

**MAY 15, 2019 CITY COUNCIL BRIEFING AGENDA  
CERTIFICATION**

This certification is given pursuant to Chapter XI, Section 9 of the City Charter for the City Council Briefing Agenda dated May 15, 2019. We hereby certify, as to those contracts, agreements, or other obligations on this Agenda authorized by the City Council for which expenditures of money by the City are required, that all of the money required for those contracts, agreements, and other obligations is in the City treasury to the credit of the fund or funds from which the money is to be drawn, as required and permitted by the City Charter, and that the money is not appropriated for any other purpose.



T.C. Broadnax  
City Manager

5/10/19  
Date

M. Elizabeth Reich  
Elizabeth Reich  
Chief Financial Officer

5-10-19  
Date

RECEIVED

2019 MAY 10 PM 6:16

CITY SECRETARY  
DALLAS, TEXAS

## City of Dallas

1500 Marilla Street  
Dallas, Texas 75201



## COUNCIL BRIEFING AGENDA

May 15, 2019

(For General Information and Rules of Courtesy, Please See Opposite Side.)  
(La Información General Y Reglas De Cortesía Que Deben Observarse  
Durante Las Asambleas Del Consejo Municipal Aparecen En El Lado Opuesto, Favor De Leerlas.)

## General Information

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

If you need interpretation in Spanish language, please contact the City Secretary's Office at 214-670-3738 with a 48 hour advance notice.

Sign interpreters are available upon request with a 48-hour advance notice by calling (214) 670-3738 V/TDD. The City of Dallas is committed to compliance with the Americans with Disabilities Act.

**The Council agenda is available in alternative formats upon request.**

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

## Rules of Courtesy

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

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

"Citizens and other visitors attending City Council meetings shall observe the same rules of propriety, decorum and good conduct applicable to members of the City Council. Any person making personal, impertinent, profane or slanderous remarks or who becomes boisterous while addressing the City Council or while attending the City Council meeting shall be removed from the room if the sergeant-at-arms is so directed by the presiding officer, and the person shall be barred from further audience before the City Council during that session of the City Council. If the presiding officer fails to act, any member of the City Council may move to require enforcement of the rules, and the affirmative vote of a majority of the City Council shall require the presiding officer to act." Section 3.3(c) of the City Council Rules of Procedure.

## Información General

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

Si necesita interpretación en idioma español, por favor comuníquese con la oficina de la Secretaría del Ayuntamiento al 214-670-3738 con notificación de 48 horas antes.

Intérpretes para personas con impedimentos auditivos están disponibles si lo solicita con 48 horas de anticipación llamando al (214) 670-3738 (aparato auditivo V/TDD). La Ciudad de Dallas está comprometida a cumplir con el decreto que protege a las personas con impedimentos, *Americans with Disabilities Act*. **La agenda del Ayuntamiento está disponible en formatos alternos si lo solicita.**

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

## Reglas de Cortesía

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

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

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

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

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

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

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

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

9:00 a.m. Invocation and Pledge of Allegiance 6ES

Special Presentations

Open Microphone Speakers

VOTING AGENDA 6ES

1. 19-656 Approval of Minutes of the April 17, 2019 City Council Meeting
2. 19-657 Consideration of appointments to boards and commissions and the evaluation and duties of board and commission members (List of nominees is available in the City Secretary's Office)

ITEMS FOR INDIVIDUAL CONSIDERATION

**City Secretary's Office**

3. 19-705 Receive the report of the Ad Hoc City Council Canvassing Committee and adopt a resolution and order accepting the canvassing committee's report declaring the results of the May 4, 2019 general election for members of the City Council - Financing: No cost consideration to the City
4. 19-696 An ordinance ordering a runoff election to be held in the City of Dallas, on Saturday, June 8, 2019, for the purpose of electing members of the City Council to represent Places 4, 7, 9, 14 and 15 (Mayor) in which no candidate received a majority of the votes in the general election held Saturday, May 4, 2019 - Financing: No cost consideration to the City (see Fiscal Information)
5. 19-697 A resolution authorizing an increase in the joint election agreement and election services contract between the City of Dallas, Dallas County, and various other jurisdictions within Dallas County, for the conduct of a runoff election to be held Saturday, June 8, 2019 - Not to exceed \$1,460,003.60, from \$670,317.74 to \$2,130,321.34 - Financing: Contingency Reserve Funds (\$1,250,000.00) and General Fund (\$210,003.60)
6. 19-692 A resolution authorizing the Mayor to appoint an Ad Hoc City Council Canvassing Committee to review the returns of the Saturday, June 8, 2019 runoff election, and submit a canvass report to the full City Council on Monday, June 17, 2019 - Financing: No cost consideration to the City

Closed Session

Attorney Briefings (Sec. 551.071 T.O.M.A.)

- Three Expo Events LLC v. City of Dallas, Cause No. 3:16-CV-00513-D; Cause No. 17-10632.
- Freddy Davenport d/b/a Jim's Car Wash et al. v. City of Dallas, et al. Cause No. DC-19-04899.

**BRIEFINGS**

6ES

- A. Office of Homeless Solutions Strategy Update: Inclement Weather Shelters and Track 4 Bond Sites
- B. City Manager's Proposed HUD Consolidated Plan for FY 2019-20 through FY 2023-24 and FY 2019-20 Annual Budget – Council Amendments and Straw Votes
- C. Office of the City Auditor: Audit of VisitDallas
- D. Audit of VisitDallas Report No. A19-006 Update on Corrective Actions

Open Microphone Speakers

6ES

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

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

**EXECUTIVE SESSION NOTICE**

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

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



# City of Dallas

1500 Marilla Street  
Dallas, Texas 75201

## Agenda Information Sheet

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**File #:** 19-656

**Item #:** 1.

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**SUBJECT**

Approval of Minutes of the April 17, 2019 City Council Meeting



Agenda Information Sheet

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**File #:** 19-657

**Item #:** 2.

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**AGENDA DATE:** May 15, 2019

**DEPARTMENT:** City Secretary

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

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**SUBJECT**

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



Agenda Information Sheet

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**File #:** 19-705

**Item #:** 3.

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

**AGENDA DATE:** May 15, 2019

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

**DEPARTMENT:** City Secretary's Office

**EXECUTIVE:** Bilierae Johnson

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**SUBJECT**

Receive the report of the Ad Hoc City Council Canvassing Committee and adopt a resolution and order accepting the canvassing committee's report declaring the results of the May 4, 2019 general election for members of the City Council - Financing: No cost consideration to the City

**BACKGROUND**

Chapter IV, Section 9 of the City Charter provides the City Council shall canvass and certify the results of a city election in accordance with the provisions of the Texas Election Code. Section 67.003(b) of the Texas Election Code provides, "For an election held on the uniform election date in May, the local canvass must occur not later than the 11th day after election day and not earlier than the later of: (1) the third day after election day; (2) the date on which the early voting ballot board has verified and counted all provisional ballots, if a provisional ballot has been cast in the election; or (3) the date on which all timely received ballots cast from addresses outside of the United States are counted, if a ballot to be voted by mail in the election was provided to a person outside of the United States.

The canvassing period falls between Tuesday, May 7, 2019, and Wednesday, May 15, 2019. Canvassing the election results on Wednesday, May 15, 2019, provides assurance that all votes cast are counted/canvassed with no special meeting being required to accept the canvassing committee's report.

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

On February 27, 2019, City Council authorized the appointment of the Ad Hoc City Council Canvassing Committee to review the returns of the May 4, 2019 general election and submit a canvass report to the full City Council on May 15, 2019, by Resolution No. 19-0381.

**FISCAL INFORMATION**

No cost consideration to the City.



Agenda Information Sheet

**File #:** 19-696

**Item #:** 4.

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

**AGENDA DATE:** May 15, 2019

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

**DEPARTMENT:** City Secretary's Office

**EXECUTIVE:** Bilierae Johnson

**SUBJECT**

An ordinance ordering a runoff election to be held in the City of Dallas, on Saturday, June 8, 2019, for the purpose of electing members of the City Council to represent Places 4, 7, 9, 14 and 15 (Mayor) in which no candidate received a majority of the votes in the general election held Saturday, May 4, 2019 - Financing: No cost consideration to the City (see Fiscal Information)

**BACKGROUND**

Chapter IV, Section 11, of the Dallas City Charter states, in part, "If no candidate for a particular office receives a majority of the votes cast for all candidates for that office in the first election, a runoff election for that office is required...." No candidate in Places 4, 7, 9, 14 and 15 (Mayor) received a majority of the votes cast in the general election held Saturday, May 4, 2019; therefore, a runoff election is required to elect council members to represent Places 4, 7, 9, 14 and 15 (Mayor).

Section 2.025(a) of the Texas Election Code provides, in part, that "... a runoff election shall be held not earlier than the 20th or later than the 45th day after the date the final canvass of the main election is completed." In accordance with the joint election contract with the Dallas County Elections Department, June 8, 2019 has been determined as the runoff election date.

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

On February 13, 2019, City Council authorized Ordinance No. 31123, which ordered the general election to be held on Saturday, May 4, 2019, by Resolution No. 19-0295.

**FISCAL INFORMATION**

No cost consideration to the City. This action will require an increase to the joint elections agreement with Dallas County to be paid from Contingency Reserve.

## ORDINANCE NO. \_\_\_\_\_

An ordinance ordering a runoff election to be held in the city of Dallas on June 8, 2019, for the purpose of electing Members of City Council for Places 15, 4, 7, 9 and 14; designating polling places; providing for the use of an electronic voting system for early voting by personal appearance, a computerized voting system for early voting by mail, and electronic and computerized voting systems for voting on election day; permitting only resident qualified voters to vote; providing for early voting; providing for an early voting ballot board to process early voting; providing for notice of the election; and providing an effective date.

WHEREAS, on May 4, 2019, a general election was held for the purpose of electing 15 members to the city council of the city of Dallas, and it appears that no candidate for Places 15 (Mayor), 4, 7, 9 and 14 received sufficient votes to be elected to the city council; Now, Therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DALLAS:

SECTION 1. That a runoff election is ordered to be held in the city of Dallas on Saturday, June 8, 2019, between the hours of 7:00 a.m. and 7:00 p.m., for the purpose of electing five members to the city council of the city of Dallas to be designated as Member of Council, Place 15; Member of Council, Place 4; Member of Council, Place 7; Member of Council, Place 9; and Member of Council, Place 14. Places 15, 4, 7, 9 and 14 on the city council correspond to those districts as designated on the districting plan adopted by Resolution No. 11-2706 on October 5, 2011.

SECTION 2. That the official ballot to be used in the runoff election will be prepared by the city secretary. The two persons who, at the general election, received the first and second highest number of votes cast for candidates for Places 15, 4, 7, 9 and 14, respectively, and who

requested that their names appear on the official ballot, are entitled to have their names on the official ballot as candidates for Places 15, 4, 7, 9 and 14 on the city council. respectively.

SECTION 3. That electronic and computerized voting systems must be used for voting on the runoff election date in compliance with the Texas Election Code, as amended.

SECTION 4. That the manner of conducting the runoff election must be in accordance with the ordinances and charter of the city of Dallas and the laws of the State of Texas applicable to runoff elections. The official ballots, together with other election materials required by the Texas Election Code, as amended, must be printed in both English and Spanish and contain all provisions, markings, and language, as may be required by law.

SECTION 5. That the boundaries of the election precincts in which the election is to be held are defined by Ordinance No. 20231, as amended by Ordinance Nos. 20741, 21350, 21579, 22343, 22693, 23348, 24800, 25696, 27484, 28147, 28937, and 29375. Locations of the polling places in the respective election precincts are as designated in **Exhibit A**, attached to this ordinance, but which locations may be changed by Dallas County, and which changes, if any, are hereby made part of this ordinance by reference and can be found by visiting the Dallas County webpage: <<http://www.dallascountyvotes.org/election-day-information/>> or by contacting:

Dallas County Elections Department  
2377 N. Stemmons Freeway, Suite 820  
Dallas, Texas 75207  
Tel: (214) 819-6389

SECTION 6. That each voter must vote in the precinct in which the voter resides, and only resident qualified voters are entitled to vote.

SECTION 7. That a person qualified to vote and residing in the city of Dallas, but not within any precinct described in Ordinance No. 20231, as amended by Ordinance Nos. 20741, 21350, 21579, 22343, 22693, 23348, 24800, 25696, 27484, 28147, 28937, and 29375, may vote in the precinct nearest the person's residence, and for that purpose the person's residence will be

considered as part of that city election precinct. A person who has registered in a city election precinct, but whose residence is not in the city of Dallas, is not entitled to vote in the election even though the person may own property subject to taxation in the city.

SECTION 8. That early voting personal appearance by will be by the use of an electronic voting system in accordance with the Texas Election Code, as amended. Early voting by mail will be by the use of a computerized voting system in accordance with the Texas Election Code, as amended. Early voting will be conducted at the locations and during the dates and times established by Dallas County, Texas, as reflected in **Exhibit B**, attached to this ordinance, but which locations may be changed by Dallas County, and which changes, if any, are hereby made part of this ordinance by reference and can be found by visiting the Dallas County webpage: <<http://www.dallascountyvotes.org/early-voting-information/>> or by contacting:

Dallas County Elections Department  
2377 N. Stemmons Freeway, Suite 820  
Dallas, Texas 75207  
Tel: (214) 819-6389

SECTION 9. That applications for early voting ballots to be voted by mail must be mailed to the following:

Early Voting Clerk  
Dallas County Elections Department  
2377 N. Stemmons Freeway, Suite 820  
Dallas, TX 75207

Applications for ballots by mail must be received no later than the close of business on Tuesday, May 28, 2019.

SECTION 10. That applications for early voting ballots to be voted by mail may, pursuant to Section 84.007 of the Texas Election Code, be sent to the following email address:

For Dallas County: [evapplications@dallascounty.org](mailto:evapplications@dallascounty.org)

SECTION 11. That the early voting ballots will be processed by an early voting ballot board to be created in accordance with the Texas Election Code, as amended.

SECTION 12. That the mayor or, in the mayor's absence or inability to act, the mayor pro tem, shall give notice of the runoff election by causing the notice to be published in a newspaper within the city and posted on the city's public meeting bulletin board in accordance with applicable state law.

SECTION 13. That this ordinance will take effect immediately from and after its passage and publication in accordance with the provisions of the Dallas City Charter, and it is accordingly so ordained.

APPROVED AS TO FORM:

CHRISTOPHER J. CASO, Interim City Attorney

By \_\_\_\_\_  
Assistant City Attorney

Passed \_\_\_\_\_

# **EXHIBIT A**

## VOTING LOCATIONS ON ELECTION DAY

District	Precinct	Location	Address	City	Zip
1	3032	Hector P. Garcia Middle School-DISD	700 E. 8th St.	Dallas	75203
1	3084	Hector P. Garcia Middle School-DISD	700 E. 8th St.	Dallas	75203
1	3094	Hector P. Garcia Middle School-DISD	700 E. 8th St.	Dallas	75203
1	4035	Academy Of Dallas School	2324 S. Vernon Ave.	Dallas	75224
1	4036	The Union Church	3410 S. Polk St.	Dallas	75224
1	4056	Palabra De Vida	2550 W. Illinois Ave.	Dallas	75233
1	4061	L O Donald Elem School	1218 Phinney Ave.	Dallas	75211
1	4062	Lelia P. Cowart Elementary School	1515 S. Ravinia Dr.	Dallas	75211
1	4063	Elmwood El Buen Samaritano United Methodist Church	1220 Newport Ave.	Dallas	75224
1	4066	Anson Jones Elementary School	3901 Meredith Ave.	Dallas	75211
1	4067	George Peabody Elementary School	3101 Raydell Pl.	Dallas	75211
1	4068	Lida Hooe Elementary School	2419 Gladstone Dr.	Dallas	75211
1	4069	Winnetka Elementary School	1151 S. Edgefield Ave.	Dallas	75208
1	4070	John F. Peeler Elementary School	810 S. Llewellyn Ave.	Dallas	75208
1	4071	Dallas County Sub-Courthouse	410 S. Beckley Ave.	Dallas	75203
1	4073	Preparing The Way Ministries	2442 W. Jefferson Blvd.	Dallas	75211
1	4074	Sunset High School - Annex Bldg.	2021 W. Tenth St.	Dallas	75208
1	4075	John H. Reagan Elementary School	201 N. Adams Ave.	Dallas	75208
1	4076	Stevens Park Elementary School	2615 W. Colorado Blvd.	Dallas	75211
1	4077	Rosemont Elementary School	719 N. Montclair Ave.	Dallas	75208
1	4078	Kidd Springs Recreation Center	711 W. Canty St.	Dallas	75208
1	4079	Kessler Park United Methodist Church	1215 Turner Ave.	Dallas	75208
1	4080	Kidd Springs Recreation Center	711 W. Canty St.	Dallas	75208
1	4113	L O Donald Elem School	1218 Phinney Ave.	Dallas	75211
1	4114	Lelia P. Cowart Elementary School	1515 S. Ravinia Dr.	Dallas	75211
1	4115	Kidd Springs Recreation Center	711 W. Canty St.	Dallas	75208
1	4300	L O Donald Elem School	1218 Phinney Ave.	Dallas	75211
2	1014	Multiple Careers Magnet Center	4528 Rusk Ave.	Dallas	75204
2	1015	Multiple Careers Magnet Center	4528 Rusk Ave.	Dallas	75204
2	1069	Grace United Methodist Church	4105 Junius St.	Dallas	75246
2	1070	Grace United Methodist Church	4105 Junius St.	Dallas	75246
2	1073	Junius Heights Baptist Church	5429 Reiger Ave.	Dallas	75214
2	1074	Samuell Grand Recreation Center	6200 E. Grand Ave.	Dallas	75223
2	1075	Samuell Grand Recreation Center	6200 E. Grand Ave.	Dallas	75223
2	1112	St. Luke Community United Methodist Church	5710 E. R. L. Thornton Frwy.	Dallas	75223
2	1119	St. Luke Community United Methodist Church	5710 E. R. L. Thornton Frwy.	Dallas	75223
2	1120	J.F.K Learning Center	1802 Moser Ave.	Dallas	75206
2	1122	Grace United Methodist Church	4105 Junius St.	Dallas	75246
2	1130	Multiple Careers Magnet Center	4528 Rusk Ave.	Dallas	75204
2	1131	Grace United Methodist Church	4105 Junius St.	Dallas	75246
2	1132	Grace United Methodist Church	4105 Junius St.	Dallas	75246
2	3005	Reverchon Recreation Center	3505 Maple Ave.	Dallas	75219
2	3006	Reverchon Recreation Center	3505 Maple Ave.	Dallas	75219
2	3008	Dallas County Courthouse - Allen	600 Commerce St.	Dallas	75202
2	3010	Exall Park Recreation Center	1355 Adair St.	Dallas	75204
2	3011	Exall Park Recreation Center	1355 Adair St.	Dallas	75201
2	3016	Bill J. Priest Institute	1402 Corinth St.	Dallas	75215
2	3089	Reverchon Recreation Center	3505 Maple Ave.	Dallas	75219
2	3090	St Edwards Catholic Church	4033 Elm St.	Dallas	75226
2	4009	David G. Burnet Elementary School	3200 Kinkaid Dr.	Dallas	75220
2	4010	Stephen Foster Elementary School	3700 Clover Ln.	Dallas	75220
2	4011	Stephen Foster Elementary School	3700 Clover Ln.	Dallas	75220
2	4015	North Park Community Development Corporation	4619 W. University Blvd.	Dallas	75209
2	4016	K. B. Polk Vanguard Center	6911 Victoria Ave.	Dallas	75209
2	4017	Maple Lawn Elementary School	3120 Inwood Rd.	Dallas	75235
2	4018	Maple Lawn Elementary School	3120 Inwood Rd.	Dallas	75235
2	4019	Arlington Park Recreation Center	1505 Record Crossing Rd.	Dallas	75235
2	4020	Maple Lawn Elementary School	3120 Inwood Rd.	Dallas	75235

