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**CITY SECRETARY
DALLAS, TEXAS**

City of Dallas

*1500 Marilla Street,
Council Chambers, 6th Floor
Dallas, Texas 75201*

Public Notice

250096

POSTED CITY SECRETARY
DALLAS, TX



Quality of Life, Arts, and Culture Committee

January 21, 2025

9:00 AM

2023 CITY COUNCIL APPOINTMENTS

COUNCIL COMMITTEE	
ECONOMIC DEVELOPMENT Atkins (C), Narvaez (VC), Arnold, Bazaldua, Ridley, Stewart, West	GOVERNMENT PERFORMANCE AND FINANCIAL MANAGEMENT West (C), Blackmon (VC), Mendelsohn, Moreno, Resendez
HOUSING AND HOMELESSNESS SOLUTIONS Moreno (C), Mendelsohn (VC), Gracey, West, Willis	PARKS, TRAILS, AND THE ENVIRONMENT Stewart (C), Moreno (VC), Arnold, Bazaldua, Blackmon, Narvaez, West
PUBLIC SAFETY Mendelsohn (C), Stewart (VC), Atkins, Moreno, Willis	QUALITY OF LIFE, ARTS, AND CULTURE *Ridley (C), Resendez (VC), Bazaldua, Blackmon, Gracey, Schultz, Willis
TRANSPORTATION AND INFRASTRUCTURE Narvaez (C), Gracey (VC), Atkins, Mendelsohn, Resendez, Schultz, Stewart	WORKFORCE, EDUCATION, AND EQUITY *Arnold (C), *Schultz (VC), Bazaldua, Blackmon, Resendez, Ridley, Willis
AD HOC COMMITTEE ON ADMINISTRATIVE AFFAIRS Atkins (C), Mendelsohn, Moreno, Ridley, Stewart	AD HOC COMMITTEE ON GENERAL INVESTIGATING AND ETHICS Mendelsohn (C), Gracey, Johnson, Schultz, Stewart
AD HOC COMMITTEE ON JUDICIAL NOMINATIONS Ridley (C), Resendez, West	AD HOC COMMITTEE ON LEGISLATIVE AFFAIRS Mendelsohn (C), Atkins, Gracey, Narvaez, Stewart
AD HOC COMMITTEE ON PENSIONS Atkins (C), Blackmon, Mendelsohn, Moreno, Resendez, Stewart, West, Willis	AD HOC COMMITTEE ON PROFESSIONAL SPORTS RECRUITMENT AND RETENTION Gracey (C), Blackmon, Johnson, Moreno, Narvaez, Resendez, Schultz

(C) – Chair, (VC) – Vice Chair

* Updated:6/28/24

Note: A quorum of the Dallas City Council may attend this Council Committee meeting.

General Information

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"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."

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<https://dallascityhall.webex.com/dallascityhall/j.php?MTID=m6aef5023d515548fced3e9b829c96bdc>

Call to Order

MINUTES

1. [25-293A](#) Approval of the December 3, 2024, Quality of Life, Arts, and Culture Committee Meeting Minutes

Attachments: [Minutes](#)

BRIEFING ITEMS

- A. [25-289A](#) 2024 Department Highlights and Quality of Life, Arts, and Culture Committee Feedback
[Luis Loya, Management Analyst, City Manager's Office; Martine Elyse Philippe, Director, Office of Arts and Culture; Sallie Lockhart, Assistant Director, Dallas Public Library, Jessica Galleshaw, Director, Office of Community Care and Empowerment; Mary Martin, Assistant Director, Dallas Animal Services; Clifton Gillespie, Director, Department of Sanitation Services; Christopher, Christian; Director, Department of Code Compliance; Emily Liu, Director, Department of Planning and Development]

Attachments: [Presentation](#)

- B. [25-286A](#) Dallas Public Art Program Update
[Martine Elyse Philippe, Director, Office of Arts and Culture; Lynn Rushton Reed, Public Art Program Manager, Office of Arts and Culture]

Attachments: [Presentation](#)

BRIEFING MEMOS

- C. [25-287A](#) Office of Arts and Culture - FY 2025-26 Cultural Organizations Program Guidelines
[Martine Elyse Philippe, Director, Office of Arts and Culture; Glenn Ayars, Assistant Director, Office of Arts and Culture; Julia Hosch, Cultural Programs Manager, Office of Arts and Culture]

Attachments: [Memorandum](#)

- D. [25-290A](#) Resident Vehicle Towing Practices
[James, Walton, Assistant Director, Department of Transportation and Public Works; Candice Bryant, Manager of Transportation and Regulation, Department of Transportation and Public Works; Israel, Herrera, Police Deputy Chief, Dallas Police Department]

Attachments: [Memorandum](#)

- E. [25-288A](#) Acceptance of NLC FY25 Cities Addressing Fines and Fees Equitably (CAFFE) Initiative Grant
[Dr. Lindsey Wilson, Director, Office of Equity and Inclusion; Christina Da Silva, Assistant Director, Office of Equity and Inclusion]

Attachments: [Memorandum](#)

FORECAST

- F. [25-295A](#) Quality of Life, Arts, and Culture Committee Forecast

Attachments: [Forecast](#)

ADJOURNMENT

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]



City of Dallas

1500 Marilla Street
Council Chambers, 6th Floor
Dallas, Texas 75201

Agenda Information Sheet

File #: 25-293A

Item #: 1.

Approval of the December 3, 2024, Quality of Life, Arts, and Culture Committee Meeting Minutes

MINUTES OF THE CITY COUNCIL COMMITTEE
TUESDAY, DECEMBER 3, 2024

24-0010

QUALITY OF LIFE, ARTS, AND CULTURE
CITY COUNCIL CHAMBER, CITY HALL/VIDEO CONFERENCE
COUNCILMEMBER PAUL E. RIDLEY, PRESIDING

PRESENT: [7] Ridley, Resendez, Gracey (**9:20 a.m.), Bazaldua (**9:37 a.m.),
Blackmon (**9:39 a.m.), Schultz, Willis

ABSENT: [0]

The meeting was called to order at 9:09 a.m. with a quorum of the committee present.

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

After all business properly brought before the committee had been considered, the meeting adjourned at 10:46 a.m.

Chair

ATTEST:

City Secretary Staff

Date Approved

The agenda is attached to the minutes of this meeting as EXHIBIT A.

The actions taken on each matter considered by the committee are attached to the minutes of this meeting as EXHIBIT B.

The briefing materials for this meeting are filed with the City Secretary's Office as EXHIBIT C.

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

MINUTES OF THE CITY COUNCIL COMMITTEE
TUESDAY, DECEMBER 3, 2024

EXHIBIT A

RECEIVED

City of Dallas

Public Notice

2024 NOV 27 AM 10:21

*1500 Marilla Street,
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241116

**CITY SECRETARY
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Call to Order

MINUTES

1. [24-3712](#) Approval of the November 12, 2024, Quality of Life, Arts, and Culture Committee Meeting Minutes

Attachments: [Minutes](#)

BRIEFING ITEMS

- A. [24-3699](#) National Trends in Multi-Use Library Facilities
[Heather Lowe, Interim Director, Dallas Public Library]

Attachments: [Presentation](#)

- B. [24-3706](#) Briefing on City-owned non-commercial Radio Station: WRR Radio/KERA
[Martine Elyse Philippe, Director, Office of Arts and Culture; Glenn Ayars, Assistant Director, Office of Arts and Culture; Christopher Wagley, Chief Operating Officer of KERA]

Attachments: [Presentation](#)

BRIEFING MEMOS

- C. [24-3709](#) Office of Arts and Culture Agenda Item # 24-3064 on December 11, 2024: Dallas Black Dance Theatre Updated Funding Allocation for the FY 2024-25 Cultural Organizations Program
[Martine Elyse Philippe, Director, Office of Arts and Culture; Glenn Ayars, Assistant Director, Office of Arts and Culture]

Attachments: [Memorandum](#)

- D. [24-3711](#) City Facilities Partners Update - Kalita Humphreys Theater
[Martine Elyse Philippe, Director, Office of Arts and Culture; Glenn Ayars, Assistant Director, Office of Arts and Culture]

Attachments: [Memorandum](#)

FORECAST

E. [24-3713](#) Quality of Life, Arts, and Culture Committee Forecast

Attachments: [Forecast](#)

ADJOURNMENT

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MINUTES OF THE CITY COUNCIL COMMITTEE
TUESDAY, DECEMBER 3, 2024

EXHIBIT B

OFFICIAL ACTION OF THE CITY COUNCIL COMMITTEE

DECEMBER 3, 2024

Item 1: Approval of the November 12, 2024, Quality of Life, Arts, and Culture
Committee Meeting Minutes

Councilmember Willis moved to adopt the minutes as presented.

Motion seconded by Councilmember Resendez and unanimously adopted. (Bazaldua, Gracey,
Blackmon absent when vote taken)

OFFICIAL ACTION OF THE CITY COUNCIL COMMITTEE

DECEMBER 3, 2024

BRIEFING ITEMS

Item A: National Trends in Multi-Use Library Facilities

The following individual briefed the committee on the item:

- Heather Lowe, Interim Director, Dallas Public Library

OFFICIAL ACTION OF THE CITY COUNCIL COMMITTEE

DECEMBER 3, 2024

BRIEFING ITEMS

Item B: Briefing on City-owned non-commercial Radio Station: WRR Radio/KERA

The following individuals briefed the committee on the item:

- Martine Elyse Philippe, Director, Office of Arts and Culture;
- Glenn Ayars, Assistant Director, Office of Arts and Culture; and
- Christopher Wagley, Chief Operating Officer of KERA

OFFICIAL ACTION OF THE CITY COUNCIL COMMITTEE

DECEMBER 3, 2024

BRIEFING MEMOS

Item C: Office of Arts and Culture Agenda Item # 24-3064 on December 11, 2024: Dallas Black Dance Theatre Updated Funding Allocation for the FY 2024-25 Cultural Organizations Program

Item D: City Facilities Partners Update - Kalita Humphreys Theater

The committee discussed the items.

OFFICIAL ACTION OF THE CITY COUNCIL COMMITTEE

DECEMBER 3, 2024

FORECAST

Item E: Quality of Life, Arts, and Culture Committee Forecast

The committee discussed the item.

MINUTES OF THE CITY COUNCIL COMMITTEE
TUESDAY, DECEMBER 3, 2024

EXHIBIT C



City of Dallas

1500 Marilla Street
Council Chambers, 6th Floor
Dallas, Texas 75201

Agenda Information Sheet

File #: 25-289A

Item #: A.

2024 Department Highlights and Quality of Life, Arts, and Culture Committee Feedback
[Luis Loya, Management Analyst, City Manager's Office; Martine Elyse Philippe, Director, Office of Arts and Culture; Sallie Lockhart, Assistant Director, Dallas Public Library, Jessica Galleshaw, Director, Office of Community Care and Empowerment; Mary Martin, Assistant Director, Dallas Animal Services; Clifton Gillespie, Director, Department of Sanitation Services; Christopher, Christian; Director, Department of Code Compliance; Emily Liu, Director, Department of Planning and Development]

2024 Department Highlights and Quality of Life, Arts, and Culture Committee Feedback

Quality of Life Arts and Culture Committee
January 21, 2025

Luis Loya, Management Analyst, City
Manager's Office

Martine Elyse Philippe, Director, Office
of Arts and Culture

Jessica Galleshaw, Director, Office of
Community Care and Empowerment

Sallie Lockhart, Assistant Director, Dallas
Public Library

Mary Martin, Assistant Director, Dallas
Animal Services

Clifton Gillespie, Director, Department
of Sanitation Services

Christopher, Christian, Director,
Department of Code Compliance

Emily Liu, Director, Department of
Planning and Development



City of Dallas

Presentation Overview



Quality of Life, Arts, and Culture (QOLAC)



2024 Accomplishments



2024 Department Highlights



Committee Feedback and Next Steps



Quality of Life, Arts, and Culture (QOLAC)



Policy Priorities set by Mayor Eric Johnson (FY23-25):

- Develop comprehensive strategies to better serve Dallas's senior population. Explore the establishment of an independent nonprofit organization to lead the restoration and management of the Kalita Humphreys Theater site.

Committee Background and Leadership:

- Established in 2017, the QOLAC Committee is a Dallas City Council body dedicated to cultural affairs, recreational activities, and community well-being. It is chaired by Council member Paul Ridley, with Jaime Resendez as Vice-Chair, and includes Council members Adam Bazaldua, Paula Blackmon, Zarin Gracey, Jaynie Schultz, and Gay Donnell Willis.



