

# Memorandum

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CITY SECRETARY  
DALLAS, TEXAS



DATE: October 20, 2011

TO: Honorable Members of the Quality of Life Committee: Sandy Greyson (Vice Chair), Monica Alonzo, Dwaine R. Caraway, Carolyn R. Davis

SUBJECT: Quality of Life Committee Meeting

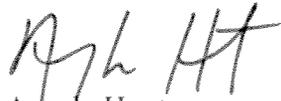
**Monday, October 24, 2011, 9:30 a.m.**

Dallas City Hall - 6ES, 1500 Marilla St., Dallas, TX 75201

The agenda for the meeting is as follows:

- |  |  |
|--|--|
| 1. Approval of September 26, 2011 minutes<br>(9:30 a.m. – 9:31 a.m.) | Angela Hunt, Chair                                     |
| 2. Mobile Food Preparation Vehicles<br>(9:31 a.m. – 10:15 a.m.)      | James Childers, Assistant<br>Director, Code Compliance |
| 3. The Volunteer Center<br>(10:15 a.m. – 11:00 a.m.)                 | Molly McCall, Director<br>Human Resources              |
| 4. Adjourn<br>(11:00 a.m.)   | Angela Hunt, Chair                                     |

Please let me know if you have any questions.

  
Angela Hunt  
Chair

Cc: Honorable Mayor and Members of the City Council  
Mary K. Suhm, City Manager  
Rosa A. Rios, Acting City Secretary  
Thomas P. Perkins, Jr., City Attorney  
Craig D. Kinton, City Auditor  
C. Victor Lander, Administrative Judge  
A.C. Gonzalez, First Assistant City Manager  
Ryan S. Evans, Assistant City Manager  
Jill A. Jordan, P.E., Assistant City Manager  
Forest E. Turner, Assistant City Manager  
Joey Zapata, Interim Assistant City Manager  
Jeanne Chipperfield, Chief Financial Officer  
Helena Stevens-Thompson, Assistant to the City Manager

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

1. Contemplated or pending litigation or matters where legal advice is requested of the City Attorney. Section 551.071 of the Texas Open Meetings Act.
2. The purchase, exchange, lease or value of real property, if the deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third person. Section 551.072 of the Texas Open Meetings Act.
3. A contract for a prospective gift or donation to the City, if the deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third person. Section 551.073 of the Texas Open Meetings Act.
4. Personnel matters involving the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear a complaint against an officer or employee. Section 551.074 of the Texas Open Meetings Act.
5. The deployment, or specific occasions for implementation of security personnel or devices. Section 551.076 of the Texas Open Meetings Act.

# Quality of Life Council Committee

## Meeting Record

(DRAFT)

**Meeting Date:** 9-26-2011

**Convened:** 9:26 a.m.

**Adjourned:** 9:45 a.m.

Angela Hunt, Chair  
Sandy Greyson, Vice-chair  
Monica R. Alonzo

**Briefing Presenter(s):**

- James Childers, Assistant  
Director, Code Compliance

**Absent:**

Carolyn R. Davis  
Dwayne R. Caraway

**Staff Present:**

Forest Turner, Joey Zapata, Jimmy Martin, Lisa Christopherson, Ricardo Sinyard, Clifton Gillespie, Macklin Wright

**AGENDA:**

1. **Approval of the May 23, 2011 minutes**

**Presenter(s):**

**Information Only:** \_\_\_\_\_

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

Motion to approve the May 23, 2011 minutes.

Motion made by: Monica Alonzo

Item passed unanimously: \_\_X\_\_

Item failed unanimously: \_\_\_\_\_

Motion seconded by: Sandy Greyson

Item passed on a divided vote: \_\_\_\_\_

Item failed on a divided vote: \_\_\_\_\_

2. **Update on Plan to Address Abandoned Shopping Carts**

**Presenter(s):** James Childers

**Information Only:** \_\_X\_\_

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

The purpose of the briefing was to update the committee on the pilot program regarding the problem of abandoned shopping carts. The committee will be updated again prior to offering recommendations to Council in November 2011 to strengthen enforcement.

3. **Mobile Food Preparation Vehicles**

**Presenter(s):** James Childers

**Information Only:** \_\_X\_\_

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

A quorum was lost at 9:45 a.m. therefore the briefing will be presented at the October 24, 2011 committee meeting.