## VOTING LOCATIONS ON ELECTION DAY

District	Precinct	Location	Address	City	Zip
2	4021	Maple Lawn Elementary School	3120 Inwood Rd.	Dallas	75235
2	4022	Esperanza Medrano Elementary School	2221 Lucas Dr.	Dallas	75219
2	4023	Arlington Park Recreation Center	1505 Record Crossing Rd.	Dallas	75235
2	4032	Reverchon Recreation Center	3505 Maple Ave.	Dallas	75219
2	4086	Grauwlyer Park Recreation Center	7780 Harry Hines Blvd.	Dallas	75235
2	4087	Bachman Therapeutic Recreation Center	2750 Bachman Dr.	Dallas	75220
2	4088	Bachman Therapeutic Recreation Center	2750 Bachman Dr.	Dallas	75220
2	4100	Esperanza Medrano Elementary School	2221 Lucas Dr.	Dallas	75219
2	4102	Reverchon Recreation Center	3505 Maple Ave.	Dallas	75219
2	4103	Reverchon Recreation Center	3505 Maple Ave.	Dallas	75219
2	4104	Reverchon Recreation Center	3505 Maple Ave.	Dallas	75219
2	4105	Reverchon Recreation Center	3505 Maple Ave.	Dallas	75219
2	4118	Grauwlyer Park Recreation Center	7780 Harry Hines Blvd.	Dallas	75235
2	4119	Bachman Therapeutic Recreation Center	2750 Bachman Dr.	Dallas	75220
2	4120	Bachman Therapeutic Recreation Center	2750 Bachman Dr.	Dallas	75220
3	3001	T. W. Browne Middle School	3333 Sprague Rd.	Dallas	75233
3	3002	T. W. Browne Middle School	3333 Sprague Rd.	Dallas	75233
3	3003	T. W. Browne Middle School	3333 Sprague Rd.	Dallas	75233
3	3004	Daniel Webster Elementary School	3815 S. Franklin St.	Dallas	75233
3	3050	H.I. Holland Elementary School @ Lisbon	4203 S. Lancaster Rd.	Dallas	75216
3	3051	Fountain of Living Word Church	2543 E. Ledbetter Dr.	Dallas	75216
3	3053	Thurgood Marshall Recreation Center	5150 Mark Trail Way	Dallas	75232
3	3054	William Hawley Atwell Law Academy	1303 Reynoldston St.	Dallas	75232
3	3055	Adelle Turner Elementary School	5505 S. Polk St.	Dallas	75232
3	3057	T. G. Terry Elementary School	6661 Greenspan Ave.	Dallas	75232
3	3058	St. Paul Lutheran Church	5725 S. Marsalis Ave.	Dallas	75241
3	3059	St. Luke Presbyterian Church	5915 Singing Hills Dr.	Dallas	75241
3	3060	R.L. Thornton Elementary School	6011 Old Ox Rd.	Dallas	75241
3	3063	Ronald E. McNair Elementary School	3150 Bainbridge Ave.	Dallas	75237
3	3077	Park in the Woods Recreation Center	6801 Mountain Creek Pkwy.	Dallas	75249
3	3078	Park in the Woods Recreation Center	6801 Mountain Creek Pkwy.	Dallas	75249
3	3088	Daniel Webster Elementary School	3815 S. Franklin St.	Dallas	75233
3	3092	Thurgood Marshall Recreation Center	5150 Mark Trail Way	Dallas	75232
3	3098	H.I. Holland Elementary School @ Lisbon	4203 S. Lancaster Rd.	Dallas	75216
3	4050	Mountain Creek Library	6102 Mountain Creek Pkwy.	Dallas	75249
3	4052	Bilhartz Elementary School Gym - DUISD	6700 Wandt Dr.	Dallas	75236
3	4053	YWLA at Arnold Middle School	1204 E. Marshall Dr.	Grand Prairie	75051
3	4054	Leslie Stemmons Elementary School	2727 Knoxville St.	Dallas	75211
3	4055	Leslie Stemmons Elementary School	2727 Knoxville St.	Dallas	75211
3	4056	Palabra De Vida	2550 W. Illinois Ave.	Dallas	75233
3	4059	YWLA at Arnold Middle School	1204 E. Marshall Dr.	Grand Prairie	75051
3	4060	Nancy Jane Cochran Elementary School	6000 Keeneland Pkwy.	Dallas	75211
3	4065	Arcadia Park Elementary School	1300 N. Justin Ave.	Dallas	75211
3	4066	Anson Jones Elementary School	3901 Meredith Ave.	Dallas	75211
3	4076	Stevens Park Elementary School	2615 W. Colorado Blvd.	Dallas	75211
3	4090	Leslie Stemmons Elementary School	2727 Knoxville St.	Dallas	75211
3	4093	Leslie Stemmons Elementary School	2727 Knoxville St.	Dallas	75211
3	4111	Leslie Stemmons Elementary School	2727 Knoxville St.	Dallas	75211
3	4112	Leslie Stemmons Elementary School	2727 Knoxville St.	Dallas	75211
3	4113	L O Donald Elementary School	1218 Phinney Ave.	Dallas	75211
4	3033	Greater Mt. Pleasant Baptist Church	1403 Morrell Ave.	Dallas	75203
4	3034	Greater Mt. Pleasant Baptist Church	1403 Morrell Ave.	Dallas	75203
4	3035	F. D. Roosevelt High School	525 Bonnie View Dr.	Dallas	75203
4	3036	F. D. Roosevelt High School	525 Bonnie View Dr.	Dallas	75203
4	3037	The Way, The Truth & The Life Christian Church	1702 S. Denley Dr.	Dallas	75216
4	3038	The Way, The Truth & The Life Christian Church	1702 S. Denley Dr.	Dallas	75216
4	3039	Oliver W. Holmes Middle School	2001 E. Kiest Blvd.	Dallas	75216
4	3040	Good Street Baptist Church	3110 Bonnie View Rd.	Dallas	75216
4	3041	Christ for the Nations Institute Student Center	444 Fawn Ridge Dr.	Dallas	75224

## VOTING LOCATIONS ON ELECTION DAY

District	Precinct	Location	Address	City	Zip
4	3042	John Neely Bryan Elementary School	2001 Deer Path Dr.	Dallas	75216
4	3043	John Neely Bryan Elementary School	2001 Deer Path Dr.	Dallas	75216
4	3044	W. W. Bushman Elementary School	4200 Bonnie View Rd.	Dallas	75216
4	3046	John W. Carpenter Elementary School	2121 Tosca Ln.	Dallas	75224
4	3047	Christ for the Nations Institute Student Center	444 Fawn Ridge Dr.	Dallas	75224
4	3048	Rice Chapel AME Church	4122 S. Marsalis Ave.	Dallas	75216
4	3049	Clara Oliver Annex	4010 Idaho Ave.	Dallas	75216
4	3050	H.I. Holland Elementary School @ Lisbon	4203 S. Lancaster Rd.	Dallas	75216
4	3051	Fountain of Living Word Church	2543 E. Ledbetter Dr.	Dallas	75216
4	3052	Elisha M. Pease Elementary School	2914 Cummings St.	Dallas	75216
4	3056	Mark Twain Vanguard	724 Green Cove Ln.	Dallas	75232
4	3057	T. G. Terry Elementary School	6661 Greenspan Ave.	Dallas	75232
4	3058	St. Paul Lutheran Church	5725 S. Marsalis Ave.	Dallas	75241
4	3072	Tommie Allen Recreation Center	7071 Bonnie View Dr.	Dallas	75241
4	3097	Clara Oliver Annex	4010 Idaho Ave.	Dallas	75216
4	3098	H.I. Holland Elementary School @ Lisbon	4203 S. Lancaster Rd.	Dallas	75216
4	4036	The Union Church	3410 S. Polk St.	Dallas	75224
4	4037	The Union Church	3410 S. Polk St.	Dallas	75224
4	4038	Harrell Budd Elementary School	2121 S. Marsalis Ave.	Dallas	75216
4	4039	Bexar Street Baptist Church	2018 S. Marsalis Ave.	Dallas	75216
4	4040	Roger Q. Mills Elementary School	1515 Lynn Haven Ave.	Dallas	75216
4	4041	Bexar Street Baptist Church	2018 S. Marsalis Ave.	Dallas	75216
4	4043	The Union Church	3410 S. Polk St.	Dallas	75224
4	4044	Clinton P. Russell Elementary School	3031 S. Beckley Ave.	Dallas	75224
4	4046	Clinton P. Russell Elementary School	3031 S. Beckley Ave.	Dallas	75224
4	4047	Boude Storey Middle School	3000 Maryland Ave.	Dallas	75216
4	4048	Clinton P. Russell Elementary School	3031 S. Beckley Ave.	Dallas	75224
4	4057	Kiest Recreation Center	3080 S. Hampton Rd.	Dallas	75224
4	4058	Kiest Recreation Center	3080 S. Hampton Rd.	Dallas	75224
4	4072	Dallas County Sub-Courthouse	410 S. Beckley Ave.	Dallas	75203
4	4107	Harrell Budd Elementary School	2121 S. Marsalis Ave.	Dallas	75216
4	4108	Bexar Street Baptist Church	2018 S. Marsalis Ave.	Dallas	75216
4	4109	Boude Storey Middle School	3000 Maryland Ave.	Dallas	75216
4	4110	Boude Storey Middle School	3000 Maryland Ave.	Dallas	75216
5	1083	Colonial Baptist Church	6459 Scyene Rd.	Dallas	75227
5	1085	Urban Park Elementary School	6901 Military Pkwy.	Dallas	75227
5	1088	Forester Field House	8233 Military Pkwy.	Dallas	75227
5	1090	San Jacinto Elementary School	7900 Hume Dr.	Dallas	75227
5	1091	Annie Webb Blanton School	8915 Greenmound Ave.	Dallas	75227
5	1092	Edward Titche Elementary School	9560 Highfield Dr.	Dallas	75227
5	1094	John Ireland Elementary School	1515 N. Jim Miller Rd.	Dallas	75217
5	1095	Nathaniel Hawthorne Elementary School	7800 Umphress Rd.	Dallas	75217
5	1096	Nathaniel Hawthorne Elementary School	7800 Umphress Rd.	Dallas	75217
5	1097	W. W. Samuell High School	8928 Palisade Dr.	Dallas	75217
5	1098	YMLA at Fred F. Florence Middle School	1625 N. Masters Dr.	Dallas	75217
5	1099	YMLA at Fred F. Florence Middle School	1625 N. Masters Dr.	Dallas	75217
5	1100	E. B. Comstock Middle School	7044 Hodde St.	Dallas	75217
5	1101	Pleasant Grove Branch Library	7310 Lake June Rd.	Dallas	75217
5	1102	B. H. Macon Elementary School	650 Holcomb Rd.	Dallas	75217
5	1103	B. H. Macon Elementary School	650 Holcomb Rd.	Dallas	75217
5	1104	William Anderson Elementary School	620 N. St. Augustine Rd.	Dallas	75217
5	1105	William Anderson Elementary School	620 N. St. Augustine Rd.	Dallas	75217
5	1106	Richard Lagow Elementary School	637 Edgeworth Dr.	Dallas	75217
5	1107	Richard Lagow Elementary School	637 Edgeworth Dr.	Dallas	75217
5	1108	H. Grady Spruce High School	9733 Old Seagoville Rd.	Dallas	75217
5	1109	Sure Foundation Baptist Church	8805 Fireside Dr.	Dallas	75217
5	1110	Richard Lagow Elementary School	637 Edgeworth Dr.	Dallas	75217
5	1113	John Ireland Elementary School	1515 N. Jim Miller Rd.	Dallas	75217

**VOTING LOCATIONS ON ELECTION DAY**

District	Precinct	Location	Address	City	Zip
5	1135	YMLA at Fred F. Florence Middle School	1625 N. Masters Dr.	Dallas	75217
5	3082	W. A. Blair Elementary School	7720 Gayglen Dr.	Dallas	75217
6	2000	Marcus Recreation Center	3003 Northaven Rd.	Dallas	75229
6	2001	Thomas C. Marsh Preparatory Academy	3838 Crown Shore Dr.	Dallas	75244
6	2012	Walnut Hill Recreation Center	10011 Midway Rd.	Dallas	75229
6	2074	Cimarron Park Recreation Center	201 Red River Trl.	Irving	75063
6	2076	Marcus Recreation Center	3003 Northaven Rd.	Dallas	75229
6	4000	Caillet Elementary School	3033 Merrell Rd.	Dallas	75229
6	4001	Caillet Elementary School	3033 Merrell Rd.	Dallas	75229
6	4003	Marcus Recreation Center	3003 Northaven Rd.	Dallas	75229
6	4005	Park Forest Branch Library	3421 Forest Ln.	Dallas	75234
6	4008	David G. Burnet Elementary School	3200 Kinkaid Dr.	Dallas	75220
6	4009	David G. Burnet Elementary School	3200 Kinkaid Dr.	Dallas	75220
6	4010	Stephen Foster Elementary School	3700 Clover Ln.	Dallas	75220
6	4011	Stephen Foster Elementary School	3700 Clover Ln.	Dallas	75220
6	4012	Stephen Foster Elementary School	3700 Clover Ln.	Dallas	75220
6	4013	Stephen Foster Elementary School	3700 Clover Ln.	Dallas	75220
6	4024	L. G. Pinkston High School	2200 Dennison St.	Dallas	75212
6	4025	Victory Cathedral	3407 N. Westmoreland Rd.	Dallas	75212
6	4026	Eladio R. Martinez Learning Center	4500 Bernal Dr.	Dallas	75212
6	4027	Eladio R. Martinez Learning Center	4500 Bernal Dr.	Dallas	75212
6	4028	Victory Cathedral	3407 N. Westmoreland Rd.	Dallas	75212
6	4029	L. G. Pinkston High School	2200 Dennison St.	Dallas	75212
6	4030	L. G. Pinkston High School	2200 Dennison St.	Dallas	75212
6	4031	C. F. Carr Elementary School	1952 Bayside St.	Dallas	75212
6	4033	Dallas Fire Station #1	1901 Irving Blvd.	Dallas	75207
6	4060	Nancy Jane Cochran Elementary School	6000 Keeneland Pkwy.	Dallas	75211
6	4065	Arcadia Park Elementary School	1300 N. Justin Ave.	Dallas	75211
6	4076	Stevens Park Elementary School	2615 W. Colorado Blvd.	Dallas	75211
6	4081	Eladio R. Martinez Learning Center	4500 Bernal Dr.	Dallas	75212
6	4082	Sidney Lanier Expressive Arts Vanguard	1400 Walmsley Ave.	Dallas	75208
6	4083	Sidney Lanier Expressive Arts Vanguard	1400 Walmsley Ave.	Dallas	75208
6	4084	Anita Martinez Recreation Center	3212 N. Winnetka Ave.	Dallas	75212
6	4085	Anita Martinez Recreation Center	3212 N. Winnetka Ave.	Dallas	75212
6	4086	Grauwylar Park Recreation Center	7780 Harry Hines Blvd.	Dallas	75235
6	4087	Bachman Therapeutic Recreation Center	2750 Bachman Dr.	Dallas	75220
6	4094	Park Forest Branch Library	3421 Forest Ln.	Dallas	75234
6	4097	David G. Burnet Elementary School	3200 Kinkaid Dr.	Dallas	75220
6	4098	Stephen Foster Elementary School	3700 Clover Ln.	Dallas	75220
6	4101	L.G. Pinkston High School	2200 Dennison St.	Dallas	75212
6	4117	Arlington Park Recreation Center	1505 Record Crossing Rd.	Dallas	75235
6	4120	Bachman Therapeutic Recreation Center	2750 Bachman Dr.	Dallas	75220
7	1063	George W. Truett Elementary School	1811 Gross Rd.	Dallas	75228
7	1064	George W. Truett Elementary School	1811 Gross Rd.	Dallas	75228
7	1065	George W. Truett Elementary School	1811 Gross Rd.	Dallas	75228
7	1067	George W. Truett Elementary School	1811 Gross Rd.	Dallas	75228
7	1078	Bayles Elementary School	2444 Telegraph Ave.	Dallas	75228
7	1079	S. S. Conner Elementary School	3037 Greenmeadow Dr.	Dallas	75228
7	1080	S. S. Conner Elementary School	3037 Greenmeadow Dr.	Dallas	75228
7	1081	Owenwood Farm & Neighbor Space	1451 John West Rd.	Dallas	75228
7	1082	Colonial Baptist Church	6459 Scyene Rd.	Dallas	75227
7	1083	Colonial Baptist Church	6459 Scyene Rd.	Dallas	75227
7	1084	Edna Rowe Elementary School	4918 Hovenkamp Dr.	Dallas	75227
7	1085	Urban Park Elementary School	6901 Military Pkwy.	Dallas	75227
7	1086	Owenwood Farm & Neighbor Space	1451 John West Rd.	Dallas	75228
7	1087	Skyline High School	7777 Forney Rd.	Dallas	75227
7	1088	Forester Field House	8233 Military Pkwy.	Dallas	75227
7	1089	Forester Field House	8233 Military Pkwy.	Dallas	75227

## VOTING LOCATIONS ON ELECTION DAY

District	Precinct	Location	Address	City	Zip
7	1091	Annie Webb Blanton School	8915 Greenmound Ave.	Dallas	75227
7	1092	Edward Titche Elementary School	9560 Highfield Dr.	Dallas	75227
7	1093	Nueva Vida Life Assembly	10747 Bruton Rd.	Dallas	75217
7	1100	E. B. Comstock Middle School	7044 Hodde St.	Dallas	75217
7	1114	Owenwood Farm & Neighbor Space	1451 John West Rd.	Dallas	75228
7	1119	St. Luke Community United Methodist Church	5710 E. R. L. Thornton Frwy.	Dallas	75223
7	1134	Forester Field House	8233 Military Pkwy.	Dallas	75227
7	1303	George W. Truett Elementary School	1811 Gross Rd.	Dallas	75228
7	3012	Evangelist Temple Church	2627 Dorris St.	Dallas	75215
7	3016	Bill J. Priest Institute	1402 Corinth St.	Dallas	75215
7	3017	Martin Luther King Jr. Learning Center	1817 Warren Ave.	Dallas	75215
7	3018	Park South YMCA	2500 Romine Ave.	Dallas	75215
7	3019	James Madison High School	3000 MLK Blvd.	Dallas	75215
7	3020	Irma Rangel-Young Women's Leadership School	1718 Robert B. Cullum Blvd.	Dallas	75210
7	3021	Irma Rangel-Young Women's Leadership School	1718 Robert B. Cullum Blvd.	Dallas	75210
7	3022	Irma Rangel-Young Women's Leadership School	1718 Robert B. Cullum Blvd.	Dallas	75210
7	3023	James Madison High School	3000 MLK Blvd.	Dallas	75215
7	3024	Mt. Horeb Baptist Church	3306 Carpenter Ave.	Dallas	75215
7	3025	Mt. Horeb Baptist Church	3306 Carpenter Ave.	Dallas	75215
7	3026	St. Paul Baptist Church	1600 Pear St.	Dallas	75215
7	3027	Lincoln High School - CHM	2826 Elsie Faye Heggins St.	Dallas	75215
7	3028	Evangelist Temple Church	2627 Dorris St.	Dallas	75215
7	3029	Evangelist Temple Church	2627 Dorris St.	Dallas	75215
7	3045	Gethsemane Missionary Baptist Church	4600 Solar Ln.	Dallas	75216
7	3090	St. Edwards Catholic Church	4033 Elm St.	Dallas	75226
8	1100	E. B. Comstock Middle School	7044 Hodde St.	Dallas	75217
8	1108	H. Grady Spruce High School	9733 Old Seagoville Rd.	Dallas	75217
8	1109	Sure Foundation Baptist Church	8805 Fireside Dr.	Dallas	75217
8	1111	Sure Foundation Baptist Church	8805 Fireside Dr.	Dallas	75217
8	1124	Sure Foundation Baptist Church	8805 Fireside Dr.	Dallas	75217
8	1136	Richard Lagow Elementary School	637 Edgeworth Dr.	Dallas	75217
8	3013	Kleberg-Rylie Recreation Center	1515 Edd Rd.	Dallas	75253
8	3014	Kleberg-Rylie Recreation Center	1515 Edd Rd.	Dallas	75253
8	3015	Kleberg-Rylie Recreation Center	1515 Edd Rd.	Dallas	75253
8	3031	Kleberg-Rylie Recreation Center	1515 Edd Rd.	Dallas	75253
8	3053	Thurgood Marshall Recreation Center	5150 Mark Trail Way	Dallas	75232
8	3061	BOMLA @ A. Maceo Smith	3030 Stag Rd.	Dallas	75241
8	3062	J. N. Ervin Elementary School	3722 Black Oak Dr.	Dallas	75241
8	3063	Ronald E. McNair Elementary School	3150 Bainbridge Ave.	Dallas	75237
8	3064	Friendship West Baptist Church	2020 W. Wheatland Rd.	Dallas	75232
8	3065	Umphrey Lee Elementary School	7808 Racine Dr.	Dallas	75232
8	3066	Martin Weiss Elementary School	8601 Willoughby Blvd.	Dallas	75232
8	3067	Friendship West Baptist Church	2020 W. Wheatland Rd.	Dallas	75232
8	3068	Singing Hills Recreation Center	1909 Crouch Rd.	Dallas	75241
8	3069	Cornerstone Community Church	2817 Cherry Valley Blvd.	Dallas	75241
8	3070	Tommie Allen Recreation Center	7071 Bonnie View Rd.	Dallas	75241
8	3071	Highland Hills United Methodist Church	3800 Simpson Stuart Rd.	Dallas	75241
8	3072	Tommie Allen Recreation Center	7071 Bonnie View Rd.	Dallas	75241
8	3073	Tommie Allen Recreation Center	7071 Bonnie View Rd.	Dallas	75241
8	3074	Friendship West Baptist Church	2020 W. Wheatland Rd.	Dallas	75232
8	3075	Cornerstone Community Church	2817 Cherry Valley Blvd.	Dallas	75241
8	3079	Kleberg-Rylie Recreation Center	1515 Edd Rd.	Dallas	75253
8	3080	Kleberg-Rylie Recreation Center	1515 Edd Rd.	Dallas	75253
8	3082	W. A. Blair Elementary School	7720 Gayglen Dr.	Dallas	75217
8	3083	Kleberg-Rylie Recreation Center	1515 Edd Rd.	Dallas	75253
8	3093	Kleberg-Rylie Recreation Center	1515 Edd Rd.	Dallas	75253
8	3099	Cornerstone Community Church	2817 Cherry Valley Blvd.	Dallas	75241
9	1000	Dan D. Rogers Elementary School	5314 Abrams Rd.	Dallas	75214