2024 Accomplishments



- 1. Expanding Library Access:** The Library implemented **six-day service at 14 additional locations**, providing increased access to educational and cultural resources for over **1.5 million residents**. This initiative bridged literacy gaps and reinforced the Library's commitment to underserved communities.
- 2. Equitable Senior Services:** The Office of Community Care and Empowerment finalized a contract to develop a **Senior Services Strategic Plan**, delivering expanded programs to meet the needs of **37% more seniors citywide**, enhancing their access to nutrition, wellness, and transportation support.
- 3. Transforming Urban Blight:** The Code Compliance Department demolished **44 major nuisance properties** and launched the **Bloomberg Love Your Block initiative**, engaging over **200 community volunteers** to rejuvenate neighborhoods in equity-priority areas.
- 4. Cultural Inclusivity Milestone:** The Office of Arts and Culture dedicated the **"Shadowlines" public art installation**, honoring victims of racial violence and increasing public access to culturally significant art in historically underserved communities.
- 5. Historic Preservation Impact:** Advanced historic designations for **Wheatley Place and Colonial Hills**, supported by grants and an **economic impact study** that projected a **\$5 million increase in property values** through preservation-driven development.
- 6. Sustainability in Action:** Environmental Quality facilitated community tours in South Dallas, aligning stakeholders on infrastructure needs that unlocked **\$2.3 million in funding opportunities**, reinforcing environmental justice goals.
- 7. Justice Reimagined:** Community Courts expanded restorative justice programs, connecting **1,250 offenders** with wrap-around services like housing and employment assistance, resulting in a **30% recidivism reduction** in key pilot areas.



2024 Department Highlights (1/3)



December 2024	November 2024	October 2024	September 2024
<p>Library: Presented national trends in multi-use library facilities to enhance community engagement.</p> <p>Arts and Culture: Provided updates on city-owned radio station WRR and the Dallas Black Dance Theatre funding allocation, focusing on expanding access to cultural resources.</p> <p>Community Care: Strengthened partnerships for service delivery and focused on inclusivity in community programming.</p>	<p>Library: Launched adult learning initiatives aimed at improving literacy and educational access for underserved populations.</p> <p>Arts and Culture: Continued progress on cultural district designation for Oak Cliff and facilitated public art projects in various communities.</p> <p>Community Care: Expanded senior services contracts to ensure continuity in essential programs for vulnerable populations.</p>	<p>Library: Presented on the Adult Learning program that includes community partnerships and class opportunities in GED, English, and Citizenship.</p> <p>Arts and Culture: Presented plans for public art installations, including the Tipton Public Art Project and Crockett Dog Park Project.</p> <p>Community Care: Initiated new outreach efforts targeting equity and inclusion in service delivery through enhanced community center utilization.</p>	<p>Historic Preservation: Initiated new historic resource studies for Wheatley Place and Colonial Hills, supported by grants, and began an economic impact analysis of preservation efforts.</p> <p>Library: Advanced discussions on the Skillman Southwestern Branch Library, focusing on resource optimization.</p> <p>Community Care: Finalized a contract for a Senior Services Strategic Plan to address aging population needs comprehensively.</p>



Note: Highlights are based on 2024 months with briefings.

2024 Department Highlights (2/3)



August 2024	June 2024	May 2024	April 2024
<p>Arts and Culture: Dedicated the "Shadowlines" public art project at Martyr's Park, focusing on commemorating victims of racial violence.</p> <p>Library: Set year one strategic plan objectives for FY25, emphasizing structural changes and customer-focused services.</p> <p>Code Compliance: Launched the Bloomberg Love Your Block initiative, targeting urban blight in key Dallas neighborhoods.</p>	<p>Library: Launched SMART Summer program with improved options to encourage reluctant readers and children with learning differences.</p> <p>Historic Preservation: Advanced landmark designation processes for culturally significant sites, including Belmont Hotel and Old City Park.</p> <p>Community Engagement: Hosted disaster readiness training for cultural sector professionals across Texas in collaboration with TXCERA.</p>	<p>Library: Reviewed and expanded FY25 budget to fully implement six-day service for 14 additional library locations, enhancing community access.</p> <p>Planning and Urban Design: Hosted a meeting to discuss historic designation for the Queen City Historic District and its implications for preservation.</p> <p>Code Compliance: Highlighted proactive measures to address blight and nuisance properties, with a total of 44 demolitions.</p> <p>Established a Special Operations Team in CP to tackle entertainment nuisances, auto theft, and human trafficking, achieving a 6.84% drop in auto thefts and shutting down 7 illicit massage parlors and 6 illegal clubs.</p>	<p>Library: Presented the strategic and facilities plan, highlighting future initiatives to expand access to library services citywide.</p> <p>Water Utilities: Provided an update on North Texas Municipal Water District's efforts to mitigate sanitary sewer overflows, focusing on environmental sustainability.</p> <p>Planning and Urban Design: Advanced the South Dallas Fair Park Area Plan, integrating community feedback into proposals for balanced development and growth.</p>



Note: Highlights are based on 2024 months with briefings.

2024 Department Highlights (3/3)



March 2024

Sanitation Services: Improved refuse and recycling collection procedures, reduced missed collections by implementing new route efficiencies.

Planning and Urban Design:

Launched the Downtown Elmwood and Floral Farms authorized zoning hearings, engaging community stakeholders through multiple public meetings.

Arts and Culture: Finalized guidelines for the FY24-25 Community Artist Program, focusing on inclusivity and equitable opportunities for local artists.

February 2024

Library: Fully implement six-day service for 14 additional library locations, enhancing community access.

Animal Services: Addressed stray animal populations through partnerships with local shelters and introduced a restorative justice program for pet-related violations.

Sanitation Services: Presented future plans for transitioning to automated waste collection systems, targeting improved reliability and workforce safety.

Arts and Culture: Advanced the ArtsActivate 2025 guidelines to support small and mid-size cultural organizations, ensuring broader access to funding.



Note: Highlights are based on 2024 months with briefings.

Committee Feedback for FY25 Next Steps



Set Priorities with Feedback

Gather input from the QoLAC Committee to identify key priorities.

Advance Existing Plans

1. Library Strategic Plan
2. Historic and Cultural Preservation Strategic Plan
3. Dallas Cultural Plan
4. Complete the Senior Strategic Plan
5. And others

Deep-Dive into QoLAC Priorities

Deep-dive in upcoming QoLAC sessions to expand on and finetune specific topics or initiatives.

Measure & Report for Accountability

Measure and track progress with concrete metrics for report-out and continuous improvement.





Questions and Feedback



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City of Dallas



City of Dallas

1500 Marilla Street
Council Chambers, 6th Floor
Dallas, Texas 75201

Agenda Information Sheet

File #: 25-286A

Item #: B.

Dallas Public Art Program Update

[Martine Eylse Philippe, Director, Office of Arts and Culture; Lynn Rushton Reed, Public Art Program Manager, Office of Arts and Culture]

Dallas Public Art Program Update

Quality of Life Arts and Culture Committee
January 21, 2025

The logo of the City of Dallas, featuring a stylized white 'D' with a three-lobed leaf inside, set against a dark blue background with a fine white grid pattern.

City of Dallas

Martine Elyse Philippe
Director
Lynn Rushton Reed
Public Art Program Manager
Office of Arts and Culture
City of Dallas

Presentation Overview



1. Dallas Public Art Program Background
2. Public Art Committee Updates
3. Recent Dedications and Upcoming Projects (FY24-25)
4. Achievements
5. Community Engagement



"Comunidad" by Brad J. Goldberg

Funding - City of Dallas Public Art Ordinance established January 1, 1989



Where do Public Art dollars come from?

1989 City Public Ordinance applies a "percent for the arts" to all capital improvement projects

- **0.75 percent** if project is exclusively street, storm drainage, utility or sidewalk improvements
- **1.5 percent** of the total project appropriation for all other capital improvement projects
- **.75 percent** for trails

How can the money be used?

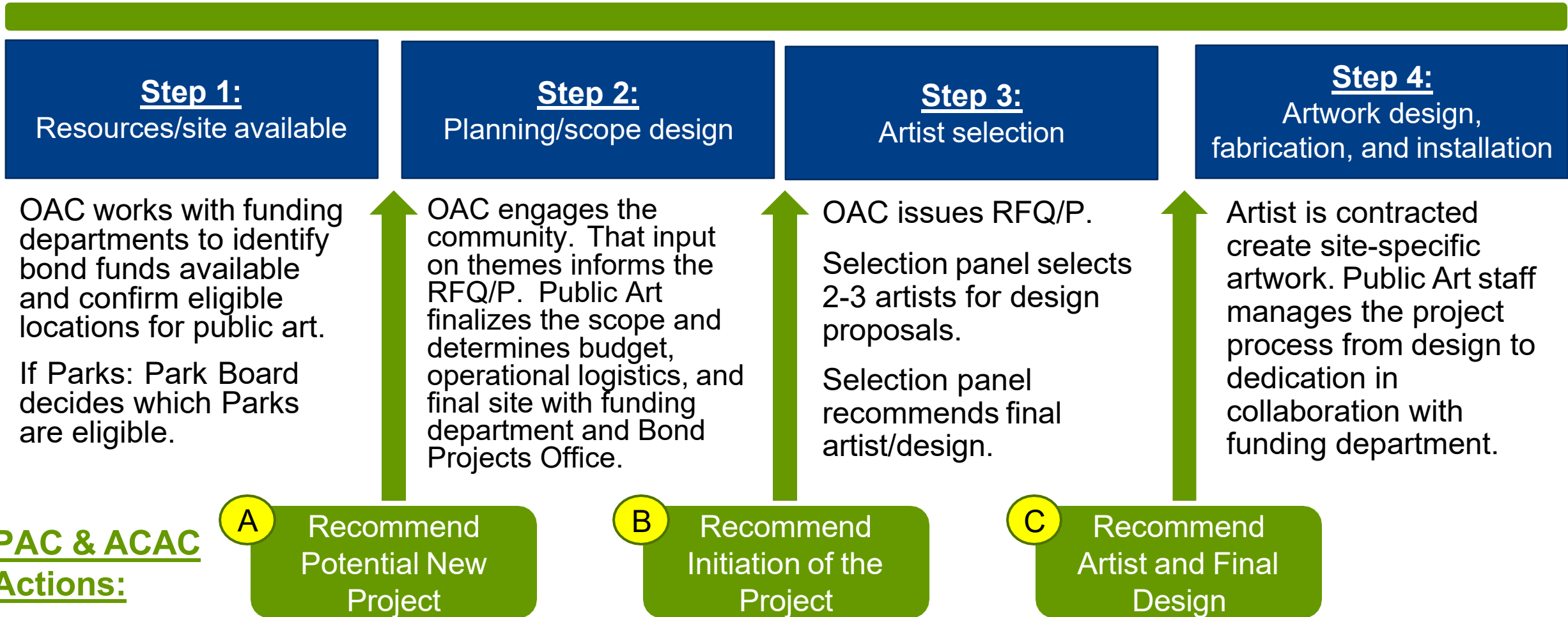
Funding can be used for design services of artists; selection, acquisition, documentation, commissioning and display of artworks; and administrative costs.

How are budgets and locations set for a project?

1. Bond Office releases the allocation to the City (steward) departments where bond funding has been issued – this creates a Public Art "bank account" for each of these department
2. Public Art works with Bond Office and funding department to identify project locations and related funding available as part of project planning (Step 1)



Overview: Creation of new Public Art piece



PAC & ACAC
Actions:



Public Art Committee



The Public art committee, the original standing committee of the Arts and Culture Advisory Commission, was created by the 1989 ordinance.

Public Art Committee has 8 resident members, 3 Commissioners

Commissioner Krista Weinstein, Chair

Petrine Abrahams

Tashima Thomas, Ph.D.

Abraham Carrillo

Cassandra Porter

Hasani Burton

Leigh Arnold

Marion Marshall

Commissioner Vicki Meek

Commissioner Jerome Larez

Commissioner Clyde Valentin



The Dallas Piece,
"Vertebrae in Three Pieces" by Henry Moore





Upcoming Dedications

FY 25 Dedications:

- 3 p.m., January 24, 2025 – Art Walk in South Lamar/Botham Jean Art Plaza in CD7
- April 2025 – "The Family", Pleasant Oaks Rec Center in CD5 (tentative)
- Fall 2025 tentative:
 - "Flight 1 and 2" by Angelina Marino Heidel (CD13)
 - "Watershed Gates" by Calcium Projects (CD7)
 - Bachman Lake Skate Park (CD6)

SAVE THE DATE!

**SOUTH DALLAS
PUBLIC ART DEDICATION CEREMONY**

The community is invited to join us in celebration of the completion of four newly installed public art pieces along Botham Jean Boulevard.

