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DALLAS, TEXAS**

**City of Dallas**

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

*Public Notice*

250404

POSTED CITY SECRETARY  
DALLAS, TX



**Quality of Life, Arts, and Culture Committee**

**April 21, 2025**

**9:00 AM**

## 2023 CITY COUNCIL APPOINTMENTS

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

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<https://dallascityhall.webex.com/dallascityhall/j.php?MTID=m8ae5c56db664892973028420d472baa7>

## Call to Order

### **MINUTES**

1. [25-1369A](#) Approval of the March 25, 2025, Quality of Life, Arts, and Culture Committee Meeting Minutes

**Attachments:** [Minutes](#)

### **BRIEFING/ACTION ITEMS**

- A. [25-1362A](#) Extraordinary Neighborhood Events  
[Rosa Fleming, Director, Convention and Event Services; Chris Christian, Director, Code Compliance, Jeremy Reed, Assistant Director, Code Compliance]

**Attachments:** [Presentation](#)

- B. [25-1416A](#) Periodic Weekend Street Closures  
[Rosa Fleming, Director, Convention and Event Services; Jacquelin Justice, Assistant Director, Convention and Event Services]

**Attachments:** [Presentation](#)

- C. [25-1363A](#) Developing a Quality of Life Strategy - Historic Preservation Plan  
[Arturo Del Castillo, Assistant Director, Preservation and Urban Design; Marcus Watson, Chief Planner, Planning and Development; Evelyn Montgomery, Ph.D., Chair of the Dallas Landmark Commission; Director/Curator, Old Red Museum of Dallas County History and Culture]

**Attachments:** [Presentation](#)

### **BRIEFING MEMOS/ACTION ITEMS**

- D. [25-1366A](#) Office of Arts and Culture Agenda Item #25-1183A on April 23, 2025: ArtsActivate 2026 Program Guidelines  
[Martine Elyse Philippe, Director, Office of Arts and Culture; Glenn Ayars, Assistant Director, Office of Arts and Culture; Anna Hubbell Petang, Assistant Director, Office of Arts and Culture]

**Attachments:** [Memorandum](#)

- E. [25-1365A](#) FY 2024-25 Cultural Organizations Program Reallocation of Funds  
[Martine Elyse Philippe, Director, Office of Arts and Culture; Glenn Ayars, Assistant Director, Office of Arts and Culture; Anna Hubbell Petang, Assistant Director, Office of Arts and Culture]

**Attachments:** [Memorandum](#)

- F. [25-1351A](#) Anaisa Franco, selected artist, Singing Hills Public Art Project, Council District 8  
[Martine Elyse Philippe, Director, Office of Arts and Culture; Glenn Ayars, Assistant Director, Office of Arts and Culture; Anna Hubbell Petang, Assistant Director, Office of Arts and Culture]

**Attachments:** [Memorandum](#)

- G. [25-1364A](#) Kalita Humphreys Theater Lease Agreement Amendment 6  
[Martine Elyse Philippe, Director, Office of Arts and Culture; Glenn Ayars, Assistant Director, Office of Arts and Culture; Anna Hubbell Petang, Assistant Director, Office of Arts and Culture]

**Attachments:** [Memorandum](#)

#### **FORECAST**

- H. [25-1370A](#) Quality of Life, Arts, and Culture Committee Forecast

**Attachments:** [Forecast](#)

#### **ADJOURNMENT**

**EXECUTIVE SESSION NOTICE**

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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]
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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

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**File #:** 25-1369A

**Item #:** 1.

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Approval of the March 25, 2025, Quality of Life, Arts, and Culture Committee Meeting Minutes



MINUTES OF THE CITY COUNCIL COMMITTEE  
TUESDAY, MARCH 25, 2025

25-0010

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

PRESENT: [5] Ridley, Resendez, Gracey (\*\*9:15 a.m.), Blackmon, Schultz

ABSENT: [2] Bazaldua, Willis

The meeting was called to order at 9:06 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 10:42 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, MARCH 25, 2025

EXHIBIT A

**RECEIVED**

2025 MAR 21 AM 11:07

**CITY SECRETARY  
DALLAS, TEXAS**

**City of Dallas**

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

*Pub[k Notice*

250310

POSTED CITY SECRETARY  
DALLAS, TX



**Quality of Life, Arts, and Culture Committee**

**March 25, 2025**

**9:00 AM**

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<b>PUBLIC SAFETY</b> Mendelsohn (C), Stewart (VC), Atkins, Moreno, Willis	<b>QUALITY OF LIFE, ARTS, AND CULTURE</b> *Ridley (C), Resendez (VC), Bazaldua, Blackmon, Gracey, Schultz, Willis
<b>TRANSPORTATION AND INFRASTRUCTURE</b> Narvaez (C), Gracey (VC), Atkins, Mendelsohn, Resendez, Schultz, Stewart	<b>WORKFORCE, EDUCATION, AND EQUITY</b> *Arnold (C), *Schultz (VC), Bazaldua, Blackmon, Resendez, Ridley, Willis
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<b>AD HOC COMMITTEE ON JUDICIAL NOMINATIONS</b> Ridley (C), Resendez, West	<b>AD HOC COMMITTEE ON LEGISLATIVE AFFAIRS</b> Mendelsohn (C), Atkins, Gracey, Narvaez, Stewart
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## Call to Order

### **MINUTES**

1. 25-1004A Approval of the February 18, 2025, Quality of Life, Arts, and Culture Committee Meeting Minutes

**Attachments:** Minutes

### **BRIEFING ITEMS**

- A. 25-1000A Developing a Quality of Life Strategy - Dallas Cultural Plan Update  
[Martine Elyse Philippe, Director, Office of Arts and Culture; Glenn Ayars, Assistant Director, Office of Arts and Culture; Anna Hubbell Petang, Assistant Director, Office of Arts and Culture]

**Attachments:** Presentation

- B. 25-1001A Kay Bailey Hutchison Convention Center Master Plan, Component 4: The Black Academy of Arts and Letters Temporary Location  
[Reginald Williams, Assistant Director, Convention and Event Services; Evalynn Williams, President, Dikita Enterprises Inc.]

**Attachments:** Presentation

### **BRIEFING MEMOS**

- C. 25-1006A Upcoming Agenda Item 25-910A - March 26, 2025, Council Meeting: Office of Arts and Culture: FY 2025-26 Community Artists Program Guidelines  
[Martine Elyse Philippe, Director, Office of Arts and Culture; Glenn Ayars, Assistant Director, Office of Arts and Culture; Anna Hubbell Petang, Assistant Director, Office of Arts and Culture]

**Attachments:** Memorandum



- D. 25-1005A City Facilities Partners Update - Meyerson Symphony Center  
[Martine Elyse Philippe, Director, Office of Arts and Culture; Glenn Ayars, Assistant Director, Office of Arts and Culture; Anna Hubbell Petang, Assistant Director, Office of Arts and Culture]

**Attachments:** Memorandum

**FORECAST**

- E. 25-1003A Quality of Life, Arts, and Culture Committee Forecast

**Attachments:** Forecast

**ADJOURNMENT**

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MINUTES OF THE CITY COUNCIL COMMITTEE  
TUESDAY, MARCH 25, 2025

EXHIBIT B

OFFICIAL ACTION OF THE CITY COUNCIL COMMITTEE

MARCH 25, 2025

Item 1: Approval of the February 18, 2025, Quality of Life, Arts, and Culture Committee Meeting Minutes

Councilmember Resendez moved to adopt the minutes as presented.

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

OFFICIAL ACTION OF THE CITY COUNCIL COMMITTEE

MARCH 25, 2025

BRIEFING ITEMS

Item A: Developing a Quality of Life Strategy - Dallas Cultural Plan Update

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;
- Anna Hubbell Petang, Assistant Director, Office of Arts and Culture; and
- Liz Cedillo-Pereira, Assistant City Manager, City Manager's Office

OFFICIAL ACTION OF THE CITY COUNCIL COMMITTEE

MARCH 25, 2025

BRIEFING ITEMS

Item B: Kay Bailey Hutchison Convention Center Master Plan, Component 4: The Black Academy of Arts and Letters Temporary Location

The following individuals briefed the committee on the item:

- Reginald Williams, Assistant Director, Convention and Event Services;
- Evalynn Williams, President, Dikita Enterprises Inc.;
- David Zobrist, Chief Operating Officer, Dikita Enterprises Inc.;
- Martine Elyse Philippe, Director, Office of Arts and Culture;
- Curtis King, Founder & President, Black Academy of Arts and Letters;
- Ryan O'Connor, Assistant Director, Park and Recreation Department; and
- Veletta Forsythe-Lill, Board Chair, Fair Park Board

OFFICIAL ACTION OF THE CITY COUNCIL COMMITTEE

MARCH 25, 2025

BRIEFING MEMOS

Item C: Upcoming Agenda Item 25-910A - March 26, 2025, Council Meeting: Office of Arts and Culture: FY 2025-26 Community Artists Program Guidelines

Item D: City Facilities Partners Update - Meyerson Symphony Center

The committee discussed the items.

OFFICIAL ACTION OF THE CITY COUNCIL COMMITTEE

MARCH 25, 2025

FORECAST

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

The committee discussed the item.



MINUTES OF THE CITY COUNCIL COMMITTEE  
TUESDAY, MARCH 25, 2025

EXHIBIT C



# City of Dallas

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

## Agenda Information Sheet

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**File #:** 25-1362A

**Item #:** A.

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### Extraordinary Neighborhood Events

[Rosa Fleming, Director, Convention and Event Services; Chris Christian, Director, Code Compliance, Jeremy Reed, Assistant Director, Code Compliance]



**City of Dallas**

# Extraordinary Neighborhood Events

**Quality of Life, Arts and Culture  
April 21, 2025**

Rosa Fleming, Director  
Jacquelin Justice, Assistant Director  
Convention & Event Services

Chris Christian, Director  
Jeremy Reed, Assistant Director  
Department of Code Compliance



## Extraordinary Neighborhood Events

- Background
- Current Permitted Special Events in neighborhoods
- Chapter 42A Requirements for events in neighborhoods
- Enforcement Details
- Resource Allocation
- Staff Recommendations



# Background



The Quality of Life, Arts & Culture (QoLAC) Committee requested to review existing policies and formulate a strategy for managing “Extraordinary Neighborhood Events”

- In December 2024, a residential holiday light installation was described as an “extraordinary neighborhood event” after a video featuring the decorated residence generated significant awareness across social media and local news.
  - The Event caused traffic, litter, noise, and light nuisance to the surrounding neighbors.
- Residential properties used as private event venues can create similar concerns.



# Permitted Special Events in Neighborhoods



Chapter 42A includes permitting of outdoor events on public and private property.

- Currently issued neighborhood-based Special Event Permits include:
  - Running events that pass through neighborhoods (Dallas Marathon)
  - Bike rides that pass through neighborhoods (Dallas Bike Ride)
  - Small neighborhood parades (Independence Day etc.)
  - Home tours (Swiss Avenue Historical District, White Rock, etc.) CES-OSE permits outdoor portions.
- Neighborhood Block Parties are permitted through Transportation and Public Works



# Special Event Permit Requirements/Policy



Under Chapter 42A the following are required for special event permits in neighborhoods:



Public safety resources **paid by event organizer** (off-duty DPD, DFR-EMS, etc.)



Insurance **may be required** (event attendance, alcohol, amusement rides, etc.)



