

**JUNE 3, 2020 CITY COUNCIL BRIEFING AGENDA**  
**CERTIFICATION**

This certification is given pursuant to Chapter XI, Section 9 of the City Charter for the City Council Briefing Agenda dated June 3, 2020. We hereby certify, as to those contracts, agreements, or other obligations on this Agenda authorized by the City Council for which expenditures of money by the City are required, that all of the money required for those contracts, agreements, and other obligations is in the City treasury to the credit of the fund or funds from which the money is to be drawn, as required and permitted by the City Charter, and that the money is not appropriated for any other purpose.



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T.C. Broadnax  
City Manager

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5-29-20

Date



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Elizabeth Reich  
Chief Financial Officer

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5-29-20

Date



RECEIVED

2020 MAY 29 PM 8: 00

CITY SECRETARY  
DALLAS, TEXAS

**City of Dallas**

*1500 Marilla Street  
Dallas, Texas 75201*

**Public Notice**

200461

POSTED CITY SECRETARY  
DALLAS, TX



## **COUNCIL BRIEFING AGENDA**

**June 3, 2020**

**9:00 AM**

(For General Information and Rules of Courtesy, Please See Opposite Side.)

(La Información General Y Reglas De Cortesía Que Deben Observarse

Durante Las Asambleas Del Consejo Municipal Aparecen En El Lado Opuesto, Favor De Leerlas.)

## **General Information**

The Dallas City Council regularly meets on Wednesdays beginning at 9:00 a.m. in the Council Chambers, 6th floor, City Hall, 1500 Marilla. Council agenda meetings are broadcast live on WRR-FM radio (101.1 FM) and on Time Warner City Cable Channel 16. Briefing meetings are held the first and third Wednesdays of each month. Council agenda (voting) meetings are held on the second and fourth Wednesdays. Anyone wishing to speak at a meeting should sign up with the City Secretary's Office by calling (214) 670-3738 by 5:00 p.m. of the last regular business day preceding the meeting. Citizens can find out the name of their representative and their voting district by calling the City Secretary's Office.

Sign interpreters are available upon request with a 48-hour advance notice by calling (214) 670-5208 V/TDD. The City of Dallas is committed to compliance with the Americans with Disabilities Act. **The Council agenda is available in alternative formats upon request.**

If you have any questions about this agenda or comments or complaints about city services, call 311.

## **Rules of Courtesy**

City Council meetings bring together citizens of many varied interests and ideas. To insure fairness and orderly meetings, the Council has adopted rules of courtesy which apply to all members of the Council, administrative staff, news media, citizens and visitors. These procedures provide:

- That no one shall delay or interrupt the proceedings, or refuse to obey the orders of the presiding officer.
- All persons should refrain from private conversation, eating, drinking and smoking while in the Council Chamber.
- Posters or placards must remain outside the Council Chamber.
- No cellular phones or audible beepers allowed in Council Chamber while City Council is in session.

"Citizens and other visitors attending City Council meetings shall observe the same rules of propriety, decorum and good conduct applicable to members of the City Council. Any person making personal, impertinent, profane or slanderous remarks or who becomes boisterous while addressing the City Council or while

## **Información General**

El Ayuntamiento de la Ciudad de Dallas se reúne regularmente los miércoles en la Cámara del Ayuntamiento en el sexto piso de la Alcaldía, 1500 Marilla, a las 9 de la mañana. Las reuniones informativas se llevan a cabo el primer y tercer miércoles del mes. Estas audiencias se transmiten en vivo por la estación de radio WRR-FM 101.1 y por cablevisión en la estación *Time Warner City Cable* Canal 16. El Ayuntamiento Municipal se reúne en el segundo y cuarto miércoles del mes para tratar asuntos presentados de manera oficial en la agenda para su aprobación. Toda persona que desee hablar durante la asamblea del Ayuntamiento, debe inscribirse llamando a la Secretaría Municipal al teléfono (214) 670-3738, antes de las 5:00 pm del último día hábil anterior a la reunión. Para enterarse del nombre de su representante en el Ayuntamiento Municipal y el distrito donde usted puede votar, favor de llamar a la Secretaría Municipal.

Intérpretes para personas con impedimentos auditivos están disponibles si lo solicita con 48 horas de anticipación llamando al (214) 670-5208 (aparato auditivo V/TDD). La Ciudad de Dallas se esfuerza por cumplir con el decreto que protege a las personas con impedimentos, *Americans with Disabilities Act*. **La agenda del Ayuntamiento está disponible en formatos alternos si lo solicita.**

Si tiene preguntas sobre esta agenda, o si desea hacer comentarios o presentar quejas con respecto a servicios de la Ciudad, llame al 311.

## **Reglas de Cortesía**

Las asambleas del Ayuntamiento Municipal reúnen a ciudadanos de diversos intereses e ideologías. Para asegurar la imparcialidad y el orden durante las asambleas, el Ayuntamiento ha adoptado ciertas reglas de cortesía que aplican a todos los miembros del Ayuntamiento, al personal administrativo, personal de los medios de comunicación, a los ciudadanos, y a visitantes. Estos reglamentos establecen lo siguiente:

- Ninguna persona retrasará o interrumpirá los procedimientos, o se negará a obedecer las órdenes del oficial que preside la asamblea.
- Todas las personas deben abstenerse de entablar conversaciones, comer, beber y fumar dentro de la cámara del Ayuntamiento.
- Anuncios y pancartas deben permanecer fuera de la cámara del Ayuntamiento.
- No se permite usar teléfonos celulares o enlaces electrónicos (*paggers*) audibles en la cámara del Ayuntamiento durante audiencias del Ayuntamiento Municipal

"Los ciudadanos y visitantes presentes durante las



attending the City Council meeting shall be removed from the room if the sergeant-at-arms is so directed by the presiding officer, and the person shall be barred from further audience before the City Council during that session of the City Council. If the presiding officer fails to act, any member of the City Council may move to require enforcement of the rules, and the affirmative vote of a majority of the City Council shall require the presiding officer to act." Section 3.3(c) of the City Council Rules of Procedure.

asambleas del Ayuntamiento Municipal deben de obedecer las mismas reglas de comportamiento, decoro y buena conducta que se aplican a los miembros del Ayuntamiento Municipal. Cualquier persona que haga comentarios impertinentes, utilice vocabulario obsceno o difamatorio, o que al dirigirse al Ayuntamiento lo haga en forma escandalosa, o si causa disturbio durante la asamblea del Ayuntamiento Municipal, será expulsada de la cámara si el oficial que este presidiendo la asamblea así lo ordena. Además, se le prohibirá continuar participando en la audiencia ante el Ayuntamiento Municipal. Si el oficial que preside la asamblea no toma acción, cualquier otro miembro del Ayuntamiento Municipal puede tomar medidas para hacer cumplir las reglas establecidas, y el voto afirmativo de la mayoría del Ayuntamiento Municipal precisara al oficial que este presidiendo la sesión a tomar acción." Según la sección 3.3 (c) de las reglas de procedimientos del Ayuntamiento.

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

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

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

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

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

The City Council meeting will be held by videoconference. Individuals who wish to speak in accordance with the City Council Rules of Procedure must sign up with the City Secretary's Office. The following videoconference link is available to the public to listen to the meeting and Public Affairs and Outreach will also stream the City Council Briefing on Spectrum Cable Channel 95 and [bit.ly/cityofdallastv: https://dallascityhall.webex.com/dallascityhall/onstage/g.php?MTID=e2559c90892f9519776828ed4018165b9](https://dallascityhall.webex.com/dallascityhall/onstage/g.php?MTID=e2559c90892f9519776828ed4018165b9)

9:00 a.m. Invocation and Pledge of Allegiance

Special Presentations

Open Microphone Speakers

### **VOTING AGENDA**

1. [20-1089](#) Approval of Minutes of the May 20, 2020 City Council Briefing
2. [20-1090](#) Consideration of appointments to boards and commissions and the evaluation and duties of board and commission members (List of nominees is available in the City Secretary's Office)

### **BRIEFINGS**

- A. [20-1093](#) Connect Dallas Strategic Mobility Plan

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

- B. [20-1094](#) City of Dallas Return to Work Plan

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

Adjournment

The above schedule represents an estimate of the order for the indicated briefings and is subject to change at any time. Current agenda information may be obtained by calling (214) 670-3100 during working hours.

Note: An expression of preference or a preliminary vote may be taken by the Council on any of the briefing items.

**EXECUTIVE SESSION NOTICE**

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

1. seeking the advice of its attorney about pending or contemplated litigation, settlement offers, or any matter in which the duty of the attorney to the City Council under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act. [Tex. Govt. Code §551.071]
2. deliberating the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the city in negotiations with a third person. [Tex. Govt. Code §551.072]
3. deliberating a negotiated contract for a prospective gift or donation to the city if deliberation in an open meeting would have a detrimental effect on the position of the city in negotiations with a third person. [Tex. Govt. Code §551.073]
4. deliberating the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee unless the officer or employee who is the subject of the deliberation or hearing requests a public hearing. [Tex. Govt. Code §551.074]
5. deliberating the deployment, or specific occasions for implementation, of security personnel or devices. [Tex. Govt. Code §551.076]
6. discussing or deliberating commercial or financial information that the city has received from a business prospect that the city seeks to have locate, stay or expand in or near the city and with which the city is conducting economic development negotiations; or deliberating the offer of a financial or other incentive to a business prospect. [Tex Govt. Code §551.087]
7. deliberating security assessments or deployments relating to information resources technology, network security information, or the deployment or specific occasions for implementations of security personnel, critical infrastructure, or security devices. [Tex Govt. Code §551.089]



# City of Dallas

1500 Marilla Street  
Dallas, Texas 75201

## Agenda Information Sheet

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**File #:** 20-1089

**Item #:** 1.

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**SUBJECT**

Approval of Minutes of the May 20, 2020 City Council Briefing



# City of Dallas

1500 Marilla Street  
Dallas, Texas 75201

## Agenda Information Sheet

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**File #:** 20-1090

**Item #:** 2.

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**AGENDA DATE:** June 3, 2020

**COUNCIL DISTRICT(S):** N/A

**DEPARTMENT:** City Secretary's Office

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**SUBJECT**

Consideration of appointments to boards and commissions and the evaluation and duties of board and commission members (List of nominees is available in the City Secretary's Office)



# City of Dallas

1500 Marilla Street  
Dallas, Texas 75201

## Agenda Information Sheet

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**File #:** 20-1093

**Item #:** A.

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Connect Dallas Strategic Mobility Plan

# **Connect Dallas** *Strategic Mobility Plan*

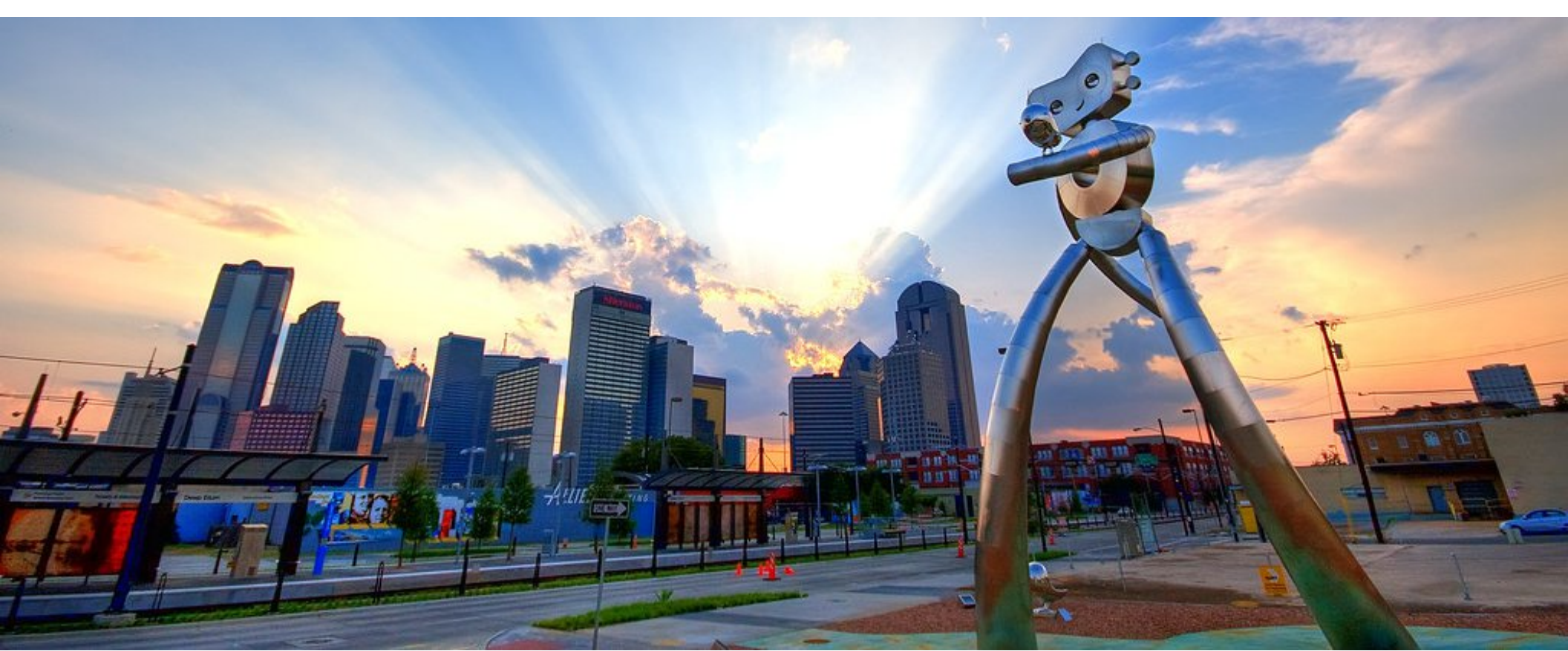
**City Council Briefing**  
**June 3, 2020**

**Michael Rogers, Director**  
**Department of Transportation**

**Stephen Stansbery, Kimley-Horn**







# Connect Dallas

- ✓ Modernize how we prioritize transportation resources
- ✓ Align transportation efforts with the City's goals
- ✓ Identify a strategy based on public input

