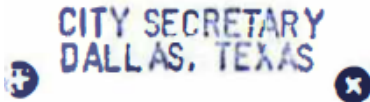


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2024 APR 19 PM 3:11



City of Dallas

Public Notice

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POSTED CITY SECRETARY  
DALLAS, TX

**COMMISSION ON DISABILITIES  
REGULAR MEETING**

**April 23, 2024, at 2:00 P.M.**

**Dallas City Hall, 6ES Council Briefing Room and Videoconference**

**Video Conference:**

<https://dallascityhall.webex.com/dallascityhall/j.php?MTID=m4668f1edc5a7881b22245072e5eb2169>

**Telephone: (408) 418-9388, Access Code: 2482 055 5623**

The City of Dallas will make reasonable modifications to programs and/or other related activities to ensure all residents have access to services and resources to ensure an equitable and inclusive meeting. Anyone requiring auxiliary aid, service, and/or translation to fully participate in the meeting should notify the Office of Equity & Inclusion by calling (214) 670-7311 or TTY (800) 735-2989, forty-eight (48) hours prior to the scheduled meeting. A video stream of the meeting will be available two business days after adjournment by visiting

<https://dallascityhall.com/government/Pages/Live.aspx>.

Individuals and interested parties wishing to speak must register with the Office of Equity & Inclusion by calling (214) 670-7311, twenty-four (24) hours prior to the meeting date and time.

La Ciudad de Dallas llevará a cabo Modificaciones Razonables a los programas u otras actividades relacionadas para asegurar que todos y cada uno de los residentes tengan acceso a los servicios y recursos para asegurar una reunión equitativa e inclusiva. Cualquier persona que requiera asistencia adicional, servicio o interpretación para poder participar de forma íntegra en la reunión debe notificar a la Oficina de Equidad y Inclusión llamando al (214) 670-7311 o TTY (800) 735-2989, dos (2) días hábiles antes de la reunión programada. Una transmisión en video de la reunión estará disponible dos días hábiles luego de la finalización de la reunión en <https://dallascityhall.com/government/Pages/Live.aspx>.

Las personas y las partes interesadas que deseen hacer uso de la palabra deben registrarse en la Oficina de Equidad y Inclusión llamando al (214) 670-7311, 24 horas antes del tiempo de la reunión.

**AGENDA**

**I. Call to Order:** [Chairman John Kalkanli, Mayor Appointee]

**II. Roll Call**

**III. Speakers** (2- minute limit)

**IV. Officer Reports**

- Chairman John Kalkanli will review the Autism Acceptance Month event on April 17, 2024.
- Chairman John Kalkanli will discuss his fact-finding meeting at Mozee on April 10, 2024, regarding ADA compliant vehicles.

**V. Commissioners' Reports**

## **BRIEFING ITEMS**

### **VI. Briefings**

- Chief Integrity Officer, Baron Eliason, will present on ethics, specifically code of conduct, civility, and decorum in meetings.
- Cozea Stephens, Vice President of Disabilities Accessibility Employee Resource Group (DAERG), will present on DAERG and possible opportunities for future collaborations.

### **VII. Announcements**

#### **Adjournment**

Upcoming Meetings (Committee Dates Subject to Change)  
Commission on Disabilities, Committee Chair John Kalkanli – (May 28, 2024)

#### **Handgun Prohibition Notice for Meetings of Governmental Entities**

"Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun."

"De acuerdo con la sección 30.06 del código penal (ingreso sin autorización de un titular de una licencia con una pistola oculta), una persona con licencia según el subcapítulo h, capítulo 411, código del gobierno (ley sobre licencias para portar pistolas), no puede ingresar a esta propiedad con una pistola oculta."

"Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly."

"De acuerdo con la sección 30.07 del código penal (ingreso sin autorización de un titular de una licencia con una pistola a la vista), una persona con licencia según el subcapítulo h, capítulo 411, código del gobierno (ley sobre licencias para portar pistolas), no puede ingresar a esta propiedad con una pistola a la vista."

"Pursuant to Section 46.03, Penal Code (places weapons prohibited), a person may not carry a firearm or other weapon into any open meeting on this property."

"De conformidad con la Sección 46.03, Código Penal (coloca armas prohibidas), una persona no puede llevar un arma de fuego u otra arma a ninguna reunión abierta en esta propiedad."

#### **EXECUTIVE SESSION NOTICE**

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

1. Seeking the advice of its attorney about pending or contemplated litigation, settlement offers, or any matter in which the duty of the attorney to the City Council under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act. [Tex. Govt. Code §551.071]
2. Deliberating the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the city in negotiations with a third person. [Tex. Govt. Code §551.072]
3. Deliberating a negotiated contract for a prospective gift or donation to the city if deliberation in an open meeting would have a detrimental effect on the position of the city in negotiations with a third person. [Tex. Govt. Code §551.073]

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

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

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

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

# **Chapter 12A Code of Ethics**

**City Attorney's Office  
DHADC Training  
2024**

**Baron Eliason  
Chief Integrity Officer**



**City of Dallas**

# Three Goals for this Presentation

- Why: The importance of ethics in the City of Dallas
- What: An overview of the Code of Ethics
- How: Resources- where you can go to get help





# Why ethics are important?

## Good fences make... Good neighbors



Commitment to **ethical behavior** is the **fence** that keeps Professor Fritz from digging up our garden.



# Why build an ethical fence here?

- To ensure you don't get hurt (disciplined, passed over, blamed, become a pawn in somebody else's chess game, etc.)
- To ensure others don't get hurt (treated unfairly, left out, Riggs bank, etc.)



# Some People Say





# What Is The Code?

**More than a guideline –**

1. Expectations,
2. Boundaries,
3. Safeguards, and
4. Enforcement



# Why does Professor Fritz violate ethics?



1. **Pressure** – based on need or greed
- 2.
3. **Opportunity** – greatest when employee perceives bad behavior is acceptable, or when fear of retaliation prevents reporting



# Why does Professor Fritz violate ethics?



1. **Pressure** – based on need or greed
2. **Rationalization** – everybody does it, I deserve it, no one will notice
3. **Opportunity** – greatest when employee perceives bad behavior is acceptable, or when fear of retaliation prevents reporting

People, and bad dogs, respond to the overwhelming logic of the moment.