Featured Artists: Pascale Pryor, Scott Shubin, Laura Walters, Bernard Williams

3 P.M., FRIDAY, JANUARY 24, 2025

DEDICATION ADDRESS: ST. PAUL BAPTIST CHURCH, 1600 Pear St., Dallas, TX 75215

City of Dallas | **Arts & Culture** | City of Dallas | **Transportation & Public Works**

¡RESERVA LA FECHA!

**CEREMONIA DE DEDICACIÓN DE
ARTE PÚBLICO DEL SUR DE DALLAS**

La comunidad está invitada a unirse a nosotros para celebrar la instalación de cuatro nuevas piezas de arte público a lo largo del Botham Jean Boulevard.

Artistas destacados: Pascale Pryor, Scott Shubin, Laura Walters, Bernard Williams

VIERNES, 24 DE ENERO DE 2025, 3 P.M.

DIRECCIÓN DE CEREMONIA: ST. PAUL BAPTIST CHURCH, 1600 Pear St., Dallas, TX 75215

City of Dallas | **Arts & Culture** | City of Dallas | **Transportation & Public Works**



Achievements FY25



Honors/Awards:

- Recipient of Save Our National Treasures Grant with Parks to uncover 1936 Murals, Texas Centennial Tower Building
- *On Hallowed Ground* premiering at Denton Black Film Festival, Sunday January 26, virtual 2025
- Nominated for Preservation Dallas award, Texas Centennial Tower Building with the research and restoration of the Julian Ellsworth Garnsey Texas History Frieze, 1540-1836 and Federal Medallions Bas Relief



Julian Ellsworth
Garnsey





Achievements FY25

- Presented at the Arts in the Airport Conference for the American Association of Airport Executives, November 14, 2024 **(DCP Strategies #13, #23, #30)**
- Presented at The Society for Experiential Design, on Sept 26, 2024 **(DCP Strategies #13, #23, #30)**
- Presenting for the TRB Webinar: Methods of Airport Arts Program Management, February 27, 2025 **(DCP Strategies #13, #27)**



Arts in the Airport Conference



Achievements FY25



Educational and Storytelling Initiatives:

- Creating a short documentary of Anon's *The Offering* public art piece (**REP Ei #37, #38; DCP Strategy #28, #30**)

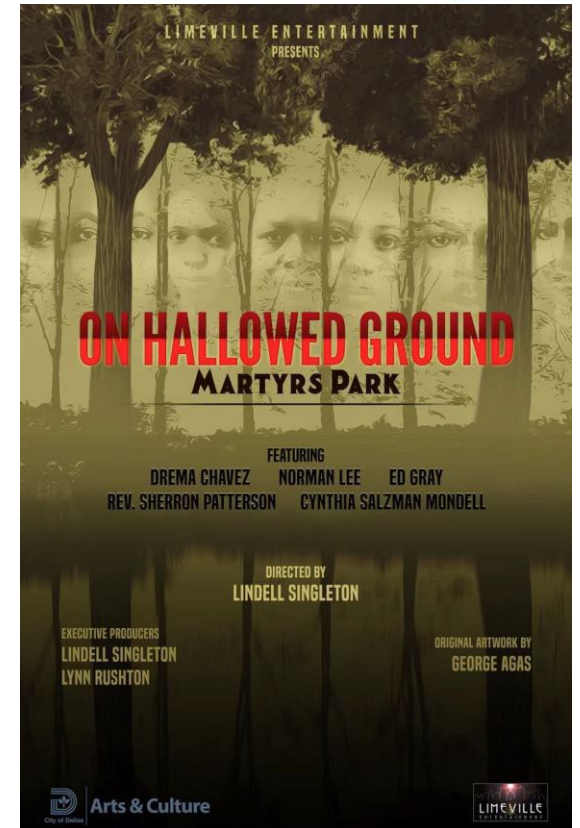




Achievements FY25

Educational and Storytelling Initiatives:

- Creation of "On Hallowed Ground" documentary about Shadowlines public art piece at Martyrs Park (**REP Ei #37, #38; DCP Strategy #30**)
- "Lifelines" at Celebration of Life Park-Temporary art (**DCP Strategy #12**)
- "Rising" Documentary: January 2025 broadcasts on KERA, and 2 additional podcasts (**REP Ei #37; DCP Strategy #30**)



*REP Progress Measure (p. 93): In collaboration with the Dallas Municipal Archives (City Secretary's Office), continue City-led efforts to build and share histories related to civil rights and equity, in addition to the Juanita J. Craft Civil Rights House, the Rising documentary about the 1936 Hall of Negro Life, and public art depicting Adelfa Callejo and Santos Rodriguez by 2024. [Ei 37]



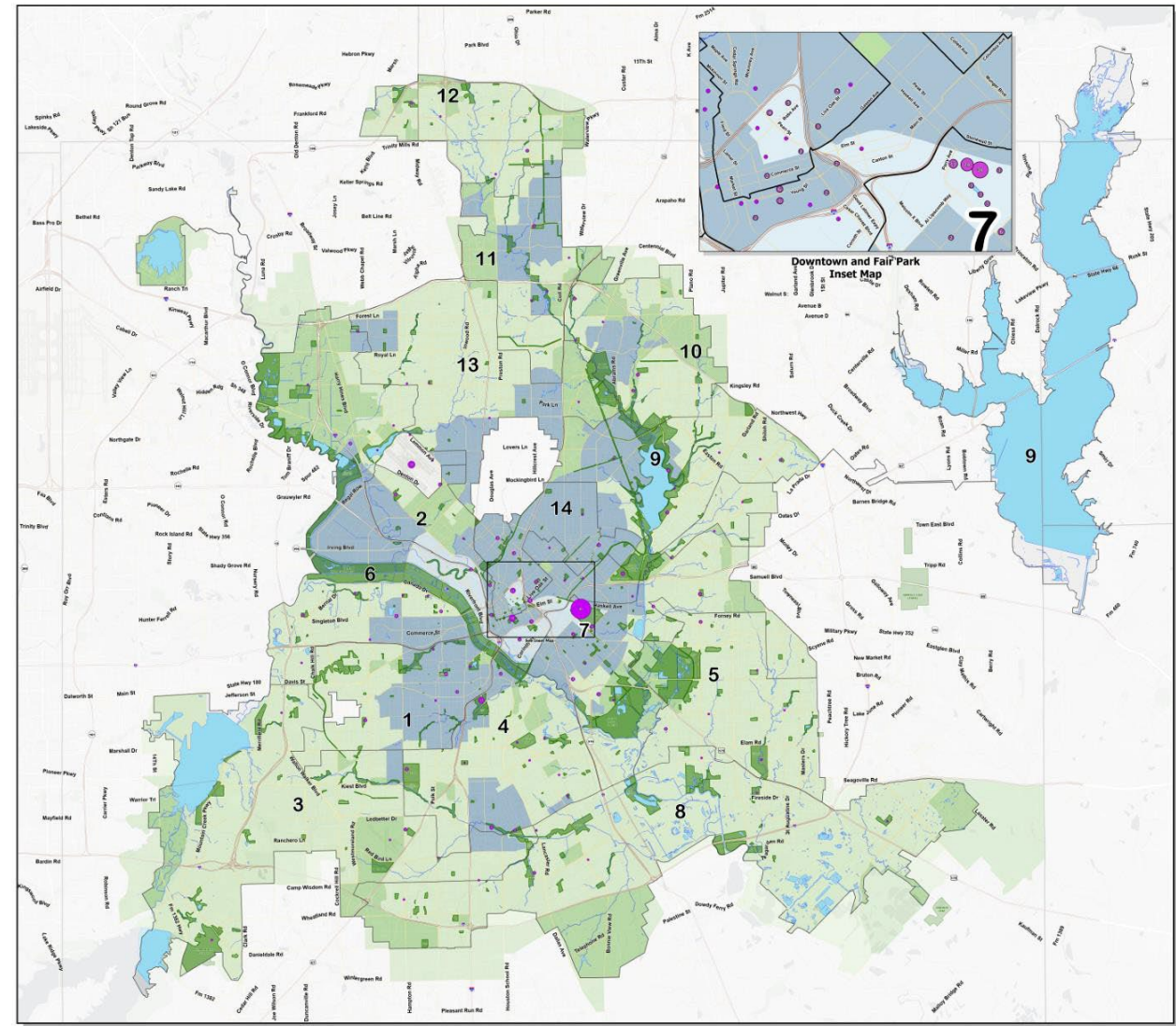
Achievements FY25



Educational and Storytelling

Initiatives:

Working with GIS, Public Art developed a Public Art Installation Planning Map overlaying Council District and cultural plan topography



Public Art Installations with Neighborhood Topologies

LEGEND

Number of Installations

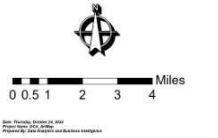
- Low (small purple dot)
- High (large purple dot)

Cultural Neighborhood Typologies

- Urban Core (light blue)
- Mixed Urbanism (medium blue)
- Residential Arts (green)
- Non Traditional (light green)
- Bodies of Water (light blue)
- Parks (dark green)
- Council District (black outline)

Data Source: City of Dallas, Office of Cultural Affairs

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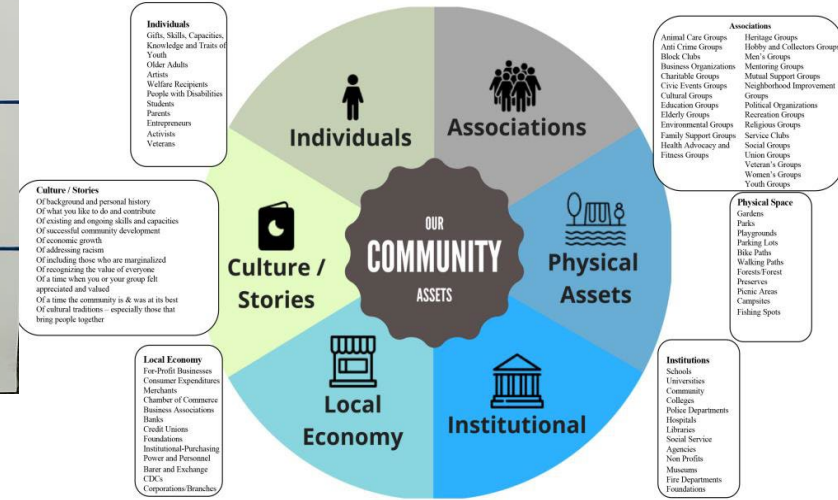
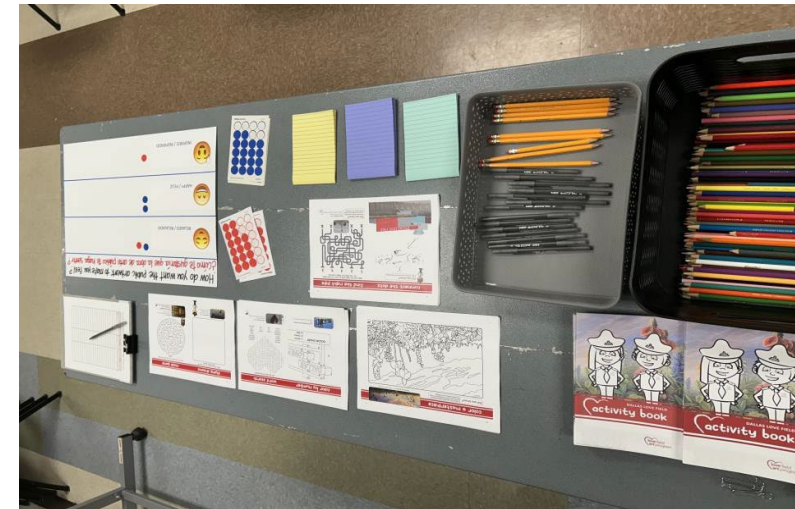


Community Engagement (DCP Strategies #13, #27, #28, #30) Developed New Placemaking Toolkit



How do you want the public artwork to make you feel?
 ¿Cómo te gustaría que la obra de arte público te haga sentir?