Traffic Control Plan & Parking Plan **approved by DPD and TPW**



Notifications for neighborhood events **require the organizer to notify the public at least 15 days before the event date** by utilizing the Office of Special Events template and submitting the Notification Verification form



Additional City Department-related fees when applicable, Sec. 42A-6(g)(5)



# Enforcement - Special Events



<b>Relevant Ordinance Section</b>	42A – Special Events
<b>Threshold for a violation</b>	<p>Operating a Special Event without a Special Event Permit.</p> <p><b>SPECIAL EVENT</b> means a temporary outdoor gathering, with an expected total attendance greater than 100, which involves one or more of the following on private or public property where otherwise prohibited by ordinance:</p> <p>(A) closing or restricting of a public street lane, alley, or sidewalk; (B) restricting access to public property; (C) sale of merchandise, food, alcohol, or other beverages where otherwise not permitted as a neighborhood market or by an annual Dallas Farmers Market farmers market permit; (D) erection of a tent larger than 399 square feet in area or erection of multiple tents with a cumulative area of over 399 square feet; (E) installation of a temporary stage, bandshell, outdoor projection technology, trailer, van, grandstand, bleachers, or portable toilets for public use; (F) use of city hall plaza; (G) a run, walk, ride, or special event parade; (H) placement of temporary no parking, directional, oversized, or identification signs or banners in connection with an event that are placed in or over a public right-of-way, or on private property where otherwise prohibited by ordinance; or (I) clean zone enforcement.</p>
<b>Evidence needed</b>	Confirmation of a Special Event occurring via an inspection; confirmation that the event is not permitted.
<b>Challenges</b>	Expected/actual total of greater than 100 persons is sometimes difficult to allege.





# Enforcement – Parking on Unapproved Surfaces



<b>Relevant Ordinance Section</b>	51A-4.301(d)(5) & (5.1) – Residential Parking Surfaces
<b>Threshold for a violation</b>	<p>A motor vehicle parked on a surface other than concrete, asphalt, or other material approved by the Building Official.</p> <p>Violation can go to the owner of the vehicle or to the owner, occupant, or person in control of the property.</p>
<b>Evidence needed</b>	Evidence of a motor vehicle parked on dirt, grass, or another unapproved surface.
<b>Challenges</b>	Code Compliance often gets requested to address extended or extensive parking on the street or on a sidewalk, which requires Transportation or Police.



# Enforcement - Noise



<b>Relevant Ordinance Section</b>	30-1 – Loud and Disturbing Noises	51A-6.102 – Noise Regulations
<b>Threshold for a violation</b>	A person commits an offense if he or she makes or causes to be made any loud and disturbing noise or vibration in the city that is offensive to the ordinary sensibilities of the inhabitants of the city.	Each zoning district has a maximum daytime and nighttime decibel level.
<b>Evidence needed</b>	The person committing the noise and the evidence that it disturbs an inhabitant of the city.	An 8-minute average decibel reading showing the property is over the threshold or 5dB over the ambient level.
<b>Challenges</b>	Addressing a noisy house event can be dangerous. Code would be required to obtain the ID of the person committing the noise.	Safety of obtaining a reading adjacent to an event; obtaining the ID of the person creating the noise.



# Enforcement - Light Glare



<b>Relevant Ordinance Section</b>	51A-6.104 – Light Glare
<b>Threshold for a violation</b>	Light creating a nuisance by crossing a property line.
<b>Evidence needed</b>	Visible observation by an inspector of a light crossing a property line.
<b>Challenges</b>	Competing light sources; high-prevalence of light crossing property lines makes this largely a complaint-driven code, as light is usually a positive neighborhood aspect.
<b>Possible enhancement</b>	Adding an “excessive illumination as a nuisance” code to chapter 27.



# Enforcement - Land Use Violation



<b>Relevant Ordinance Section</b>	51A-1.104 – Certificate of Occupancy requirement
<b>Threshold for a violation</b>	The owner/occupant of a residential house would be in violation if they are conducting a use that is different from single-family residential, such as Commercial Amusement.
<b>Evidence needed</b>	Evidence of Commercial Amusement. E.g., a visual observation of charging an entrance fee, online ticket sales, confirmation of entertainment or games of skill for a fee.
<b>Challenges</b>	Ticket sales on new or private website may not be seen; confirmation of an entrance fee may not be possible; residence may be used as an event venue to host events that are free to attendees; holding owner responsible for renting the property.



# Resource Allocation



Available resources must be balanced citywide. Interdepartmental resources include, but are not limited to:

- CES-OSE: Permitting
- TPW: Street Closures and Parking Enforcement
- DPD: Public Safety
- DFR-EMS: Medical Response
- SAN: Increased Collections
- CODE: Sound, Light, Land Use



# Staff Recommendations



Suggested code enhancements:

- Excessive light as a nuisance
  - Consider prohibiting lighting that leads to sustained gatherings, traffic congestion, or blocked emergency access
  - Consider multiple complaints, inspector observations, and public safety input as criteria for identifying problematic lighting
- Explore land use amendments
- Defining “Extraordinary Neighborhood Events”



# Next Steps



- If approved by the Quality of Arts, Life and Culture Committee, staff will collaborate with the CAO to draft definitions.
- Staff will brief Committee in June on Event Venue Land Use and recommended definitions/terms.
- If not approved by Committee, staff will continue to enforce current and existing code violations.





# Questions?







**City of Dallas**

# **Extraordinary Neighborhood Events**

**Quality of Life, Arts and Culture  
April 21, 2025**

Rosa Fleming, Director  
Jacquelin Justice, Assistant Director  
Convention & Event Services

Chris Christian, Director  
Jeremy Reed, Assistant Director  
Department of Code Compliance



# City of Dallas

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

## Agenda Information Sheet

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**File #:** 25-1416A

**Item #:** B.

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Periodic Weekend Street Closures

[Rosa Fleming, Director, Convention and Event Services; Jacquelin Justice, Assistant Director, Convention and Event Services]



**City of Dallas**

# **Periodic Weekend Street Closures**

**Quality of Life, Arts and Culture  
April 21, 2025**

Rosa Fleming, Director  
Jacquelin Justice, Assistant Director  
Convention & Event Services

# Overview



- Background
- Periodic Street Closures or **Open Streets**
  - Program Marketing
  - Program Evaluation
  - Program Permitting
  - Program Safety
  - Program Event Equipment
- Next Steps



*Philadelphia's Open Streets*



# Periodic Street Closures: Background



*New York City's Open Streets*

- Downtown Dallas Inc. and other relevant stakeholders would like to create periodic **Open Streets** events on weekends in popular entertainment districts - benefiting community health, public safety, the environment, and both retail and food and beverage businesses.
- **Open Streets** would be managed through the normal special event process.
- Staff will pilot **Open Streets** prior to FIFA with help from Downtown Dallas, Inc.