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# In Good Company



Washington, DC



Austin, TX



Atlanta, GA



Los Angeles, CA



Seattle, WA



Denver, CO



Safety



Economic Vitality



Equity



Housing



Innovation



Sustainability

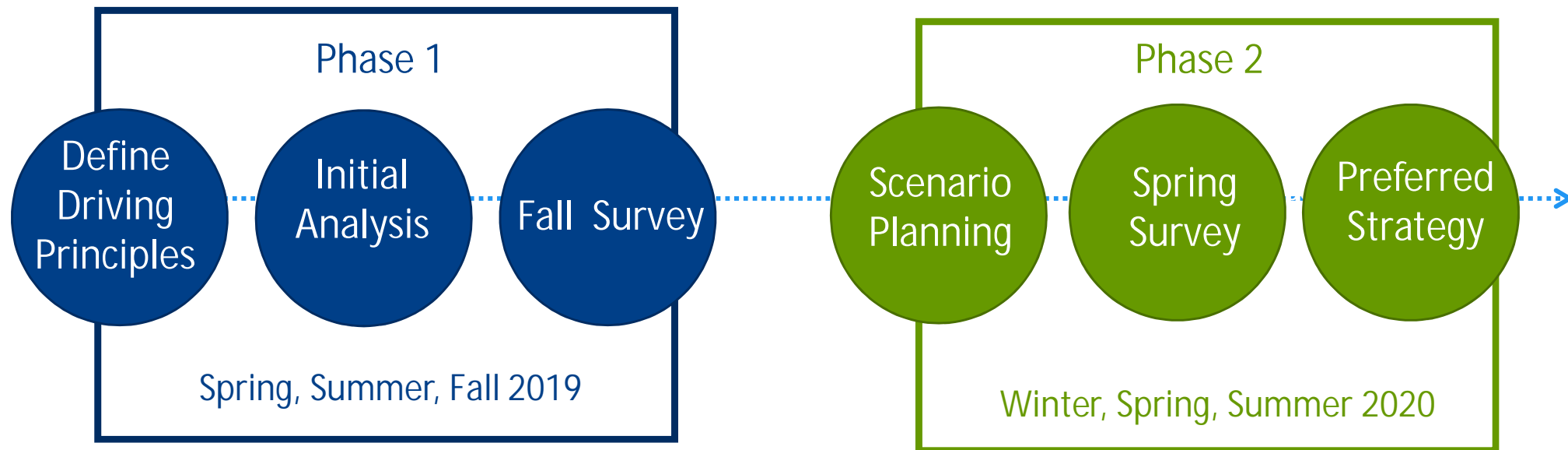


21<sup>st</sup> Century  
Challenges

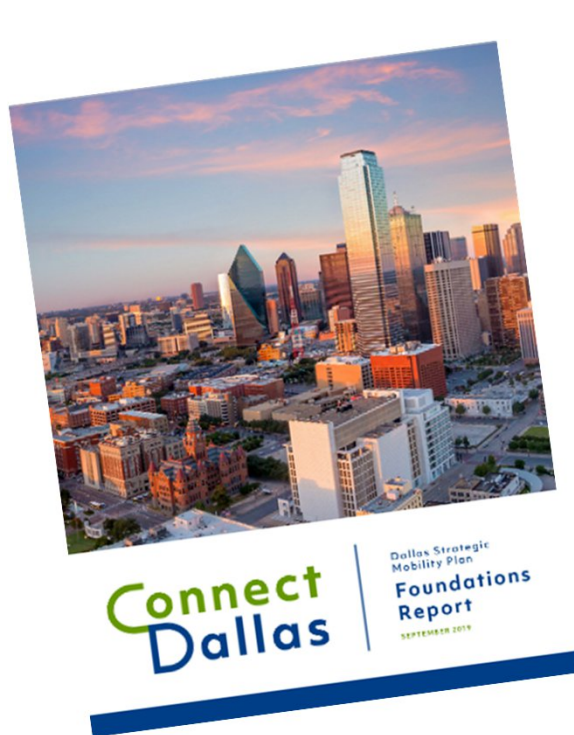
Council  
Priorities

**DSMP Driving  
Principles**

# Schedule/Update



# Key Deliverables



Foundations Report



Catalytic Projects Evaluation



Scenario Planning Guide

# Mobility Advisory Committee (MAC)

- Amanda Popken
- Greg Demus
- Brian Spencer
- Sharon Howard
- Startlet Ramirez
- Diane Ragsdale
- Gail Terrell
- Ken Montgomery
- John Botefuhr
- Christie Myers
- Jack Hayes
- Matt Batch
- Marlene Cohen
- Markus Neubauer
- Wick Allison
- Jeremy Scott
- Donna Wald
- Semaj Johnson
- Brittney Tree
- Destiny Germany
- Heather McNair
- Ana Camacho
- Myrtis O. Evans

Thank You!

# Civic Engagement

- Two surveys (7000+ responses)
  - Fall 2019
  - Spring 2020
- Small Group Meetings (125 meetings)
- Advisory Committees (9) (MAC, Partner & Policy)
- Council & Committee Updates
- Mobility Symposium (150 participants)





# Mobility Symposium

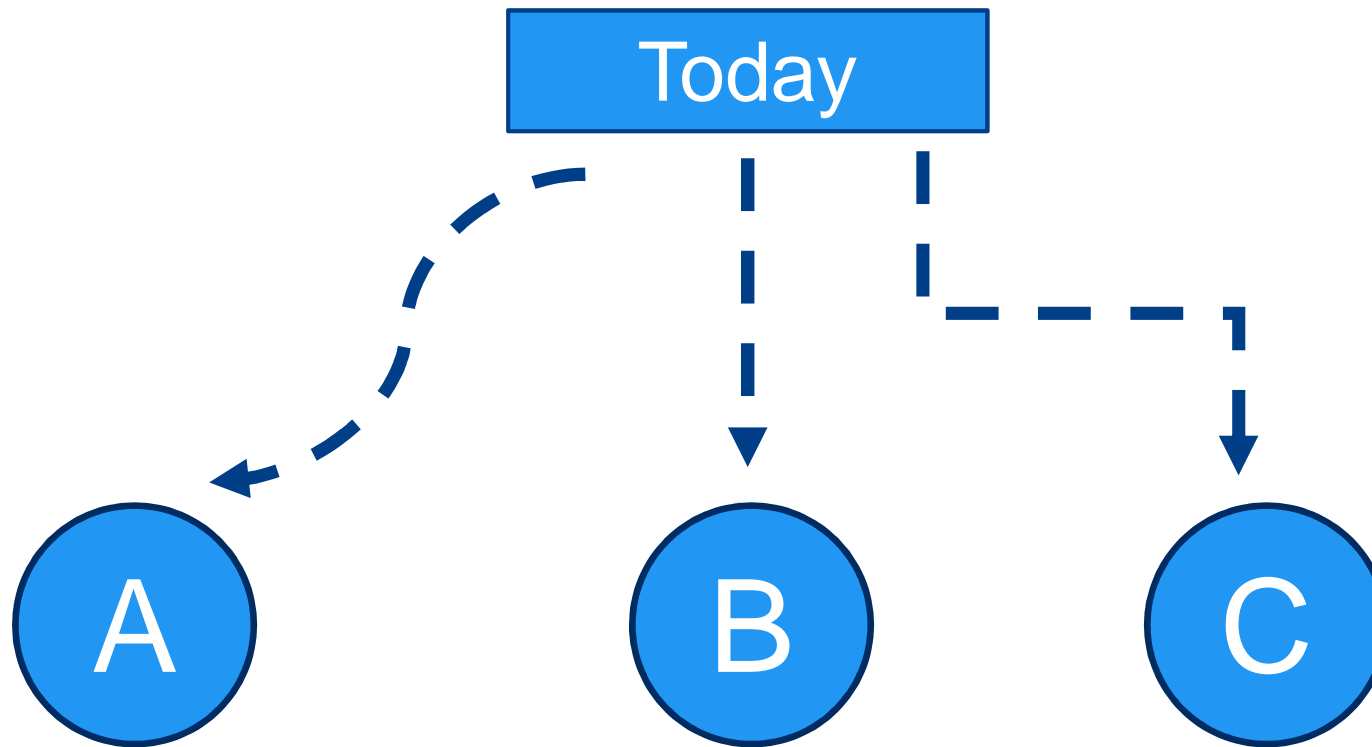
- 150+ attendees
- Partner Agency Booths:
  - PUD
  - DART
  - CECAP
  - Dallas County
- Panel Discussion
- Opportunity to provide input on scenarios





# Scenario Planning

*Tests the likely outcomes of three different strategies, including policies, projects, partnerships*

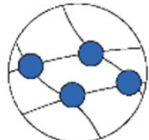



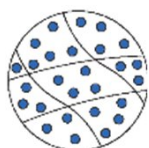



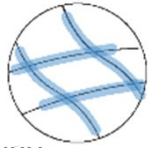





# Scenario Guide



- Evaluation of three different transportation investment scenarios
- Considers projects from all of our adopted plans, capital programs, and regional and state efforts.
- Evaluation metrics were developed that represents each of the Driving Principles

# Land Use + Transportation




<b>Scenario A</b> <b>TOTAL COST BY 2045</b> <b>\$\$\$\$\$</b> <ul style="list-style-type: none"> <li>• Offers more travel choices, especially for short trips</li> <li>• Encourages active transportation</li> <li>• Creates mixed-use centers near major transit hubs</li> <li>• Promotes compact growth in underutilized areas</li> </ul>	<b>Land Use</b> Promotes compact growth and transit-oriented development 	<b>Transportation</b> NEW ROADWAY LANE MILES <b>65</b>  NEW MILES OF TRANSIT <b>225</b>  NEW MILES OF BIKEWAYS AND TRAILS <b>885</b> 
<b>Scenario B</b> <b>TOTAL COST BY 2045</b> <b>\$\$\$\$\$</b> <ul style="list-style-type: none"> <li>• Maintains current transportation funding levels</li> <li>• Considers needs identified in previous plans</li> <li>• Emphasizes priority projects from previous plans</li> <li>• Mirrors current growth trends and patterns</li> </ul>	<b>Land Use</b> Maintains current growth patterns 	<b>Transportation</b> NEW ROADWAY LANE MILES <b>463</b>  NEW MILES OF TRANSIT <b>48</b>  NEW MILES OF BIKEWAYS AND TRAILS <b>273</b> 
<b>Scenario C</b> <b>TOTAL COST BY 2045</b> <b>\$\$\$\$\$</b> <ul style="list-style-type: none"> <li>• Enhances regional transit, including buses and rail</li> <li>• Includes the 50-mile commuter/recreation trail loop</li> <li>• Improves major highways to improve regional travel</li> <li>• Focuses development along major roads</li> </ul>	<b>Land Use</b> Promotes growth along highway corridors and regional development 	<b>Transportation</b> NEW ROADWAY LANE MILES <b>541</b>  NEW MILES OF TRANSIT <b>74</b>  NEW MILES OF BIKEWAYS AND TRAILS <b>307</b> 

# Scenario Report Card

Driving Principle	Scenario A	Scenario B	Scenario C
Economic Vitality	BEST	MIDDLE	MIDDLE
Equity	BEST	WORST	MIDDLE
Housing	BEST	WORST	MIDDLE
Innovation	MIDDLE	WORST	BEST
Safety	BEST	MIDDLE	WORST
Sustainability	BEST	WORST	WORST

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# What Did We Hear?

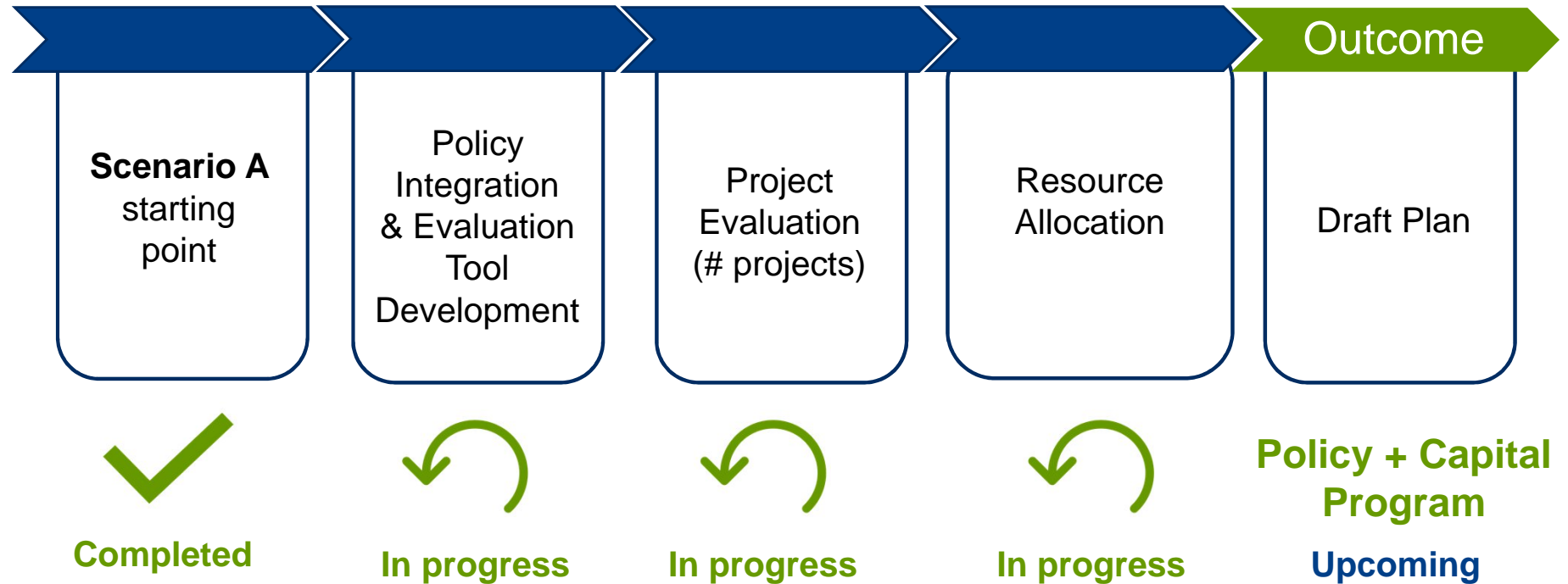
Scenario	Public Input Rate your preference for each of the scenarios (Out of 5)	Mobility Advisory Committee Which scenario do you believe should be our starting point?
<b>Scenario A</b> (Compact and Connected)	4.28 	83%
<b>Scenario B</b> (Business as Usual)	2.29 	8%
<b>Scenario C</b> (Corridor-based Growth)	2.99 	8%

- 2,600 Total Spring Survey Responses
- Responses from all Zip Codes and Council Districts
- Clear preference for Scenario A

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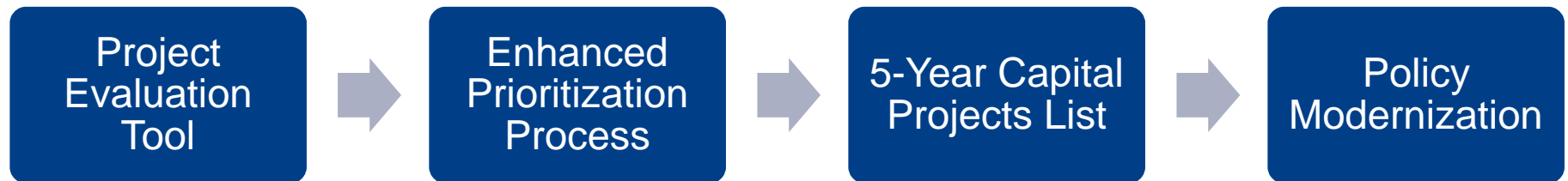


