

# Memorandum



DATE May 22, 2023

CITY OF DALLAS

TO Honorable Chair and Members of the Ad Hoc Committee on Administrative Affairs

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

The Office of the Mayor and City Council personnel increased by 30 percent in the FY 2022-2023 adopted budget. A total of 16 new positions were added, including 14 Policy Analysts and two positions in the Office of the Mayor. Given the current office configuration, this expansion created operational challenges. To deal with the increase in the short term, the second half of the 5DN Suite was added to the MCC office inventory to accommodate the additional MCC staff. Looking forward to a holistic solution, MCC worked with Building Services (BSD) to identify options that would better fit the expectations of Council Members and day-to-day operations of individual Council offices.

Meanwhile, the Office of the Mayor proposed an overhaul of the Mayor's Suite in 5EN, updating and reconfiguring the dated office layout while creating a corridor reconnecting the Council Offices in 5FN and the Mayor Pro Tem and Deputy Mayor Pro Tem Suites in 5DN.

Both scenarios were studied by BSD staff and the following options were brought forward:

Option	Suite(s)	Work Description	Estimated Cost
<b>A</b>	5FN & 5FS City Council Offices	Create three workspaces in antechambers of existing City Council Offices. One workstation is intentionally larger than the other two.	\$300,000
<b>B</b>	5FN & 5FS City Council Offices	Add small workstations to public areas in City Council Offices outside existing walls. This layout maximizes possibilities, including up to [15] 4'x3' workstations, [3] 8'x6' workstations, and/or [2] 6'x6' workstations. This option will replace the two workstations at the entrance of 5FN.	\$160,000
<b>C</b>	5DN "MCC Annex"	Reuse existing workstations and add five smaller workstations, delete conference room, reuse modular wall panels to create two small offices, which returns 5FS space currently used as office to status as former 'small' conference room.	\$90,000 - \$130,000
<b>D</b>	5EN Mayor's Suite	Create a passageway between the Green and Red lobbies, and redesign Mayor's Suite support offices and work areas.	\$657,000

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In all options, the cost estimates include: design, demolition, construction, furniture, data ports, electrical, flooring, fire alarms, project manager costs, contingency, and other expenses.

During the FY 2023-2024 budget development process, MCC requested enhancements totaling \$957K, a figure inclusive of Option D for the Mayor's Office and the most expensive options between A, B and C, in order to have funds available should the City Council give further direction on this topic.

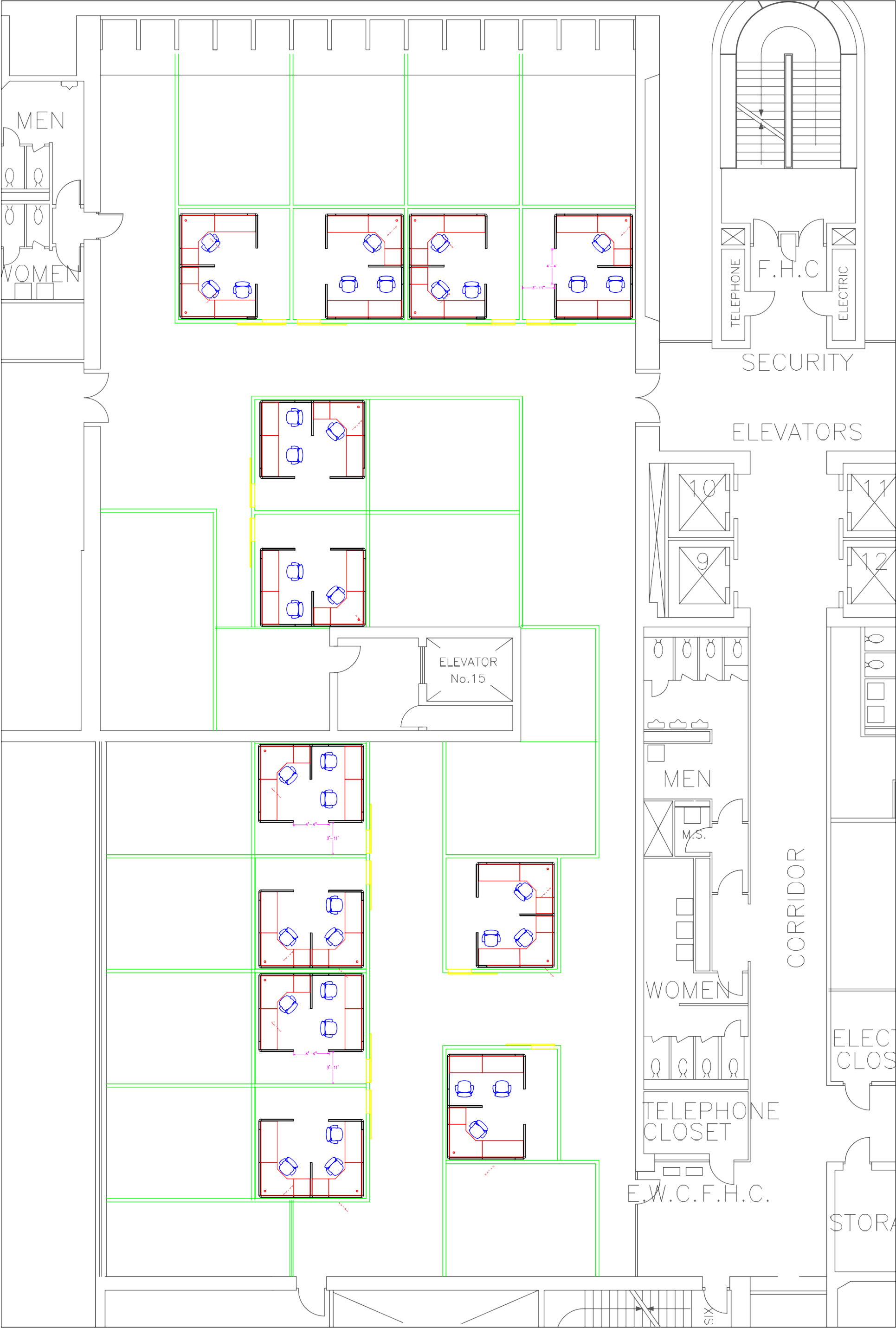
Should you have any questions, please contact Yldefonso Rodriguez Sola, Director of the Mayor and City Council Office, at (214) 422-9222 or [yldefonso.sola@dallas.gov](mailto:yldefonso.sola@dallas.gov).