<p>RELAXED / RELAJADO</p>	
<p>HAPPY / FELIZ</p>	
<p>INSPIRED / INSPIRADO</p>	



More Information:
dallasculture.org/get-involved

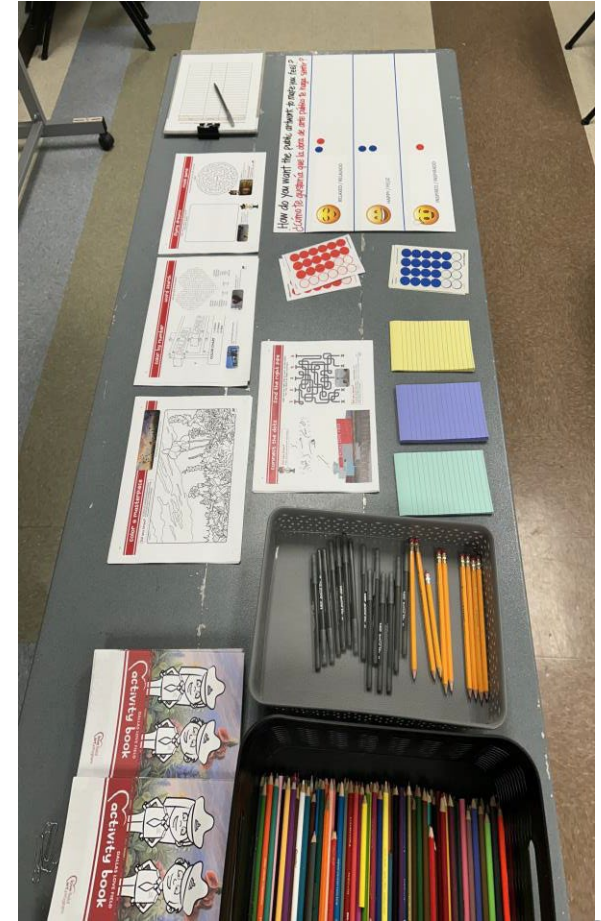




Forecast FY25

Priorities

- Public Art Master Plan (**DCP Strategies #6, #26, #28, #29, #30, #31**)
- Expanded Community engagement, Community access, and story telling (**REP Ei #37 DCP Strategies #3, #6, #13, #27, #29, #30, #31**)
- Partnerships with Private funders (**DCP Strategies #10, #28, #30, #31**)
- **Educational and Support for Artist: (DCP Strategies #3, #6, #13, #26, #29, #30, #31)**
 - From Studio to Public Square Public Art Artist training-regional
 - Establishment of Document Resource Library



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Sunny Side Up by Pascal Pryor



Public Art Team



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City of Dallas

Dallas Public Art Program Update

**Quality of Life Arts and Culture Committee
January 21, 2025**

Martine Elyse Philippe
Director

Lynn Rushton Reed
Public Art Program Manager
Office of Arts and Culture
City of Dallas



City of Dallas

1500 Marilla Street
Council Chambers, 6th Floor
Dallas, Texas 75201

Agenda Information Sheet

File #: 25-287A

Item #: C.

Office of Arts and Culture - FY 2025-26 Cultural Organizations Program Guidelines

[Martine Elyse Philippe, Director, Office of Arts and Culture; Glenn Ayars, Assistant Director, Office of Arts and Culture; Julia Hosch, Cultural Programs Manager, Office of Arts and Culture]

Memorandum



CITY OF DALLAS

DATE January 17, 2025

TO Honorable Chair and Members of the Quality of Life, Arts, and Culture Committee

SUBJECT **Office of Arts and Culture – FY 2025-26 Cultural Organizations Program Guidelines**

On February 26, 2025, City Council will consider a resolution authorizing and establishing the Cultural Organizations Program (COP) and approve the COP guidelines for fiscal year 2025-26. The Cultural Organizations Program contracts with arts and cultural organizations with budgets ranging from \$100,000 to over \$10 million to provide an annual season of programming for residents and visitors of Dallas. In FY 2024-25, City Council authorized contract amounts totaling \$6,166,801 to 55 organizations under this program.

The FY 2025-26 COP guidelines align with Dallas Cultural Plan 2018 priorities, including alignment to staff and board diversity goals, and resident panel evaluation of cultural programming in neighborhoods around Dallas.

In an effort to respond to the ever-growing administrative demands of Dallas arts and culture organizations, volunteer review panelists, and City staff, the FY 2025-26 COP guidelines propose an administrative change to the execution of the program moving from a one-year cycle to a three-year cycle. The FY 2025-26 COP application will be open to all eligible new and returning applicants and will serve as year one of the three-year cycle with all application, review, and scoring requirements remaining consistent with prior COP guidelines. FY 2026-27 and FY 2027-28 will serve as years two and three respectively.

During these interim years, returning applicants will complete a significantly shortened application process that will not require panel review. All returning applicants will instead submit an updated scope of services for the upcoming year, as well as a shortened written application for which applicants will receive updated and more detailed administrative scoring for funding recommendations. Administrative scoring and compliance will hold more significance in the review and funding allocation process for returning applicants to emphasize the importance of contract compliance, financial compliance, and adherence to Cultural Policy diversity criteria.

New organizations wishing to apply for COP may be eligible to apply during the second and/or third years of the three-year cycle (FY 2026-27 / FY2027-28). During these interim years, new applicants will complete a similar application process as the full first-year application of a cycle to include a video submission, panel review process, and panel question and answer session to determine eligibility and acceptance into the program. Additionally, even if funded, applicants must repeat a full application when the following year one of the three-year program cycle occurs, likely FY 2028-29.

DATE January 17, 2025
SUBJECT **Office of Arts and Culture – FY 2025-26 Cultural Organizations
Program Guidelines**
PAGE **Page 2 of 2**

Each year of the three-year cycle, City Council will review and approve updated Cultural Organizations Program guidelines and subsequent funding allocations to eligible organizations. This practice is aligned with Cultural Policy and maintains the same level of review and approval from City Council as prior years' COP processes.

Other updates made in the proposed FY 2025-26 COP guidelines are:

- Application and program timeline
- Program eligibility language to emphasize the required compliance to the provisions of the National Labor Relations Act
- Clarification that all core annual programming must be open to the public for residents and visitors of Dallas and be listed on GoSeeDFW
- Minor wording and document flow updates to improve readability for new and returning applicants, clarify requirements, and update submission deadlines and dates
- Proposed administrative scoring for FY 2026-27 and FY 2027-28, which are subject to change as updated guidelines are brought back to City Council for approval

After the FY 2025-26 COP application and review process, cultural service contracts and related funding allocations are awarded in accordance with Cultural Policy. All funding recommendations will first be considered by the Allocations Committee of the Arts and Culture Advisory Commission followed by the full Arts and Culture Advisory Commission. The Commission's funding recommendations will then be brought to City Council in the Fall of 2025 for final review and authorization to execute the associated cultural service contracts.

Please contact me or the Director of Arts and Culture, Martine Philippe, with any questions.

Sincerely,



Liz Cedllo-Pereira
Assistant City Manager

c: Kimberly Bizer Tolbert, City Manager (I)
Tammy Palomino, City Attorney
Mark Swann, City Auditor
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Dominique Artis, Chief of Public Safety (I)
Dev Rastogi, Assistant City Manager

Alina Ciocan, Assistant City Manager
Donzell Gipson, Assistant City Manager (I)
Robin Bentley, Assistant City Manager (I)
Jack Ireland, Chief Financial Officer
Elizabeth Saab, Chief of Strategy, Engagement, and Alignment (I)
Directors and Assistant Directors

EXHIBIT A



Arts & Culture

Cultural Organizations Program

FY 2025-26 Guidelines for Non-Profit Arts and Culture Organizations

As recommended by the
Arts and Culture Advisory Commission of the City of Dallas

Approved by the
City Council of the City of Dallas
by Council Resolution No.
on

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Office of Arts and Culture

Vision

The Office of Arts and Culture aims to create an equitable, diverse, and connected community, whose residents and visitors thrive through meaningful arts and cultural experiences in every neighborhood across Dallas.

Mission

The Office of Arts and Culture works to enhance the vitality of the city and the quality of life for all Dallas residents by creating an equitable environment wherein artists as well as arts and cultural organizations thrive; people of all ages enjoy opportunities for creative expression; and all celebrate our multicultural heritage.

Our mission is to support and grow a sustainable cultural ecosystem that ensures all residents and visitors have opportunities to experience arts and culture throughout the city.

Statement on Cultural Equity

In Dallas, we envision a city of people whose success and well-being are not pre-determined by their race, age, disability, sexual orientation, gender, social status, zip code, or citizenship status. We recognize that artistic and cultural expression are fundamental to the development of our identity, as individuals and as a community at large. We assert the right for all people to have access to arts and cultural experiences throughout Dallas.

We recognize the historic legacies of racism, overt bias and injustice that shape our present reality. In fact, the City of Dallas' arts funding originated to support organizations of the Western European canon, collectively referred to as "The Big Six." Going forward, we will strive to support the broadest range of art forms and creative producers, considering inclusivity, diversity, and neighborhood impact to direct resources equitably to artists and organizations. We will work to build a robust arts ecosystem that continually evolves to better reflect the diverse composition of Dallas. Towards this end, we recognize and affirm the potential of new and emerging artists and organizations.

The Office of Arts and Culture will serve as convener and connector to catalyze equity in the policies and practices of its partners across the Dallas arts ecosystem. Core to this is leading other organizations and private resource providers to advance diversity, equity and inclusion in concrete, measurable ways. Annually, the Office of Arts and Culture will summarize its own support for artists and arts organizations, highlighting measures of equity and diversity.

As we work together to create a more vibrant Dallas, the Office of Arts and Culture is committed to nurturing the wide diversity of creative culture and experiences that make up this great city.

Contact OAC

For general inquiries or assistance, please contact the Office of Arts and Culture, Cultural Programs Division at OACFundingPrograms@dallas.gov. Specific staff contact information may be found online at dallasculture.org/contact.

About the Cultural Organizations Program

The Cultural Organizations Program (COP) is the program through which the City of Dallas Office of Arts and Culture (OAC) provides operational support as described by the Dallas Cultural Policy, approved by City Council on November 28, 2018 [Section 5(D)(i)]. Per the Dallas Cultural Policy, the Office of Arts and Culture contracts for cultural services with established, Dallas-based non-profit organizations for a variety of cultural programs that include concerts, plays, exhibitions, performances, workshops, and other cultural programming for the benefit of Dallas residents and visitors. These cultural service contracts are awarded annually using a review panel approach to evaluate applications. Program eligibility and review criteria are published annually.

This document contains guidelines, deadlines and application instructions for the COP managed by the OAC for fiscal year (FY) 2025-26. Please refer to the appropriate sections of this guide for more detailed information about the different parts of this program. The FY 2025-26 City of Dallas fiscal year begins October 1, 2025, and ends September 30, 2026.

All applicants are required to read the guidelines and application instructions for details of program eligibility and requirements prior to beginning the application process. Guidelines are updated every funding cycle.

The Director may approve variances from these guidelines; however, material variances shall require City Council approval.

Material variances include:

- Changes in tier structure
- Changes in scoring criteria
- Non-profit status requirements
- Status as a Dallas-based organization or artist
- Changes to ineligible activities

COP Eligibility Requirements

Organizations must meet the following criteria to qualify for COP funding:

- Must be a 501(c)(3) Public Charity as provided by the U.S. Internal Revenue Code, as amended, in good standing for at least three years.
- Must be authorized to transact business in the State of Texas.
- Must be an established City of Dallas arts or cultural organization with an operation history of at least three years.
- Organizations must have administrative offices permanently located in the City of Dallas. **This does not include P.O. Boxes – the organization must have a physical Dallas administrative office address.**
- Must have an annual operating budget of at least \$100,000.00, based on the organization's prior year's unrestricted operating revenue, excluding in-kind revenues. An applying organization must be able to verify the most recently completed fiscal year's unrestricted revenue through a Form 990, Form 990-EZ, or third-party financial audit.
 - An organization that is a returning applicant (funded in the Cultural Organizations Program for FY 2024-25 at the time of application) may, at the OAC Director's discretion, be granted one probationary year in which it is allowed to have a reported revenue below \$100,000.00 for the prior year's revenue. If the probationary year is granted, the organization will be considered a Tier 1 organization for the probationary year. The organization will be required to have at least one paid full- or part-time employee as described below throughout the 12-month contract period of the probationary year. The organization may only be granted a single probationary year. After the probationary year, the organization must achieve revenues of at least \$100,000.00, as demonstrated by a Form 990, Form 990-EZ, or third-party financial audit, to be eligible for the Cultural Organizations Program in future years.

- Obtain and maintain during the contract term all necessary licenses, permits, insurance and other approvals required by law for the provision of services.
- Must have at least one paid full- or part-time employee of a Director/Manager level hired upon award of City contract and employed throughout the 12-month contract period. For the purposes of this requirement, an employee is defined as an individual who, through the applicant organization, is paid a regular wage, receives a W-2, and has taxes withheld from those wages. An independent contractor is not an employee.
- Must produce an annual season of programs, exhibitions, and/or performances for the public in the City of Dallas.
 - **NEW: Additionally, all main annual programming must be open to the public for residents and/or visitors and listed on GoSeeDFW.**
- The primary focus of the organization's operation must be to provide services to residents and visitors within the city limits of Dallas, and at least 50% of activities must take place within the city limits of Dallas. COP funding may only be used for services provided within the city limits of Dallas.
- Must comply with local, state, and federal laws prohibiting discrimination.
- **Must comply with all applicable provisions of the National Labor Relations Act, 29 U.S.C.A. §§ 151-169, as amended.**
- Must comply with regulations pertaining to federal grant recipients including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Education Amendments of 1972, the Americans with Disabilities Act of 1990, and the Drug-Free Workplace Act of 1988.
- Must have board-approved safe workplace policies (including, but not limited to, anti-discrimination and anti-harassment policies).
- Must have an Equity, Diversity, and Inclusion policy with measurable goals related to equity, diversity and inclusion that are board-approved and published on the organization's website.

