

Memorandum



CITY OF DALLAS

DATE June 30, 2023

TO Honorable Mayor and Members of the City Council

SUBJECT **Mayor and City Council Office Reconfiguration Update**

The Ad Hoc Committee on Administrative Affairs requested that staff explore the possibility of utilizing a zero-based planning approach to reconfigure the Mayor and City Council Offices. After careful consideration, the Building Services Department (BSD) has determined that contracting with a space planning consultant would be the most suitable course of action for redesigning the offices.

In collaboration with BSD, the Mayor and City Council (MCC) will initiate the process of procuring a space planning consultant through an administrative action. The primary objective for engaging the consultant will be to thoroughly assess the entire MCC office space and provide the Council with comprehensive cost estimates. These estimates should encompass various elements, such as design, demolition, construction, furniture, data ports, electrical systems, flooring, fire alarms, administrative costs, contingency, and any other relevant expenses.

However, it is important to note that we do not anticipate having the finalized cost estimates ready for presentation during the FY 2023-2024 budget briefings. Consequently, we may not have funds readily available for the upcoming fiscal year's budget. Nevertheless, we remain open to receiving further guidance and direction in this matter.

As we proceed with this important project, feel free to provide any additional input or clarification and any questions to Nikki Christmas, Interim Director of the Mayor and City Council Office, at (214) 422-9222 or nikki.christmas@dallas.gov.



Genesis D. Gavino
Chief of Staff to the 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
Kimberly Bizzor Tolbert, Deputy City Manager
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
Directors and Assistant Directors