

**RECEIVED**

**2024 MAY 24 AM 8:00**

**CITY SECRETARY  
DALLAS, TEXAS**



**City of Dallas**

**Public Notice**

**2 4 0 5 2 7**

**POSTED CITY SECRETARY  
DALLAS, TX**

**COMMISSION ON DISABILITIES  
REGULAR MEETING**

**May 28<sup>th</sup>, 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**

**VOTING AGENDA ITEMS**

**III. Approval of Minutes**

- Approval of the March 26<sup>th</sup>, 2024 Commission on Disabilities meeting minutes.

**IV. Public Speakers (3 Minute Limit)**

**V. Officer Reports**

- Chairman John Kalkanli (Mayor Appointee) will speak about the Autism Acceptance Month event on April 17<sup>th</sup>, 2024.
- Chairman John Kalkanli (Mayor Appointee) will discuss his fact-finding meeting at Mozee on April 10<sup>th</sup>, 2024 focusing on autonomous mobility options.
- Chairman John Kalkanli (Mayor Appointee) will share details of the “Disability Cultural Humility Trainings” by Metrocare and the Texas Council for Developmental Disabilities aimed to educate elected officials on Intellectual and Developmental Disabilities (IDD).

## VI. Commissioners’ Reports

### **BRIEFING ITEMS**

#### VII. Briefings

- Chief Integrity Officer, Baron Eliason, will present on ethics, specifically code of conduct, civility, and decorum in meetings.
- Public Information Coordinator, Michael Smith, with the City of Dallas Department of Transportation will present on the Department’s work and resources available for people with disabilities.

#### VIII. Announcements

#### IX. Adjournment

##### **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]



**Commission on Disabilities  
Regular Meeting Minutes**

**March 26, 2024**

**Dallas City Hall, 6ES**

**Call-in (408) 418-9388**

**Access Code: 2491 915 4254**

**John Kalkanli, Presiding**

**PRESENT: [7]**

John Kalkanli, Chair District 15	Christina Puga, District 8
Gay Revi, District 1	Beverly White, District 9*
Rod Hooker, District 3*	Chris Bellew, District 10*
Starlet Ramirez, District 6*	

**ABSENT: [2]**

Nancy Immerman, District 11
Nicole Munoz Hushcka, District 13

*\*Note: Members of the Commission on Disabilities participated in this meeting by video conference.*

*\*\*Note: Indicates arrival time after meeting called to order/reconvened*

**Technical Resource Panel Members Present: [2]**

Dr. Priscylla Bento*
Carrie Parks*

**Absent: [3]**

Cynthia Suarez	Dylan Rafaty
Wade Wilcox	Bianca Walker

The March 26, 2024, Commission on Disabilities meeting was called to order at 2:09 p.m. with quorum being met.

The meeting agenda, posted in accordance with Chapter 551, "OPEN MEETINGS", of the Texas Government Code, was presented.

**PUBLIC SPEAKERS**

Chairman Kalkanli opened the meeting with roll call and requested for any public speakers, advising the public of the available time and advising that they turn on their cameras when speaking.

With no public speakers, Chairman Kalkanli moved to the next order of business.



## COMMISSION ON DISABILITIES MEETING MINUTES

MARCH 26, 2024

### **APPROVAL OF MINUTES**

Chairman Kalkanli opened the floor for amendments to the February 27, 2024 minutes before approval.

Chairman Kalkanli mentioned that his report should state: Chairman Kalkanli attended the 15<sup>th</sup> Annual Research, Arts, and Writing Graduate Conference at the University of Texas at Dallas.

Commissioner Puga requested the following edits:

- Minutes should read "Reverend Dr. Freddie Haynes" with "ie" not "y"  
Minutes should include: that on February 14<sup>th</sup>, she attended the Steven Goudeau fashion show titled Madison De Goudeau II, at the Tower Club, produced by Willie Johnson III. On February 15<sup>th</sup>, she attended the Netflix's "Black Beauty Effect" Documentary Red Carpet premiere. On February 17<sup>th</sup>, she attended the District 8 "Black Servant Award" event. On February 24<sup>th</sup>, she attended the 49<sup>th</sup> Annual Elite News Awards honoring: Constable Eddie Brown, Jr, Constable Deanna Hammond, Judge Lisa Green, Sean Reed (Dallas Mavericks), and Ed Gray "The Commish".
- Minutes should include that Commissioner Puga inquired about the 2023 Commission on Disabilities Annual Report. Chairman Kalkanli stated that he was informed by the office that the report was submitted and could not be edited. Commissioner Puga mentioned the report should have included the presentation given by City Attorney's Office in February 2023.