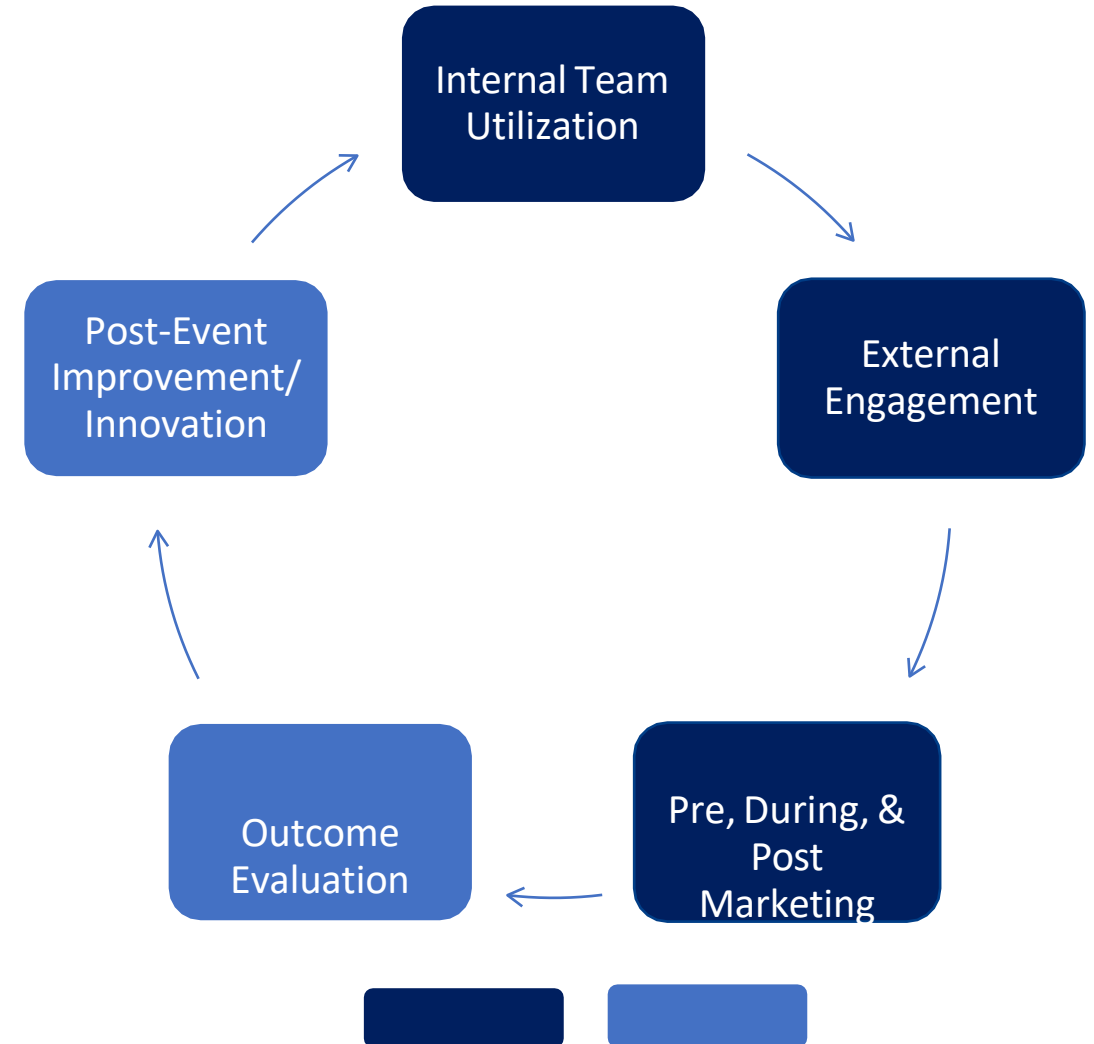


# Periodic Street Closures – Marketing Plan



## Promotional Channels

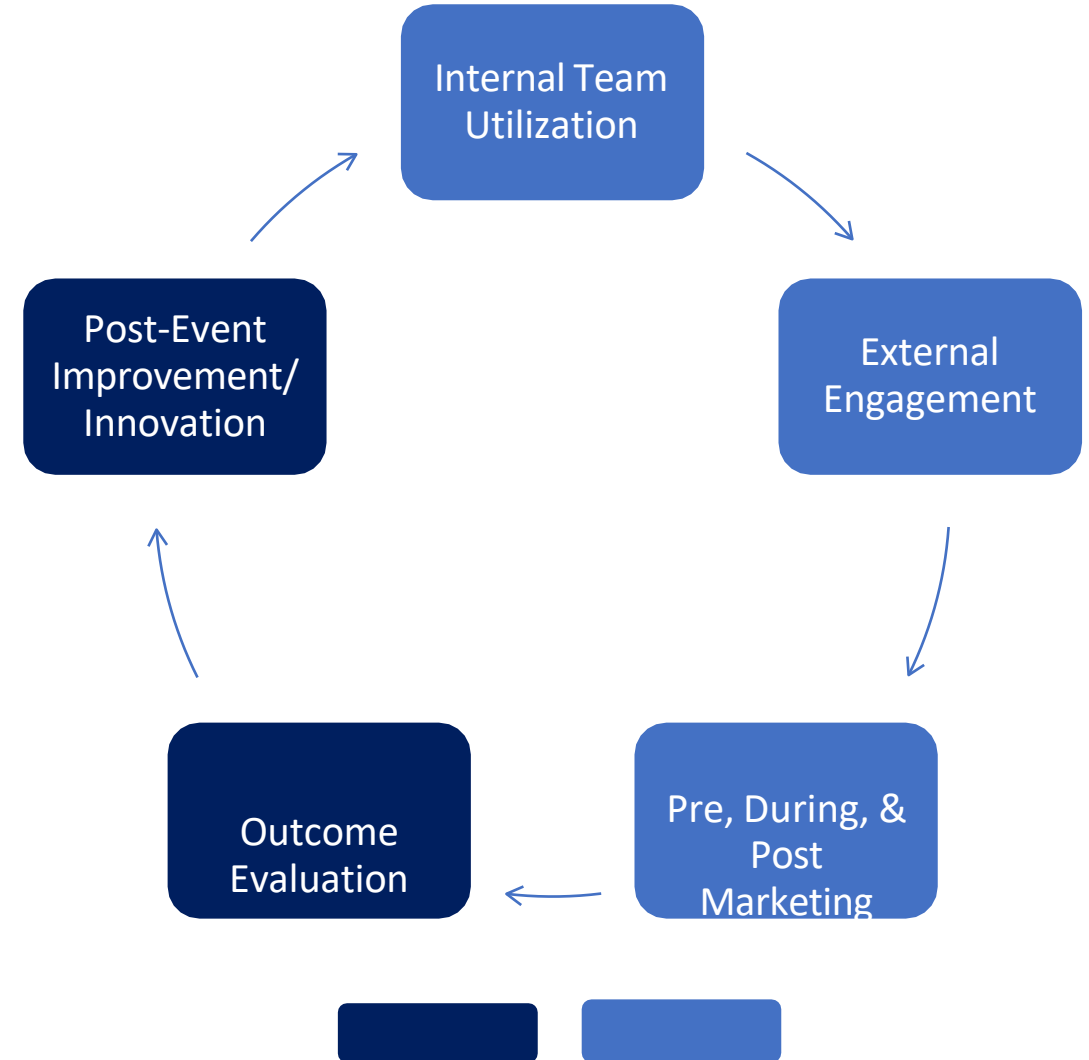
- CES-OSE webpage landing page with pilot program information and relevant links
- Merchant Association Meetings
- Fliers for local businesses
- Neighborhood Association Meetings
- NextDoor
- Emails to neighborhoods through Council Member newsletters



# Periodic Street Closures – Program Success Measurement



- Identify the program's expected outcomes
- Engage the internal team
- Connect with external stakeholders
- Event Customer Satisfaction
- City Team Satisfaction – Internal Post-event debriefings
- Compare expected and actual outcomes
- Continual Process Improvements



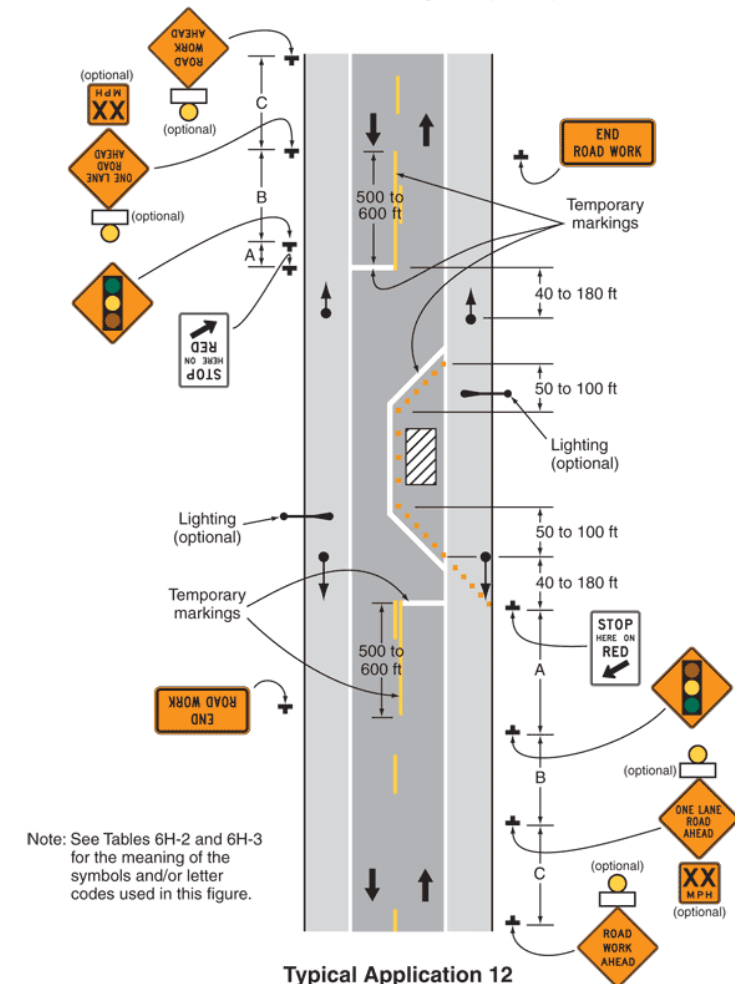
# Periodic Street Closures – Streamline Process



To streamline the permit process and to make the cost of events equitable, CES-OSE recommends the following:

- Applicant will file a special event permit application with a Traffic Control Plan
- Special Event Permit fees waived
- DPD, TPW, and CES-OSE will evaluate and review Traffic Control Plan through Eproval
- The City will offer to fulfill some requirements of the permit by supplementing the equipment

Figure 6H-12. Lane Closure on a Two-Lane Road Using Traffic Control Signals (TA-12)





# Periodic Street Closures - Public Safety Requests



- Primary concern is public safety to prevent a major incident
- Open streets will require hard closures with heavy-duty equipment such as Jersey Barricades, planters, or vehicles
- Special setup is required to erect barricades



# Periodic Street Closures – Open Streets in a Box Trailer



Like many of our neighboring cities, Dallas should consider establishing an Open Streets trailer:

- Barricades, cones, no parking signs
- Notification signage
- Online reservation of the trailer
- Trailer eligibility guidelines
- Reduce in-kind requests



# Next Steps



- Proposed event schedule: once per calendar quarter
- Meet with stakeholders and discuss concepts for their specific location
- Department engagement
- Proposed possible locations:
  - International District
  - Central Business District
  - Pleasant Grove
  - University Hills
  - Bishop Arts



*Salt Lake City's Open Streets*





# Questions?





**City of Dallas**

# **Periodic Weekend Street Closures**

**Quality of Life, Arts and Culture  
April 21, 2025**

Rosa Fleming, Director  
Jacquelin Justice, Assistant Director  
Convention & Event Services



# City of Dallas

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

## Agenda Information Sheet

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**File #:** 25-1363A

**Item #:** C.

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Developing a Quality of Life Strategy - Historic Preservation Plan

[Arturo Del Castillo, Assistant Director, Preservation and Urban Design; Marcus Watson, Chief Planner, Planning and Development; Evelyn Montgomery, Ph.D., Chair of the Dallas Landmark Commission; Director/Curator, Old Red Museum of Dallas County History and Culture]

# Historic Preservation Strategy Plan Update

Quality of Life, Arts and  
Culture April 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 fine white diagonal lines.

**City of Dallas**

Arturo Del Castillo, Assistant  
Director

Marcus Watson, Chief Planner  
Planning and Development  
City of Dallas



# Overview

- Background
- Updates
- Next Steps

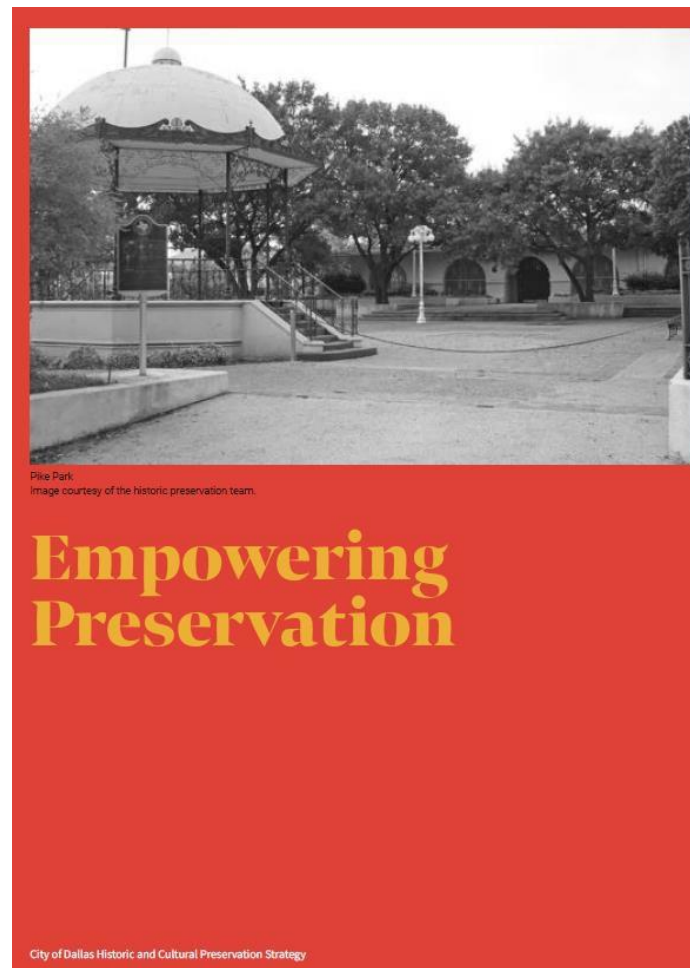






# Background

- City Council unanimously adopted the Historic and Cultural Preservation Strategy (HCPS) on April 10, 2024 introducing a vision and mission for enhanced preservation functions.
- Planning and Development provided an update on the Historic Preservation program to the Quality of Life and Arts Committee on September 16, 2024.



# Updates - Ordinances



- City Council unanimously repealed a 2010 ordinance that allowed dozens of smaller historic homes, mostly in traditionally Black historic neighborhoods, to be demolished.
- A code amendment of the Demolition Delay ordinance that would allow all completed historic resource surveys to be used to better define “Demo Delay” areas was taken to CPC on 4/10/25.





# Updates – Training and Education

- Yearly National Alliance of Preservation Commissions training for Landmark Commissioners, Task Force Chairs, and staff will begin this October.
- Staff will collaborate with Preservation Dallas to plan and conduct workshops and bolster educational programs.





