

Memorandum



CITY OF DALLAS

DATE April 4, 2014

TO Budget, Finance and Audit Committee: Jerry R. Allen (Chair), Jennifer S. Gates (Vice Chair),
Tennell Atkins (Mayor Pro Tem), Sheffie Kadane, and Philip T. Kingston

SUBJECT Real Estate Task Force

On Monday, March 3, you received a briefing on "Property Appraisal Procedures." As part of that briefing, staff recommended that a Real Estate Task Force be appointed to review the City's appraisal practices.

On Monday, April 7, staff will return to the committee to briefly present recommended membership on the Real Estate Task Force for your approval and a time line for the work to be performed. See Page 2 of this memorandum for additional details.

Please feel free to contact me or David Cossum should you have any questions.

A handwritten signature in black ink that reads "Theresa O'Donnell". The signature is written in a cursive, flowing style.

Theresa O'Donnell
Interim Assistant City Manager

C: The Honorable Mayor and Members of the City Council
A.C. Gonzalez, City Manager
Warren M. S. Ernst, City Attorney
Rosa A. Rios, City Secretary
Judge Daniel Solis, Administrative Judge
Craig D. Kinton, City Auditor
Ryan S. Evans, Interim First Assistant City Manager
Charles M. Cato, Interim Assistant City Manager
Jill A. Jordan, P.E., Assistant City Manager
Forest E. Turner, Assistant City Manager
Joey Zapata, Assistant City Manager
Jeanne Chipperfield, Chief Financial Officer
Shawn Williams, Interim Public Information Officer
Elsa Cantu, Assistant to the City Manager

**PROPOSED REAL ESTATE TASK FORCE
2013-2014**

Purpose:

Review City Code requirements, policies and procedures relating to acquisition of independent appraisals for two purposes:

1. Acquisition of property for public purpose, and
2. Sale of surplus property

Task Force Members:

Staff is proposing a list of task force members for the committee to approve consisting of the following representation:

1. One representative from Dallas Central Appraisal District
2. Two property appraisers
3. Four consumers of appraisal reports (e.g., development community, title company, realtors)

Suggested Time Frame (4 - 5 months):

April	City Council Budget, Finance and Audit Committee approve task force representation
April - May	First task force meeting to finalize scope of work and meeting schedule
August – Sept.	Task force recommendations presented to Budget, Finance and Audit Committee