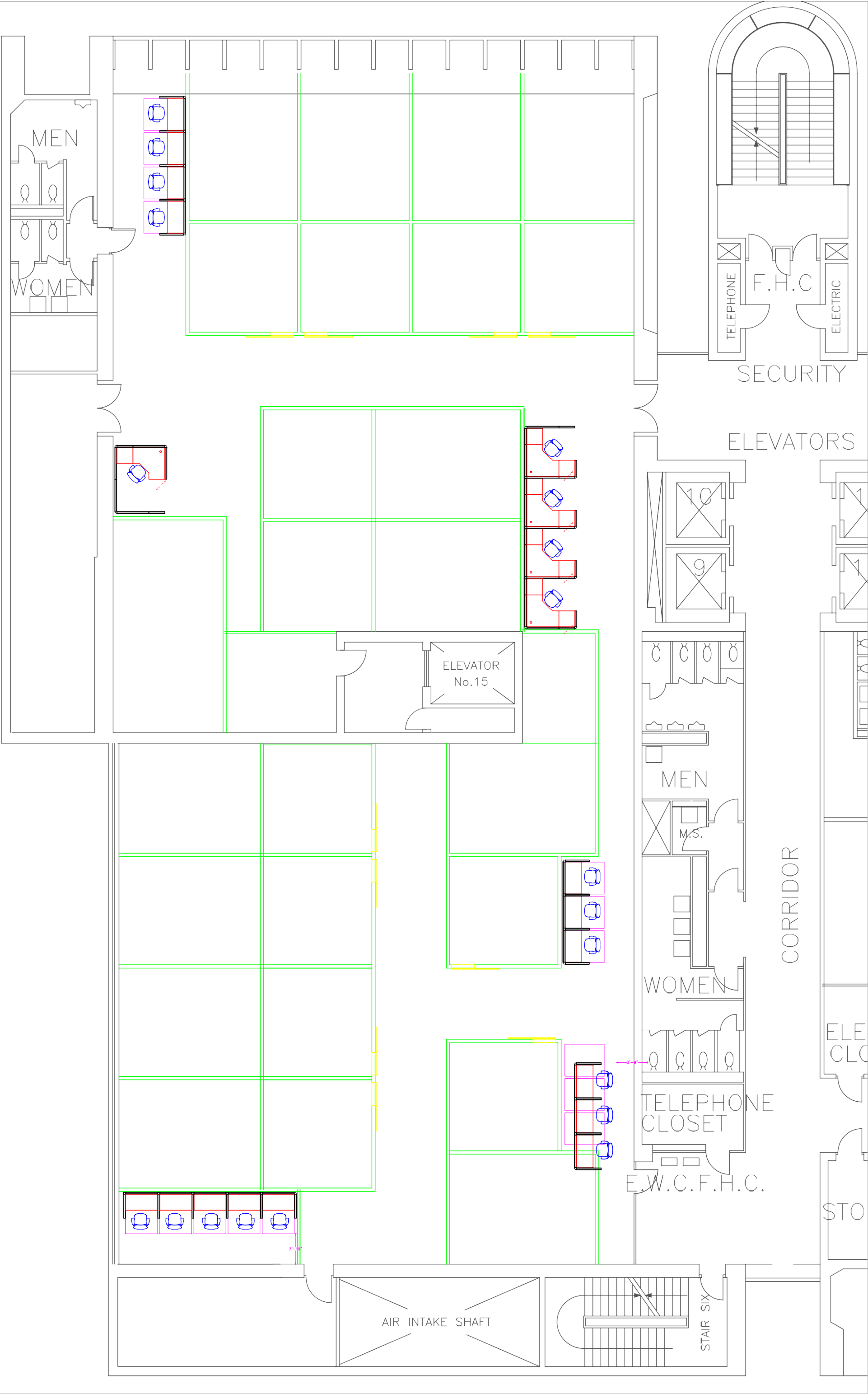
Genesis D. Gavino  
Chief of Staff to the City Manager