# Updates – Initiations

- Belmont Hotel – CPC Re-initiated 8/8/2024
- Dallas City Hall – 3/3/2025
- Eagle Ford Bridge – 3/3/2025
- Colonial Theater – 4/7/2025
- Mt. Pisgah Missionary Baptist Church – 4/7/2025





# Updates – Sites and Projects

- Economic Impact Study of the Historic Preservation and Conservation programs to be completed in September.
- Historic Resources Survey of Colonial Hills and Wheatley Place to be completed in September.
- Work continues on Queen City's Historic District initiation, the first district to be created since 2006.





# Updates – Next Steps

- Refine and bring forward code amendments recommended by the Ad-Hoc Committee.
- Re-convene the HCPS task force to define and explore path to establish Legacy Cultural Districts.
- Completion of Historic designations of various structures initiated in 2023.
- Prepare FY 26-27 Budget that funds a city-wide HRS, a Preservation Plan, and new staff.
- Initial research and studies into establishing a Deconstruction Program.



# Historic Preservation Strategy Plan Update

Quality of Life, Arts and  
Culture April 21, 2025

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

**City of Dallas**

Arturo Del Castillo, Assistant  
Director

Marcus Watson, Chief Planner  
Planning and Development  
City of Dallas



# City of Dallas

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

## Agenda Information Sheet

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**File #:** 25-1366A

**Item #:** D.

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Office of Arts and Culture Agenda Item #25-1183A on April 23, 2025: ArtsActivate 2026 Program Guidelines

[Martine Elyse Philippe, Director, Office of Arts and Culture; Glenn Ayars, Assistant Director, Office of Arts and Culture; Anna Hubbell Petang, Assistant Director, Office of Arts and Culture]



# Memorandum



CITY OF DALLAS

DATE April 18, 2025

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

SUBJECT **Office of Arts and Culture Agenda Item #25-1183A on April 23, 2025: ArtsActivate 2026 Program Guidelines**

On April 23, 2025, City Council will consider the guidelines for the Fiscal Year 2025-26 ArtsActivate Program (ArtsActivate 2026). ArtsActivate is a project-based funding program which contracts with individual artists, arts and culture organizations, and other eligible non-profit organizations to provide artistic and cultural services throughout the city of Dallas. ArtsActivate 2026 will run for three rounds through the fiscal year. For FY 2024-25, ArtsActivate 2025 allocated a total of \$1,391,462 that was awarded to 142 projects under this program.

The ArtsActivate Guidelines, eligibility, scoring, and review process are aligned with Dallas Cultural Plan goals and are approved annually by City Council. The following updates to ArtsActivate 2026 Guidelines for FY 2025-26 were approved by the Arts and Culture Advisory Commission on April 10, 2025:

- Application and program timeline
- Program eligibility language to emphasize the required compliance to the provisions of the National Labor Relations Act
- Changes in program ineligibility for non-profit organizations which receive \$100,000 or more through the Cultural Organizations Program
- Changing panel and administrative scoring to be 70 points and 30 points respectively (previously 75 points and 30 points). Additional 5 points will be applied for the successful completion of a quiz on City insurance and special event requirements

Following guidelines adoption, artists and organizations will apply through an online portal. Applications will be reviewed by staff, an OAC Funding Review Panel, and the Allocations Committee of the Arts and Culture Advisory Commission. FY 2025-26 funding amounts will be recommended by the Allocations Committee of the Arts and Culture Commission at the conclusion of each of the three rounds of the program.

DATE April 18, 2025  
SUBJECT Office of Arts and Culture Agenda Item #25-1183A on April 23, 2025: ArtsActivate  
2026 Program Guidelines  
PAGE 2 of 2

If you have questions, please feel free to contact Martine Philippe, Director of the Office of Arts and Culture.

Sincerely,



M. Elizabeth (Liz) Cedillo-Pereira,  
Assistant City Manager

- c:
- |   |  |
|---|--|
| Kimberly Bizer Tolbert, City Manager    | Alina Ciocan, Assistant City Manager                             |
| Tammy Palomino, City Attorney           | Donzell Gipson, Assistant City Manager                           |
| Mark Swann, City Auditor                | Robin Bentley, Assistant City Manager                            |
| Biliera Johnson, City Secretary         | Jack Ireland, Chief Financial Officer                            |
| Preston Robinson, Administrative Judge  | Elizabeth Saab, Chief of Strategy, Engagement, and Alignment (I) |
| Dominique Artis, Chief of Public Safety | Directors and Assistant Directors                                |
| Dev Rastogi, Assistant City Manager     |  |

Attachment

# EXHIBIT A



## **FY 2025-26 Guidelines for Non-Profit Organizations and Individual Artists**

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. (pending CR number)  
On April 23, 2025

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## Office of Arts and Culture (OAC)

ArtsActivate 2026 is one of OAC's cultural support programs that provides project support as described in the Dallas Cultural Policy, approved by City Council on November 28, 2018 [Section 5(D)(ii)]. Per the Dallas Cultural Policy:

### *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](mailto:OACFundingPrograms@dallas.gov) for fastest response. Specific staff contact information may be found online at [dallasculture.org/contact](http://dallasculture.org/contact).

## About ArtsActivate 2026

Launching for the 2025-26 fiscal year, ArtsActivate is the City of Dallas' project-based cultural support program<sup>1</sup>. The City of Dallas Office of Arts and Culture will contract for cultural services which establish a thriving cultural ecosystem that ensures all Dallas residents and visitors have an opportunity to experience the finest in arts and culture. The goal of this program is to *activate* the Dallas Cultural Plan 2018, and demonstrate our mission to create an equitable, thriving arts environment for all Dallas artists and residents.

ArtsActivate is open for proposals from non-profit arts/cultural organizations, educational institutions<sup>2</sup>, social services organizations, individual artists, artist collectives and other eligible non-profit organizations. Each proposal must include an event open to the public.

Proposals shall be reviewed, evaluated, and selected by OAC staff and a community review panel. This document contains guidelines, program eligibility and review criteria, deadlines, and application instructions for ArtsActivate 2026 managed by the Office of Arts and Culture for fiscal year 2025-26.

ArtsActivate 2026 will open for three rounds of applications during the 2025-26 fiscal year. Round 1 will be open from June 4 – July 7, 2025; Round 2 will be open from September 10 – October 14, 2025; and Round 3 will be open from January 7 – February 9, 2026. Individual Artists and Group A eligible applicants may apply in any and all rounds and can receive funding twice for two separate projects. Group B, C, & D and applicants who are in the Cultural Organizations Program (COP) can apply in all rounds but only be funded a maximum of one time given that the organization does not already receive more than \$100,000 in their FY 2024-25 or FY 2025-26 COP contract. As a reminder, organizations with Cultural Organizations Program funding may not submit a project that is within their funded COP scope.

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 fiscal year.

Applicants are responsible for the quality, completeness, and timely submission of the proposal, including responses to clarifying questions from OAC staff, which may come from a "dallas.gov" email address<sup>3</sup>. Application steps and deadlines are included in this document and online at the ArtsActivate page found at artsactivate.com. Applications must be submitted via the online application system by the due date. Hard copies of applications will not be accepted. OAC staff are available to answer additional questions. (See Contact OAC above.)

NOTE: An applicant who 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 will result in the rejection of an application.

### *Program Goals*

ArtsActivate 2026 proposals should be innovative projects that create active and ongoing engagement with people, neighborhoods, and communities in Dallas. They should celebrate our diversity, build community connections, and enhance the visibility of neighborhoods through arts and culture. Priority will be given to projects focusing on neighborhoods outside of the Urban Core. See typology map here:

---

<sup>1</sup> ArtsActivate is a combination of all previous project-based funding programs.

<sup>2</sup> Institutions of higher education do not qualify for funding through ArtsActivate.

<sup>3</sup> Please be sure to mark "dallas.gov" as a safe email sender. For reference, instructions for [Outlook](#) and [Gmail](#)/Yahoo are linked.

<https://www.arcgis.com/home/webmap/viewer.html?url=https://services2.arcgis.com/rwnOSbfKSwyTBcwN/arcgis/rest/services/CulturalNeighborhoodTypologies/FeatureServer>

Collectively, funded ArtsActivate projects should:

1. Engage with the Dallas Cultural Plan 2018 and create programming to address its priorities and initiatives (see Dallas Cultural Plan 2018 Summary for more information regarding priorities and initiatives: <http://bit.ly/culturalplansummary>)
2. Provide public benefit by enhancing and diversifying artistic and cultural experiences to the residents of the City of Dallas
3. Increase access and inclusivity in the experience of art and creativity for communities that have been historically underserved
4. Connect individuals from diverse cultures, ages, and economic means in an effort to strengthen communities and/or neighborhoods through the arts
5. Invest in historically underserved communities with artists or organizations rooted in that community to build individual capacity and economic viability

## *Definitions*

### Project

A project is defined as a specific one-time event or production (such as one concert, theater production, exhibit, etc.) or a project that includes a series of events using one theme or title. This event must be open to the public and may not be restricted to members of a specific community that cannot be open to the public.

### Art in Public Places Projects

Distinct from the City of Dallas Percent for Art Program, Art in Public Places is defined as permanent or temporary visual art installations supported by grants for installation on privately owned locations that are visible and accessible to the public. Permission from the property owner must be obtained prior to submitting an ArtsActivate application. Projects cannot be installed on any City-owned property.

Privately Owned Property – If a private person or company/organization owns the property, the applicant must obtain a formal letter of support and authorization from the owner allowing the applicant to install the proposed artwork. This letter must be included with the application. Without the property owner’s written consent, the application will not be reviewed.

### Active Status Applicants

Active Status Applicants are defined as applicants who have been recommended for funding, executed a contract with OAC, and successfully completed such contract during or after the 2023-24 fiscal year (October 1, 2023 – September 30, 2024) at the time of the application round submission deadline. This includes contracts from any funding program through the Office of Arts and Culture, including Culture of Value, Cultural Organizations Program, Community Artists Program, etc.

### Inactive Status Applicants

Inactive status applicants are defined as:

- Applicants who have never received funding from an Office of Arts and Culture funding program, or have not received funding from an OAC funding program since before the 2023-24 fiscal year

- Applicants who have not completed their ArtsActivate 2025 or ArtsActivate 2026 awarded contract at time of submission

## ArtsActivate 2026 Timelines

Round 1	
Wednesday, June 4, 2025	Application Opens
Monday, July 7, 2025	Application Closes at 11:59 PM
Tuesday, July 8, 2025 – Thursday, August 7, 2025	Panel Review/Funding Level Recommendations – Allocations Committee
Friday, August 8, 2025	Funding Recommendation Notifications to Applicants
Monday, October 6, 2025	Earliest start date for contracts
Monday, September 15, 2026	Latest end date for contracts
Round 2	
Wednesday, September 10, 2025	Application Opens
Tuesday, October 14, 2025	Application Closes at 11:59 PM
Wednesday, October 15, 2025 – Thursday, December 4, 2025	Panel Review/Funding Level Recommendations – Allocations Committee
Friday, December 5, 2025	Funding Recommendation Notifications to Applicants
Monday, January 13, 2026	Earliest start date for contracts
Monday, September 15, 2026	Latest end date for contracts
Round 3	
Wednesday, January 7, 2026	Application Opens
Monday, February 9, 2026	Application Closes at 11:59 PM
Tuesday, February 10, 2026 – Thursday, April 2, 2026	Panel Review/Funding Level Recommendations – Allocations Committee
Friday, April 3, 2026	Funding Recommendation Notifications to Applicants
Monday, May 4, 2026	Earliest start date for contracts
Monday, September 15, 2026	Latest end date for contracts

## General Application Guidelines

The ArtsActivate 2026 application can be found on the ArtsActivate page of the OAC website at: [www.artsactivate.com](http://www.artsactivate.com). Full applications, including the video component, must be submitted via the online funding system by **11:59 PM** on the evening of the Round’s closing date: July 7, 2025; October 14, 2025; and February 9, 2026, respectively. Hard copies of applications will not be accepted.

