

QUALITY OF LIFE, ARTS & CULTURE COMMITTEE  
DALLAS CITY COUNCIL COMMITTEE AGENDA

RECEIVED

2018 NOV 20 PM 2:33

CITY SECRETARY  
DALLAS, TEXAS

MONDAY, NOVEMBER 26, 2018  
CITY HALL  
COUNCIL BRIEFING ROOM, 6ES  
1500 MARILLA STREET  
DALLAS, TEXAS 75201  
9:00 A.M. – 11:00 A.M.

*Chair*, Councilmember Sandy Greyson  
*Vice-Chair*, Councilmember Mark Clayton  
Councilmember Rickey D. Callahan  
Councilmember Jennifer S. Gates  
Councilmember Scott Griggs  
Councilmember B. Adam McGough  
Councilmember Omar Narvaez

Call to Order

1. Approval of October 22, 2018 Minutes

**BRIEFINGS**

2. Office of Special Events  
John Johnson  
*Assistant Director, Convention and  
Event Services*

3. **MEMORANDUM**  
City Council Agenda Meeting Broadcasts on WRR-FM

4. **Upcoming Agenda Items**

November 28, 2018

- A. Authorize a contract with Dallas Area Rapid Transit for the purchase of 289 annual passes in support of the City's clean air initiative - Not to exceed \$221,760.00 - Financing: General Fund (\$161,760 to be reimbursed by participating employees)
- B. Authorize (1) Supplemental Agreement No. 6 to the professional engineering contract with Biggs & Matthews Environmental, Inc. for engineering and construction management services related to landfill infrastructure improvements, including construction of waste cells 6B.2 and 7; (2) to extend the third optional year contract term by an additional six (6) months, from June 30, 2019 to December 31, 2019 to complete additional engineering and construction management tasks; and (3) an increase in appropriations in an amount not to exceed \$345,000.00 in the Sanitation Capital Improvement Funds - Not to exceed \$345,000.00, from \$1,785,442.00 to \$2,130,442.00 - Financing: Sanitation Capital Improvement Fund
- C. Authorize the (1) acceptance of a grant from the Institute of Museum and Library Services passed through the Texas State Library and Archives Commission (Grant No. 900976/FAIN No. LS-00-17-0044-17, CFDA No. 45.310) for partial reimbursement of interlibrary loan service's direct costs in an

A quorum of the City Council may attend this Council Committee meeting

amount not to exceed \$68,749.02, for the period September 1, 2017 through August 31, 2018; (2) establishment of appropriations in an amount not to exceed \$68,749.02 in the Interlibrary Loan 17-18 Fund; (3) receipt and deposit of grant funds for reimbursement in an amount not to exceed \$68,749.02 in the Interlibrary Loan 17-18 Fund; and (4) execution of the grant agreement and all terms, conditions, and documents required by the grant agreement - Not to exceed \$68,749.02 - Financing: Texas State Library and Archives Commission Grant Funds

- D. A resolution (1) authorizing the adoption of the Dallas Cultural Plan 2018 as the cultural plan for the City of Dallas; (2) authorizing the adoption of a new cultural policy for the City of Dallas; and (3) authorizing and establishing the Cultural Projects Funding Program, Cultural Vitality Program, and Community Artist Program to support artist and cultural services in the City of Dallas - Financing: This action has no cost consideration to the City (See Fiscal Information)
- E. An ordinance amending Chapter 2, "Administration," of the Dallas City Code, providing (1) that the City Manager is authorized to approve certain contracts with intergovernmental agencies without further city council action; (2) clarifying the definition of collectible property to mean property owned by the city that is under the care and control of the Dallas Museum of Art; (3) removing WRR radio station from duties of the Director of Convention and Event Services; (4) renaming the Cultural Affairs Commission to Arts and Culture Advisory Commission; (5) renaming the Arts Committee to the Public Art Committee; (6) clarifying the definition of Public Art Committee; (7) providing that the Director of Cultural Affairs may manage approval of lease or license agreements for use of cultural facilities for short terms not exceeding a year; (8) providing that the Director of Cultural Affairs may award cultural funding contracts to cultural organizations and individuals; (9) providing that short-term lease and license agreements with small or ethnically and culturally specific nonprofit arts and cultural organizations may be entered into for nominal consideration; and (10) providing procurement rules and regulations for cultural services - Financing: No cost consideration to the City
- F. Authorize (1) a development and maintenance agreement with Lincoln LAG LTD. and HEB Grocery Company, LP for the purpose of constructing the Matilda Trail, an enhanced sidewalk, hike and bike trail, and appurtenances located at East Lovers Lane and Matilda Street; (2) the establishment of appropriations in an amount not to exceed \$30,000.00 in the MOWmentum Park Improvement Fund; (3) the receipt and deposit of endowment funds in an amount not to exceed \$30,000.00 in the MOWmentum Park Improvement Fund; and (4) execution of the development and maintenance agreement - Financing: Revenue: \$30,000.00
- G. Authorize a professional services contract with APM & Associates, Inc. for schematic design, design development, construction documents, procurement and construction observation phases for the Martin Weiss Park - Loop Trail Extension to Greenbelt project located at 1111 Martindell Avenue - Not to exceed \$124,775.00 - Financing: Park and Recreation Facilities (B) Fund
- H. Authorize a professional services contract with Pacheco Koch Consulting Engineers, Inc. for schematic design, design development, construction documents, procurement and construction observation phases for Phase 2 of the Dallas City Hall Median Renovations project along South Akard and South Ervay Streets - Not to exceed \$107,000.00 - Financing: General Fund

- I. Authorize the rejection of the only proposal received for construction of the exterior lighting upgrades for the Music Hall at Fair Park located at 909 1st Avenue - Financing: No cost consideration to the City
- J. Authorize Supplemental Agreement No. 1 to the design-build contract with Harrison, Walker & Harper, LP. for the design and construction of Fair Park Facility Improvements for the Music Hall located at 909 First Avenue for (1) additional architectural and engineering design services and an increase in the early construction package for an elevator and Americans with Disabilities Act improvements in the amount of \$723,556.00 and (2) an increase in the early construction package to add exterior lighting in the amount of \$610,000.00 - Not to exceed \$1,333,556.00, from \$930,303.00 to \$2,263,859.00 - Financing: Fair Park Improvements (C) Fund

Adjourn



Sandy Greyson, Chair  
Quality of Life, Arts & Culture Committee

#### HANDGUN PROHIBITION NOTICE FOR MEETINGS OF GOVERNMENTAL ENTITIES

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

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

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

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

#### 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]

# Quality of Life, Arts & Culture Committee Meeting Record

**Meeting Date:** October 22, 2018

**Convened:** 9:12 AM

**Adjourned:** 11:00 AM

**Members Present:**

Sandy Greyson (Chair)  
Mark Clayton (Vice-Chair)  
Rickey D. Callahan  
Jennifer S. Gates  
Scott Griggs  
B. Adam McGough  
Omar Narvaez

**Members Absent:**

**Council Members Present:**  
Mayor Pro Tem Casey Thomas

**Briefing Presenters**

Kris Sweckard  
*Director, Sustainable Development and  
Construction*

Katherine Seale  
*Chair, Dallas Landmark Commission*

Jennifer Scripps  
*Director, Office of Cultural Affairs*

Joy Bailey-Bryant  
*Vice President, Lord Cultural Resources*

**Staff Present:**

Susan Alvarez; Joy Bailey-Bryant; Casey Burgess; Nikki Christmas; Mark Doty; Benjamin Espino; David Fisher; Anne Marie Gan; Juan Garcia; Cliff Gillespie; Marisa Griffin; Kay Kallos; Emily Worland; Joey Zapata

**Guests:** Cultural Affairs Commissioner; Phillip Collins, Vice Chair

**AGENDA:**

1. **Approval of the October 8, 2018 Minutes**

**Information Only:**

**Action Taken/Committee Recommendation(s):** A motion was made to approve the minutes of October 8, 2018.

**Motion made by:** Mark Clayton

**Motion seconded by:** Omar Narvaez

**Item passed unanimously:**

**Item passed on a divided vote:**

**Item failed unanimously:**

**Item failed on a divided vote:**

2. **Landmark Initiation and Appeals**

**Presenter(s):** Kris Sweckard, Director, Sustainable Development and Construction; Katherine Seale, Chair, Dallas Landmark Commission

**Information Only:**

The Committee was briefed on the Landmark Initiation and Appeals.

**Action Taken/Committee Recommendation(s):**

The Committee discussed:

- Recommendations to increase the number of Landmark Commissioners from 1 to 3
- Including the community in a public comment meeting
- Including community feedback and economic inventive information in the letter of intent
- Increasing the time to file an appeal from 10 to 15 days and give staff 90 days to present to Council rather than 180
- A motion was made to move the recommendations forward to full Council

**Motion made by:** Omar Narvaez

**Motion seconded by:** Scott Griggs

**Item passed unanimously:**

**Item passed on a divided vote:**

**Item failed unanimously:**

**Item failed on a divided vote:**

**3. Dallas Cultural Plan and Updated Cultural Policy**

**Presenter(s):** Jennifer Scripps, Director, Office of Cultural Affairs

**Information Only:**

The Committee was briefed on the Dallas Cultural Plan and Updated Cultural Policy.

**Action Taken/Committee Recommendation(s):**

The Committee discussed:

- How the Dallas arts footprint compares to other cities
- Future sustainable funding and the competitiveness of current ticket pricing
- Plans to measure equity and diversity and how staff would be trained on each
- Plans to address “Cultural Deserts” throughout the City
- A motion was made to move forward to full Council briefing

**Motion made by:** B. Adam McGough

**Motion seconded by:** Sandy Greyson

**Item passed unanimously:**

**Item passed on a divided vote:**

**Item failed unanimously:**

**Item failed on a divided vote:**

**4. Upcoming Agenda Items**

**Presenter(s):**

**Information Only:**

Information about the upcoming items was included in the briefing materials.

**Action Taken/Committee Recommendation(s):**

Upcoming Agenda Items were moved forward to full Council.

**Motion made by:**

**Motion seconded by:**

**Item passed unanimously:**

**Item passed on a divided vote:**

**Item failed unanimously:**

**Item failed on a divided vote:**

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**Councilmember Sandy Greyson**  
Chair

# Memorandum



CITY OF DALLAS

DATE November 21, 2018

TO Honorable Members of the Quality of Life, Arts & Culture Committee: Sandy Greyson (Chair), Mark Clayton (Vice Chair), Rickey D. Callahan, Jennifer S. Gates, Scott Griggs, B. Adam McGough, Omar Narvaez

SUBJECT **Office of Special Events**

On Monday, November 26, 2018, you will be briefed on the Office of Special Events.

The briefing materials are attached for your review.

Please feel free to contact me if you have any questions or concerns.

A handwritten signature in blue ink, appearing to read 'Joey Zapata'.

Joey Zapata  
Assistant City Manager

c: T.C. Broadnax, City Manager  
Chris Caso, City Attorney (I)  
Carol Smith, City Auditor (I)  
Billierae Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Kimberly Bizer Tolbert, Chief of Staff to the City Manager

Majed A. Al-Ghafry, Assistant City Manager  
Jon Fortune, Assistant City Manager  
Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer  
M. Elizabeth Reich, Chief Financial Officer  
Directors and Assistant Directors

# Office of Special Events

Quality of Life Committee

November 26, 2018

John Johnson, Assistant Director  
Convention and Event Services  
City of Dallas



# Briefing Overview

1. Purpose
2. Background
3. Research & Benchmarking
4. Public Input
5. Data Identified Challenges
6. Other Considerations
7. Proposed Operational Improvements/Process Enhancements
8. Additional Items for Consideration
9. Requested Action
10. Appendix



# Purpose

- To brief Council with the data from Office of Special Event's (OSE) public input, research findings, and proposed changes planned to provide additional process improvements and operational efficiency to OSE's permitting.