Commissioner Bellew requested that his name be listed as "Chris".

Commissioner Revi mentioned that the "Announcement" section, should include the words "being planned" in her statement.

Chairman Kalkanli called to vote the approval of the February 27, 2024 minutes. All were in favor of approving minutes with edits.

### **MEETING SUMMARY**

Chairman Kalkanli provided the Officer Reports:

March 19<sup>th</sup>, Chairman Kalkanli attended the Disability Listening Session hosted by WFAA News Station and organized by the North Texas Disability Chamber. Chairman Kalkanli stated it was his honor to represent the Commission on Disabilities, and a pleasure to see Commissioner Hooker in attendance.

Chairman Kalkanli opened the floor for other Commissioners to give reports.

## COMMISSION ON DISABILITIES MEETING MINUTES

MARCH 26, 2024

Commissioner Revi provided a report on behalf of the Transportation Subcommittee. Commissioner Revi updated the commission on the status of the handicap enforcement program. Volunteers would have to be trained in the two-part process to submit a violation complaint. Parking violations are handled by Transportation, and can be submitted via 311 app. Commissioner Revi mentioned that "handicap parking violation" is not listed on the list of violations in the list provided by prompt. The process had 27 steps and would receive a response by Transportation department in two days. Commissioner Revi stated that when she followed up with the Transportation Department, she was informed that Dallas Police Department handles parking violations.

Commissioner Bellew mentioned that March 21<sup>st</sup> was World Down Syndrome Day. This is a global awareness day observed by the United Nations since 2002. The date is the 21<sup>st</sup> day of the third month signifying the uniqueness of the 21<sup>st</sup> chromosome. Commissioner Bellew mentioned the day is celebrated around the world to raise awareness to the value that people with down syndrome and other intellectual disabilities bring to their communities.

Commissioner Puga acknowledged Commissioner Revi for the work and effort that was put forth in going through the steps that was outlined earlier in her report. Commissioner Puga expressed her frustration with the situation and recommended a meeting be set up with Dallas Police, Transportation, Commissioner Revi, and the Chair to come up with a solution. Commissioner Puga also thanked Commissioner Bellew for his acknowledgement of World Down Syndrome Day. Commissioner Puga mentioned that on March 23<sup>rd</sup> she attended a Women's Herstory Month's "Women Breaking Barriers" event at the J. Erik Jonsson Public Library, and had the opportunity to meet Dr. Ruth Simmons, the 8<sup>th</sup> President of Prairie View A&M University, as well as President at Brown University, and now works at Harvard University creating diversity programs in selecting students to attend Harvard. Commissioner Puga mentioned her concerns regarding a golf clinic for those with disabilities, including the time of day, transportation, and lack of diversity on the promotional flyers. Commissioner Puga spoke with the Texas Golf Association about her thoughts and looks forward to their future events.

### **BRIEFING**

Chairman Kalkanli moved to the next order of business and introduced Office of Equity and Inclusion Assistant Director/ Welcoming Communities and Immigrant Affairs Officer, Mrs. Christina da Silva, and Office of Equity and Inclusion Human Rights Officer, Mr. Christopher Graves, who presented on the prospect of a Human Rights Commission. Chairman Kalkanli expressed his support of the Human Rights Commission, and his appreciation for the intersectional approach. Chairman Kalkanli encouraged the office to take to City Council a collaboration effort and include an educational element. Commissioner Puga thanked staff for the presentation but expressed her concern with combining the two commissions and the possibility of those with disabilities being overlooked. Commissioner Bellew stated his support of the Human Rights Commission and the possibility of combining the two commissions, as long they do not lose focus of the purpose stated in the charter. Commissioner Bellew inquired how old the Human Rights Commission was, and staff responded that they were currently in the research phase of the proposal and would be reporting to WEE with feedback they have received thus far. Chairman Kalkanli thanked the

COMMISSION ON DISABILITIES MEETING MINUTES

MARCH 26, 2024

presenters.