NOTE: An applicant 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.

### *Application Support Available from OAC*

To assist with the application process, the OAC staff will host information sessions, both virtual and in person, before each Round closes. 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 have no bearing on the application scoring.

Applicants may also request that any info session, office hour, and/or application support be available in Spanish or with a Spanish translator, with 48 hours’ notice. To request an interpreter, email [OACFundingPrograms@dallas.gov](mailto:OACFundingPrograms@dallas.gov).

NOTE: OAC application support will close at 5:00 p.m. on the Friday before each round’s deadline. Staff maybe not be able to respond to emails within 72 hours of the application’s close, except to help troubleshoot technical issues. OAC staff highly recommends submitting before the final round’s closing date.

### *Funding Period*

Proposed projects must fall within the respective ArtsActivate 2026 application date ranges as listed below. Applications reflecting project date ranges outside the ranges listed below will be subject to disqualification.

Round 1: October 6, 2025 – September 15, 2026

Round 2: January 13, 2026 – September 15, 2026

Round 3: May 4, 2026 – September 15, 2026

### *Eligibility Requirements*

#### All Applicants

- Applications must align with one of the ArtsActivate 2026 Program Goals
- All proposed projects must be artistically or culturally focused
- Proposed projects must not start before the respective round start dates (see [ArtsActivate 2026 Timelines](#))
- All proposed projects must be completed by September 15, 2026
- **Applicants who were at fault and/or failed to successfully complete an awarded contract during the City of Dallas fiscal year 2024-25 are not eligible to apply for project-based funding in FY 2025-26**
- Any proposed project budget showing a surplus of 10% or more of City of Dallas requested funding or any proposed project budget showing a deficit will be subject to disqualification<sup>4</sup>
- Applicants must be willing and able to enter into a contract with the City of Dallas and meet the requirements associated with receiving funds from the City of Dallas
- All proposed projects or activities must occur within the city limits of Dallas. NOTE: Highland Park, University Park, and Cockrell Hill are NOT considered within the City limits of Dallas. See City of Dallas boundaries map at: <https://dallasgis.maps.arcgis.com/apps/instant/minimalist/index.html?appid=807494fddae04830852e4b13e6847979>
- Applicants must obtain and maintain all necessary licenses, permits, insurance and other approvals required by law for the provision of services during the contract term
- Pursuant to Dallas City Code Section 2-36, applicants that are indebted to the City or delinquent in any payment owed to the City of Dallas under a contract or other legal obligation are not eligible for this ArtsActivate 2026 Program

#### Non-Profit Organizations

- Organizations must be a 501(c)(3) tax-exempt entity as provided by the U.S. Internal Revenue Code, as amended, and in good standing

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<sup>4</sup> Please see example budget in the applicant portal.

- Organizations must be in-compliance with local, state, and federal laws prohibiting discrimination
- Organizations must be authorized to transact business in the State of Texas
- Organizations must submit with their application their most recently completed fiscal year's IRS Form 990
- Organizations must not be receiving more than \$100,000.00 through the FY 2025-26 Cultural Organizations Program (COP) or receiving more than \$100,000.00 in operating and maintenance support from the City of Dallas in FY 2025-26.
- Organizations must have administrative offices permanently located in the City of Dallas. This does NOT include P.O. Boxes – organizations must have a physical office at a Dallas address. Proof of Dallas address will be requested at time of application submission. Acceptable proof of residency are driver's license, current mail from the last 30 days that is typewritten or computer generated, and a rental/lease agreement.
- Organizations must have non-discriminatory employment and personnel practices
- Organizations 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
- **Organizations must comply with all applicable provisions of the National Labor Relations Act, 29 U.S.C.A. §§ 151-169, as amended.**

### Individual Artists

- Individual artists must be a resident of the City of Dallas or maintain a permanent studio/workspace in the City of Dallas. Proof of Dallas residency will be required at time of submission. Acceptable proof of residency includes a driver's license, current mail from the last 30 days that is typewritten or computer-generated, and/or a rental/lease agreement.
  - If rental or lease term is less than 12 months, eligibility is subject to Director approval
- Must obtain and maintain all necessary licenses, permits, insurance and other approvals required by law for the provision of services during the contract term
- Individual Artist must not have been employed by the City of Dallas in the last 12 months

### Ineligible Activities

ArtsActivate 2026 funding cannot be used to pay direct costs for:

- Projects or events whose primary function is not arts and culture related
- Projects, events, or activities financially supported by another Office of Arts and Culture initiative or funding program (such as Cultural Organizations Program, Culture of Value, and Community Artists Program)<sup>5</sup>
- Projects planned primarily for fundraising purposes
- Activities restricted to members of a specific community and are not open to the public<sup>6</sup>
- Activities which do not benefit the public
- Tuition expenses
- College/university or school projects that are part of a course or curriculum or which do not benefit the public
- Fellowships/grants to individuals (does not prevent purchase from individuals)
- Scholarships of any form, cash prizes, or awards
- Travel

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<sup>5</sup> Artists and organizations may apply for as many funding programs as they are eligible. An artist and organization may be funded through the Office of Arts and Culture through multiple different funding programs, as long each proposed contract's scope is entirely unique. **However, a project specifically within scope of another City of Dallas Office of Arts and Culture contract, such as the Cultural Organizations Program, Culture of Value, and Community Artists Program, may not be funded again through ArtsActivate.**

<sup>6</sup> Tickets may be sold to ArtsActivate events. However, ticket sales must be available to the public.

- Underwriting of capital expenditures (buildings, land, permanent equipment, or artwork)
- Purchase of artwork or public art on city property
- 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
- Any beverages and/or food
- Festivals that are organized by managers or promoters for profit or for which the organizer is promoting but not participating
- Publication of books for personal promotion
- Exhibitions or projects for personal financial gain
- Events or projects that don't have the proper permits or insurance coverage
- Commercial (for-profit) enterprises or activities

Variances from these guidelines may be approved by the Director; however, material variances shall require City Council approval. Material variances include:

- Changes in group structure, and maximum awards by group
- Changes in scoring criteria
- Non-profit status requirements
- Status as a Dallas-based organization or artist
- Changes to ineligible activities
- Allowing eligible applicants to receive multiple awards within fiscal year 2025-26

## Panel Review & Selection Process

Applications for ArtsActivate 2026 are evaluated by a review panel. The review panel should, to the greatest extent possible, reflect the diversity of the City of Dallas, without sacrificing expertise, knowledge, or demonstrated interest in arts and culture.

Nominations to a review panel shall be provided by interested members of the public, the Arts & Culture Advisory Commission, and City staff. In no instance shall a City employee, Arts & Culture Advisory Commissioner, or other City official be a participating member of a review panel. 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 and Cultural Policy Section 3(C)(iii) including, but not limited to, recusal and disclosure provisions. Panelists should strive to avoid the appearance and risk of impropriety.

### *Group Structure*

All applicants will be reviewed in group levels. Individual artists will all be put together into a group, while organizations will be collected into groups based on their operating budget from the previous completed year's budget found in the application or referenced in their IRS Form 990. A review panel will review an entire group to maintain consistency and integrity in scoring per group. An exception may apply if the number of applications is great enough to warrant more than one panel. If this is the case, the group will be split, and scoring normalized per the relative panel.

Group A	Organizations Less than \$100,000.00
Group B	Organizations \$100,000.00 - \$499,999.99
Group C	Organizations \$500,000.00 - \$999,999.99
Group D	Organizations \$1,000,000.00 or more
Individual Artists	Individual Artists

## Panel Review

ArtsActivate 2026 applications are evaluated by a review panel of qualified candidates recommended by the Allocations Committee of the Arts & Culture Advisory Commission. For this year, panel reviews will be executed remotely. The review panel will review and score the application through an online review portal.

In lieu of an in-person question-and-answer presentation to the panel, applicants will upload a 5-minute video presentation with their application. If any assistance is needed regarding the video submission process, please contact OAC Cultural Programs staff.

## Selection & Funding

An applicant's combined panel and OAC administrative scores are forwarded to the Allocations Committee of the Arts & Culture Advisory Commission for review. The Allocations Committee recommends a level of funding for each applicant taking into consideration the scoring and funding request. All scores are normalized within their group. Normalizing a score means each score is divided by the highest score of that group. An applicant whose normalized panel score is below 70% will not be considered for funding. **Please note that for awardees funded in early rounds (Rounds 1 and/or 2), the Allocations Committee may prioritize first-time-funded artists over second-time-funded artists, if the scores are highly similar.**

All funding levels receive funding recommendation by the Allocations Committee of the Arts & Culture Advisory Commission and final approval by the Director of Arts and Culture.

## Funding Request Amounts

Applicants can apply for a maximum funding request based on its respective group. The maximum funding requests are as follows:

Individual Artists	\$8,000.00
Group A	\$12,000.00
Group B & C	\$14,000.00
Group D	\$16,000.00

## ArtsActivate 2026 Funding Allocation

Eligible applicants may apply in any and all rounds of ArtsActivate 2026. Group A (organizations with annual budgets under \$100,000.00) and Individual Artists may receive funding twice per fiscal year, for two separate projects, but Groups B, C, and D (organizations with annual budgets over \$100,000.00) may only receive funding once through the program. No more than 20% of the total ArtsActivate 2026 available funding will be awarded to organizations with budgets of \$1,000,000.00 or more.

## Scoring

Each applicant will be scored on a 100-point scale. Seventy (70) points will be scored by the review panel. The remaining thirty (30) points will be an administrative and compliance score calculated by OAC staff.<sup>7</sup>

### *Review Panel Scoring*

The review panel will score based on the criteria below with the intent to promote the public benefit of arts and culture programming in the City of Dallas for all its residents.

Panels will allocate up to 70 points per applicant:

- Intention (20 points)
- Impact (35 points)
- Overall (15 points)

Descriptions of all criteria are listed below.

**Intention (20 points) – What is the project’s purpose?**

The project creates and provides unique and engaging artistic and cultural services and programming for the intended audience.

- Diversifies arts and cultural activities available in Dallas
- Provides inviting opportunities which are accessible for the resident of Dallas
- Creates unique or meaningful arts and cultural experiences
- Partners with Dallas-based artists or organizations to promote a sustainable arts ecosystem
- Supports Dallas-based artists
- Applicant strategically addresses one Dallas Cultural Plan priority

**Impact (35 points) – Who is benefitting from the project?**

The project eliminates barriers and increases equitable access and inclusivity through direct community/neighborhood activation.

- Enhances understanding of and respect for diverse cultural experiences
- Involves, represents, and centers people and communities most impacted by racism and other forms of discrimination
- Connects individuals from diverse backgrounds
- Invests in historically underserved communities with artists or organizations rooted in that community
- Engages authentically with the intended audience
- Strengthens communities/neighborhoods through the arts
- Fosters and encourages expression and intersectionality in arts and cultural experiences

**Overall (15) – How will the applicant execute the project?**

The overall evaluation of the project plan through the application.