COP funds allocated cannot be used to pay direct costs for:

- Activities that do not have a cultural or artistic focus
- Projects planned primarily for fundraising purposes
- Activities restricted to members, or which do not benefit the general public
- Tuition expenses
- College/university or school projects that are part of a course or curriculum or that do not benefit the general public
- Fellowships/grants, scholarships, cash prizes or awards
- Activities that include food or alcohol
- Out-of-city travel
- Underwriting of capital expenditures (buildings, land, permanent equipment or artwork)
- Purchase of artwork
- Activities that have occurred prior to the execution of the cultural services contract
- Underwriting of past deficits
- Endowments
- Non-contract related services, lobbying, attorney's fees, fees for penalties, and fees for incorporation or obtaining tax-exempt status
- Activities of Dallas-based organizations that occur outside of the City limits
- Permanent or semi-permanent public art that is located on City property
- Activities, events, and programs already specifically funded through another Office of Arts and Culture funding source or program, including but not limited to a Cultural Center program, ArtsActivate, Community Arts, or Culture of Value¹

¹ COP recipients may always apply to other City of Dallas/Office of Arts and Culture programs for which they are eligible in those programs' guidelines. However, the proposed events/programs must be entirely unique from the scope of work funded through the Cultural Organizations Program.

COP Diversity Requirements

Per the Cultural Policy of the City of Dallas, organizations funded through COP should aim to meet the following goals, as set forth in the Cultural Policy. Organizations' progress will be monitored by the OAC on an ongoing basis and OAC staff are available to answer any questions or provide guidance on achieving these goals:

- (1) Have board-approved safe workplace policies (including, but not limited to, anti-discrimination and anti-harassment policies).
- (2) Have a policy and measurable goals related to equity, diversity and inclusion that is board-approved and published on their website.
- (3) Board Diversity² goals (by organization budget size):
 - a. Annual operating budget of \$5 million and above: at least 30% board diversity.
 - b. Annual operating budget of \$1 million - \$5 million: at least 20% board diversity.
 - c. Annual operating budget of \$500,000.00 to \$1 million: at least 10% board diversity.
- (4) For organizations with operating budgets over \$1 million: offer paid internships with livable wages to increase the diversity of the pipeline for future arts leaders.

Funding Level Restrictions

A. The limit on support through COP is scaled to be proportional, based on the **higher** of (1) the unrestricted operating revenue from the previous year's official audited records, Form 990, or Form 990 EZ or (2) the average unrestricted operating revenue from the previous **three (3)** years' official audited records, Forms 990, or Forms 990 EZ, and in no case shall the amount of funding for an organization through COP be greater than:

- (i) 30% of the applicant organization's revenues up to \$250,000.00;
- (ii) 25% of the applicant organization's revenues between \$250,000.00 to \$1 million;
- (iii) 15% of the applicant organization's revenues between \$1 million to \$5 million;
- (iv) 10% of the applicant organization's revenues greater than \$5 million

NOTE: All funding level restriction calculations shall be made excluding in-kind revenues.

B. Total support by the City in a fiscal year, whether cash or in-kind, regardless of the department from which the funds and support originate, shall not exceed:

- (i) 50% of an organization's most recent year's audited revenue for organizations with revenue less than \$1 million.
- (ii) 40% of an organization's most recent year's audited revenue for organizations with revenue of \$1 million or more.

C. In-kind support includes, but is not limited to, utility payments made directly by the City, payments made to a third party, including other City departments, in support of the organization, and facility use fee discounts at Cultural Centers.

Source of Cultural Support Funds

The City of Dallas invests in the arts by allocating a portion of the City's general fund (primarily property and sales tax collections) and a portion of Hotel Occupancy Tax (HOT) revenue to eligible applicants who meet the established program criteria and are recommended for funding after an application and review panel process. Per state law,

² Diversity (as relates to board goals) means the percentage of non-majority (based on race/ethnicity) members of a board. For example, if the goal is at least 30% diversity on a board, an organization meeting that goal must have no more than 70% of any one racial/ethnic group on their board.

revenue from the municipal Hotel Occupancy Tax collection may be used only to promote tourism and the convention and hotel industry (Texas Tax Code, Chapter 351.101. Use of Tax Revenue).

New Applicants

New applicants are applicants submitting proposals to the program for the first time, as well as to applicants that have applied in the past but are not currently funded through the program during the FY 2024-25 year.

New applicants must contact OAC staff (OACFundingPrograms@dallas.gov) before the application deadline, by April 9, 2025. This is to ensure that the applicant is aware of the COP requirements and additional information that is needed.

FY 2025-26 Cultural Organizations Program (COP)

NEW for FY 2025-26: In the FY 2025-26 funding year, the Cultural Organizations Program will begin a three-year cycle. The FY 2025-26 application will look and feel similar to previous years' applications; however, the following two years (FY 2026-27 and FY 2027-28) will be significantly shortened and will consider administrative scores only. There will be no panel review requirements. Please see the "COP as a Multi-Year Program: Planning for FY 2026-27 and FY 2027-28" section for more information.

The organization is responsible for the quality, completeness and timely submission of the proposal and supplemental materials. Application steps and deadlines are included in this document and online at dallasculture.org. OAC staff are available to answer additional questions. (See Contact OAC.) Post-application, OAC staff may reach out to applicants with questions or clarifications; organizations are responsible for responding in a timely manner.

All organizations, new and previously funded, must complete an application and review process to be considered for funding through the FY 2025-26 Cultural Organizations Program (COP).

The FY 2025-26 COP Application can be found on the COP page of the OAC website at: <https://dallasculture.org/cultural-programs/cultural-organizations-program/>. Applications must be submitted via the online application system by **Friday, April 18, 2025, at 11:59 PM**. Hard copies of applications will not be accepted.

To assist with the application process, the OAC staff will host information sessions, both virtual and in person, in March and April. These dates will be posted on the OAC website at the time of the online application opening. The week before the deadline, OAC staff will also host online "office hours" for individual questions on a drop-in basis. Additionally, returning applicant organizations may request feedback on prior years' applications from OAC staff. All information sessions and office hours are **optional** and do not impact application scoring.

NOTE: An organization that submits a substantially incomplete application at the time of the deadline, as deemed by the Office of Arts and Culture, will receive notification via e-mail as to the incomplete status of the application from OAC staff. This could result in the application being rejected. **While staff will make significant effort to communicate deadlines to organizations in advance, please note that the COP application deadline is non-negotiable, and it is the sole responsibility of the applicant to ensure its timely submission.**

FY 2025-26 COP Timeline

March 3, 2025	FY 2025-26 COP Online Application Opens
April 9, 2025	Deadline for new organizations to notify OAC of intent to apply at OACFundingPrograms@dallas.gov (organizations that were not funded in the FY 2024-25 year only) ³
April 18, 2025	FY 2025-26 COP Application Closes at 11:59 PM
April 18 – May 9, 2025	Virtual Panel Review Period
May 13 – May 20, 2025	Web-meeting Question and Answer sessions (Virtual)
	Tier 1 – May 13; Tier 2 – May 14; Tier 3 – May 15; Tier 4 – May 16; Tiers 5 and 6 – May 20
June – September 2025	COP Application Review/Funding Levels – Allocations Committee; COP funding recommendations made by the Arts & Culture Advisory Commission
October 2025	COP funding recommendations approved by City Council; initiation of COP Contract execution
January 2026	COP organizations eligible to receive first payment (if compliance and insurance requirements are met)
April 15, 2026	COP organizations eligible to receive second payment (if compliance and insurance requirements are met)
October 15, 2026	COP Final Monthly Report due for FY 2025-26
October 31, 2026	COP Final Report due for FY 2025-26
COP organizations are eligible to receive final payment after FY 2025-26 Final Report and Final Monthly Report are submitted (if compliance and insurance requirements are met)	

Application Checklist

The 2025-26 Cultural Organizations Program application includes five components:

I. Main Application

The Main Application includes:

- Applicant Profile
- Applicant Details
 - Tax Information
 - Organizational history, mission, and leadership
- FY 2025-26 COP Proposal
 - Organization core programming
 - Proposed scope of work for the FY 2025-26 season⁴
 - Public Benefit
 - Access and Impact
 - Proposed Programming Diversity

³ New organizations, including previously funded applicants who were not selected for the FY 2024-25 program, who do not notify OAC by the deadline may be disqualified from the application process.

⁴ If applicants are selected for FY 2025-26 COP funding, this section will become the scope of work written into the 2025-26 contract. Please include all planned, regular activities for the calendar year. Any item listed in an organization’s COP scope of work will be considered funded through COP, and not be eligible for other funding opportunities from the City of Dallas Office of Arts and Culture.

- Organizational Capacity
- Organizational Goals, measurable in the FY 2025-26 season
- Required Materials
 - FY 2025-26 Projection Matrix
 - Most recently completed fiscal year's IRS Form 990 EZ or Form 990
 - IRS Letter of Determination (new applicants only)
 - Board of Directors Roster, with contact and officer positions, i.e. Board Chair, not including ex-officio or non-voting members
 - Equity, Diversity, and Inclusion Policy, with a link to the public webpage
 - Safe Workplace Policy

II. Diversity Supplement

The Diversity Supplement, also found in the online portal, includes:

- ALAANA self-identification
- LGBTQIA+ self-identification
- Labor Diversity self-identification
- Employee Pay Data

III. Application Video

Applicants should create a video no more than 10 minutes in length that describes the applicant's proposed scope of work for the season. While this video may include clips or "b-roll" from the applicant's work, it is not intended to be a professionally produced "sizzle reel." The video should be included with the online application and is due on the same date.

IV. Supplemental Materials

Applicants should add any supplemental material that they feel best reflects their success as an organization, recent work completed, or projects for the FY 2025-26 season that are not included elsewhere in the application. (Most applicant organizations reuse recently published material and do not create anything new for this section.) Successful supplemental materials may include:

- News articles about the organization and/or a recent performance or production
- A recent program book or catalog of previous years' events
- Photos or video of a recent event
- An annual report of the past year

No more than 3-5 materials should be included.

V. Certification

This section certifies that the organization has read and understood the application process. Please ensure correct contact information; if the OAC has questions about the organization's application, they will use this contact information to reach the applicant.

Review Panel Process

A review panel evaluates applications for COP. To the greatest extent possible, the review panel should reflect the diversity of the City of Dallas, without sacrificing expertise, knowledge, or demonstrated interest in arts and culture.

Interested members of the public, the Arts & Culture Advisory Commission, and City staff shall provide nominations to review panels. In no instance shall a City employee, Arts and Culture Advisory Commissioner, or other City official be a review panel member. Review panel members must:

- Live and/or work in the City of Dallas
- Participate in Dallas arts ecosystem as an artist, administrator, volunteer, or frequent audience member
- Be over the age of 18

Review panel members shall be independent, impartial, and responsible only to the people of the city and shall comply with the Code of Ethics in Chapter 12A of the Dallas City Code including, but not limited to, recusal and disclosure provisions. Panelists should strive to avoid the appearance and risk of impropriety.

Tier Structure

All COP applicants will be reviewed in tier levels based on the **higher** of (1) the unrestricted operating revenue from the previous year's official audited records, Form 990, or Form 990 EZ or (2) the average unrestricted operating revenue from the previous **three (3)** years' official audited records, Forms 990, or Forms 990 EZ. There will be one review panel for each tier level. The tier levels are as follows:

Tier 1 – \$100,000.00 – \$249,999.99, or organizations in their probationary year (returning applicants only)

Tier 2 - \$250,000.00 – \$499,999.99

Tier 3 – \$500,000.00 – \$999,999.99

Tier 4 – \$1,000,000.00 – \$2,999,999.99

Tier 5 – \$3,000,000.00 - \$9,999,999.99

Tier 6 -- \$10,000,000.00 and over

NOTE: A change from one tier to another will change the grouping of organizations in which a given organization will be reviewed by the review panel. Changing tiers may also change specific OAC administrative scoring criteria. Please refer to the "OAC Administrative Scoring," section under "Scoring," below.