CITY OF  
DALLAS

**OFFICE OF  
SPECIAL EVENTS**

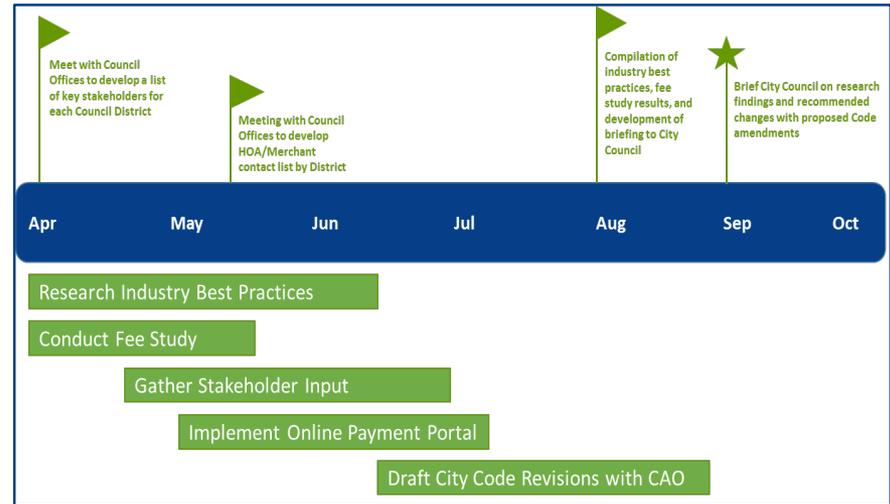


# Background

The Quality of Life, Arts, and Culture Committee was briefed April 9, 2018 on:

- Current OSE permitting authority and functions,
- Known challenges with current operations and City Code,
- Planned operational improvements and process enhancements, and
- Received input and approval to move forward with plan of action.

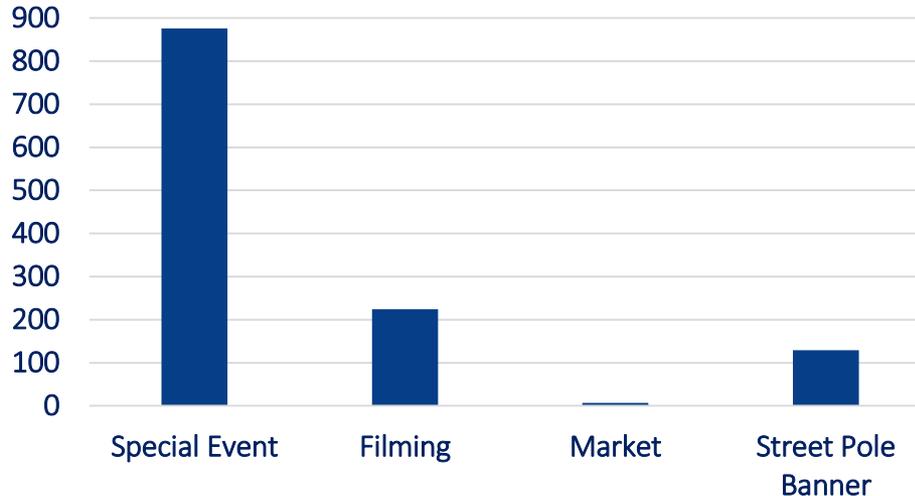
First Amendment activity is not included in the scope of this project



April 9, 2018 Committee Briefing Timeline

# Current OSE Permit Types

## FY17-18 Applications Processed



Total Applications Received for FY2017-18: 1,242



Special Event

71%



Commercial  
Filming

18%



Neighborhood  
Farmers Markets

1%



Street Pole Banner

10%

# Research & Benchmarking

- Since the April committee briefing staff:
  - Completed research
  - Solicited public and client input
  - Reviewed all OSE permitting processes and procedures
  - Developed various operational improvements and process enhancements for permitting
  - Proposed revisions to City Code to address citizen and clients' concerns



# Public Input Survey Summary

- OSE administered surveys using various platforms to the following five groups:
  - Citizens
  - Event Organizers
  - Key Stakeholders (e.g. HOAs)
  - Commercial Filming Applicants
  - Neighborhood Farmers Markets Applicants
- Received 949 total respondents to surveys



# Additional Partner Input Summary

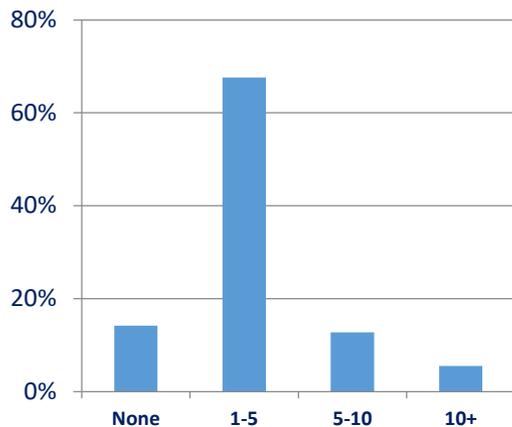
- OSE also conducted surveys, roundtable meetings, and strategic planning sessions with:
- City Departments:
  - Dallas Police Department (DPD)
  - Dallas Fire-Rescue (DFR)
  - Sustainable Development and Construction
  - Economic Development (Dallas Film Commission)
  - Park and Recreation
  - Sanitation Services
  - Transportation
  - Strategic Customer Services
- Partner Agencies
  - DART
  - TxDOT



# Citizen Input Survey Summary

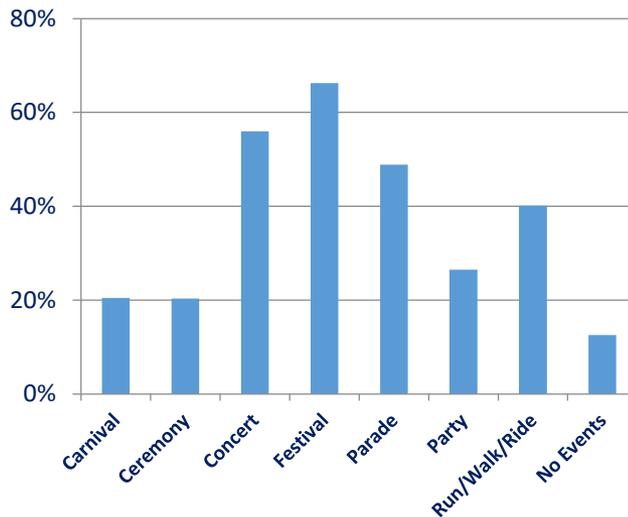
## (Continued)

How many events do you attend annually within Dallas?



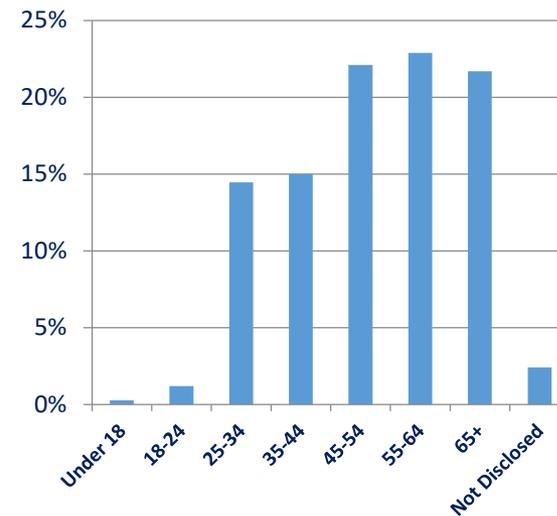
**Most attend 1-5 events annually**

What type(s) of events do you attend?



**Festival is the most popular type**

What is your current age?

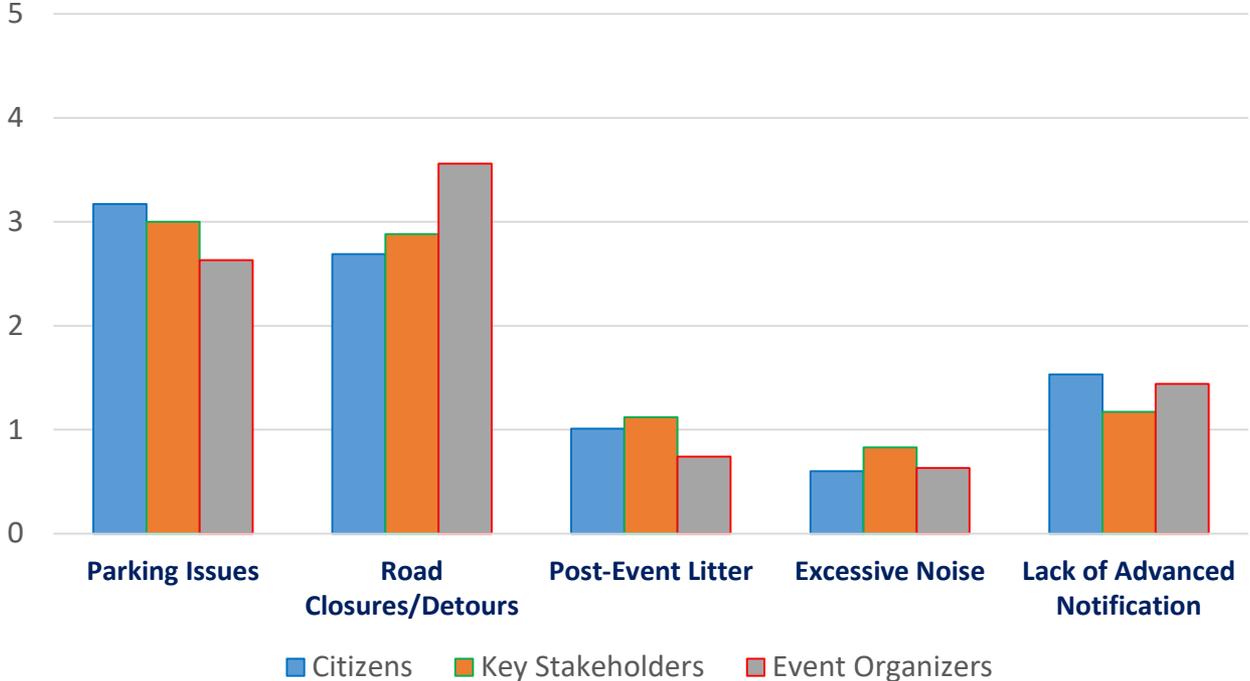


**67% of respondents were 45 or older**



# Data Identified Challenges - Combined

Combined Challenges  
(1 – Least and 5 – Most Challenging)



# Data Identified Challenges

Top 3 challenges identified by survey participants were:

## 1. Parking issues

- Lack of available street parking for residents, excessive times for meter hooding which impacted businesses and patron parking, permitted events with attendance that far exceeds available parking inventory, etc.

## 2. Road closures/detours caused by events

- Illegible and uninformative maps, negative impact on commute caused by street closures, excessive street closures above what is needed, etc.

## 3. Lack of advanced notification

- Current code limited notification requirements to abutting property only, illegible and uninformative maps, no one representing the event to address questions and concerns

# Proposed Operational Improvements

*1. Updated permitting policies and procedures to address identified challenges stemming from special events*

- Parking
- Road closures and detours
- Lack of advanced notification
- Created OSE High Impact Area designation



# Proposed Operational Improvements

## *1. Updated permitting policies and procedures to address identified challenges stemming from special events*

- Updated **parking** requirements, to address the concerns expressed from the public, to include:
  - Parking plan required with application to ensure appropriate parking for expected attendance
  - Limiting times for meter hooding to minimize negative impact
  - Promoting ride share options for attendees
  - Communicate when parking is limited
  - Standardized no parking signage



# Example of Proposed Standard Event Parking Signage

All no parking signage **must** include:

1. Name of special event
2. Date/times of closure
3. Contact information



# Proposed Operational Improvements

## *1. Updated permitting policies and procedures to address identified challenges stemming from special events*

- Created new road closure and detour requirements to help alleviate the challenges expressed by the public, to include:
  - Standardized maps to detail: closures, designated detour routes, crossing points, and rolling closure times
  - Limiting street closures to the minimum time necessary
  - Restricting moving events to least disruptive times
  - Additional restrictions for an OSE High Impact Area designation