Chairman Kalkanli introduced the next presenter, Mr. Travis Houston, Interim Director of the Office of Emergency Management to discuss emergency preparedness and resources available to the community with disabilities. Mr. Houston shared that since the presentation was prepared, he had been assigned the role of Director. Mr. Houston shared an overview of the Office of Emergency Management, some of the hazards phased in the City of Dallas, some of the community preparedness work the office does, what it takes to get prepared as an individual, key resources available to the disability access/ functional needs of the community, and how the Commission and the department could work together. Chairman Kalkanli thanked Mr. Houston for his presentation and inquired about best practices for preparing for emergencies with service animals. Mr. Houston thanked Chairman Kalkanli for the question and stated he would have to do more research and provide information later. Commissioner Puga inquired if the Office of Emergency Management collaborates with other emergency agencies to identify behaviors of those with disabilities that may be misinterpreted as aggression. Mr. Houston thanked Commissioner Puga for the question, and responded that they partner with the American Red Cross and the North Texas Behavioral Health Authority, both partners are trained to identify those behaviors. Commissioner Bellew inquired if there were any emergency training for people with developmental disabilities/ cognitive issues. Mr. Houston mentioned they have not held a class specifically for those individuals but would like to investigate more and work with the Commission to possibly develop something.

**ANNOUNCEMENTS**

Chairman Kalkanli announced the Texas Golf Association’s adaptive golf clinic taking place at Keaton Park. Chairman Kalkanli also acknowledged that March is Brain Injury Awareness Month. Chairman Kalkanli concluded with the information on NFP News Line and the mention of the Commission on Disabilities.

Commissioner Revi updated the Commission on the planning of the proposed skate park that was mentioned last month. Commissioner Revi encouraged commissioners to stay informed on this item.

**ADJOURNMENT,**

Chairman Kalkanli adjourned the March 26, 2024, Commission on Disabilities meeting at 3:15 pm.

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Drafted by:  
Salena Meeks, Executive Assistant  
Office of Equity & Inclusion

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Date

COMMISSION ON DISABILITIES MEETING MINUTES  
MARCH 26, 2024

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Approved by:  
John Kalkanli, Chairman  
Commission on Disabilities

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Date

# 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



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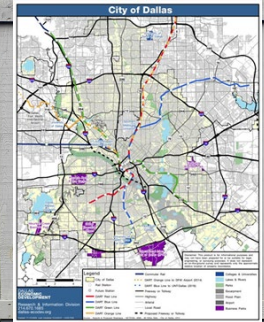
**Classic Blunder:** exploiting our access for personal gain



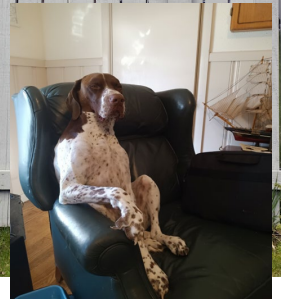
# Location for the fence: City Government



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.





# 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)



# 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)**

# 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!**

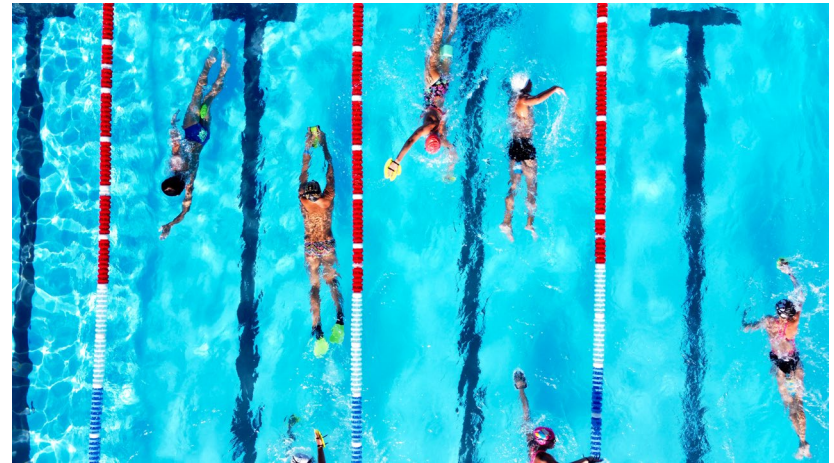
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NOTE: Appearance is not a conflict. However, it's a good reason to consider disclosure!

# 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."



**"All the News That's Fit to Print."**

Vol. LXX, No. 2146.

**TITANIC SAVED 866 RESCUES ISMAY S.**

Col. Astor and Bride, Lady Straus and Wiles, and Maj. Butt Aboard.

**"RULE OF SEA" FOLLOWED**

Wives and Children Put Down.

Wrecked Later Seen at 1974. Sir Officer for Duke of the Fitzgibbon and Lewis Wrecks.

**FRANKLIN HOSPITAL, ALL DAY**

Manager of the Line, Involved Through the Disaster, Near After One Had Gone Down.

**HEAD OF THE LINE ABOARD**

A Ship's Long History First The History, Was This Ship to Survive At All?