## VOTING LOCATIONS ON ELECTION DAY

District	Precinct	Location	Address	City	Zip
9	1045	Highland Meadows Elementary School	8939 Whitewing Ln.	Dallas	75238
9	1047	Martha T. Reilly Elementary	11230 Lippitt Ave.	Dallas	75218
9	1048	Martha T. Reilly Elementary	11230 Lippitt Ave.	Dallas	75218
9	1051	Alex Sanger Elementary School	8410 San Leandro Dr.	Dallas	75218
9	1052	Lochwood Branch Library	11221 Lochwood Blvd.	Dallas	75218
9	1054	Casa View Elementary School	2100 N. Farola Dr.	Dallas	75228
9	1055	Casa View Elementary School	2100 N. Farola Dr.	Dallas	75228
9	1056	Charles A. Gill Elementary School	10910 Ferguson Rd.	Dallas	75228
9	1057	St. Pius X Church Parish	3030 Gus Thomasson Rd.	Dallas	75228
9	1058	Bryan Adams High School	2101 Millmar Dr.	Dallas	75228
9	1059	Reinhardt Elementary School	10122 Losa Dr.	Dallas	75218
9	1060	Alex Sanger Elementary School	8410 San Leandro Dr.	Dallas	75218
9	1061	W.H. Gaston Middle School	9565 Mercer Dr.	Dallas	75228
9	1062	Edwin J. Kiest Elementary School	2611 Healey Dr.	Dallas	75228
9	1068	Charles A. Gill Elementary School	10910 Ferguson Rd.	Dallas	75228
9	1078	Bayles Elementary School	2444 Telegraph Ave.	Dallas	75228
9	1079	S. S. Conner Elementary School	3037 Greenmeadow Dr.	Dallas	75228
9	1115	St. Pius X Church Parish	3030 Gus Thomasson Rd.	Dallas	75228
9	1116	Edwin J. Kiest Elementary School	2611 Healey Dr.	Dallas	75228
9	1121	Living Waters Church of God	11110 Shiloh Rd.	Dallas	75228
9	1125	Living Waters Church of God	11110 Shiloh Rd.	Dallas	75228
9	1133	Alex Sanger Elementary School	8410 San Leandro Dr.	Dallas	75218
9	1137	Edwin J. Kiest Elementary School	2611 Healey Dr.	Dallas	75228
9	1300	Charles A. Gill Elementary School	10910 Ferguson Rd.	Dallas	75228
9	2036	Zion Lutheran Church	6121 E. Lovers Ln.	Dallas	75214
9	2065	Victor Hexter Elementary School	9720 Waterview Rd.	Dallas	75218
9	2067	L. L. Hotchkiss Elementary School	6929 Town North Dr.	Dallas	75231
9	2068	Dan D. Rogers Elementary School	5314 Abrams Rd.	Dallas	75214
9	2069	Ridgewood Recreation Center	6818 Fisher Rd.	Dallas	75214
9	2070	Northridge Presbyterian Church	6920 Bob-O-Link Dr.	Dallas	75214
9	2071	Lakewood Elementary School	3000 Hillbrook St.	Dallas	75214
9	2072	Northridge Presbyterian Church	6920 Bob-O-Link Dr.	Dallas	75214
9	2073	John S. Armstrong	3600 Cornell.	Dallas	75205
9	3701	Charles A. Gill Elementary School	10910 Ferguson Rd.	Dallas	75228
10	1003	Hamilton Park Pacesetter	8301 Towns St.	Dallas	75243
10	1004	Forest Meadow Junior High School	9373 Whitehurst Dr.	Dallas	75243
10	1005	New Mount Zion Baptist Church	9550 Shepherd Rd.	Dallas	75243
10	1006	Forest Meadow Junior High School	9373 Whitehurst Dr.	Dallas	75243
10	1007	Lee McShan Jr. Elementary School	8307 Meadow Rd.	Dallas	75231
10	1026	LeCroy Center @ Richland	9596 Walnut St.	Dallas	75243
10	1027	Audelia Creek Elementary School	12600 Audelia Rd.	Dallas	75243
10	1028	Audelia Creek Elementary School	12600 Audelia Rd.	Dallas	75243
10	1029	LeCroy Center @ Richland	9596 Walnut St.	Dallas	75243
10	1030	A.M. Aikin Elementary School	12300 Pleasant Valley Dr.	Dallas	75243
10	1038	A.M. Aikin Elementary School	12300 Pleasant Valley Dr.	Dallas	75243
10	1039	Lake Highlands High School	9449 Church Rd.	Dallas	75238
10	1040	Dallas Fire Station #57	10801 Audelia Rd.	Dallas	75238
10	1041	Dallas Fire Station #57	10801 Audelia Rd.	Dallas	75238
10	1042	A. M. Aikin Elementary School	12300 Pleasant Valley Dr.	Dallas	75243
10	1043	Skyview Elementary School	9229 Meadowknoll Dr.	Dallas	75243
10	1044	Lake Highlands High School	9449 Church Rd.	Dallas	75238
10	1045	Highland Meadows Elementary School	8939 Whitewing Ln.	Dallas	75238
10	1046	Highland Meadows Elementary School	8939 Whitewing Ln.	Dallas	75238
10	1049	Merriman Park Elementary School	7101 Winedale Dr.	Dallas	75231
10	1128	Lake Highlands High School	9449 Church Rd.	Dallas	75238
10	1129	Highland Meadows Elementary School	8939 Whitewing Ln.	Dallas	75238
10	2020	Arthur Kramer Elementary School	7131 Midbury Dr.	Dallas	75230
10	2059	Northlake Elementary School - Richardson ISD	10059 Ravensway Dr.	Dallas	75238

## VOTING LOCATIONS ON ELECTION DAY

District	Precinct	Location	Address	City	Zip
10	2060	Northlake Elementary School - Richardson ISD	10059 Ravensway Dr.	Dallas	75238
10	2061	Lake Highlands Elementary School	9501 Ferndale Rd.	Dallas	75238
10	2062	Lake Highlands Junior High School	10301 Walnut Hill Ln.	Dallas	75238
10	2063	Lake Highlands Junior High School	10301 Walnut Hill Ln.	Dallas	75238
10	2064	Highland Meadows Elementary School	8939 Whitewing Ln.	Dallas	75238
10	2066	Lake Highlands N. Recreation Center	9940 White Rock Trail	Dallas	75238
11	1003	Hamilton Park Pacesetter	8301 Towns St.	Dallas	75243
11	1010	Lee McShan Jr. Elementary School	8307 Meadow Rd.	Dallas	75231
11	1029	LeCroy Center @ Richland	9596 Walnut St.	Dallas	75243
11	1032	Northwood Hills Elementary School	14532 Meandering Way	Dallas	75254
11	1033	Northwood Hills Elementary School	14532 Meandering Way	Dallas	75254
11	1035	RISD Academy	13630 Coit Rd.	Dallas	75240
11	1036	RISD Academy	13630 Coit Rd.	Dallas	75240
11	1037	RISD Academy	13630 Coit Rd.	Dallas	75240
11	1127	RISD Academy	13630 Coit Rd.	Dallas	75240
11	2016	Unity Church of Dallas	6525 Forest Ln.	Dallas	75230
11	2017	Unity Church of Dallas	6525 Forest Ln.	Dallas	75230
11	2019	George B. Dealey Vanguard	6501 Royal Ln.	Dallas	75230
11	2020	Arthur Kramer Elementary School	7131 Midbury Dr.	Dallas	75230
11	2022	George B. Dealey Vanguard	6501 Royal Ln.	Dallas	75230
11	2023	Benjamin Franklin Middle School	6920 Meadow Rd.	Dallas	75230
11	2024	Benjamin Franklin Middle School	6920 Meadow Rd.	Dallas	75230
11	2041	Brentfield Primary School	6767 Brentfield Dr.	Dallas	75248
11	2048	Dallas Fire Station #7	6010 Davenport Rd.	Dallas	75248
11	2049	Prestonwood Elementary School	6525 La Cosa Dr.	Dallas	75248
11	2050	Prestonwood Elementary School	6525 La Dr.	Dallas	75248
11	2051	Spring Creek Elementary - Richardson ISD	7667 Round Rock Rd.	Dallas	75248
11	2052	Northwood Hills Elementary School	14532 Meandering Way	Dallas	75254
11	2053	Anne Frank Elementary School	5201 Celestial Rd.	Dallas	75254
11	2054	Anne Frank Elementary School	5201 Celestial Rd.	Dallas	75254
11	2055	Anne Frank Elementary School	5201 Celestial Rd.	Dallas	75254
11	2056	King of Glory Lutheran Church	6411 LBJ Freeway	Dallas	75240
11	2057	Northwood Hills Elementary School	14532 Meandering Way	Dallas	75254
11	2058	Park Central Baptist Church	7777 LBJ Freeway	Dallas	75251
11	2079	Anne Frank Elementary School	5201 Celestial Rd.	Dallas	75254
12	24	Haggar Elementary School	17820 Campbell Rd.	Dallas	75252
12	36	Haggar Elementary School	17820 Campbell Rd.	Dallas	75252
12	73	Haggar Elementary School	17820 Campbell Rd.	Dallas	75252
12	74	Renner-Frankford Library	6400 Frankford Rd.	Dallas	75252
12	79	Renner-Frankford Library	6400 Frankford Rd.	Dallas	75252
12	84	Haggar Elementary School	17820 Campbell Rd.	Dallas	75252
12	88	Haggar Elementary School	17820 Campbell Rd.	Dallas	75252
12	104	Haggar Elementary School	17820 Campbell Rd.	Dallas	75252
12	115	Haggar Elementary School	17820 Campbell Rd.	Dallas	75252
12	132	Haggar Elementary School	17820 Campbell Rd.	Dallas	75252
12	136	Haggar Elementary School	17820 Campbell Rd.	Dallas	75252
12	142	Renner-Frankford Library	6400 Frankford Rd.	Dallas	75252
12	164	Renner-Frankford Library	6400 Frankford Rd.	Dallas	75252
12	2000	Frankford Townhomes	18110 Marsh Ln.	Dallas	75287
12	2001	Frankford Townhomes	18110 Marsh Ln.	Dallas	75287
12	2002	Frankford Townhomes	18110 Marsh Ln.	Dallas	75287
12	2041	Brentfield Primary School	6767 Brentfield Dr.	Dallas	75248
12	2042	Parkhill Junior High School	16500 Shadybank Dr.	Dallas	75248
12	2043	Brentfield Primary School	6767 Brentfield Dr.	Dallas	75248
12	2044	James Bowie Elementary School - Richardson ISD	7643 La Manga Dr.	Dallas	75248
12	2045	Parkhill Junior High School	16500 Shadybank Dr.	Dallas	75248
12	2046	Parkhill Junior High School	16500 Shadybank Dr.	Dallas	75248
12	2047	Parkhill Junior High School	16500 Shadybank Dr.	Dallas	75248

## VOTING LOCATIONS ON ELECTION DAY

District	Precinct	Location	Address	City	Zip
12	2407	Frankford Townhomes	18110 Marsh Ln.	Dallas	75287
12	2500	Greenwood Hills Elementary School	1313 West Shore Dr.	Richardson	75080
12	2902	Frankford Townhomes	18110 Marsh Ln.	Dallas	75287
13	1000	Dan D. Rogers Elementary School	5314 Abrams Rd.	Dallas	75214
13	1001	Vickery Baptist Church	5814 Ridgecrest Rd.	Dallas	75231
13	1002	Vickery Baptist Church	5814 Ridgecrest Rd.	Dallas	75231
13	1008	Lee McShan Jr. Elementary School	8307 Meadow Rd.	Dallas	75231
13	1009	Vickery Baptist Church	5814 Ridgecrest Rd.	Dallas	75231
13	1011	Vickery Baptist Church	5814 Ridgecrest Rd.	Dallas	75231
13	1012	Vickery Baptist Church	5814 Ridgecrest Rd.	Dallas	75231
13	1126	Vickery Baptist Church	5814 Ridgecrest Rd.	Dallas	75231
13	2002	Thomas C. Marsh Preparatory Academy	3838 Crown Shore Dr.	Dallas	75244
13	2003	W.T. White High School	4505 Ridgeside Dr.	Dallas	75244
13	2004	Nathan Adams Elementary School	12600 Welch Rd.	Dallas	75244
13	2005	DeGolyer Elementary School	3453 Flair Dr.	Dallas	75229
13	2006	Midway Hills Christian Church	1101 Midway Rd.	Dallas	75229
13	2007	Midway Hills Christian Church	1101 Midway Rd.	Dallas	75229
13	2008	John J. Pershing Elementary School	5715 Meaders Ln.	Dallas	75229
13	2009	L. G. Cigarroa Elementary School	9990 Webb Chapel Rd.	Dallas	75220
13	2010	Edward Cary Middle School	3978 Killion Dr.	Dallas	75229
13	2011	Walnut Hill Recreation Center	10011 Midway Rd.	Dallas	75229
13	2013	Lovers Lane United Methodist Church	9200 Inwood Rd.	Dallas	75220
13	2014	Lovers Lane United Methodist Church	9200 Inwood Rd.	Dallas	75220
13	2015	Ewell D. Walker Middle School	12532 Nuestra Dr.	Dallas	75230
13	2018	Northaven United Methodist Church	11211 Preston Rd.	Dallas	75230
13	2021	Preston Hollow United Methodist Church	6315 Walnut Hill Ln.	Dallas	75230
13	2025	Preston Hollow Elementary School	6423 Walnut Hill Rd.	Dallas	75230
13	2026	Preston Hollow Elementary School	6423 Walnut Hill Rd.	Dallas	75230
13	2027	Our Redeemer Lutheran Church	7611 Park Ln.	Dallas	75225
13	2029	Lovers Lane United Methodist Church	9200 Inwood Rd.	Dallas	75220
13	2030	Our Redeemer Lutheran Church	7611 Park Ln.	Dallas	75225
13	2033	Skillman Southwest Branch Library	5707 Skillman St.	Dallas	75206
13	2034	Henry W. Longfellow - CEA	5314 Boaz St.	Dallas	75209
13	2077	Ewell D. Walker Middle School	12532 Nuestra Dr.	Dallas	75230
13	4001	Caillet Elementary School	3033 Merrell Rd.	Dallas	75229
13	4002	Caillet Elementary School	3033 Merrell Rd.	Dallas	75229
13	4003	Marcus Recreation Center	3003 Northaven Rd.	Dallas	75229
13	4004	Marcus Recreation Center	3003 Northaven Rd.	Dallas	75229
13	4006	DeGolyer Elementary School	3453 Flair Dr.	Dallas	75229
13	4007	David G. Burnet Elementary School	3200 Kinkaid Dr.	Dallas	75220
13	4014	Sudie Williams Elementary School	4518 Pomona Rd.	Dallas	75209
13	4018	Maple Lawn Elementary School	3120 Inwood Rd.	Dallas	75235
13	4092	David G. Burnet Elementary School	3200 Kinkaid Dr.	Dallas	75220
13	4094	Park Forest Branch Library	3421 Forest Ln.	Dallas	75234
13	4095	DeGolyer Elementary School	3453 Flair Dr.	Dallas	75229
13	4096	DeGolyer Elementary School	3453 Flair Dr.	Dallas	75229
13	4099	Sudie Williams Elementary School	4518 Pomona Rd.	Dallas	75209
14	1013	North Dallas High School	3120 N. Haskell Ave.	Dallas	75204
14	1015	Multiple Careers Magnet Center	4528 Rusk Ave.	Dallas	75204
14	1016	J.F.K. Learning Center	1802 Moser Ave.	Dallas	75206
14	1017	J.F.K. Learning Center	1802 Moser Ave.	Dallas	75206
14	1018	Ben Milam Elementary School - Dallas ISD	4200 McKinney Ave.	Dallas	75205
14	1019	Dallas Fire Station #17	6045 Belmont Ave.	Dallas	75206
14	1020	Ben Milam Elementary School - Dallas ISD	4200 McKinney Ave.	Dallas	75205
14	1021	Oaklawn Branch Library	4100 Cedar Springs Rd.	Dallas	75219
14	1022	Oaklawn Branch Library	4100 Cedar Springs Rd.	Dallas	75219
14	1023	The Father's Church	2707 Abrams Rd.	Dallas	75214
14	1050	Eduardo Mata Elementary School	7420 La Vista Dr.	Dallas	75214

**VOTING LOCATIONS ON ELECTION DAY**

<b>District</b>	<b>Precinct</b>	<b>Location</b>	<b>Address</b>	<b>City</b>	<b>Zip</b>
14	1071	Lakewood Branch Library	6121 Worth St.	Dallas	75214
14	1073	Junius Heights Baptist Church	5429 Reiger Ave.	Dallas	75214
14	1075	Samuell Grand Recreation Center	6200 E. Grand Ave.	Dallas	75223
14	1076	Eduardo Mata Elementary School	7420 La Vista Dr.	Dallas	75214
14	1117	North Dallas High School	3120 N. Haskell Ave.	Dallas	75204
14	1118	J. W. Ray Elementary School	2211 Caddo St.	Dallas	75204
14	1120	J.F.K. Learning Center	1802 Moser Ave.	Dallas	75206
14	1131	Grace United Methodist Church	4105 Junius St.	Dallas	75246
14	2031	Skillman Southwest Branch Library	5707 Skillman St.	Dallas	75206
14	2032	Skillman Southwest Branch Library	5707 Skillman St.	Dallas	75206
14	2033	Skillman Southwest Branch Library	5707 Skillman St.	Dallas	75206
14	2035	Mockingbird Community Church	5470 Ellsworth Ave.	Dallas	75206
14	2036	Zion Lutheran Church	6121 E. Lovers Ln.	Dallas	75214
14	2037	John S. Armstrong	3600 Cornell.	Dallas	75205
14	2038	Geneva Hieghts Elementary School - DISD	2911 Delmar Ave.	Dallas	75206
14	2039	Geneva Hieghts Elementary School - DISD	2911 Delmar Ave.	Dallas	75206
14	2040	St. Andrews Presbyterian Church	3204 Skillman St.	Dallas	75206
14	2068	Dan D. Rogers Elementary School	5314 Abrams Rd.	Dallas	75214
14	2201	John S. Armstrong	3600 Cornell.	Dallas	75205
14	3000	William B. Travis Vanguard	3001 McKinney Ave.	Dallas	75204
14	3006	Reverchon Recreation Center	3505 Maple Ave.	Dallas	75219
14	3007	Reverchon Recreation Center	3505 Maple Ave.	Dallas	75219
14	3008	Dallas County Courthouse - Allen	600 Commerce St.	Dallas	75202
14	3009	Exall Park Recreation Center	1355 Adair St.	Dallas	75204
14	3010	Exall Park Recreation Center	1355 Adair St.	Dallas	75204
14	3081	Reverchon Recreation Center	3505 Maple Ave.	Dallas	75219
14	3086	William B. Travis Vanguard	3001 McKinney Ave.	Dallas	75204
14	4032	Reverchon Recreation Center	3505 Maple Ave.	Dallas	75219
14	4102	Reverchon Recreation Center	3505 Maple Ave.	Dallas	75219
14	4106	Reverchon Recreation Center	3505 Maple Ave.	Dallas	75219

# EXHIBIT B

**DALLAS COUNTY  
DATES AND TIMES OF EARLY VOTING**

**May 27 (Monday)**  
**May 28 – May 31 (Monday through Friday)**  
**June 1 (Saturday)**  
**June 2 (Sunday)**  
**June 3 – June 4 (Monday and Tuesday)**

**No Voting Today – Memorial Holiday**  
**8 a.m. - 5 p.m.**  
**8 a.m. - 5 p.m.**  
**1 p.m. - 6 p.m.**  
**7 a.m. - 7 p.m.**

<b>EARLY VOTING LOCATIONS</b>			
<b>Location</b>	<b>Address</b>	<b>City</b>	<b>Zip</b>
BETHANY LUTHERAN CHURCH	10101 WALNUT HILL LN	DALLAS	75238
BETTY WARMACK LIBRARY	760 BARDIN RD	GRAND PRAIRIE	75052
CEDAR HILL GOVERNMENT CENTER	285 UPTOWN BLVD	CEDAR HILL	75104
DALLAS ISD ADMINISTRATION BUILDING	9400 N. CENTRAL EXPY	DALLAS	75231
DISCIPLE CENTRAL COMMUNITY CHURCH	901 N. POLK ST	DESOTO	75115
EASTFIELD COLLEGE PLEASANT GROVE CAMPUS	802 S. BUCKNER BLVD	DALLAS	75217
EL CENTRO COLLEGE-WEST CAMPUS	3330 N. HAMPTON RD	DALLAS	75212
FRANKFORD TOWNHOMES	18110 MARSH LN	DALLAS	75287
FRETZ PARK LIBRARY	6990 BELT LINE RD	DALLAS	75254
FRIENDSHIP WEST BAPTIST CHURCH	2020 W. WHEATLAND RD	DALLAS	75232
**GEORGE L ALLEN SR COURTS BLDG. -Main Early Voting Location--	600 COMMERCE ST	DALLAS	75202
GRAUWYLER PARK REC CENTER	7780 HARRY HINES BLVD	DALLAS	75235
HARRY STONE RECREATION CENTER	2403 MILLMAR DR	DALLAS	75228
HIGHLAND HILLS LIBRARY	6200 BONNIE VIEW RD	DALLAS	75241
J. ERIK JONSSON CENTRAL LIBRARY	1515 YOUNG ST	DALLAS	75201
JAYCEE ZARAGOZA RECREATION CTR	3114 CLYMER ST	DALLAS	75212
LAKEWOOD BRANCH LIBRARY	6121 WORTH ST	DALLAS	75214
LOCHWOOD LIBRARY	11221 LOCHWOOD BLVD	DALLAS	75218
MARSH LANE BAPTIST CHURCH	10716 MARSH LN	DALLAS	75229
MARTIN LUTHER KING CORE BLDG	2922 MLK BLVD	DALLAS	75215
MARTIN WEISS REC CENTER	1111 MARTINDELL AVE	DALLAS	75211
MOUNTAIN CREEK LIBRARY	6102 MOUNTAIN CREEK PKWY	DALLAS	75249
OAK CLIFF SUB-COURTHOUSE	410 S. BECKLEY AVE	DALLAS	75203
OUR REDEEMER LUTHERAN CHURCH	7611 PARK LN	DALLAS	75225
PAUL L DUNBAR LANCASTER-KIEST LIBRARY	2008 EAST KIEST BLVD	DALLAS	75216
PRESTON ROYAL LIBRARY	5626 ROYAL LN	DALLAS	75229
RENNER-FRANKFORD LIBRARY	6400 FRANKFORD RD	DALLAS	75252
REVERCHON RECREATION CENTER	3505 MAPLE AVE.	DALLAS	75219
RICHARDSON CIVIC CENTER	411 W. ARAPAHO RD	RICHARDSON	75080
RICHLAND COLLEGE – MAIN CAMPUS – GUADALUPE “G” BLDG.	12800 ABRAMS RD	DALLAS	75243
ROWLETT CITY HALL ANNEX	4004 MAIN ST	ROWLETT	75088
SAMUELL GRAND RECREATION CENTER	6200 EAST GRAND AVE	DALLAS	75223
SKYLINE BRANCH LIBRARY	6006 EVERGLADE RD	DALLAS	75227



Agenda Information Sheet

**File #:** 19-697

**Item #:** 5.

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

**AGENDA DATE:** May 15, 2019

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

**DEPARTMENT:** City Secretary's Office

**EXECUTIVE:** Bilierae Johnson

**SUBJECT**

A resolution authorizing an increase in the joint election agreement and election services contract between the City of Dallas, Dallas County, and various other jurisdictions within Dallas County, for the conduct of a runoff election to be held Saturday, June 8, 2019 - Not to exceed \$1,460,003.60, from \$670,317.74 to \$2,130,321.34 - Financing: Contingency Reserve Funds (\$1,250,000.00) and General Fund (\$210,003.60)

**BACKGROUND**

Chapter 31, Subchapter D of the Texas Election Code provides the City may contract with the county elections administrator for certain election services. The Elections Administrator must provide an estimate of the election cost to be deposited in a general election services contract fund. The resolution which authorized the joint election contract for May 4, 2019 provided that, in the event a runoff election becomes necessary, the Elections Administrator would provide the City (and any other jurisdictions holding a runoff) with an estimate of additional election expenses. An increase for the City Secretary's Elections budget is necessary to cover the current estimated additional cost of the contract for a runoff election.