# Next Steps



# Plan Outcomes

## Key Deliverables



## Outcomes

- Greater synergy between: transit, land use, CECAP,
- Operationalize Vision Zero
- Capital Needs List that advance driving principles
- Advance innovation and new technologies
- Elevated emphasis on equity, access to opportunity

## 5-Year Capital Projects List

# What's Involved?

- Cost Estimating for Capital Projects
- Project Evaluation (scoring)
- Categorical Budgets (ex: safety and sidewalks)
- Draft Project List
- Review and Refinement

Policy  
Modernization

Summary  
Reporting



# Connect Dallas *Strategic Mobility Plan*

**City Council Briefing**  
**June 3, 2020**

**Michael Rogers, Director**  
**Department of Transportation**

**Stephen Stansbery, Kimley-Horn**





# City of Dallas

1500 Marilla Street  
Dallas, Texas 75201

## Agenda Information Sheet

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**File #:** 20-1094

**Item #:** B.

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City of Dallas Return to Work Plan



**City of Dallas**

# **City of Dallas Return to Work Plan**

**Kimberly Bizer Tolbert, Chief of Staff  
Erick Thompson, Director, Building Services**

**DRAFT last updated 6/3/2020 7:30am**

# Presentation Overview



- Background
- Timeline
- Reopening Guidelines
- New Normal
- Guiding Principles
- Strategic Approach to Reopening
  - Multidisciplinary Working Teams
  - Phased Reopening/Timeline
- New Entry Protocols
- Changes to Reduce Risk
- Communications/Outreach
- Next Steps



# Background

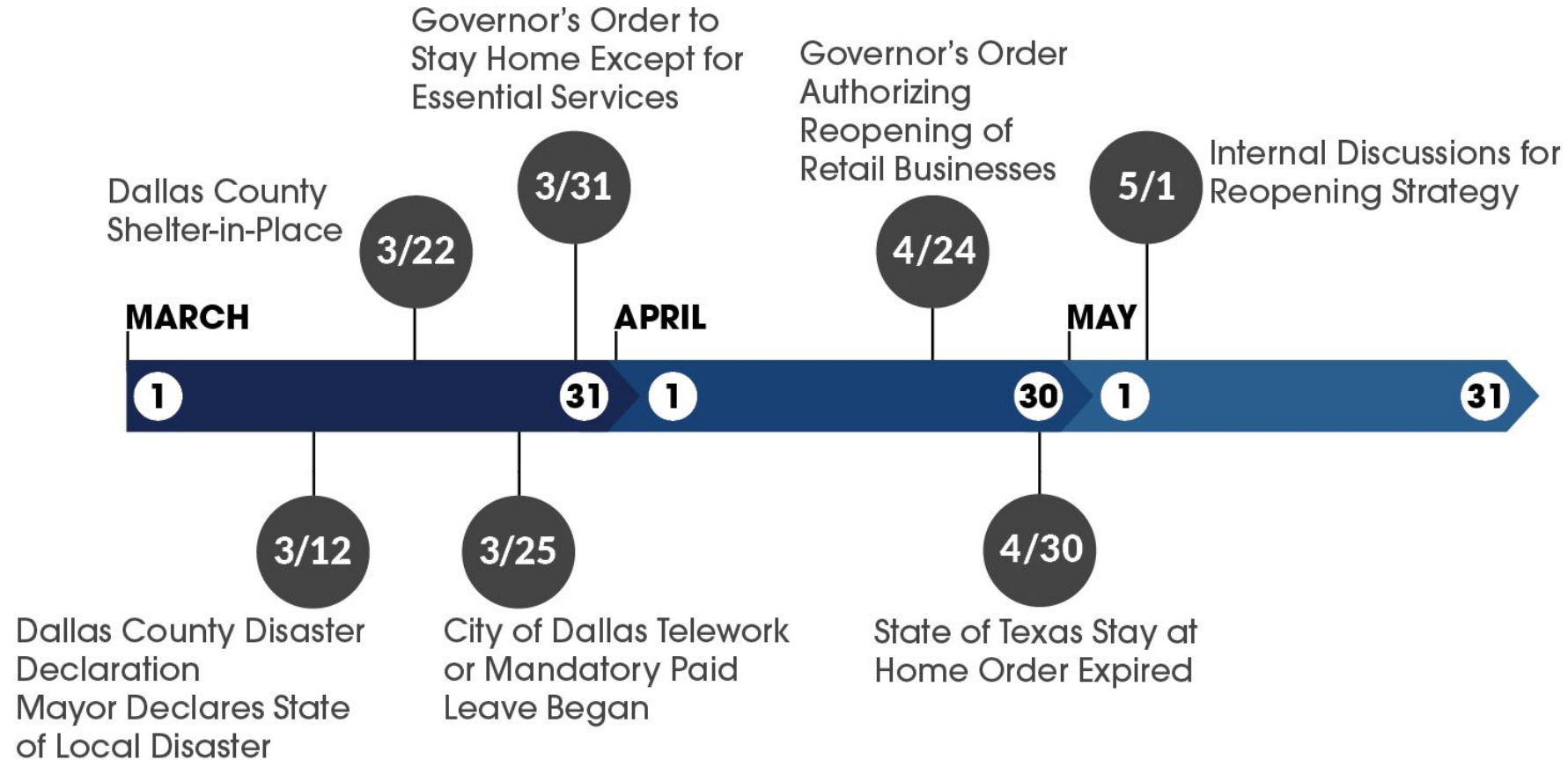


- Shelter-In-Place Orders began Tuesday, March 24 at 11:59 p.m. (#SaferAtHome)
- Provided core services without interruption
- Implemented Telework or mandatory leave for employees deemed non-essential
- Provided outreach and guidance on online, phone, and digital platforms to connect with city services
- Implemented social distancing measures for essential employees
- Centralized procurement & distribution of Personal Protective Equipment (PPE) for essential staff
- Enhanced operational protocols & city vehicle cleaning with third party vendor
- Dedicated employee, community-based testing sites (CBTS) & mobile testing
- Staffed childcare facilities for essential workers
- Implemented COVID-19 Dashboard





# Timeline Background: March – May 2020



# Reopening Guidelines



- 14 Day decline in influenza-like illnesses
- 14 Day decline in illnesses with COVID-19 symptoms
- Either a 14 Day decline in known COVID-19 cases or a decline in positive tests as a total percentage of tests for 14 days
- Hospitals treat all patients without crisis care
- Robust testing and tracing, including antibody testing, is in place for at-risk workers including health care providers and first responders

Source: Centers for Disease Control (CDC)



# New Normal



- Reduce unnecessary crowding or gatherings in city facilities
- Accelerate contactless solutions
- Expand capabilities for the public to conduct City business online or by phone by enhancing existing digital/technology platforms for key public-facing city services
- Centralize a visitor management system for city facilities
- Implement robust telework program and flex work schedules
  - Alternate workdays (hybrid)
  - Stagger start and end times
  - Expand technology alternatives for community meetings and in-person participation





# Guiding Principles



- Innovate to improve delivery of essential services
- Equip and clean facilities with special attention on high-touch and common areas to protect the health and safety of employees, residents, and visitors
- Reimagine facility and workplans
- Implement physical barrier precautions and retrofits where feasible
- Educate employees on personal responsibility
- Communicate strategically to reduce anxiety
- Update departmental operational guidelines
- Lead with flexibility and agility



# Strategic Approach to Reopening



- Follow guidance from Centers for Disease Control (CDC) and Dallas County, the City's health authority
- Monitor COVID-19 data points continuously
- Phase reopening over several months
- Continue essential services and resume key public-facing services
- Communicate equitably to manage public expectations
- Train all employees prior to their return to work, emphasizing personal responsibility
- Support employees through Employee Assistance Program, CareATC, telemedicine, and dedicated microsite
- Provide director/manager flexibility by work location or department
- Utilize multidisciplinary team to mitigate issues (ongoing)



# Multidisciplinary Working Teams



Protocols for high touch areas

Face Covering & Temperature Scans



Building Capacity

Contact Tracing/Visitor Log Process



Contactless Payment

Internal Fitness Centers



Waste & Recycling in Public Facilities

Communications: Internal & External



# Phased Reopening



**Avoid group gatherings. Employees and visitors are required to wear face coverings.  
Increase cleaning in high-touch/high traffic areas.**

## Phase One: ~June 8

- Maximum 25% on-site staffing
- City Hall reopens
- Municipal Center courts reopen
- Resume advisory boards and commissions; other boards continue virtual meetings
- Separate Employee and Visitor Entrances at City Facilities
- Continue telework status (departments not in Phase One)
- Public & committee meetings via videoconferencing
- Focus on ongoing core services and restarting key public-facing services
  - Limited in-person interaction
  - By appointment only
- Employee fitness centers remain closed



# Phased Reopening



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## Phase Two: ~June 22

- Maximum 50% on-site staffing
- Public-facing departments increase capacity for in-person meetings by appointment only
- If in-person meetings are required, limit conference room capacity and attendance to maximum 4 people with social distancing, and schedule buffers in-between meetings for appropriate cleaning
- Telework for qualified employees in compliance with ADA & HIPAA
- Open fitness centers for uniformed personnel by appointment only. Civilian employee fitness centers remain closed.
- Implement or retrofit touchless features



# Phased Reopening



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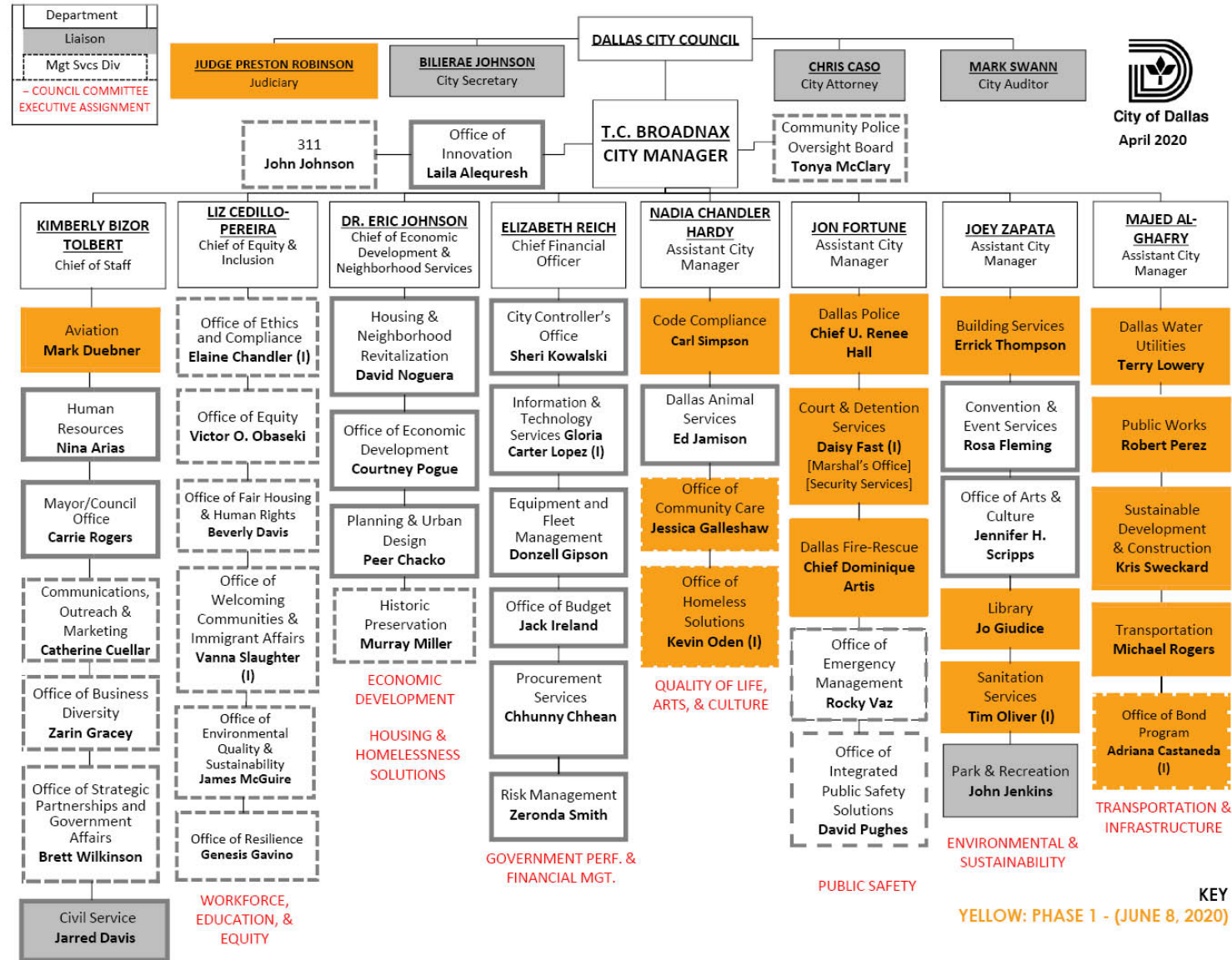
## Phase Three: ~July 6

- 100% of employees able to work combining on-site and remote to include
  - Abbreviated schedules
  - Alternating workdays
  - Staggered shifts
  - Hybrid working arrangements
- Implement cashless & contactless payment
- Limit in-person meetings & services
- Continue to utilize technology alternatives to in-person meetings, i.e. town halls
- Assess and reimagine employee fitness offerings
- Codify enhanced remote work capabilities
  - Job requirements
  - Family caregiving
  - Health risks





