

Memorandum

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CITY SECRETARY
DALLAS, TEXAS



CITY OF DALLAS

DATE December 1, 2011

TO Honorable Members of the Arts, Culture & Libraries Committee: Delia Jasso (Vice Chair),
Tennell Atkins, Vonciel Jones Hill, Jerry Allen

SUBJECT Arts, Culture & Libraries Committee Meeting Agenda

Monday, December 5, 2011, 3:00 p.m.

City Performance Hall – 2520 Flora St., Dallas, Tx 75201

The agenda for the meeting is as follows:

- | | |
|--|--|
| 1. Approval of October 17, 2011 minutes
(3:00 p.m. – 3:01 p.m.) | Ann Margolin, Chair |
| 2. Hard Hat Tour of the City Performance Hall
(3:01 p.m. – 4:30 p.m.) | Maria Munoz-Blanco, Director
Office of Cultural Affairs |
| 3. Update on City Performance Hall Bookings
(<i>Informational Memo</i>) | Maria Munoz-Blanco, Director
Office of Cultural Affairs |
| 4. Adjourn
(4:30 p.m.) | Ann Margolin, Chair |

Please let me know if you have any questions.

A handwritten signature in cursive script that reads "Ann Margolin".

Ann Margolin
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
Stephanie Cooper, Assistant to the City Manager

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, Assistant City Manager
Jeanne Chipperfield, Chief Financial Officer

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

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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.

**Arts, Culture & Libraries Committee
Meeting Record**

DRAFT

Meeting Date: October 17, 2011

Convened: 3:04 p.m.

Adjourned: 4:01 p.m.

Members Present:

Ann Margolin, Chair
Delia Jasso, Vice-Chair
Jerry Allen
Tennell Atkins

Members Absent:

Vonciel Jones Hill

Briefing Presenters

Maria Munoz-Blanco
Director, Office of Cultural Affairs

Staff Present:

Joey Zapata, Maria Munoz-Blanco, Clifton Gillespie, Michelle Gonzalez

Special Guests:

Benjamin Espino, Members of the Cultural Affairs Commission

AGENDA:

1. **Approval of the September 20, 2011 minutes**

Presenter(s):

Information Only:

Action Taken/Committee Recommendation(s): Motion made to approve September 20, 2011 minutes

Motion made by: Delia Jasso

Motion seconded by: Tennell Atkins

Item passed unanimously:

Item passed on a divided vote:

Item failed unanimously:

Item failed on a divided vote:

2. **Progress Report on the City Performance Hall**

Presenter(s): Maria Munoz-Blanco

Information Only:

Action Taken/Committee Recommendation(s): None

This briefing provided a status report on construction of the City Performance Hall in the Dallas Arts District. An overview of the scheduling/booking process, which was developed in consultation with facility stakeholders, was also provided.

3. **Public Art in the Love Field Modernization Program**

Presenter(s): Maria Munoz-Blanco

Information Only:

Action Taken/Committee Recommendation(s): None

This briefing provided background information on the City of Dallas Public Art Program and an overview of public art as part of the Love Field Modernization Program.

Councilmember Ann Margolin
Chair

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TO Honorable Members of the Arts, Culture & Libraries Committee:
Ann Margolin (Chair), Delia Jasso (Vice Chair), Tennell Atkins, Vonciel Jones Hill, Jerry Allen

SUBJECT Hard Hat Tour of the City Performance Hall

On Monday, December 5, 2011 the committee will be given a “first-look” tour of the City Performance Hall, which is under construction at 2520 Flora Street in the Dallas Arts District. Transportation will be provided for council members and staff. Vans will depart the L1 Green section of the City Hall garage at approximately 2:55 p.m.

If you have any questions, or require additional information, please do not hesitate to contact me.

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

Joey Zapata
Assistant City Manager

cc: The Honorable Mayor and Members of the City Council
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SUBJECT City Performance Hall Reservations Update

In preparation for the September 2012 opening of the City Performance Hall, the Office of Cultural Affairs is taking reservations for the use of the space during the 2012/2013 cultural season.

An initial deadline of October 1, 2011 was set to encourage mid-size and small Dallas organizations to turn in their facility requests for the September 2012-August 2013 period. OCA received requests for 57 rental dates (goal for inaugural year is 109 dates). Reservations from smaller groups typically come in closer to the event date, so we expect additional reservations as the opening date nears. Additionally, OCA staff is currently discussing test run events with several arts organizations; these will be at no cost to the arts group and will serve to test the facility systems and operational procedures.

Staff will survey the 70 organizations that participated in the master planning process to assess their continued interest in the facility.

Reservations are now open to all interested entities (corporate and nonprofit groups as well as individuals) and are being handled on a first-come, first-reserved basis. Marketing efforts have included: printing and distribution of informational postcards; attendance at the 2011 Dallas Convention & Visitors Bureau annual meeting to distribute information about the space to meeting and special events planners; and purchasing ad space in a meeting planner's publication to promote the space availability to this potential group of customers.

If you have any questions or require additional information, please do not hesitate to contact me.

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Joey Zapata
Assistant City Manager

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