etc.;
 - Providing Traditional Housing and Job Support

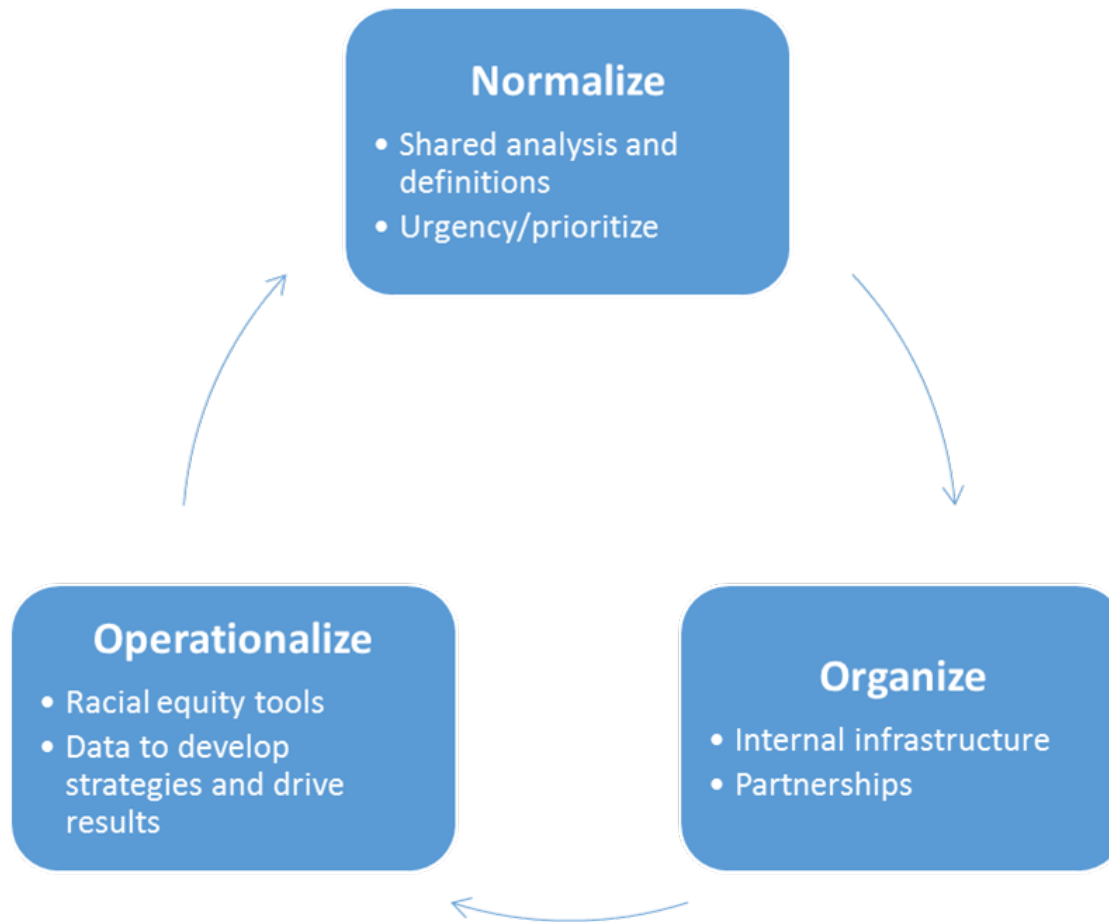
GARE Conference Highlights Cont.

- South Region Networking Session was critical for our new Office of Equity and Human Rights.
 - Included jurisdictions from states such as North Carolina, Virginia, Florida, Georgia and Tennessee, with:
 - Shared historical governmental and policy contexts; and
 - Growing and diversifying populations.
 - Texas jurisdictions—Cities of Dallas, Waco, Austin and San Antonio—informally agreed to form a Texas GARE Cohort with goals to meet or communicate regularly, share best practices, and serve as an exemplar collective dedicated to statewide equity.