# Reopening Organizational Chart

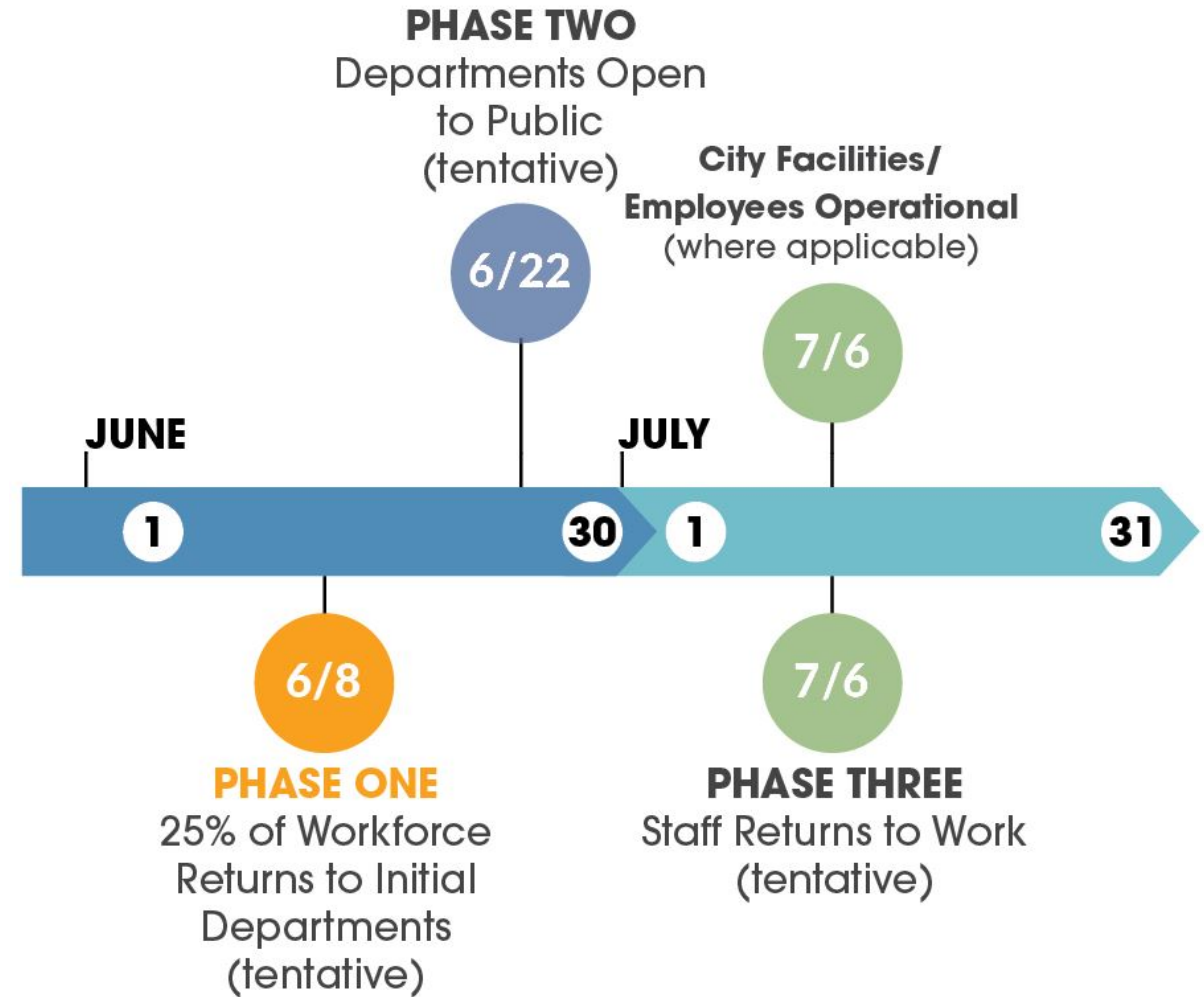


# Reopening: Phase One (tentatively June 8)



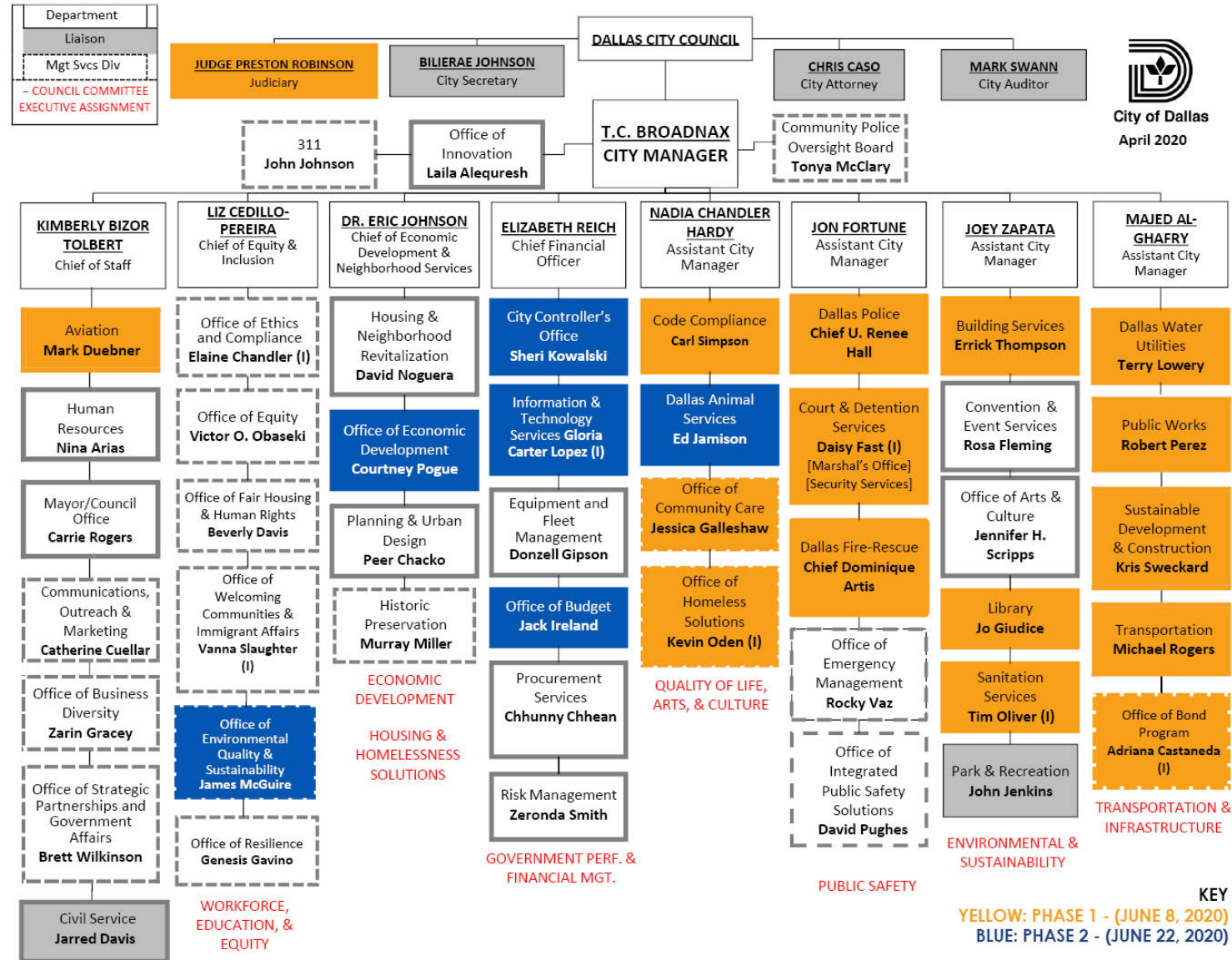
## AVAILABLE SERVICES:

1. Plan Review Online or in-person by appointment at City Hall
2. Library to Go (16 locations)
3. Municipal Court Resumes: Staggered Dockets, Limited Lobby Windows & In-Person Courtrooms, Expand Virtual Hearings, Resolve Citations Online
4. Curbside/Drive Through Death Certificates @ Central Library
5. WIC programs continue via telephone
6. Community Centers open for curbside and walk-up distribution of food/donated items
7. Permitting for right-of-way and construction continues at Oak Cliff Municipal Center (OCMC) by appointment only
8. Continue online payments for Dallas Water Utilities
9. Transfer Stations and landfill open to the public (May 26)
10. Reopen Lost & Found at Love Field





# Reopening Organizational Chart

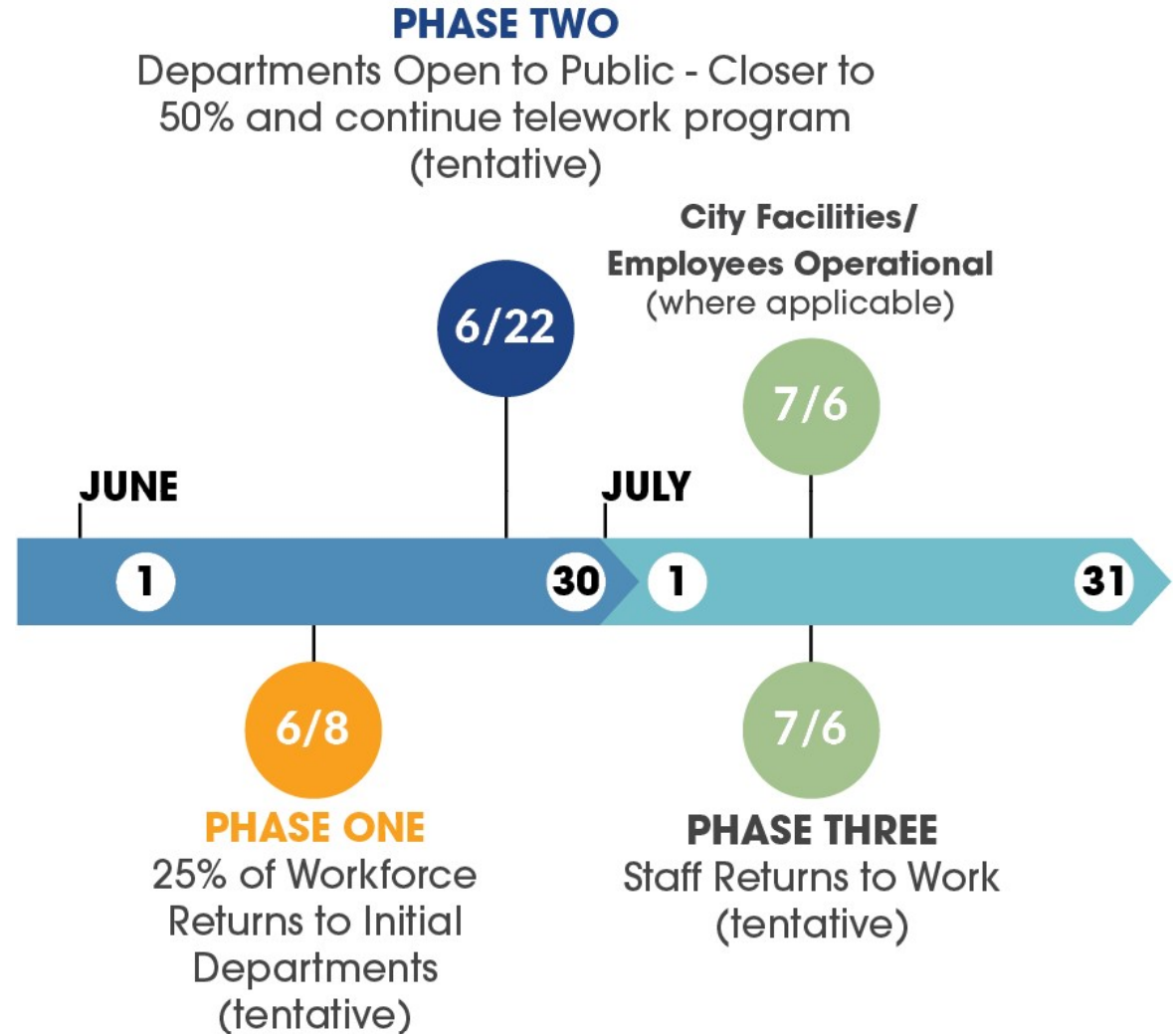


# Reopening: Phase Two (tentatively June 22)



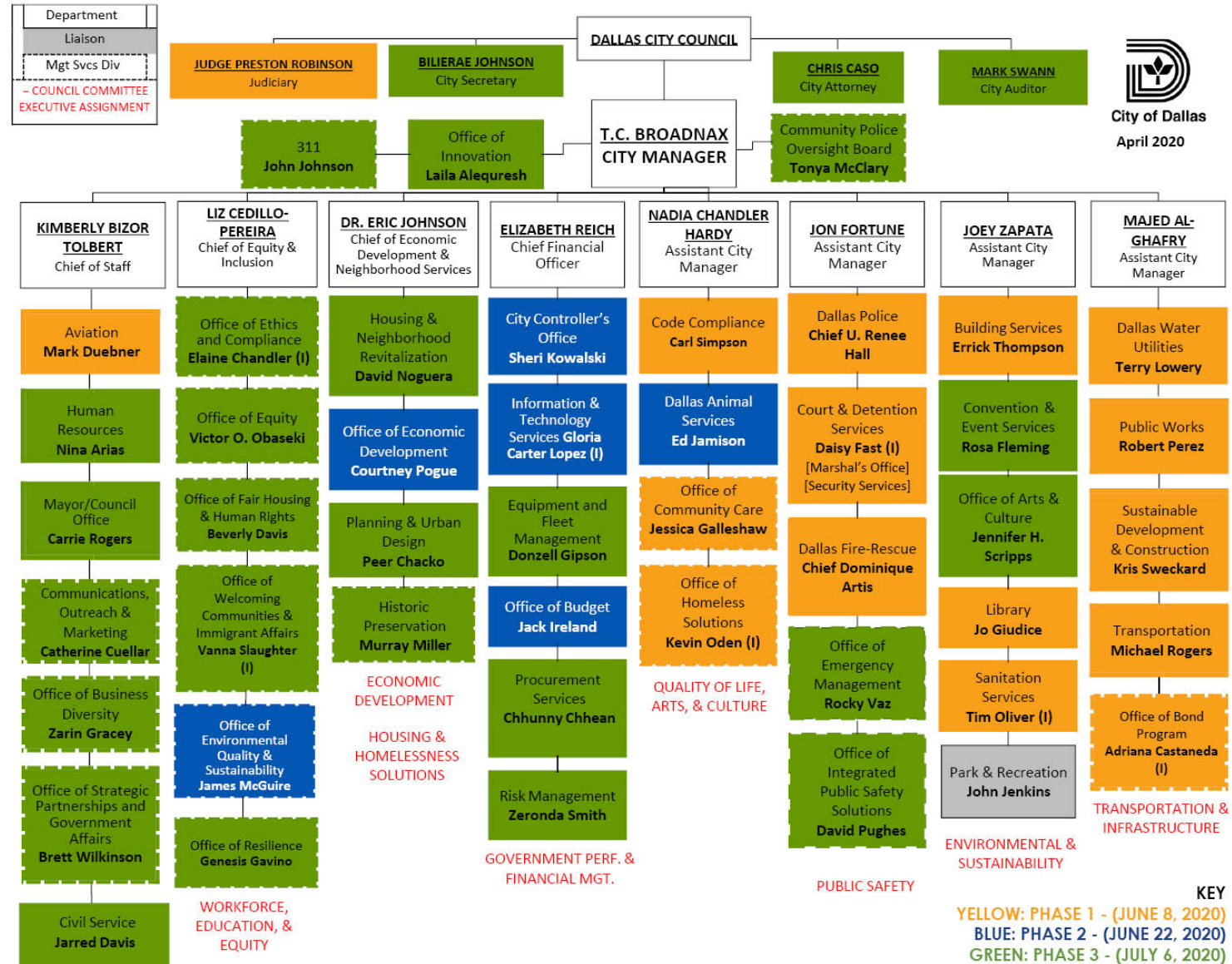
## AVAILABLE SERVICES

1. Continue air and stormwater inspections.  
Conduct environmental education courses online.
2. Implement pilot project for binless workstations at City Hall
3. Continue tele & curbside operations for Dallas Animal Services with field operations (limited public contact)
4. Continue electronic invoicing for accounts payable
5. Community Centers open with limited staffing for scheduled appointments only
6. Continue Civil Service virtual quasi-judicial hearings
7. Community Courts open at West Dallas Multipurpose Center & MLK Community Center for scheduled hearings only
8. Office of Economic Development redevelopment and workforce operations online