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

On February 27, 2019, City Council authorized a joint election agreement and election services contract between the City of Dallas, Dallas County, and various other jurisdictions within Dallas County for the conduct of a joint election to be held Saturday, May 4, 2019, by Resolution No. 19-0380.

**FISCAL INFORMATION**

Contingency Reserve Funds - \$1,250,000.00  
General Fund - \$210,003.60

May 15, 2019

**WHEREAS**, the City of Dallas held a general election on Saturday, May 4, 2019; and

**WHEREAS**, no candidate for Member of Council Places 4, 7, 9, 14 and 15 (Mayor) received sufficient votes to be elected at that election; and

**WHEREAS**, the City Council has ordered a runoff election to be held Saturday, June 8, 2019, in City Council Districts 4, 7, 9, 14 and 15 (Mayor); and

**WHEREAS**, the City contracted with the Dallas County Elections Administrator for election services for the May 4, 2019 general election in accordance with Subchapter D of Chapter 31 of the Texas Election Code; and

**WHEREAS**, the election services contract provides that, in the event a runoff election is necessary, the Elections Administrator will furnish the City Secretary with an itemized list of additional estimated election expenses, outlined in Attachment A, to be deposited in the election services contract fund after authorization by the City Council, and that the Elections Administrator will continue to perform or supervise the performance of election duties and functions necessary for the proper administration of the runoff election.

**Now, Therefore,**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:**

**SECTION 1.** That the election services agreement between the City of Dallas and Dallas County is extended to provide for services for the runoff election to be held Saturday, June 8, 2019.

**SECTION 2.** That the Chief Financial Officer is hereby authorized to transfer funds not to exceed \$1,250,000.00 from Fund 0001, Department NBG, Unit 1000, Revenue Code RTRF, to Fund 0001, Department SEC, Unit 1190, Revenue Code 9229; and a clearing entry, in the same amount, to Fund 0001, Department BMS, Balance Sheet Account 0991 (Debit) and to Fund 0001, Department BMS, Balance Sheet Account 0950 (Credit).

**SECTION 3.** That the City Manager is hereby authorized to increase appropriations in an amount not to exceed \$1,250,000.00 in Fund 0001, Department SEC, Appropriation Unit: 0001ELE, Unit 1190, Object 3070; increase total General Fund expenditure appropriations by \$1,250,000.00, from \$1,367,351,406 to \$1,368,601,406; and increase total General Fund revenue appropriations by \$1,250,000.00, from \$1,367,351,406 to \$1,368,601,406.

May 15, 2019

**SECTION 4.** That the Chief Financial Officer is hereby authorized to pay the Dallas County Treasurer (Vendor 014003) for deposit in the election services contract fund as the City's estimated cost of the Saturday June 8, 2019 runoff election in an amount not to exceed \$1,460,003.60 from Fund 0001, Department SEC, Unit 1190, Object 3070, Encumbrance/Contract No. SEC-2019-00010400.

**SECTION 5.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.



DALLAS COUNTY ELECTIONS DEPARTMENT

May 8, 2019

Via E-Mail

Biliera Johnson, City Secretary  
City of Dallas  
1500 Marilla Street, 5DS  
Dallas, Texas 75201  
Email: Biliera.johnson@dallascityhall.com

Dear Ms. Johnson:

The Dallas County Elections Department is preparing to conduct and supervise the June 8, 2019 Joint Run-off Election. All duties and services will be under the same terms as described in the Election Services Contract Agreement for the May 4, 2019 Joint Elections. All funds for the run-off election must be deposited no later than Wednesday, May 22, 2019. Applicable contract attachments will be provided once all election administration details for the election have been finalized. Your cost may be higher due to less cost sharing between participants.

The estimated cost to administer your Joint Run-off election will be \$1,460,003.60. The detailed election estimate is attached. The estimated amount should be deposited no later than Wednesday, May 22, 2019.

Deposit should be delivered to:

Dallas County Elections Department  
2377 N. Stemmons Freeway  
Suite 820  
Dallas, Texas 75207

Should you have any questions, please do not hesitate to contact Ashley Blanton at 214-819-6333.

Sincerely,

A handwritten signature in blue ink, appearing to read "R Heard".

Robert Heard  
Asst. Elections Administrator

### June 08, 2019 Runoff Cost Estimate

#### Poll Location Info

June 08, 2019 Joint Runoff Election Cities and Schools

Location Splits	Total	COD
Split by 1	251.00	205
Split By 2		15
Split by 3	0.00	0
Total Splits	251.00	220
<b>June 8, 2019 Runoff Unit Cost</b>	<b>\$6,636.38</b>	<b>\$6,636.38</b>
<b>Total Estimated Cost</b>	<b>\$1,665,731.00</b>	<b>\$1,460,003.60</b>



Agenda Information Sheet

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**File #:** 19-692

**Item #:** 6.

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

**AGENDA DATE:** May 15, 2019

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

**DEPARTMENT:** City Secretary's Office

**EXECUTIVE:** Bilierae Johnson

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**SUBJECT**

A resolution authorizing the Mayor to appoint an Ad Hoc City Council Canvassing Committee to review the returns of the Saturday, June 8, 2019 runoff election, and submit a canvass report to the full City Council on Monday, June 17, 2019 - Financing: No cost consideration to the City

**BACKGROUND**

Chapter IV, Section 9 of the Dallas City Charter states, "The city council shall canvass and certify the results of any general or special election in accordance with the Texas Election Code, as amended." Section 67.003(a) of the Texas Election Code provides that, "...each local canvassing authority shall convene to conduct the local canvass at the time set by the canvassing authority's presiding officer not earlier than the eighth day or later than the 11th day after election day." This action authorizes the Mayor to appoint an Ad Hoc City Council Canvassing Committee to meet to review the returns of the Saturday, June 8, 2019, run-off election and submit a canvass report to the City Council at a special meeting to be held Monday, June 17, 2019.

In accordance with Chapter III, Section 7, of the City Council Rules of Procedure, Mayor Michael S. Rawlings is to submit a request to the city secretary requesting a special meeting be held on Monday, June 17, 2019 to provide for city council's adoption of the canvassing committee's report.

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

This item has no prior action.

**FISCAL INFORMATION**

No cost consideration to the City.

May 15, 2019

**WHEREAS**, the City Council has ordered a runoff election to be held Saturday, June 8, 2019; and

**WHEREAS**, Section 67.003 of the Texas Election Code requires the canvassing of the runoff election to be conducted not earlier than the third day and not later than the 11th day after the election day.

**Now, Therefore,**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:**

**SECTION 1.** That the canvass of the City of Dallas runoff election held on Saturday, June 8, 2019, be set for not earlier than 8:00 a.m. Monday, June 17, 2019.

**SECTION 2.** That the Mayor shall appoint four members and one alternate member of the City Council to an Ad Hoc Canvassing Committee to meet prior to the time set for the canvass to examine the precinct election returns and prepare a report of the results of the election for presentation to the City Council.

**SECTION 3.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

# Memorandum



CITY OF DALLAS

DATE May 10, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT **Office of Homeless Solutions Strategy Update: Inclement Weather Shelters and Track 4 Bond Sites**

## Summary

Attached is a briefing presentation on Office of Homeless Solution (OHS) Strategy Update: Inclement Weather Shelters and Track 4 Bond Sites. OHS requests direction from full City Council on staff recommendations.

## Background

OHS briefed full City Council on Inclement Weather on April 17, 2019 and was directed to return to the next available City Council briefing with recommendations for clarifying the inclement weather season, programmatic operations, and specific recommendations to amend Chapter 51A. City staff recommends an amendment to Chapter 51A Dallas City Code to establish a temporary inclement weather shelter use. This will allow for inclusion of all interested and qualified operators/vendors and locations. The Citizen Homelessness Commission (CHC) also convened a special called meeting on Thursday, May 2, 2019, to discuss staff's recommendation regarding inclement weather sheltering. At that meeting, the Commission amended its original recommendation to issue a Request for Qualifications (RFQ) and to work with City staff to develop amendments to Chapter 51A.

On August 1, 2018 OHS briefed full City Council on Homeless Solutions Strategy which included Track 4: New Development of Supportive Housing Units. OHS has identified nine (9) properties (City-owned, other publicly-owned, and privately-owned sites) for consideration and requests direction from City Council on options to utilize the \$20 million bond funding.

Should you have any questions or concerns, please contact myself or Monica Hardman, Director of Office of Homeless Solutions.



Nadia Chandler Hardy

Assistant City Manager and Chief Resilience Officer

c: T.C. Broadnax, City Manager  
Chris Caso, City Attorney (Interim)  
Mark Swann, City Auditor  
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  
Joey Zapata, Assistant City Manager  
Michael Mendoza, Chief of Economic Development and Neighborhood Services  
M. Elizabeth Reich, Chief Financial Officer  
Laila Alequresh, Chief Innovation Officer  
Directors and Assistant Directors

# **Office of Homeless Solutions Strategy Update: Increment Weather Shelters and Track 4 Bond Sites**

**City Council Briefing  
May 15, 2019**

**Monica Hardman, Director  
Office of Homeless Solutions**

**Nadia Chandler-Hardy  
Assistant City Manager  
Chief Resilience Officer**



# Inclement Weather Shelters



# Inclement Weather Shelter Agenda

- City Council Feedback
- Inclement Weather Definitions and Duration
- City Staff Recommendation
- CHC Recommendation
- Next Steps



# City Council Feedback and Direction

- City Council expressed support for the operation of inclement weather shelters
- Several Councilmembers asked OHS to look at a different process that would not change Chapter 51A
- City Council expressed desire for OHS to propose recommendations that would allow for faith based organizations to participate
  - Several Councilmembers expressed City eliminate SUP fee (approximately \$1,200) for churches or have a sliding scale based on size of faith based organization
- Mayor Rawlings directed the City Manager to work with OHS on specific recommendations to revise Chapter 51A
- City Council asked OHS to define inclement weather and duration timeframes

# Inclement Weather Definition and Triggers

- Inclement Weather:
  - Actual temperature less than 36 degrees
  - Actual temperature more than 100 degrees during day with evening temperatures above 80 degrees
- Duration:
  - December 1 through March 1 when temperatures are forecasted to be below 36 degrees
  - June 1 through September 1 when temperatures are forecasted to be above 100 degrees during day with evening temperatures above 80 degrees

# OHS Due Diligence

- OHS analyzed four main options over the past year:
  - Overnight General Purpose Shelter Chapter 51A amendment
  - City Council Resolution
  - Accessory Uses Chapter 51A amendment
  - Amendment to Chapter 51A to establish a temporary inclement weather shelter use
- City staff recommendation is Amendment to Chapter 51A to establish a temporary inclement weather shelter use and will be the focus of this presentation

# City Staff Recommendation\*

- Staff recommends an amendment to Chapter 51A Dallas Development Code to establish a temporary inclement weather shelter use. This will allow for inclusion of all interested and qualified operators/vendors and locations.
- Staff recommends creating a new chapter in city code to “Inclement Weather Shelter Program”
- Inclement weather shelter permit would ensure compliance with:
  - Minimum shelter requirements
  - Fire Marshall requirements
  - Health and Human Services requirements
  - Public Safety Requirements

\*City staff is comprised of Department of Sustainable Development and Construction, Office of Homeless Solutions, and City Manager’s Office with assistance from the City Attorney’s Office.

# Establish “Inclement Weather Shelter” as a lodging use in Chapter 51A

- Conditions will include:
  - Definition of the use
  - Definition of inclement weather
  - Zoning districts where the use is permitted (either by right or by SUP)
  - Minimum parking and loading requirements
  - Compliance with the Inclement Weather Shelter Program
  - Distance separation from other inclement weather shelters (to avoid concentration)

# Create New Chapter “Inclement Weather Shelter Program” in City Code

- A new Chapter would be necessary to give OHS authority through designation by the City Manager to implement, administer, and enforce temporary inclement weather shelters
- Permit would include requirements for:
  - Minimum shelter requirements
  - Fire Marshall requirements
  - Health and Human Services (Dallas County) requirements
  - Public Safety Requirements
- Require internal layout plan
- Emergency preparedness, intake and assessment, health, security, and community engagement
- Transition and Close Out plan
- Monitoring and evaluation process: OHS will monitor, evaluate, and assess program on biennial basis

# Revised May 2, 2019 CHC Recommendation: Request for Qualifications

Description	<ul style="list-style-type: none"> <li>Issue Request for Qualifications (RFQ) to identify interested and qualified vendors/operators. Request City Attorney's Office (CAO) work with CHC and staff to draft an amendment to Chapter 51A to create a temporary inclement weather shelter use.</li> </ul>
Logistics	<ul style="list-style-type: none"> <li>Interested vendors/operators would apply to RFQ to determine qualification</li> <li>The Department of Sustainable Development and Construction would initiate amendment to Chapter 51A. Amendment would go to ZOAC, then CPC, then City Council for final approval. Anticipated 4-6 month approval process once placed on ZOAC's agenda.</li> <li>Future RFP would be necessary to identify eligible locations and potential City funding</li> </ul>
City Involvement	<ul style="list-style-type: none"> <li>Chapter 51A amendment, RFQ (establishes minimum requirements for vendor/operator qualification), and RFP (eligible locations and potential funding allocation selected through competitive process)</li> </ul>
Implications	<ul style="list-style-type: none"> <li>RFQ will only determine qualified vendors/operators. If Chapter 51 revisions are not approved by City Council, these qualified vendors/operators may not have any facilities to operate inclement weather shelters</li> </ul>
Fiscal Impact	<ul style="list-style-type: none"> <li>Unknown. Cannot be determined until receive responses from RFQ and RFP</li> </ul>

# Next Steps

- Approval from full City Council to proceed with CHC recommendation
- Approval from full City Council to proceed with City recommendation
- OHS to work with City Attorney's Office, Department of Sustainable Development and Construction, and others to establish new main lodging use "Inclement Weather Shelter" in Chapter 51A
  - Proposed amendments would require ZOAC, CPC, and full City Council approval
  - Anticipated timeline of four to six months once placed on ZOAC agenda
- OHS to work with City Attorney's Office and others to establish new city chapter "Inclement Weather Shelter Program"

# Track 4 Bond Sites

*The proposition will fund \$20 million for transitional and permanent supportive housing to target chronic homelessness, rapid rehousing for the elderly, disabled and families with children and day centers for seamless wrap-around services.*

# Track 4 Bond Agenda

- Bond Investment Strategy
- Bond Site Selection Criteria
- Review of Proposed Bond Sites
- Staff Recommendation for City Council Consideration
- Next Steps

# Investment Strategy<sup>+</sup>

Bond Development Goal: 1,000 units over 3-5 years

## Innovation

Public private partnerships to deliver transformative projects

## Collaboration

Developed and managed by entities with shared values and mission

## Leverage

Stretch City's investment funding to achieve exponential impact

## Inclusion

Mixed-income provide affordable, workforce, and market rate housing in high-opportunity areas

## Accommodation

Located near transportation, full-scale grocery stores, major employment centers, public parks and libraries

## Alignment

Compliant with all City policy and strategic priorities



City of Dallas

# Bond Site Selection Criteria

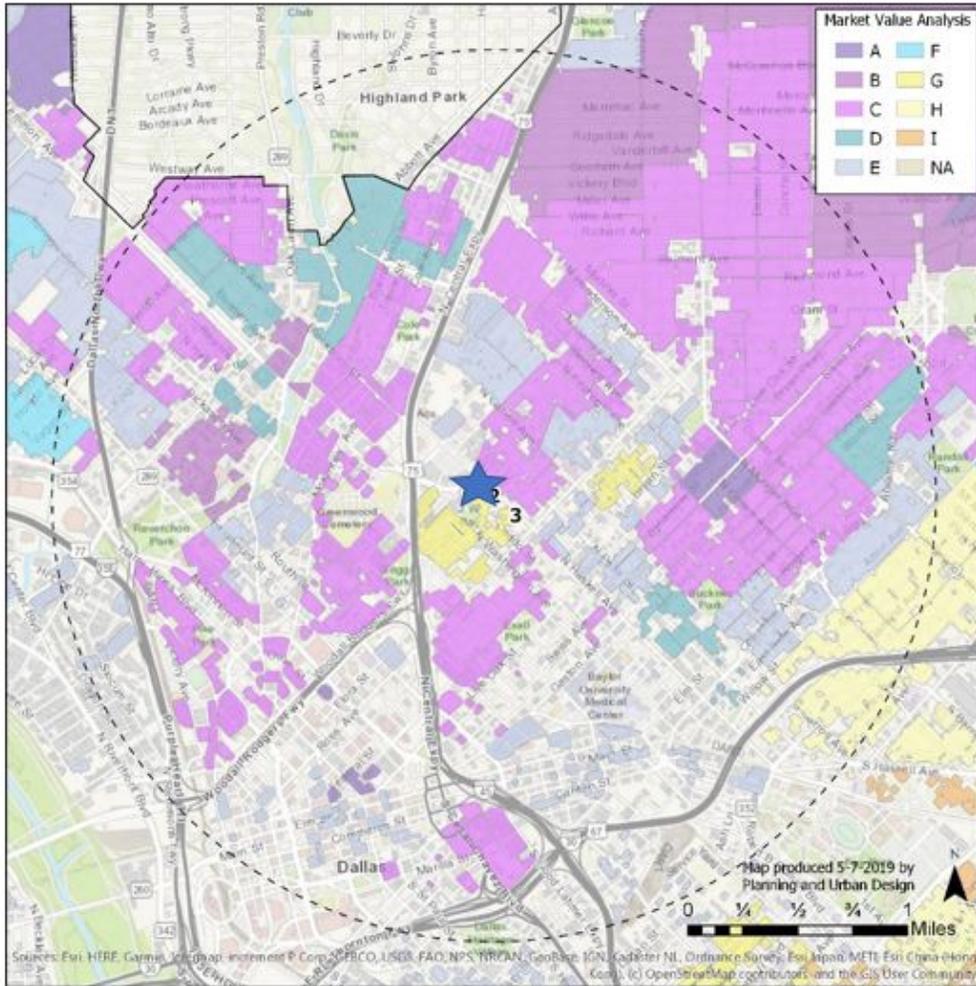
- Available and Reasonable Acquisition Price
  - Less than \$5 million acquisition cost
- Market Value Analysis (MVA)
  - Preference for sites with stronger MVA ratings. This emphasizes focus on sites that are not located in areas with large concentrations of poverty
- Access to Amenities
  - Proximity to public transportation, libraries, parks, and hospitals
- OHS Site Selection Criteria
  - Used to inform, not a pass/fail
  - Some of criterial will not apply until after development is complete
  - Focused on Development Location and Proximity to Amenities