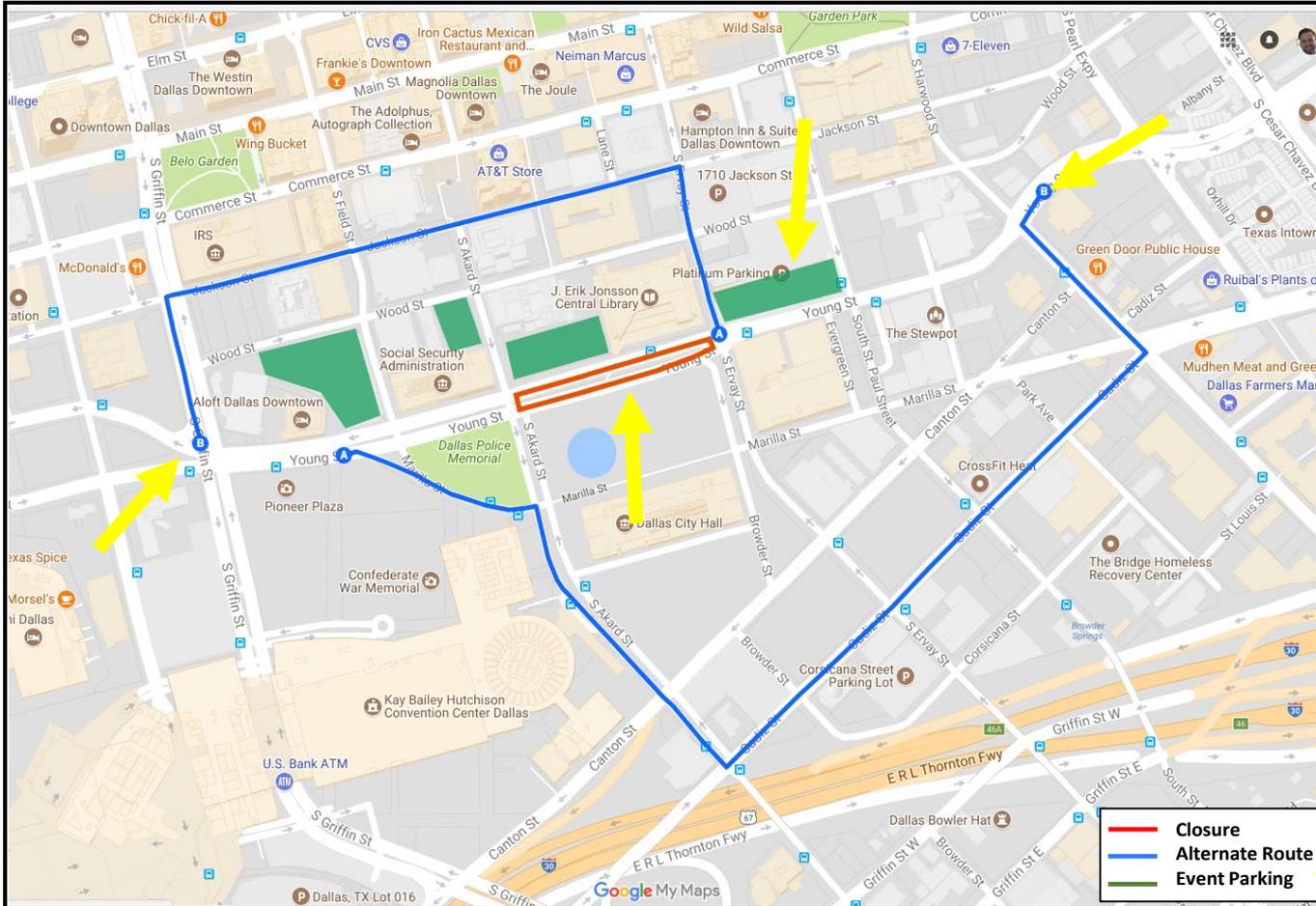
# Proposed Operational Improvements

## *1. Updated permitting policies and procedures to address identified challenges stemming from special events*

- Updated event notification requirements to address the deficiencies communicated by the public, to include:
  - Implementation of a tiered notification system to include all residents and business impacted
  - The use of standardized map details to clearly illustrate closures, alternate routes, crossing points, and available parking for events
  - Designated contact for all event questions and concerns
  - Utilization of new communication platforms
    - *E-mail, social media, mobile mapping applications, etc.*



# Static Event Map Example



**Event**  
**Saturday, July 1, 2018**  
**9:00 am – 5:00 pm**

City Hall Plaza  
1540 Young Street  
Dallas, TX 75201

[www.bigcityevent.com](http://www.bigcityevent.com)

**Road Closures**  
**Saturday, July 1, 2018**  
**7:00 am – 6:00 pm**  
**Young Street - S. Akard to S. Ervay**

**Alternate Routes**  
Eastbound Young – Use Cadiz  
Westbound Young – Use Jackson

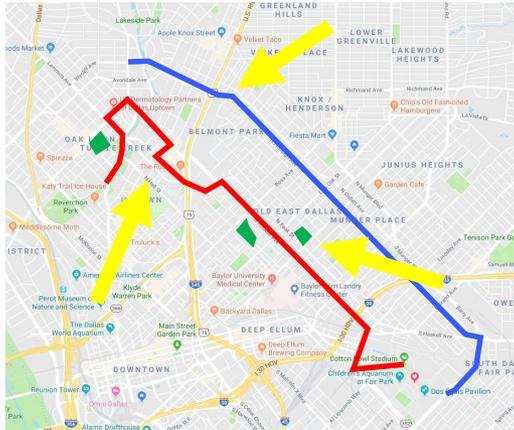
Please contact John Smith at (214) 670-5111 or [jsmith@events.com](mailto:jsmith@events.com) with any questions or for more information.

# Moving Event Map Example

**A Big Event**  
**Saturday, July 1, 2018**  
**9:00 am – 5:00 pm**

[www.bigcityevent.com](http://www.bigcityevent.com)

Please contact John Smith at (214) 670-5111 or [jsmith@events.com](mailto:jsmith@events.com) with any questions or for more information.



- Closure
- Alternate Route
- Event Parking

Street Closed	Portion of Road Closed	From	To	Time Closed	Time Open
Ervasy St	Whole Road	Marilla St	Main St	7:45:20 AM	8:32:30 AM
Main St	Whole Road	St Paul St	Commerce St / Riverfront Blvd	7:45:50 AM	8:42:00 AM
Riverfront Blvd	Northbound Lanes	Reunion Blvd	Continental Ave	7:49:00 AM	8:47:00 AM
Continental Ave	Eastbound Lanes	Riverfront Blvd	N Houston St	7:50:40 AM	8:51:00 AM
N Houston St	Whole Road	Continental Ave	Lamar St	7:52:00 AM	8:52:00 AM
Lamar St	Whole Road	N Houston St	Broom St	7:52:20 AM	8:53:00 AM
Broom St	Whole Road	Lamar St	McKinney Ave	7:52:40 AM	8:56:00 AM
McKinney Ave	Whole Road	Woodall Rodgers Fwy Access Rd	N Akard St	7:53:40 AM	8:57:00 AM
N Akard St	Whole Road	McKinney Ave	Cedar Springs Rd	7:54:00 AM	8:58:00 AM
Cedar Springs Rd	Whole Road	N Akard St	Olive St	7:54:20 AM	8:59:00 AM
Olive St	Whole Road	Cedar Springs Rd	Flora St	7:54:40 AM	9:03:00 AM
Flora St	Whole Road	Olive St	Routh St	7:56:00 AM	9:06:00 AM
Routh St	Westbound Lanes	Flora St	Colby St	7:57:00 AM	9:08:00 AM
Routh St	Whole Road	Colby St	McKinney Ave	7:57:40 AM	9:10:00 AM
Maple St	Whole Road	McKinney Ave	Cedar Springs Rd	7:58:20 AM	9:12:00 AM
Cedar Springs Rd	Northbound Lanes	Maple Ave	Turtle Creek Blvd	7:59:00 AM	9:17:00 AM
Turtle Creek Blvd	Whole Road	Cedar Springs Rd	Lemmon Ave	8:00:40 AM	9:27:00 AM

# Proposed Operational Improvements

## *2. Amendments to Dallas City Code*

### Known problems with current City Code and Administrative Directives

- Chapter 42A – Special Events:
  - Last updated 2005
  - Contained many outdated definitions
  - Current language made enforcement of permit requirements difficult for the City to hold all responsible individual/organizations accountable
  - Required the same 45 day application deadline for all events, regardless of size or complexity
  - Required additional applications for identical events
- Chapter 52A – Neighborhood Farmers Markets:
  - Presented challenges for vendors to qualify
  - Prevented markets on vacant public property
- Language related to OSE permitting functions found in multiple chapters
- Administrative Directives available to staff only, not public

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# Proposed Operational Improvements

## *2. Amendments to Dallas City Code*

- Consolidated:
  - Chapter 29A – Neighborhood Farmers Markets
  - AD 2-46 Commercial Filming
  - Street Pole Banner Regulations
- Into Chapter 42A – Special Events to streamline access to all applicable City Code for all OSE-issued permits



# Proposed Operational Improvements

## 2. Amendments to Dallas City Code

### City Code and Administrative Directives

- Updated and Revised:
  - Chapter 42A – *Special Events*:
    - Strengthened City’s ability to enforce permit requirements
    - Created authority to impose additional restrictions
    - Adjusted application deadlines
    - Expanded accountability for permit holder/applicant
    - Updated triggers and attendance from 75 to 100 people
    - Assuming permitting responsibility for Felix Lozado Gateway/Ronald Kirk Pedestrian special event functions
    - Updated key definitions
  - Chapter 52A – Neighborhood Farmers Markets
    - Addressed barriers and challenges identified with minor revisions



# Proposed Process Enhancements

- Creation of OSE High Impact Areas
  - Areas, Neighborhoods, Streets with a high concentration of filming, special events, and/or areas that impact residents and businesses can be deemed as “High Impact Areas.” Locations within the city that meet the following criteria, may be designed as a Special Event High Impact Area:
    - Having three or more permitted activities occur within the area annually, and
    - Known/documented issues specific to each location, such as:
      - Negative impact to merchants
      - Citizen feedback
      - Limited public parking
      - Construction projects
  - Once designated as an OSE High Impact Area, additional requirements or restrictions may be placed on events planned to occur within the OSE High Impact Area

# Proposed Process Enhancements

## OSE High Impact Areas – Continued

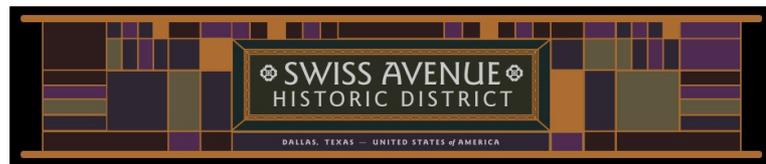
- Reviewed annually by a committee consisting of representatives from:
  - OSE
  - Transportation
  - Public Works
  - Parks and Recreation
  - Dallas Water Utilities
  - DPD
  - DFR
  - Others, as needed
  
- List of Special Event High Impact Areas will be published to OSE's website



# Proposed Process Enhancements

## OSE High Impact Areas – Continued

- Based upon qualifications, historic event information, potential OSE High Impact Areas may include:
  1. Swiss Ave
  2. Bishop Arts District
  3. Houston Street Viaduct
  4. Central Business District
  5. La Bajada Neighborhood
  6. Design District
  7. Turtle Creek
  8. Deep Ellum



# Proposed Operational Improvements

## 3. Adjustment to permitting methodology and fee schedule

### Known problems with current permitting methodology and fee schedule

- Permitting methodology:
  - An inequitable *one size fits all* approach that unfairly penalized smaller events, and incented larger events
  - Limited tiers available for estimated attendance
- Current fee structure:
  - Fees based solely on attendance with minimal tiers
  - Time, resources, and/or complexity was not factored into application processing fees

# Proposed Operational Improvements

## 3. Adjustment to permitting methodology and fee schedule

Deficiencies to the permit structure and fee schedule were corrected by:

- Conducting a fee study with Matrix Consulting
- Aligning application costs to those which require the most time and resources, based upon study
  - Created new special event permit tiers:
    - Simple
    - Moderate
    - Complex
- Developed *a la carte* and discount pricing models for additional permit components

# Proposed Operational Improvements

## 3. Adjustment to permitting methodology and fee schedule

- Current pricing model bases fees strictly on attendance, and does not account for complexity of event

Special Events Fee Study Summary Results		
Fee Type	Current Fee*	Actual Cost
Moving Event – Minor	\$170	\$2,091
Moving Event – Major	\$170	\$5,892
Festival/Concert – No Closure	\$74	\$1,072
Festival/Concert – Street Closure	\$74	\$1,599
Carnival/Ceremony/Party	\$51	\$610



Special Event

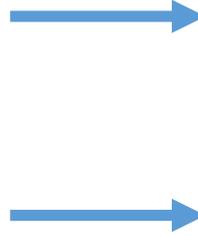
*\*Represents an average fee charged for that specific type of event*

Fee study results factor only the costs for Convention and Event Services’ Office of Special Events. Expenses for all other Departments (DPD, DFR, CODE, Transportation, etc.) involved with permitting were not reflected in the actual costs for services.

