

# Memorandum



CITY OF DALLAS

DATE July 22, 2022

TO Honorable Mayor and City Councilmembers

SUBJECT **88th Texas Legislative Session Briefing**

On Tuesday, August 2, the Office of Government Affairs and Clifford Sparks, State Legislative Director, will brief the Ad Hoc Committee on Legislative Affairs at 1 p.m. in the City Council Briefing Room (6ES). The agenda may include a briefing of draft legislative priorities for the 88<sup>th</sup> Legislative Session, review of the proposed calendar of legislative activities and an update on the current lobbyist contracts.

Should you have any questions, please contact me at 214.670.5797 or [carrie.rogers@dallas.gov](mailto:carrie.rogers@dallas.gov).

A handwritten signature in black ink that reads "Carrie Rogers".

Carrie Rogers  
Director  
Office of Government Affairs

c: T.C. Broadnax, City Manager  
Christopher J. Caso, City Attorney  
Mark Swann, City Auditor  
Billerae Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Jon Fortune, Deputy City Manager  
Kimberly Bizzor Tolbert, Deputy City Manager

Majed A. Al-Ghafry, Assistant City Manager  
M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager  
Dr. Robert Perez, Assistant City Manager  
Carl Simpson, Assistant City Manager  
Jack Ireland, Chief Financial Officer  
Genesis Gavino, Chief of Staff/Office of Resilience  
Directors and Assistant Directors

# Memorandum



CITY OF DALLAS

DATE July 22, 2022

TO Honorable Mayor and Members of the City Council

SUBJECT **Development Services Updates**

This memorandum is to provide you with an update on Development Services activities and progress.

## **CUSTOMER INITIATIVES:**

The Pop-Up Permit Saturday initiative will be held tomorrow, July 23, 2022, from 8:00 A.M. until 2:00 P.M. at the Oak Cliff Municipal Center located at 320 E. Jefferson Blvd. Dallas, TX 75203. Staff anticipates a good turnout based on the news coverage received and social media traction. The date for August 2022 has yet to be confirmed.

The Land Management organizational chart has been approved and published to the Development Services (DEV) website along with the June 2022 New Construction Map that illustrates permit applications received according to City Council district.

## **TECHNOLOGY:**

The ProjectDox 9.2 Update webinars held on July 12 – 13, 2022, were well received by the public and development community. The webinars provided a preview of the improvements of the new, upgraded version. In-person community training will begin on August 13, 2022, and will continue for four, consecutive Saturdays concluding on September 10, 2022. Training will be held at the Development Services training facility located at 400 S. Zang Blvd, C95 Dallas, TX 75208.

The current version of ProjectDox will go offline on Thursday, August 4, 2022, while the data conversion and software update occurs over the weekend. The new version will go live on Monday, August 8, 2022. Paper plans will be accepted during any period the system is offline.

## **HIRING AND RECRUITMENT:**

Hiring efforts have resulted in improved recruiting and onboarding. All vacancies from the 41 critical open positions identified in February 2022 have been filled. An additional 39 approved positions were added to the 2022 Fiscal Year. The hiring event scheduled for Tuesday, July 26, 2022, at the J. Erik Jonsson Central Library will focus on filling 57 hard-to-fill/critical positions.

The compensation study conducted by the Matrix Consulting Group has been initiated and the initial draft will be submitted to DEV by July 22, 2022.

DATE July 22, 2022  
SUBJECT **Development Services Updates**

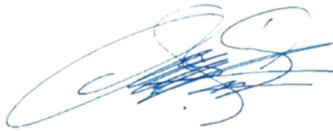
## **NEW SINGLE-FAMILY RESIDENCES, REMODELS/ADDITIONS PERMITTING**

The Residential Plan Review Team issued 147 new Single-Family Dwelling (SFD) permits in the month of June 2022, which fell short of the target goal of 210. This variance is attributable to system issues with ProjectDox. The City is updating the system to make the experience more user-friendly and efficient.