# The BIG picture of ethics in our city



## Because

- **We have access** that the public does not have to:
  - Power, money, and authority
  - Influence, information, and opportunity
- **We have responsibility** to act:
  - With independence and impartiality
  - Solely for the people of the city





# The BIG picture of ethics in our city



## Because

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**Classic Blunder:** exploiting our access for personal gain

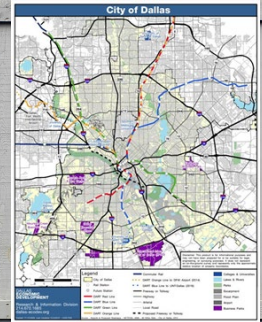




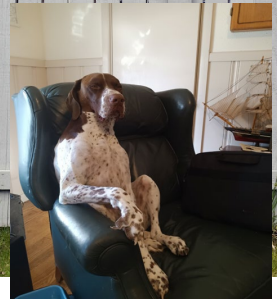
# Location for the fence: City Government



employees, city officials, AND  
people doing business with the city



# Important Secret About the Fence (Ethics)



Wherever you will be working, the fence will only be as strong as you.

The only thing needed for Professor Fritz to get away with ethical violations is for good people to do nothing about it.

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City of Dallas

# Posts of the fence – the “Articles”

- Article One: Policy and Definitions
- Article Two: Duty and conduct
- Article Three: Conflicts of Interest (pickets)
- Article Six: Reporting (more pickets)



City of Dallas



# Three Main Backers

1. **Duty**
2. **Behavior and Conduct**
3. **Rules of the road**



# FIDUCIARY DUTY RAISES THE BAR

from providing a suitable outcome to acting in the best interests of another. In other words -



## It's NOT About You



BIG Word  
Alert

# Fiduciary Duty

## 12A-3

BIG Word  
Alert

- Utmost loyalty, care, and accountability
- Owed by you in performance of official duties
- To the City of Dallas
- **Scope: what you do (conduct) and how you do it (appearance)**

16



City of Dallas

# Standards of Conduct: Civility

## 12A-4 – “don’t bring me down”

- treat others with respect
- accord the utmost respect and courtesy to each other....
- shall not make comments or take actions that are abusive; belligerent; crude; derogatory; impertinent



# More on Conduct: Appearances

12A-4(a)(6) carefully consider the public perception of **personal and professional actions** and the effect....on the city's reputation....

if you look, quack,  
swim, or walk like a  
duck



in the  
public's  
eye, you  
are a .....

**duck!**

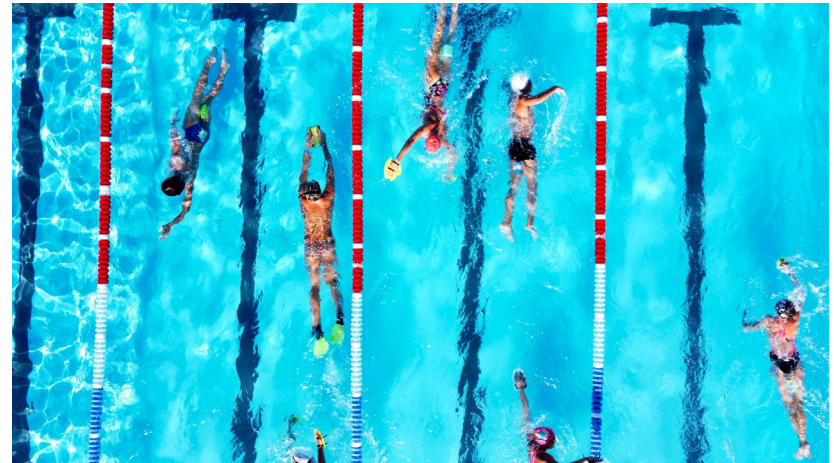
18

NOTE: Appearance is not a conflict. However, it's a good reason to consider disclosure!

# City Officials – stay in your lane

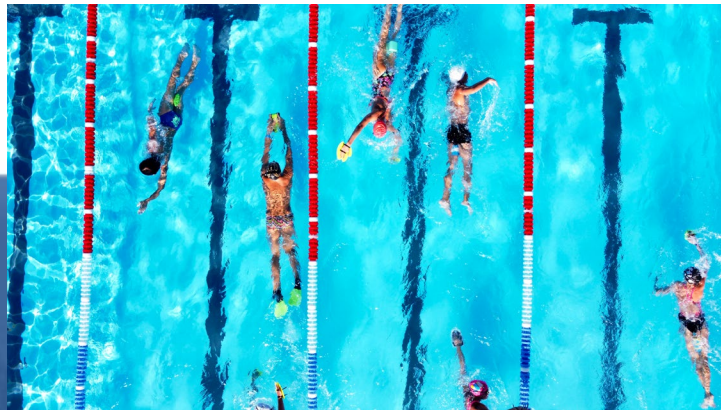
## Do's and Don'ts

- Work through channels to get work done such as directors to get work done.
- Interfere with, impair or influence the work of employees.
- Very similar rules for city council members working with boards and Commissions.



# City Officials – deeper dive

- **Officials make policy**
- **Employees implement policy**
- **Officials obtain information or request assistance with projects** working through (1) the city manager, secretary, attorney, auditor, inspector general **AND** (2) the applicable department director
- **Prohibitions:** city officials shall not interfere with work, impair implementation of policy, influence the making of recommendations or decisions, or berate city officials.





# Protect People



- **Protect people by prohibiting**

- Discrimination §12A-5.
- Retaliation §12A-6.
- Using others to violate the Code §12A-7.



# Titanic Lesson



Mr. Fleet (Titanic lookout) testified at the subsequent inquiries into the disaster that, if he and Lee had been issued binoculars: "We could have seen it (the iceberg) a bit sooner." When asked how much sooner, he responded, "Well, enough to get out of the way."



# You have the key to the fence – turn it!





# The Pickets of Our Fence:



## Provisions of the Code



# Pro Tip – Words Matter

- **12A-2:** definition section
- **Big Ones Include: Benefit**, Business Entity, Client, Confidential Government Information, Doing Business with the City, **Gift**, Knowingly, City Official, Official Action, Official Information, Personal Benefit, **Relative**, Representation, and Solicitation.
- Heads up: these definitions apply to 12A Code of Ethics issues. The definitions may be different elsewhere. For example, “relative” is more broadly defined for HR purposes.



# Overview of Conflict Provisions

Where you have authority, there may be a conflict if you are

- related to,
  - own,
  - represent,
  - work for,
  - do business with,
  - receive gifts from, or
  - have a job lined up
- with a person or entity doing business with the city.



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IF INTERESTS DON'T ALIGN, BRING THE CODE TO MIND



# Advisory Opinions - §12A-47(d)

- Make a request in writing to the Chief Integrity Officer for an advisory opinion.
- Request must be regarding future conduct (e.g., accepting a gift).
- Give all the needed facts.
- Follow the advice.

**A safe harbor for you.**



Turn around time is ten business days.