# Proposed Process Enhancements

- Utilize new *Base Application Fees* with additional tiers based upon attendance, now offering a Not For Profit Discount:

Current Pricing Model	
Estimated Attendance	Application Fee
75-200	\$30
201-400	\$50
401-800	\$75
801-1,000	\$100
1,001-20,000	\$250
20,001+	\$500



Proposed Pricing Model w/Discount		
Estimated Attendance	Application Fee	Not For Profit Application Fee
100-200	\$50	\$25
201-400	\$75	\$37.50
401-800	\$100	\$50
801-1,000	\$150	\$75
1,001-2,000	\$200	\$100
2,001-4,000	\$300	\$150
4,001-8,000	\$400	\$200
8,001-12,000	\$500	\$250
12,001-20,000	\$600	\$300
20,001+	\$700	\$350

# Proposed Process Enhancements

- Standardized special event permit applications tiers into: simple, moderate, and complex for static and moving events

Closure Category	Proposed Fee	Additional Information
<b>Static Street Closures</b>		
<b>Simple</b>	\$50	1 block only. No intersections closed.
<b>Moderate</b>	\$100	1-3 blocks/intersections.
<b>Complex</b>	\$200	3+ blocks/intersections. Any static closure within a designated OSE High Impact Area
<b>Moving Street Closures</b>		
<b>Simple</b>	\$75	Residential streets only. Entire event is contained on trails.
<b>Moderate</b>	\$150	Any event up to a "5K" event. Any portion of the event includes non-residential streets.
<b>Complex</b>	\$300	Any event larger than a "5K." Any portion of the event utilizes an OSE High Impact Area

# Proposed Process Enhancements

- Institute a new *a la carte fee* structure for ancillary charges:

Item	Current Fee	Proposed Fee	Additional Information
<b>Alcohol Provided</b>	N/A	\$50	Alcohol provided free of charge at the event. No TABC Permit is required.
<b>Alcohol Sold</b>	N/A	\$150	Alcohol is sold to attendees at the event. TABC Permit is required.
<b>Clean Zone</b>	N/A	\$500	Dedicated City resources required to enforce restrictions requested by the event within the Clean Zone.
<b>MHH Bridge Closure</b>	\$5,000	\$5,000	Closing of the Margaret Hunt Hill Bridge. Closures limited to once per quarter.
<b>Late Fee</b>	\$40	\$50	Per day, to a max of 5 days
<b>Change Fee</b>	\$40	\$50	Minor changes requested by the event with minimal impact to the application and its required review.

# Proposed Process Enhancements

## 3. Adjustment to permitting methodology and fee schedule

- Proposed pricing model bases fees on complexity of event

Event	Attendance	Street Closures	Alcohol	Clean Zone	Non Profit	Current Fees	Proposed Fees	Increase (Decrease)
Woody’s Halloween Backlot Party	200	None	Sold	No	No	\$30	\$200	\$170
Santa Clara Family Festival	750	None	No	No	Yes	\$75	\$50	(\$25)
Kessler School PTO	1,500	Yes	No	No	Yes	\$250	\$150	(\$100)
Hot Chocolate 15K Run	14,000	Yes	No	No	Yes	\$250	\$600	\$350
Byron Nelson Event	20,000+	Yes	Yes	Yes	Yes	\$500	\$1,050	\$550

# Proposed Operational Improvements

## 3. Adjustment to permitting methodology and fee schedule



Commercial  
Filming

Commercial Filming Fee Study Summary Results		
Fee Type	Current Fee	Actual Cost
Commercial Filming – Minor	\$50	\$472
Commercial Filming – Major	\$250	\$661
Television Series	\$250	\$2,796

# Proposed Process Enhancements

## 3. Adjustment to permitting methodology and fee schedule

Commercial Filming Proposed Fee Schedule			
Type	Current Fee	Proposed Fee	Information
Base Application Fee	\$50/\$250	\$100	Commercial Filming Application processing fee
Simple Filming	N/A	\$25	Daily fee for: B Roll, unlimited restrictions, no lane/street closures
Moderate Filming	N/A	\$100	Daily fee for: no lane/street closures, maximum of two locations, includes restricting legal parking such as, meter hooding or “no parking” signs.
Complex Filming	N/A	\$150	Daily fee for: filming that requires a closure and/or traffic control plan*. Any: complex scenes, special effects, stunts, car chases, or pyrotechnics
Student Filming	N/A	\$0	No fee with documentation of assignment or proof. Limited to Simple Filming only.
Retroactive B Roll	N/A	\$150	Retroactive permit for ex post facto permitting. Per shot.

*\*Street closures follow same fee schedule for static closures, as detailed on page 29*

# Proposed Operational Improvements

## 3. Adjustment to permitting methodology and fee schedule



Neighborhood  
Markets

Neighborhood Farmers Markets Fee Study Summary Results		
Fee Type	Current Fee	Actual Cost
NFM – 35 Vendors	\$250	\$236
NFM – 70 Vendors	\$350	\$236

Fee study results factor only the costs for Convention and Event Services’ Office of Special Events. Expenses for all other Departments (DPD, DFR, CODE, Transportation, etc.) involved with permitting were not reflected in the actual costs for services.

# Proposed Process Enhancements

## 3. Adjustment to permitting methodology and fee schedule

Neighborhood Farmers Markets Proposed Fee Schedule*		
Type	Proposed Fee	Information
Neighborhood Market	\$100	Base application fee. 50% discount for not-for-profit applicants.
Vendor Participation	\$25	Fee per every 10 vendors – maximum 100 per market.
Alcohol Provided	\$50	TABC permit not required.
Alcohol Sold	\$150	TABC permit required.

*\*Street closures follow same fee schedule as special events, as detailed on page 29*

# Proposed Operational Improvements

## 3. Adjustment to permitting methodology and fee schedule

Street Pole Banner Fee Study Summary Results		
Fee Type	Current Fee	Actual Cost
Application Processing	\$30	\$125
Application Processing – w/Event	\$30	\$125
Per Pole – Discounted w/Event	\$10	\$18
Per Pole – Standard	\$20	\$18



Street Pole Banner

Fee study results factor only the costs for Convention and Event Services’ Office of Special Events. Expenses for all other Departments (DPD, DFR, CODE, Transportation, etc.) involved with permitting were not reflected in the actual costs for services.

# Proposed Process Enhancements

## 3. Adjustment to permitting methodology and fee schedule

Street Pole Banner Proposed Fee Schedule		
Type	Proposed Fee	Information
Base Application	\$100	Base application fee. 50% discount available for not-for-profit.
Per Pole Fee	\$20	Price per pole included within application.

- Permitted special events will receive up to 5 street poles at no charge, included with their base application processing fee.
- Public Improvement Districts (PID) will not be charged a base application processing fee, and will receive up to 10 poles for district identification within the PID at no charge.

# Additional Items for Consideration

## In-Kind Services:

- Special Event In-Kind Services are requested from the City and range from:
  - Equipment - cones, signage, barricades, and delivery/pickup labor
  - Waiving of fees – application fees, meter hooding fees
- Amend Chapter 42A to allow for the future development of a Special Event In-Kind Sponsorship Policy that would govern all Special Event In-Kind Services Requested
- Staff will develop a policy with appropriate City Departments, to include provisions of:
  - Varied levels of City resources as in-kind support, as requested by events
    - Level of support could vary based upon factors, such as, if the:
      - Location of the event is within an area designated as “need” by the City’s Market Value Analysis plan
      - Location of the event is within an area deemed “need” by the City’s Cultural Plan
      - Location of the event is within a Federal Opportunity Zone
      - Other significant factors that are deemed necessary
  - Once developed, the new policy would be briefed to Quality of Life, Arts, and Culture Committee for review and approval.



# Requested Action

Seek feedback and approval on proposed:

1. Process Enhancements
2. Code Amendments
3. Additional Changes

Gain approval for advancement to Council Agenda for final consideration

# Office of Special Events

Quality of Life Committee

November 26, 2018

John Johnson, Assistant Director  
Convention and Event Services  
City of Dallas



# Appendix

1. OSE Permit Types (Current and Proposed)
2. Draft Code Amendments/Revisions
3. Proposed Notification Requirements
4. OSE Fee Study Summary Results
5. Citizen Survey Summary Results
6. Key Stakeholder Survey Summary Results
7. Event Planner/Previous Applicant Survey Summary Results
8. Commercial Filming Survey Summary Results
9. Additional Fee Comparative Analysis Data



# Proposed OSE Permit Types



## Special Event

Temporary gathering, on public and/or private property, exceeds 100 attendees, and includes any of the following:

- 1) closure or restriction of a street or public property;
- 2) sale of food/beverage merchandise;
- 3) a tent (single or cumulative 399+ sq ft);
- 4) temporary stage/band shell/van, portable toilets, bleachers, grandstand;
- 5) a run, walk, ride, or special event parade
- 6) use of City Hall Plaza
- 7) temporary signage;
- 8) a Clean Zone;
- 9) use of City Hall Plaza
- 10) use of the Felix Lozado Gateway/Ronald Kirk Pedestrian



## Commercial Filming

Filming or still photography, including retroactive, and any related activities on real property, buildings, public space.



## Neighborhood Markets

Temporary outdoor marketplace where produce, merchandise, food or other products are distributed, offered for sale or sold directly to consumers by the persons that have raised, grown, made, crafted; estimated number of vendors and attendees does not exceed 1,000



## Street Pole Banner

Banners associated with an approved special event activity or special event permit authorized under Chapter 42A of the Dallas City Code.

# Draft Code Amendments/Consolidations

- Chapter 29A – *Neighborhood Farmers Markets*
- Chapter 42A – *Special Events*



# Proposed Notification Requirements

NOTIFICATION REQUIREMENTS FOR PERMITTED SPECIAL EVENTS							
	NO STREET CLOSURES	STATIC CLOSURE EVENTS			MOVING EVENTS		
		Simple	Moderate	Complex	Simple	Moderate	Complex
Notifications are NOT required for outdoor events with an expected attendance of 250 or fewer people and with no street/lane closures							
Neighborhood/ Residential based events: Notify all owners and occupants of real property abutting the event area and all those impacted by the event a minimum of fifteen (15) days prior to the event date utilizing a minimum of two of the following communication methods: Email distribution list; Electronic notification thru web app. e.g. NextDoor'; Yard signs along the event footprint; Posting in a neighborhood association / PTA / PTO etc. newsletter and /or social media page; Hand delivered; Mailed	X	X	X		X		
Deliver written notice to all owners and occupants of real property abutting the event area and all those impacted by the event a minimum of thirty (30) days prior to the event date (mail, hand delivered, or door hanger)				X		X	X
Deliver written notice to all owners and occupants of real property abutting the event area and all those impacted by the event a minimum of fifteen (15) days prior to the event date (mail, hand delivered, or door hanger). Zone specific communication pieces apply.			X	X		X	X
Direct communication and notification is required via in-person or phone and a follow-up email of all: major employers; multi-family housing; places of worship; and neighborhood associations abutting and impacted by the event.			X	X		X	X
Contact Waze, Google etc. to request street closures be posted.				X		X	X

# Proposed Notification Requirements

(Continued)

NOTIFICATION REQUIREMENTS FOR PERMITTED SPECIAL EVENTS							
	NO STREET CLOSURES	STATIC CLOSURE EVENTS			MOVING EVENTS		
		Simple	Moderate	Complex	Simple	Moderate	Complex
Councilmembers are encouraged to post district specific event details to social media.		X	X	X	X	X	X
Councilmembers are encouraged to distribute district specific event details to stakeholders (from OSE weekly report)				X	-	X	X
Develop targeted (zone specific) communication: Utilize digital neighborhood-based platforms and available databases to communicate street closures specific to neighborhood(s) and business zones impacted.				X	-	-	X
Develop targeted (zone specific) communication: Provide OSE a final communication piece that will be distributed to community stakeholders thru the City Council Office and OSE (available database).				X	-	-	X
OSE to create and distribute a Traffic Advisory				X	-	-	X
OSE to create and distribute a City Hall Announcement for all City Hall Plaza permitted events and all events that impact city hall garage access.	X		X	X	-	X	X
OSE to post event to web calendar - hyperlink to event website for maps, street closures, rerouting etc.	X	X	X	X	X	X	X
Provide communication piece to be distributed by OSE thru the web opt-in database (to be developed)				X	-	-	X
<p><i>The Director will determine the specific communication/notification requirements based on a variety of factors including but not limited to: the event size, date and times of the event, foot-print, anticipated impact, historical knowledge of the event</i></p>							

# OSE Fee Study Summary Results



# Citizen Survey Summary Results



# Key Stakeholder Survey Summary Results



# Event Planner/Previous Applicant Survey Summary Results



# Commercial Filming Survey Summary Results



# Additional Fee Comparative Analysis Data



# Additional Fee Comparative Analysis Data

## Commercial Filming Fee Analysis

### 3. Adjustment to permitting methodology and fee schedule

Film Application	Length (Days)	Type of Shoot	Additional Locations	*Street Closures	Not For Profit	Current Fee	Proposed Fee	Increase (Decrease)
Toyota TMNA	1	Simple	N/A	0	No	\$50	\$125	\$75
Truila Pilot	1	Simple	N/A	0	No	\$250	\$125	(\$125)
WK 39 Mailer	1	Simple	N/A	0	No	\$50	\$125	\$75
Chevy SCR	1	Moderate	0	Meters	No	\$50	\$300	\$250
Toyota CH-R	1	Complex	0	1	No	\$50	\$300	\$250
Queen of the South	2	Complex	0	2	No	\$250	\$500	\$250
NFL Draft	2	Moderate	1	1	No	\$330	\$380	\$50
Heaven	2	Complex	0	3+	No	\$250	\$800	\$550