- Clarity of application

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<sup>7</sup> Please note: In Rounds 2 and 3, the Allocations Committee may prioritize first-time-funded artists (within the 2025-26 fiscal year) over second-time funded artists with highly similar scores.

- Description of programming and services
- Ability to execute and deliver proposed services
- Supplemental materials enhance overall application
- Plans to monitor project success

### OAC Administrative Scoring

OAC staff will score based on the criteria below with the intent to promote the public benefit of arts and culture programming in the City of Dallas for all its residents.

Administrative scoring for *both* Individual Artist and Nonprofit applications will include a total of 25 points:

- Application and Contracting Compliance (5 points)
- Projected Budget Support (5 points)
- Neighborhood Typologies (10 points)
- Special Events and Insurance Quiz (5 points)

The last 5 points are calculated differently for Individual Artists and Nonprofit applicants:

- NONPROFITS: Board Diversity (2.5 points) and Staff Diversity (2.5 points)
- INDIVIDUAL ARTIST: Venue and Date Confirmation (5 points)

Descriptions of all criteria are listed below.

Application and Contracting Compliance (5 Points) – If an applicant is new or *inactive*, applicant demonstrates understanding of and willingness to comply with ArtsActivate 2026 contracting guidelines through a Guidelines and Compliance Assessment. The assessment is a short quiz that can be found in the application portal. Each applicant must receive a 100% score on the quiz to receive points, but the quiz can be taken multiple times. Additionally, applicants may reach out to OAC staff for quiz support at [OACFundingPrograms@dallas.gov](mailto:OACFundingPrograms@dallas.gov), if necessary.

If an applicant is *active*, applicant demonstrates understanding of and willingness to comply with ArtsActivate 2026 contracting guidelines if the most recent funded project was executed with an on-time submission of final report. Active applicants do not need to take the Guidelines and Compliance Assessment.

Please refer to refer to the [Inactive Status Applicants](#) and [Active Status Applicants](#) definitions above.

Note: Contracts or projects cancelled with approval by OAC staff due to COVID-19 will not be considered in relation to this scoring criteria. Such applicants shall consider themselves Inactive or Active Status applicants as if such project or contract had not existed.

5 Points: ArtsActivate 2026 Guidelines and Compliance Assessment (Inactive Status Applicants)

5 = Completed assessment with 100% accuracy

0 = Failed to complete assessment with 100% accuracy

5 Points: Contract Compliance (Active Status Applicants)

5 = Most recent funded project contract executed with an on-time submission of final report

0 = Failed execution of most recent project contract or late submission of final report

Projected Budget Support (5 points) – Applicant shows percentage of financial support in total proposed project budget in comparison to the requested funding amount from OAC. This includes in-kind contribution.

Example: Applicant Z is an organization with revenue under \$100K. They calculate that their revenue, including in-kind contributions, will be \$7,500 without OAC contributions. Applicant Z also estimates \$19,500 in expenses needed to complete the project, so they request the remaining \$12,000 from OAC. Applicant Z’s total revenue, including OAC funding, is now \$19,500.

To calculate Applicant Z’s Percent of Support score, the organization divides \$7,500 (the support outside the OAC) by \$19,500 (their total revenue). This equals .38, or 38%. Applicant Z would earn 3 points in this section, because 30-39% of their budget will be provided from sources outside the ArtsActivate program.

Points	Percent of Support
5	50% or more
4	40% - 49%
3	30% - 39%
2	20% - 29%
1	10% - 19%
0	9% or less

Neighborhood Typologies (10 points) – Based on the Cultural Plan as approved by City Council on November 28, 2018, neighborhood typologies were outlined for the City of Dallas to identify and illustrate how different neighborhoods in Dallas are served by the city’s arts and culture ecosystem. Proposed projects must have at least one in-person event that serves their intended audience. If multiple locations are listed in a proposal, the average score of the locations will be used. See map of typologies here:

<https://www.arcgis.com/home/webmap/viewer.html?url=https://services2.arcgis.com/rwnOSbfKSwyTBcwN/arcgis/rest/services/CulturalNeighborhoodTypologies/FeatureServer>

Points	Neighborhood Typology
10	Non-traditional Spaces (green)
7	Residential Opportunities (red)
5	Mixed Urbanism (blue)
2	Urban Core (yellow)
0	No location listed

NOTE: All events listed in the application must have a valid City of Dallas address. P.O. Boxes are not permitted. Any events outside of Dallas will be omitted from scoring. Events listed with no address will be scored at 0 and calculated into the average score.

When considering a venue, all applicants are welcome to consult OAC’s Venue Resource Guide, which can be found as an Appendix to these Guidelines or on OAC’s website in the “Resources for Artists” section. These new and/or non-traditional arts spaces have specifically requested ArtsActivate collaboration, and are generally located in Residential Opportunities and Non-traditional Spaces areas of Dallas.

Special Events and Insurance Quiz (5 points) – As part of hosting a public event, it is likely that a project may need either a special event permit and/or insurance, which is facilitated through the Office of Risk Management and the Office of Special Events. All applicants must demonstrate understanding of and willingness to comply with event and insurance guidelines through a Special Event and Insurance Assessment. The assessment is a short quiz that can be found in the application



portal. Each applicant must receive a 100% score on the quiz to receive points, but the quiz can be taken multiple times. Additionally, applicants may reach out to OAC staff for quiz support at [OACFundingPrograms@dallas.gov](mailto:OACFundingPrograms@dallas.gov), if necessary.

**NONPROFIT APPLICANTS ONLY: Board & Staff Diversity (5 Points)<sup>8</sup>**

Board Diversity (2.5 points) – Per the City of Dallas Cultural Policy as adopted November 28, 2018, the goals have been put in place for cultural organizations to demonstrate a commitment to diverse community representation of the organization’s board.

Points	Group A	Group B	Group C	Group D
2.5	5% or more	10% or more	10% or more	20% or more
0	Less than 5%	Less than 10%	Less than 10%	Less than 20%

Staff Diversity (2.5 points) – While the Cultural Policy does not set specific goals for staff diversity, the Office of Arts and Culture 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. *NOTE: Organizations with no staff or only 1 staff member will receive full points for staff diversity.*

Points	Group A	Group B	Group C	Group D
2.5			10% or more	20% or more
0			Less than 10%	Less than 20%

**INDIVIDUAL ARTIST APPLICANTS ONLY: Date & Venue Availability Confirmation (5 Points)<sup>9</sup>** – The applicant has exhibited due diligence in proper planning and coordination to, at a minimum, confirm that any proposed dates are available at a desired venue/location and that such is reported in the Events Listing step of the application.

- 5 Points = Confirmation that date and venue/location of proposed programming is available at time of application and recorded in Events Listing of application
- 0 Points = No confirmation that date and venue of proposed programming is available, or no date or venue/location listed in Events Listing of application

<sup>8</sup> Diversity (as relates to board and staff goals) is calculated based on the percentage of non-majority (based on race/ethnicity) members of a board or staff. For example, if the goal is at least 10% diversity on a board, an organization meeting that goal must have no more than 90% of any one race/ethnicity on their board. For this year, the diversity score does not take gender or sexual orientation into consideration.

<sup>9</sup> Does not require that an artist pay to secure a venue, only that a date and venue are potentially available pending funding recommendation from OAC.

## Payment

Payments will be made in installments for services that have been performed, as determined by the time frame and scope of work of the project. Applicants should plan for payments to be disbursed through three installments and will not be paid out as a lump sum payment. A portion of the funding will be held until after the final report is submitted. All payments are subject to compliance and execution of a contract with the City of Dallas.

## Compliance

If an applicant's panel score and review lead to a funding level being recommended by the Arts & Culture Advisory Commission, notification will be sent to the artist or organization after the funding process has been completed.

### Contracting Deadlines

The following lists the deadlines an applicant must follow during the contracting process:

Scope of Work Approval – 1 week after initial receipt of an initial draft of scope of work

Certificate of Insurance – 30 days after receipt of Risk Assessment Memo and Insurance Requirements

Signing of Contract – 48 hours to sign or respond with questions or concerns (contract sent electronically via Adobe Sign)

### Insurance Requirements

Insurance may be required of artists and organizations recommended for funding and contracting with the City of Dallas. Insurance requirements are included in the contract and are determined by the Office of Risk Management. A Certificate of Insurance (COI) must be submitted to the City covering the entire term of the contract. Funds cannot be released without a memorandum of compliance from the Office of Risk Management stating 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.

Note that if the project includes direct interaction with minors, applicants will most likely be required to secure abuse and molestation insurance. Alternatives to this can be considered on a case-by-case basis and can include, having the event at a city owned facility, OAC background checks, and/or hiring an off-duty Dallas police officer for the duration of the event. Failure to meet insurance requirements will be reported to the Allocations Committee of the Arts & Culture Advisory Commission and is a default under the contract. This will result in contract termination, if the default is not cured within the timeframe required under the contract. Additionally, if a public event requires a Special Events permit, applicants will be required to fulfill the permit process, including paying for permit costs.<sup>10</sup>

### Final Reporting

A final report for the project should be submitted to the OAC by the pre-determined due date referenced in the Scope of Work. The final report includes an itemized amount of project expenditures and revenue, and a narrative summary of the project. Samples of promotional materials and programs / playbills relating to the project are required. Failure to submit the final report by the due date may result in loss of funding and future eligibility for projects-based support from the OAC.

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<sup>10</sup> For more information about Special Events permits, please see: <https://dallascityhall.com/departments/office-special-events/Pages/Special-Events-Permit.aspx>.

## 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.

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.”

Download the logo at <https://dallasculture.org/our-logo/>

DRAFT

## Office of Arts and Culture Recognition in Social Media and Marketing Publications

In social media promotions related to any service funded by ArtsActivate, 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.

### Go See DFW

- Visit GoSeeDFW at <https://www.dallasnews.com/arts-entertainment/things-to-do/> to upload an event at no cost to artists or organizations
- Include a line that says "Supported in part by the City of Dallas Office of Arts and Culture"

### X

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

### Facebook

- "Like" the City of Dallas Office of Arts and Culture's Facebook page <https://www.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 ArtsActivate projects
- Include hashtags: #artsactivatedallas #dallasculture #liveart #oac

### Instagram

- Follow the Dallas OAC Instagram account at [https://www.instagram.com/dallas\\_culture/](https://www.instagram.com/dallas_culture/)
- Tag OAC at @dallasculture
- Include hashtags: #artsactivatedallas #dallasculture #liveart #oac

## Complimentary Tickets

Organizations and artists shall make available up to four complimentary tickets per event, program, production, exhibition or other activity produced under the contracted services to the Office of Arts and Culture for the purpose of allowing City staff or City officials to assess the management and operation of City-owned facilities within their jurisdiction and to oversee City sponsored events.

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 17-0516 adopted on March 22, 2017.



# City of Dallas

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

## Agenda Information Sheet

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**File #:** 25-1365A

**Item #:** E.

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FY 2024-25 Cultural Organizations Program Reallocation of Funds

[Martine Elyse Philippe, Director, Office of Arts and Culture; Glenn Ayars, Assistant Director, Office of Arts and Culture; Anna Hubbell Petang, Assistant Director, Office of Arts and Culture]

# Memorandum



CITY OF DALLAS

DATE April 18, 2025

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

SUBJECT **FY 2024-25 Cultural Organizations Program Reallocation of Funds**

On October 23, 2024, the City Council considered agenda item number 24-3064, the authorization of contracts with cultural organizations for the provision of artist services to the City through the Cultural Organizations Program for the period of October 1, 2024, through September 30, 2025.

