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City of Dallas

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Public Notice

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Ad Hoc Committee on Administrative Affairs

October 14, 2025

4:00 PM

2025 CITY COUNCIL COMMITTEE APPOINTMENTS

AD HOC COUNCIL COMMITTEES	COUNCIL COMMITTEES
AD HOC COMMITTEE ON ADMINISTRATIVE AFFAIRS Moreno (C), Cadena, M. Johnson, Mendelsohn, Stewart **Assigned: 08/29/25	**ECONOMIC DEVELOPMENT** Moreno (C), Ridley (VC), Blair, Cadena, Gracey, Roth, West **Assigned: 08/29/25
AD HOC COMMITTEE ON GENERAL INVESTIGATING AND ETHICS Willis (C), Blair, Cadena, Mendelsohn, Stewart **Assigned: 08/29/25	**PARKS, TRAILS, AND THE ENVIRONNMENT** Stewart, (C), West (VC), Bazaldua, Blackmon, Blair, M. Johnson, Ridley **Assigned: 08/29/25
AD HOC COMMITTEE ON JUDICIAL NOMINATIONS Ridley (C), Resendez, Roth, Stewart, West **Assigned: 08/29/25	**FINANCE** West (C), Stewart (VC), Gracey, M. Johnson, Moreno, Resendez, Willis **Assigned: 08/29/25
AD HOC COMMITTEE ON LEGISLATIVE AFFAIRS Mendelsohn (C), M. Johnson, Moreno, Ridley, Stewart * Assiged: 07/17/25	**HOUSING AND HOMELESSNESS SOLUTIONS** Mendelsohn (C), Blair (VC), Bazaldua, Gracey, Moreno, Resendez, Willis **Assigned: 08/29/25
AD HOC COMMITTEE ON PENSIONS Stewart (C), Blackmon, M. Johnson, Mendelsohn, Moreno, Resendez, Roth, West, Willis **Assigned: 08/29/25	**PUBLIC SAFETY** Mendelsohn (C), Moreno (VC), Cadena, M. Johnson, Resendez, Roth, Stewart **Assigned: 08/29/25
AD HOC COMMITTEE ON PROFESSIONAL SPORTS RECRUITMENT AND RETENTION West (C), Bazaldua, Blackmon, Blair, Cadena, Resendez, Ridley **Assigned: 08/29/25	**QUALITY OF LIFE, ARTS, AND CULTURE** Gracey (C), Cadena (VC), Bazaldua, Ridley, Roth, West, Willis **Assigned: 08/29/25
	TRANSPORTATION AND INFRASTRUCTURE Ridley (C), Roth (VC), Blackmon, Blair, Cadena, Gracey, Mendelsohn **Assigned: 08/29/25
	GOVERNMENT EFFICIENCY M. Johnson (C), Mendelsohn (VC), Bazaldua, Blackmon, Resendez, Ridley, Roth **Assigned: 08/29/25

(C) – Chair, (VC) – Vice Chair

* Assigned: 07/17/25
**Assigned: 08/29/25

Note: A quorum of the Dallas City Council may attend this Council Committee meeting.

General Information

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Handgun Prohibition Notice for Meetings of Governmental Entities

"Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun."

"De acuerdo con la sección 30.06 del código penal (ingreso sin autorización de un titular de una licencia con una pistol oculta), una persona con licencia según el subcapítulo h, capítulo 411, código del gobierno (ley sobre licencias para portar pistolas), no puede ingresar a esta propiedad con una pistola oculta."

"Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly."

"De acuerdo con la sección 30.07 del código penal (ingreso sin autorización de un titular de una licencia con una pistola a la vista), una persona con licencia según el subcapítulo h, capítulo 411, código del gobierno (ley sobre licencias para portar pistolas), no puede ingresar a esta propiedad con una pistola a la vista."

"Pursuant to Section 46.03, Penal Code (places weapons prohibited), a person may not carry a firearm or other weapon into any open meeting on this property."

"De conformidad con la Sección 46.03, Código Penal (coloca armas prohibidas), una persona no puede llevar un arma de fuego u otra arma a ninguna reunión abierta en esta propriedad."

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Call to Order

MINUTES

1. 25-2944A Approval of the minutes of the January 21, 2025 meeting of the Ad Hoc Committee on Administrative Affairs.

Attachments: Minutes

DISCUSSION ITEMS

A. 25-2945A Briefing to discuss the options for completing the Inspector General position search and outline the next potential steps.

