

# Memorandum



CITY OF DALLAS

DATE June 7, 2024

TO Honorable Mayor and Members of the City Council

SUBJECT **Transition Playbook, Organizational Chart, Executive Liaison Assignments and Council Committee Assignments Update**

The purpose of this memorandum is to provide an update on the status of my 100-day Transition Playbook, revised organizational chart and updated executive liaison assignments and Council Committee assignments.

With the first 30 days completed, it is imperative to showcase the growth and achievements that have been made because of our team's ability to connect, collaborate and communicate. The attached progress report will identify our accomplishments thus far and the work that is underway for our 60-day and 90-day deliverables.

The revised organizational chart will now reflect Chief of Public Safety (I) Dominique Artis as the executive over the Safe portfolio and Assistant City Manager Alina Ciocan as the executive over the Livable portfolio. The offices of Communications, Outreach and Marketing and 311 Customer Service will now be moved under Chief of Strategy, Engagement, and Alignment (I) Elizabeth Saab.

Finally, executive liaison assignments will continue to (1) provide direct access regarding important issues; (2) serve as a communication link between the City Council and departments; (3) provide support and coordination of staff for community meetings and special events, and (4) ensure action items are recorded and prioritized.

The following table provides the updated list of executive liaison assignments:

District	Council Member	Executive
1	West	Jack Ireland
2	Moreno	Alina Ciocan
3	Gracey	Liz Cedillo-Pereira
4	Deputy Mayor Pro Tem King Arnold	Chief Dominique Artis
5	Resendez	Alina Ciocan
6	Narvaez	Majed Al-Ghafry
7	Bazaldua	Liz Cedillo-Pereira
8	Mayor Pro Tem Atkins	Robin Bentley
9	Blackmon	Majed Al-Ghafry
10	Stewart	Donzell Gipson
11	Schultz	Donzell Gipson
12	Mendelsohn	Chief Dominique Artis
13	Willis	Jack Ireland
14	Ridley	Robin Bentley
15	Mayor Johnson	Kimberly Bizer Tolbert

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With recent changes related to City Council Committee assignments, I am providing the updated assignment list below.

City Council Committee	Executive Liaison
Economic Development	Robin Bentley
Park, Trails, and the Environment	Liz Cedillo-Pereira
Government Performance and Financial Management	Jack Ireland
Housing and Homelessness Solutions	Alina Ciocan
Public Safety	Chief Dominique Artis
Quality of Life, Arts, and Culture	Liz Cedillo-Pereira
Transportation and Infrastructure	Majed Al-Ghafry
Workforce, Education, and Equity	Donzell Gipson
Ad Hoc Committee on Administrative Affairs	Elizabeth Saab
Ad Hoc Committee on General Investigating and Ethics	Liz Cedillo-Pereira
Ad Hoc Committee on Judicial Nominations	Chief Dominique Artis
Ad Hoc Committee on Legislative Affairs	Carrie Rogers
Ad Hoc Committee on Pensions	Jack Ireland
Ad Hoc Committee on Professional Sports Recruitment and Retention	Jack Ireland

Should you have any questions or concerns, please contact Chief of Strategy, Engagement, and Alignment (I) Elizabeth Saab at [elizabeth.saab@dallas.gov](mailto:elizabeth.saab@dallas.gov).

Service First, Now!



Kimberly Bizer Tolbert  
 City Manager (I)

[Attachment]

- c: Tammy Palomino, City Attorney  
 Mark Swann, City Auditor  
 Blierae Johnson, City Secretary  
 Preston Robinson, Administrative Judge  
 Dominique Artis, Chief of Public Safety (I)  
 Majed A. Al-Ghafry, Assistant City Manager  
 M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager
- Alina Ciocan, Assistant City Manager  
 Donzell Gipson, Assistant City Manager (I)  
 Robin Bentley, Assistant City Manager (I)  
 Jack Ireland, Chief Financial Officer  
 Elizabeth Saab, Chief of Strategy, Engagement, and Alignment (I)  
 Directors and Assistant Directors



# **Progress Report: First 30-Days**

**100-DAY TRANSITION PLAYBOOK**

**Kimberly Bizer Tolbert**

**Interim City Manager, City of Dallas**

A Message from Interim City Manager Kimberly Bizer Tolbert:  
 In my 100-Day Transition Playbook, I made a commitment to tackle Primary Focus Areas and reimagine how we deliver Service First with the urgency of Now. This 30-day progress report is a snapshot of our promised deliverables and others that are ahead of schedule. My team and I look forward to continuing the work, in support of the organization and the people we serve.