# **Quality of Life Council Committee**

**Meeting Record**

**(DRAFT)**

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Angela Hunt, Chair  
Quality of Life Committee

# Memorandum



CITY OF DALLAS

DATE October 21, 2011

TO Honorable Members of the Quality of Life Committee: Angela Hunt (Chair),  
Sandy Greyson (Vice Chair), Monica Alonzo, Dwaine Caraway, Carolyn R. Davis

SUBJECT Mobile Food Preparation Vehicles Briefing

Attached you will find material for the "Mobile Food Preparation Vehicles" briefing that will be presented to the committee on Monday, October 24, 2011.

If you have any questions or require additional information, please let me know.

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

Joey Zapata  
Interim Assistant City Manager

Attachment

cc: Honorable Mayor and Members of the City Council  
Mary K. Suhm, City Manager  
Rosa A. Rios, Acting City Secretary  
Thomas P. Perkins, Jr., City Attorney  
Craig D. Kinton, City Auditor  
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Forest E. Turner, Assistant City Manager  
Jeanne Chipperfield, Chief Financial Officer  
Frank Libro, Public Information Office  
Helena Stevens-Thompson, Assistant to the City Manager

# Mobile Food Preparation Vehicles

Presented to the Quality of Life Committee  
October 24, 2011



# Purpose

- Update on revisions to regulations for mobile food preparation vehicles (MFPV or “hot trucks”) adopted by Council in June 2011
- Recommend further revisions to expand the permitting and availability of hot trucks.

# Background

- Chapter 17 of the Dallas City Code identifies four different mobile food establishments:

- **Mobile Food Preparation Vehicles** – Self Propelled vehicles that serve open food items and fruit
  - Example: Taco Truck
- **General Service** – Carts that serve open food items and fruit
  - Example: Hotdog Cart
- **Limited Service** – Vehicles/carts that serve only prepackaged foods
  - Example: Ice Cream Truck
- **Vegetable and fruit vendor** – Vehicles/carts that sell raw fruits and vegetables
  - Example: Produce Cart



Mobile Food Preparation Vehicle



General Service Carts



Limited Service Vehicles



Vegetable and Fruit Vendor

# Background

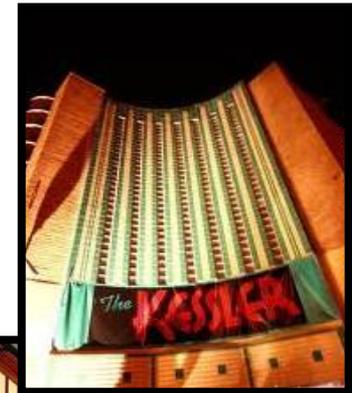
- Hot trucks are commercially manufactured, motorized food establishments in which ready to eat food is cooked and served
  - “Commercially manufactured” means the vehicle was originally constructed as a mobile food vehicle
    - Conversion or retrofitted vehicles are currently not allowed in Dallas
  - Potentially hazardous foods, e.g. raw fish and poultry, cannot be cooked and served, unless it goes from freezer to fryer
  - Not allowed to serve on public right-of-way, only on private property with permission
- 36 Hot trucks are currently permitted to operate on private property:
  - Throughout Dallas, mostly in industrial areas; and
  - Arts District (added in February 2011); and
  - Prohibited in the Central Business District

# Growing Demand

- Food Trucks that provide gourmet and “fusion” dining options are growing in popularity across the country
- These trucks can often provide customers with unique dining options that may not be found in fixed neighborhood restaurants or where there aren't many dining options
- Restaurant and Bar Inspections has seen a significant increase in the number of gourmet food trucks seeking permits in the last four months alone

# Dallas Neighborhoods Interested

- There have been several groups and neighborhoods that have offered proposals or expressed interest in having hot trucks:
  - Arts District
  - West Commerce
  - Greenville Ave
  - Downtown
  - Bishop Street
  - West Dallas
  - Design District
  - CityPlace



# Recent Changes

- In February 2011, Council allowed the operation of hot trucks in the Arts District
  - Hot trucks are still prohibited in the rest of the CBD
- In June 2011, Council approved changes to the City Code to allow more flexibility in the use of hot trucks
  - Requirements for advance notice to the City of locations for the operation of hot trucks
  - Length of time allowed for parking at a single location
- These changes also benefit vendors who use social media (Twitter and FaceBook) to let customers know where they will be located