# Reopening Organizational Chart

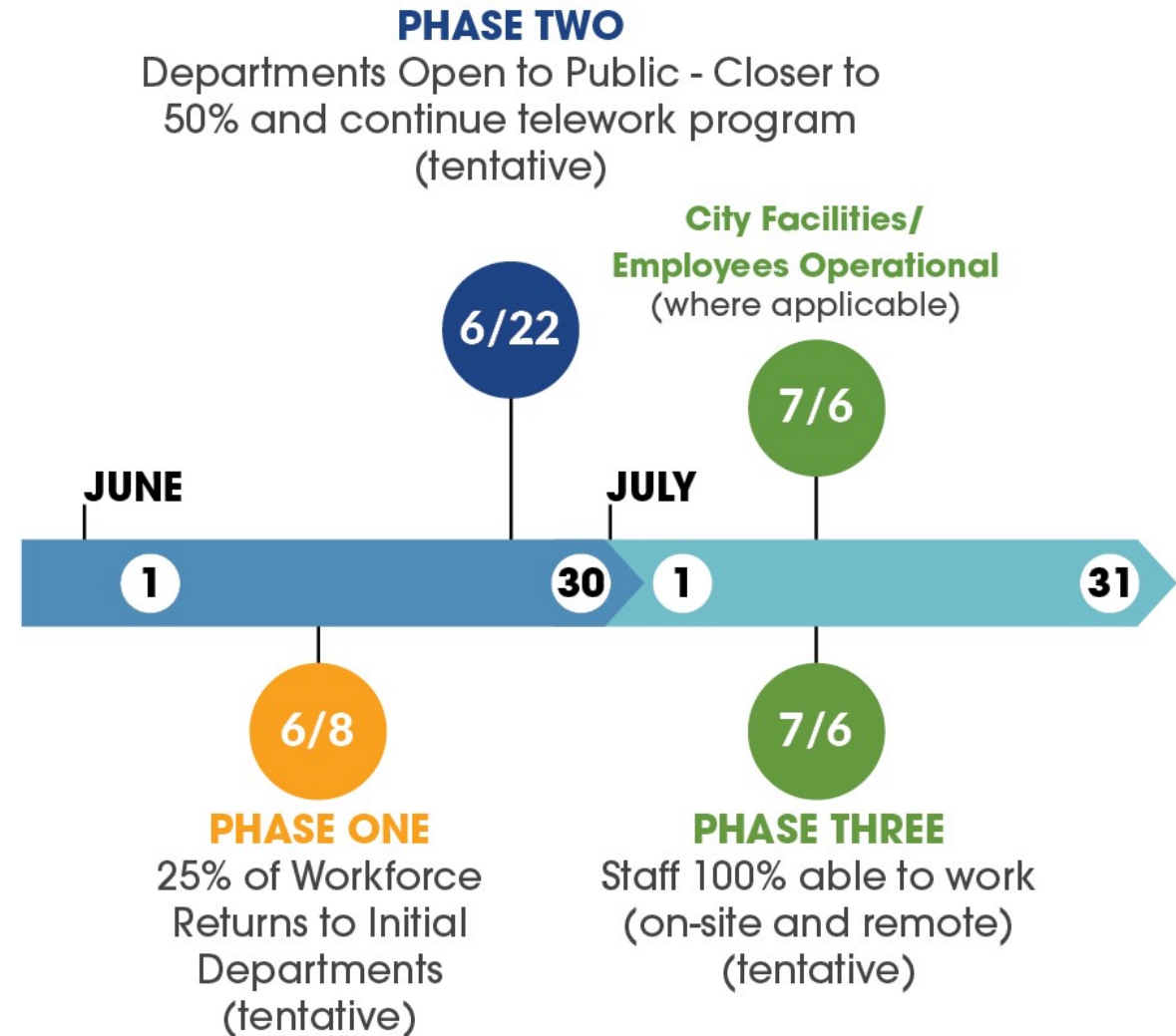


# Reopening: Phase Three (tentatively July 6)



## AVAILABLE SERVICES:

1. Reopen Latino Cultural Center and South Dallas Cultural Center Galleries with limited access
2. Community Centers open for limited public access, in person, and walk-in hours (staff, tenants & clients)
3. Remaining Community Courts will open for scheduled hearings only
4. Departments/offices with community engagement functions continue through virtual platforms and scheduled appointments
5. Expand cashless/staff-less payment kiosks
6. Implement curbside payments and payment options at third-party locations
7. Explore best practices to potentially deploy virtual Civil Service exams for uniform personnel
8. Implement Planning and Urban Design online capacity building workshops for neighborhood organization leaders
9. Libraries by appointment: Public computer usage (16 locations) and research (Central)
10. Open Records Center back to normal operations and deadlines resume



# New Entry Protocols for City Facilities



## Visitor Protocols\*

### Register Online

- Visitors will be allowed to submit a one-time form available on the City Website. Preregistration is not required,

### Contactless Registration Process\*\*

- Visitors coming into City facility will be required to log in (where applicable by law)
- Security staff will ask visitors for name and phone number (visitors may provide a form of ID if they wish)
- Visitor information recorded through Visitor Management System, will be stored for contact tracing\*\* and occupancy requirements

### Face Covering Required\*\*

- For all persons over two years of age, face covering must be worn throughout the entirety of the visit
- Face coverings will be provided, if needed
- Visitors will not be allowed to enter or remain in a City facility without a face covering

### New Departmental Requirements

- Some departments are not accepting walk-ins
- Please call or email ahead to schedule an appointment
- Remember all services are still available online

### Visitor Entry Points to City Facilities

- City Hall Garage L1 Green – Visitor Parking
- City Hall East Lobby Blue – ADA access
- Oak Cliff Municipal Center
- Municipal Court Building
- MLK Community Center and West Dallas Multipurpose Center

\*Varies by location

\*\*CDC Recommendations



# New Entry Protocols for City Facilities



## Employee Protocols

### Health Checks

- At home daily self-health check

### Face Covering Required

- Entry of City facility\*
- Face covering must cover the nose and mouth
- All common areas including break rooms, conference rooms and restrooms
- Face coverings may be removed while eating or drinking if maintaining social distancing
- Employees who are medically unable to wear a face covering must notify their supervisor

### Temperature Checks (handheld)

- Only required by specific public facing departments (ie., Dallas Fire Rescue, Dallas Police, Sanitation)

### Personal Protective Equipment

- Some departments may require personal protective equipment in addition to face coverings

### Scan In/Scan Out

- In facilities with badge access readers employees must scan badge to enter building (Exit Scanners Tentative phase 3)\*\*

### Entry Points City Hall

- L1 and L2 Blue and Red Garage elevators
- Employees who do not have garage access, will enter through East Lobby Blue 1 (Employee Door)

\*Varies by location

\*\*CDC Recommendations







# Facility Readiness



# Facility Readiness



- Building Upgrades
- Touchless Building Enhancements
- High Touch Areas
- Cleaning Based on Frequency
- Common Spaces
- Workspace/Workplace Modifications

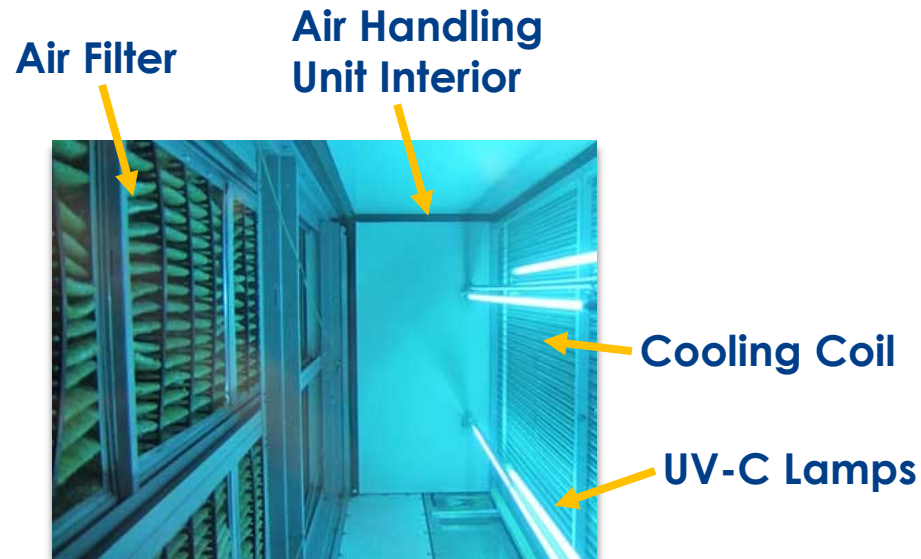


# Changes to Reduce Risk

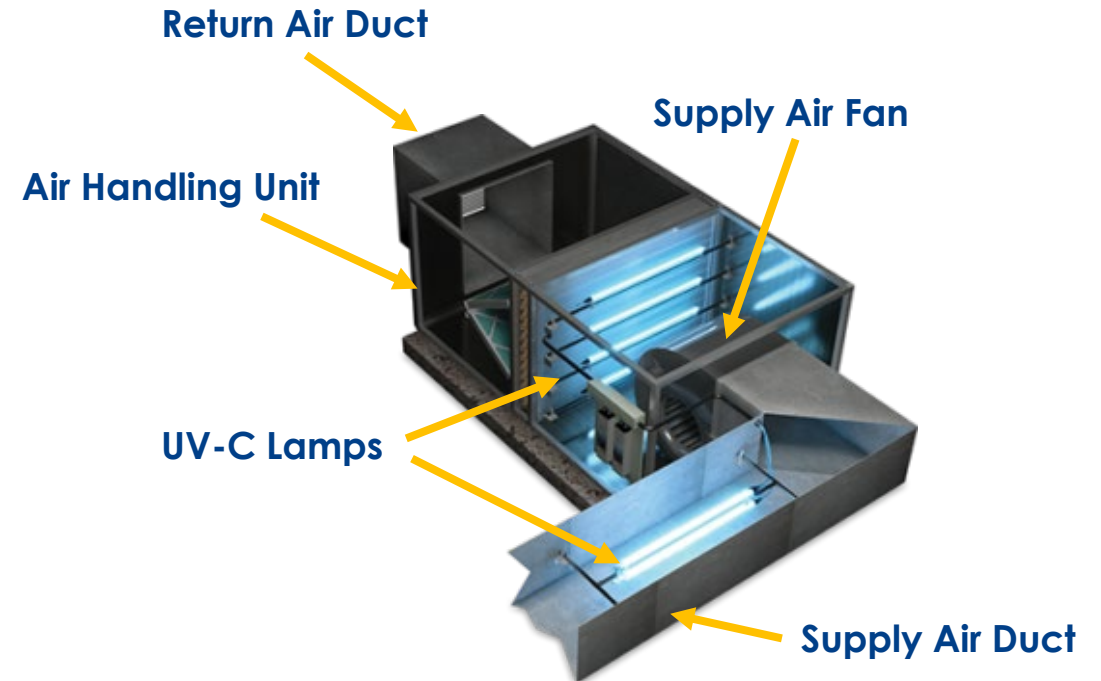


## Example Retrofits: HVAC and Ultraviolet Lamps

Various air cleaning technologies are available in the market to inactivate bacteria and viruses. Staff is performing due diligence on potential ultraviolet germicidal irradiation (UVGI) retrofits and installations that can range from several hundred to tens of thousands of dollars.



[galgonhvac.com/commercial-hvac-and-the-coronavirus/](http://galgonhvac.com/commercial-hvac-and-the-coronavirus/)



[freshaireuv.com/commercial-hvac/#coil](http://freshaireuv.com/commercial-hvac/#coil)



# Changes to Reduce Risk



## Example Retrofits: Restrooms

StepNpull® Foot-operated Door Opener - [stepnpull.com](http://stepnpull.com)



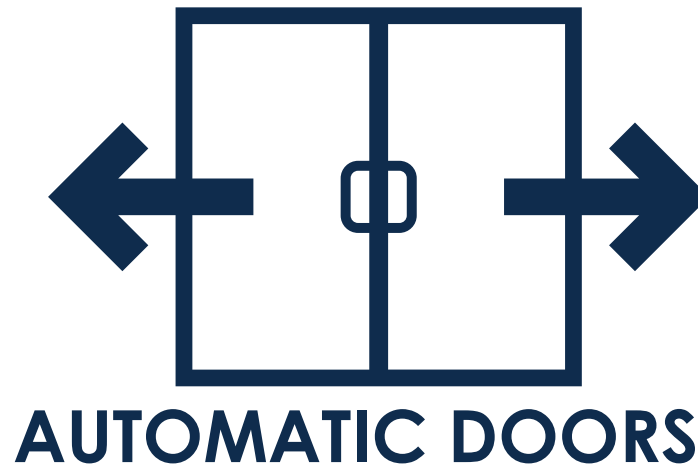


# Changes to Reduce Risk



## Touchless Building Enhancements

- Automatic doors
- Water fountains
- Ice dispensers
- Faucets
- Toilets
- Urinals
- Towel dispensers