# City-Owned Properties



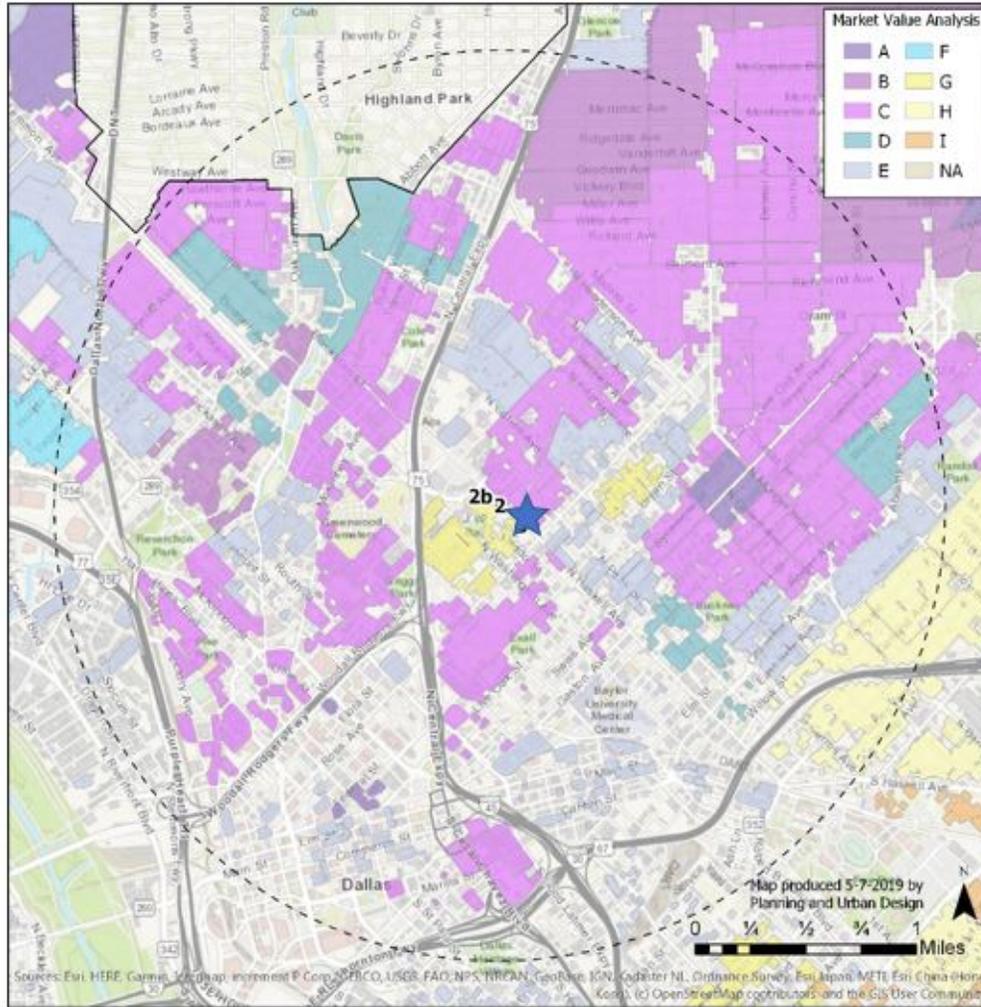
# Proposed Site #2: 2009 & 2011 N. Haskell



Site Characteristics	
Ownership	City
Council District	14
Closest MVA	C
Zoning	CR
Land condition	Vacant
Proposed No. of Units	8
Development Type	Residential Duplex or townhouses
Est. Project Cost	\$1,600,000
Supportive Housing Site Selection Criteria	14/48
Proposed Target Population	Seniors, transitional age youth and veterans



# Proposed Site #3: 1805 N. Haskell Ave



Site Characteristics	
Ownership	City
Council District	14
Closest MVA	C
Zoning	CR
Land condition	Vacant
Proposed No. of Units	3
Development Type	Residential townhomes or duplex
Est. Project Cost	\$600,000
Supportive Housing Site Selection Criteria	15/48
Proposed Target Population	Seniors, transitional age youth, and veterans



# Other Publicly and Privately-Owned Sites

- OHS is interested in considering the following:
  - Two (2) publicly-owned sites
  - Four (4) privately-owned sites
- Sites of interest are located in five City Council Districts
- These six (6) sites will be discussed in detail today during Executive Session

*Section 552.105 of the Texas Public Information Act (the "Act") exempts from required disclosure any information related to the proposed location of a project site for a public purpose including appraisals or purchase price (or lease price) of real property prior to public announcement of the project. This exception protects the city's planning and negotiating position for a particular real property transaction; accordingly, this exception only applies to non-city-owned properties.*

# Recommendations for City Council Consideration

- **Option 1: “Acquisition first”**
    - Use bond funds to secure all recommended sites
    - Maximize leverage opportunities through philanthropic/private partnerships
  - **Option 2: “All in one”**
    - Pursue one site to invest entire \$20 million bond
    - No assumption of private investment
    - Preferably a City-owned site
  - **Option 3: “Strategic Placement”**
    - Pursue a combination of City-owned and privately-owned sites
    - Equitable distribution throughout the city
- All options would require the issuance of a Request for Developer Interest (RDI) for qualified developers.

# Next Steps

- **Direction from City Council on which option(s) to pursue**
- **Acquisition of properties (if necessary)**
- **Release Request for Developer Interest (RDI)**
  - RDI is formal process for developers to express interest for particular sites and get qualified to submit proposal to future Request for Proposal (RFP)/Notice of Funding Availability (NOFA)
  - If selected to respond to future RFP/NOFA, developers will include renderings, drawings, specifications, sources and uses of funds, development proforma and operating budget, etc.
  - OHS would come back to City Council with term sheets for recommended projects/qualified development teams

# **Office of Homeless Solutions Strategy Update: Increment Weather Shelters and Track 4 Bond Sites**

**City Council Briefing  
May 15, 2019**

**Monica Hardman, Director  
Office of Homeless Solutions**

**Nadia Chandler-Hardy  
Assistant City Manager  
Chief Resilience Officer**



# Memorandum



CITY OF DALLAS

DATE May 10, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT **City Manager's Proposed HUD Consolidated Plan for FY 2019-20 through  
FY 2023-24 and Annual Budget for FY 2019-20 – Council Amendments and  
Straw Votes**

Your Wednesday, May 15 City Council briefing agenda includes a discussion on the U.S. Department of Housing and Urban Development (HUD) Consolidated Plan for FY 2019-20 through FY 2023-24 and Budget for FY 2019-20.

As you will recall, on April 17, the City Council was briefed on the City Manager's proposal along with Community Development Commission (CDC) recommendations. The CDC recommendations resulted from their deliberations and input from residents received during community meetings.

On May 8, the City Council preliminarily approved the five-year plan and one-year budget. A copy of the proposed budget is attached.

City Council members have the opportunity to amend the current proposal. As of Friday, May 10, we have received one proposed amendment (attached). This amendment will be discussed at your May 15 meeting.

The required public review and comment period is currently underway. Additionally, the City Council will hold a public hearing on May 22. Final adoption of the HUD Consolidated Plan and Annual Budget is scheduled for June 12.

Please let me know if you need additional information.

A handwritten signature in blue ink that reads "M. Elizabeth Reich".

**M. Elizabeth Reich**  
Chief Financial Officer

## Attachments

c: T. C. Broadnax, City Manager  
Chris Caso, City Attorney (Interim)  
Mark Swann, City Auditor  
Billerae Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Kimberly Bizzor Tolbert, Chief of Staff to the City Manager  
Majed A. Al-Ghafry, Assistant City Manager

Jon Fortune, Assistant City Manager  
Joey Zapata, Assistant City Manager  
Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer  
Michael Mendoza, Chief of Economic Development and Neighborhood Services  
Laila Aleqresh, Chief Innovation Officer  
Directors and Assistant Directors

**FY 2019-20 CONSOLIDATED PLAN FOR  
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

**ATTACHMENT A  
Revised 4/15/19**

A	B	C	D	E	F
Project Name	FY 2018-19 Amended Budget	FY 2019-20 City Manager's Proposed Budget	CDC Amendment on 4/4/19	HUD Allocation Variance on 4/12/19	FY 2019-20 Revised Proposed Budget
<b><u>SOURCE OF FUNDS</u></b>					
<b>Community Development Block Grant</b>					
Entitlement (grant)	14,810,163	14,810,163	0	(112,521)	14,697,642
Program Income - Housing Activities <sup>1</sup>	1,250,000	300,000	0	0	300,000
Program Income - Sub-Recipient Retained	225,000	156,000	0	0	156,000
Reprogramming <sup>2</sup>	3,323,870	0	0	0	0
	<b>19,609,033</b>	<b>15,266,163</b>	<b>0</b>	<b>(112,521)</b>	<b>15,153,642</b>
<b>Home Investment Partnership</b>					
Entitlement (grant)	5,886,901	5,886,901	0	(459,222)	5,427,679
Program Income - Housing Activities	1,000,000	1,000,000	0	0	1,000,000
	<b>6,886,901</b>	<b>6,886,901</b>	<b>0</b>	<b>(459,222)</b>	<b>6,427,679</b>
<b>Emergency Solutions Grant</b>					
Entitlement (grant)	1,203,874	1,203,874	0	52,801	1,256,675
<b>Housing Opportunities for Persons with AIDS</b>					
Entitlement (grant)	6,645,116	6,645,116	0	413,576	7,058,692
<b>TOTAL SOURCE OF FUNDS</b>	<b>34,344,924</b>	<b>30,002,054</b>	<b>0</b>	<b>(105,366)</b>	<b>29,896,688</b>

<sup>1</sup> Reduction in FY 2019-20 due to one-time funds available in FY 2018-19.

<sup>2</sup> \$2.9M Reprogramming funds were accelerated and added to the Housing 2018 NOFA approved by City Council on Feb 27, 2019, instead of waiting until FY 2019-20.

**USE OF FUNDS**

<b>Community Development Block Grant</b>					
Public Services (15% of CDBG maximum amount allowed)	2,258,979	2,283,872	0	(16,878)	2,266,994
Housing Activities	10,867,677	7,464,258	0	0	7,464,258
Economic Development Activities	225,000	156,000	0	0	156,000
Public Improvements	3,419,373	2,400,000	0	(73,138)	2,326,862
Fair Housing and Program Oversight (20% of CDBG max amount allowed)	2,838,004	2,962,033	0	(22,505)	2,939,528
	<b>19,609,033</b>	<b>15,266,163</b>	<b>0</b>	<b>(112,521)</b>	<b>15,153,642</b>
<b>HOME Investment Partnerships Program</b>					
HOME Programs	6,886,901	6,886,901	0	(459,222)	6,427,679
<b>Emergency Solutions Grant</b>					
ESG Programs	1,203,874	1,203,874	1151073	52,801	1,256,675
<b>Housing Opportunities for Persons with AIDS</b>					
HOPWA Programs	6,645,116	6,645,116	6231540	413,576	7,058,692
<b>TOTAL USE OF FUNDS</b>	<b>34,344,924</b>	<b>30,002,054</b>	<b>0</b>	<b>(105,366)</b>	<b>29,896,688</b>

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Project Name	FY 2018-19 Amended Budget	FY 2019-20 City Manager's Proposed Budget	CDC Amendment on 4/4/19	HUD Allocation Variance on 4/12/19	FY 2019-20 Revised Proposed Budget
<b>COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)</b>					
<b>CDBG - Public Services</b>					
CD01 <b>PKR Out-of-School Time Program</b> - Provide after school (in collaboration with Dallas ISD) and summer programs for low/mod income youth Monday thru Friday through structured recreational, cultural, social and life skills activities. 26 CDBG funded sites. FY 2019-20: estimated 2,900 children to be served. (formerly After-School/Summer Program)	600,000	600,000	150,000	0	750,000
CD02 <b>Early Childhood and Out-of-School Time Services Program</b> - Provide various programs for children and youth, including after school programs, childcare for special populations (such as special needs children, children who are homeless, children with disabilities, infants and toddlers, etc.) via contracts with nonprofit agencies. Funds are also used to provide child care subsidies for low/mod income working parents and teenage parents who are attending school and do not qualify and/or are unable to access any other forms of public assistance. Estimated 400 children will be served. (Formerly Child Care Services Program)	500,000	500,000	150,000	0	650,000
<b>Youth Programs Sub-Total</b>	<b>1,100,000</b>	<b>1,100,000</b>	<b>300,000</b>	<b>0</b>	<b>1,400,000</b>
CD03 <b>Senior Services Program</b> - Enhance the quality of life for older adults by disseminating support services information and providing direct and emergency support services.	300,000	0	0	0	0
<b>Senior Services Sub-Total</b>	<b>300,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
CD04 <b>Community Court Program</b> - Through the community court, offenses to persons and code violations of property are swiftly adjudicated and restitution made by defendants who plead guilty or no contest.	713,126	0	0	0	0
<b>Other Public Services (Non-Youth) Sub-Total</b>	<b>713,126</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
CD05 <b>Overcoming Barriers to Work Program</b> - Provide residents with the skills and needed support to gain and maintain jobs that pay livable wages. Funding will support two focus areas: 1) Job Training/Career Development Programming - this focus area supports programs that enable individuals to obtain and keep good jobs. The goal of this focus area is to enable clients to become self-sufficient through employment and will include a job placement component; and 2) Supportive Services for program participants - this focus area supports programs that enables clients to participate in job training, career development, and job seeking programs by helping them overcome barriers such as lack of transportation and childcare services. Funds to be awarded via Request for Competitive Sealed Proposals (RFCSP). FY 2019-20: TBD	145,853	1,183,872	(300,000)	(16,878)	866,994
<b>Total CDBG - Public Services</b>	<b>2,258,979</b>	<b>2,283,872</b>	<b>0</b>	<b>(16,878)</b>	<b>2,266,994</b>

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U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

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Project Name	FY 2018-19 Amended Budget	FY 2019-20 City Manager's Proposed Budget	CDC Amendment on 4/4/19	HUD Allocation Variance on 4/12/19	FY 2019-20 Revised Proposed Budget
CDBG - Public Services 15% Cap	2,280,685	2,283,872	0	0	2,266,994
Under/(Over) Cap	21,706	0	0	0	0
CDBG - Public Services Cap Percentage	15.0%	15.0%	0.0%	0.0%	15.0%
<b><u>CDBG - Housing Activities</u></b>					
CD06 <b>Dallas Homebuyer Assistance Program</b> - Provide no interest, deferred payment loans for down-payment, principle reduction and closing cost assistance. FY 2019-20: estimated 45 households to be served.	2,500,000	2,500,000	0	0	2,500,000
<b>Homeownership Opportunities Sub-Total</b>	<b>2,500,000</b>	<b>2,500,000</b>	<b>0</b>	<b>0</b>	<b>2,500,000</b>
CD07 <b>Home Improvement and Preservation Program (HIPP)</b> - Provide an all-inclusive repair and rehabilitation program for single-family owner-occupied housing units and landlord/rental multi-family units, with the purpose of making needed improvements and preserving affordable housing. FY 2019-20: estimated 60 households to be served.	8,367,677	4,464,258	0	0	4,464,258
CD08 <b>Residential Development Acquisition Loan Program</b> - Provide loans and grant to affordable housing developers for acquisition, relocation, and demolition to support affordable housing development for low income households at 80% or below AMFI. TBD	0	500,000	0	0	500,000
<b>Homeowner Repair Sub-Total</b>	<b>8,367,677</b>	<b>4,964,258</b>	<b>0</b>	<b>0</b>	<b>4,964,258</b>
<b>Total CDBG - Housing Activities</b>	<b>10,867,677</b>	<b>7,464,258</b>	<b>0</b>	<b>0</b>	<b>7,464,258</b>
<b><u>CDBG - Economic Development</u></b>					
CD09 <b>Business Loan Program (Program Income)</b> - Revolving loan fund, where program income generated from business loan repayments is retained and used to provide additional loans.	225,000	156,000	0	0	156,000
<b>Total CDBG - Economic Development</b>	<b>225,000</b>	<b>156,000</b>	<b>0</b>	<b>0</b>	<b>156,000</b>
<b><u>CDBG - Public Improvements</u></b>					
CD10 <b>Public Facilities and Improvements</b> - Provide improvements to public facilities and infrastructure within eligible areas.	3,419,373	2,400,000	0	(73,138)	2,326,862
<b>Public Improvement Sub-Total</b>	<b>3,419,373</b>	<b>2,400,000</b>	<b>0</b>	<b>(73,138)</b>	<b>2,326,862</b>
<b>Total CDBG - Public Improvement</b>	<b>3,419,373</b>	<b>2,400,000</b>	<b>0</b>	<b>(73,138)</b>	<b>2,326,862</b>
<b><u>CDBG - Fair Housing and Planning &amp; Program Oversight</u></b>					
CD11 <b>Equity and Human Rights Office</b> - Provide housing discrimination investigations, fair housing education and outreach, and citizen referrals. (formerly Fair Housing Enforcement)	743,830	584,110	0	(22,505)	561,605
CD12 <b>Citizen Participation/CDC Support/HUD Oversight</b> - Office of Budget Services/Community Development Division. Provide coordination of ConPlan budget development, citizen participation, and reporting to HUD as primary City liaison.	801,625	840,805	0	0	840,805
CD13 <b>Community Care Management Support</b> - Provide salaries and operational support to manage and administer CDBG-funded programs in the Office of Community Care.	270,518	333,662	0	0	333,662

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CD14 <b>Housing Management Support</b> - Provide operational support for the management and administration of housing related programs.	1,022,031	1,203,456	0	0	1,203,456
<b>Total CDBG - Fair Housing and Planning &amp; Program Oversight</b>	<b>2,838,004</b>	<b>2,962,033</b>	0	<b>(22,505)</b>	<b>2,939,528</b>
CDBG - FH/PLN/Program Oversight 20% Cap	2,962,033	2,962,033	0	0	2,939,528
Under/(Over) Cap	124,029	(0)	0	0	0
CDBG - FH/PLN/Program Oversight Cap Percentage	19%	20%	0	0%	20%
<b>TOTAL COMMUNITY DEVELOPMENT BLOCK GRANT</b>	<b>19,609,033</b>	<b>15,266,163</b>	0	<b>(112,521)</b>	<b>15,153,642</b>
<b><u>HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)</u></b>					
HM01 <b>CHDO Development Loan Program</b> -Provide loans to City-certified Community Housing Development Organizations (CHDOs) to develop affordable housing for low to moderate income households earning up to 80% Area Median Family Income. (15% minimum)	885,000	885,000	0	(70,000)	815,000
HM02 <b>CHDO Operating Assistance</b> - Provide operational support to assist with the development and management of CHDO projects. (5% maximum); estimate 3 contracts.	0	150,000	0	0	150,000
HM03 <b>HOME Program Administration</b> - Provide operational support for the administration and servicing of HOME programs. (10% maximum)	688,600	688,690	0	(45,923)	642,767
HM04 <b>Dallas Homebuyer Assistance Program</b> - Provide no interest, deferred payment loans for down-payment, principle reduction and closing cost assistance. FY 2019-20: estimated 45 households to be served.	767,129	767,129	0	0	767,129
HM05 <b>Housing Development Loan For Sale and Rental Program</b> - Provide private and nonprofit organizations with loans for the development of single family housing (1-4units) and multifamily housing (5 or more units); FY 2019-20: estimated 80 homes funded.	4,546,172	4,396,082	0	(343,299)	4,052,783
<b>Home Ownership Opportunities Sub-Total</b>	<b>6,886,901</b>	<b>6,886,901</b>	0	<b>(459,222)</b>	<b>6,427,679</b>
<b>TOTAL HOME INVESTMENT PARTNERSHIP PROGRAM</b>	<b>6,886,901</b>	<b>6,886,901</b>	0	<b>(459,222)</b>	<b>6,427,679</b>
<b><u>EMERGENCY SOLUTIONS GRANT (ESG)</u></b>					
ES01 <b>Emergency Shelter</b> - Provide (i) payment of operational costs for shelters or transitional housing facilities for homeless persons, and (ii) essential services to homeless persons residing in shelters or transitional housing facilities, via contracts with non-profit agencies. FY 2019-20: household served = TBD pending RFCSP; contracts = TBD pending RFCSP. <b>(OHS)</b>	439,802	439,000	0	0	439,000

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ES02 <b>Emergency Shelter</b> - Provide essential services to homeless persons residing in shelters or transitional housing facilities. This program is part of the department's strategic goal to support and participate in partnership to respond to human service needs of the residents of Dallas. FY 2019-20: estimated 200 households to be served. <b>(OCC)</b>	131,052	91,052	0	0	91,052
ES03 <b>Street Outreach</b> - Provide direct services designed to meet the immediate needs of unsheltered homeless persons by connecting them with emergency shelter, housing, and/or critical health services. FY 2019-20: estimated 130 households to be served.	71,585	73,561	0	52,801	126,362
<b>Essential Services/Operations Sub-Total</b>	<b>642,439</b>	<b>603,613</b>	<b>0</b>	<b>52,801</b>	<b>656,414</b>
ES04 <b>Homeless Prevention</b> - Provide assistance to persons at-risk of homelessness and meet income limits below 30% of the area median income. Provide short-term (3 months) and medium-term (4 - 24 months) rental assistance; payment of rental arrears up to 6 months. FY 2019-20: estimated 102 households to be served.	80,261	120,261	0	0	120,261
<b>Homeless Prevention Sub-Total</b>	<b>80,261</b>	<b>120,261</b>	<b>0</b>	<b>0</b>	<b>120,261</b>
ES05 <b>Rapid Re-Housing</b> - Provide rapid re-housing assistance to persons who are homeless; Housing relocation and stabilization services, financial assistance and rental assistance; household served = TBD pending RFCSP.	366,654	366,000	0	0	366,000
<b>Rapid Re-Housing Sub-Total</b>	<b>366,654</b>	<b>366,000</b>	<b>0</b>	<b>0</b>	<b>366,000</b>
ES06 <b>HMIS Data Collection</b> - Provide client-level data collection for persons served by the grant, as well as training, generating reports, monitoring and reviewing data quality.	25,000	25,000	0	0	25,000
<b>HMIS Data Collection Sub-Total</b>	<b>25,000</b>	<b>25,000</b>	<b>0</b>	<b>0</b>	<b>25,000</b>
ES07 <b>ESG Administration</b> - Provide monitoring and evaluation of contracts and other program activities. Administrative costs are limited to 7.5% of the grant.	89,520	89,000	0	0	89,000
<b>Program Administration Sub-Total</b>	<b>89,520</b>	<b>89,000</b>	<b>0</b>	<b>0</b>	<b>89,000</b>
<b>TOTAL EMERGENCY SOLUTIONS GRANT</b>	<b>1,203,874</b>	<b>1,203,874</b>	<b>0</b>	<b>52,801</b>	<b>1,256,675</b>
<b>HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)</b>					
HW01 <b>Emergency/Tenant Based Rental Assistance</b> - Provide financial assistance and staff costs for emergency short-term rent/mortgage/utility assistance and long-term tenant-based rental assistance to persons with HIV/AIDS and their families who live in eligible metropolitan area. FY 2019-20: household served = TBD pending RFCSP. <b>(OHS)</b>	2,571,134	2,320,376	0	384,624	2,705,000