Panel Review

In lieu of in-person presentations, each applicant will be required to submit a 10-minute maximum presentational video and attend a 10-minute question and answer session via a web-meeting platform (e.g. Zoom, Microsoft Teams, etc.) with the applicant's respective panel. Both are required; applying without a video or not attending an assigned question and answer session may lead to disqualification from the award or a maximum of 60% of the organization's FY 2024-25 funding level. A new applicant who does not submit a video or does not attend the question-and-answer session will not be eligible for funding in FY 2025-26.

Applicants may reference the FY 2025-26 COP Timeline above for a date during which the question-and-answer sessions for each tier will take place. A shorter 30-minute timeslot will be made available to applicants at least a week in advance of the question-and-answer session. During the question-and-answer session, applying organizations must be represented by principal figures, e.g. the Executive Director, Artistic Director, Board President and/or a Financial Officer or other staff

as determined by the organization. OAC staff recommends that an organization consider sending between 1 and 4 representatives (maximum) to ensure that questions can be answered efficiently within ten minutes.

Scoring

Each applicant will be scored on a 100-point scale. 70 points will be at the discretion of the review panel. The remaining 30 points will be an administrative and compliance score calculated by OAC staff. All scores are normalized within their respective tiers. Normalizing a score means each score is divided by the highest score of that tier.

Review Panel Scoring

Public Benefit (35 points) – The applicant defines its community in relation to its mission and provides programming that serves its identified audiences and promotes sustainability in the arts and culture sector of the City of Dallas.

- Clearly describes core programs and services offered to Dallas residents and visitors on an ongoing basis
- Creates unique or meaningful arts and cultural experiences
- Provides inviting opportunities that are accessible to the intended audience
- Meaningfully engages the community to achieve its mission
- Promotes a sustainable arts ecosystem
- Partners with Dallas-based artists or organizations
- Builds meaningful relationships with Dallas residents and community partners

Access & Impact (20 points) – The applicant eliminates barriers and increases equitable access and inclusivity through mission-driven community/neighborhood programming, outreach, and involvement.

- Reflects the values of cultural equity, access, and inclusion through programming
- Invests time, resources, and programming in historically underserved communities
- Elevates and expands neighborhood cultural assets
- Increases creative access, awareness, and appreciation in neighborhoods across Dallas
- Involves, represents, and centers on people and communities most impacted by racism and other forms of discrimination

Organizational Capacity (15 points) – The evaluation of the organization’s ability to successfully plan for and manage its proposed services and audience.

- Clarity of application
- Ability to execute and deliver proposed services
- Supplemental materials enhance the overall application
- Clearly defined organizational goals
- Plans to monitor organizational success
- Marketing and communication strategies show an understanding of audiences

OAC Administrative Scoring

Contract Compliance & Financial Viability (10 points) – The organization has shown the capacity to comply with COP monthly reporting and financial report submission requirements required by the COP contract (measured from the prior complete fiscal year). The organization has sound financial viability in fundraising/development and unrestricted net assets (measured from the organization’s most recent audit).

2 Points: Monthly Reports (returning applicants only)

- 2 = 10 to 12 reports submitted on time
- 1 = 7 to 9 reports submitted on time
- 0 = 6 or fewer reports submitted on time

2 Points: Financial report submission (returning applicants only) – The organization has submitted the required financial reporting documentation 180 calendar days (six months) after the close of the organization’s fiscal year. (See table below for financial reporting requirements)

Budget Size	Financial Report Type
\$100,000.00 - \$199,999.99 Or applicants approved for a single probationary year (returning applicants only)	Form 990-EZ, Form 990, or Financial Audit
\$200,000.00 - \$499,999.99	Form 990 or Financial Audit
\$500,000.00 or more	Financial Audit

- 2 = Financial report submitted on time
- 0 = Financial report submitted after the deadline

2 Points: Panelist participation (returning applicants only) – During the 2024-25 year, the organization has nominated one qualifying volunteer to the Office of Arts and Culture Review panel on their behalf (1 point), and this person served on at least one OAC funding review panel between October 1, 2024, and September 30, 2025 (1 point).

- 2 = Organization had a qualifying panelist who served on a panel in FY 2024-25
- 1 = Organization had a qualifying panelist who did not serve on a panel in FY 2024-25
- 0 = Organization did not have a qualifying panelist on the OAC Panel Review Roster in FY 2024-25

2 points: Prior Contract Compliance (new applicants only) – The applicant has successfully been recommended for funding and executed at least one contract while maintaining full compliance for ArtsActivate or the Community Artist Program (CAP) in FY 2021-22, FY 2022-23, FY 2023-24, or FY 2024-25. If an applicant held multiple contracts throughout this time frame, all such contracts must have maintained compliance for full scoring consideration. Final acceptance into FY 2025-26 COP will be contingent upon completion of the terms of the contract amendment and compliance.

- 2 = Recommended for funding and maintained contract compliance
- 1 = Recommended for funding but has not yet completed their project with the Office of Arts and Culture
- 0 = Not recommended for funding or did not maintain contract compliance

2 Points: Guideline quiz (new applicants only) – The applicant organization notified the Office of Arts and Culture before application submission and received a 100% on a short, 10-question quiz about the Cultural Organizations Program guidelines. The link to the quiz can be found in the online application.

2 Points: Letter of recommendation (new applicants only) – The applicant organization submitted with the application a letter of recommendation from an executive of another 501c3 arts or cultural organization located in Dallas, demonstrating the impact of the applicant organization’s work in Dallas. The recommendation organization does not need to be a COP awardee but can be if the applicant desires.

2 Points: Fundraising Expense Percentage – Percentage of the sum of fundraising/development expenses to the sum of fundraising/development revenues.

- 2 = Ratio less than 20%
- 1 = Ratio between 20% and 40%
- 0 = Ratio more than 40%

2 Points: Average Days Cash on Hand – The applicant’s average days cash on hand, based on most recent Form 990 or Form 990 EZ, calculated by dividing the average of cash and cash equivalents over the year, including savings & temporary investments, by the average monthly expense for the most recent year. Depreciation, depletion, and amortization are excluded from the calculation of average monthly expenses.

Form 990 EZ – Average of Line 22A and Line 22B divided by Line 17 minus any non-cash expenses as detailed in Schedule O

Form 990 – Average of Part X, Line 1A plus 2A and Line 1B plus 2B divided Part IX, Line 25A minus Line 22A and any other non-cash expenses

- 2 = 60 days or more cash on hand
- 1 = 30 – 59 days cash on hand
- 0 = less than 30 days cash on hand

Organization Program Management (10 points) – The organization has performed reliably in the past in terms of contract sustainability, program management, board governance, and employee compensation.

4 points: Organization Projection Matrix – The organization has completed and submitted the matrix provided by OAC staff to show projections in organization management.

- 4 = Applicant has submitted a fully completed matrix
- 2 = Applicant has submitted a partially completed matrix
- 0 = Applicant has not submitted the matrix

4 points: Organization Employee Pay – The organization provides sustainability in the Dallas arts ecosystem by providing, at a minimum, a living wage to all full- and part-time employees as aligned with the City of Dallas living wage rate of \$22.05⁵ per hour as set for FY 2024-25. These criteria shall only be applied to organizations in Tiers 4, 5, and 6 (revenues \$1 million or more).

Points	Tier 1 and 2	Tier 3	Tier 4	Tiers 5 and 6
4			\$22.05 or more	\$22.05 or more
3			\$16.00 - \$22.04	\$16.00- 22.04
2			\$13.00 – \$16.00	\$13.00–\$16.00
0			\$13.00 or less	\$13.00 or less

⁵ The City of Dallas implemented a living wage policy for general service contracts on November 10, 2015, by Resolution No. 15-2141. The policy requires an annual adjustment according to the Massachusetts Institute of Technology’s (MIT) Living Wage Calculator, found here: <https://livingwage.mit.edu/counties/48113>.

2 points: Organization Board Governance – Organization has a “give or get” policy with board of directors. In the most recently completed fiscal year, what percentage of board members contributed by personal donation or securing predetermined funding from a third party for the organization.

- 2 = 90% - 100% board participation in “give or get” policy
- 1 = 75% - 89% board participation in “give or get” policy
- 0 = Less than 75% board participation in “give or get” policy

Adherence to Cultural Policy Diversity Criteria (10 points)

5 points: Board Diversity – Per the City of Dallas Cultural Policy adopted November 28, 2018, the following goals have been implemented for cultural organizations to demonstrate a commitment to diverse community representation of the organization’s board.

Points	Tier 1 and 2	Tier 3	Tier 4	Tiers 5 and 6
5	10% or more	10% or more	20% or more	30% or more
3	3% - 9%	3% - 9%	6% - 19%	10% - 29%
0	2% or less	2% or less	5% or less	9% or less

5 points: Staff Diversity – While the Cultural Policy does not set specific goals for staff diversity, the OAC will mirror staff diversity goals based on those of board diversity goals and definitions for the purposes of this scoring category. Staff is considered pay-rolled staff, not contracted labor. Because organizations in Tier 1 and Tier 2 generally do not have significant numbers of staff, they are exempt from staff diversity goals and receive credit for this criterion.

Points	Tier 1 and 2	Tier 3	Tier 4	Tiers 5 and 6
5		10% or more	20% or more	30% or more
3		3% - 9%	6% - 19%	10% - 29%
0		2% or less	5% or less	9% or less

Selection & Funding Allocation Process

FY 2025-26 COP funding allocations will be initially reviewed and recommended by the Allocations Committee of the Arts and Culture Advisory Commission. The Allocations Committee recommends a level of funding for each organization considering applicant scoring, funding projections, contract compliance, fiscal standing of applying organizations, and standing compared to peer organizations. These recommendations are then reviewed and recommended by the full Arts and Culture Advisory Commission. The Commission’s recommendation is then forwarded to the City Council through the City Manager's Office. The recommended allocation and individual contracts will receive approval or modification by the City Council in October of each year pending City of Dallas budget approval.

Be advised that prior year funding allocations are not guaranteed in the FY 2025-26 funding allocation process and may change based on the aforementioned factors.

NOTE: A new applicant whose normalized score is below 70% will not be eligible for funding in FY 2025-26.

The following are some specific examples that an organization may be disqualified from receiving funding or receive decreased funding from previous years:

1. A returning applicant whose normalized score is below 70% is only eligible to receive a maximum of 60% of their FY 2024-25 COP funding level.
2. A returning applicant who does not maintain compliance in the three main areas in the year prior (maintaining a W2 employee; hosting greater than 50% of their main, public events in the City of Dallas; and hosting a Diversity, Equity, and Inclusion statement year-round on their website) is only eligible to receive a maximum of 60% of their FY 2024-25 COP funding level.
3. A returning applicant who does not submit a video with their application or does not attend an assigned question and answer session may be disqualified from the program or only be eligible to receive a maximum award of 60% of the organization’s FY 2024-25 funding level.
4. A returning applicant who does not submit their written application on time may be disqualified from the program.
5. A returning applicant whose core operation and/or programming drastically changes.

Compliance

COP contracts require compliance for the entirety of the contract period (October 1, 2025 – September 30, 2026). Any major contract compliance issues, such as current audits not being received, or other similar items will be presented to the Allocations Committee to recommend a course of action to be taken. This will then be presented to the full Arts and Culture Advisory Commission for recommendation of funding continuation.

To signify a willingness to comply with COP Guidelines, awarded organizations will be required to attend a mandatory training in November 2025. Post-training, organizations must provide the following to maintain compliance throughout the year:

Financial Reports

An annual financial report must be submitted to the OAC no later than six months after the completion of the organization’s fiscal year. Depending on an organization’s operational budget size, the organization will submit a third-party financial audit, a Form 990, or a Form 990-EZ (see table below). Failure to meet a financial report submission deadline may result in withholding contract payments.

Budget Size	Financial Report Type
\$100,000.00 - \$199,999.99 (Or applicants approved for a single probationary year)	Form 990-EZ, Form 990, or Financial Audit
\$200,000.00 - \$499,999.99	Form 990 or Financial Audit
\$500,000.00 or more	Financial Audit

Monthly COP Reports

A monthly report listing Dallas activities and programs presented by the organization, the total attendance at each activity and supporting information must be submitted by the 15th day of each month (reporting the prior month’s activities) to OAC. Monthly reports consistently completed incorrectly after correction from OAC staff may be considered “late” submissions.

If organizations choose to share upcoming events and activities with their City Council representatives and/or the Arts and Culture Advisory Commission, there is an optional tab in the Monthly Report to do so.

Final Report

A final evaluation report summarizing activities for the contract period must be submitted to OAC by October 31, 2026. Failure to submit the report in a timely manner or submission of an incomplete report may result in delayed payment or non-payment of the final contract installment and payment on future contracts. This online form can be found on the COP page at dallasculture.org.