The month of June 2022 created 203 new SFD permits which was an increase of 10% from the month of May 2022. The average number of days to the first prescreen review was 6 days in June 2022 which, while beyond the target goal of 5 days, improved from May 2022. One of the initiatives being implemented in the Residential Review Team is to eliminate the prescreen process and have the assigned plans examiner prescreen and perform the initial review. This will eliminate excessive time for the plan examiners to begin the review process.

The average approval time in June 2022 was 36 days, which improved the projection of 45 days at the end of May 2022. Staff continues to work towards decreasing this time, and with upcoming process changes and the upgrade of ProjectDox to version 9.2, staff is striving to get the turnaround time to an average of 15 days.

Should you have any questions, please contact Andrew Espinoza, Director/Chief Building Official, at (214) 542-1227 or [andres.espinoza@dallas.gov](mailto:andres.espinoza@dallas.gov).



**Majed A. Al-Ghafry, P.E.**  
**Assistant City Manager**

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Chris Caso, City Attorney  
Mark Swann, City Auditor  
Biliera Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Kimberly Bizer Tolbert, Deputy City Manager  
Jon Fortune, Deputy City Manager

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Robert Perez, Assistant City Manager  
Carl Simpson, Assistant City Manager  
M. Elizabeth Reich, Chief Financial Officer  
Genesis D. Gavino, Chief of Staff to the City Manager  
Directors and Assistant Directors

# Memorandum



CITY OF DALLAS

DATE July 22, 2022

TO Honorable Mayor and Members of the City Council

SUBJECT **Dallas Fire-Rescue Overtime Pay Update**

During the May 23, 2022 Government Performance and Financial Management Committee meeting, we provided a [memo](#) regarding concerns brought to the City regarding Dallas Fire-Rescue overtime pay and the decision to retroactively count COVID-19 leave and Quarantine Leave (Q-Leave) taken on or after June 15, 2021 as hours worked for calculation of overtime for sworn members of Dallas Fire-Rescue (DFR) and Dallas Police Department (DPD). I am pleased to announce that we have finished the calculations on the retroactive overtime related to the use of COVID-19 leave or Q-Leave and will pay all impacted employees on the July 22, 2022 payroll.

The City Manager authorized this change as a result of the passage of SB 2073 (Texas Local Government Code §180.008) with an effective date of June 15, 2021, which required political subdivisions to grant Q-Leave to all emergency medical technicians, firefighters, detention officers, and peace officers. Accordingly, the City Controller's Office payroll division reviewed the payroll records of all DFR and DPD sworn employees to identify employees that used COVID-19 leave or Q-Leave between June 23, 2021, the first day of the uniformed pay period following the June 15, 2021 effective date of the legislation, and April 12, 2022, the date the configuration was updated in the Workday system. Once the impacted employees were identified, payroll staff manually calculated the overtime for each employee for each pay period during the time range.

The number of impacted employees as well as the amounts being paid are as follows:

Department	Employee Count	Overtime Amount
DFR	613	\$214,986.83
DPD	48	\$ 18,498.12
<b>Total</b>	<b>661</b>	<b>\$232,484.95</b>

In addition to the COVID-19 leave and Q-Leave concerns, there were questions raised regarding injury leave pay. Staff audited payroll records of all sworn employees that had used injury leave since the implementation of Workday and found that overtime was calculated correctly, and no additional pay is owed to these employees.

DATE July 22, 2022

SUBJECT **Dallas Fire-Rescue Overtime Pay Update**

If you have any questions, please contact me or Sheri Kowalski, City Controller.