# Bumping into a conflict: § 12A-24

- If a conflict arises **recuse yourself**:
  - **From the time of recognition,**
  - **Immediately refrain** from participation,
  - **Promptly disclose** to the city secretary and ....



**PRO TIP:** A person can only recuse if there is a conflict. If there is the appearance of a conflict, then the person needs to consider if disclosure makes the most sense and perhaps finding another way to handle the matter that does not have the appearance issue.

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**Don't excuse it, recuse it!**



City of Dallas

# Code Violation Protocols

- Duty to **report** violations §12A-8.
- Duty to **recuse** §12A-24 .
- Duty to **cooperate** with an investigation §12A-52(e).
- Duty to **maintain confidentiality** §12A-52(d)(1) .
- Duty to be **truthful** in sworn statements §12A-60.
- Duty to **avoid interference** with investigations §12A-61.
- Shall **not retaliate** against those who cooperate §12A-6.



# The Whistle - Ethics Hotline



## ETHICS MISCONDUCT?

Report Fraud,  
Abuse, Waste, and  
Ethical Misconduct.

 Confidential and  
Independent



**877-860-1061**



Report a Violation  
to the Inspector  
General



# Break it down..... see bonus slides



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City of Dallas



# Benefits to Previous Employers § 12A-14(a)(3)

May not, within 12 months of beginning service with the city, award a contract or participate in a matter benefiting a person or business entity that formerly employed you.



31

12-month rule for ex-employers



City of Dallas

# Use of Public Resources

May not use, request, or grant permission to use City facilities, personnel, equipment or supplies for personal use.



Not your stuff



City of Dallas

# Nepotism – when work is a family reunion?

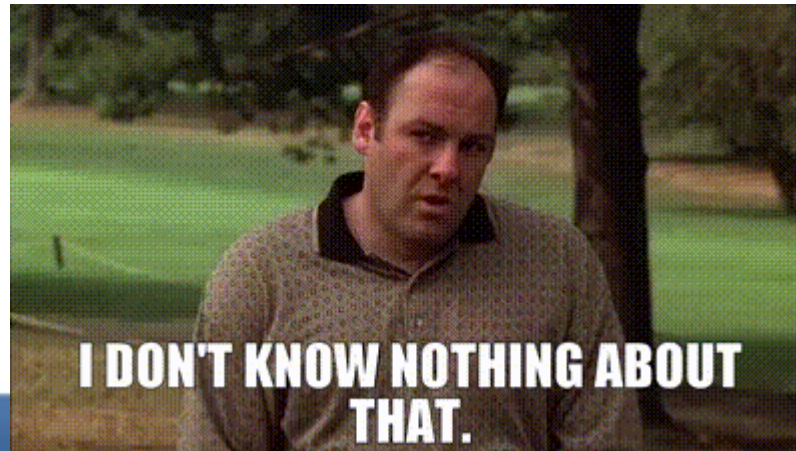
- We can't take action to appoint or influence appointment or employment of relatives to:
  - Positions of employment
  - Quasi judicial boards or commission
- Can't be immediate supervisor of relatives or your domestic partner
- Personnel Code §34-5(d):
  - “under the line of supervision”



When work becomes a family reunion

# When Is It Best to Keep Quiet § 12A-17

Confidential information gained by reason of your position cannot be disclosed. This includes what happens in meetings closed to the public such as a certified agenda, recording or topics of discussion.



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Keep a lid on it

# Reciprocal Favors § 12A-14(a)(2)

We may not enter into an agreement or understanding with any other person that official action will be rewarded or reciprocated.



35



# Political activity and disclosures: § 12A-21

- City officials
  - Cannot serve as the designated campaign treasurer under the Texas Election Code.
  - Don't solicit or receive contributions on behalf of a political candidate, party, or committee.
- All
  - Must avoid using name/prestige of your office or position on behalf of a political candidate, party, or committee..
  - Cannot influence any subordinates.
  - Cannot accept money for political activity relating to an item pending on the ballot if you contributed to the development of the ballot item.
  - Cannot display or fail to remove campaign materials on any city vehicle under your control.

Watch your step!

See also City Charter Chapter XVI, Section 16



36

# Outside Employment § 12A-19

- You cannot have outside employment that could reasonably be expected to impair your independence of judgement or the performance of duties at the city.
- You cannot personally provide services for compensation to a person or organization that is seeking business or requesting an approval, investigation, or determination from the department of which you are a member.

# Acquisition of Interests § 12A-14(a)(1)

We may not acquire an interest (economic or otherwise) in any matter:

- (A) if you know the interest **will be affected** by upcoming official action of the city.
- (B) **affected by** an official action of the city for a period of one year after the date of the official action.

**NOTE:** the key element here is AN INTEREST.

The substantial interest tests of §12A-13.1 do not apply here.

Insider trading and the 12-month rule



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# Personal Benefit to Others § 12A-13

You cannot take, or refrain from taking, any official action that would result in a personal benefit for any of the following:

- Relatives,
- A person with whom the employee has an outside business or financial relationship – including, but not limited to, outside employers of the employee or relatives,
- A client or substantial customer of the employee or their relative,
- A debtor or creditor,
- People or a business you have engaged in negotiations pertaining to a business opportunity or solicited, received and not rejected an offer of employment, or accepted an offer of employment in the last twelve months.

*NOTE: There is a disclosure and recusal process*

Personal benefit means any benefit knowingly solicited, accepted, or agreed to be accepted by another for the purpose of influencing how a city official or employee performs or refrains from performing an official action (§12A-2(29)).

39

Helping a brother....creditor, your business, client



City of Dallas



# FINANCIAL INTEREST OF EMPLOYEE OR OFFICER PROHIBITED – Chapter 22 § 11

- (a) No city official or employee shall have **any financial interest, direct or indirect, in any contract with the city, or be financially interested, directly or indirectly, in the sale to the city of any land, materials, supplies or services, except on behalf of the city as a city official or employee.** Any violation of this section shall constitute malfeasance in office, and any city official or employee guilty thereof shall thereby forfeit the city official's or employee's office or position with the city. Any violation of this section, with knowledge, express or implied, of the person or corporation contracting with the city shall render the contract involved voidable by the city manager or the city council.
- (f) **This section does not apply to a nominee or member of a city board or commission,** including a city appointee to the Dallas Area Rapid Transit Board. A nominee or member of a city board or commission, including a city appointee to the Dallas Area Rapid Transit Board, must comply with any applicable conflict of interest or ethics provisions in the state law and the Dallas City Code.