*\*Street closures follow same fee schedule for static closures, as detailed on page 29*

# Additional Fee Comparative Analysis Data

## Farmers Market Fee Analysis

### 3. Adjustment to permitting methodology and fee schedule

Market Application	Number of Vendors	Current Fee	*Proposed Fee	Increase (Decrease)
Oak Cliff Lion's Club	35	\$250	\$150	(\$100)
Casa Linda Market	70	\$350	\$275	(\$75)
Paul Quinn Market	35	\$250	\$200	(\$50)
St. Michael Farmer's Market	70	\$350	\$225	(\$125)
White Rock Farmer's Market	70	\$350	\$275	(\$75)
Deep Ellum Outdoor Market	30	\$360	\$225	(\$135)

*\*Street closures follow same fee schedule as special events, as detailed on page 29*

# Additional Fee Comparative Analysis Data

## Street Pole Banner Fee Analysis

### 3. Adjustment to permitting methodology and fee schedule

Banner Application	Number of Poles	Current Total Fess	Proposed Total Fees	Increase (Decrease)
O'Reilly Manager's Conference	29	\$0.00	\$680	\$680
State Fair of Texas 2018	328	\$3,310	\$6,560	\$3,250
UTSW 75 <sup>th</sup> Anniversary Celebration	137	\$2,770	\$2,790	\$20
Ultimate Dinosaurs	63	\$1,290	\$1,310	\$20
Uptown 25 <sup>th</sup> Anniversary	25	\$530	\$600	\$70

# Memorandum



CITY OF DALLAS

DATE November 21, 2018

TO Honorable Members of the Quality of Life, Arts & Culture Committee: Sandy Greyson (Chair), Mark Clayton (Vice Chair), Rickey D. Callahan, Jennifer S. Gates, Scott Griggs, B. Adam McGough, Omar Narvaez

SUBJECT **City Council Agenda Meeting Broadcasts on WRR-FM**

WRR-FM Radio, a division of the Office of Cultural Affairs, has been broadcasting classical music since 1964. Out of 67 major stations in the D/FW market, it is the only station broadcasting classical music. As an enterprise fund in the City's budget, WRR supports itself solely through the sale of advertising. The station has made significant improvements in ratings and listenership (see attached information) over the past four years by reducing the amount of talk on the station by:

- Eliminating news and weather reports
- Training announcers to be concise and direct
- Cutting the number of commercial breaks in half
- Eliminating all talk programs except paid programs on Saturday and Sunday mornings

Even though the number of commercial breaks has been reduced, revenue has remained steady as the station has been able to raise its ad rates due to corresponding increases in listenership and ratings.

In order to help continue this growth in listenership, staff is requesting City Council action to discontinue the broadcasts of the two, regular City Council voting agenda meetings on Wednesdays each month. These broadcasts began in 1978 and were authorized by a City Council resolution.

Nielsen radio audience measurement data has shown that our audience numbers decrease during the broadcast of City Council agenda meetings. During the May-July 2018 quarter, the WRR listening audience decreased by 82% during the broadcast, with the average quarter-hour audience (number of individuals tuned in per 15-minute period) dropping from approximately 10,600 to 1,900 listeners.

As you know, public access to the City's open meetings has been enhanced in recent years. Dallas residents can view both live and archived City Council briefing, agenda and committee meetings, as well as board and commission meetings, online at [DallasCityHall.com](http://DallasCityHall.com). Additionally, these meetings are also on Spectrum Channel 95, ATT U-verse Channel 99 and Verizon FIOS Channel 47.

Freeing up the Wednesday blocks of programming will allow WRR to return to regular classical programming, which will lead to increased listenership, increased ratings, and finally, increased revenue for the station. With the Committee's support, staff will prepare a resolution to rescind the 1978 City Council Resolution (78-0309).

Please feel free to contact me if you have any questions or concerns.

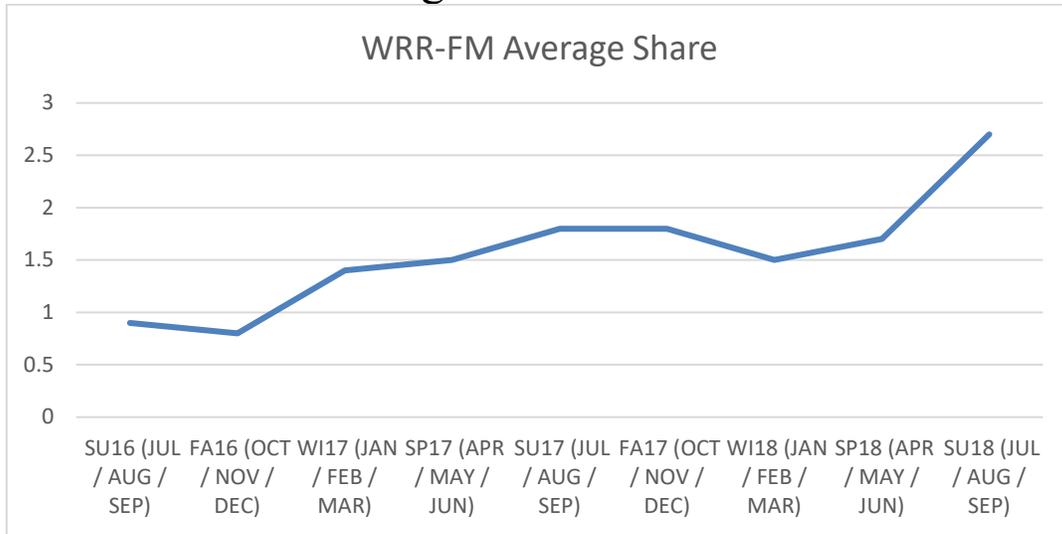
A handwritten signature in blue ink that reads "Joey Zapata".

Joey Zapata  
Assistant City Manager

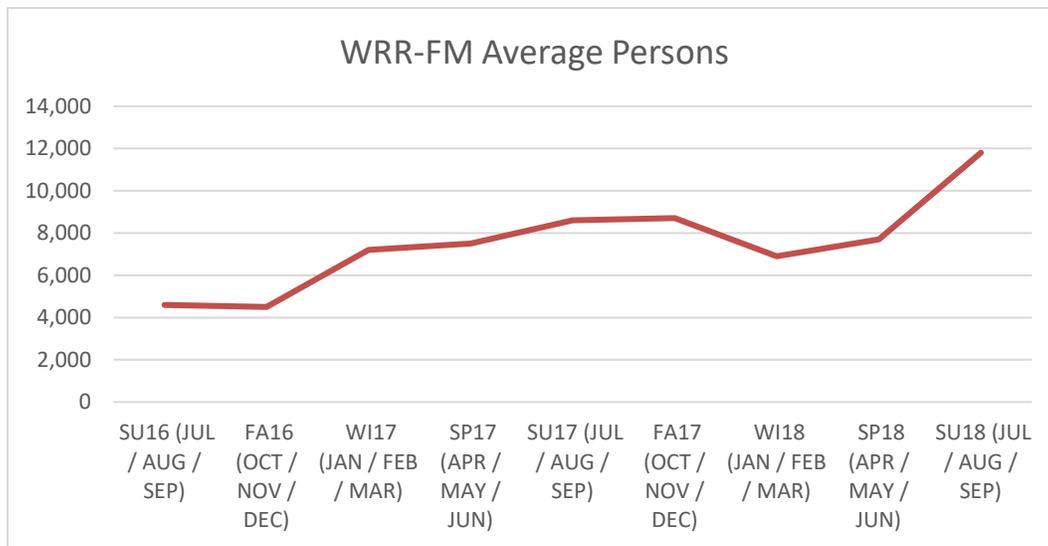
c: T.C. Broadnax, City Manager  
Chris Caso, City Attorney (I)  
Carol Smith, City Auditor (I)  
Biliera Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Kimberly Bizer Tolbert, Chief of Staff to the City Manager

Majed A. Al-Ghafry, Assistant City Manager  
Jon Fortune, Assistant City Manager  
Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer  
M. Elizabeth Reich, Chief Financial Officer  
Directors and Assistant Directors

## WRR Radio Ratings Trends Since Summer 2016

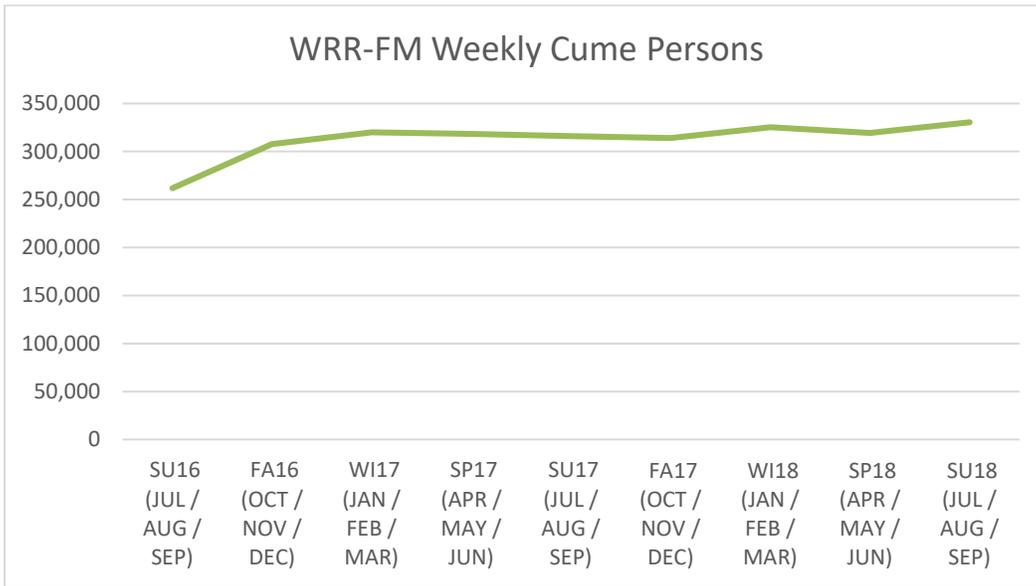


**Average Share** is the percentage of the overall D/FW market's (67 stations) listeners (e.g. 1%, 2.5%) that are tuning in to WRR.

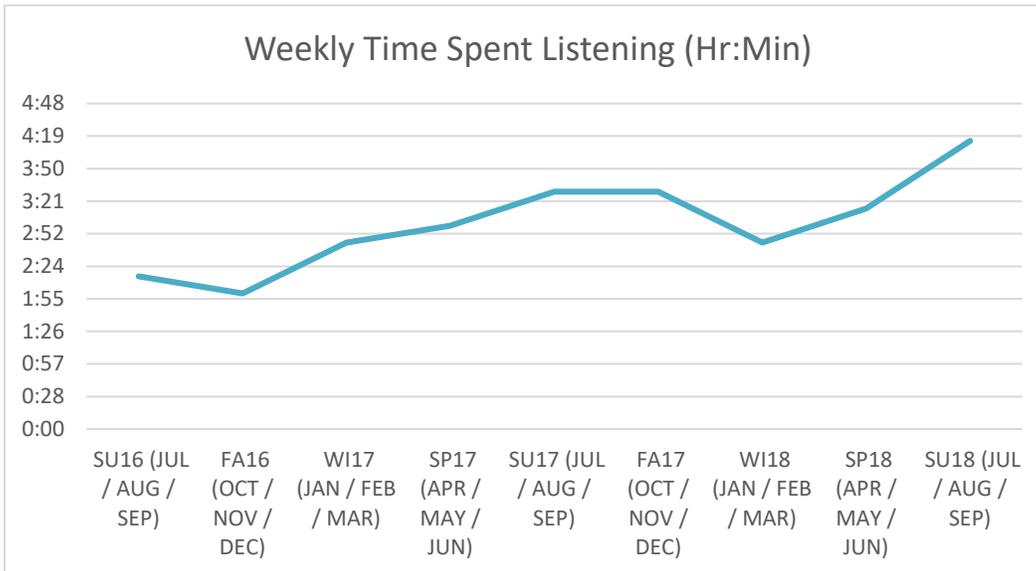


**Average Persons** is the average number of listeners in any one 15-minute segment. For example, in Summer 2018, nearly 12,000 listeners, on average, were listening during any 15-minute segment.