**FY 2019-20 CONSOLIDATED PLAN FOR  
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

**ATTACHMENT A  
Revised 4/15/19**

A	B	C	D	E	F
Project Name	FY 2018-19 Amended Budget	FY 2019-20 City Manager's Proposed Budget	CDC Amendment on 4/4/19	HUD Allocation Variance on 4/12/19	FY 2019-20 Revised Proposed Budget
HW02 <b>Emergency Tenant Based Rental/Financial Assistance</b> - Provide financial assistance and staff costs for emergency short-term rent/morgage/utility assistance and long-term rental assistance to persons with HIV/AIDS and their families who live in eligible metropolitan area. FY 2019-20: estimated 270 households to be served. <b>(OCC)</b>	1,195,000	1,297,203	0	0	1,297,203
HW03 <b>Facility Based Housing</b> - Provide housing operation costs, including lease, maintenance, utilities, insurance and furnishings, and support services at facilities that provide assistance to persons with HIV/AIDS and their families who live in the Dallas eligible metropolitan area. FY 2019-20: household served = TBD pending RFCSP. (Formerly Housing Facilities Operations)	2,040,000	1,900,000	0	0	1,900,000
HW04 <b>Housing Placement &amp; Other Support Services</b> - Provide supportive services and permanent housing placement assistance to persons with HIV/AIDS and their families who live in the Dallas eligible metropolitan area. FY 2019-20: household served = TBD pending RFCSP <b>(OHS)</b>	53,625	125,000	0	0	125,000
HW05 <b>Housing Placement &amp; Other Support Services</b> - Provide supportive services and permanent housing placement assistance to persons with HIV/AIDS and their families who live in the Dallas eligible metropolitan area. FY 2019-20: estimated 185 clients to be served. <b>(OCC)</b>	175,000	93,537	0	0	93,537
HW06 <b>Housing Facilities Rehab/Repair/Acquisition</b> - Provide rehabilitation/repair and/or acquisition of housing units for persons with HIV/AIDS and their families who live in the Dallas eligible metropolitan area; households served = TBD pending RFCSP	0	300,000	0	0	300,000
HW07 <b>Housing Information Services/Resource Identification</b> - Provide housing navigation services consisting of a housing resource center with direct one-on-one housing referral assistance and online searchable housing database and web resources, as well as HMIS client level data collection for persons with HIV/AIDS and their families who live in the Dallas eligible metropolitan area. FY 2019-20: households served = TBD pending RFCSP.	151,212	150,000	0	0	150,000
<b>Other Public Services Sub-Total</b>	<b>6,185,971</b>	<b>6,186,116</b>	<b>0</b>	<b>384,624</b>	<b>6,570,740</b>
HW08 <b>Program Administration/City of Dallas</b> - Provide administrative oversight, evaluation, technical assistance, and HMIS client-level data collection for grant funds and program activities.	186,265	186,000	0	0	186,000
HW09 <b>Program Administration/Project Sponsors</b> - Provide administrative oversight, evaluation, technical assistance, and HMIS client-level data collection for grant funds and program activities.	272,880	273,000	0	28,952	301,952
<b>Program Administration Sub-Total</b>	<b>459,145</b>	<b>459,000</b>	<b>0</b>	<b>28,952</b>	<b>487,952</b>
<b>TOTAL HOUSING OPPORTUNITIES FOR PERSONS W/ AIDS</b>	<b>6,645,116</b>	<b>6,645,116</b>	<b>0</b>	<b>413,576</b>	<b>7,058,692</b>
<b>GRAND TOTAL CONSOLIDATED PLAN BUDGET</b>	<b>34,344,924</b>	<b>30,002,054</b>	<b>0</b>	<b>(105,366)</b>	<b>29,896,688</b>

# Memorandum



CITY OF DALLAS

DATE May 9, 2019

Jack Ireland, Director  
TO Office of Budget

SUBJECT **City Manager's Proposed FY 2019-20 HUD Consolidated Plan for FY 2019-20 through FY 2023-24 and FY 2019-20 Annual Budget**

Below is my recommended amendment to the Proposed FY 2019-20 Consolidated Plan Budget.

The Proposed Community Development Block Grant (CDBG) budget includes \$866,994 for the Overcoming Barriers to Work Program. My recommended amendment reduces the funding by \$713,126, to increase/restore funding for the Community Courts Program leaving an increase of \$713,126.

### Source of Funds

Reduce Line CD05 – Overcoming Barriers to Work Program	(\$713,126)
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### Use of Funds

Increase Line CD04 - Community Court Program	\$713,126
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Please let me know if you have any questions.

A handwritten signature in black ink, appearing to read 'B. Adam McGough'.

**B. Adam McGough, District 10  
Councilmember**

c: Honorable Mayor and City Councilmembers  
T. C. Broadnax, City Manager  
Chris Caso, City Attorney (Interim)  
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  
Joey Zapata, Assistant City Manager  
Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer  
Michael Mendoza, Chief of Economic Development and Neighborhood Services  
M. Elizabeth Reich, Chief Financial Officer  
Laila Alequresh, Chief Innovation Officer  
Directors and Assistant Directors

# Office of the City Auditor – Audit of VisitDallas

City Council Briefing  
May 15, 2019

Mark Swann, City Auditor  
Office of the City Auditor  
City of Dallas



# Audit of VisitDallas

Primary Contracts (Proponent)	Annual Average Amt FY13 to FY17	Funding Source	Allowable Costs/ Key Requirements
City Service Contract (Department of Convention and Event Services)	\$15.6 million	Hotel Occupancy Tax	<ul style="list-style-type: none"> <li>• Market the City of Dallas as a major meeting site and visitor’s destination.</li> <li>• Promote public facilities with emphasis on the Kay Bailey Hutchison Convention Center.</li> </ul>
Dallas Tourism Public Improvement District (Office of Economic Development)	\$13.5 million	Public Improvement District Assessment	Defray expenses: authorized improvements and services defined in the Act and listed in the City’s Annual Service Plan. No non-public purpose use of funds.
Administrative Contract (Dallas Tourism Public Improvement District)	N/A	N/A	Implement Dallas Tourism Public Improvement District funded activities.



# Audit of VisitDallas

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**Release Date:** January 4, 2019

**Objective:** Evaluate the effectiveness of services provided by VisitDallas, which included: (1) assessing the reliability and reporting of performance measures; and, (2) determining whether the Dallas Tourism Public Improvement District incentive funds were used properly. We also reviewed whether the Hotel Occupancy Tax funds were used properly.

**Scope:** Management operations during the period of Fiscal Year (FY) 2016 through FY 2017\*

*\* Certain other matters, procedures, and transactions occurring outside that period may have been reviewed to understand and verify information related to the audit period.*



City of Dallas

# Audit of VisitDallas

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## Conclusions:

The City does not have sufficient mechanisms in place to effectively evaluate services provided by VisitDallas and needs to improve the Department of Convention and Event Services' and the Office of Economic Development's:

- **Oversight and monitoring of the VisitDallas contracts and reporting**

The City's oversight and monitoring of the contracts with VisitDallas and Dallas Tourism Public Improvement District does not consistently include substantive analysis of reported information and commitments. The City also does not ensure timely collection of contractual payments from VisitDallas.



# Audit of VisitDallas

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## *Conclusions continued...*

➤ **Reliability and accountability of controls over VisitDallas' performance measures and expenses**

The City does not ensure the system of controls over key performance measures for VisitDallas and the Convention Center allows for consistent, complete and reliable information. Controls over certain VisitDallas' expense activities are not adequate and may not consistently ensure that the City receives the expected benefit.

As a result: (1) the City cannot ensure compliance with HOT and Dallas Tourism Public Improvement District requirements; and, (2) the City's ability to adequately evaluate VisitDallas' performance may be impaired.



# Audit of VisitDallas

## Recommendation Breakdown Management Agreement/Disagreement By Report Section

Report Section	Management Agreement	Management Disagreement	Total
The City of Dallas' Oversight of VisitDallas	5	2	7
Performance Measures for VisitDallas and Kay Bailey Hutchison Convention Center Dallas	3	4	7
Internal Controls Over Certain Expenses of VisitDallas	3	1	4
Total	11	7	18



# Audit of VisitDallas

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The following is the link to the audit report found on the Office of the City Auditor's website:

[Audit of VisitDallas](#)



# Office of the City Auditor – Audit of VisitDallas

City Council Briefing  
May 15, 2019

Mark Swann, City Auditor  
Office of the City Auditor  
City of Dallas



# **AUDIT OF VISITDALLAS**

## **Report No. A19-006**

### **UPDATE ON CORRECTIVE ACTIONS**

**City Council Briefing**  
**May 15, 2019**

**City of Dallas**  
**Rosa Fleming – Director**  
**Convention & Event Services**

**Courtney Pogue – Director**  
**Office of Economic Development**

**VisitDallas**  
**Joyce Williams – Board Chair-Elect**  
**Tony Vedda, CCE, IOM – Chair**  
**Governance Committee**  
**Sam Coats – Interim President/CEO**



# Overview

- Background
- Purpose
- Corrective Action Plan Process
- Corrective Action Plan Update
- Next Steps
- Appendix



# Background

The Office of the City Auditor (AUD) released the *Audit of VisitDallas Report No. A19-006* on January 4, 2019. The overall objective of the audit was to evaluate the effectiveness of services provided by VisitDallas between FY 2016 and FY 2017, by testing the reliability and reporting of performance measures and the usage of Hotel Occupancy Tax (HOT) and Dallas Tourism Public Improvement District (DTPID) funds. AUD provided 18 recommendations.

Convention and Event Services (CES), the Office of Economic Development (ECO) and VisitDallas briefed the Government Performance and Financial Management (GPFM) Committee on February 19, 2019. CES and ECO agreed on 11 recommendations and provided alternate remedies for the remaining recommendations. Following the briefing, GPFM recommended that CES brief the full City Council.

# Purpose

Brief City Council about the improvements being implemented by CES and ECO based on the corrective actions presented to the GPFM Committee on February 19, 2019, in response to the *Audit of VisitDallas Report No. A19-006*

CES and ECO continue to focus on transparency, accuracy and accountability by:

- Improving contract monitoring
- Engaging independent third parties
- Working toward the execution of an amended and restated contract

4

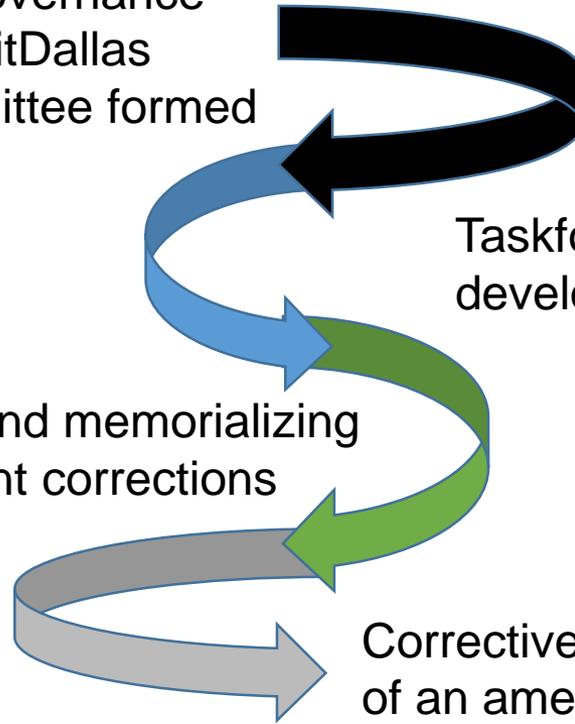
# Corrective Action Plan Process

VisitDallas Audit/Governance  
Task Force and VisitDallas  
Governance Committee formed

Taskforce met with CES/ECO to  
develop an interim remediation plan

CES/ECO verifying and memorializing  
interim and permanent corrections

Corrective action plan testing and execution  
of an amended and restated contract



# Corrective Action Plan Process (cont.)

CES, ECO, VisitDallas staff and VisitDallas Audit/Governance Task Force have met continuously since the February 19<sup>th</sup> briefing to develop a corrective action plan and meet deliverable deadlines:

MEETING DATE	ATTENDEES	SCOPE
March 5	<ul style="list-style-type: none"> <li>• CES</li> <li>• VisitDallas Staff</li> <li>• VisitDallas Audit/Governance Task Force</li> </ul>	Review initial audit deliverables
March 12	<ul style="list-style-type: none"> <li>• CES</li> <li>• ECO</li> <li>• VisitDallas Audit/Governance Task Force</li> </ul>	Discussion about engagement of two separate third parties to review goals/metrics and policies/procedures
April 2	<ul style="list-style-type: none"> <li>• CES</li> <li>• VisitDallas Staff</li> </ul>	Review of revised financial format draft
April 9	<ul style="list-style-type: none"> <li>• CES</li> <li>• VisitDallas Staff</li> </ul>	Review of edits to financial format and customer relationship management system reporting data
April 12	<ul style="list-style-type: none"> <li>• CES</li> <li>• ECO</li> <li>• VisitDallas Audit/Governance Task Force</li> </ul>	Discussion of industry standard formula for ROI on citywides and outstanding VisitDallas Staff deliverables / Pre-bid presentations from the third party that will review VisitDallas' policies and procedures
April 18	<ul style="list-style-type: none"> <li>• CES</li> <li>• VisitDallas Staff</li> </ul>	Review of VisitDallas' marketing proposal for current FY and recommendations for FY20

# Corrective Action Plan Process (cont.)

VisitDallas Audit/Governance Task Force received proposals and selected third parties to help them remedy several recommendations outlined in the audit:

SELECTION DATE	ATTENDEES	SCOPE
March 29	<ul style="list-style-type: none"><li>VisitDallas Audit/Governance Task Force</li></ul>	NAVEX Global Inc. was selected as the ethics hotline vendor / Set-up and installation has begun
April 25	<ul style="list-style-type: none"><li>VisitDallas Audit/Governance Task Force</li></ul>	BDO USA, LLP was selected to review VisitDallas' policies and procedures / Contract signed May 3

# Corrective Action Plan Update

## CORRECTIVE ACTION 1

City improves monitoring of expense, audit, reporting and invoicing data received from VisitDallas

**AUDIT RECOMMENDATIONS (R) IMPACTED: 1, 2, 3, 4, 6, 7, 15, 17, 18**

Description	Frequency	FY19 Sampling/Testing
R1: Document and adopt formal procedures for documenting VisitDallas expenses	Monthly	Sep-30
R1: Obtain and review VisitDallas Form 990	Annually	Feb-15
R2 and R3: Ensure CES timely invoices VisitDallas for the annual capital contribution and ensure ECO timely invoices VisitDallas for annual Creative Industries commitment	Annually	Sep-15 Dec-15
R4: ECO Director requests monthly financial reports in accordance with the City Service Contract with VisitDallas, in a format that allows Creative Industries to efficiently reconcile direct expenses to program activity	Monthly	Sep-30

# Corrective Action Plan Update

## CORRECTIVE ACTION 1

City improves monitoring of expense, audit, reporting and invoicing data received from VisitDallas

**AUDIT RECOMMENDATIONS (R) IMPACTED: 1, 2, 3, 4, 6, 7, 15, 17, 18**

Description	Frequency	FY19 Sampling/Testing
R6: ECO Director periodically performs compliance reviews as allowed by City contract and monitors DTPID's expenses to ensure compliance	Monthly	Sep-30
R7: ECO Director, in coordination with VisitDallas and in consultation with the City Attorney's Office (CAO) to address the interim adjustments and excess assessments to ensure City has formal authority to accept assessments regarding hotels	Ongoing (until determination made)	Ongoing

# Corrective Action Plan Update (cont.)

## CORRECTIVE ACTION 1

City improves monitoring of expense, audit, reporting and invoicing data received from VisitDallas

**AUDIT RECOMMENDATIONS (R) IMPACTED: 1, 2, 3, 4, 6, 7, 15, 17, 18**

Description	Frequency	FY19 Sampling/Testing
R15: CES Director monitors VisitDallas' expenses to ensure compliance with VisitDallas Policies and Procedures Manual and State of Texas laws for HOT by analyzing, reviewing and documenting expenses on a random sample basis	Monthly	Sep-30
R17: CES Director requests VisitDallas complies with State of Texas law for HOT funds by maintaining a separate bank account for HOT funds	Monthly	Completed
R18: ECO Director requests VisitDallas complies with the DTPID administrative contract by maintaining a separate bank account for DTPID funds	Monthly	Completed

# Corrective Action Plan Update (cont.)

## CORRECTIVE ACTION 2

City hires an independent third party to analyze VisitDallas performance goals and metrics

**AUDIT RECOMMENDATIONS (R) IMPACTED: 1, 9, 10, 11, 13**

Description	Frequency	FY19 Sampling/Testing
R1: Ensure formal City approval of VisitDallas performance goals	Monthly through analysis then annually in future years	May-30
R9: CES Director, in coordination with VisitDallas, provides adequate assurance that key metrics such as economic impact, bookings, and consumed activity are independently validated and documented either by an independent third party or CES, on a periodic basis and relevant supporting historical data is retained	<ul style="list-style-type: none"> <li>Weekly verification with the VisitDallas Sales Team</li> <li>Monthly contract compliance review</li> </ul>	Sep-30
R10: CES Director, in coordination with VisitDallas, works to factor historical results of consumed events when setting Citywide event bookings performance goals	Monthly	Sep-30

# Corrective Action Plan Update (cont.)

## CORRECTIVE ACTION 2

City hires an independent third party to analyze VisitDallas performance goals and metrics

**AUDIT RECOMMENDATIONS (R) IMPACTED: 1, 9, 10, 11, 13**

Description	Frequency	FY19 Sampling/Testing
R11: CES Director develops procedures for data and metrics measuring the success of the Convention Center including retaining proper support documentation / conducts a documented comparative analysis	<ul style="list-style-type: none"> <li>Weekly verification with Spectra</li> <li>Monthly contract compliance review</li> </ul>	Sep-30
R13: CES Director monitors VisitDallas' compensation practices with particular focus on employee incentive compensation adjustments for the actual results or groups	Annually	Aug-30

# Corrective Action Plan Update (cont.)

## CORRECTIVE ACTION 3

VisitDallas, with City input, engages third party to analyze and provide feedback on the reasonableness and sufficiency of VisitDallas policies, procedures and back-up source data

**AUDIT RECOMMENDATIONS (R) IMPACTED: 5, 8, 12, 14 and 16**

Description	Frequency	FY19 Sampling/Testing
R5: ECO Director, as allowed by the City contract with DTPID and VisitDallas, develops a formal contract monitoring procedure, requests and documents timely collection of contract deliverables, and obtains and reviews DTPID's Form 990 annually	Monthly	Sep-30

# Corrective Action Plan Update (cont.)

## CORRECTIVE ACTION 3

VisitDallas, with City input, engages third party to analyze and provide feedback on the reasonableness and sufficiency of VisitDallas policies, procedures and back-up source data

**AUDIT RECOMMENDATIONS (R) IMPACTED: 5, 8, 12, 14 and 16**

Description	Frequency	FY19 Sampling/Testing
R8: CES Director develops policies and procedures that document the methodology, formulas, and associated definitions, used in preparing both the monthly VisitDallas metrics report and the annual Accomplishments and Action Plan report	Monthly	Sep-30
R8: CES Director reviews VisitDallas policies and procedures for completeness and reasonableness and requests VisitDallas amends any insufficient aspects / obtains underlying source documentation used by VisitDallas	Monthly	Sep-30

# Corrective Action Plan Update (cont.)

## CORRECTIVE ACTION 3

VisitDallas, with City input, engages third party to analyze and provide feedback on the reasonableness and sufficiency of VisitDallas policies, procedures and back-up source data

**AUDIT RECOMMENDATIONS (R) IMPACTED: 5, 8, 12, 14 and 16**

Description	Frequency	FY19 Sampling/Testing
R12: CES Director monitors VisitDallas' compensation practices to ensure that paid compensation is properly documented according to VisitDallas policies in order to demonstrate compliance with State laws related to HOT	Monthly	Sep-30
R14: CES Director monitors VisitDallas' practices with particular focus on the basis for CEO's annual compensation goals in order to demonstrate compliance with State laws related to HOT	Monthly	Sep-30
R16: CES Director monitors VisitDallas' policies and procedures to provide adequate guidance on allowable expenses to ensure the City achieves the expected benefit from expenses made from HOT and the DTPID funds	Monthly	Sep-30

# Next Steps

- CES and ECO coordinate with CAO to execute an amended and restated contract by September 30, 2019
- CES and ECO to discuss renewal and procurement options with CAO for ongoing contract

# **AUDIT OF VISITDALLAS**

## **Report No. A19-006**

### **UPDATE ON CORRECTIVE ACTIONS**

**City Council Briefing**  
**May 15, 2019**

**City of Dallas**  
**Rosa Fleming – Director**  
**Convention & Event Services**

**Courtney Pogue – Director**  
**Office of Economic Development**

**VisitDallas**  
**Joyce Williams – Board Chair Elect**  
**Tony Vedda, CCE, IOM – Chair**  
**Governance Committee**  
**Sam Coats – Interim President/CEO**



# Appendix



# **AUDIT OF VISITDALLAS**

## **Report No. A19-006**

### **PROPOSED CORRECTIVE ACTIONS**

**Government Performance and Financial  
Management Committee**  
**February 19, 2019**

**City of Dallas**

**Rosa Fleming – Director (I)  
Convention & Event Services**

**Courtney Pogue – Director  
Office of Economic Development**

**VisitDallas**

**Joyce Williams – Chair Elect  
Phillip Jones – President/CEO**



# Presentation Overview

- Purpose
- Contract History
- Audit Overview
- Corrective Action Plan
- Next Steps



# Purpose

Brief the Government Performance & Financial Management (GPFM) Committee about the planned corrective actions, related to the January 4, 2019 Audit of VisitDallas (Report No. A19-006), to be implemented by Convention and Event Services (CES) and Office of Economic Development (ECO).