Attachments: Memorandum

ADJOURNMENT

EXECUTIVE SESSION NOTICE

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1. seeking the advice of its attorney about pending or contemplated litigation, settlement offers, or any matter in which the duty of the attorney to the City Council under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act. [Tex. Govt. Code § 551.071]

2. deliberating the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the city in negotiations with a third person. [Tex. Govt. Code § 551.072]

3. deliberating a negotiated contract for a prospective gift or donation to the city if deliberation in an open meeting would have a detrimental effect on the position of the city in negotiations with a third person. [Tex. Govt. Code § 551.073]

4. deliberating the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee unless the officer or employee who is the subject of the deliberation or hearing requests a public hearing. [Tex. Govt. Code § 551.074]

5. deliberating the deployment, or specific occasions for implementation, of security personnel or devices. [Tex. Govt. Code § 551.076]

6. discussing or deliberating commercial or financial information that the city has received from a business prospect that the city seeks to have locate, stay or expand in or near the city and with which the city is conducting economic development negotiations; or deliberating the offer of a financial or other incentive to a business prospect. [Tex Govt. Code § 551.087]

7. deliberating security assessments or deployments relating to information resources technology, network security information, or the deployment or specific occasions for implementations of security personnel, critical infrastructure, or security devices. [Tex Govt. Code § 551.089]

8. deliberating cybersecurity measures, policies, or contracts solely intended to protect a critical infrastructure facility. [Tex. Gov't Code § 551.0761]

City of Dallas

1500 Marilla Street
Council Chambers, 6th Floor
Dallas, Texas 75201

Agenda Information Sheet

File #: 25-2944A **Item #:** 1.

Approval of the minutes of the January 21, 2025 meeting of the Ad Hoc Committee on Administrative Affairs.

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MINUTES OF THE CITY COUNCIL COMMITTEE
TUESDAY, JANUARY 21, 2025

25-0017

AD HOC COMMITTEE ON ADMINISTRATIVE AFFAIRS
CITY COUNCIL CHAMBER, CITY HALL/VIDEO CONFERENCE
MAYOR PRO TEM TENNELL ATKINS, PRESIDING

PRESENT: [4] Atkins, Moreno, Stewart, Ridley

ABSENT: [1] Mendelsohn

The meeting was called to order at 11:10 a.m. with a quorum of the committee present.

The meeting agenda, posted in accordance with Chapter 551, "OPEN MEETINGS," of the Texas Government Code, was presented.

After all business properly brought before the committee had been considered, the meeting adjourned at 12:37 a.m.

_____
Chair

ATTEST:

_____ _____
City Secretary Staff Date Approved

The agenda is attached to the minutes of this meeting as EXHIBIT A.

The actions taken on each matter considered by the committee are attached to the minutes of this meeting as EXHIBIT B.

The briefing materials for this meeting are filed with the City Secretary's Office as EXHIBIT C.

DRAFT

E X H I B I T A

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City of Dallas

1500 Marilla Street,
Dallas City Hall, Council Chambers
Dallas, Texas 75201

Public Notice

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POSTED CITY SECRETARY
DALLAS, TX

Ad Hoc Committee on Administrative Affairs

January 21, 2025

11:00 AM

2023 CITY COUNCIL APPOINTMENTS

COUNCIL COMMITTEE	
ECONOMIC DEVELOPMENT Atkins (C), Narvaez (VC), Arnold, Bazaldua, Ridley, Stewart, West	**GOVERNMENT PERFORMANCE AND FINANCIAL MANAGEMENT** West (C), Blackmon (VC), Mendelsohn, Moreno, Resendez
HOUSING AND HOMELESSNESS SOLUTIONS Moreno (C), Mendelsohn (VC), Gracey, West, Willis	**PARKS, TRAILS, AND THE ENVIRONMENT** Stewart (C), Moreno (VC), Arnold, Bazaldua, Blackmon, Narvaez, West
PUBLIC SAFETY Mendelsohn (C), Stewart (VC), Atkins, Moreno, Willis	**QUALITY OF LIFE, ARTS, AND CULTURE** *Ridley (C), Resendez (VC), Bazaldua, Blackmon, Gracey, Schultz, Willis
TRANSPORTATION AND INFRASTRUCTURE Narvaez (C), Gracey (VC), Atkins, Mendelsohn, Resendez, Schultz, Stewart	**WORKFORCE, EDUCATION, AND EQUITY** *Arnold (C), *Schultz (VC), Bazaldua, Blackmon, Resendez, Ridley, Willis
AD HOC COMMITTEE ON ADMINISTRATIVE AFFAIRS Atkins (C), Mendelsohn, Moreno, Ridley, Stewart	**AD HOC COMMITTEE ON GENERAL INVESTIGATING AND ETHICS** Mendelsohn (C), Gracey, Johnson, Schultz, Stewart
AD HOC COMMITTEE ON JUDICIAL NOMINATIONS Ridley (C), Resendez, West	**AD HOC COMMITTEE ON LEGISLATIVE AFFAIRS** Mendelsohn (C), Atkins, Gracey, Narvaez, Stewart
AD HOC COMMITTEE ON PENSIONS Atkins (C), Blackmon, Mendelsohn, Moreno, Resendez, Stewart, West, Willis	**AD HOC COMMITTEE ON PROFESSIONAL SPORTS RECRUITMENT AND RETENTION** Gracey (C), Blackmon, Johnson, Moreno, Narvaez, Resendez, Schultz