No contract for you



City of Dallas

# Substantial Interests In A Business § 12A-13.1

- You must recuse if you or your relative:
  - Owns 10% or more of the voting stock or shares, or
  - Owns 10% or more or \$15,000 or more of the fair market value, or
  - funds received from the business exceed 10% of your gross income for the previous year, and
- The action on the matter will have a special economic effect on it that is different from the effect on the public

# Substantial Interests In Property § 12A-13.1

- You must recuse if you or your relative's interest in property is an equitable or legal ownership with a fair market value of \$2,500 or more.
- It is reasonably foreseeable that an action on the matter will have a specific economic effect on the value of the property, distinguishable from the effect on the public.



# Contact Information

## Inspector General's Office

[Kelly.bevers@dallas.gov](mailto:Kelly.bevers@dallas.gov) – Inspector General

[Baron.Eliason@dallas.gov](mailto:Baron.Eliason@dallas.gov) – Chief Integrity Officer

[Hai.tran@dallas.gov](mailto:Hai.tran@dallas.gov) – Ethics Officer, CMO

Speak Up Line- 877-860-1061





# Bonus Slides and Guides



City of Dallas

# Inspector General Division – Chief Integrity Program

- CAO - Inspector General
  - Investigations and hearings
  - Chief Integrity Program (Baron Eliason and Rachel Craig)
    - Advisory opinions
    - Marketing the IG – Ethics Week is next week!!
    - Communication and Training
    - Risk Assessment
- CMO – Ethics Officer (Hai Tran)
  - Ethics Hub – Teams based hub for resources
  - Ethics liaison



# 12A Cheat Sheets

(thick irony in an ethics program)



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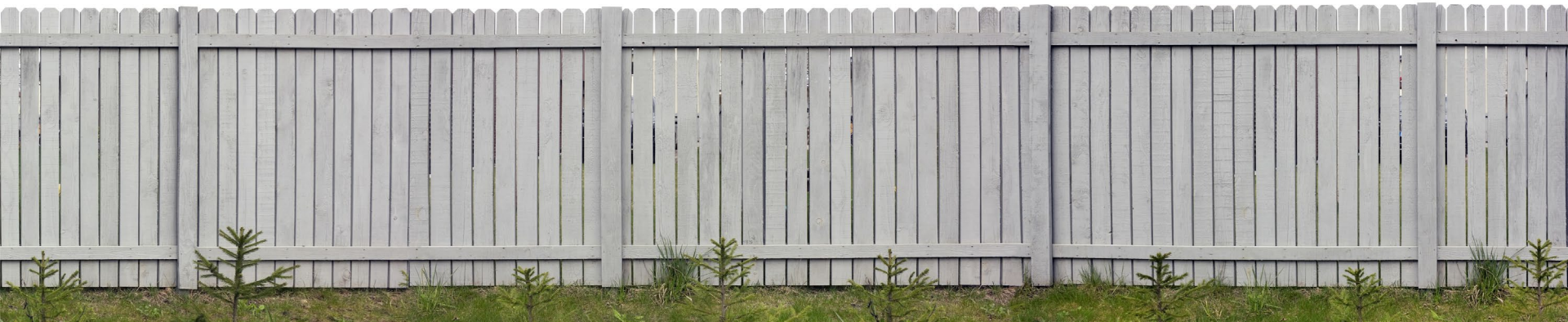
TOPIC	Ethics	Crime	Charter	NOTES
	<b>12A</b>	<b>Penal Code</b>		
Standards of Behavior	4			
Standards of Civility	4			
Conflicts of Interest				
Retaliation	6			
Procurement	9, 22		XXII sec 11	9- 12A applies per website 22- prohibits any financial interest in
Gifts	12	see 36		NOTE, some departments have more restrictive gift rules
Personal Benefit	13	see 36		See also, Local Gov't Code 171 covering substantial business interest in business entity or real property and voting by public officials. State Law requires filing of an affidavit regarding that interest. See also, Local Gov't Code 176 that requires a local gov't official to file disclosure when officer or family member has employment or business relationships with a vendor contracting with the city, or has rec'd gifts >\$100 in 12 months time.
Acquisition of Interest and Reciprocal Favors	14	see 36		Includes economic interest in property within zoning case including BOA zoning cases, thoroughfare right of way.
Nepotism	15			see also Gov't Code 573
Prohibited Interests in Contracts	22		XXII sec 11	see 12A-13 to 14 for related issues



Ex Parte Communications	23, 52	see 36		
Recusal and Disclosure	24			recuse, disclose, not even discuss, give form to city secretary
Subsequent Representation	26			
Lobbying	28			
Confidential Information	17, 25, 52			access/disclosure, continuing confidentiality,
Reporting Requirements	art VI			Sections cover annual, gift, donations, and travel reports. Top positions must submit verified reports per 145 of Local Gov't Code. Top positions can submit sworn short form provided by IG if no changes to finances in the last five years per section 41.
Public Property and Resources	20			
Interference with Investigation	59			
Fraud		32		
Lobbyist	35, 36			
Bribery and Corrupt Influence		36		
Perjury and Other Falsification	52, 58	37		
Obstructing Governmental Operation		38		
Abuse of Office		39		
Running for Office	20, 21(b)		17	Becoming a candidate means current position is forfeited; however, this forfeiture does not apply to a city employee.
Advisory Opinions by the IG	47			We are responsible for these now. We can write them by request or at our discretion. In the past, CAO has routinely done these before election season.

#	Article	Report	Section	Reporter	Timing	Filed With
1	I	Duty to Report Violations	8	All	immediately	inspector general
2	II	Ethics Pledge	11	city officials	upon appointment	city secretary
3	III, VI	Gifts	12, 42	officials and employees	quarterly	city secretary
4	III, VI	Donations	15, 43	officials, employees, departments	within 30 days, and quarterly	city secretary, city manager
5	III, VI	Recusal	24	city official or employee	promptly	city secretary
6	V	Lobbyists (for each client)	30, 31, 37	lobbyist	when compensated then annually	city secretary
7	V	Lobbyist Activity Reports	33, 37	lobbyist	quarterly	city secretary
8	V	Non-Registrant Disclosure Statement	34, 37	applicant, property owner, or purchaser lobbying a city council member	within 5 days of contact, then quarterly	city secretary
9	VI	Financial Disclosure Report	40	officials and designated employees	annually	city secretary, IGD depending
10	VI	Financial Disclosure Report (short form)	41	officials and designated employees	annually	city secretary, IGD depending
11	VI	Travel	12, 44	all	quarterly	city secretary, IGD depending
12	VII	IGD Quarterly Reports	47	IGD	quarterly	EAC, city council, city auditor, city manager
13	VII	EAC Annual Report	51	EAC	annually	city council
14	VII	Recommendation of Settlement	52	IGD	with report to EAC	EAC
15	VII	EAC Written Decision	54	IGD	ten days from rendering report	complainant, respondent, city attorney, city council, IGD, EAC, city secretary, sanctioning body
16	VII	Vexatious Complainant Report	63	IGD	when pc established	EAC

# Gifts Deep Dive



City of Dallas

# Gifts and Donations

## Both are defined as

1. a voluntary transfer of property or the conferral of a benefit,
2. with no equal or greater value received in return (§12A-2(15) and (19)).



