

# Memorandum



CITY OF DALLAS

DATE October 28, 2024  
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 **Dallas City Code Chapter 2-11.2 Code Amendment - Administrative Real Property Acquisitions**

At your upcoming City Council meeting on November 13, 2024, you will consider an action item to amend Chapter 2-11.2 of the Dallas City Code to increase the threshold of administrative real property acquisitions from \$10,000 to \$100,000. On September 23, 2024, staff briefed the Government Performance and Financial Management Committee on the proposed amendment as a process improvement initiative resulting in administrative and operational efficiency.

Currently the city code stipulates a maximum threshold for administrative real property acquisitions at \$10,000. This limit has been in place for more than 30 years without any adjustments to account for inflation or evolving needs of our City. In contrast, the City's current contracting policy allows contracts of up to \$100,000 to be processed administratively without requiring additional extensive organizational procedures.

Staff is recommending an amendment to Chapter 2-11.2 to increase the threshold to \$100,000. This amendment will, 1) align acquisition practices with existing contracting thresholds; 2) streamline processes and reduce unnecessary delays; 3) enhance market responsiveness, by allowing timelier transactions and fostering better relationships with the community; and 4) expedite certain acquisition projects to allow departments to move forward swiftly with construction and/or development needs benefiting the intended public project.

This amendment is a necessary step to modernize our administrative acquisition processes, ensuring they are efficient, cost-effective, and responsive to the needs of our City.

If you have any questions, please contact me or John Johnson, Director of Facilities and Real Estate Management.

Service First, Now!

A handwritten signature in cursive script that reads "Donzell Gipson".

Donzell Gipson  
Assistant City Manager (I)

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c: Kimberly Bizer Tolbert, City Manager (I)  
Tammy Palomino, City Attorney  
Mark Swann, City Auditor  
Biliera Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Dominique Artis, Chief of Public Safety (I)  
Dev Rastogi, Assistant City Manager

Alina Ciocan, Assistant City Manager  
M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager  
Robin Bentley, Assistant City Manager (I)  
Jack Ireland, Chief Financial Officer  
Elizabeth Saab, Chief of Strategy, Engagement, and Alignment (I)  
Directors and Assistant Directors