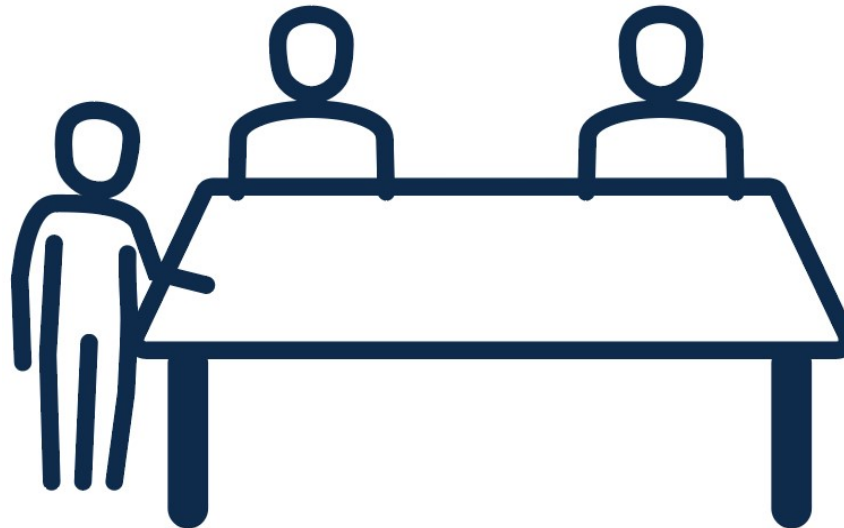
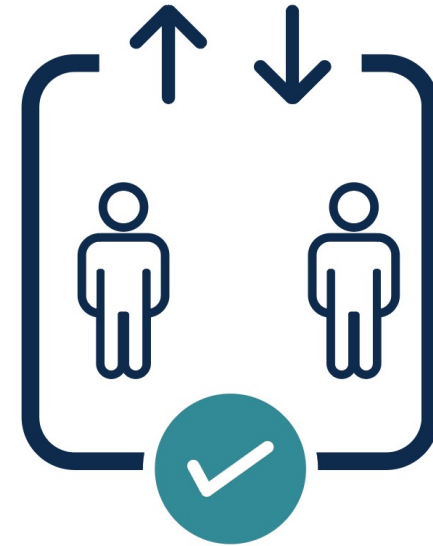


# Changes to Reduce Risk



## High-touch areas

- Reduced elevator capacity to a maximum of four passengers, depending on the elevator size
- Elevator priority for elderly, mobility challenged, multiple floors
- Floor graphics encouraging stairs
- Reduce conference room capacity in all facilities and implement social distancing measures





# Changes to Reduce Risk



## Cleaning Frequency Based on Traffic and Occupancy

- Sanitation materials (e.g. wipes) provided to staff for frequent use (keyboards, desks, phones)
- Routine and layered cleaning and enhanced disinfection of high touch areas based on occupancy and traffic (doorknobs/handles, light switches, handrails, stairwells, copiers, elevators, ATMs)
- Consolidation of waste and recycling to reduce contact and maintain a clean environment

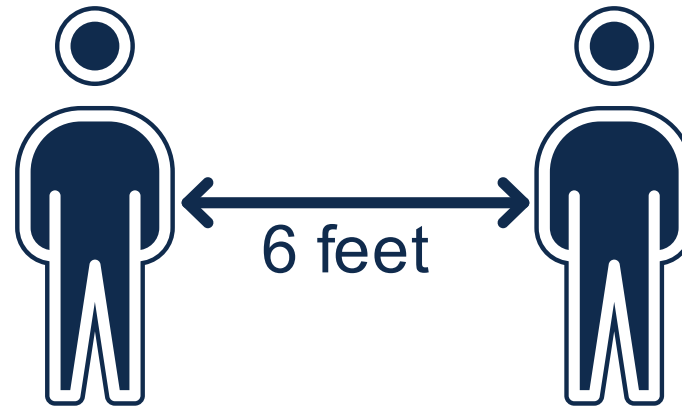


# Changes to Reduce Risk



## Common Spaces

- New signage promoting proper preventative measures
- Fewer chairs in public spaces lowering density
- Posted signage limiting maximum occupancy



# Communications and Outreach



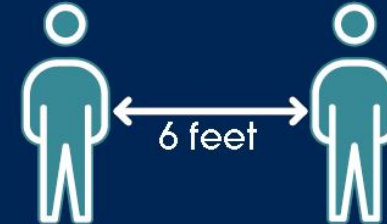
Develop and execute a unified strategy across multiple channels to ensure the public, employees and stakeholders are informed of reopening plans and protocols.

## Tactics:

- Multilingual Resources
- Print and Broadcast Media Outreach
- Website
- Social Media Channels
- Email newsletter
- Text message/mobile alerts
- Customer service
- Indoor/Outdoor Signage
  - Exterior window cling directional signage to visitor entrances
  - Yard signs, door hangers & wrapped city vehicles with COVID-19 number and microsite
  - Face covering guidance

**There are many precautions that can be taken to minimize risk and reduce the spread of COVID-19. Six key ways include:**

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose and mouth.
- Wear a Face Covering.
- Maintain at least a 6-foot (2 meter) distance from others.
- Wash hands frequently with soap and water for at least 20 seconds.
- If you are sick, stay home.



**For information, contact: (214) 670-INFO | [DALLASCITYHALL.COM/COVID19](https://dallascityhall.com/covid19)**





# Return to Work Signage



## REDUCE YOUR RISK

Take simple steps to reduce the spread of germs:

Avoid close contact with people who are sick.

Avoid touching your eyes, nose and mouth.

Wear a Face Mask.

Maintain at least a 6-foot (2 meter) distance from others.

If you are sick, stay home.

Wash hands frequently with soap and water for at least 20 seconds

For information, contact:  
**(214) 670-INFO | DALLASCITYHALL.COM/COVID19**

## HAND SANITIZING STATION

For information, contact: (214) 670-INFO | DALLASCITYHALL.COM/COVID19

## BEFORE ENTERING PLEASE FOLLOW THESE GUIDELINES

Wear a Face Covering

Wash/Sanitize Your Hands

Please Maintain Proper Social Distancing

For information, contact: (214) 670-INFO | DALLASCITYHALL.COM/COVID19



# Return to Work Signage



## ELEVATOR SOCIAL DISTANCING GUIDELINES:

- Maintain 6 ft/2m from others.
- Give priority to mobility impaired.
- Wear a mask or face covering.
- Limit number of people per elevator.
- Disinfect hands after pressing buttons.
- Cover your cough or sneeze.

For information, contact: (214) 670-INFO | [DALLASCITYHALL.COM/COVID19](https://dallascityhall.com/covid19)



## PRACTICE SOCIAL DISTANCING

## WHILE IN BUILDING

For information, contact: (214) 670-INFO | [DALLASCITYHALL.COM/COVID19](https://dallascityhall.com/covid19)



# Next Steps



- Update external stakeholders on the City's return to work plan and implement communications and outreach strategy
- Implement Communications & Outreach Strategy
- Monitor COVID-19 trends and cases to anticipate operational risk exposure, future waves, and response to prevent spread
- Assess technologies to foster better engagement and collaboration
- Examine all touch-based interfaces within city facilities for future technology replacement
- Identify and automate additional tasks required to insure safe work environment
- Implement employee feedback mechanisms to gather sentiment on Return to Work protocols
- Conduct a communications team reflection on what systems and process worked well in crisis and recommend what needs to change to insure future agility (in the event of an outbreak)
- Engage working group to support and respond to any future protocols related to mass community COVID-19 outbreaks or immunization in coordination with health authority





# Questions & Answers



# Appendix



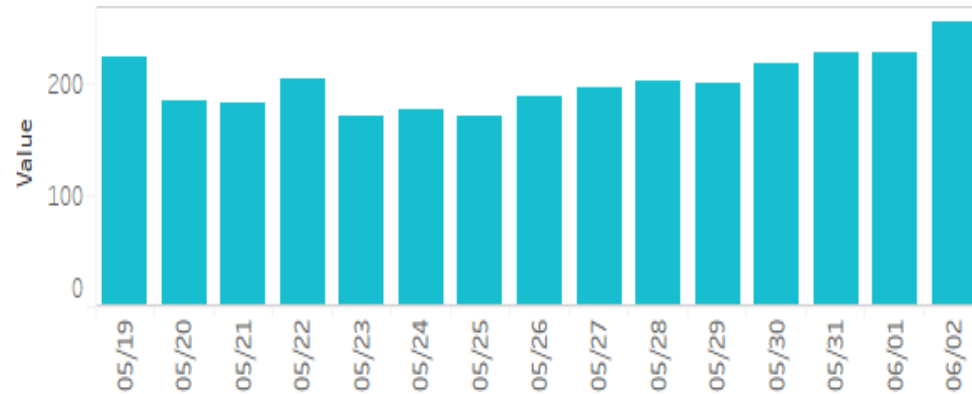
# Community guidelines for reopening from White House and Centers for Disease Control



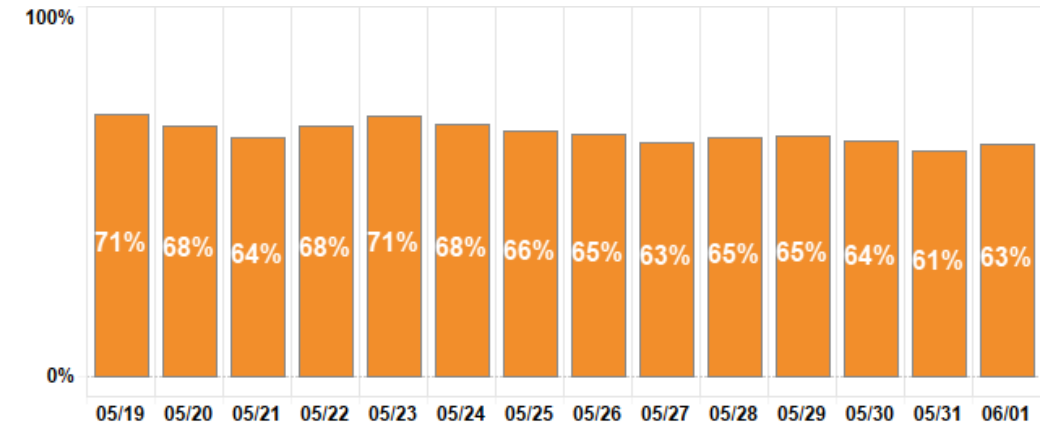
- A downward trajectory of influenza-like illnesses reported within a 14-day period.
- A downward trajectory of COVID-like syndromic cases reported in a 14-day period.
- Either a downward trajectory of documented cases within a 14-day period or a downward trajectory of positive tests as a percent of total tests within a 14-day period.
- Hospitals treat all patients without crisis care.
- Robust testing program is in place for at-risk healthcare workers, including emerging antibody testing.



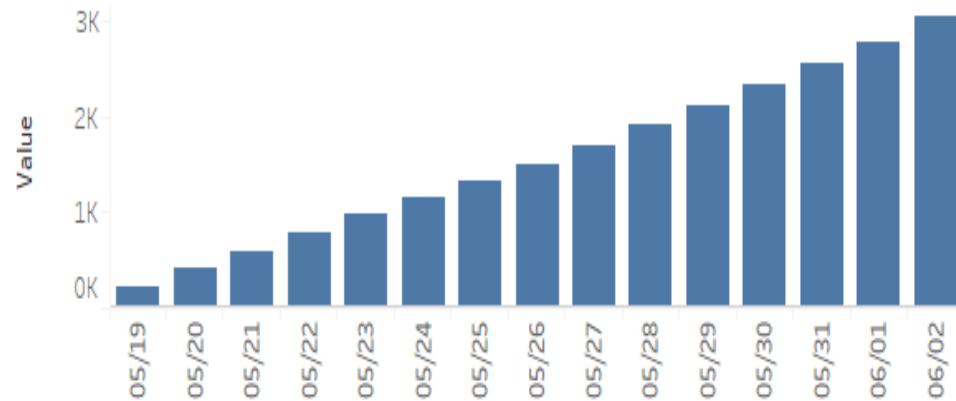
## New COVID Positive Cases



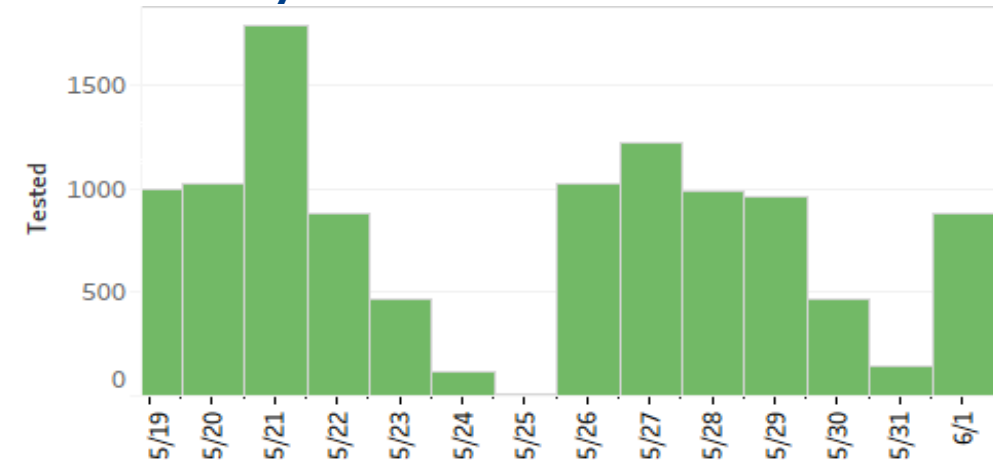
## % ICU Beds Occupied



## Cumulative COVID Positive Cases



## Daily Total Tests Conducted



\*Last updated 6/3/2020



# Data Sources

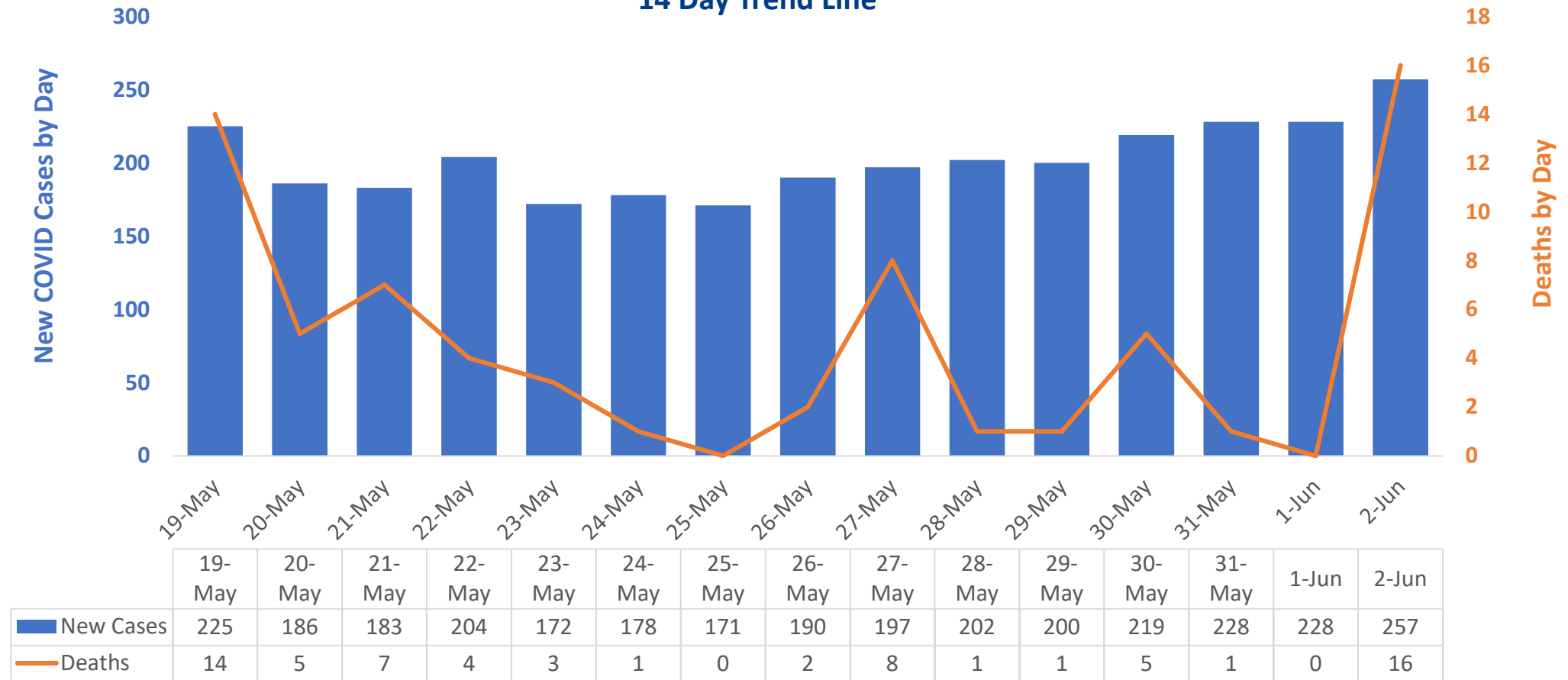


- *Covid-19 Case Counts* provided by Dallas County
- *Tests Conducted* data provided by Office of Emergency Management in partnership with Dallas County
- *ICU Beds Occupied* data provided by all hospitals within the City limits