Jack Ireland  
Chief Financial Officer

- c:
- |  |   |
|--|---|
| T.C. Broadnax, City Manager                                | Robert Perez, Assistant City Manager                  |
| Chris Caso, City Attorney                                  | Carl Simpson, Assistant City Manager                  |
| Mark Swann, City Auditor                                   | Genesis D. Gavino, Chief of Staff to the City Manager |
| Biliera Johnson, City Secretary                            | Dominque Artis, Fire Chief, Dallas Fire-Rescue        |
| Preston Robinson, Administrative Judge                     | Eddie Garcia, Police Chief, Dallas Police Department  |
| Kimberly Bizzor Tolbert, Deputy City Manager               | Sheri Kowalski, City Controller                       |
| Jon Fortune, Deputy City Manager                           | Nina Arias, Director, Human Resources                 |
| Majed A. Al-Ghafry, Assistant City Manager                 | Directors and Assistant Directors                     |
| M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager |   |

# Memorandum



CITY OF DALLAS

DATE July 22, 2022

TO Honorable Mayor and Members of the City Council

SUBJECT **Living Wage Update**

The City of Dallas implemented a living wage policy for general services contracts on November 10, 2015 by Resolution No. 15-2141. The policy requires an annual adjustment according to the [Massachusetts Institute of Technology's Living Wage Calculator](#). For 2022, the living wage for an individual in Dallas County is \$17.82 per hour. This is a \$2.61 increase from the 2021 rate of \$15.21 per hour.

The Office of Procurement Services adjusts the living wage for its new general services contracts each year on October 1 to align with the City's fiscal year. Accordingly, solicitations for general services contracts advertised after October 1, 2022 will include the \$17.82 per hour living wage, which will be applied for the term of the contract. All general services contracts awarded prior to October 1, 2022 will continue to include the living wage rate that was in effect at the time of award. Examples of general services include landscaping, janitorial, and administrative work.

Construction contracts will adhere to the greater of the MIT Living wage or the Davis-Bacon prevailing wages, which include fringe benefits. Effective October 1, 2021, per Resolution 21-903, the City's prevailing wages for public building construction and highway/ heavy construction is the greater of the City's living wage and the Davis-Bacon rates. Current Davis-Bacon rates can be found on the [Department of Labor website](#).

As part of the FY 2022-23 budget development process, we are reviewing the MIT Living Wage and will recommend adjustments to employee wage rates to account for this change. We will include these recommendations in the City Manager's proposed budget that will be briefed on August 9, 2022.

Thank you for your support of workers. If you have any questions, please contact me.

A handwritten signature in blue ink that reads "Jack Ireland".

Jack Ireland  
Chief Financial Officer

c: T.C. Broadnax, City Manager  
Chris Caso, City Attorney  
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DATE July 22, 2022

SUBJECT **SUBJECT**

# Memorandum



CITY OF DALLAS

DATE July 22, 2022

TO Honorable Mayor and Members of the City Council

SUBJECT **Fiscal Year 2021 Audit Reports**

I am pleased to present the City of Dallas' [Federal Single Audit](#) and [State Single Audit](#) Reports for fiscal year (FY) 2021. The Federal and State Single Audits are annual reports checking for compliance with how the City administers its Federal and State financial assistance as required by the Office of Management and Budget (OMB) and State of Texas Uniform Grant Management Standards.

Additionally, we have completed the [Dallas Convention Center Hotel Development Corporation \(DCCHDC\) Audit](#) Report for the year ended December 31, 2021.

We have now concluded all external audits for 2021. We previously published the [City of Dallas' Annual Comprehensive Financial Report \(ACFR\)](#), which we completed on February 28, 2022. This report is a summary of the financial activities of the City for the past fiscal year; we received an unmodified audit opinion on our financial statements. We also published the annual audit reports for the [Airport Revenues Fund](#), [Schedule of Passenger Facility Charges Collected and Expended](#), [Dallas Water Utilities](#), and [Downtown Dallas Development Authority](#).

Thank you for your support of excellent financial management and reporting. We look forward to working with you to further strengthen the City's financial policy and operations.

A handwritten signature in blue ink that reads "Jack Ireland".