## WRR Radio Ratings Trends Since Summer 2016 (cont.)



**Weekly Cume** is the total number of listeners that tune into the station for at least 15 minutes during the week.



**Weekly Time Spent Listening** is the average amount of time each listener spends listening to the station during the week.

OFFICIAL ACTION OF THE DALLAS CITY COUNCIL

February 1, 1978

78-0309

RADIO COVERAGE OF CITY COUNCIL MEETINGS

The matter of consideration of broadcasting city council meetings on municipal radio station WRR-FM was brought up for further discussion. (A motion made by Councilman Leedom at the January 25 meeting that the city council go on record as favoring WRR-FM carrying the city council meetings was tabled pending receipt of a report from the city manager. A report, council communication 20-8, was prepared by the city manager on January 26, 1978.)

Forrest W. Moore, 9616 Milltrail Drive, chairman of the municipal radio advisory board, appeared and urged the council to allow WRR-FM to continue its classical music format and not require the station to broadcast city council meetings.

Betty Svoboda, 3649 Townsend Drive, appeared to urge the council to broadcast the council meetings.

At the request of Mayor Folsom, Tom Grimes, an employee of KERA TV and KERA-FM, told the council that KERA-FM was broadcasting portions of the council meetings, and was interrupting their regularly scheduled broadcast to carry debates which the station considered of sufficient public interest, but that no plans to broadcast the council meetings gavel to gavel had been discussed.

Councilman Leedom then moved to take the matter off the table and call for a vote on the motion that the council go on record as favoring WRR-FM carrying the city council meetings and instructing the city manager to proceed with plans to implement the broadcast.

Mayor Pro Tem Blackburn moved to postpone any action for a period of ninety days and to instruct the city manager and the municipal radio advisory board to monitor the KERA-FM coverage of city council meetings and to give the city council a report.

ROLL CALL ON MAYOR PRO TEM BLACKBURN'S SUBSTITUTE MOTION:

Aye: Folsom, Blackburn, Hicks, Smith, Bartlett -5  
Nay: Cothrum, Nicol, Leedom, Craft, Walton, Patterson -6

The mayor declared the motion failed.

OFFICIAL ACTION OF THE DALLAS CITY COUNCIL

February 1, 1978  
78-0309 - continued - page

ROLL CALL ON COUNCILMAN LEEDOM'S ORIGINAL MOTION:

Aye: Cothrum, Nicol, Leedom, Craft, Walton, Patterson -6  
Nay: Folsom, Blackburn, Hicks, Smith, Bartlett -5

The mayor declared the motion carried.



ROBERT S. SLOAN  
City Secretary

RSS/gw

*See also 78-0258*



Agenda Information Sheet

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**File #:** 18-1129

**Item #:** 6.

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**STRATEGIC PRIORITY:** Government Performance and Financial Management

**AGENDA DATE:** November 28, 2018

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

**DEPARTMENT:** Department of Human Resources

**EXECUTIVE:** Kimberly Bizer Tolbert

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**SUBJECT**

Authorize a contract with Dallas Area Rapid Transit for the purchase of 289 annual passes in support of the City's clean air initiative - Not to exceed \$221,760.00 - Financing: General Fund (\$161,760.00 to be reimbursed by participating employees)

**BACKGROUND**

The Dallas Area Rapid Transit (DART) annual pass program is designed to increase DART ridership through a reduced fare to program participants. Passes allow unlimited transportation for a full calendar year (7 days per week) on DART bus, rail and commuter rail routes. It is expected to increase the use of public transportation by City employees, thereby decreasing automobile emissions.

Increasing City employees' use of mass transportation is part of the City's clean air strategies. The 2019 program will be effective January 1, 2019 through December 31, 2019.

The DART Pass Program is open to permanent civilian and uniformed Fire employees. Uniformed Police employees already ride free of charge on DART transportation routes. The City will purchase approximately 289 annual bus passes which will be partially reimbursed by participating employees through payroll deductions beginning January 4, 2019 through December 20, 2019. The City's subsidy will not exceed \$60,000.00.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On November 12, 2014, City Council authorized a contract with Dallas Area Rapid Transit for the purchase of 312 annual passes in support of the City's 2015 clean air initiative by Resolution No. 14-1975.

On November 10, 2015, City Council authorized a contract with Dallas Area Rapid Transit for the

purchase of 253 annual passes in support of the City's 2016 clean air initiative by Resolution No. 15-2017.

On November 9, 2016, City Council authorized a contract with Dallas Area Rapid Transit for the purchase of 265 annual passes in support of the City's 2017 clean air initiative by Resolution No. 16-1803.

On October 25, 2017, City Council authorized a contract with Dallas Area Rapid Transit for the purchase of 277 annual passes in support of the City's 2018 clean air initiative by Resolution No. 17-1654.

Information about this item will be provided to the Quality of Life, Arts & Culture Committee on November 26, 2018.

### **FISCAL INFORMATION**

General Fund - \$221,760.00 (to be partially reimbursed by participating employees; employees contribution will be \$161,760.00)

### **OWNER**

#### **Dallas Area Rapid Transit**

Gary Thomas, President and Executive Director



Agenda Information Sheet

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**File #:** 18-1172

**Item #:** 19.

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**STRATEGIC PRIORITY:** Quality of Life  
**AGENDA DATE:** November 28, 2018  
**COUNCIL DISTRICT(S):** 8  
**DEPARTMENT:** Department of Sanitation Services  
**EXECUTIVE:** Joey Zapata

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**SUBJECT**

Authorize **(1)** Supplemental Agreement No. 6 to the professional engineering contract with Biggs & Matthews Environmental, Inc. for engineering and construction management services related to landfill infrastructure improvements, including construction of waste cells 6B.2 and 7; **(2)** to extend the third optional year contract term by an additional six months, from July 1, 2019 to December 31, 2019 to complete additional engineering and construction management tasks; and **(3)** an increase in appropriations in an amount not to exceed \$345,000.00 in the Sanitation Capital Improvement Funds - Not to exceed \$345,000.00, from \$1,785,442.00 to \$2,130,442.00 - Financing: Sanitation Capital Improvement Fund

**BACKGROUND**

The operations at the City's solid waste disposal facilities, which include the McCommas Bluff Landfill, Northeast Transfer Station, Northwest Transfer Station and Southwest Transfer Station, are governed by state issued operational permits. Each permit requires environmental protection, sampling and reporting for air, water and waste, as regulated by the Texas Commission on Environmental Quality (TCEQ).

This two-year contract, with three one-year renewal options (five years total), with Biggs & Mathews Environmental, Inc. (BME), provides the Department of Sanitation Services with environmental technical services, hydrogeology and groundwater monitoring/reporting services, state permit consulting services, engineering and design for landfill waste cell and infrastructure improvements, construction document preparation, and construction management/quality control services.

In June 2013, when the original contract was executed, there was only one waste cell construction planned for year four of the five-year contract term. Due to increased fill volumes, the waste cell planned for year four of the contract was advanced to year three. With continued increased disposal volumes in years three and four, waste cell 6B.2 needed to be advanced forward to year five of this contract, which was not anticipated in June of 2013. Advancing this construction required contract Supplemental Agreement No. 5, which not only authorized the last optional year of the contract, it

also increased the contract scope, funding and contract completion date to allow BME to design, assist with procurement and provide construction management and final state permitting of the new waste cell construction project.

During design of waste cell 6B.2, it was determined that the overall size of the waste cells should be increased to provide greater capacity/operational life and to allow for an optimized operational configuration. The new design added the construction of waste cell 7. Based on the new design of waste cells 6B.2 and 7, the project increased from 26 acres to 52 acres overall, which requires a longer construction timeframe for completion. The construction contract for Waste Cells 6B.2 and 7 was awarded on June 13, 2018 and the estimated completion time for construction is September 2019. Since the award of the construction contract, the McCommas Bluff Landfill has received record rainfall which has led to early project delays. Supplemental Agreement No. 6 will increase the third optional year contract term by six months, from July 1, 2019 to December 31, 2019, and increase funding for BME to provide additional construction management oversight, quality control and final state permitting related to the increased size of the construction project and additional construction completion time.

### **ESTIMATED SCHEDULE OF PROJECT**

Begin Contract Extension Option	July 2019
Complete Contract Extension Option	December 2019

### **PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On June 26, 2013, City Council authorized a 24-month professional engineering contract to Biggs & Mathews Environmental, Inc., with three 12-month renewal options for hydrogeology and groundwater monitoring at McCommas Bluff Landfill, Northeast Transfer Station, Northwest Transfer Station and Southwest Transfer Station and waste cell design and construction oversight at McCommas Bluff Landfill by Resolution No. 13-1082.

On June 10, 2015, City Council authorized Supplemental Agreement No. 2 to Biggs & Mathews Environmental, Inc. to exercise the first of three, 12-month renewal options for hydrogeology and groundwater monitoring at McCommas Bluff Landfill, Northeast Transfer Station, Northwest Transfer Station and Southwest Transfer Station and waste cell design and construction oversight at McCommas Bluff Landfill by Resolution No. 15-1059.

On May 25, 2016, City Council authorized Supplemental Agreement No. 3 to Biggs & Mathews Environmental, Inc. to exercise the second of three, 12-month renewal options to the professional engineering contract for hydrogeology and groundwater monitoring at McCommas Bluff Landfill, Northeast Transfer Station, Northwest Transfer Station and Southwest Transfer Station by Resolution No. 16-0814.

On August 9, 2017, City Council authorized Supplemental Agreement No. 5 to Biggs & Mathews Environmental, Inc. to exercise the third of three, 12-month renewal options to the professional engineering contract for hydrogeology and groundwater monitoring at McCommas Bluff Landfill, Northeast Transfer Station, Northwest Transfer Station and Southwest Transfer Station by Resolution

No. 17-1178.

Information about this item will be provided to the Quality of Life, Arts & Culture Committee on November 26, 2018.

**FISCAL INFORMATION**

Sanitation Capital Improvement Fund - \$345,000.00

Professional Services Contract	\$ 396,040.00
Supplemental Agreement No. 1	\$ 0.00
Supplemental Agreement No. 2	\$ 577,790.00
Supplemental Agreement No. 3	\$ 153,539.00
Supplemental Agreement No. 4	\$ 0.00
Supplemental Agreement No. 5	\$ 636,473.00
Supplemental Agreement No. 6 (this action)	\$ <u>345,000.00</u>
<b>Total</b>	<b>\$2,108,842.00</b>

**M/WBE INFORMATION**

In accordance with the City’s Business Inclusion and Development Plan adopted on October 22, 2008, by Resolution No. 08-2826, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Category	M/WBE Goal	M/WBE %	M/WBE \$
\$345,000.00	Architecture & Engineering	25.66%	25.66%	\$88,530.00
<ul style="list-style-type: none"> <li>• This contract meets the M/WBE goal.</li> <li>• Supplemental Agreement No. 6 - 25.66% Overall M/WBE Participation</li> </ul>				

**OWNER**

**Biggs & Mathews Environmental, Inc.**

Kerry D. Maroney, President  
Michael Snyder, Vice President  
Kenneth J. Welch, Secretary  
Gregg Adams, P.E., Treasurer



Agenda Information Sheet

File #: 18-1273

Item #: 30.

**STRATEGIC PRIORITY:** Quality of Life  
**AGENDA DATE:** November 28, 2018  
**COUNCIL DISTRICT(S):** All  
**DEPARTMENT:** Library  
**EXECUTIVE:** Joey Zapata

**SUBJECT**

Authorize the **(1)** acceptance of a grant from the Institute of Museum and Library Services passed through the Texas State Library and Archives Commission (Grant No. 900976/FAIN No. LS-00-17-0044-17, CFDA No. 45.310) for partial reimbursement of interlibrary loan service's direct costs in an amount not to exceed \$68,749.02, for the period September 1, 2017 through August 31, 2018; **(2)** establishment of appropriations in an amount not to exceed \$68,749.02 in the Interlibrary Loan 17-18 Fund; **(3)** receipt and deposit of grant funds for reimbursement in an amount not to exceed \$68,749.02 in the Interlibrary Loan 17-18 Fund; and **(4)** execution of the grant agreement and all terms, conditions, and documents required by the grant agreement - Not to exceed \$68,749.02 - Financing: Texas State Library and Archives Commission Grant Funds

**BACKGROUND**

Interlibrary Loan (ILL) is a service that allows customers to request materials owned by another library system. Prior to August 31, 2012, when the Texas State Legislature eliminated funding for interlibrary loan services, the Dallas Public Library served as a TexNet Center and received funding for the interlibrary loan service. Since then, the Dallas Public Library has absorbed the cost and continued to provide the service.