What Equity Means: A Working Definition

- **Equity occurs when each human being has the space and resources in that human being's identities and social circumstances to maximize in that person's potential.**
- **In government, Equity requires continual assessment, shaping and re-shaping of our policies, practices, procedures and service delivery such that both internally (our employees) and externally (our residents, neighborhoods, communities) people can thrive.**
- **The City of Dallas is always developing, progressing and evolving. This requires permanent Equity work that is attentive to the complex ways our City is changing and that aims to ensure that all who live and work here are thriving.**

Key GARE Racial Equity Tool



Racial Equity Core Team

- With the approval of the City Manager, 51 City employees recently became the City of Dallas Racial Equity Core Team.
- Team members include a racially, ethnically and gender diverse set of employees with extremely varied levels of experience and positions across departments and ERGs.
- Racial Equity Core Team members will serve as critical engines of operationalizing equity by designing, coordinating and organizing racial equity work plans at the departmental level, among other responsibilities.

Racial Equity Core Team Training & Goals

- GARE will provide additional Core Team training on May 21 and 22 and June 25.
- Core Team Train the Trainer sessions will be designed to proliferate and normalize racial equity efforts across departments.
- In the Fall of 2019, the Core Team members will have a Symposium during which they will share ideas and strategies for further operationalization of equity.

Equity in Budget Development

- Equity will be a consideration for the allocation of budget resources throughout FY 2019-20 budget process
 - All General Fund departments must consider equity for budget enhancement requests and reduction options
 - Eight departments will receive additional review related to the allocation of existing departmental resources
- Office of Budget and key budget staff from various departments received training by GARE on March 1 and 22
- In consultation with GARE, the Office of Budget developed an “equity tool” to be used through budget process and help guide decision making
- Equity will be highlighted in the City Manager’s budget recommendation due to Council in August 2019

Equity Team Build Out

- Office of Equity and Human Rights staff dedicated to equity currently include 1.5 full-time equivalents, with two positions unfilled.
- The Office expects to hire additional support staff in the new fiscal year, pending City Council approval.

Next Steps

- The Office of Equity and Human Rights will next:
 - Engage in systematic community and partner relationship-building and engagement for the Office, therein developing an exemplar approach for all City Departments.
 - Oversee further professional development on racial equity, including:
 - All 51 Core Team members receiving training to train others on racial equity implementation.
 - Goal: Training all staff on racial equity by Fall 2020.
 - Goal: Executive-Level Training for Entire City Council and Staff.
 - Provide Policy Assessments and Technical Support for Budget Equity & Human Resources Equity Policy Processes.

Next Steps Cont.

- Public Policy and Administrative Directives
 - OEHR will initiate an equity review of the following:
 - Hiring Practices (Human Resources & Civil Service)
 - Digital Equity (Library, Office of Community Care, and Information Technology Services)
- OEHR welcomes feedback from HSN on other policies that should be considered for review

GARE Conference Highlights & Equity Implementation Update

Human and Social Needs
May 6, 2019

Victor O. Obaseki, Equity Officer
Office of Equity and Human Rights

Beverly Davis, Director
Office of Equity and Human Rights



City of Dallas



Agenda Information Sheet

File #: 19-702

Item #: 52.

STRATEGIC PRIORITY: Human and Social Needs
AGENDA DATE: May 22, 2019
COUNCIL DISTRICT(S): All
DEPARTMENT: Office of Equity and Human Rights
EXECUTIVE: Nadia Chandler-Hardy

SUBJECT

A resolution in furtherance of the City of Dallas' efforts to support diverse racial, ethnic, cultural, and socio-economic backgrounds and to promote equity in the Dallas community - Financing: No cost consideration to the City

BACKGROUND

On October 1, 2018, the City established an Office of Equity and Human Rights. On November 28, 2018, City Council authorized a contract with Race Forward, dba Government Alliance on Race and Equity (GARE) to assist with equity implementation by Resolution No. 18-1687.

On March 18, 2019, the Human and Social Needs Committee was briefed on the City's equity implementation. During that meeting, Mayor Pro Tem Thomas requested staff draft an Equity Resolution to demonstrate the City Council's commitment to ensuring equity as a priority in all City of Dallas policies, programs, services and practices.