The captain had the Titanic's engine room, in the bow, and by the bow of the Titanic, the ship's engine room was the last of the ship's engine room to be lost, and the ship's engine room was the last of the ship's engine room to be lost.

The engine room was the last of the ship's engine room to be lost, and the ship's engine room was the last of the ship's engine room to be lost.

The engine room was the last of the ship's engine room to be lost, and the ship's engine room was the last of the ship's engine room to be lost.

**WIC-LOOK FATHER, LEADER, APTURE CAPT OF LONDON, ILLUSTRATION: PARTIAL LIST OF THE SAVED.**

**CAPT. E. J. SMITH**  
Commander of the Titanic.

<p><b>MR. WILSON</b>...  <b>MR. J. A. BROWN</b>...  <b>MR. J. H. GREEN</b>...  <b>MR. J. D. WHITE</b>...  <b>MR. J. K. BLACK</b>...  <b>MR. J. L. RED</b>...  <b>MR. J. M. BLUE</b>...  <b>MR. J. N. GREEN</b>...  <b>MR. J. O. WHITE</b>...  <b>MR. J. P. BLACK</b>...  <b>MR. J. Q. RED</b>...  <b>MR. J. R. BLUE</b>...  <b>MR. J. S. GREEN</b>...  <b>MR. J. T. WHITE</b>...  <b>MR. J. U. BLACK</b>...  <b>MR. J. V. RED</b>...  <b>MR. J. W. BLUE</b>...  <b>MR. J. X. GREEN</b>...  <b>MR. J. Y. WHITE</b>...  <b>MR. J. Z. BLACK</b>...</p>	<p><b>MR. A. B. C. D. E.</b>...  <b>MR. F. G. H. I. J. K. L. M. N. O. P. Q. R. S. T. U. V. W. X. Y. Z.</b></p>
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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.



# 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.

 **877-860-1061**

 **Report a Violation to the Inspector General**

 *Confidential and Independent*



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



# 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.



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# 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





# 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”

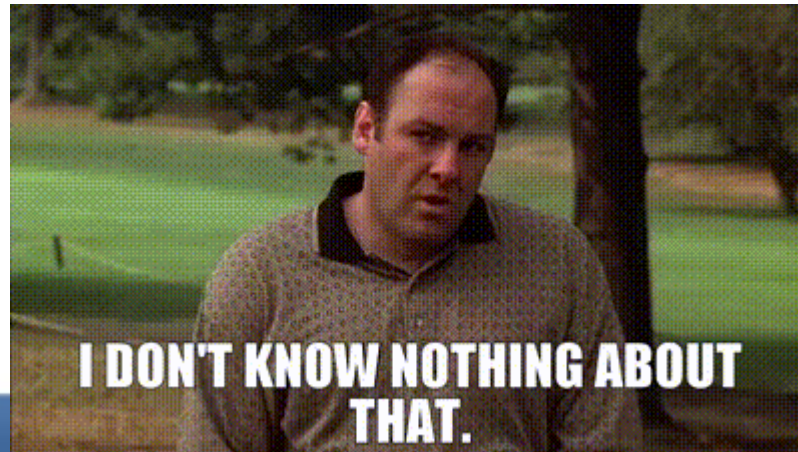


When work becomes a family reunion



# 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.



# 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.

**CAUTION**



# 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)).

# 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



# 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.beveris@dallas.gov](mailto:Kelly.beveris@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)



46

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:

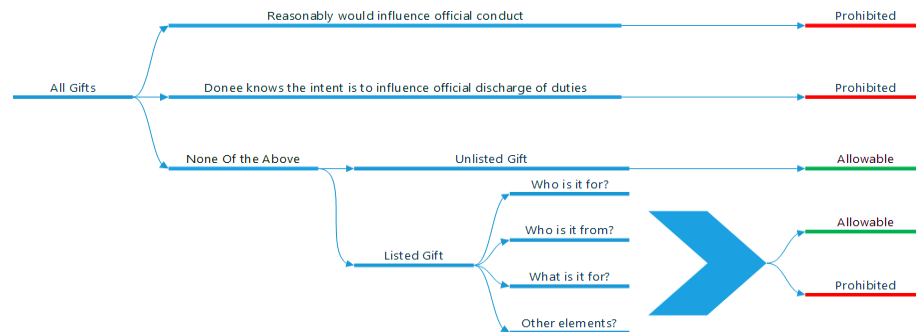
1. Recognitions such as honorariums, public awards, and ceremonial/protocol gifts;
2. Meals, travel, lodging, and entertainment;
3. Tickets;
4. Relation based gifts (relatives, friends, etc.); and
5. Loans and scholarships.