(C) – Chair, (VC) – Vice Chair

* Updated:6/28/24

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Call to Order

MINUTES

1. 25-393A Approval of the minutes of the January 9, 2025 meeting of the Ad Hoc Committee on Administrative Affairs.

Attachments: Minutes

BRIEFING ITEMS

A. 25-395A Propose timeline to conduct the annual performance review for City Council Appointed Officials (City Attorney, City Secretary, City Manager, and Inspector General) [Nina Arias, Director, Human Resources]

Attachments: Presentation

DISCUSSION ITEMS

B. 25-394A Consider recommendation to City Council to start procurement process for human resources consultant services for performance evaluations of City Council-appointed positions (City Attorney, City Secretary, City Manager, and Inspector General)

ADJOURNMENT

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7. deliberating security assessments or deployments relating to information resources technology, network security information, or the deployment or specific occasions for implementations of security personnel, critical infrastructure, or security devices. [Tex Govt. Code §551.089]

E X H I B I T B

OFFICIAL ACTION OF THE CITY COUNCIL COMMITTEE

JANUARY 21, 2025

Item 1: Approval of the minutes of the January 9, 2025 meeting of the Ad Hoc Committee on Administrative Affairs.

Councilmember Ridley moved to adopt the minutes as presented.

Motion seconded by Councilmember Moreno and unanimously adopted. (Mendelsohn absent)

OFFICIAL ACTION OF THE CITY COUNCIL COMMITTEE

JANUARY 21, 2025

BRIEFING ITEMS

Item A: Propose timeline to conduct the annual performance review for City Council Appointed Officials (City Attorney, City Secretary, City Manager, and Inspector General)

The following individuals briefed the committee on the item:

- Nina Arias, Director, Human Resources;
- Donzell Gipson, Assistant City Manager, City Manager's Office; and
- Tammy Palomino, City Attorney, City Attorney's Office

OFFICIAL ACTION OF THE CITY COUNCIL COMMITTEE

JANUARY 21, 2025

DISCUSSION ITEMS

Item B: Consider recommendation to City Council to start procurement process for human resources consultant services for performance evaluations of City Council-appointed positions (City Attorney, City Secretary, City Manager, and Inspector General)

The following individuals briefed the committee on the item:

- Nina Arias, Director, Human Resources;
- Donzell Gipson, Assistant City Manager, City Manager's Office; and
- Bertram Vandenberg, Chief of General Counsel, City Attorney's Office

Councilmember Ridley moved to recommend the following to the full city council:

- "Start the procurement process for human resources consulting services for performance evaluations of city council appointed positions."

Motion seconded by Councilmember Moreno and unanimously adopted. (Mendelsohn absent)

E X H I B I T C

City of Dallas

1500 Marilla Street
Council Chambers, 6th Floor
Dallas, Texas 75201

Agenda Information Sheet

File #: 25-2945A **Item #:** A.

Briefing to discuss the options for completing the Inspector General position search and outline the next potential steps.

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Memorandum

CITY OF DALLAS

DATE October 14, 2025

TO Honorable Members of the Ad Hoc Administrative Affairs Committee: Jesse Moreno (Chair); Laura Cadena; Maxie Johnson; Cara Mendelsohn; Kathy Stewart

SUBJECT Options for Conducting the Inspector General Recruitment

This memorandum outlines four potential approaches for conducting the Inspector General (IG) recruitment, along with a high-level 12-week executive recruitment timeline attachment showing the standard process used by external hiring firms and the City's HR Recruitment Team.

The timeline highlights key milestones from role definition through appointment and onboarding, including Council engagement and integrity checks specific to the IG role. All dates and timelines assume a recruitment start date of October 20, 2025.

Recruitment Options

Option 1: Engage a Search Firm Under Current Contracts

- **Available Firms:** POLIHIRE; Korn Ferry (Sensa) – contracts valid through 2025
- **Estimated Timeline:** 12 Weeks
- **Projected Candidate Slate:** January–February 2026
- **Estimated Cost:** Up to $75,000
- **Notes:** Uses existing vendor agreements for a rapid start with minimal administrative setup.