# Recent Changes – Itinerary

## Old

- MFPV required to provide a monthly itinerary with the department the beginning of each month
- Must include all addresses with scheduled arrival times within 30 minutes and food to be served

## Amended

- A single itinerary can be filed with the department
- Department must be notified within 24 hours of any changes to the itinerary

# Recent Changes – Time Parked

## Old

- Code limited MFPVs from being parked at a single location to sell food for more than 60 minutes at any one time and a total of 3 hours within a 24-hour period
- Must be parked overnight at an approved commissary

## Amended

- No time restrictions on parking at a single location to sell food
- MFPV is required to be parked at an approved commissary for 5 consecutive hours

# Proposed Additional Changes

- Additional changes to the City Code can further increase the variety of hot trucks and the foods that they may serve
  - Retrofitted hot trucks
  - Hazardous food (e.g. raw poultry and seafood)



# Proposed Changes – Retrofitted Trucks

- The Code currently only allows commercially manufactured trucks to operate in the City
- There are only a few commercial manufacturers in the nation that have constructed trucks that meet Department approval
- This requirement was intended to protect public health by working with vendors that already build vehicles that met most national and state specifications

# Proposed Changes – Retrofitted Trucks

- Retrofitted vehicles are being used increasingly around the country
- Benefits of retrofitted vehicles may include:
  - Potentially lower cost of entry into the business
  - Creative reuse of available, older vehicles to fit a business model
    - Examples: buses, RVs



# Proposed Changes – Retrofitted Trucks

- Remove the “commercially manufactured” provision from the Code and set standards and specifications that all retrofits would have to meet in order to be permitted to operate in the City\*
- Retrofitted vehicles would be held to the same specifications as a commercially constructed hot trucks
- Any retrofitted vehicle would be required to submit plans to department staff prior to construction and have an inspection prior to permitting
- A code change will also open the door for retrofitted trailers to be used (e.g. Airstreams and Campers)

*\*Draft Specifications in Appendix*

# Proposed Changes – Potentially Hazardous Foods

- The Code currently does not allow potentially hazardous foods, such as raw poultry and seafood, to be prepared on hot trucks
  - Frozen and breaded poultry or seafood is allowed only when going directly to the freezer to the fryer
- Raw poultry and seafood is considered high risk because it can cross-contaminate other food items in the smaller food preparation area on a hot truck



# Proposed Changes – Potentially Hazardous Food

- Allow applications for variances by prospective vendors that want to cook and serve raw poultry and seafood
- A variance would allow:
  - Thorough review of vendors' plans to serve potentially hazardous food
  - Items such as violation history of vendor and menu selection will be key considerations for granting variance
- Stricter rules can be imposed on those using hazardous food
  - Additional fees to recover the City's permitting cost
  - More frequent trips to the commissary
  - More frequent inspections

# Proposed Changes – Potentially Hazardous Food

- New York City allows raw poultry and seafood on hot trucks, but only when it is pre-cut in the commissary
  - Pre-cut items are only added during the cooking process
  - This greatly limits the risk of cross-contamination



# Considerations to Potential Changes

- Public health is paramount and will guide proposed revisions to regulations on hot trucks
- Greater flexibility in hot truck regulations will require staff to adapt to enforcement needs
  - Any increase in the number of vehicles and permitting for potentially hazardous foods may necessitate additional staff for enforcement

# Next Steps

- Offer ordinance for Council consideration in November 2011
- Continue to analyze and consider other issues regarding hot trucks (Vending on public right-of-way, pop-up stores, etc.)