Corrective actions outlined in this briefing speak to an overall goal of transparency, accuracy and accountability in how VisitDallas, and similar contracts will be managed by these departments going forward.

# Contract History

Contract	Department	Resolution #	Term
<i>Contract between the City of Dallas and the Dallas Convention and Visitors Bureau for Convention and Public Event Facility Promotion, Advertising and Tourism Development Services</i>	CES	15-1666	FY 2016 – 2020, followed by a 5-year and 3-year renewal option
<i>Supplemental Agreement 1 to Contract between the City of Dallas and the Dallas Convention and Visitors Bureau for Convention and Public Event Facility Promotion, Advertising and Tourism Development Services</i>	CES	16-7122	Same as above
<i>Contract between the Dallas Tourism Public Improvement District (DTPID) Board, the City of Dallas and VisitDallas</i>	ECO	16-1250	FY 2017 – 2029
<i>Dallas Convention &amp; Visitors Bureau (DCVB) &amp; Dallas Tourism Public Improvement District Corporation (DTPIDC)</i>	ECO	N/A	FY 2018 – 2029

# Contract History cont.

## DCVB TIMELINE

Authorized a contract with the Dallas Chamber of Commerce for marketing and general sales of Dallas as a site for tourism, meetings and conventions

1979  
October



1999  
May

Authorized Supplemental Agreement No. 1 removed the cap on HOT allocations decreasing the percentage DCVB received 32.6% and requiring to meet performance measures that prioritized Convention Center

Approved assignment of the contract from the Greater Dallas Chamber of Commerce to a new non-profit corporation, the Dallas Convention & Visitors Bureau (DCVB)

1992  
September



2002  
June

Authorized Supplemental Agreement No. 2 provided additional funding for enhanced marketing and promotion of the Convention Center expansion, required DCVB to establish a reserve account for future revenue shortfalls and required DCVB to provide future capital improvements for WRR Municipal Radio from 2003 – 2007

Authorized a 10-year contract with the DCVB, with 33.57% of the City's 7% HOT receipts with two five-year renewal options

1996  
September



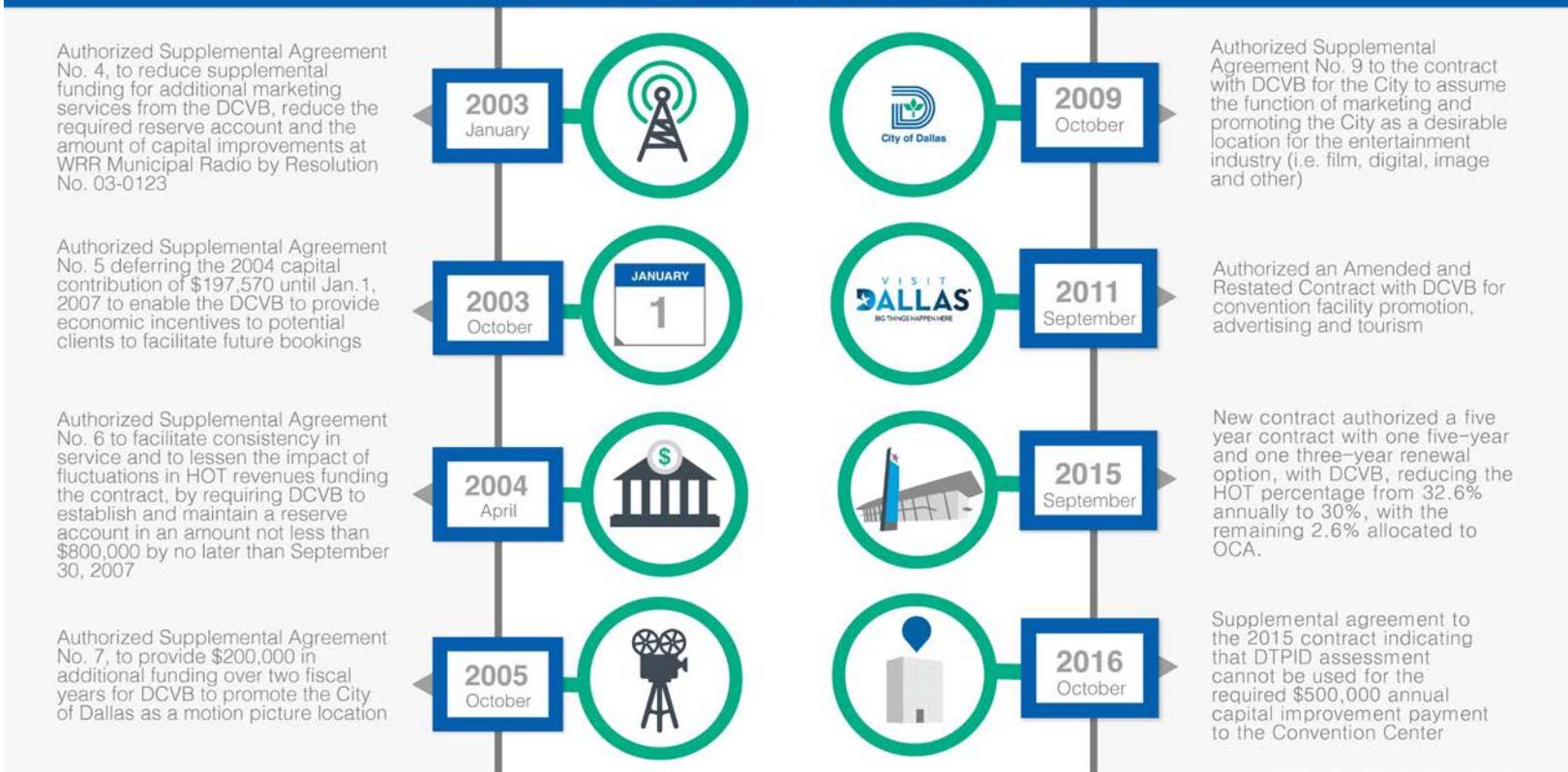
2002  
December

Authorized Supplemental Agreement No. 3, which provided an additional \$30,000 in funding to DCVB to promote the film industry

DCVB = Dallas Convention & Visitors Bureau  
HOT = Hotel Occupancy Tax

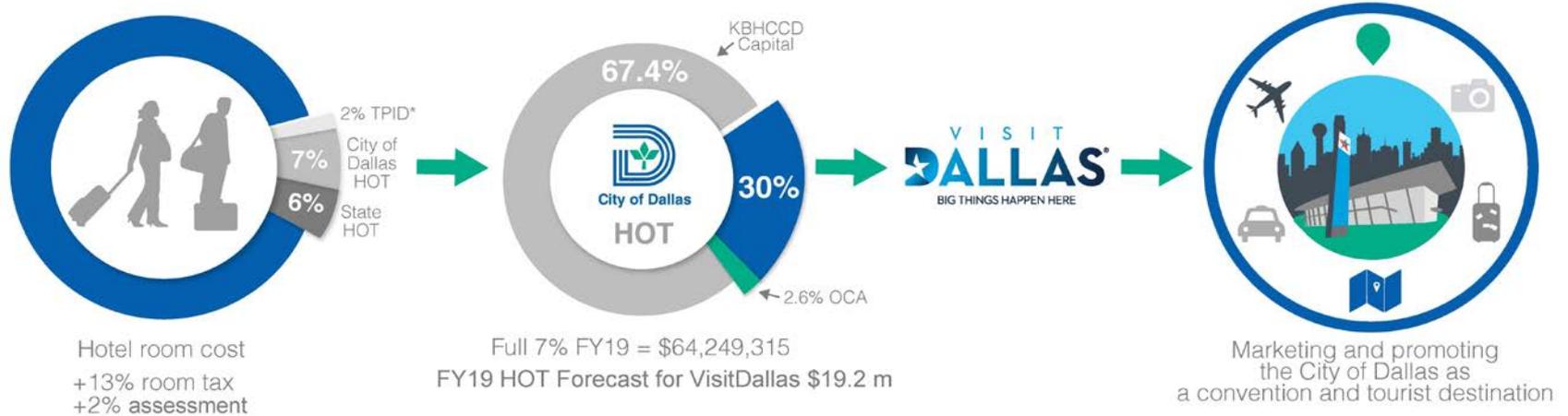
# Contract History cont.

## DCVB TIMELINE



# Contract History cont.

## FUNDING SOURCES BREAKDOWN



HOT = 13%



\*TPID (Tourism Public Improvement District): Hotels with 100 or more rooms within the city limits of Dallas have to pay an additional 2 percent assessment on their occupied rooms "for the purpose of generating funds to market and promote Dallas as a convention and tourism destination."

TPID = 2%



Hotels with 100+ rooms within Dallas City Limits

FY19 TPID Forecast for VisitDallas \$18.2 m

# Contract History cont.

Fiscal Year	HOT Revenue Budgeted*	HOT Revenue Actualized*	VisitDallas Allocation*	HOT %	OCA Allocation*	HOT %	Variance Explanation
2012	\$ 34,600	\$ 37,950	\$ 12,372	32.6%			.
2013	\$ 37,600	\$ 42,133	\$ 13,735	32.6%			.
2014	\$ 40,924	\$ 46,962	\$ 15,310	32.6%			.
2015	\$ 50,263	\$ 50,405	\$ 16,432	32.6%			.
2016	\$ 54,221	\$ 55,278	\$ 16,346	30%	\$ 1,417	2.6%	
2017	\$ 56,262	\$ 55,864	\$ 16,919	30%	\$ 1,462	2.6%	Includes FY2016 (for 2nd & 4th quarters) retainage payment \$166,088
2018	\$ 60,233	\$ 61,153	\$ 18,346	30%	\$ 1,590	2.6%	
2019	\$ 64,249	\$ 13,408	\$ 19,275	30%	\$ 1,670	2.6%	Anticipated actualized revenue

\*\$000 - Inflated

# Audit Overview

The overall objective of the audit was to evaluate the effectiveness of services provided by VisitDallas between FY 2016 and FY 2017

- Office of the City Auditor (AUD) tested the reliability and reporting of performance measures and the usage of HOT and DTPID Incentive funds
- AUD provided 18 recommendations
  - CES and ECO agreed with 11 recommendations
    - Both departments disagreed with solutions presented in 7 of the recommendations but, in the management response, agreed to take other measures to remedy the primary issue
  - CES and ECO are committed to putting solutions into effect expeditiously through:
    - Memoranda of Understanding (MOUs) or supplemental agreements in the interim
    - New contract will provide long-term solutions before the CES contract with VisitDallas expires in September 2020

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# Audit Overview cont.

## Convention and Event Services & Office of Economic Development

Management agree that oversight and monitoring of these contracts must be improved and these departments have:

- Conducted four meetings with VisitDallas staff and Board of Directors since the Audit's release to review contracts, discuss the AUD recommendations and formulate action plans
- Coordinated with the City Controller's Office (CCO) on a corrective action plan that
  - Enhances VisitDallas' contract monitoring processes
  - Provides proven and documented validity for the performance metrics required of VisitDallas
  - Demonstrates both an immediate and a long-term commitment to transparency in how CES and ECO examine valuable hotel and other revenues or assessment fees contracted to VisitDallas

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# Audit Overview cont.

## VisitDallas Staff and Board of Directors

Recognizes the value of the VisitDallas relationship with the City and its stakeholders and is committed to working with CES and ECO to remedy the audit findings. The VisitDallas Board of Directors has:

- Established a *Board Audit/Governance Taskforce* to create interim and long-term solutions to audit recommendations
- Committed to creating a *Board Governance and Ethics Committee* to review and monitor VisitDallas internal controls' framework and expenditure approval processes
- Pledged to pay for a mutually agreed upon independent third party expert to assist the Board and City in building policies and procedures to address the audit

# CES Corrective Action Plan



# Corrective Actions – CES

## SUMMARY CES RECOMMENDATIONS (AGREED)

*Recommendation	Corrective Action
<p><b>Recommendation I:</b></p> <ul style="list-style-type: none"> <li>Review VisitDallas expenses and create a more transparent financial reporting format</li> <li>Review Form 990 annually</li> <li>Ensure formal City approval of VisitDallas performance goals</li> <li>Implement an MOU or supplemental agreement with VisitDallas to stipulate reasonable due dates</li> </ul>	<p><b>VisitDallas agreed to:</b></p> <ul style="list-style-type: none"> <li>Provide Form 990 by February 15<sup>th</sup>, unless an extension is requested, and provide data in a transparent GAAP format approved by CES</li> <li>Seek formal City approval of performance goals relevant to the City before Board approval and counter-sign approval letter from CES</li> <li>Provide the City with timely responses for monthly, quarterly, and annual dates as outlined in an MOU or supplemental agreement</li> </ul>
<p><b>Recommendation II:</b></p> <ul style="list-style-type: none"> <li>Invoice VisitDallas timely for annual \$500k capital contribution</li> <li>Consult with City Attorney's Office (CAO) to ensure VisitDallas funding source for capital complies with State law</li> </ul>	<p><b>VisitDallas agreed to:</b></p> <ul style="list-style-type: none"> <li>Make annual payments on or before December 15<sup>th</sup> based on a combined invoice from CES and ECO delivered by electronic and certified mail by September 15<sup>th</sup> annually</li> <li>Use private funds for the \$500k annual commitment</li> </ul>

\* Recommendations have been abridged.

# Corrective Actions – CES

## SUMMARY CES RECOMMENDATIONS (AGREED)

### Recommendation

### Corrective Action

#### Recommendation VIII:

- Request VisitDallas develops policies and procedures that document the methodology, formulas, and definitions, used in preparing both the monthly metrics report and the annual *Accomplishments and Action Plan Report*
- Review new policies and obtain underlying source documentation and periodically validate accuracy

#### VisitDallas agreed to:

- Develop new policies and procedures, with outside independent assistance, that align with current industry standards
- Amend policies and procedures relating to monthly reports upon City request
- Provide source documentation used for metrics and validate accuracy of all metrics once those metrics are developed by the independent entity and approved by the City

# Corrective Actions – CES

## SUMMARY CES RECOMMENDATIONS (AGREED)

Recommendation	Corrective Action
<p><b>Recommendation XI:</b></p> <ul style="list-style-type: none"><li>• Develop procedures for data and metrics measuring the success of the Convention Center and retaining proper supporting documentation</li><li>• Conduct a documented comparative analysis on a periodic basis of the Convention Center space rental rates</li></ul>	<p><b>CES staff will:</b></p> <ul style="list-style-type: none"><li>• Develop industry standard procedures for data and metrics that measure the success of the Convention Center and retain proper supporting documentation</li><li>• Conduct a documented comparative analysis of Convention Center space rental rates annually</li></ul>
<p><b>Recommendation XIV:</b></p> <p>Monitor VisitDallas' compensation practices with focus on the basis for the CEO's annual compensation goals in order to demonstrate compliance with State law related to HOT</p>	<p><b>VisitDallas agreed to:</b></p> <p>Review VisitDallas compensation practices annually with CES, and before the acceptance of all high-level executive contracts, to ensure compliance with any State law related to HOT and adjust as needed</p>

# Corrective Actions – CES

## SUMMARY CES RECOMMENDATIONS (AGREED)

Recommendation	Corrective Action
<p><b>Recommendation XVI:</b> Requests VisitDallas strengthens policies and procedures to provide adequate guidance on allowable expenses to better ensure the City achieves the expected benefit from expenses made from HOT and DTPID funds</p>	<p><b>VisitDallas agreed to:</b> Engage a mutually agreed upon, independent third-party expert to assist in strengthening and monitoring policies and procedures to provide better guidance to VisitDallas and its Board on allowable expenses, and to better ensure the City achieves the expected benefit from expenditures made from HOT and DTPID funds</p>
<p><b>Recommendation XVII:</b> Requests VisitDallas complies with State law for HOT by maintaining a separate bank account for HOT funds</p>	<p><b>VisitDallas agreed to:</b></p> <ul style="list-style-type: none"> <li>★ Established a separate bank account for HOT funds effective December 2018</li> <li>• Will continue to report to the Board and CES regarding ongoing compliance with any and all State laws related to HOT</li> </ul>

★ Denotes completed task that has entered monitoring phase

# Corrective Actions – CES

## SUMMARY CES RECOMMENDATIONS (DISAGREED)

Recommendation	Corrective Action
	<p>Although CES initially disagreed with the AUD recommendation, VisitDallas has now identified the following corrective actions:</p>
<p><b>Recommendation IX:</b> Provide adequate assurance that key metrics such as economic impact, bookings and consumed activity are independently validated and documented either by an independent contractor, or CES on a periodic basis and relevant historical data is retained</p>	<ul style="list-style-type: none"> <li>• Hire a mutually agreed upon, independent third-party expert to help establish and validate key agreed upon performance metrics based on current industry standards</li> <li>• Provide supporting data to CES monthly</li> </ul>
<p><b>Recommendation X:</b> Factor in historical results of consumed events when setting Citywide event bookings and performance goals</p>	<p>Work with CES to develop a plan for maintaining historical data in an auditable format consistent with industry standards</p>
<p><b>Recommendation XII:</b> Monitor VisitDallas' compensation to ensure compliance with State law related to HOT</p>	<p>Meet quarterly with CES to ensure paid compensation is properly documented, aligns with VisitDallas policies, and demonstrates compliance with State law related to HOT</p>

# Corrective Actions – CES

## SUMMARY CES RECOMMENDATIONS (DISAGREED)

Recommendation	Corrective Action
	<p>Although CES initially disagreed with the AUD recommendation, VisitDallas has now identified the following corrective actions:</p>
<p><b>Recommendation XIII:</b> Monitors VisitDallas’ compensation practices with focus on employee incentive compensation adjustments for the actual results of groups / events</p>	<p>Develop, implement, and continually review compensation practices with focus on employee incentive compensation adjustments for the actual results for groups/events and adjust where needed at the next reasonable opportunity</p>
<p><b>Recommendation XV:</b> Monitors VisitDallas’ expenses in order to ensure compliance with VisitDallas’ policies and procedures to demonstrate compliance with State law related to HOT</p>	<p>Will have a mutually agreed upon CPA periodically review expenses in order to ensure compliance with VisitDallas’ policies and procedures to demonstrate compliance with any State law related to HOT and adjust where needed</p>

# ECO Corrective Action Plan

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# Corrective Actions – ECO

## SUMMARY ECO RECOMMENDATIONS (AGREED)

Recommendation	Corrective Action
<p><b>Recommendation III:</b> Invoice VisitDallas timely for annual \$100k funding commitment to ECO and Creative Industries and monitor collection efforts if not received timely</p>	<p><b>VisitDallas agreed to:</b> Make annual payments on or before December 15th based on a combined invoice from CES and ECO delivered by electronic and certified mail by September 15th annually</p>
<p><b>Recommendation IV:</b> Request VisitDallas provide monthly financial reports in a format that allows Creative Industries to efficiently reconcile direct expense payments for program activity to VisitDallas' financial reports</p>	<p><b>VisitDallas agreed to:</b> Coordinate with ECO to develop a detailed, line-itemed, and transparent report for Creative Industries to review and reconcile</p>

# Corrective Actions – ECO

## SUMMARY ECO RECOMMENDATIONS (AGREED)

Recommendation	Corrective Action
<p><b>Recommendation V:</b> Develop a formal contract monitoring process and request/document timely collection of contract deliverables and obtain/review DPTID’s Form 990 and VisitDallas Form 990</p>	<p><b>VisitDallas agreed to:</b></p> <ul style="list-style-type: none"> <li>• Agreed to monthly, quarterly, and annual monitoring visits by ECO and to timely submission of contract deliverables</li> <li>• Receipt of a cure letter if deliverables are not provided</li> <li>• Provide annual Form 990 by February 15<sup>th</sup>, unless an extension is requested</li> </ul>
<p><b>Recommendation XVIII:</b> Requests VisitDallas maintain separate bank account for DTPID funds</p>	<p><b>VisitDallas:</b></p> <ul style="list-style-type: none"> <li>• Established a separate bank account for DTPID funds effective December 2018</li> <li>★ Will continue to report to the Board and ECO regarding ongoing compliance with any and all laws related to DTPID</li> </ul>

★ Denotes completed task that has entered monitoring phase

# Corrective Actions – ECO

## SUMMARY ECO RECOMMENDATIONS (DISAGREED)

Recommendation	Corrective Action
	<p>Although ECO initially disagreed with the AUD recommendation, VisitDallas has now identified the following corrective actions:</p>
<p><b>Recommendation VI:</b> Perform and document monthly, quarterly, or annually detailed compliance reviews of VisitDallas expenses as allowed by the contract and monitor DTPID’s expenses to ensure compliance with the DTPID Board, VisitDallas and State laws for Tourism PIDs</p>	<ul style="list-style-type: none"> <li>• Agreed to high-level expense reviews by ECO at pre-established intervals incorporated into an MOU or supplemental agreement</li> <li>• Engage a mutually agreed upon, independent CPA to conduct detailed and formal review of DTPID expenses for the Board and ECO</li> </ul>
<p><b>Recommendation VII:</b> Consult with CAO to ensure City has authority to formally accept additional hotels into the DTPID</p>	<p>Comply with ECO’s recommendations following any meetings with the CAO</p>

# Corrective Action Plan - Timeline



# Corrective Actions – Timeline

Corrective Action Plan Timeline	
Date	Corrective Actions
January 14, 2019	CES and ECO briefed VisitDallas Finance & Executive Committee about audit recommendations
January 22, 2019	CES met with newly formed VisitDallas Board Audit/Governance Taskforce and later added the entire VisitDallas Board, during a regularly scheduled board meeting
February 1, 2019	ECO met with VisitDallas, with agreement to meet quarterly to discuss reports. VisitDallas confirmed they will pay total annual contribution by December 15th / ECO to schedule meeting with DTPIDC to discuss the audit
April 2019	CES to begin working with CAO and CCO on new contract format with improved metrics and deliverables, definitive timelines, and more City authority on matters related to compensation using HOT funds
May 2019	CES and ECO to brief Council on status of interim MOUs
September 2020	VisitDallas contract with CES expires
Ongoing	Monthly and quarterly VisitDallas contract compliance meetings and financial reviews with CES and ECO, including annual review of Form 990

# Next Steps

- Coordinate with CCO and AUD to ensure that contract compliance and audit measures mitigate future risks
- Accelerate deadlines for reviewing and revising VisitDallas contracts with the goal to have new contracts in place before the end of the fiscal year
- Enact interim contract compliance measures by coordinating with CAO to establish MOUs or supplemental agreements to codify deliverable dates and deadlines

# **AUDIT OF VISITDALLAS**

## **Report No. A19-006**

### **PROPOSED CORRECTIVE ACTIONS**

**Government Performance and Financial  
Management Committee**  
**February 19, 2019**

**Rosa Fleming – Director (I)  
Convention & Event Services**

**Courtney Pogue – Director  
Office of Economic Development**

**City of Dallas**



# Presentation Overview

- Purpose
- Contract History
- Audit Overview
- Corrective Action Plan
- Next Steps



# Purpose

Brief the Government Performance & Financial Management (GPFM) Committee about the planned corrective actions, related to the January 4, 2019 Audit of VisitDallas (Report No. A19-006), to be implemented by Convention and Event Services (CES) and Office of Economic Development (ECO).