Chair Ridley of the Quality of Life, Arts and Culture Committee moved to approve the item with the following change:

“To remand the funding allocation recommendation for Dallas Black Dance Theatre to the Arts and Culture Advisory Commission’s Allocations Committee for reconsideration and referral back to the Quality of Life Committee for further consideration.”

The funding allocation initially recommended for Dallas Black Dance Theatre totaled \$248,435. OAC staff has recommended to the Allocations Committee specific uses for these funds to be recommended by the Committee at the time when such funds would be considered for the various program or project timelines through the remainder of FY 2024-25. After discussion and a general consensus between OAC staff and the Allocations Committee during the January 13 and February 6 meetings, the following list will be considered for the reallocation of the \$248,435.

Program/Project	Amount	Allocations Consideration	Notes
Joint Cultural Center Project	\$37,900	April 2025	Urban dance workshop series held at all four OAC cultural centers
ArtsActivate 2025 Round 3	\$90,535	April 2025	Additional funds for project-based funding program
FY 2024-25 Community Artist Program	\$20,000	June 2025	Supplemental funding to CAP artists/orgs who have used all initial funding allocation
Community Arts	\$50,000	April 2025	Funds for AAPI Festival, Concerts at Parks, and Summer Camps

DATE April 18, 2025  
 SUBJECT **FY 2024-25 Cultural Organizations Program Reallocation of Funds**  
 PAGE **2 of 2**

Culture of Value 2025	\$50,000	August 2025	Supplemental funding to program to add additional library and rec center locations for arts programming
<b>TOTAL</b>	<b>\$248,435</b>		

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

Sincerely,



**M. Elizabeth (Liz) Cedillo-Pereira**  
 Assistant City Manager

- c: Kimberly Bizer Tolbert, City Manager  
 Tammy Palomino, City Attorney  
 Mark Swann, City Auditor  
 Bilierae Johnson, City Secretary  
 Preston Robinson, Administrative Judge  
 Dominique Artis, Chief of Public Safety  
 Dev Rastogi, Assistant City Manager
- Alina Ciocan, Assistant City Manager  
 Donzell Gipson, Assistant City Manager  
 Robin Bentley, Assistant City Manager  
 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  
Dallas, Texas 75201

## Agenda Information Sheet

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**File #:** 25-1351A

**Item #:** F.

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Anaisa Franco, selected artist, Singing Hills Public Art Project, Council District 8  
[Martine Elyse Philippe, Director, Office of Arts and Culture; Glenn Ayars, Assistant Director, Office of Arts and Culture; Anna Hubbell Petang, Assistant Director, Office of Arts and Culture]





# Memorandum



CITY OF DALLAS

DATE April 18, 2025

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

SUBJECT **Anaisa Franco, selected artist, Singing Hills Public Art Project, Council District 8**

This memo serves to recommend in support of Anaisa Franco's design proposal for the public art project at Singing Hills Recreation Center, located at 6805 Patrol Way, Dallas, TX 75241, Council District 8 (CD 8). The proposed project will be financed through the Public Art Program using a Public Art funding allocation of \$300,000 from the 2017 Park Bond Funds and will not exceed \$105,000 and 2006 DWU not to exceed \$195,000 for the design and installation of the artwork.

## Background

The Public Art Program, under the City of Dallas Office of Arts and Culture, solicited qualifications from artists or artist teams for the design, fabrication, and installation of a public art piece at Singing Hills Recreation Center. Public Art staff facilitated multiple community meetings to gather feedback themes and community narratives for the project. The feedback and input from local residents were incorporated into the final project scope.

After a thorough selection process, which included reviewing artist qualifications and requesting proposals for a site-specific design from the shortlisted candidates, Anaisa Franco was chosen from a group of three artists.

The proposal adhered to the guidelines and requirements outlined by the City of Dallas Public Art policies, and the project scope which was shaped by extensive community engagement.

## Scope of Project

The project involves the creation of a site-specific sculpture, designed and fabricated by Anaisa Franco. The artwork aims to engage viewers of all ages, drawing them in with its compelling design and high visibility. The design is meant to evoke curiosity and provide a meaningful interaction for the community. The artwork will be durable, requiring minimal maintenance, and will be safe and appropriate for public outdoor installation. It uses solar power for the lighting and architectural building panels in its construction.

This project will be an important addition to the City of Dallas Public Art Collection, contributing to the diversity of the collection in terms of artistic style, media, and representation of different ethnicities and genders. The work will not only enhance the visual appeal of the recreation center but will also enrich the cultural landscape of the city.

DATE April 18, 2025  
SUBJECT **Anaisa Franco, selected artist, Singing Hills Public Art Project, Council District 8**  
PAGE **2 of 7**

Based on the artist's qualifications, the quality of the proposed artwork, and the community engagement conducted, we recommend approval of Anaisa Franco's design proposal *HexaLumina* for installation at the Singing Hills Recreation Center. This project will not only enhance the public space but also contribute significantly to the diversity and excellence of the City of Dallas Public Art Collection.

### **Artist Background**

Anaisa Franco is an internationally recognized artist known for integrating parametric digital fabrication with technology, creating interactive and engaging public art. Franco's work often reflects the organic forms found at both the molecular and macro levels of life, reshaping how we perceive the world. She has exhibited her work worldwide, including in China, Ireland, Australia, Spain, Brazil, and France. Her credentials include a Master of Advanced Architecture from the IAAC Institute of Advanced Architecture of Catalonia, a Master of Architecture from SCI-Arc, and a Master's degree in Digital Art and Technology from the University of Plymouth.

With over ten public art installations around the globe, Franco brings a wealth of experience in creating large-scale, interactive artworks. Her work is featured in prestigious festivals and galleries, such as the Shanghai City Life Festival, VIVID Sydney, and the Annecy Paysages Festival.

### **Estimated Schedule**

- **PAC and ACAC Review:** March 2025
- **Contract Development:** April 2025
- **City Council Resolution:** May 2025
- **Park Board Site Approval:** May 2025
- **Contract Initiation:** June 2025
- **Complete Installation:** July 2026

### **Fiscal Information**

The total funding for the project is \$300,000, allocated from the Parks and Recreation Public Art Fund and Dallas Water Utilities (DWU/SDM).

### **Attachments**

- Final Design and Research
- Final Design Proposal by Anaisa Franco
- Selection Panel Members' Evaluations

Based on the artist's qualifications, the quality of the proposed artwork, and the community engagement conducted, we recommend approval of Anaisa Franco's design proposal *HexaLumina* for installation at the Singing Hills Recreation Center. This project

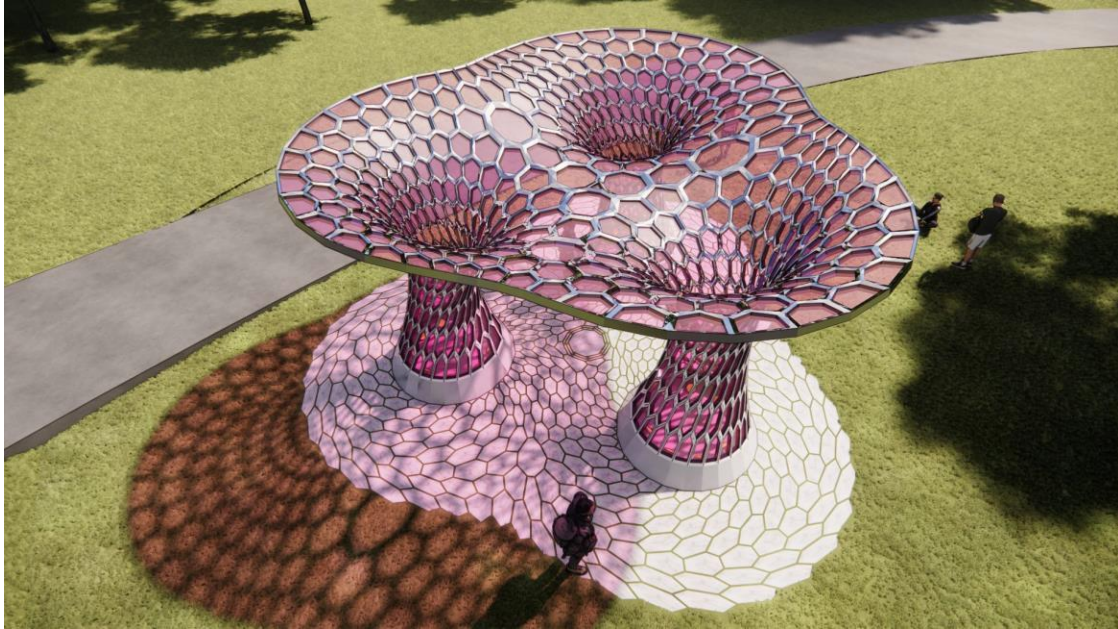
will not only enhance the public space but also contribute significantly to the diversity and excellence of the City of Dallas Public Art Collection.



DATE April 18, 2025

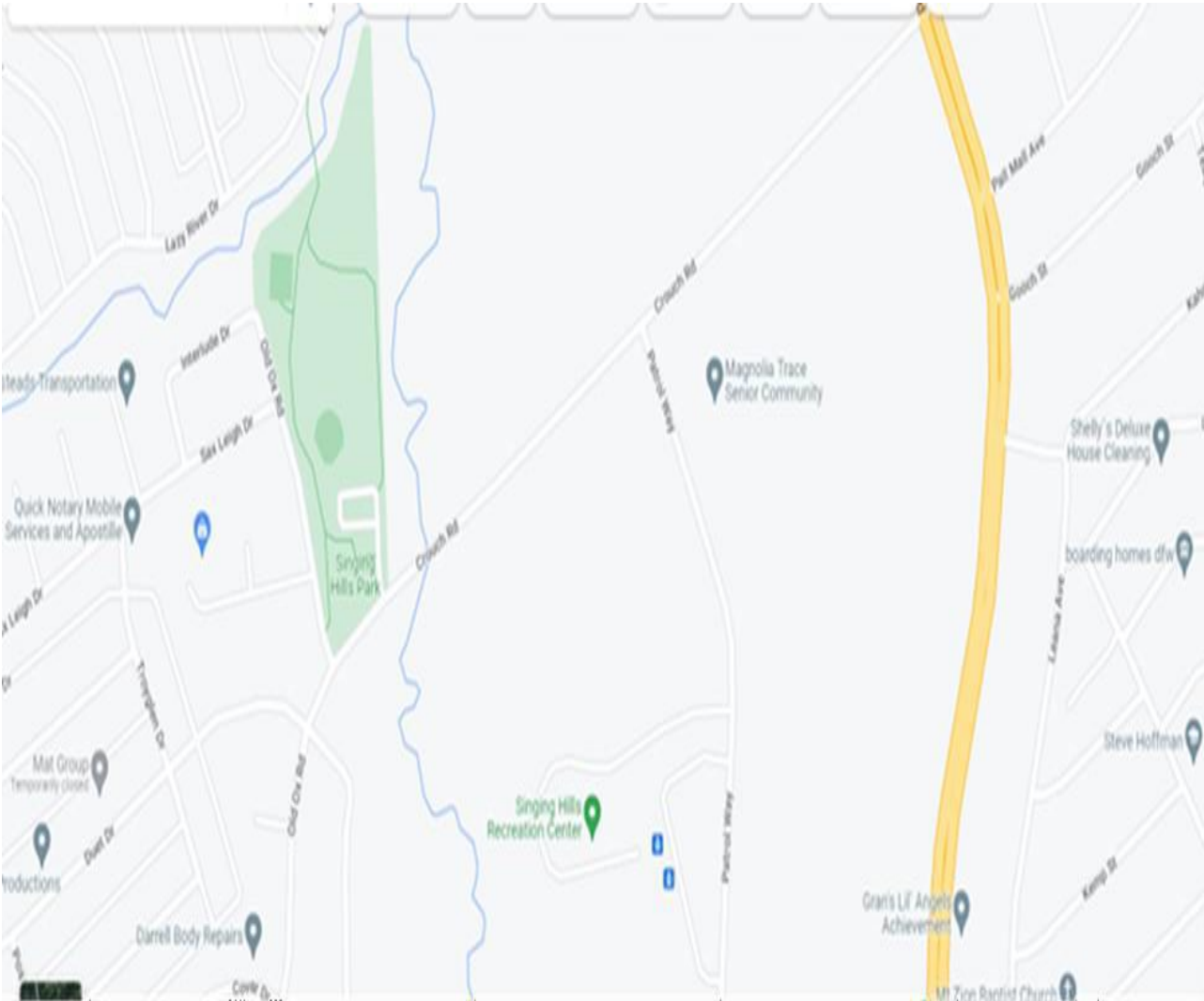
SUBJECT **Anaisa Franco, selected artist, Singing Hills Public Art Project, Council District 8**

