

# Memorandum



CITY OF DALLAS

DATE January 24, 2025  
Honorable Members of the Government Performance and Financial Management  
TO Committee: Chad West (Chair), Paula Blackmon (Vice Chair), Cara Mendelsohn,  
Jesse Moreno, Jaime Resendez  
SUBJECT **Space Planning Project Update**

In late September 2024, the Facilities and Real Estate Management Department (FRM) was tasked with evaluating space allocation and updating department space needs and requirements to optimize operational efficiencies and facilitate the public's access to City services. This effort will be completed in phases, as outlined below. Given the complexity and scope of this project, identifying and securing funding will be a critical next step. These funding needs may be incorporated into the upcoming annual budget development process.

## **Initial Phase: Dallas City Hall First Floor Assessment and Findings**

The initial phase of the project focused on evaluating the opportunity to maximize the use of existing space at Dallas City Hall, beginning with the first floor. Gresham Smith, an architectural firm, was selected as the design consultant for this project through an RFP process from the FRM prequalified consultant list (C1Z24-BSD-3075) dated 04/03/2024.

Gresham Smith's assessment of the first floor included identifying current conditions and capacity while incorporating principles of brain-healthy workplaces, which improve employee well-being and productivity by addressing how the environment impacts daily functions. On January 7, 2025, Gresham Smith presented their preliminary findings, concluding that the first floor has limitations for reconfiguration due to structural, electrical, and plumbing restrictions.

Their report explored various alternatives to optimize the existing footprint and included schematic plans with reduced sizing of workstations and offices. However, these findings highlighted significant challenges—including costly infrastructure modifications—may require a more comprehensive, long-term approach to effectively address the City's space planning needs.

## **Phase Two: Comprehensive Analysis of Dallas City Hall**

As a result of the findings from the Initial Phase, the scope of the project will expand to include a holistic analysis of all floors of Dallas City Hall. This broader initiative will evaluate mechanical, electrical, and plumbing (MEP) systems, parking availability, and space allocations. The objectives of this phase will include rightsizing office space allocations and repurposing underutilized areas. This expanded analysis will identify opportunities to optimize the use of Dallas City Hall, address infrastructure needs, and align space planning efforts with the City's operational goals.

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### **Phase Three: Implementation of Changes and Renovations**

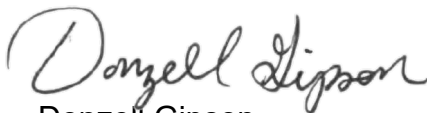
Phase Three will focus on implementing the recommended changes and renovations to Dallas City Hall. This phase will ensure the building is fully utilized by effectively using City space and enhancing the functionality of Dallas City Hall to better serve employees and the public.

### **Future Phases: Expanded Scope To Other City Facilities**

This exercise will likely serve as a model for similar future initiatives at other City facilities, reinforcing the City's commitment to operational efficiency and improved service delivery. It will also allow the City to consolidate occupancy in an effort to rightsize the City's asset portfolio.

By approaching this project with collaboration and a long-term vision, we aim to ensure City facilities are utilized efficiently, support effective service delivery, and balance resources to achieve meaningful improvements. This initiative represents a significant opportunity to align our facilities with the City's goals of operational efficiency and enhanced public service.

If you have any questions, please contact John Johnson, Director of Facilities and Real Estate Management, at [john.johnson2@dallas.gov](mailto:john.johnson2@dallas.gov).



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