Jack Ireland  
Chief Financial Officer

c: T.C. Broadnax, City Manager  
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# Memorandum



CITY OF DALLAS

DATE July 21, 2022

TO Honorable Mayor and Members of the City Council

SUBJECT **2017 Bond Program – 3<sup>rd</sup> Quarter Status Update (FY2022)**

In November 2017, Dallas voters approved a \$1.05 Billion Bond Program which included 10 propositions for the delivery of capital infrastructure projects to improve the quality of life for all residents across the City of Dallas. Please refer to Figure 1 on (page 2) providing an overview of all bond funds committed in support of the implementation of the approved 2017 bond projects. As of **June 30, 2022**, the City has committed **79%** of the appropriations through FY 2022 and **65%** of the \$1.05 billion dollar bond authorization for the implementation of the 2017 approved bond projects.

The 2017 Bond Program is comprised of 1,384 projects and as of **June 30, 2022**, the City has awarded **1,233** projects (please refer to page 2 under Figure 2 for projects statuses).

If you have additional questions, please contact Adriana Castaneda, Director of the Office of Bond and Construction Management at [adriana.castaneda@dallascityhall.com](mailto:adriana.castaneda@dallascityhall.com) or 214-671-8450.

A handwritten signature in black ink that reads "Rob Perez".

Robert M. Perez, Ph.D.

Assistant City Manager

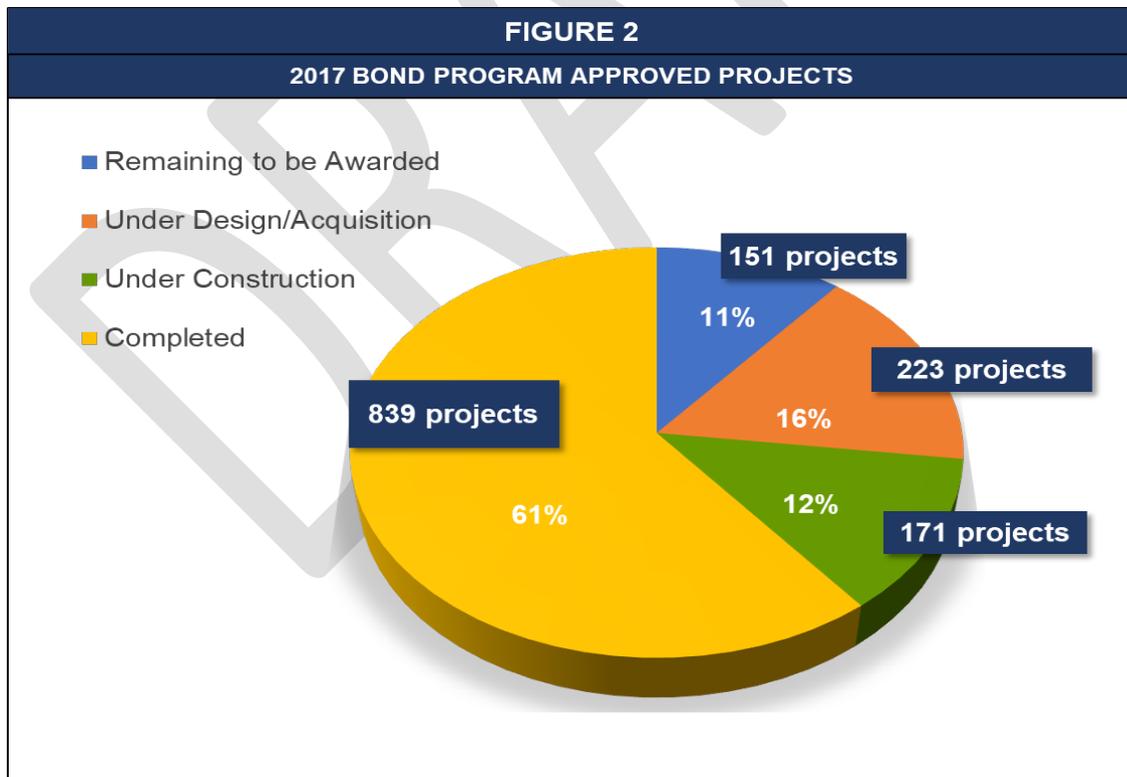
[Attachment]