# Analyzing Gifts

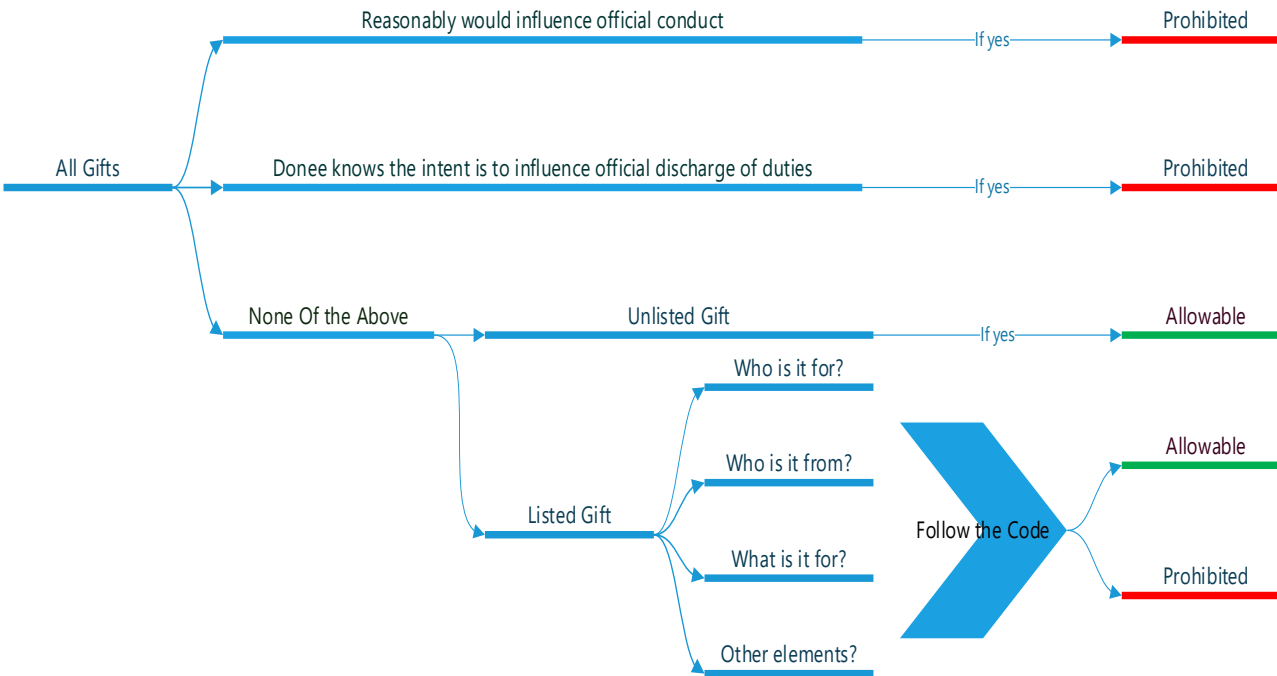
Three steps to analyze if a gift is allowable or prohibited:

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



Example of step three: some departments have a no gift policy.

# Analyzing Gifts

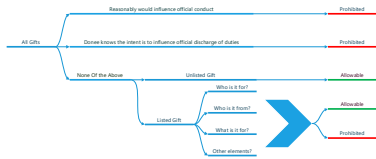


## §12A-12 LISTED GIFTS

- 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	Allowed 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, 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.

# 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.

The collage features several items: Taylor Swift 'The Eras Tour' tickets for Arrowhead Stadium; a 'Bigger and Better' charity event ticket for April 30, 2022; a silver Morgan dollar coin graded PCGS MS68 Pq; and a 'Table & Ticket Form' for the 2022 Cattle Drive benefiting the American Cancer Society. The form includes sections for donor information, table reservations, and payment details.

# What counts as a year?

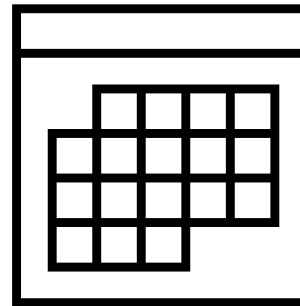
- Gift reporting is based on the calendar year.
- Gift totaling for calculating cumulative totals of small gifts is based on the calendar year (The Code requires cumulative gifts of \$300 or more from a single source in a single year to be reported (§12A-42(a)(3)). So, to figure out the cumulative value 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

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



CITY OF DALLAS



## 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

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
<p><b>Financial Statement Report</b></p> <p><b>Texas Local Government Code Chapter 14</b></p>	<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>	<p>City Secretary</p>