On May 6, 2019, the Human and Social Needs Committee was briefed on a proposed Equity Resolution and voted to move the resolution forward for full City Council consideration.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

The Human and Social Needs Committee was briefed on May 6, 2019.

FISCAL INFORMATION

No cost consideration to the City.

May 22, 2019

WHEREAS, the City of Dallas is the ninth most-populous city in the United States and third in Texas composed of residents of diverse racial, ethnic, cultural and socio-economic backgrounds; and

WHEREAS, the average household income for the highest quintile in Dallas County increased by 5% from 2006 to 2015 and by stark contrast, the average household income for the lowest quintile declined by 7% during the same period, per a recent study by the Communities Foundation of Texas; and

WHEREAS, the Dallas Equity Indicators project reveals extreme challenges confronting African American and Latino residents seeking to improve their economic status; and

WHEREAS, since 2000 the number of people living in poverty in Dallas increased by almost 40%, outpacing a population growth of 7.6% and Dallas' poverty rate in 2016 was almost 23% higher than other large cities in Texas and considerably higher than the national average at 15.1% with 30% of Latinos and African Americans living below the poverty line and Dallas ranking third in child poverty among major U.S. cities; and

WHEREAS, the Mayor's Taskforce on Poverty produced maps illustrating the significant correlation between race, income, and geographic location reflecting the impact of decades of disinvestment in African American and Latino communities resulting in substantial inequities in basic housing conditions, neighborhood quality and access to necessary amenities; and

WHEREAS, studies have shown that the housing cost burden falls disproportionately on African American, Latino, and female-headed households which pay well over the 30% threshold, leaving relatively little income available for other essential needs such as transportation, child care, health care and food; and

WHEREAS, the City Council adopted the Resilient Dallas Strategy and established the Office of Equity and Human Rights, effective October 1, 2018 in an effort to institutionalize and advance equity in City government to provide equitable access and opportunities for success for all Dallas residents; and

May 22, 2019

WHEREAS, the Mayor's Task Force on Poverty identified the need for initiatives to increase opportunities for racial minorities and low income residents in the City of Dallas; the Market Value Analysis provides a high level assessment of Dallas neighborhoods that have suffered from a lack of investments and poverty; the Assessment of Fair Housing identified neighborhoods that suffer due to high concentrations of poverty and a high degree of racial segregation; the University of Texas at Arlington Transportation Equity Study identified major transportation equity issues for low income residents in Dallas; the State of Homelessness acknowledges that the homeless population continues to increase with a disproportionate representation of African Americans; the Resilient Dallas Strategy identified the need for strategies to reverse the trend of increasing poverty; the Equity Indicators report provides objective data on inequities such as those cited herein and a road map for improvement; and the FY 2018-19 Adopted Budget recognizes the need for operationalizing equity in all city departments; and

WHEREAS, the City of Dallas recognizes that as the City population continues to grow and the economy expands, the City must advance equitable opportunities for all Dallas residents by reversing the trend of increased poverty and seeking improved outcomes among African American, Latino, immigrant and other historically-marginalized low-income communities; and

WHEREAS, the City recognizes that institutional policies implemented over decades by various federal, state and local government entities helped create the conditions that exists today; such as, segregation, redlining, inequitable zoning, mass incarceration and discriminatory hiring practices; and

WHEREAS, the City of Dallas understands that present-day government leadership is needed to evaluate the impact that existing city policies and practices have on equity, evaluate best practices in other cities and develop human-centered recommendations for addressing current race and socio-economic-based inequities in the city because the well-being of the community increases when everyone in the community has the opportunity to achieve his or her full potential; and

WHEREAS, Dallas would benefit from taking steps to implement an equity assessment tool that engages community stakeholders and results in shared decision-making and more equitable outcomes that strengthen the entire city and region; and

WHEREAS, while it has long been assumed that there is a trade-off between equity and economic efficiency, new evidence shows that regions working toward equity have stronger and more resilient economic growth - for everyone; and

WHEREAS, equity provides a framework to strategically plan and build expectations for removing barriers to the improvement of outcomes and affirming Dallas' commitment to all its residents.