## What's the Difference?

- **Gifts** are made to employees or officials.
- **Donations** are made to the city through employees or officials.





# Options with Gifts

Three options:

1. Accept;
2. Refuse; or
3. Receive and donate (§12A-12(a)(5)).

Note: This is not a recusal situation. Either you can accept the gift, or you cannot. You cannot accept a prohibited gift and deal with it by following the recusal process.



## When Is a Gift Prohibited? - §12A-12(a)

**The general rule is that a gift is prohibited when it:**

1. Reasonably tends to influence or reward official conduct; or
2. The city official or employee knows it is intended to influence or reward the discharge of official duties.



# Is there more guidance?

YES, the Code sets out specific elements to help with the following:

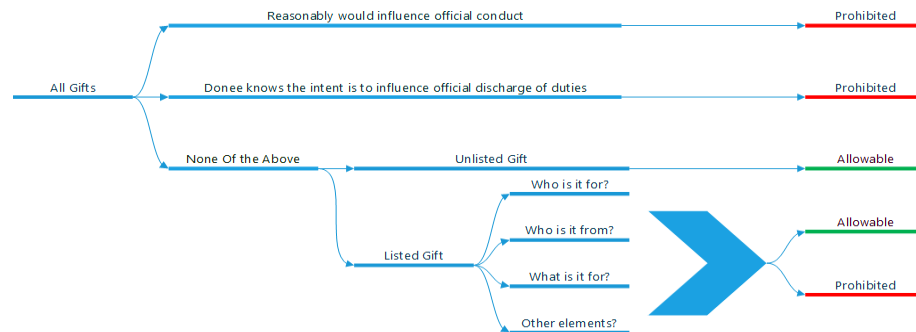
1. Recognitions such as honorariums, public awards, and ceremonial/protocol gifts;
2. Meals, travel, lodging, and entertainment;
3. Tickets;
4. Relation based gifts (relatives, friends, etc.); and
5. Loans and scholarships.



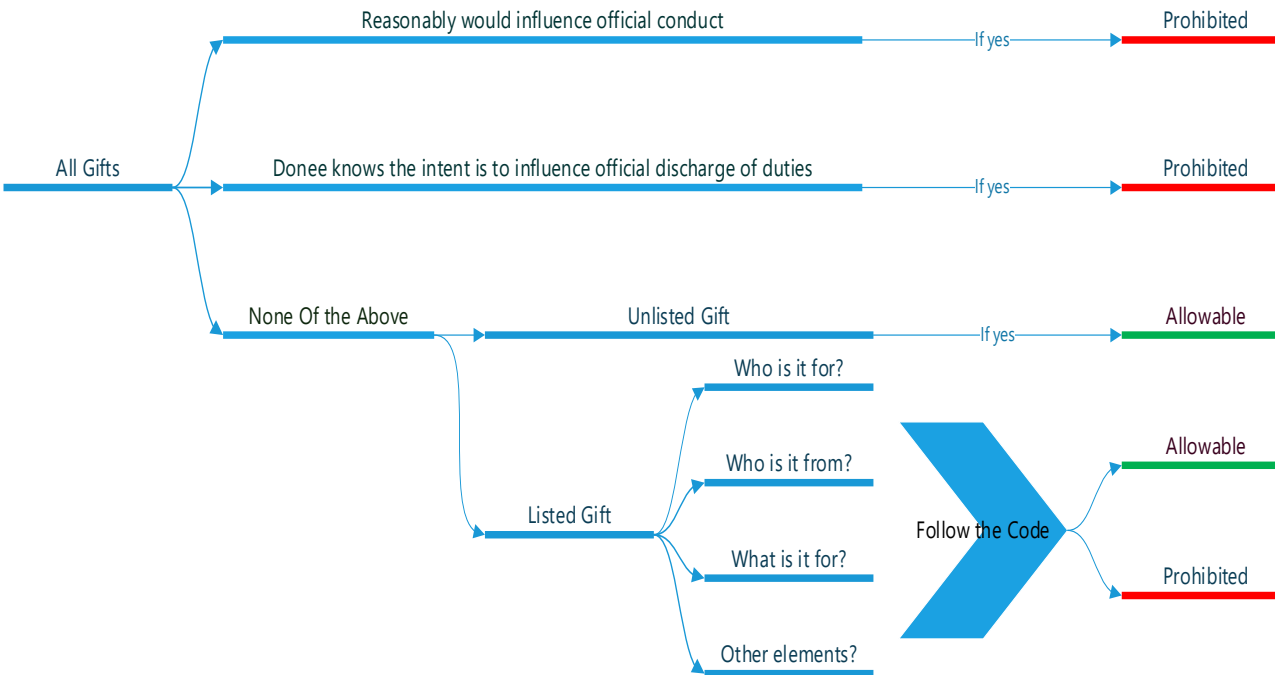
# Analyzing Gifts

Three steps to analyze if a gift is allowable or prohibited:

1. § 12A-12 general rule.
2. § 12A-12 listed exceptions and special rules.
3. Department rules that are stricter.



# Analyzing Gifts



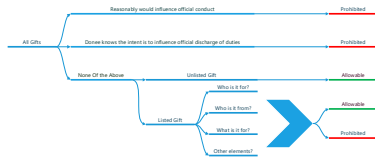
## §12A-12 LISTED GIFTS

- All gifts general rule
- Items <\$50 in noncash value
- Cash
- Honorarium, Public Award, Ceremonial
- Meals, travel, lodging, and entertainment
- All tickets
- Tickets – fundraisers
- Tickets – memberships
- Tickets – city owned, non-profit
- Tickets – city owned, profit
- Ticket blocks
- Ticket discounts
- Admission to an event
- Loans and scholarships
- Gifts from friends and family





# Listed Gifts Cheat Sheet



All gifts  
 Gifts <\$50  
 Cash  
 Honorarium  
 Public Award  
 Ceremonial  
 Meals, travel, lodging, and entertainment  
 All tickets  
 Tickets – fundraisers  
 Tickets – memberships  
 Tickets – city owned, non-profit  
 Tickets – city owned, profit  
 Ticket blocks  
 Ticket discounts  
 Admission to events  
 Loans and scholarships  
 Gifts from friends and family