c: T.C. Broadnax, City Manager  
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Mark Swann, City Auditor  
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Preston Robinson, Administrative Judge  
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Carl Simpson, Interim Assistant City Manager  
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FIGURE 1								
2017 BOND PROGRAM PROJECT COMMITMENTS TO DATE								
PROPOSITION	a	b	c	d	e	f	g	h
	BOND AUTHORIZATION	FUNDS TO BE APPROPRIATED IN FUTURE YEARS <sup>1</sup>	APPROPRIATION	EXPENDITURES & ENCUMBERED <sup>2</sup> (JUNE BVA)	EXPENSES DUE TO LEGACY BP <sup>3</sup>	APPROVED PENDING COMMITMENTS 2017 BP <sup>4</sup>	% APPROPRIATION COMMITTED (d+e+f)/c	% BOND AUTHORIZATION COMMITTED (d+e+f)/a
Streets and Transportation (A)	\$533,981,000	\$114,119,530	\$419,861,470	\$273,379,603	\$44,258,151	\$5,486,736	77%	61%
Park and Recreation (B)	\$261,807,000	\$27,663,974	\$234,143,026	\$173,779,162	(\$50,000)	\$14,995,668	81%	72%
Fair Park (C)	\$50,000,000	\$7,110,902	\$42,889,098	\$32,031,872	\$67,941	\$0	75%	64%
Flood Protection and Storm Drainage (D)	\$48,750,000	\$14,206,732	\$34,543,268	\$17,900,951	\$0	\$6,360,777	70%	50%
Library Facilities (E)	\$15,589,000	\$0	\$15,589,000	\$15,050,745	\$104,947	\$0	97%	97%
Cultural and Performing Arts Facilities (F)	\$14,235,000	\$132,912	\$14,102,088	\$13,069,360	\$367,386	\$0	95%	94%
Public Safety Facilities (G)	\$32,081,000	\$2,183,647	\$29,897,353	\$25,797,196	\$1,707,189	\$0	92%	86%
City Facilities (H)	\$18,157,000	\$2,733,096	\$15,423,904	\$2,681,746	\$7,389,948	\$0	65%	55%
Economic Development (I)	\$55,400,000	\$9,032,505	\$46,367,495	\$29,116,671	\$0	\$4,748,364	73%	61%
Homeless Assistance Facilities (J)	\$20,000,000	\$2,018,630	\$17,981,370	\$8,899,858	\$0	\$8,877,273	99%	89%
<b>Total</b>	<b>\$1,050,000,000</b>	<b>\$179,201,928</b>	<b>\$870,798,072</b>	<b>\$591,707,163</b>	<b>\$53,845,563</b>	<b>\$40,468,818</b>	<b>79%</b>	<b>65%</b>

**NOTES**  
<sup>1</sup>The column reflects bond funds that are not appropriated. Funds are expected to be appropriated in FY23.  
<sup>2</sup>June Budget vs. Actual Report (BVA) ITD Expenditures and Current Encumbered.  
<sup>3</sup>The column reflects bond expenditures and encumbrances that are in prior bond programs.  
<sup>4</sup>Approved commitments that are not recorded in the financial system, such as amounts recently approved by the City Council.



\* The 1,233 City awarded projects includes Under Design/Acquisition (223), Under Construction (171), and Completed (839) projects.