# Appendix

# Existing Structural Requirements

- Section 17-8.2(i) of the Code spells out structural requirements for MFPV:
  - Equipment constructed and installed in accordance with the Rules on Food Service Sanitation, as adopted and amended by the Texas Department of State Health Services, which include National Sanitation Foundation standards, Underwriter Laboratory standards, and equivalent standards; and
  - Floors must be constructed of durable, easily cleanable material, including, but not limited to, anodized aluminum, stainless steel, or tile. All junctures must be properly sealed. All service lines and pipes must be installed off the floor to allow for easy cleaning.
  - Walls must be durable, easily cleanable, nonabsorbent, and light in color. Minimum wall covering materials include, but are not limited to, aluminum or fiberglass-reinforced paneling. Walls at vent hood and grill areas must be covered with stainless steel panels. Wall covering must be installed to cover the entire height of each wall. Studs and utility lines may not be unnecessarily exposed on the wall or prevent cleaning.
  - Ceilings must be light in color, nonabsorbent, and easily cleanable. Joists and rafters may not be exposed.
  - The cab of the vehicle must be physically separated from the food preparation area, and the seats designated for the cook and any passengers must be located outside of the food preparation area.
  - The vehicle must be equipped with a built-in hose that may be used to wash the interior of the vehicle.

# Draft Hot Truck Specifications

- The City currently uses the following dimension and capacity requirements for commercially manufactured hot trucks
- These same criteria could also be used for retrofitted vehicles

Fuel Type	Length Bumper to Bumper	Ext. Width/Int. height/Aisle Width	Min. Refrigerator Capacity	Min. Water Heater Capacity	Min. Potable Water Capacity	Min. Wastewater Capacity	Ware Washing	Hand Washing Sink	Exhaust Hood	A/C Capacity
Propane/Diesel/Gasoline or Electric Generator	24'	Ext – 8' Int. – 74" Aisle – 30"	15 cu. Ft.	3 Gallons	30 Gallons	45 Gallons	3 – comp. Stainless Steel 12x12x12	Stainless Steel 10x10x4	Stainless Steel NSF	10,000 – 16,000 BTU

# Memorandum



DATE October 20, 2011

TO Honorable Members of the Quality of Life Committee: Angela Hunt (Chair),  
Sandy Greyson (Vice Chair), Monica R. Alonzo, Dwaine R. Caraway, Carolyn R.  
Davis

SUBJECT The Volunteer Center Briefing

On Monday, October 24, 2011, you will be briefed on The Volunteer Center. The material is attached for your review.

If you have questions or need additional information, please let me know.



Forest E. Turner  
Assistant City Manager

Attachment

cc: Honorable Mayor and Members of the City Council  
Mary K. Suhm, City Manager  
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# Volunteer Center Briefing

Quality of Life Committee  
Monday, October 24, 2011



# Overview

- Overview of Volunteer Center of North Texas partnership with City of Dallas
- Participating Departments
- Volunteer Opportunities
- Special Events
- Emergency Response
- Community Service Restitution
- Media and Marketing
- 2010 Activity
- Next Steps

# ServiceWorks! Overview

- The Volunteer Center of North Texas (VCNT) recruits and places back-ground screened volunteers who support City programs and departments
  - Partnership is called *Service Works!*
  - Began in 2001
- Goals
  - Increase capacity for the City
  - Provide opportunities for civic engagement
- VCNT also provides
  - Volunteer management trainings for volunteer coordinators in participating departments; and,
  - Public relations and media support

# Participating Departments

Aviation	Equipment & Building Services
Building Inspection	Fair Housing
Business Development & Procurement	Housing/Community Service
City Attorney	Intergovernmental Services
City Auditor	Judiciary
City Manager	Library
City Secretary	Office of Emergency Management
City Design Studio	Office of Financial Services
Civil Service	Parks & Recreation
Code & Compliance	Police Department
Communication & Information Services	Public Works and Transportation
Community Development	Sanitation Services
Controller's Office	Stormwater Management
Convention & Event Services	Strategic Customer Service
Court & Detention	Street Services
Cultural Affairs	Sustainable Development & Construction
Dallas Fire & Rescue	Trinity River Corridor Project
Development Services	Water Utilities
Economic Development	
Employees Retirement Fund	
Human Resources	

# Volunteer Opportunities

**VOLUNTEER OPPORTUNITIES & REFERRALS** Departmental Coordinators within the City of Dallas supervise a number of volunteer opportunities that allow citizens to contribute to our city operations in very practical ways. These opportunities include but are not limited to:

- Archives Project Assistant – City Secretary’s Office
- Archives Project Assistant – Historic Dallas Photographs
- Archives Project Assistant – Re-housing of Dallas Municipal Archives
- City Secretary’s Office – Inventory of Dallas Municipal Archives
- Convention & Event Services – Customer Service Support
- Convention & Event Services – Receptionist
- Dallas Housing Department – People Helping People Home Repair Support
- Dallas Housing Department – West Dallas Multipurpose Center Office Assistant
- Dallas Police Department – Crime Watch Representative
- Dallas Police Department – Detective Assistant
- Dallas Police Department – Financial Investigations Front Desk Administrator
- Dallas Police Department – Finger Printing Volunteer
- Dallas Police Department – Gun Team Volunteer
- Dallas Police Department – Volunteer In Patrol
- Dallas Public Library – Public Library – North Park Mall Bookmarks Volunteer
- Dallas Public Library – Twilight Movie Screening Volunteer
- Dallas Public Library – Check Out Assistant
- Mayor City Council Office – Mayor’s Passport to Health Volunteer
- Mayor City Council Offices – Operation Comeback Phone Bank Volunteer
- Revenue Collections Department – Office Assistant

\* Source: Volunteer Center of North Texas 2010 Yearly Report – June 23, 2011

# Special Events

## **SPECIAL EVENT VOLUNTEER OPPORTUNITIES**

*ServiceWorks!* Volunteers Support the City of Dallas at a number of special events including but not limited to:

- Mayor's Back To School Fair
- It's My Park Day
- National Night Out
- Mayor's Fitness Initiative
- North Texas Volunteer Challenge

# Emergency Response

- In an emergency situation, the Volunteer Center has the ability to very quickly refer volunteers to assist with the response
  - City's resources are already at capacity so hard for the City to find/recruit/screen volunteers
- During the City's response to Hurricanes Katrina and Rita, the ability to get volunteers on a moments notice proved invaluable to the response efforts

# Community Service Restitution

- The Community Service Restitution Program (CSR) places, monitors and reports on individuals who are ordered by the courts to perform volunteer hours.
- Offenders are placed at approved nonprofit and tax supported organizations that have agreed to use the special supervision procedures required for the management of court-ordered volunteers.
- The benefits to both the court system and the community are first rate. First and foremost the Municipal courts become part of a positive, proactive solution to our City's need for volunteers. Through this program, volunteers are given an opportunity to improve their own behavior and add to the advancement of the surrounding community.
- In 2010, 10 city departments mentored more than 200 CSR Clients. Those clients volunteered more than 7,000 hours valued at nearly \$150,000 dollars.

# Media and Marketing

As a result of the volunteer center's media and marketing relationships, volunteer opportunities and recruiting for the *ServiceWorks!* Program are advertised on a number of media channels in Dallas County including but not limited to:

- Al Dia – Dallas Morning News
- Briefing – Dallas Morning News
- *Good Morning Texas* WFAA Channel 8
- KRLD Radio 1080AM
- KLTU Radio 94.9FM
- Facebook Opportunity of the Day

\*\* The FCC defines public service announcements as community-interest advertisements "for which no charge is made." Media exposure on the Volunteer Center Of North Texas Facebook page and on KLTU 94.9 FM Radio etc. cannot be assigned a dollar value. These valuable forms of advertisement are reflective of the contacts, viewership, and listenership for each of these advertising mediums. \*\*

# 2010 Activity

Department	Total Volunteer Hours	Total CSR Clients	Total CSR Hours
Public Library	45,187.70	68	3,218.50
Parks and Recreation	3,890	144	3890
MCC	2,233.22	1	152
Aviation	1,552.5	2	179
City of Dallas Design Studio	1,111.08		
Housing	179		
DPD	151	1	8
City Secretary Municipal Archive	80		
Sanitation	57		
Storm Water Management	56		
Office of Emergency Management	36		
Revenue Collections Office			
<b>Total Volunteer Hours</b>	<b>54,533.50</b>	<b>216</b>	<b>7,357.50</b>
<b>Independent Sector Value:</b>	<b>\$1,137,023.45</b>		

\* Source: Volunteer Center of North Texas 2010 Yearly Report – June 23, 2011

# Contract

- February, 2009 - City Council approved a three year agreement with the Volunteer Center of North Texas
  - Cost was \$100,483 per year
- September, 2010 - VCNT reduced their contract rate by \$10,000 per year at the City's request
- February, 2012 - contract expires
  - Service provides value to the City and taxpayers