Code Section | Type of Gift | From | To | Prohibited if | Allowable if | Reportable if | Other

Section	Type of Gift	From	To	Prohibited if	Allowable if	Reportable	Other
§12A-12(a)(1)	<b>THE GENERAL RULE</b> Any gift, favor, benefit, or service	Anyone	City officials and employees (see reportable notes in this row).	1. Reasonably tends to influence official conduct; or 2. You know is intended to influence or reward the discharge of official duties		1. Reportable when gifts valued at \$300 or more received from a single source in a single calendar year, excluding gifts of perishable food or beverages of an estimated value of \$100 or less. 2. Reportable for gifts valued at \$300 or more on the financial disclosure report as well for the mayor, city council members, the city attorney, the city manager, and others required to file a financial disclosure report under §12A-40 for all gifts of \$300 or more. 3. Report is required even when no reportable gift was received for the mayor, city council members, the city attorney, the city manager, and designated city officials listed in §12A-40(a) must file regardless of whether a gift was received.	1. This general rule does not apply to campaign contributions received and reported in compliance with the Texas Election Code. (§12A-12(f)). 2. Reports are made quarterly on a calendar year basis. 3. Gift reports are filed electronically with the city secretary. This is in addition to any reports required by state law.
§12A-12(b)(7)	Items having a nominal value of less than \$50	Resident or person or entity doing, or seeking to do, business with the city	City officials and employees			1. Not reportable for items less than \$50 in a calendar year. 2. Reportable for cumulative items from a single source in a calendar year of more than \$50 or plaques, caps, key rings, mugs, tee shirts, fresh cut flowers given at public appearances, or perishable food and beverages infrequently given.	
§12A-12(a)(3)	Cash, gift card, check, negotiable instrument	Person, or representative of a person, or entity doing business or seeking to do business with the city.	City officials and employees	Cash, gift card, check, negotiable instrument.			
§12A-12(c)(1)	Honorarium (cash or in-kind gift except a plaque)	Anyone	City officials and employees	Is in consideration for services provided because of an official's or employee's official position.			



# Reporting of Gifts - §12A-42

1. Find the form on the city secretary's web page or build your own.
2. Submit the report in an electronic format.
3. Certain city officials are required to file a “no gift” report if no gift was accepted in the quarter. See §12A-42(c) for the complete list of those required to file a “no gift” report.

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Forms do not need to be sworn (no affidavit required).



# What's It Worth?

1. **Face value** – the price to buy the ticket from the vendor even if the ticket has no price or says “complimentary”.
2. **Fair market value** – what the public will pay for the ticket.
3. **Estimate** – educated guess.

**Pro-tip:** ask the donor for the value and get something in writing for your records.



**Taylor Swift THE ERAS TOUR**  
WITH SPECIAL GUESTS MUNA & GRACIE ADAMS  
JULY - 7 & 8 -  
ARROWHEAD STADIUM -  
TICKETS AVAILABLE AT - WWW.ERASTOUR.COM

**2022 CATTLE DRIVE**  
APRIL 30, 2022  
BENEFITING THE AMERICAN CANCER SOCIETY  
www.cattleandranchos.com

**BIGGER AND BETTER**  
SELECTED HAWKING  
2022 CO-CHAIRS  
DISNEY HARRIS and SARA PARR

**TABLE & TICKET FORM**

<b>\$50,000</b> <b>Come and Take It</b> Reserved Table of ten (10) - 6 after dinner seating. Invitations for ten (10) to the Continental Committee Party Invitations for ten (10) to the Benefactor Dinner Ten (10) Tickets to VIP Party (right of the Ball) Five (5) Tote Bags Recognition on printed materials and website Host receives \$5,000 in cash or chips	<b>\$25,000</b> <b>Bigger and Better</b> Reserved Table of ten (10) - 6 after dinner seating. Invitations for six (6) to the Benefactor Dinner Ten (10) Tickets to VIP Party (right of the Ball) Five (5) Tote Bags Recognition on printed materials and website Host receives \$2,500 in cash or chips	<b>\$10,000</b> <b>Don't Mess with Texas</b> Reserved Table of ten (10) Invitations for four (4) to the Benefactor Dinner Ten (10) Tickets to VIP Party (right of the Ball) Five (5) Tote Bags Recognition on printed materials and website Host receives \$1,000 in cash or chips	<b>DONOR INFORMATION</b> Please print all names legibly and exactly as they should appear in all publications. Underline the single letter under which this contribution should be listed alphabetically. (example: The Acme Co.). Contributions must be received by February 18, 2022 to be included in the invitation. No Refunds or exchanges. Date Submitted _____ <input type="checkbox"/> I would like my name/company to appear in event publications. <input type="checkbox"/> Corporate <input type="checkbox"/> Individual <input type="checkbox"/> Foundation Donor's Name _____ Mailing Address _____ City, State, Zip _____ Email _____ Phone _____
<b>\$10,000</b> <b>Howdy Y'all</b> Reserved Table of ten (10) Invitations for two (2) to the Benefactor Dinner Five (5) Tote Bags Recognition on printed materials and website Host receives \$1,000 in cash or chips	<b>\$7,500</b> <b>Bless Your Heart</b> Reserved Table of eight (8) Invitations for two (2) to the Benefactor Dinner Four (4) Tote Bags Recognition on printed materials and website Host receives \$750 in cash or chips	<b>\$4,500</b> <b>This Ain't My First Rodeo</b> Reserved Table of six (6) Invitations for two (2) to the Benefactor Dinner Three (3) Tote Bags Recognition on printed materials and website Host receives \$450 in cash or chips	<b>\$850</b> <b>Lone Star</b> General Admission Ticket for one (1) Recognition on printed materials and website One (1) Tote Bag
<b>\$3,500</b> <b>Darlin' COUPLE</b> Reserved Seats for two (2) Recognition on printed materials and website One (1) Tote Bag Host receives \$350 in cash or chips	<b>\$1,500</b> <b>Yee Haw COUPLE</b> General Admission Tickets for two (2) Recognition on printed materials and website One (1) Tote Bag Host receives \$150 in cash or chips		

☐ I cannot attend the Ball but would like to make a donation \$\_\_\_\_\_

**PAYMENT**  
 Charge: ☐ MC ☐ VISA ☐ AmEx ☐ Discover

Finest Known 1880-cc \$1 Silver Morgan Dollar Pcs Ms68 Pq Approved

eBay - verypq \$360,000.00  
 Finest Known 1880-cc \$1 Silver Morgan Dollar Pcs Ms68 Pq Approved  
 Pre-owned  
 Free delivery by Oct 23

# What counts as a year?

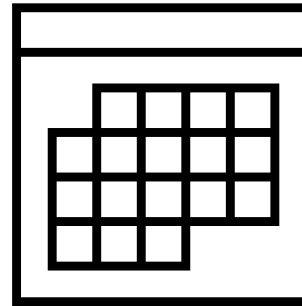
- Gift reporting is based on the calendar year.
- Gift totaling for calculating cumulative totals of small gifts is based on the calendar year (The Code requires cumulative gifts of \$300 or more from a single source in a single year to be reported (§12A-42(a)(3)). So, to figure out the cumulative value of multiple gifts, go back to January 1st and count all gifts since that date, but none before that date).