# Memorandum



CITY OF DALLAS

DATE July 22, 2022

TO Honorable Mayor and City Council Members

SUBJECT **Office of Homeless Solutions Update: Porta-Potty Initiative, Parnell, and Gould Streets Encampment, and 311 Service Request Backlog**

This memorandum is to provide a high-level overview and update of the Porta-Potty initiative, the holistic strategy to address homelessness equitably at the Parnell and Gould Streets encampment, efforts underway to clear the Office of Homeless Solutions (OHS) backlog of 311 Service Requests. The progress made on current and upcoming efforts is outlined below:

## **Porta-Potty Pilot**

### **Prior Actions**

In February, OHS initiated the delivery of porta-potty units across seven, key sites, based on 311 data and Code Compliance requests for the City of Dallas. Post-installation of the initial units behind the J. Erik Jonsson Central Library, the City-approved vendor advised they would no longer work with OHS due to security concerns, stemming from working with those experiencing homelessness. This caused further delay in procurement and placement of porta-potties in other locations. OHS found that the cost of porta-potties had increased when securing another vendor so to stay within the originally quoted budget of \$4,000 for 90 days, only six locations were utilized, with the location at Woodall Rodgers Freeway at North Field Street canceled due to the former encampment being successfully resolved through the DRTRR. All locations have ADA units, handwashing stations, and are serviced three times a week. In consideration of the delayed start date, the pilot phase has been extended to August 18, 2022.

### **Current and Upcoming Actions**

- We have been in discussion with the site vendors for the past two weeks regarding the expected cleanings and maintenance of cleaning logs at each site. As of this week, five have been confirmed as cleaned, with this routine being closely monitored by our staff for the time being. This initiative will end on August 18, 2022.
- OHS will present pilot findings to the Dallas Area Partnership, Citizen Homelessness Commission, and the City Council Housing and Homelessness Solutions Committee during the month of September 2022.

DATE July 22, 2022

SUBJECT **Update – Office of Homeless Solutions, Office of Housing and Neighborhood Revitalization, and Code Compliance on the Meyers Jeffries Site**

### **Encampment Removal at Parnell and Gould Streets**

- This site was originally scheduled for closure on Friday, July 15, 2022, in response to the private property owner’s request. However, an extension was granted due to the on-site activists asking for additional time to work with those experiencing homelessness in the area. The closure was rescheduled to Monday July 18, 2022. In partnership with Code Compliance and Dallas City Marshals, approximately 50 emergency shelter-resistant individuals were engaged by the OHS Street Outreach team. Of those:
  - Ten were able to be captured in the Coordinated Access System
  - Two were transported to day shelters and connected with case management
  - One related to Community Courts in addition to other services
  - Four were engaged by Veteran Affairs, with two being transported to the VA and two reconnected with case management through their Healthcare for Homeless Veteran program (HCHV).
  
- This area has been historically engaged by the OHS Street Outreach team and was deemed highly resistant to shelters/services. To accommodate the area until the DRTRR initiative schedules to decommission the encampment, roll carts, a hand wash station, and a porta-potty unit were placed on site. Due to the location of the encampment on private property, OHS notified those in the area that the site was being closed. Staff assisted with cleaning and connecting the unsheltered individuals to resources and shelter.
  
- To that end, the site at Parnell and Gould was given a one-week notice, rather than the standard 72-hour notice to clear the area. While we understand that the day or time may have been considered unfavorable, it was necessary to follow through with the already-delayed plans to keep the area clean for the residents, businesses, and the homeless community while we work towards finding a permanent solution.

### **311 Service Request Backlog**

- OHS overdue service requests has been reduced from 375 to 212 as of July 19, 2022, by increasing cleanings and closing duplicate requests.

