

Memorandum



CITY OF DALLAS

DATE June 23, 2023

TO Honorable Mayor and Members of the City Council

SUBJECT **Upcoming Agenda Item #40 – June 28, 2023 – Master Leasing Services**

The purpose of this memorandum is to provide information regarding the following upcoming agenda item #40 on the June 28, 2023, City Council Agenda:

“Authorize the City Manager or his or her designee to execute a service contract for a term of one year, with an optional extension of one year, with Housing Forward (517577) (single proposer), approved as to form by the City Attorney, for master leasing services (described herein) for the Office of Homeless Solutions in an amount not to exceed \$3,000,000.”

This service contract will provide master leasing services on behalf of the Office of Homeless Solutions, to secure housing units in bulk for formerly unsheltered individuals, maximizing potential for housing through existing, community rental subsidies. The recommended proposer will manage, coordinate, and align all aspects of tenant occupancy. This includes identifying properties, potential property management as needed, negotiating 12-to-24-month lease-up plans, tenant move-in processes, aligning funding for leases with a plan of sustainable rent for residents, and providing case management with the goal of creating additional supportive housing by securing more available units, in bulk, to rapidly meet the needs of our unsheltered neighbors.

The proposed master leasing service contract does not encumber funds; however, the purpose of a service contract is to establish firm pricing for services, for a specific term, which are ordered, on an as needed basis. The master leasing services funding was approved by City Council in the FY 22/23 General Fund Budget.

Should you have any questions or concerns, please contact me or Christine Crossley, Director of the Office of Homeless Solutions at christine.crossley@dallas.gov.

A handwritten signature in black ink, appearing to read 'Kimberly Bizer Tolbert'.

Kimberly Bizer Tolbert
Deputy City Manager

c: T.C. Broadnax, City Manager
Tammy Palomino, Interim City Attorney
Mark Swann, City Auditor
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Jon Fortune, Deputy City Manager

Majed A. Al-Ghafry, Assistant City Manager
M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager
Dr. Robert Perez, Assistant City Manager
Carl Simpson, Assistant City Manager
Jack Ireland, Chief Financial Officer
Genesis D. Gavino, Chief of Staff to the City Manager
Directors and Assistant Directors