# When are reports due?

The quarterly report is due on the following dates:

1. April 30th covers Jan - Mar
2. July 30th covers Apr - June
3. Oct 30th covers July - Sept
4. Jan 30th covers Oct – Dec





# Where do I find the report form?

Financial Disclosure		PDF - Fillable (Long) (Rev. 12/20/21) PDF - Fillable (Short)	Who must file?
Disclosure of Conflict of Interest		PDF - Fillable	
Disclosure of Travel Form		PDF - Fillable (Rev. 12/23/21)	
Councilmember (only) Affidavit on Abstention from Voting		PDF - Fillable	
<b>City of Dallas Officials(Councilmembers and Board/Commission Members): Quarterly Gift Disclosure Report</b>		PDF - Fillable (Rev. 4/14/22)	Requirements
Ethics Advisory Commission Rules of Procedure		PDF	
Ethics Training Video Affidavit		PDF - Fillable	Video
Ethics Pledge		PDF - Fillable	
City of Dallas Code of Ethics: Complaint Form		PDF - Fillable	PDF



## QUARTERLY GIFT DISCLOSURE REPORT

The Dallas City Council has adopted a gift policy for city officials and employees. The gift policy requires city officials and employees to file a gift disclosure statement with the City Secretary for all gifts received in each three-month period in a calendar year on a quarterly basis.

City officials and employees are not required to report gifts with a monetary value of less than \$300, except that reporting is required for gifts from a single source in a single year with a cumulative value of \$300 or more, excluding gifts of perishable food or beverages of an estimated value of \$100 or less. City officials who have no reportable gifts must file a quarterly gift report acknowledging that no reportable gifts were received. [City Council Resolution 212023]

Date of Report:

Reporting Period: From:  through:

Check One	Reporting Party	Council District/Board Name/Department
<input type="checkbox"/>	Elected Official (City Councilmember)	
<input type="checkbox"/>	Appointed Official (Board or Commission Member)	
<input type="checkbox"/>	Employee	

1. Name of Reporting Party:
2. Please list each gift or accumulation of gifts from one source of more than \$300 in estimated fair market value by you or a family member, or received by a person for the use or benefit of the you or a family member, within the preceding calendar year and the estimated fair market value of each gift. (check here if ☐ NO REPORTABLE GIFTS RECEIVED)

OFFICE OF THE CITY SECRETARY

DALLAS, TEXAS  
REVISED 04/14/22

<http://citysecretary2.dallascityhall.com/pdf/forms/QUARTERLY%20GIFT%20DISCLOSURE%20REPORT%20-%20SIGNED.pdf>

Code requires the reports be submitted in electronic format.  
You may build your own form so long as the required information is included.

# Donations

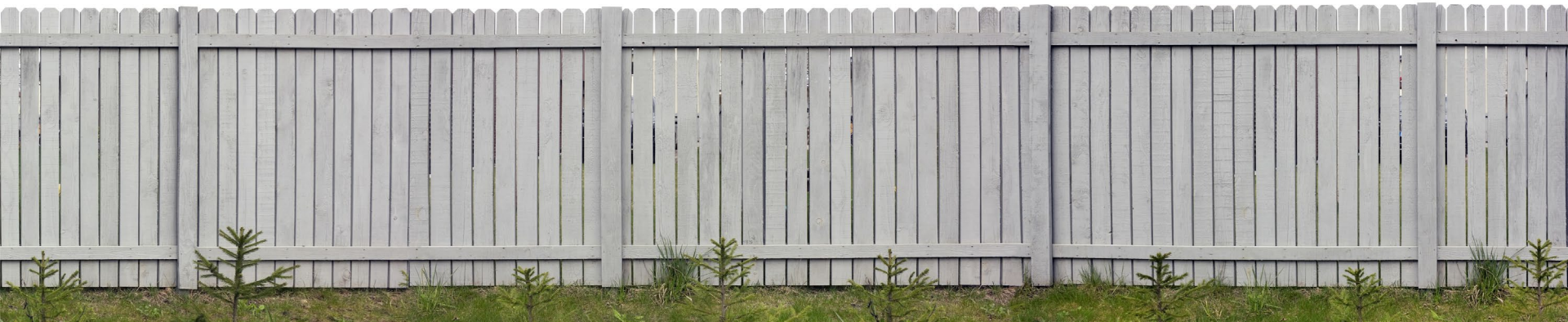
## Donations

- Donations of money, real estate, products, and services to the city allow citizens to make valuable contributions to our programs and should be **encouraged**.
- Donations should be **documented** by the receiving department to ensure transparency of government and allow for audits of donations.
- Any donation over \$1,000 should continue to be **reported** to the City Manager at [DallasEthics@dallas.gov](mailto:DallasEthics@dallas.gov) . Send an email if your department needs the form.



# **The Fence Inspectors:**

## **Inspector General, Ethics Advisory Commission,**



City of Dallas

# Inspector General – § 12A-47

- Receives and investigates complaints
- Seeks out and investigates misconduct
- Issues subpoenas
- Prosecutes alleged or suspected violations
- Provides advisory opinions
- Promotes building the fence through the Chief Integrity Officer in coordination with city departments and offices.