Option 2: Issue a New RFP or Utilize a Cooperative Purchasing Agreement

- **Estimated Timeline:**
  - Vendor Identification and Contract Execution: October–November 2025 (30–45 days)
  - Search Process: 12 Weeks
- **Projected Candidate Slate:** February–March 2026
- **Estimated Cost:** $40,000–$75,000
- **Notes:** Expands the pool of qualified firms but extends the recruitment timeline due to procurement and contracting requirements.

Option 3: Exercise GovHR/MGT Guarantee

- **Estimated Timeline:**
  - Vendor Restart: October 2025
  - Recruitment: 12 Weeks
- **Projected Candidate Slate:** January–February 2026
- **Estimated Cost:** Advertising and logistics only ($2,500–$5,000)
- **Notes:** The fastest and lowest-cost option if using an external search firm but limited to the previous vendor's candidate pool and process.

Option 4: Conduct In-House Search (City of Dallas HR Department)

- **Estimated Timeline:** 12 Weeks
- **Projected Candidate Slate:** January–February 2026
- **Estimated Cost:** Within existing budgeted resources
- **Notes:** The most cost-efficient approach.

Posting Strategy

Regardless of the selected recruitment method, the **Inspector General position** will be posted beginning on the following platforms:

- LinkedIn
- American Bar Association (ABA)
- International Municipal Lawyers Association (IMLA)
- Texas Municipal League (TML)
- Association of Inspectors General
- Texas Bar

Comparative Overview

Option	Description	Timeline Start–Slate	Estimated Cost	Notes
1	Current Contract Firms (POLIHIRE, Korn Ferry)	October 2025–February 2026	≤ $75K	Established contracts; minimal setup time
2	New RFP or Cooperative Agreement	October 2025–March 2026	$40K–$75K	Most transparent; longer timeline
3	GovHR/MGT Guarantee	October 2025–February 2026	$2.5K–$5K	Limited candidate pool; minimal setup time
4	In-House (City HR)	October 2025–February 2026	Within existing resources	Cost-effective

Each recruitment approach provides a different balance of timeliness, fiscal impact, and transparency.

Following the Committee's direction, staff will proceed with the selected recruitment option and prepare a detailed implementation plan aligned with the City's standard recruitment process. For any questions or to request additional information, **please contact me at nina.arias@dallas.gov or (214) 470-2727.**

Nina Arias

Nina Arias (Oct 9, 2025 19:03:00 CDT)

Nina Arias
Human Resources Director

c: Attachment

Kimberly Bizor Tolbert, City Manager
Tammy Palomino, City Attorney
Mark Swann, City Auditor
Bilierae Johnson, City Secretary
Preston Robinson, Administrative Judge
Dominique Artis, Chief of Public Safety
Dev Rastogi, Assistant City Manager
M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager
Alina Ciocan, Assistant City Manager
Donzell Gipson, Assistant City Manager
Robin Bentley, Assistant City Manager
Ahmad Goree, Chief of Staff
Directors and Assistant Directors

High-Level Executive Recruitment Timeline / Schedule

The following **12-week recruitment timeline** represents the standard process used by external hiring firms and the City's HR Recruitment Team, taking into consideration Council engagement and integrity checks unique to the Inspector General role:

Weeks	Milestone / Phase	Key Tasks
1–2	Define Role & Launch Planning	• Develop position profile highlighting key duties • Draft communications and recruitment plan (public posting, City website, LinkedIn, professional associations) • Secure Council approval on position profile, brochure, process, and outreach strategy
3–4	Deploy Recruitment Strategy	• Post job across oversight/ethics networks and job search platforms (Association of Inspectors General, LinkedIn) • Engage direct sourcing through professional networks and referrals • Initiate public communication campaign for transparency and robust candidate pool • Begin outreach to oversight/government organizations
5–6	Candidate Screening & Assessments	• Conduct prescreening of applications (minimum qualifications, independence criteria) • Schedule structured interviews with qualified candidates • Administer integrity, leadership, and conflict-of-interest assessments, as appropriate • Engage third-party background screening (financial, professional, criminal, conflict of interest)
7–8	Shortlist & Council Engagement	• Compile and present shortlist of candidates with detailed dossiers (resumes, references, background summaries) • Conduct structured interviews with City Council Members or designated Council Selection Committee • Incorporate stakeholder/community input session for transparency
9–10	Final Selection	• Facilitate Council deliberations and final candidate selection • Negotiate employment terms (salary, relocation, contract, independence guarantees) • Publicly announce finalist with rationale for selection
11–12	Appointment & Onboarding	• Formal Council vote and appointment of Inspector General • Execute contract and finalize employment arrangements • Deploy onboarding plan focused on independence, reporting protocols, and immediate priority-setting