

Memorandum



CITY OF DALLAS

DATE May 23, 2025

TO Honorable Members of the Government Performance and Financial Management Committee: Chad West (Chair), Paula Blackmon (Vice Chair), Cara Mendelsohn, Jesse Moreno, Jaime Resendez

SUBJECT **Space Planning Project – Status Update**

Facilities and Real Estate Management (FRM) staff have collaborated with Gresham Smith to initiate the next phase of a multi-phase space planning project focused on Dallas City Hall and the Oak Cliff Municipal Center (OCMC). This effort is limited in scope and intended to provide a high-level assessment to identify underutilized and unutilized areas within these two major City facilities. The goal is to support efficient space utilization by identifying opportunities to consolidate or reassign space to accommodate as many staff as possible while maintaining functionality and comfort.

This next phase will include visual inspections, interviews with department directors, and a collaborative review of current staffing levels, functional space needs, and usage patterns. It will also consider the availability and requirements for staff, visitor, and fleet parking. Preliminary calculations will be performed to provide rough estimates of space capacity and potential optimization strategies.

It is important to note that this phase does not include any evaluation of current condition or code upgrade requirements for mechanical, electrical, or plumbing systems (MEP), nor will it assess the condition or compliance of restrooms, infrastructure, or other building systems. More detailed design, code review, feasibility analysis, and cost estimation will be necessary in future phases before any recommendations can be implemented.

Gresham Smith will be engaged through a supplemental agreement, as they have recently completed prior work at both City Hall and OCMC. Their familiarity with the facilities enables them to mobilize more quickly than a new firm unfamiliar with the buildings. This positions the City to move forward efficiently with the planning effort.

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FRM will continue to provide updates as the project progresses and once high-level findings from this initial phase are available. If you have any questions, please contact John Johnson, Director, Facilities and Real Estate Management at john.johnson@dallas.gov.


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