DATE July 22, 2022

SUBJECT **Update – Office of Homeless Solutions, Office of Housing and Neighborhood Revitalization, and Code Compliance on the Meyers Jeffries Site**

- This also feeds into the City Manager’s 100-Day Plan, Homelessness and Housing Solutions goal of providing enhanced outreach and engagement with unsheltered individuals by getting our Street Outreach team out to more locations, engaging more people, and connecting them with more shelter, services, and pathways into the DRTRR
  - While the original intent of the cited partnership was to partner specifically with The Bridge in expanding our outreach, OHS is moving forward with a public solicitation to encourage all interested homelessness service provider agencies with existing outreach groups to partner with the City of Dallas to increase engagement efforts with homeless individuals interested in housing, but are not in an encampment currently on the decommissioning scheduled through the DRTRR.

Should you have any questions or need additional information, please contact me or Christine Crossley, Director of the Office of Homeless Solutions.



Kimberly Bizzor Tolbert  
Deputy City Manager

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Directors and Assistant Directors

# Memorandum



CITY OF DALLAS

DATE July 22, 2022

TO Honorable Mayor and Members of the City Council

SUBJECT **Dallas Area Rapid Transit (DART) Allocation of Funds to Service Area Cities**

## Background

On July 12, 2022, Dallas Area Rapid Transit's (DART) Committee of the Whole, approved a resolution,

...directing the President & Chief Executive Officer to include a Certain Amount of Sales Tax Revenue Funds and a Certain Amount of Mobility Assistance and Innovation Funds in the Fiscal Year 2023 Budget and Fiscal Year 2023 Twenty-Year Financial Plan for Allocation of Funds to Service Area Cities for the public transportation system or complementary transportation system purposes (Slide 1; [https://www.dart.org/about/board/boardagendas/wholeitem18\\_12jul22.pdf](https://www.dart.org/about/board/boardagendas/wholeitem18_12jul22.pdf)).

While the Committee of the Whole approved the resolution to consider the allocation of funds (\$214.3M in sales tax revenues and \$55.2M of mobility assistance and innovation funds apportioned based upon DART sales tax collections within Service Area Cities for FY 2020 and FY 2021) to DART's service area cities, during the later DART Board meeting on July 12, 2022, DART's Board voted to postpone consideration of the resolution considering the allocation of sales tax revenue and mobility assistance and innovation funds.

As the DART Board will consider the potential allocation of funds to DART's service area cities at a future date to be determined, the purpose of this memorandum is to share recommendations for use of these funds within the City of Dallas to support the public transportation system or complementary transportation system purposes.

## Proposed Use of DART Sales Tax and Mobility Assistance Innovation Funds

As noted above, DART's Board will be considering an allocation of funds, totaling approximately \$269.5M, to DART's service area cities. Should the allocation of funds be approved by the DART Board, City staff recommends funding the following public transportation system and complementary transportation system initiatives:

1. Operating funds to the North Central Texas Council of Governments (NCTCOG) to leverage additional federal transportation and capital funds,
2. Streetcar operating and maintenance costs,
3. Begin design of the future bond street reconstruction projects,
4. Reconstruct traffic signals, to include addition of technology enhancements, such as bus queue jumps technology, on major DART bus route corridors,
5. Sidewalk Master Plan projects,
6. Americans with Disability Act-compliant curb ramps,
7. Bus shelter improvements on the highest traveled bus routes and those with the longest wait times,

DATE July 22, 2022  
SUBJECT **Dallas Area Rapid Transit (DART) Allocation of Funds to Service Area Cities**

8. Bike lane upgrades,
9. Infrastructure investments to support traffic-oriented development (TOD) and mixed-income development,
10. DART's K-12 Student Transit Program,
11. DART Bus Driver Retention Incentives.

Understanding the proposed City of Dallas uses of the potential allocation of DART's sales tax and mobility assistance and innovations funds, updates will be provided to the City Council once DART's Board or leadership takes and further action. Should there be any questions on the status of the funding allocations or the proposed uses of the funds, please contact me by email at [robert.perez@dallas.gov](mailto:robert.perez@dallas.gov).



Robert M. Perez, Ph.D.  
Assistant City Manager

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