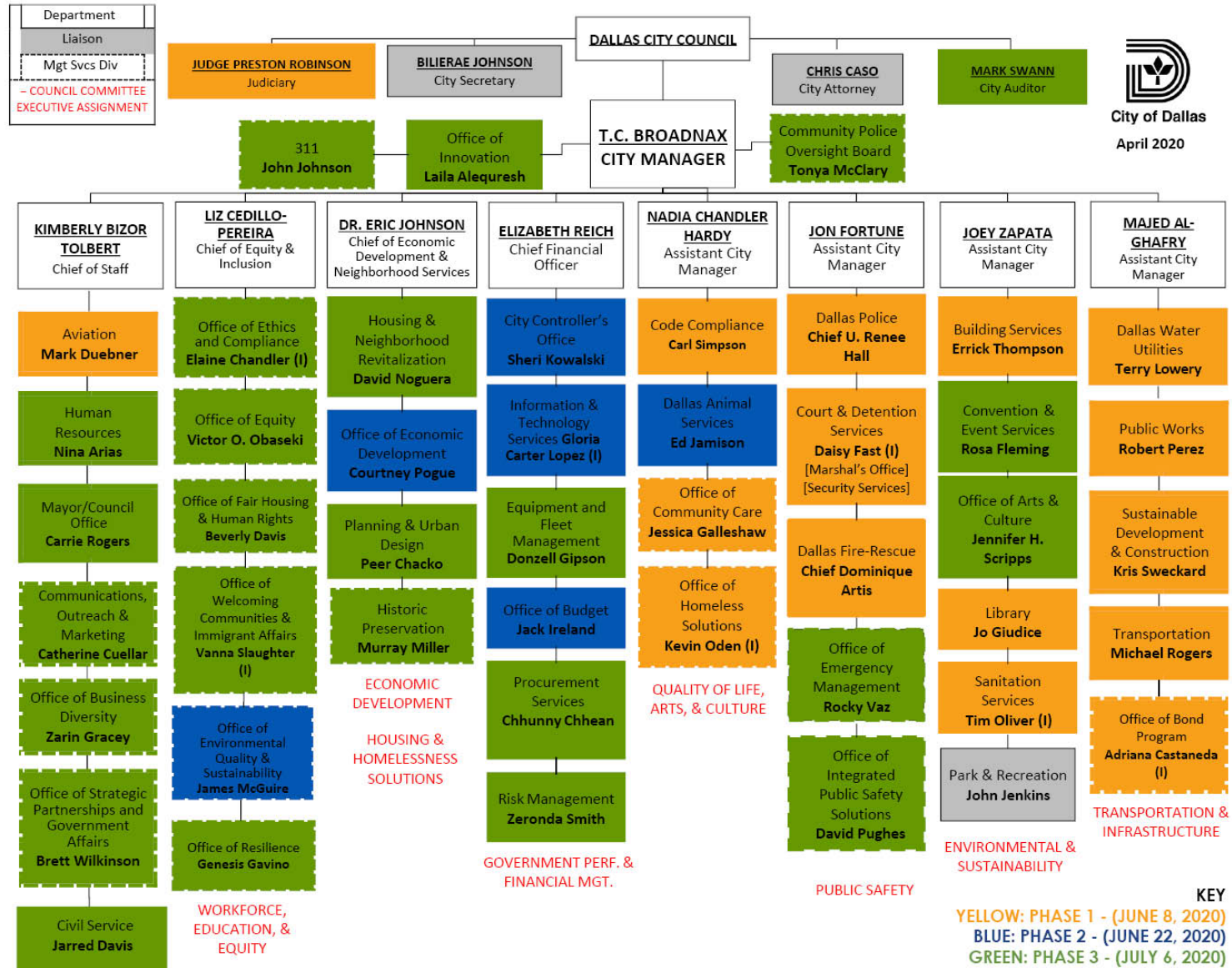




New Cases and Deaths by Day  
14 Day Trend Line



# Reopening Organizational Chart



# Recommendations Phase I for COS/CMO Review (May 26, 2020)



	Temperature Screening Required	Safety Partitions	Sanitizing Gel	COVID-19 Safety Signage	Face Masks Required	Additional PPE Required
<b>Departments</b>	All Public Facing Aviation Department to use Wello-Digital I Kiosk Back-up Contactless Handheld Thermometers Provided Staff Training Required	Public Facing Roles; Workspace Modifications	All	All	DFR, DPD, DWU, Public Facing* Roles	DFR, DPD
<b>Visitors</b>	No	Public Facing Roles	Available	Available	Yes	
<b>Employees</b>	Department Specific Listed Below Training Required for Staff	Public Facing Roles	Available	Available	Recommended Except when eating or drinking; Public Facing Roles Common Areas	

- **All Departments and Areas**
  - Visitors required to have face coverings. Will have Sanitizing Gel available for use by employees and visitors and COVID-19 Safety Signage Posted
- **Additional Employee Requirements:**
  - At home, daily Self-Health Check regarding COVID-19 symptoms.
- **\*Public Facing Departments Requiring Temperature Checks Include:**
  - Court & Detention Services, Dallas Fire and Rescue (DFR), Dallas Police Department (DPD), Dallas Water Utilities (DWU), Library, Public Works, Sanitation, Convention and Event Services, Equipment and Building Services
- **Additional PPE may include:**
  - N95 Respirator Mask, Tyvek gown, medical gloves, face shield





# Face Covering Guidance



TYPE	PROTECTION	APPROPRIATE FOR	USE GUIDELINES	REUSE	FABRICATION
<b>HOMEMADE CLOTH MASK</b> 	May protect the wearer and those around them from large droplets coming from coughs or sneezes.	For general workforce and community members following standard use guidelines for control of potential sources.	Wearers should practice 6' physical distancing, handwashing, and avoid touching their faces.	Can be reused when properly cleaned. *	Can be easily made at home using breathable materials such as cotton or cotton blends/synthetic.
<b>CLINICAL MASK</b> 	Fluid resistant and provides the wearer protection against large droplets, splashes, or sprays of bodily or other hazardous fluids. Protects others from the wearer's respiratory emissions.	For source control, and frontline health workers or first responders where risk is controlled or low, and a N95 is not indicated or unavailable for use.	Disposable, health workers should follow practice protocol.	Disposable, health workers should follow practice protocols	Made using medical- grade cloth and polypropylene following fabrication guidelines for fluid resistance.
<b>N95 RESPIRATOR</b> 	Filters 95% of very small particles when tightly fitted, and provides better respiratory protection, reducing opportunity for exposure risk.	For frontline health workers or first responders.  Community use is discouraged so more masks are available for health workers.	Requires medical clearance, training and professional fit- testing to be fully effective.	Extended use or reuse requires following CDC guidelines.	Manufactured using specialized materials and processes to be certified by NIOSH.



\*General cleaning instructions for homemade cloth masks:

- To wash, launder the mask often in your washing machine in HOT water using soap or detergent that leaves no residue.
- Dry on HOT in your dryer.
- Bleach is not recommended at this time.



# DAS Pet Resources



## DAS: Your Animal Assistance Resource



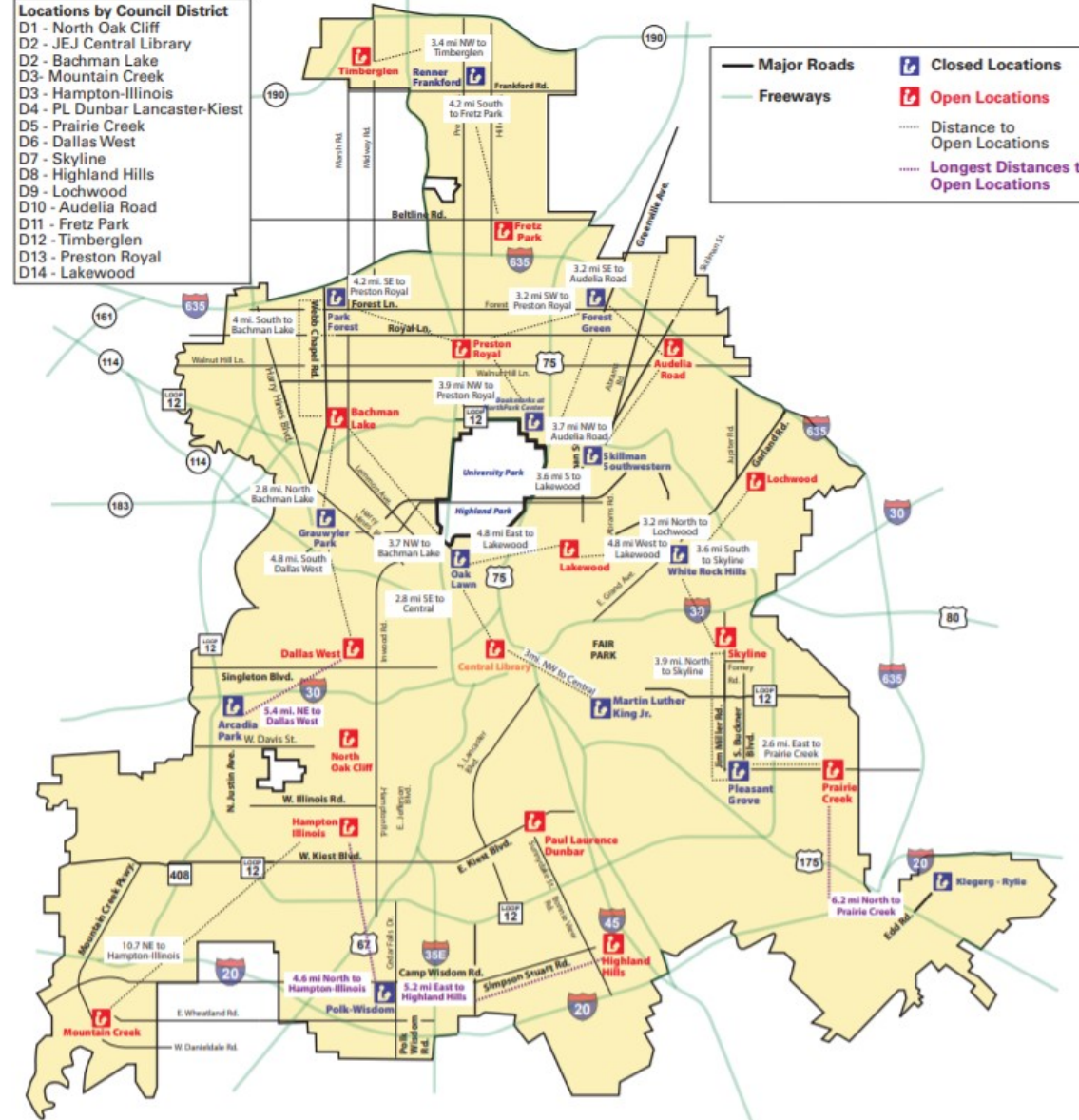
How we can help		Resource / contact information
Looking to <b>adopt</b> ?		Visit <a href="https://dallasanimalservices.org">dallasanimalservices.org</a> and select "Adopt a Pet."
Need help to keep your pet?		
Pet Resources	Behavioral / medical / food	SPCA's Pet Resource Center: <a href="https://SPCA.org/prc">SPCA.org/prc</a>
	Additional food assistance	Operation Kindness: <a href="https://OperationKindness.org">OperationKindness.org</a> and select "Pet Food Pantry."
	General Support	Call 311 or visit <a href="https://dallasanimalservices.org">dallasanimalservices.org</a> and select "Pet Support."
Unable to keep your pet?		Visit <a href="https://dallasanimalservices.org">dallasanimalservices.org</a> and select "Can't Keep Your Pet."
Field services:		
Field	Injured / sick animals	Call 311.
	Threats to public safety	Call 311.
Are you able to <b>foster</b> ?		Visit <a href="https://dallasanimalservices.org">dallasanimalservices.org</a> and select "Foster a Pet."
Are you able to <b>volunteer</b> ?		Visit <a href="https://dallasanimalservices.org">dallasanimalservices.org</a> and select "Volunteer a Pet."