Business Inclusion and Development: Minority and Women-Owned Business Enterprises

It is the policy of the City of Dallas to use qualified Minority and Women-Owned Business Enterprises (M/WBEs) to the greatest extent feasible on the City's construction, procurement, and professional services contracts. The City and its contractors shall not discriminate based on race, color, religion, national origin, age or sex in the award and performance of contracts. In consideration of this policy, the City of Dallas has adopted the Business Inclusion and Development Plan (BID Plan) for all City of Dallas contracts. The purpose of the Business Inclusion and Development Plan is to increase participation of M/WBEs in City procurement and contracting opportunities, and to develop the local business base through awarding contracts and purchases to locally owned businesses. Under the BID Plan, bidders/proposers must sign an affidavit agreeing to comply with the City's BID Plan.

The BID Plan shall apply to all City contracts for the procurement of construction, architectural and engineering, goods, other services, and professional services, with emphasis on first tier subcontracts on City contracts over \$50,000.00. As a prerequisite for City Council award, the prime contractor must make a good faith effort to meet established M/WBE subcontracting goals and if goals are not met, must demonstrate and document its good faith effort to meet the established goals.

In addition to the goal-based policy, it is the preference of the City of Dallas for the workforce of contract awardees to be reflective of the diversity of the residents of the City of Dallas.

The City reserves the right to request a company's affirmative action plan or equal opportunity plan from potential contract awardees. In addition, if the potential awardee plans to hire additional staff to complete the contract, the City reserves the right to request a local hiring plan.

Insurance Requirements

Insurance requirements are included in the contract and are determined by the City of Dallas Office of Risk Management. A Certificate of Insurance (COI) must be submitted to the City whenever a policy expires and is renewed. Funds cannot be released without a memorandum of compliance from the Office of Risk Management stating the insurance requirements have been met. Proof of insurance must meet the specific terms of the contract. During the contract term, applicants are required to obtain and maintain all necessary licenses, permits, insurance and other approvals required by law for the provision of services.

Failure to meet insurance requirements will be reported to the Arts & Culture Advisory Commission and is a default under the contract terms.

Panel Review Representatives

To help strengthen the Arts and Culture ecosystem in Dallas, each awarded organization must nominate at least one staff member, board member, and/or affiliated artist to the Office of Arts and Culture funding review panel. (See Review Panel and Selection Process for eligibility details.) These individuals must be eligible reviewers, attend a panel reviewer orientation, and participate in at least one round of adjudication during the FY 2025-26 year. This can include but is not limited to: Community Arts, Community Artist Program (CAP), ArtsActivate, or other ad-hoc review opportunities. (Please

note that this individual will only be able to participate in reviewing the COP process if the nominee is not on staff, and may only adjudicate different tiers than the applicant organization, due to conflict of interest.)

If an awarded organization already has a staff member, board member, or artist on the review panel roster, this fulfills the requirement if the individual serves at least once during the FY 2025-26 year.

Logo and Credit Line

It is imperative that the residents of Dallas know that their local tax dollars make it possible for them to enjoy the caliber of arts produced in this City. All contractors must recognize the City of Dallas in the same way it recognizes other contributors at the same support level in terms of benefits, type size on publications, and frequency of acknowledgment.

The City of Dallas logo can be downloaded from our website: www.dallasculture.org/our-logo.

Arts organizations and artists awarded City of Dallas contracts for cultural services must include the following reasonably visible and legible credit line and logo in publications, programs, press releases, season brochures, lobby displays, advertising, and every other mode of public communication:

“(Name of your organization/program) is supported in part by the City of Dallas Office of Arts and Culture.”

Complimentary Tickets

Cultural organizations shall make available to the OAC up to four complimentary tickets per event, program, production, exhibition, or other activity produced by the organization to allow City staff or City officials to assess the management and operation of City-owned facilities within their jurisdiction and to oversee City-sponsored events. This requirement applies to the organization’s regular programming only and not to special fundraising events. Additionally, the organization may provide free tickets for promotional activities to the Director for distribution to the public at various OAC facilities.

Receipt of complimentary tickets by City staff or City officials is subject to the provisions of the City’s Gift Policy for City Employees and City Officials, provided in Council Resolution No. 17-0516 adopted on March 22, 2017.

Social Media Recognition

In social media promotions related to any service funded by COP, organizations may tag the City of Dallas Office of Arts and Culture. See Dallas Culture handles, preferred hashtags, and recommendations for social media engagement below.

X

- Follow Dallas OAC’s X account at <https://twitter.com/dallasculture>
- Tag OAC at the handle @dallasculture
- Include hashtags: #dallasculture #liveart #oac

Facebook

- “Like” the City of Dallas Office of Arts and Culture’s Facebook page at <https://facebook.com/dallasculture> Tag OAC at @City of Dallas Office of Arts and Culture
- Tag @City of Dallas Office of Arts and Culture in any photos/videos related to COP projects.
- Include hashtags: #dallasculture #liveart #oac

Instagram

- Follow the Dallas OAC Instagram account at https://www.instagram.com/dallas_culture/
- Tag OAC at @dallas_culture
- Include hashtags: #dallasculture #liveart #oac

Arts and Culture Advisory Commission Liaison

Funded COP organizations will be assigned a liaison from the Arts and Culture Advisory Commission whose duties will be outlined per organization needs. The liaison assignment will depend on the availability of the Commissioners. COP organizations shall allow attendance by and share minutes with the assigned Arts and Culture Advisory Commission liaison for governing board proceedings, excluding confidential proceedings, to the extent allowable by law and board governance.

ALAANA Designation

Applicant organizations are asked to identify as an ALAANA organization if applicable. ALAANA means African, Latinx, Asian, Arab, and Native American. This also includes Native Hawaiian and Pacific Islander (category as defined by the US Census Bureau). An ALAANA organization is one whose primary intentions, practices, and mission are by, for, or about ALAANA artists, cultures, and communities. The word “for” refers to the intention of the organization to perpetuate, promote, and present art that is representative of an ALAANA culture and people and/or is given form by ALAANA artists. ALAANA designation has no impact on funding decisions by the City of Dallas. However, it does assist OAC in tracking Dallas Cultural Policy and Plan goals surrounding diversity, equity, inclusion, and access.

Probation

Organizations that fail to provide contractual services or meet program eligibility and reporting requirements may be in default of the contract and may be placed on probation per OAC Director discretion. Failure of an organization to satisfactorily address the City’s concerns within a period of the probation may result in a recommendation of “no funding” for the next fiscal year.

Revisions

Once the contract has been signed, any changes in the project (either programmatic or financial) must be approved in advance by the Director of the Office of Arts and Culture and will require a formal amendment if it affects the contractual requirements. The contractor must submit a written request for approval of any changes.

COP as a Multi-Year Program: Planning for FY 2026-27 and FY 2027-28:

The FY 2025-26 Cultural Organizations Program will be the first year of a three-year application cycle. All new and returning applicants will submit a full application as detailed in the FY 2025-26 COP Guidelines above, including a video portion and a panel question and answer session. **Each year's Cultural Organizations Program's guidelines will be reviewed and approved by the City Council and may be subject to change.** However, to provide applicants with as much advance notice as possible, the following processes and scoring for returning and new applicants are proposed for off-cycle years.

Be advised that all applicants, returning or new, must maintain program eligibility each year of the three-year cycle as laid out in the program eligibility section of each year's City Council approved guidelines.

Off-cycle Applications

RETURNING APPLICANTS: For the off-cycle years of FY 2026-27 and FY 2027-28, returning applicants will submit a modified application, which will **not** include a video or panel question and answer session. All returning applicants will instead submit an updated scope of services for the upcoming year, as well as a shortened written application. During off-cycle years, administrative scoring and compliance will hold more significance in the applicant review and funding allocation process to emphasize the importance of contract compliance, financial compliance, and adherence to Cultural Policy diversity criteria.

NEW APPLICANTS: New organizations wishing to apply for COP may be eligible to apply during the second and/or third years of the three-year cycle (FY 2026-27 / FY2027-28). During these off-cycle years, new applicants will complete a similar application process as the full first-year application of a cycle to include a video submission, panel review process, and panel question and answer session to determine eligibility and acceptance into the program. Additionally, even if funded, applicants must repeat a full application when the following year one of the three-year program occurs, likely FY 2028-29.

OAC Administrative Scoring in Off-cycle Years, for returning applicants

Contract Compliance (20 points) – the organization has shown the capacity to comply with COP monthly reporting and financial report submission requirements required by the COP contract (measured from the prior complete fiscal year). The organization has sound financial viability in fundraising/development and unrestricted net assets (measured from the organization's most recent audit).

4 Points: Monthly Reports

4 = 10 to 12 reports submitted on time

2 = 7 to 9 reports submitted on time

0 = 6 or fewer reports submitted on time

4 Points: Financial report submission – The organization has submitted the required financial reporting documentation 180 calendar days (six months) after the close of the organization’s fiscal year. (See table below for financial reporting requirements)

Budget Size	Financial Report Type
\$100,000.00 - \$199,999.99 Or applicants approved for a single probationary year (returning applicants only)	Form 990-EZ, Form 990, or Financial Audit
\$200,000.00 - \$499,999.99	Form 990 or Financial Audit
\$500,000.00 or more	Financial Audit

4 = Financial report submitted on time
0 = Financial report submitted after the deadline

4 Points: Insurance updated – The applicant organization maintained insurance compliance with the City of Dallas between October 1 of the current COP year and the respective upcoming year’s COP application deadline.

4 Points: Panelist participation – Since October 1, 2024, the applicant organization has nominated one volunteer to the Office of Arts and Culture Review panel on their behalf (2 points), and this person served on at least one OAC funding review panel between October 1, 2024, and the COP application deadline in April of 2026 (2 points).

4 Points: Marketing participation – Since October 1, 2024, the applicant organization has posted at least two public events on GoSeeDFW (2 points), and the OAC logo is visible on applicant’s website and other marketing materials (2 points).

Financial Compliance (20 points) – The organization has sound financial viability in fundraising/development and unrestricted net assets (measured from the organization’s most recent audit or required submitted financial forms).

4 Points: Fundraising Expense Percentage – Percentage of the sum of fundraising/development expenses to the sum of fundraising/development revenues.

2 = Ratio less than 20%
1 = Ratio between 20% and 40%
0 = Ratio more than 40%

4 Points: Average Days Cash on Hand – The applicant’s average days cash on hand, based on the most recent Form 990 or Form 990 EZ, calculated by dividing the average of cash and cash equivalents over the year, including savings & temporary investments, by the average monthly expense for the most recent year. Depreciation, depletion, and amortization are excluded from the calculation of average monthly expenses.

Form 990 EZ – Average of Line 22A and Line 22B divided by Line 17 minus any non-cash expenses as detailed in Schedule O

Form 990 – Average of Part X, Line 1A plus 2A and Line 1B plus 2B divided Part IX, Line 25A minus Line 22A and any other non-cash expenses

2 = 60 days or more cash on hand
1 = 30 – 59 days cash on hand
0 = less than 30 days cash on hand

4 points: Organization Projection Matrix – The organization has completed and submitted the matrix provided by OAC staff to show projections in organization management.

- 4 = Applicant has submitted a fully completed matrix
- 2 = Applicant has submitted a partially completed matrix
- 0 = Applicant has not submitted the matrix

4 points: Organization Employee Pay – The organization provides sustainability in the Dallas arts ecosystem by providing, at a minimum, a living wage to all full- and part-time employees as aligned with the City of Dallas living wage rate of \$X per hour, to be set with updated guidelines. These criteria shall only be applied to organizations in Tiers 4, 5, and 6 (revenues \$1 million or more).

4 points: Organization Board Governance – Organization has a “give or get” policy with board of directors. In the most recently completed fiscal year, what percentage of board members contributed either by personal donation or securing predetermined funding from a third party for the organization.

- 2 = 90% - 100% board participation in “give or get” policy
- 1 = 75% - 89% board participation in “give or get” policy
- 0 = Less than 75% board participation in “give or get” policy

Adherence to Cultural Policy Diversity Criteria (10 points)

5 points: Board Diversity – Per the City of Dallas Cultural Policy as adopted on November 28, 2018, the following goals have been put in place for cultural organizations to demonstrate a commitment to diverse community representation of the organization’s board.

Points	Tier 1 and 2	Tier 3	Tier 4	Tiers 5 and 6
5	10% or more	10% or more	20% or more	30% or more
3	3% - 9%	3% - 9%	6% - 19%	10% - 29%
0	2% or less	2% or less	5% or less	9% or less

5 points: Staff Diversity – While the Cultural Policy does not set specific goals for staff diversity, the OAC will mirror staff diversity goals based on those of board diversity goals and definitions for this scoring category. Staff is considered pay-rolled staff, not contracted labor. Because Tier 1 and Tier 2 organizations generally do not have significant numbers of staff, they are exempt from staff diversity goals and receive credit for this criterion.