# Reporting Chart – Short Form



REPORT	WHO REPORTS	DUE DATE	SUBMITTED TO
<p><b>Short Form Annual Report</b></p> <p><b>Section 12A 41</b></p>	<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
<p><b>Gift Reporting</b></p> <p><b>Section 12A 42</b></p>	<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 reportable 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
<p><b>Donations</b></p> <p><b>Section 12A 43</b></p>	<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
<p><b>Travel</b></p> <p><b>Section 12A 44</b></p>	<p>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.</p>	<p>Travel must be reported on a quarterly basis in each three-month period in a calendar year.</p>	<p>City Secretary</p> <p>Subordinates of the City Manager shall also file with the City Manager.</p>







**City of Dallas**

# Overview of the Dallas Department of Transportation

City of Dallas  
Commission on Disabilities  
May 28, 2024

Dr. Gus Khankarli, Director  
Mike Smith, Public Information Coordinator  
Department of Transportation  
City of Dallas

# Mission Statement



The mission of the Dallas Department of Transportation is to provide a safe and inclusive transportation system for the City of Dallas that advances economic vitality, quality of life, and access to mobility for our communities and businesses through the core values of empathy, ethics, excellence, engagement, and equity.



# Purpose



The purpose of this presentation is to give an overview of the Department of Transportation, its various divisions, and a few of the ways ADA guidelines inform our operations.



# Presentation Overview



- Department Overview
- Transportation Network
- Services
- Disability Resources
- Examples of Ongoing Work
- Service Requests



# Department Overview



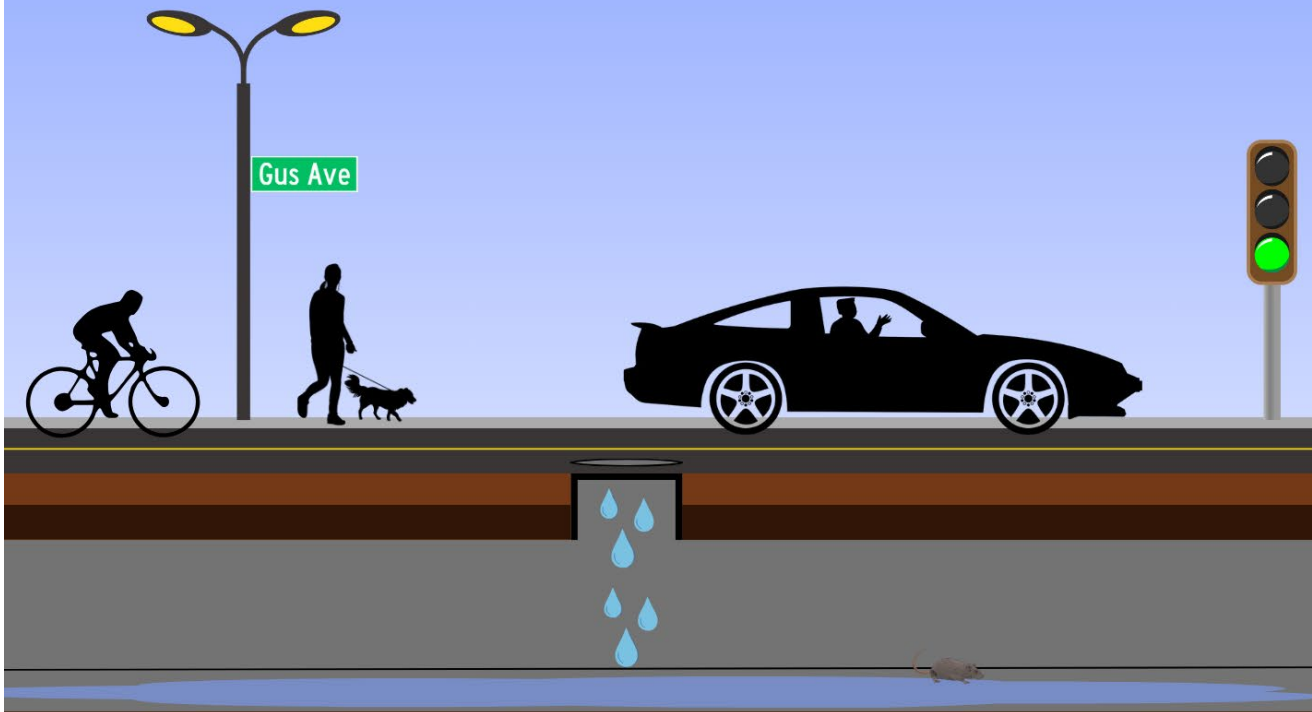
- The Dallas Department of Transportation serves the city through 12 divisions
  - District Engineering
  - Field Operations
  - Signal Engineering
  - Parking Management
  - Finance/Budget
  - Street Lighting
  - Transportation Planning
  - Transportation Development Review
  - Interlocal Partnership
  - Interagency
  - Performance Assessment
  - Business Operations





# We serve the surface.

The Dallas Department of Transportation's engineers, planners, and specialists are dedicated to improving how you **navigate** our **streets, sidewalks, and bike lanes**.