The Texas State Library Commission is providing reimbursement payments to Texas public libraries who made interlibrary loan lends in State Fiscal Year 2018. The Dallas Public Library completed 7,489 lends using the Navigator ILL system in State Fiscal Year 2018, and will receive a total payment of \$68,749.02.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On January 28, 2015, City Council authorized the acceptance of a grant from the Texas State Library and Archives Commission (FAIN No. LS-00-13-0044-13, CFDA No. 45.310) for partial reimbursement of interlibrary loan services' direct costs for the period September 1, 2013 through August 31, 2014,

by Resolution No. 15-0170.

On January 13, 2016, City Council authorized the acceptance of a grant from the Texas State Library and Archives Commission (FAIN No. LS-00-14-0044-14, CFDA No. 45.310) for partial reimbursement of interlibrary loan services' direct costs for the period September 1, 2014 through August 31, 2015, by Resolution No. 16-0080.

On January 25, 2017, City Council authorized the acceptance of a grant from the Texas State Library and Archives Commission (FAIN No. LS-00-15-0044-15, CFDA No. 45.310) for partial reimbursement of interlibrary loan services' direct costs for the period September 1, 2015 through August 31, 2016, by Resolution No. 17-0193.

On January 24, 2018, City Council authorized the acceptance of a grant from the Texas State Library and Archives Commission (FAIN No. LS-00-16-0044-16, CFDA No. 45.310) for partial reimbursement of interlibrary loan services' direct costs for the period September 1, 2016 through August 31, 2017, by Resolution No. 18-0196.

Information about this item will be provided to the Quality of Life, Arts and Culture Committee on November 26, 2018.

### **FISCAL INFORMATION**

Texas State Library and Archives Commission Grant Funds - \$68,749.02



Agenda Information Sheet

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**File #:** 18-829

**Item #:** 31.

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**STRATEGIC PRIORITY:** Quality of Life  
**AGENDA DATE:** November 28, 2018  
**COUNCIL DISTRICT(S):** N/A  
**DEPARTMENT:** Office of Cultural Affairs  
**EXECUTIVE:** Joey Zapata

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**SUBJECT**

A resolution **(1)** authorizing the adoption of the Dallas Cultural Plan 2018 as the cultural plan for the City of Dallas; **(2)** authorizing the adoption of a new cultural policy for the City of Dallas; and **(3)** authorizing and establishing the Cultural Projects Funding Program, Cultural Vitality Program, and Community Artist Program to support artist and cultural services in the City of Dallas - Financing: This action has no cost consideration to the City (see Fiscal Information)

**BACKGROUND**

A cultural plan is an inclusive process that engages residents, artists, arts organizations, and other sectors to identify cultural needs, opportunities, and resources. It allows a city to think strategically about how to use its resources to help communities achieve their goals.

The City of Dallas' Cultural Plan was last comprehensively updated in 2002, and given the demographic, economic, and artistic changes in the City, the Office of Cultural Affairs (OCA) sought consultants to lead a cultural planning process. The OCA and our consultants, the Lord Cultural Resources team, engaged local arts and cultural organizations, their leaders and supporters, as well as residents across all neighborhoods, to explore ways to strengthen and improve access to and engage with the City's tremendous cultural assets. Importantly, this plan and the process to formulate it will take into account the objectives and needs of artistic institutions and cultural organizations of all types and sizes, as well as the desires and aspirations of artists and others within the cultural economy.

This yearlong cultural planning effort included in-depth regional, national and international research, engagement across every zip code and district in the city, analysis of City plans and collaboration with Dallas residents, artists, organizations, City staff and leaders. The Lord Cultural Resources team included BC Workshop, HR&A Advisors, and Idyllic Interactive.

Nearly 9,000 Dallas residents have engaged in this process to develop over a hundred initiatives and strategies under these six priorities:

1. **Equity:** Support the broadest range of art forms and creative producers, considering inclusivity, diversity and neighborhood impact to direct resources equitably to artists and organizations.
2. **Diversity:** Celebrate and promote the diversity of Dallas, while striving to improve diversity of programming, staff and organizational leadership across the cultural sector.
3. **Space:** Provide, create and incentivize the creation of spaces and places to encourage and allow arts and culture in Dallas to thrive and grow citywide.
4. **Support for Artists:** Establish a supportive arts ecosystem that nourishes the creative and innovative energy of Dallas artists.
5. **Sustainable arts ecosystem:** Model sustainability to the arts and culture community through OCA's facilities and encourage and support the development of future sustainability in the broader arts and cultural sector.
6. **Communications:** Promote culture as a fundamental driver of the city of Dallas. Ensure awareness at local, national and international levels of Dallas' cultural offerings through enhanced communication.

Based on feedback from City Council during the November 6, 2018 briefing, arts and culture experiences in neighborhoods across the city as key to the vision for the future was brought to the forefront of the Plan. Further updates based on Council direction are the inclusion of new initiatives and plans to increase multilingual communications by cultural producers, to grow the prevalence of City-wide festivals, and to further the recognition of more cultural districts within Dallas.

In addition to the Dallas Cultural Plan 2018, a new Cultural Policy was developed to further guide the work of the Office of Cultural Affairs with respect to cultural equity, cultural funding programs, public art implementation and conservation, facilities management, naming of cultural venues, and other related matters.

The updated Cultural Policy provides that guidelines for the various Cultural Funding Programs will be submitted for review and approval of the City Council. This action will serve to affirm the artistic nature of services to be provided through these various cultural programs and to specify the review and selection process for cultural services. Guidelines for the Cultural Projects Funding Program, Cultural Vitality Program, and Community Artist Program are attached to this Resolution for authorization by the City Council.

### **PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On September 20, 2018, the Cultural Affairs Commission approved recommendations in support of the Dallas Cultural Plan 2018, the Cultural Policy, and the various Cultural Funding Program guidelines.

This item was briefed to the Quality of Life, Arts and Culture Committee on October 22, 2018.

This item was briefed to full City Council on November 6, 2018.

**FISCAL INFORMATION**

This action has no cost consideration to the City. Appropriations for the Cultural Support Programs are established through the annual General Fund budget development process. Each award to a cultural organization or individual artist through the Cultural Projects Funding Program, Cultural Vitality Program, and Community Artist Program is less than \$50,000.00, and is authorized by Administrative Action.



Agenda Information Sheet

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**File #:** 18-880

**Item #:** 32.

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**STRATEGIC PRIORITY:** Quality of Life  
**AGENDA DATE:** November 28, 2018  
**COUNCIL DISTRICT(S):** N/A  
**DEPARTMENT:** Office of Cultural Affairs  
**EXECUTIVE:** Joey Zapata

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**SUBJECT**

An ordinance amending Chapter 2, "Administration," of the Dallas City Code, providing **(1)** that the City Manager is authorized to approve certain contracts with intergovernmental agencies without further city council action; **(2)** clarifying the definition of collectible property to mean property owned by the city that is under the care and control of the Dallas Museum of Art; **(3)** removing WRR radio station from duties of the director of convention and event services; **(4)** renaming the cultural affairs commission to arts and culture advisory commission; **(5)** renaming the arts committee to the public art committee; **(6)** clarifying the definition of public art committee; **(7)** providing that the director of cultural affairs may manage approval of lease or license agreements for use of cultural facilities for short terms not exceeding a year; **(8)** providing that the director of cultural affairs may award cultural funding contracts to cultural organizations and individuals; **(9)** providing that short-term lease and license agreements with small or ethnically and culturally specific nonprofit arts and cultural organizations may be entered into for nominal consideration; and **(10)** providing procurement rules and regulations for cultural services - Financing: No cost consideration to the City

**BACKGROUND**

This ordinance authorizes amendments to Chapter 2 of the Dallas City Code as related to arts and culture provisions. Primary changes are made in support of the *Dallas Cultural Plan 2018* and supporting Cultural Policy. This amendment authorizes a unique procurement process for cultural services, which cannot be effectively procured through a traditional process. The amendment also allows the Director of Cultural Affairs to provide reduced facility use fees for nonprofit arts and cultural organizations that are small or representative of historically underrepresented populations.

The ordinance further authorizes the City Manager to enter into agreements with other governmental agencies for the short-term use of cultural facilities (e.g. school district graduation ceremonies), and for radio station airtime (e.g. Irving Arts Center advertisements).

Additional revisions include clarifying that WRR Radio is under the management of the Office of Cultural Affairs, changing the name of the Cultural Affairs Commission to the Arts and Culture

Advisory Commission, and renaming the Arts Committee to the Public Art Committee.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

Information about this item was presented to the Quality of Life, Arts and Culture Committee on October 22, 2018.

Information about this item was provided to the full City Council on November 6, 2018.

**FISCAL INFORMATION**

No cost consideration to the City.



Agenda Information Sheet

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**File #:** 18-1177

**Item #:** 58.

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**STRATEGIC PRIORITY:** Quality of Life  
**AGENDA DATE:** November 28, 2018  
**COUNCIL DISTRICT(S):** 14  
**DEPARTMENT:** Park & Recreation Department  
**EXECUTIVE:** Willis C. Winters

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**SUBJECT**

Authorize **(1)** a development and maintenance agreement with Lincoln LAG LTD. and HEB Grocery Company, LP for the purpose of constructing the Matilda Trail, an enhanced sidewalk, hike and bike trail, and appurtenances located at East Lovers Lane and Matilda Street; **(2)** the establishment of appropriations in an amount not to exceed \$30,000.00 in the Mowmentum Park Improvement Fund; **(3)** the receipt and deposit of endowment funds in an amount not to exceed \$30,000.00 in the Mowmentum Park Improvement Fund; and **(4)** execution of the development and maintenance agreement - Financing: Revenue: \$30,000.00

**BACKGROUND**

This action will authorize a development and maintenance agreement with the City of Dallas Park and Recreation Department (City) and Lincoln LAG LTD. (Lincoln) and HEB Grocery Company, LP (HEB) for the construction and maintenance of the Matilda Trail as identified in the 2008 Dallas Trail and Network Plan. Lincoln is the owner of property at the southwest corner of East Lovers Lane and Matilda Street and HEB is the tenant of the same property. The trail will be located on Oncor property and partially within abutting public rights-of-way (ROW) adjacent to Matilda Street. Lincoln and HEB will construct the Matilda Trail. Upon acceptance of the improvements by the City, Lincoln and HEB shall make a payment into a maintenance fund in an amount not to exceed \$30,000.00, to fund maintenance of the trail until the beginning of the City's fiscal year in which the trail is accepted by the City.

In 2017, Lincoln submitted a request to abandon a portion of Matilda Street to facilitate the expansion of HEB development of the property in the ROW which consists primarily of parking and landscaping. This agreement is one condition of that abandonment ordinance which requires Lincoln to construct the Matilda Trail as consideration for the waiver of the abandonment fee that would otherwise be required by the City for the abandoned ROW. The ordinance also requires Lincoln to execute a development and maintenance agreement with the City and the Park and Recreation Board. Lincoln desires to assign its obligation for the construction and maintenance of the Matilda Trail to HEB.

The agreement will be subject to the following terms:

1. The term is from execution of the agreement to completion and acceptance of the trail by the City and payment to the City by Lincoln/HEB in an amount not to exceed \$30,000.00 into a maintenance endowment fund.
2. Lincoln desires that HEB undertake its obligations under the abandonment ordinance for as long as HEB maintains its leasehold interest on Lincoln property, including but not limited to, all design and construction costs of the project. City shall not be responsible for any costs for design, development, and construction of the Trail and all project costs shall be the sole responsibility of Lincoln/HEB.
3. HEB is willing to undertake Lincoln's obligations under the abandonment ordinance for as long as HEB maintains its leasehold interest on Lincoln property.
4. Lincoln/HEB shall submit the design to the Park and Recreation Department for review and approval prior to commencement of construction.
5. Lincoln/HEB will manage the design and construction through its own consultants and contractors and will be responsible for all permits and other approvals. All consultants and contractors are required to provide insurance that is consistent with what is required by City consultants and contractors.
6. Upon completion and acceptance of the project by the Director of the Park and Recreation Department, Lincoln/HEB shall pay an amount not to exceed \$30,000.00 into a maintenance endowment fund for maintenance of the trail for the remainder of the fiscal year as enumerated in the agreement.

### **PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On September 30, 2018, the Park and Recreation Board authorized a hike and bike trail license agreement with Oncor for the use of Oncor property for the construction, operation, and maintenance of the Matilda Trail. This action will be processed by a Short Form Resolution.

On November 1, 2018, the Park and Recreation Board authorized a development and maintenance agreement with Lincoln LAG LTD. and HEB Grocery Company, LP.

Information about this item will be provided to the Quality of Life, Arts and Culture Committee on November 26, 2018.