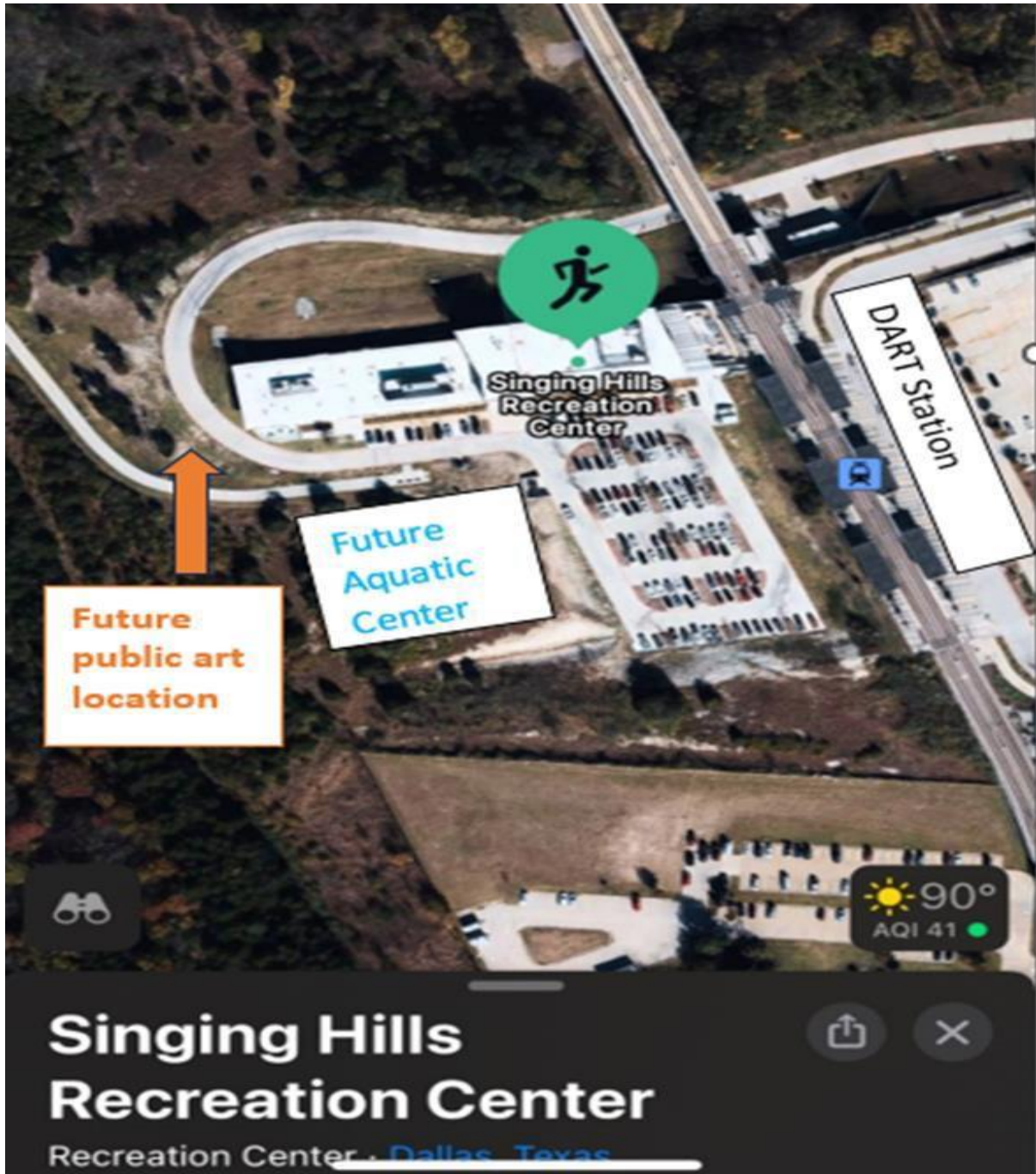
PAGE **4 of 7**



**SITE ANALYSIS**

Location Singing Hills Recreation Center, 6805 Patrol Way, Dallas, TX 75241, CD 8





DATE April 18, 2025  
SUBJECT **Anaisa Franco, selected artist, Singing Hills Public Art Project, Council District 8**  
PAGE **7 of 7**

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

Sincerely,



**M. Elizabeth (Liz) Cedillo-Pereira**  
Assistant City Manager

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

Alina Ciocan, Assistant City Manager  
Donzell Gipson, Assistant City Manager  
Robin Bentley, Assistant City Manager  
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  
Dallas, Texas 75201

## Agenda Information Sheet

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**File #:** 25-1364A

**Item #:** G.

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Kalita Humphreys Theater Lease Agreement Amendment 6

[Martine Elyse Philippe, Director, Office of Arts and Culture; Glenn Ayars, Assistant Director, Office of Arts and Culture; Anna Hubbell Petang, Assistant Director, Office of Arts and Culture]



# Memorandum



CITY OF DALLAS

DATE April 18, 2025

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

SUBJECT **Kalita Humphreys Theater Lease Agreement Amendment 6**

On April 23, 2025, City Council will consider a sixth amendment to the lease agreement for the operation and management of the Kalita Humphreys Theater and Heldt Annex Building.

On September 16, 2024, the Office of Arts and Culture (OAC) provided to the Quality of Life, Arts and Culture Committee (QOLAC) the memo, "City Facilities Partners Update – Dallas Theater Center," in which OAC provided historical context and other information relevant to the partnership between the Dallas Theater Center (DTC) and the City. Much of this information was related to the lease and management agreement the City has with DTC to manage operations of the Kalita Humphreys Theater.

OAC informed QOLAC that the current fifth amendment to the agreement is set to expire June 1, 2025. Understanding the needs of the Kalita, both in operation and facility upkeep, the Committee provided guidance that OAC needs to take a primary and intentional role in addressing facility related operation, maintenance, and capital projects. As such, OAC is leading the process with DTC as a meaningful partner and collaborator to navigate the complex process of creating a successful and sustainable solution to the management of the Kalita.

On December 3, 2024, OAC provided a follow up memo to QOLAC titled, "City Facilities Partners Update – Dallas Theater Center re: Kalita Humphreys Theater." In this memo, OAC informed QOLAC of the progress made with DTC to discuss the current usage of the Kalita by DTC and other users of the facility. A significant takeaway from those meetings was the issue of booking schedules for DTC and all other users of the facility. Theater companies request dates in advance of up to a year to secure the space for a production. From these meetings and understanding of the needs of the tenants at the Kalita, OAC and DTC collaborated on a plan of action that will allow the proper consideration for the future of the Kalita's operation and management as well as provide DTC and other users of the facility with sufficient time to plan for future seasons.

The proposed action of this item to authorize the execution of the sixth amendment to the lease. The sixth amendment provides for four (4) substantive changes:

- 1) The extension of the term of the agreement from June 1, 2025, through September 30, 2028. This extension will provide a timeline of three standard performance seasons which typically run from September 1 of a given year to the following August 31. Two of these years will allow for the Office of Arts and Culture (OAC)

to engage with DTC and other partners to address the complexities of the current agreement and determine the best solution for a successful, safe, accessible, and sustainable future operation of the Kalita. After the initial two-year period, the third year will allow for the proper communication and planning for any given outcome to ensure that theater groups do not experience an interruption in their season planning processes.

- 2) The extension of the Equitable Access Plan to include a continued allotment of 12 weeks reserved for non-resident groups at the Kalita and Heldt Annex Building on an annual basis.
- 3) The suspension of base rental rates at the published amount for FY 2025 for non-profit organizations renting spaces in the Kalita Humphreys Theater
- 4) The direct financial support to the Dallas Theater Center in the amount of \$50,000 annually, not to exceed \$150,000. Support is meant to supplement the continued increased costs associated with operating the Kalita Humphreys Theater and Heldt Annex building and suspended base rental rates associated with usage of the venue by other resident and non-resident non-profit organizations.

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

Sincerely,



**M. Elizabeth (Liz) Cedillo-Pereira**  
Assistant City Manager

- c:
- |   |  |
|---|--|
| Kimberly Bizer Tolbert, City Manager    | Alina Ciocan, Assistant City Manager                             |
| Tammy Palomino, City Attorney           | Donzell Gipson, Assistant City Manager                           |
| Mark Swann, City Auditor                | Robin Bentley, Assistant City Manager                            |
| Billierae Johnson, City Secretary       | Jack Ireland, Chief Financial Officer                            |
| Preston Robinson, Administrative Judge  | Elizabeth Saab, Chief of Strategy, Engagement, and Alignment (I) |
| Dominique Artis, Chief of Public Safety | Directors and Assistant Directors                                |
| Dev Rastogi, Assistant City Manager     |  |



# City of Dallas

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

## Agenda Information Sheet

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**File #:** 25-1370A

**Item #:** H.

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Quality of Life, Arts, and Culture Committee Forecast



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

	TITLE	DEPARTMENT
<b>Monday, May 19, 2025, 9:00 A.M.</b>		
<b>BRIEFING ITEMS</b>	Developing a Quality of Life Strategy – Senior Strategic Plan	Office of Community Care and Empowerment
	Dallas Animal Services Operations Overview	Dallas Animal Services
<b>BRIEFINGS BY MEMORANDUM</b>	Cultural Facility Update	Office of Arts and Culture
	Parklets Update	Convention and Event Services
	QOLAC 2 Month Committee Forecast	City Manager’s Office
<b>Monday, June 6, 2025, 9:00 A.M.</b>		
<b>BRIEFING ITEMS</b>	Update on the Bond Program as it relates to Arts Venues	Bond and Construction Mangement & Office of Arts and Culture
	Visit Dallas Update	Visit Dallas
<b>BRIEFINGS BY MEMORANDUM</b>	Cultural Facility Update	Office of Arts and Culture
	QOLAC 2 Month Committee Forecast	City Manager’s Office