# 100-Day Transition Playbook Progress Report: First 30 Days



## First 30 Days

• Launch 7800 Stemmons Freeway remediation effort.	Complete
• Enlist 3 <sup>rd</sup> party Navigation Expeditors ( <i>Cross Departmental Strike Team</i> )	Complete
• Establish best practices for regular updates on commercial development permitting process and improvement progress.	Complete
• Staff town halls	In Progress & Ongoing
• Drop-in visits with City of Dallas staff members	In Progress & Ongoing
• Council District Tours	In Progress & Ongoing
• 1 <sup>st</sup> Cross-Departmental Workshop	Complete
• Launch <i>Summer of Safety Outreach and Engagement Campaign</i>	Complete

Please see the following pages for a description of each deliverable.

# 100-Day Transition Playbook Progress Report: First 30 Days

Priority	Description
Launch 7800 Stemmons Freeway remediation effort.	The City of Dallas enlisted the Economic Development Corporation (EDC) to serve as a 3 <sup>rd</sup> party project manager. The EDC is currently evaluating the building’s health and determining next step recommendations to present to City Council at the end of the summer.
Enlist 3 <sup>rd</sup> party Navigation Expeditors for Development Services Process improvement.	We developed the framework in collaboration with the Child Poverty Action Lab (CPAL). CPAL operates as an unofficial R&D department for local economic mobility strategies. As an in-kind donation, CPAL is placing partner consultants to support the process improvement work by embedding them at City Hall. They will facilitate hand-on sessions with the Navigation Expeditors (formally called a “Strike Team”). The Strike Team members consist of Directors whose departments participate in the Development Services pre-development process. The Strike Team will begin their work on June 10.
Establish best practices for regular updates on commercial development permitting process and improvement progress	Development Services publicly launched a commercial permitting dashboard on June 3, to elevate transparency. The dashboard highlights the number of permits created, issued and in process. We will continue to make refinements to the dashboard, as needed, in the coming weeks to increase our public outreach and engagement with the developer community.
All Staff Team Town Hall	The first scheduled Team Town Hall was moved from May 31 due to June 28 (virtual and in person) due to the storm response. I am dedicating the last Friday of each month to spend time with our City of Dallas team. The town halls also provide greater access and accessibility to our Executive Team, so we as an organization can better Connect, Collaborate, and Communicate.

# 100-Day Transition Playbook Progress Report: First 30 Days

Priority	Description
Drop-in visits with City of Dallas staff members	A component of enhancing our internal engagement includes one-on-one engagement informally, with City of Dallas staff. During the storm response, in addition to touring damage across multiple council districts, I had the pleasure of meeting some of our Dallas Police and Dallas-Fire Rescue first responders at their respective stations. I also spent time with our emergency response team in the EOC.
Council District Tours	Tours begin on June 14 and continue through the remainder of June.
1 <sup>st</sup> Cross-Departmental Workshop	Our first Cross-Departmental Workshop was previously scheduled for May 30. Due to storm response, we postponed it to June 7. During the kickoff, our team focused on gaining tools for process improvements. Directors will implement their learnings within their departments over the next month and report back when we convene again in early July. Our thanks to the Child Poverty Action Lab (CPAL) for the in-kind donation and collaboration to facilitate the workshops. CPAL operates as an unofficial R&D department for local economic mobility strategies.
Launch <i>Summer of Safety</i> Outreach and Engagement Campaign	On June 3rd, I joined Mayor Johnson, DPD Chief Garcia, and other officials to kick off the annual Summer of Safety. CMO also supported the campaign by engaging the Directors of Library and the Parks and Recreation departments to appear in promotional videos. We will continue to support with outreach through City media and social media channels.