Points	Tier 1 and 2	Tier 3	Tier 4	Tiers 5 and 6
5		10% or more	20% or more	30% or more
3		3% - 9%	6% - 19%	10% - 29%
0		2% or less	5% or less	9% or less



City of Dallas

1500 Marilla Street
Council Chambers, 6th Floor
Dallas, Texas 75201

Agenda Information Sheet

File #: 25-290A

Item #: D.

Resident Vehicle Towing Practices

[James, Walton, Assistant Director, Department of Transportation and Public Works; Candice Bryant, Manager of Transportation and Regulation, Department of Transportation and Public Works; Israel, Herrera, Police Deputy Chief, Dallas Police Department]

Memorandum



CITY OF DALLAS

DATE January 17, 2025

TO Honorable Chair and Members of the Quality of Life, Arts, and Culture Committee

SUBJECT **Resident Vehicle Towing**

The towing of motor vehicles is handled differently depending on factors such as who is requesting the tow and why the tow is being performed. There are two primary towing categories – Emergency Towing and Non-Consent Towing. Emergency tows are ordered by authorized city officials. Non-consent towing is when a private person or entity calls a wrecker to remove a vehicle. Each of these types of towing is described further below:

Emergency Towing

Emergency tows are governed by Chapter 15D of the Dallas City Code. The Transportation Regulation Division of the Department of Transportation and Public Works (TPW) manages the permitting of operating authority, vehicles, and drivers for Emergency Wrecker Service. The following procedure below applies to Police, Fire, City Marshall, Code Enforcement or Parking Enforcement ordered tows.

The existing procedures and contractual requirements are to ensure the protection of vehicles that are taken to the City Auto Pound or the City's 3rd party vendor for police or parking enforcement ordered tows.

1. Dallas Police Department's Communications Division Process

- When the Dallas Police Department (DPD) Communications Division receives a call reporting a missing or stolen vehicle, the call taker checks the impounds file. If the vehicle is impounded, DPD will provide the address and location of the impound yard.
- When a vehicle is recovered after being stolen or after the car is processed for evidence, the owner of the vehicle may be contacted by DPD to pick up the vehicle prior to being impounded.

2. Notification Process

- According to the **Vehicle Storage Facilities (VSFs) Notification Process** outlined in the Texas Administrative Code, VSFs must send the first notification to the vehicle owner within 5 days of the vehicle being stored, if the vehicle is registered in Texas and within 14 days if registered out of state.
- A second notification must be sent between the 15th and 20th day after the first notice if the vehicle remains unclaimed. Private property tows require additional notifications to law enforcement within two hours of storage acceptance.
- Notification methods include certified mail or publication, ensuring all reasonable efforts are made to contact the owner.

3. Pre- and Post-Tow Documentation

- Tow operators are to conduct pre-tow and post-tow vehicle inspections, including capturing four-sided photos, VINs, and license plate numbers. Those photos are then uploaded to our vehicle management system to document vehicle condition and provide accountability.

4. Video Monitoring

- Our third-party vendor, VMS, for the non-evidentiary lots have 32 working cameras at both of their locations. The video footage is kept for 90 days.

5. Contract Compliance and Fairness

- The third-party vendor, AutoReturn US LLC, operates under a contract that includes detailed service expectations. The agreement specifies compliance with state and local regulations, including the Vehicle Storage Act (Tex. Occupations Code 2303).
- The contract requires transparency in all operations, including customer receipts, fee structures, and dispute resolution mechanisms. Additionally, all storage facilities must comply with safety and operational standards.

6. Next Steps

- Staff will examine potential enhancements, such as requiring real-time video monitoring, improving customer access to vehicle information, and ensuring equitable notification timelines.
- Staff will review the vendor’s compliance history and explore updates to contract terms during future renewals to reflect best practices in protecting property and rights.

Non-consent Towing

Transportation Regulation also manages the permitting of operating authority, vehicles and drivers for Vehicle Tow Service companies operating within the City of Dallas that perform non-consent towing. Vehicle Tow Service companies provide non-consent tow services for compensation to property owners within the City of Dallas under Chapter 48A of the Dallas City Code. Vehicle Tow Service licensees are to adhere to the following:

1. Vehicle Owner Notification Process

- Per SEC 48A-41 of the Dallas City Code, Vehicle Tow Service licensees shall provide the vehicle owner written notice of the removal of their vehicle along with how and to whom they can submit a formal complaint concerning their vehicle removal.

2. Pre- and Post-Tow Documentation

- Companies are required to maintain vehicle tow service records per Dallas City Code that includes towing agreements, photographs, written authorization for vehicle removal and wrecker slips for a period of no less than one year. This information should be available upon reasonable notice

and request. Vehicle tow service licensees are required to notify the Police Department or designated representative of a non-consent tow within one hour of removing a vehicle. As part of the notification, they are to supply the date, time, description, and original location of the vehicle along with trade name of the tow company and location of the vehicle storage facility. Upon delivering the vehicle to a vehicle storage facility, the licensee shall provide the same information, along with a tow receipt number received from the Police Department. The vehicle storage facility shall report the acceptance of the towed vehicle to the Dallas Police Department within two hours of acceptance.

3. Video Monitoring

- Though photographs are a requirement as part of the company's vehicle tow service record, Transportation Regulation does not currently require that licensees capture video of a vehicle's movement while in their possession, nor photos of the vehicle once delivered to the vehicle storage facility.

4. Contract Compliance and Fairness

- As with emergency tows, the City's third-party vendor, AutoReturn US LLC, manages records of all non-consent reported tows.

5. Next Steps

- Staff will review potential ordinance amendments, including adding a requirement of video monitoring of vehicles in route to the storage facility. Staff will also investigate current licensee-initiated notification of tow to vehicle owner in an effort to improve process.

Please let me know if you would like staff to include additional areas in our next steps review. A follow-up report with recommendations will be provided to the Quality of Life, Arts, and Culture Committee at the next scheduled meeting.

If you have any questions or concerns regarding emergency towing, please contact Michael Igo, Interim Chief of Police, Dallas Police Department, at michael.igo@dallaspolice.gov. Questions regarding non-consent towing should be directed to Ghassan "Gus" Khankarli, Ph.D. P.E., PMP, CLTD, Director of the Department of Transportation and Public Works, at ghassan.khankarli@dallas.gov.

DATE January 17, 2025
SUBJECT **Resident Vehicle Towing**
PAGE **Page 4 of 4**

Service First, Now!



Dominique Artis
Chief of Public Safety



Dev Rastogi
Assistant City Manager

c: Kimberly Bizer Tolbert, City Manager (I)
Tammy Palomino, City Attorney
Mark Swann, City Auditor
Billieae Johnson, City Secretary
Preston Robinson, Administrative Judge
M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager

Alina Ciocan, Assistant City Manager
Donzell Gipson, Assistant City Manager (I)
Robin Bentley, Assistant City Manager (I)
Jack Ireland, Chief Financial Officer
Elizabeth Saab, Chief of Strategy, Engagement, and Alignment (I)
Directors and Assistant Directors



City of Dallas

1500 Marilla Street
Council Chambers, 6th Floor
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Agenda Information Sheet

File #: 25-288A

Item #: E.

Acceptance of NLC FY25 Cities Addressing Fines and Fees Equitably (CAFFE) Initiative Grant
[Dr. Lindsey Wilson, Director, Office of Equity and Inclusion; Christina Da Silva, Assistant Director,
Office of Equity and Inclusion]

Memorandum



CITY OF DALLAS

DATE January 17, 2025

TO Honorable Chair and Members of the Quality of Life, Arts, and Culture Committee

SUBJECT **National League of Cities - Cities Addressing Fines and Fees Equitably: Sustainability Grant Fund and Assistance Program (Program) Approval**

In May 2020, the City of Dallas was selected as one of ten jurisdictions across the country to participate in the inaugural Cities and Counties for Fine and Fee Justice Cohort (Cohort) facilitated by PolicyLink, the City of San Francisco's Financial Justice Project, and the Fines and Fees Justice Center, each nationally recognized for their work in advancing racial and economic equity through research and advocacy. Selection and participation in the Cohort included a \$50,000 grant and an 18-month program to receive technical expertise and guidance from jurisdictions and thought leaders with experience in fine and fee reform.

In 2022, the City adopted the first citywide Racial Equity Plan (REP) to address disparities that historically disadvantaged communities experience. In alignment with the REP the City was awarded Cities Addressing Fines and Fees (CAFFE) Sustainability Grant and Assistance Program grant and technical assistance to strengthen the financial security of families who are at risk of losing income and assets. As recipient the City continued to work towards closing Dallas' Equity Indicators - 40: Fines and Fees (60). Data has demonstrated that Communities below I-30 have higher occurrences of receiving civil citations. 42% of non-payment citations are from five zip codes: 75216 (Council District (CD) 5), 75217 (CD 3), 75241 (CD 4), 75212 (CD 3), and 75211 (CD 4).

On October 29, 2024, the NLC invited Cities from the CAFFE Cohort to be part of its new Cities Addressing Fines and Fees Equitably (CAFFE) Initiative program scaling pass-through grants to the CAFFE cohort cities, later called CAFFE Initiative Sustainability Mini-Grant Fund. This opportunity is a testament to the importance of the City's role in addressing the adverse effects and harmful economic impact that debt can have on lower-income residents. The Office of Equity and Inclusion, in collaboration with key internal City of Dallas departments and stakeholders, will continue to use the CAFFE Initiative's assistance to address inequities in fines and fees.

The following item (AIS 25-129) is scheduled to appear on the January 22, 2024, agenda to be considered by City Council:

Authorize the City Manager to: **(1)** approve Cities Addressing Fines and Fees (CAFFE) Sustainability Grant and Assistance Program (Program), as shown in **Exhibit A**, to provide financial support in the form of grants to the Fines and Fees Assistance Program for eligible recipients related to unpaid fines and fees without

DATE January 17, 2025

SUBJECT **National League of Cities - Cities Addressing Fines and Fees
Equitably: Sustainability Grant Fund and Assistance Program
(Program) Approval**

PAGE 2 of 2

compromising public safety; **(2)** accept a grant from the National League of Cities (NLC) – CAFFE Sustainability Mini Grant in the amount of \$10,000.00 to address fines and fees with equity-informed lens on eligible recipients for the period of January 22, 2025 through June 16, 2025; **(3)** receive and deposit funds in an amount not to exceed \$10,000.00 in the NLC FY25 CAFFE Initiative Grant Fund; **(4)** establish appropriations in an amount not to exceed \$10,000.00 in the NLC FY25 CAFFE Initiative Grant Fund; and **(5)** execute a grant agreement and required documents with the NLC Cohort, each approved as to form by the City Attorney – Not to exceed \$10,000.00 – Financing: NLC FY25 CAFFE Initiative Grant Fund

The additional grant funding of \$10,000 will enable the continued progression of this work.

Should you have any questions or would like to provide input, please do not hesitate to contact me or Dr. Lindsey Wilson, Director of the Office of Equity and Inclusion, at lindsey.wilson@dallas.gov.

Sincerely,



Liz Cedillo-Pereria
Assistant City Manager

c: Kimberly Bizer Tolbert, City Manager (I)
Tammy Palomino, City Attorney
Mark Swann, City Auditor
Billierae Johnson, City Secretary
Preston Robinson, Administrative Judge
Dominique Artis, Chief of Public Safety (I)
Dev Rastogi, Assistant City Manager

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Elizabeth Saab, Chief of Strategy, Engagement, and Alignment (I)
Directors and Assistant Directors



City of Dallas

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Agenda Information Sheet

File #: 25-295A

Item #: F.

Quality of Life, Arts, and Culture Committee Forecast

QUALITY OF LIFE, ARTS, AND CULTURE COMMITTEE 2 MONTH FORECAST

	TITLE	DEPARTMENT
Tuesday, February 18, 2025, 9:00 A.M.		
BRIEFING ITEMS	Thanks-Giving Square	Kyle Ogden, The Thanks-Giving Square Foundation
BRIEFINGS BY MEMORANDUM	City Facilities Partners Update	Office of Arts and Culture
	QOLAC 2 Month Committee Forecast	City Manager's Office
Tuesday, March 25, 2025, 9:00 A.M.		
BRIEFING ITEMS		
BRIEFINGS BY MEMORANDUM	City Facilities Partners Update	Office of Arts and Culture
	QOLAC 2 Month Committee Forecast	City Manager's Office