Corrective actions outlined in this briefing speak to an overall goal of transparency, accuracy and accountability in how VisitDallas, and similar contracts will be managed by these departments going forward.

# Contract History

Contract	Department	Resolution #	Term
<i>Contract between the City of Dallas and the Dallas Convention and Visitors Bureau for Convention and Public Event Facility Promotion, Advertising and Tourism Development Services</i>	CES	15-1666	FY 2016 – 2020, followed by a 5-year and 3-year renewal option
<i>Supplemental Agreement 1 to Contract between the City of Dallas and the Dallas Convention and Visitors Bureau for Convention and Public Event Facility Promotion, Advertising and Tourism Development Services</i>	CES	16-7122	Same as above
<i>Contract between the Dallas Tourism Public Improvement District (DTPID) Board, the City of Dallas and VisitDallas</i>	ECO	16-1250	FY 2017 – 2029
<i>Dallas Convention &amp; Visitors Bureau (DCVB) &amp; Dallas Tourism Public Improvement District Corporation (DTPIDC)</i>	ECO	N/A	FY 2018 – 2029

# Contract History cont.

## DCVB TIMELINE

Authorized a contract with the Dallas Chamber of Commerce for marketing and general sales of Dallas as a site for tourism, meetings and conventions

1979  
October



1999  
May

Authorized Supplemental Agreement No. 1 removed the cap on HOT allocations decreasing the percentage DCVB received 32.6% and requiring to meet performance measures that prioritized Convention Center

Approved assignment of the contract from the Greater Dallas Chamber of Commerce to a new non-profit corporation, the Dallas Convention & Visitors Bureau (DCVB)

1992  
September



2002  
June

Authorized Supplemental Agreement No. 2 provided additional funding for enhanced marketing and promotion of the Convention Center expansion, required DCVB to establish a reserve account for future revenue shortfalls and required DCVB to provide future capital improvements for WRR Municipal Radio from 2003 – 2007

Authorized a 10-year contract with the DCVB, with 33.57% of the City's 7% HOT receipts with two five-year renewal options

1996  
September



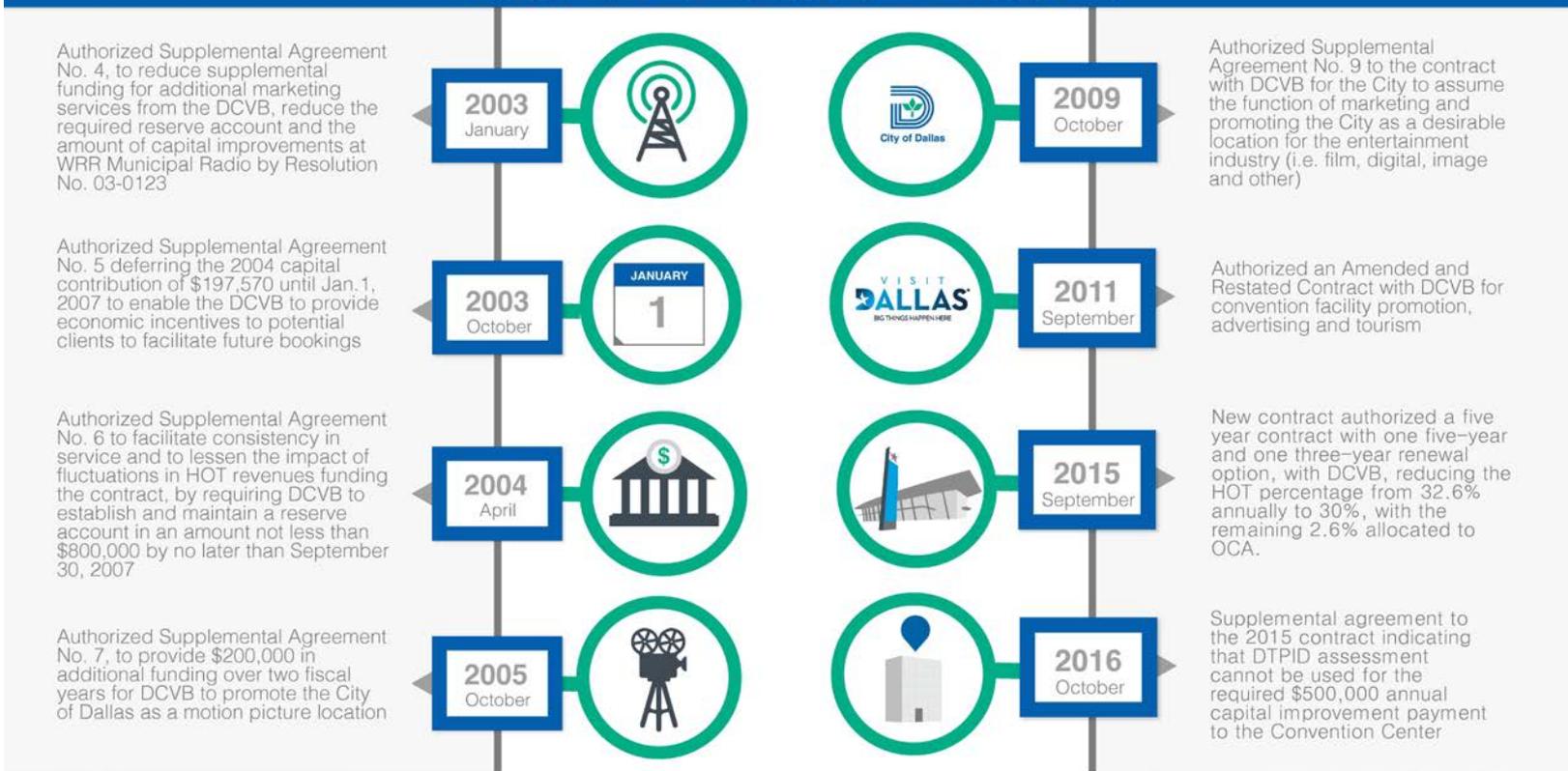
2002  
December

Authorized Supplemental Agreement No. 3, which provided an additional \$30,000 in funding to DCVB to promote the film industry

DCVB = Dallas Convention & Visitors Bureau  
HOT = Hotel Occupancy Tax

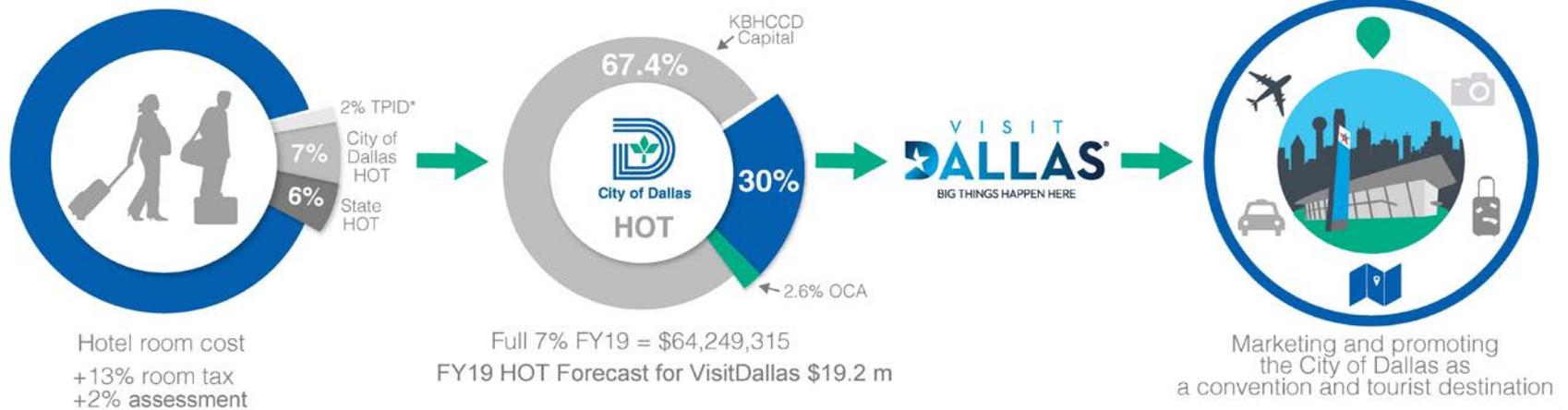
# Contract History cont.

## DCVB TIMELINE



# Contract History cont.

## FUNDING SOURCES BREAKDOWN



HOT = 13%



\*TPID (Tourism Public Improvement District): Hotels with 100 or more rooms within the city limits of Dallas have to pay an additional 2 percent assessment on their occupied rooms "for the purpose of generating funds to market and promote Dallas as a convention and tourism destination."

TPID = 2%



Hotels with 100+ rooms within Dallas City Limits

FY19 TPID Forecast for VisitDallas \$18.2 m

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# Contract History cont.

Fiscal Year	HOT Revenue Budgeted*	HOT Revenue Actualized*	VisitDallas Allocation*	HOT %	OCA Allocation*	HOT %	Variance Explanation
2012	\$ 34,600	\$ 37,950	\$ 12,372	32.6%			.
2013	\$ 37,600	\$ 42,133	\$ 13,735	32.6%			.
2014	\$ 40,924	\$ 46,962	\$ 15,310	32.6%			.
2015	\$ 50,263	\$ 50,405	\$ 16,432	32.6%			.
2016	\$ 54,221	\$ 55,278	\$ 16,346	30%	\$ 1,417	2.6%	
2017	\$ 56,262	\$ 55,864	\$ 16,919	30%	\$ 1,462	2.6%	Includes FY2016 (for 2nd & 4th quarters) retainage payment \$166,088
2018	\$ 60,233	\$ 61,153	\$ 18,346	30%	\$ 1,590	2.6%	
2019	\$ 64,249	\$ 13,408	\$ 19,275	30%	\$ 1,670	2.6%	Anticipated actualized revenue

\*\$000 - Inflated

# Audit Overview

The overall objective of the audit was to evaluate the effectiveness of services provided by VisitDallas between FY 2016 and FY 2017

- Office of the City Auditor (AUD) tested the reliability and reporting of performance measures and the usage of HOT and DTPID Incentive funds
- AUD provided 18 recommendations
  - CES and ECO agreed with 11 recommendations
    - Both departments disagreed with solutions presented in 7 of the recommendations but, in the management response, agreed to take other measures to remedy the primary issue
- CES and ECO are committed to putting solutions into effect expeditiously through:
  - Memoranda of Understanding (MOUs) or supplemental agreements in the interim
  - New contract will provide long-term solutions before the CES contract with VisitDallas expires in September 2020

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# Audit Overview cont.

## Convention and Event Services & Office of Economic Development

Management agree that oversight and monitoring of these contracts must be improved and these departments have:

- Conducted four meetings with VisitDallas staff and Board of Directors since the Audit's release to review contracts, discuss the AUD recommendations and formulate action plans
- Coordinated with the City Controller's Office (CCO) on a corrective action plan that
  - Enhances VisitDallas' contract monitoring processes
  - Provides proven and documented validity for the performance metrics required of VisitDallas
  - Demonstrates both an immediate and a long-term commitment to transparency in how CES and ECO examine valuable hotel and other revenues or assessment fees contracted to VisitDallas

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# Audit Overview cont.

## VisitDallas Staff and Board of Directors

Recognizes the value of the VisitDallas relationship with the City and its stakeholders and is committed to working with CES and ECO to remedy the audit findings. The VisitDallas Board of Directors has:

- Established a *Board Audit/Governance Taskforce* to create interim and long-term solutions to audit recommendations
- Committed to creating a *Board Governance and Ethics Committee* to review and monitor VisitDallas internal controls' framework and expenditure approval processes
- Pledged to pay for a mutually agreed upon independent third party expert to assist the Board and City in building policies and procedures to address the audit

# CES Corrective Action Plan



# Corrective Actions – CES

## SUMMARY CES RECOMMENDATIONS (AGREED)

*Recommendation	Corrective Action
<p><b>Recommendation I:</b></p> <ul style="list-style-type: none"> <li>Review VisitDallas expenses and create a more transparent financial reporting format</li> <li>Review Form 990 annually</li> <li>Ensure formal City approval of VisitDallas performance goals</li> <li>Implement an MOU or supplemental agreement with VisitDallas to stipulate reasonable due dates</li> </ul>	<p><b>VisitDallas agreed to:</b></p> <ul style="list-style-type: none"> <li>Provide Form 990 by February 15<sup>th</sup>, unless an extension is requested, and provide data in a transparent GAAP format approved by CES</li> <li>Seek formal City approval of performance goals relevant to the City before Board approval and counter-sign approval letter from CES</li> <li>Provide the City with timely responses for monthly, quarterly, and annual dates as outlined in an MOU or supplemental agreement</li> </ul>
<p><b>Recommendation II:</b></p> <ul style="list-style-type: none"> <li>Invoice VisitDallas timely for annual \$500k capital contribution</li> <li>Consult with City Attorney's Office (CAO) to ensure VisitDallas funding source for capital complies with State law</li> </ul>	<p><b>VisitDallas agreed to:</b></p> <ul style="list-style-type: none"> <li>Make annual payments on or before December 15<sup>th</sup> based on a combined invoice from CES and ECO delivered by electronic and certified mail by September 15<sup>th</sup> annually</li> <li>Use private funds for the \$500k annual commitment</li> </ul>

\* Recommendations have been abridged.

# Corrective Actions – CES

## SUMMARY CES RECOMMENDATIONS (AGREED)

Recommendation	Corrective Action
<p><b>Recommendation VIII:</b></p> <ul style="list-style-type: none"><li>Request VisitDallas develops policies and procedures that document the methodology, formulas, and definitions, used in preparing both the monthly metrics report and the annual <i>Accomplishments and Action Plan Report</i></li><li>Review new policies and obtain underlying source documentation and periodically validate accuracy</li></ul>	<p><b>VisitDallas agreed to:</b></p> <ul style="list-style-type: none"><li>Develop new policies and procedures, with outside independent assistance, that align with current industry standards</li><li>Amend policies and procedures relating to monthly reports upon City request</li><li>Provide source documentation used for metrics and validate accuracy of all metrics once those metrics are developed by the independent entity and approved by the City</li></ul>
<p><b>Recommendation IX:</b></p> <p>Provide adequate assurance that key metrics (economic impact, bookings, consumed activity) are independently validated and documented by an independent contractor, or CES on a periodic basis and relevant historical data retained</p>	<p><b>VisitDallas agreed to:</b></p> <p>Hire a mutually agreed upon, independent third party expert to help establish and validate key, agreed upon, performance metrics on a periodic basis and provide supporting data to CES monthly</p>

# Corrective Actions – CES

## SUMMARY CES RECOMMENDATIONS (AGREED)

Recommendation	Corrective Action
<p><b>Recommendation XI:</b></p> <ul style="list-style-type: none"><li>• Develop procedures for data and metrics measuring the success of the Convention Center and retaining proper supporting documentation</li><li>• Conduct a documented comparative analysis on a periodic basis of the Convention Center space rental rates</li></ul>	<p><b>CES staff will:</b></p> <ul style="list-style-type: none"><li>• Develop industry standard procedures for data and metrics that measure the success of the Convention Center and retain proper supporting documentation</li><li>• Conduct a documented comparative analysis of Convention Center space rental rates annually</li></ul>
<p><b>Recommendation XIV:</b></p> <p>Monitor VisitDallas' compensation practices with focus on the basis for the CEO's annual compensation goals in order to demonstrate compliance with State law related to HOT</p>	<p><b>VisitDallas agreed to:</b></p> <p>Review VisitDallas compensation practices annually with CES, and before the acceptance of all high-level executive contracts, to ensure compliance with any State law related to HOT and adjust as needed</p>

# Corrective Actions – CES

## SUMMARY CES RECOMMENDATIONS (AGREED)

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<p><b>Recommendation XVII:</b> Requests VisitDallas complies with State law for HOT by maintaining a separate bank account for HOT funds</p>	<p><b>VisitDallas agreed to:</b></p> <ul style="list-style-type: none"> <li>★ Established a separate bank account for HOT funds effective December 2018</li> <li>• Will continue to report to the Board and CES regarding ongoing compliance with any and all State laws related to HOT</li> </ul>

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# Corrective Actions – CES

## SUMMARY CES RECOMMENDATIONS (DISAGREED)

Recommendation	Corrective Action
	<p>Although CES initially disagreed with the AUD recommendation, VisitDallas has now identified the following corrective actions:</p>
<p><b>Recommendation IX:</b> Provide adequate assurance that key metrics such as economic impact, bookings and consumed activity are independently validated and documented either by an independent contractor, or CES on a periodic basis and relevant historical data is retained</p>	<ul style="list-style-type: none"> <li>• Hire a mutually agreed upon, independent third-party expert to help establish and validate key agreed upon performance metrics based on current industry standards</li> <li>• Provide supporting data to CES monthly</li> </ul>
<p><b>Recommendation X:</b> Factor in historical results of consumed events when setting Citywide event bookings and performance goals</p>	<p>Work with CES to develop a plan for maintaining historical data in an auditable format consistent with industry standards</p>
<p><b>Recommendation XII:</b> Monitor VisitDallas' compensation to ensure compliance with State law related to HOT</p>	<p>Meet quarterly with CES to ensure paid compensation is properly documented, aligns with VisitDallas policies, and demonstrates compliance with State law related to HOT</p>

# Corrective Actions – CES

## SUMMARY CES RECOMMENDATIONS (DISAGREED)

Recommendation	Corrective Action
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<p><b>Recommendation XV:</b> Monitors VisitDallas’ expenses in order to ensure compliance with VisitDallas’ policies and procedures to demonstrate compliance with State law related to HOT</p>	<p>Will have a mutually agreed upon CPA periodically review expenses in order to ensure compliance with VisitDallas’ policies and procedures to demonstrate compliance with any State law related to HOT and adjust where needed</p>

# ECO Corrective Action Plan



# Corrective Actions – ECO

## SUMMARY ECO RECOMMENDATIONS (AGREED)

Recommendation	Corrective Action
<p><b>Recommendation III:</b> Invoice VisitDallas timely for annual \$100k funding commitment to ECO and Creative Industries and monitor collection efforts if not received timely</p>	<p><b>VisitDallas agreed to:</b> Make annual payments on or before December 15th based on a combined invoice from CES and ECO delivered by electronic and certified mail by September 15th annually</p>
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# Corrective Actions – ECO

## SUMMARY ECO RECOMMENDATIONS (AGREED)

Recommendation	Corrective Action
<p><b>Recommendation V:</b> Develop a formal contract monitoring process and request/document timely collection of contract deliverables and obtain/review DPTID’s Form 990 and VisitDallas Form 990</p>	<p><b>VisitDallas agreed to:</b></p> <ul style="list-style-type: none"> <li>• Agreed to monthly, quarterly, and annual monitoring visits by ECO and to timely submission of contract deliverables</li> <li>• Receipt of a cure letter if deliverables are not provided</li> <li>• Provide annual Form 990 by February 15<sup>th</sup>, unless an extension is requested</li> </ul>
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# Corrective Actions – ECO

## SUMMARY ECO RECOMMENDATIONS (DISAGREED)

Recommendation	Corrective Action
	<p>Although ECO initially disagreed with the AUD recommendation, VisitDallas has now identified the following corrective actions:</p>
<p><b>Recommendation VI:</b> Perform and document monthly, quarterly, or annually detailed compliance reviews of VisitDallas expenses as allowed by the contract and monitor DTPID’s expenses to ensure compliance with the DTPID Board, VisitDallas and State laws for Tourism PIDs</p>	<ul style="list-style-type: none"> <li>• Agreed to high-level expense reviews by ECO at pre-established intervals incorporated into an MOU or supplemental agreement</li> <li>• Engage a mutually agreed upon, independent CPA to conduct detailed and formal review of DTPID expenses for the Board and ECO</li> </ul>
<p><b>Recommendation VII:</b> Consult with CAO to ensure City has authority to formally accept additional hotels into the DTPID</p>	<p>Comply with ECO’s recommendations following any meetings with the CAO</p>

# Corrective Action Plan - Timeline



# Corrective Actions – Timeline

Corrective Action Plan Timeline	
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# **AUDIT OF VISITDALLAS**

## **Report No. A19-006**

### **PROPOSED CORRECTIVE ACTIONS**

**Government Performance and Financial  
Management Committee**  
**February 19, 2019**

**City of Dallas**

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Convention & Event Services**

**Courtney Pogue – Director  
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**VisitDallas**

**Joyce Williams – Chair Elect  
Phillip Jones – President/CEO**