Department of  
**Transportation**



## WHAT WE DO

- Crosswalks
- Dallas Bike Plan
- Dockless mobility (scooters)
- Parking enforcement
- Pavement markings
- Street/thoroughfare planning
- Street lights
- Street signs
- Traffic signals

We serve everything on our road network "from your wheels up."

SURFACE

UNDERGROUND

## WHAT THEY DO

- Mass transit (bus, light rail) (DART)
- Road construction (Public Works)
- Storm sewers (Water Utilities)
- Transportation-for-hire (Uber, Lyft, taxis, etc.) (Aviation)
- Drainage (Stormwater Mgmt.)

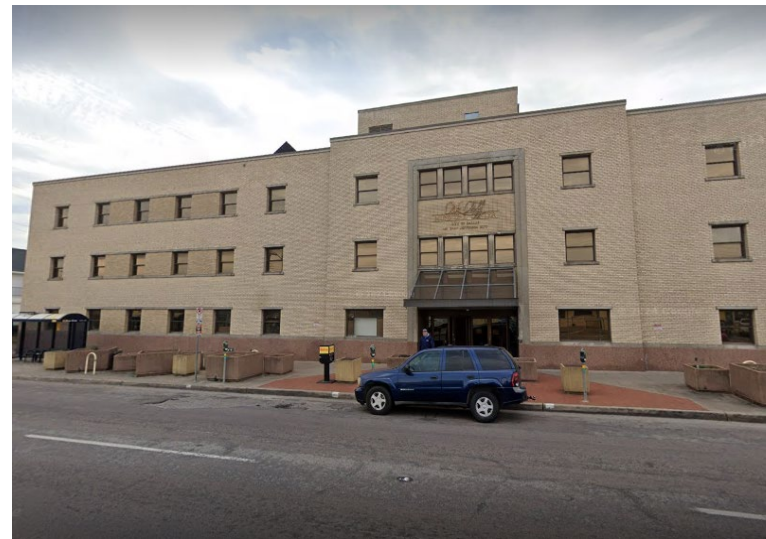
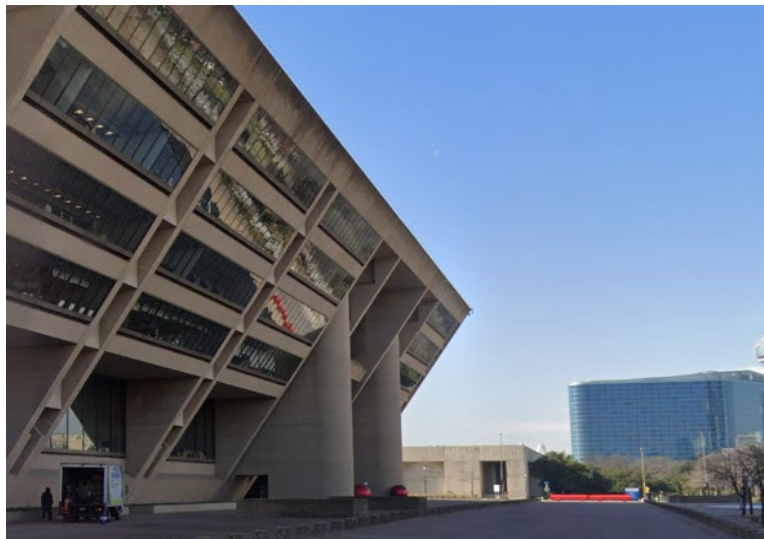




# Department Overview



- City Hall (main office)
- Oak Cliff Municipal Center (OCMC)
- Central Service Center (Canton Street)