# Ethics Advisory Commission – § 12A-49

- Issue subpoenas
- Hears cases brought by the inspector general
- Makes findings of fact
- Determines if violations have occurred
- Disposes of complaints
- Advises council about ethics and ethic policies





# Reporting Chart – Financial Disclosure



REPORT	WHO REPORTS	DUE DATE	SUBMITTED TO
<b>Financial Disclosure Report</b>  <b>Section 12A-40</b>	<ol style="list-style-type: none"> <li>1. City of Dallas appointed members to the following boards, commissions, and committees                         <ol style="list-style-type: none"> <li>a. Board of Adjustment and Board of Adjustment Alternate Members</li> <li>b. Building Inspection Advisory, Examining, and Appeals Board</li> <li>c. Business Development Corporation Board</li> <li>d. City Plan and Zoning Commission</li> <li>e. Civil Service Board and Civil Service Board Adjunct Members</li> <li>f. Community Development Commission</li> <li>g. Dallas Area Rapid Transit Board</li> <li>h. Dallas-Fort Worth International Airport Board</li> <li>i. Ethics Advisory Commission</li> <li>j. Fire Code Advisory and Appeals Board</li> <li>k. Housing Finance Corporation Board</li> <li>l. Landmark Commission and Landmark Commission Alternate Members</li> <li>m. Park and Recreation Board</li> <li>n. Permit and License Appeal Board</li> <li>o. All Reinvestment Zone Boards</li> <li>p. All Municipal Management District Boards</li> </ol> </li> <li>2. First Assistant City Attorney</li> <li>3. Inspector General</li> <li>4. City Auditor and City Secretary, and their First Assistants</li> <li>5. Assistant City Managers and Chiefs</li> <li>6. Municipal Judges</li> <li>7. Chief Financial Officer</li> </ol>	<p>Annual Filing Date: 5:00 p.m., April 30th.</p> <p>* When the deadline falls on a Saturday or Sunday, or on an official city holiday as established by the city council, the deadline for receipt by the City Secretary is extended to 5:00 p.m. of the next day that is not a Saturday, Sunday, or official city holiday.</p> <p>* The Inspector General may for good cause grant an extension of time in which to file a report upon written request submitted in advance of the deadline. The extension may not exceed 15 days.</p>	City Secretary



# Reporting Chart – Financial Statement



REPORT	WHO REPORTS	DUE DATE	SUBMITTED TO
<b>Financial Statement Report</b>  <b>Texas Local Government Code Chapter 14</b>	<ol style="list-style-type: none"> <li>1. Mayor</li> <li>2. City Council Members</li> <li>3. City Attorney</li> <li>4. City Manager</li> <li>5. Candidates for a Place on the City Council</li> </ol>	<p>Annual Filing Date for the Mayor, City Council Members, City Attorney, and City Manager – 5:00 p.m., April 30th</p> <p>Filing Date for Candidates for a Place on City Council, not later than the earlier of:</p> <ol style="list-style-type: none"> <li>1. The 20th day after deadline for filing an application for a place on the ballot of an election; or</li> <li>2. The fifth day before the date of the election.</li> </ol> <p>* When the deadline falls on a Saturday, Sunday, or an official national or state holiday, the deadline for receipt by the City Secretary is extended to 5:00 p.m. of the next day that is not a Saturday, Sunday, or an official national or state holiday.</p> <p>* The City Attorney or City Manager may request the City Secretary to grant an extension of not more than 60 days for filing the statement.</p>	City Secretary



# Reporting Chart – Short Form



REPORT	WHO REPORTS	DUE DATE	SUBMITTED TO
<b>Short Form Annual Report</b>  <b>Section 12A-41</b>	<p>A person who is required to file an annual financial disclosure report may fulfill those filing obligations by submitting a short sworn statement if there have been no changes in the information disclosed by that person in a complete financial disclosure report filed within the past five years.</p>	<p>Annual Filing Date: 5:00 p.m., April 30th.</p> <p>* When the deadline falls on a Saturday or Sunday, or on an official city holiday as established by the city council, the deadline for receipt by the City Secretary is extended to 5:00 p.m. of the next day that is not a Saturday, Sunday, or official city holiday.</p>	<p>City Secretary</p>



# Reporting Chart – Gifts



REPORT	WHO REPORTS	DUE DATE	SUBMITTED TO
<b>Gift Reporting</b>  <b>Section 12A-42</b>	<p>City officials and city employees who are <u>not</u> required to file an annual financial disclosure report:</p> <ol style="list-style-type: none"> <li>Not required to report gifts with a monetary value of less than \$300, except that reporting is required for gifts from a single source in a single year with a cumulative value of \$300 or more, excluding gifts of perishable food or beverages of an estimated value of \$100 or less.</li> <li>Must also follow departmental reporting requirements for gifts.</li> </ol> <p>City officials and city employees who <u>are</u> required to file an annual financial disclosure report:</p> <ol style="list-style-type: none"> <li>Received gifts with a monetary value of \$300 or more, excluding gifts of perishable food or beverages of an estimated value of \$100 or less.</li> <li>May use the annual financial disclosure report as the first quarter's disclosure statement.</li> <li>Must also follow departmental reporting requirements for gifts.</li> </ol> <p>The Mayor, City Council Members, City Attorney, City Manager, and City Officials and Employees under Section 12A-40(a) are required to report:</p> <ol style="list-style-type: none"> <li>Gifts of \$300 or more in the financial disclosure report in addition to the quarterly report.</li> <li>If no reportable gifts were received, must file a quarterly gift report acknowledging that no reportable gifts were received.</li> </ol> <p>No one is required to report gifts from a relative or person with whom the city official or employee has a personal, professional, or business relationship, unless the gift is accepted in the city official or employee's official capacity.</p> <p>*See Section 12A-12(b) for gifts that are not considered reportable gifts.</p>	<p>Disclosure statement must be filed on a quarterly basis, for all <u>reportable</u> gifts received in each three-month period in a calendar year.</p>	<p>City Secretary (electronic format)</p>



# Reporting Chart – Donations



REPORT	WHO REPORTS	DUE DATE	SUBMITTED TO
<b>Donations</b>  <b>Section 12A-43</b>	<p>City Officials, city employees, and city departments:</p> <ol style="list-style-type: none"> <li>Reporting is required for donations to the city of money, real estate, products, or services with a monetary value of \$1,000 or more or from a single source in a single year with a cumulative value of \$1,000 or more.</li> <li>The donation report must be filed in addition to any other documentation required for the donation.</li> </ol>	<p>Donations must be reported to the city secretary on a quarterly basis, received in each three-month period in a calendar year.</p> <p>Donations must be reported to the city manager within 30 days after receipt of the donation.</p>	<p>City Secretary (quarterly)</p> <p>City Manager (within 30 days of receipt of the donation)</p>





# Reporting Chart – Travel



REPORT	WHO REPORTS	DUE DATE	SUBMITTED TO
<b>Travel</b> <b>Section 12A-44</b>	Any person who, in connection with his or her official duties, accepts a trip or excursion to a location greater than 50 miles from the city that involves the gratuitous provision of transportation, accommodations, entertainment, meals, or refreshments paid for by a person or entity other than a public agency.	Travel must be reported on a quarterly basis in each three-month period in a calendar year.	City Secretary  Subordinates of the City Manager shall also file with the City Manager.