*We're here to help YOU!*





# Library Locations Opening by District



# Fitness Centers Operations, Set-up, and Sanitation Parameters



## Facility opening timeline:

- Phase I all facilities will be closed
- Phase II only uniformed facilities
- Phase III all facilities will be open

## New Procedures\*:

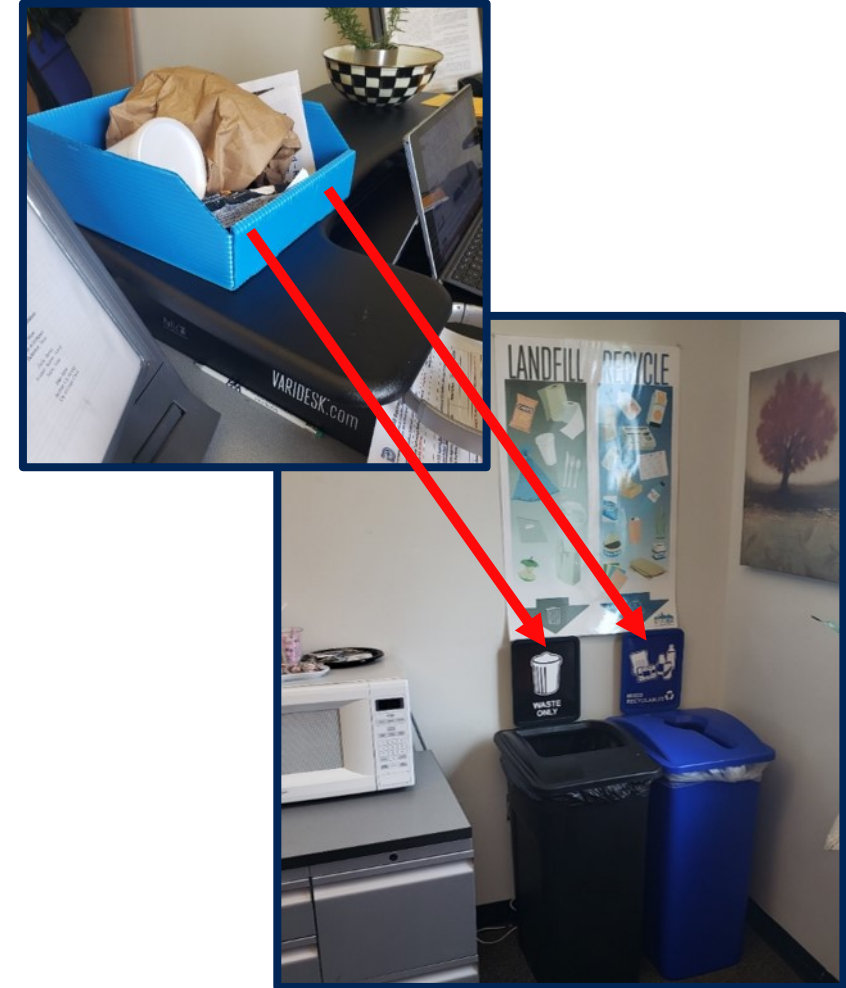
- Reduced Hours of operation
- Facility occupancy limited based on capacity requirements sets by the County
- Member will be required to sign up and reserve their work out time
- Workout sessions will be limited to 45 minutes – allowing 15 min for clean-up in between
- Gloves and masks use will be required by members
- Signs for usage and traffic flow will be posted, including: maximum occupancy, sanitation requirements, and symptoms
- Excess weight plates, kettlebells, and other various items will be removed
- Each gym facility will be cleaned daily by contract vendor
- Hand sanitizing and disinfecting wipe stations will be placed around the facilities
- Personal responsibility/Personal Power Enforced – Wipe equipment before and after each use
- Locker rooms and showers – Closed

\* New procedures vary by location



## We are committed to reducing and recycling

- **Centralized Waste Collection will occur at City Hall**
  - Employees will empty their waste and recyclables daily into centralized containers
  - Allows cleaning staff to provide additional cleaning
- **City Wide Plan**
  - Outlined in City's Local Solid Waste Management Plan (a.k.a Zero Waste Plan) and Dallas Comprehensive Environmental Climate Action Plan
  - For implementation by December 2020
- **Building Services**
  - Collects at 100 facilities
  - Individual departments manage service at over 575 City facilities
- **New Normal**
  - Signage, education, and central waste containers for garbage and recycling will be provided
  - For conversion assistance contact [DallasRecycles@Dallascityhall.com](mailto:DallasRecycles@Dallascityhall.com)





# CASHLESS & OTHER PAYMENT TRANSACTIONS



## COVID-19 Adjustments

- Staff is reducing the use of cash payments by offering more non-cash and contactless options
- Currently, other options for residents include pay by Phone, Mail, City's Online site, Customer's Banking Institution, or Fidelity Pay Stations
- Long term options for consideration:
  - Staff-less kiosks
  - Curbside payments
  - Amending contracts to accept payments for the City at additional locations
  - Court fines: Consider electronic deposits vs deposit slips, armored car pickup, etc.

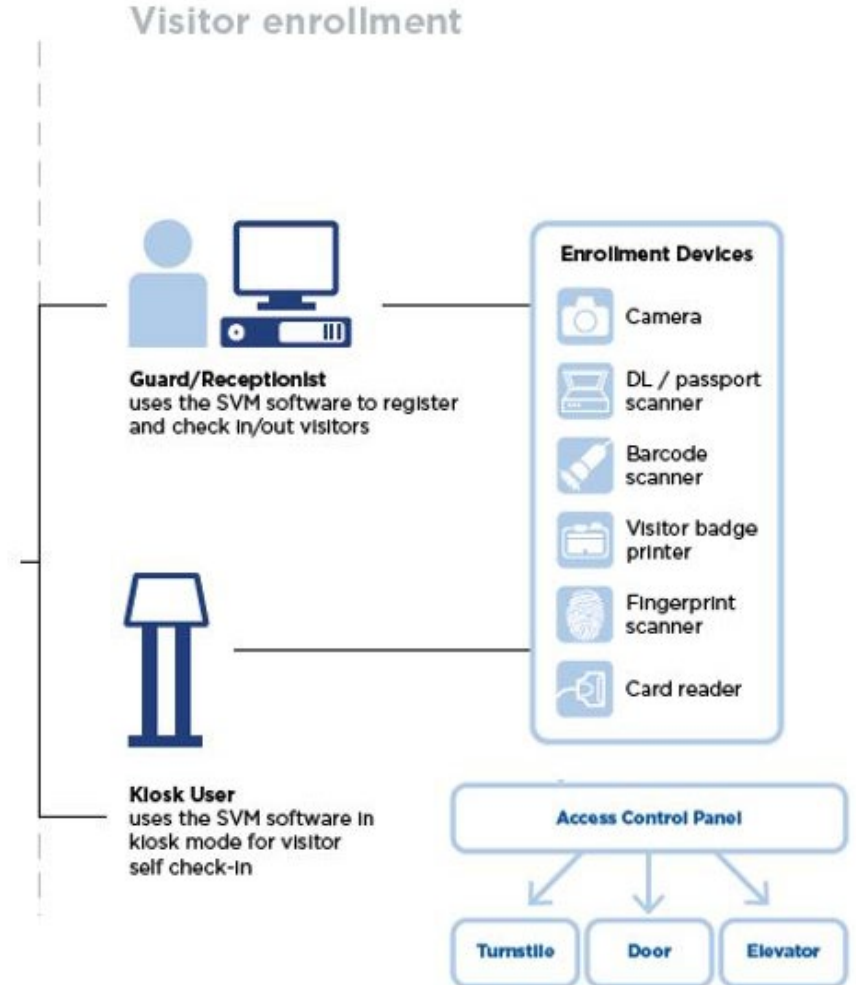


# Visitor Management System



## Garage Level 1 Auditorium (Green) Entrance

- Web-based, touchless visitor management system
- Allows electronic capture of visitor name and phone number
- Enhances security protocols and ensures daily visitor log information is available if needed for notification purposes
- Scheduled initial pilot for city facilities:
  - City Hall, Oak Cliff Municipal Center, Municipal Courts Building
  - Two additional recommendations for MLK Community Center and West Dallas Multipurpose Center






# Visitor Management System



[Mayor](#) | [City Council](#) | [City Manager](#) | [Departments](#) | [Select Language ▼](#) | [Feedback](#) | [Pay](#) | [Q](#)

 **City of Dallas**

Resident ▾ | **Visitor** | Business ▾ | Government ▾ | News | 311 ▾

**Coming to City Hall? Pre-register here.**


### Visitor

Lists of Community Resources available online.



#### Communities

Child care, domestic violence shelters, food, homeless, housing, WIC, and other services.



#### Culture

Art museums, cultural centers, parks, plazas, and theaters.



#### Education

General education, private schools, colleges/universities, and adult education.



#### Employment

Career Dallas, City of Dallas career opportunities, Dallas Morning News Classifieds, among others.

Visitor Form Mock-up






We look forward to welcoming you to a city facility. Please fill out this short form to expedite the screening process!

[Spanish] [other languages]

\* 1. Which city facility are you planning to visit?

\* 2. Do you plan to meet with a city employee?

\* 3. Please type the name of the employee you plan to meet:


Device View    Provide your name below:  Survey Format  

\* 4. Please provide your name below:






\* 5. Please provide your phone number below:

\* 6. Please indicate which day and time you will be visiting the city facility:

Date / Time

Date	Time	AM/PM
<input type="text" value="MM/DD/YYYY"/> 	<input type="text" value="hh"/> : <input type="text" value="mm"/>	<input type="text" value="-"/>

We look forward to seeing you soon! This information will be sent to the appropriate department. Please print this email as confirmation of your planned visit.

Device View    Survey Format  



# Changes to Public Access to City Hall



## Existing Garage Level 1 (Green) Entrance



- Accessible for those with mobility challenges
- Closer to visitor parking than current L1 Green entrance

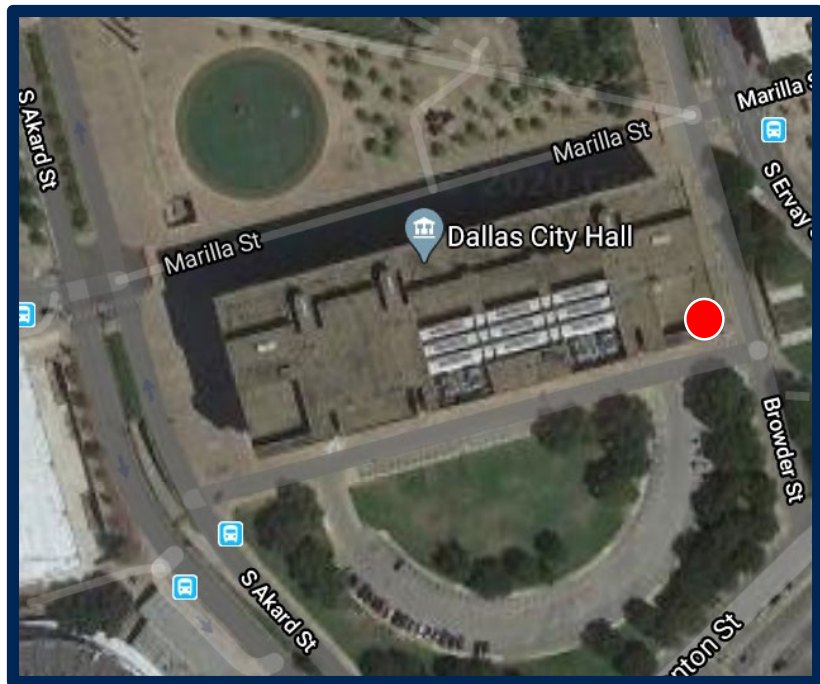




# Changes to Public Access to City Hall



## Existing Ervay Street (Blue) Lobby Entrance



- Awning to be installed for visitor protection from sun / inclement weather
  - Close to horseshoe metered and handicap parking spaces
  - Accessible for those with mobility challenges

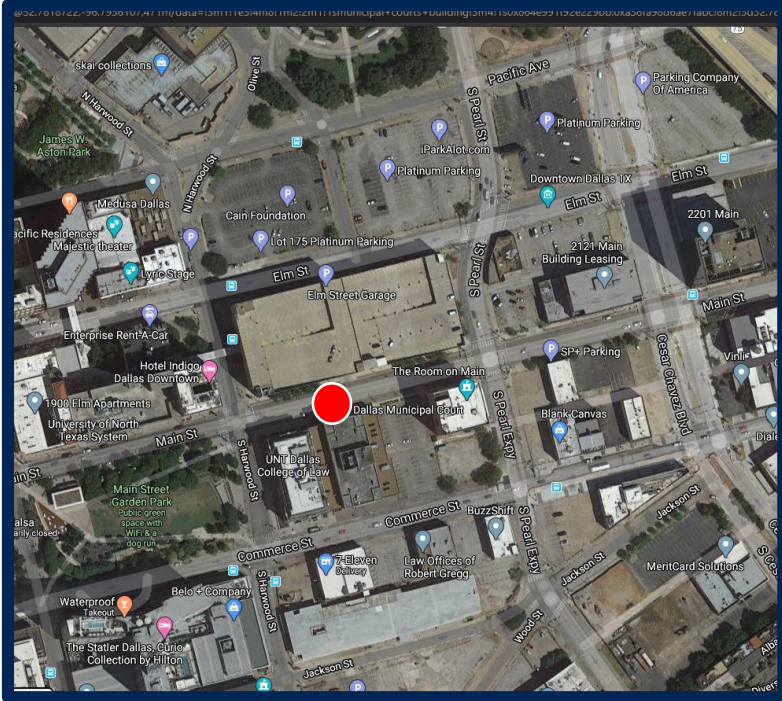




# Changes to Public Access to Municipal Courts Building



## Existing Front Entrance



- Main front entrance is the dedicated visitor entrance
  - Close to parking spaces

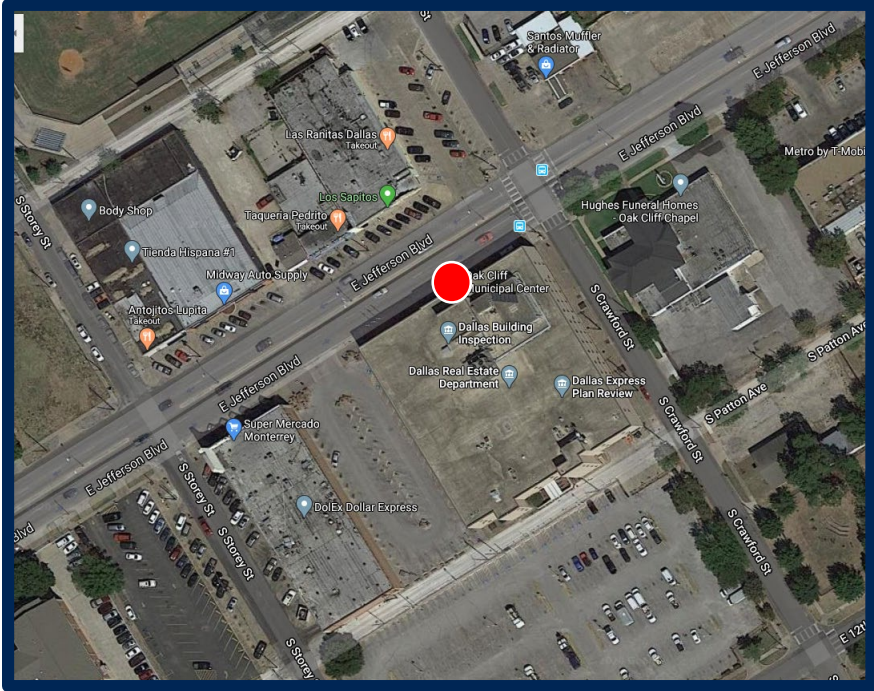




# Changes to Public Access to Oak Cliff Municipal Center (OCMC)



## Existing Front Entrance



- Main front entrance is the dedicated entrance
  - Close to metered parking spaces
  - Accessible for those with mobility challenges