# Department Overview



## Director:

Dr. Ghassan (Gus) Khankarli

## Assistant Director:

Auro Majumdar

## Assistant Director:

Scott Walton

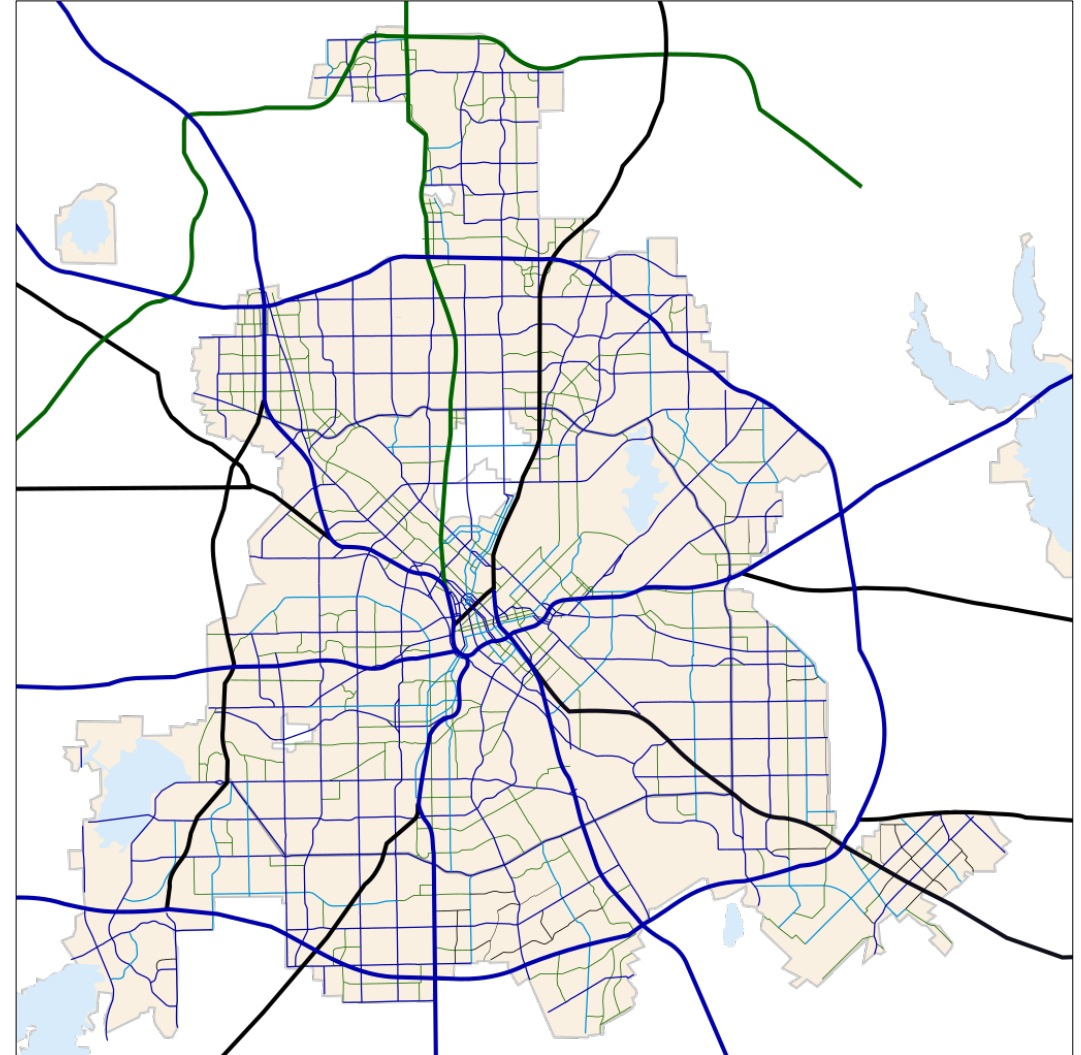


# Transportation Network



- Approximately 1,450 signalized intersections
- About 97,000 streetlights\*
- About 150,000 signs
- More than 70 miles of bike lanes
- About 8,700 crosswalks

\*Oncor owns most streetlights in the city.





# ADA Impacts



- Reconstructing signalized intersections
- ALL new or rebuilt signals have accessible pedestrian signal (APS) buttons with audible signals



# ADA Impacts



- Design review for reconstructing roadways with sidewalks





# Ongoing Work



- Routine maintenance schedule
- Corridor studies
- Vision Zero





# Service requests



- Contact 311
  - Service requests from 311 are distributed to the different divisions for processing.



# Questions?



## Dallas Department of Transportation

1500 Marilla Street, L1BS

Dallas, TX 75201





**City of Dallas**

# Overview of the Dallas Department of Transportation

City of Dallas  
Commission on Disabilities  
May 28, 2024

Dr. Gus Khankarli, Director  
Mike Smith, Public Information Coordinator  
Department of Transportation  
City of Dallas