Now, Therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:

SECTION 1. Context Setting. That the City will establish a baseline of where the organization is as it relates to equity by providing a Citywide Equity Assessment Survey to all City employees. Staff will work with the Race Forward dba Governmental Alliance on Race and Equity (GARE) to analyze and understand survey results.

SECTION 2. Equity Training. That the City will provide an equity training to all City employees that will provide a historical foundation and perspective by outlining the history of institutional and systemic racism in the United States. The training will provide an opportunity to develop skills to normalize conversations on race, provide trainings on implicit bias and introduce a racial equity tool.

SECTION 3. Equity Core Team. That the City will create an Equity Core Team that will be composed of formal and informal leaders who will be responsible for designing, coordinating and organizing equity plans across the organization. This team will have direct communication access to the City Manager and Executive Leadership Team.

SECTION 4. Equity Budget Team. That the City will create an Equity Budget Team composed of staff from the Office of Budget and budgetary staff from other City departments. This team receive training on the utilization of the Equity Tool for budget development purposes.

SECTION 5. Equity in Budget. That the City will make every effort possible to commit more resources to areas and populations based on data where needs are greatest, often areas that have been largely ignored for decades.

SECTION 6. Equity in Public Policy. That the City will utilize an equity lens as it relates to the drafting, approval and application of policies, procedures, programming, initiatives, and budgetary decision.

SECTION 7. That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly resolved.

Memorandum



CITY OF DALLAS

DATE July 19, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT **City License Applications**

Attached is a list of the most recent Dance Hall, Sexual Oriented Business, Billiard Hall, and/or Amusement Center license applications received for the week of July 8, 2019 – July 12, 2019 by the Criminal Investigation Bureau Licensing Squad of the Dallas Police Department.

Please have your staff contact Major Michael Igo, at (214) 670-4811 and/or by email at michael.igo@dallascityhall.com should you need further information.

A handwritten signature in cursive script that reads "Jon Fortune".

Jon Fortune
Assistant City Manager

c: T.C. Broadnax, City Manager
Chris Caso, City Attorney (Interim)
Mark Swann, City Auditor
Biliera Johnson, City Secretary
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Kimberly Bizar Tolbert, Chief of Staff to the City Manager
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Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer
Michael Mendoza, Chief of Economic Development and Neighborhood Services
M. Elizabeth Reich, Chief Financial Officer
Laila Aleqresh, Chief Innovation Officer
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion
Directors and Assistant Directors

WEEKLY APPLICATION LOG REPORT

DISTRICT	NAME OF BUSINESS	STREET ADDRESS	TYPE OF LICENSE	DATE OF APPLICATION	STATUS (RENEWAL/NEW)	APPLICANT NAME
D9	NEW FINE ARTS SHILOH RD	12045 SHILOH RD	SOB	7/10/2019	RENEWAL	PAUL RADNITZ
D2	NEW FINE ARTS MOCKINGBIRD LN	1720 W. MOCKINGBIRD LN	SOB	7/10/2019	RENEWAL	PAUL RADNITZ
D6	PARIS ADULT BOOKSTORE	11118 HARRY HINES BLVD	SOB	7/10/2019	RENEWAL	PAUL RADNITZ
D6	NEW FINE ARTS WEST	1966 W. NORTHWEST HWY	SOB	7/10/2019	RENEWAL	PAUL RADNITZ
D7	LA LUNA BAR	3710 SAMUELL BLVD	DH CLASS A	7/10/2019	RENEWAL	JESUS MIRELES

License Definitions:

- DH - Class "A" -Dance Hall - Dancing Permitted 3 Days Or More A Week
- DH - Class "B" Dance Hall - Dancing Permitted Less Than Three Days a Week
- DH - Class "C" Dance Hall - Dancing Scheduled One Day At A Time
- DH - Class "E" Dance Hall - Dancing Permitted Seven Days A Week for Persons Age 14 through Age 18 Only
- LH - Late Hours Permit - Can Operate A Dance Hall Until 4:00
- BH - Billiard Hall - Billiards Are Played
- SOB - Sexually Oriented Business - Adult Arcade / Adult Book/Video Store / Adult Cabaret / Adult Adult Theater / Escort Agency / Nude Model Studio
- AC - Amusement Center