### **FISCAL INFORMATION**

Revenue: \$30,000.00

### **MAP**

Attached



Agenda Information Sheet

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**File #:** 18-1179

**Item #:** 59.

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**STRATEGIC PRIORITY:** Quality of Life  
**AGENDA DATE:** November 28, 2018  
**COUNCIL DISTRICT(S):** 1  
**DEPARTMENT:** Park & Recreation Department  
**EXECUTIVE:** Willis C. Winters

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**SUBJECT**

Authorize a professional services contract with APM & Associates, Inc. for schematic design, design development, construction documents, procurement and construction observation phases for the Martin Weiss Park - Loop Trail Extension to Greenbelt Project located at 1111 Martindell Avenue - Not to exceed \$124,775.00 - Financing: Park and Recreation Facilities (B) Fund (2017 Bond Funds)

**BACKGROUND**

This action will authorize a professional services contract with APM & Associates, Inc. for schematic design, design development, construction documents, procurement and construction observation phases for the Martin Weiss Park - Loop Trail Extension to Greenbelt Project. The 2017 Bond Program included funding for this project.

On May 9, 2018, a Request for Qualifications (RFQ) was issued for Engineering and Landscape Architecture Consulting Services for Park Site Development Projects in the 2017 Bond Program. The Projects included in this RFQ were considered "Simple Projects" which utilize the RFQ only selection process.

**ESTIMATED SCHEDULE OF PROJECT**

Begin Design	December 2018
Complete Design	September 2019
Begin Construction	January 2020
Complete Construction	November 2020

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On November 1, 2018, the Park and Recreation Board authorized a professional services contract with APM & Associates, Inc.

Information about this item will be provided to the Quality of Life, Arts and Culture Committee on November 26, 2018.

**FISCAL INFORMATION**

Park and Recreation Facilities (B) Fund (2017 Bond Funds) - \$124,775.00

**M/WBE INFORMATION**

In accordance with the City’s Business Inclusion and Development Plan adopted on October 22, 2008, by Resolution No. 08-2826, as amended, the M/WBE participation on this contract is as follows:

<b>Contract Amount</b>	<b>Category</b>	<b>M/WBE Goal</b>	<b>M/WBE%</b>	<b>M/WBE \$</b>
\$124,775.00	Architecture & Engineering	25.66%	100.00%	\$124,775.00
• This contract exceeds the M/WBE goal.				

**PROCUREMENT INFORMATION**

In accordance with the City of Dallas Administrative Directive 4-5 procurement guidelines, APM & Associates, Inc. was selected as the most qualified consultant for this project.

**OWNER**

**APM & Associates, Inc.**

Afisu Olamimtan, President

**MAP**

Attached



Agenda Information Sheet

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**File #:** 18-1180

**Item #:** 60.

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**STRATEGIC PRIORITY:** Quality of Life  
**AGENDA DATE:** November 28, 2018  
**COUNCIL DISTRICT(S):** 2  
**DEPARTMENT:** Park & Recreation Department  
**EXECUTIVE:** Willis C. Winters

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**SUBJECT**

Authorize a professional services contract with Pacheco Koch Consulting Engineers, Inc. for schematic design, design development, construction documents, procurement and construction observation phases for Phase 2 of the Dallas City Hall Median Renovations Project along South Akard and South Ervay Streets - Not to exceed \$107,000.00 - Financing: General Fund (see Fiscal Information)

**BACKGROUND**

This action will authorize a professional services contract with Pacheco Koch Consulting Engineers, Inc. in the amount of \$107,000.00 for schematic design, design development, construction documents, and procurement and construction observation phases for Phase 2 of the Dallas City Hall Median Renovations Project along South Akard and South Ervay Streets.

Every five years retail and wholesale water providers are required to submit a water conservation plan to the Texas Commission on Environmental Quality. Since 2005, City Council has adopted Water Conservation Five-Year Strategic Plans that set specific goals and objectives to reduce per capita water use by an average of one percent per year. On June 15, 2016, the 2016 Water Conservation Five-Year Work Plan for the period of FY 2016 through FY 2020 was adopted by Resolution No. 16-1945.

Under the Water Conservation Program, the Water Utilities Department has awarded grant funding for FY 2019 to city departments for conservation focused projects that promote water conservation, such as indoor plumbing upgrades and retrofits and landscape conversions. The Park and Recreation Department was awarded \$107,000.00 to fund Phase 2 of the Dallas City Hall Median Renovations Project along South Akard and South Ervay Streets for the design of the medians for plant materials that are conducive to low water usage requirements. The scope of the project involves replacement of the existing landscaping with a more efficient water-wise landscape (xeriscape) and irrigation system. Phase 1 of the Dallas City Hall Median Renovation Project along Young Street was completed in April 2016.

**ESTIMATED SCHEDULE OF PROJECT**

Begin Design                      January 2019  
Complete Design                August 2019

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On November 1, 2018, the Park and Recreation Board authorized a professional services contract with Pacheco Koch Consulting Engineers, Inc.

Information about this item will be provided to the Quality of Life, Arts and Culture Committee on November 26, 2018.

**FISCAL INFORMATION**

General Fund - \$107,000.00 - (Reimbursed from the Water Utilities Fund)

Under the Water Conservation Program, this project will be reimbursed through the Water Utilities Fund. Future estimated costs include construction based on schematic design for \$318,000.00 beginning in FY 2019-20 and are contingent on grant awards through the Water Conservation Program.

**M/WBE INFORMATION**

In accordance with the City's Business Inclusion and Development Plan adopted on October 22, 2008, by Resolution No. 08-2826, as amended, the M/WBE participation on this contract is as follows:

<b>Contract Amount</b>	<b>Category</b>	<b>M/WBE Goal</b>	<b>M/WBE%</b>	<b>M/WBE \$</b>
\$107,000.00	Architecture & Engineering	25.66%	100.00%	\$107,000.00

This contract exceeds the M/WBE goal.

**PROCUREMENT INFORMATION**

In accordance with City of Dallas Administrative Directive 4-5, procurement guidelines, Pacheco Koch Consulting Engineers, Inc. was selected by the Request for Qualifications process as the most qualified consultant for this project, due to their previous programming, and schematic design work for previous phases of the Dallas City Hall Median Renovations project.

**OWNER**

**Pacheco Koch Consulting Engineers, Inc.**

Chris Jones, Principal

**MAP**

Attached



Agenda Information Sheet

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**File #:** 18-1189

**Item #:** 61.

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**STRATEGIC PRIORITY:** Quality of Life  
**AGENDA DATE:** November 28, 2018  
**COUNCIL DISTRICT(S):** 7  
**DEPARTMENT:** Park & Recreation Department  
**EXECUTIVE:** Willis C. Winters

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**SUBJECT**

Authorize the rejection of the only proposal received for construction of the exterior lighting upgrades for the Music Hall at Fair Park located at 909 1<sup>st</sup> Avenue - Financing: No cost consideration to the City

**BACKGROUND**

This action will authorize the rejection of the only proposal received for solicitation CIZ1768 for construction of the exterior lighting upgrades at the Music Hall at Fair Park. The proposed amount was higher than the allocated funding.

On November 28, 2018, by separate action, the Music Hall exterior lighting is included in the scope of work for Supplemental Agreement No. 1 to the design build contract with Harrison, Walker & Harper, LP for City Council's consideration. The design build firm has provided a price for the scope of work that is within budget.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On February 15, 2018, the Park and Recreation Board authorized a professional services contract with M.E.P. Consulting Engineers, Inc.

On March 28, 2018, City Council authorized a professional services contract with M.E.P. Consulting Engineers, Inc. for lighting design and engineering services for the Music Hall Exterior Lighting Improvements Project at the Music Hall in Fair Park located at 909 First Avenue by Resolution No. 18-0457.

On November 1, 2018, the Park and Recreation Board deferred this item to the November 15, 2018 agenda.

On November 15, 2018, the Park and Recreation Board authorized the rejection of the only proposal.

Information about this item will be provided to the Quality of Life, Arts and Culture Committee on November 26, 2018.

**FISCAL INFORMATION**

No cost consideration to the City.



Agenda Information Sheet

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**File #:** 18-1185

**Item #:** 62.

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**STRATEGIC PRIORITY:** Quality of Life  
**AGENDA DATE:** November 28, 2018  
**COUNCIL DISTRICT(S):** 7  
**DEPARTMENT:** Park & Recreation Department  
**EXECUTIVE:** Willis C. Winters

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**SUBJECT**

Authorize Supplemental Agreement No. 1 to the design-build services contract with Harrison, Walker & Harper, LP. for the design and construction for Fair Park Facility Improvements for additional architectural and engineering design services and an increase in the early construction package for an elevator, Americans with Disabilities Act improvements and to add exterior lighting for the Music Hall located at 909 1st Avenue - Not to exceed \$1,333,556.00, from \$930,303.00 to \$2,263,859.00 - Financing: Fair Park Improvements (C) Fund (2017 Bond Funds)

**BACKGROUND**

On June 27, 2018, City Council authorized a design-build services contract with Harrison, Walker & Harper, LP. for pre-design and pre-construction services, an early construction package, and architectural and engineering services for the design and construction of Fair Park Facility Improvements for the Music Hall located at 909 1st Avenue, African American Museum located at 3536 Grand Avenue and Aquarium Annex located at 1458 1st Avenue, in an amount not to exceed \$930,303.00, by Resolution No. 18-0997. The original contract award included pre-design and pre-construction services and architectural and engineering services for the design and construction of the facility improvements at the Music Hall at Fair Park, African American Museum and Aquarium Annex. The original contract award also included an early construction package for the Music Hall in the amount of \$600,000.00 to address the needs for Americans with Disabilities Act (ADA) items and an ADA accessible elevator.

This action will authorize Supplemental Agreement No. 1 to the design-build contract with Harrison, Walker & Harper, LP. for additional architectural and engineering design services and an increase in the early construction package for an elevator and Americans with Disabilities Act improvements in the amount of \$723,556.00 and an increase in the early construction package to add exterior lighting in the amount of \$610,000.00, for a total amount not to exceed \$1,333,556.00, increasing the contract amount from \$930,303.00 to \$2,263,859.00.

The design-build services contract will continue to assess, prioritize and provide design solutions for the following needs: (1) Music Hall at Fair Park: ADA improvements, water infiltration, roof leaks, new elevator, plumbing line repairs, carpeting and other repairs as identified by the assessment; (2) African American Museum: building sign, water infiltration, stage railing, carpeting, heating, ventilation, and air conditioning (HVAC) system, lighting, security and other repairs as identified by the assessment; (3) Aquarium Annex: exterior wall and window framing, ADA improvements, structural repairs, ceiling repairs, plumbing fixtures, HVAC replacement, fire alarm replacement, security system replacement and other repairs as identified by the assessment.

**ESTIMATED SCHEDULE OF PROJECT**

Begin Construction            January 2019  
Complete Construction        March 2019

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On June 7, 2018, the Park and Recreation Board authorized a design-build services contract with Harrison, Walker & Harper, LP.

Information about this item was provided to the Quality of Life, Arts and Culture Committee on June 25, 2018.

On June 27, 2018, City Council authorized a design-build services contract with Harrison, Walker & Harper, LP. for pre-design and pre-construction services, an early construction package, and architectural and engineering services for the design and construction of Fair Park Facility Improvements for Music Hall located at 909 1st Avenue, African American Museum located at 3536 Grand Avenue and Aquarium Annex located at 1458 1st Avenue by Resolution No. 18-0997.

On November 1, 2018, the Park and Recreation Board deferred this item to the November 15, 2018 agenda.

On November 15, 2018, the Park and Recreation Board authorized Supplemental Agreement No. 1 to the design-build services contract with Harrison, Walker & Harper, LP.

Information about this item will be provided to the Quality of Life, Arts and Culture Committee on November 26, 2018.

**FISCAL INFORMATION**

Fair Park Improvements (C) Fund (2017 Bond Funds) - \$1,333,556.00

Original Design-Build Contract	\$ 930,303.00
Supplemental Agreement No. 1 (this action)	<u>\$1,333,556.00</u>
 Total not to exceed	 \$2,263,859.00

**M/WBE INFORMATION**

In accordance with the City's Business Inclusion and Development Plan adopted on October 22, 2008, by Resolution No. 08-2826, as amended, the M/WBE participation on this contract is as follows:

<b>Contract Amount</b>	<b>Category</b>	<b>M/WBE Goal</b>	<b>M/WBE %</b>	<b>M/WBE \$</b>
\$1,333,556.00	Construction	25.00%	63.55%	\$847,520.00
• This contract exceeds the M/WBE goal.				
• Supplemental Agreement No. 1 - Overall M/WBE participation 44.92%				

**OWNER**

**Harrison, Walker & Harper, LP.**

Jordan Harper, Chief Executive Officer

**MAP**

Attached