[Attachments]

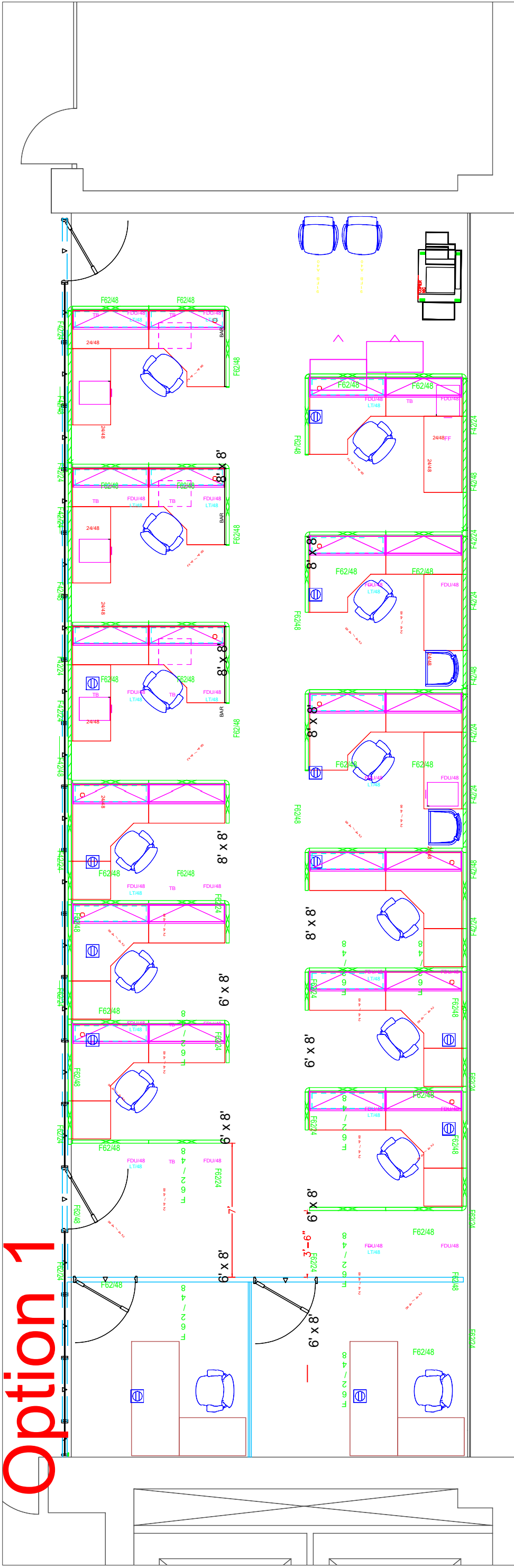
c:	T.C. Broadnax, City Manager Tammy Palomino, Interim City Attorney Mark Swann, City Auditor Biliera Johnson, City Secretary Preston Robinson, Administrative Judge Kimberly Bizer Tolbert, Deputy City Manager Jon Fortune, Deputy City Manager	Majed A. Al-Ghafry, Assistant City Manager M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager Robert Perez, Interim Assistant City Manager Carl Simpson, Interim Assistant City Manager Jack Ireland, Chief Financial Office Directors and Assistant Directors
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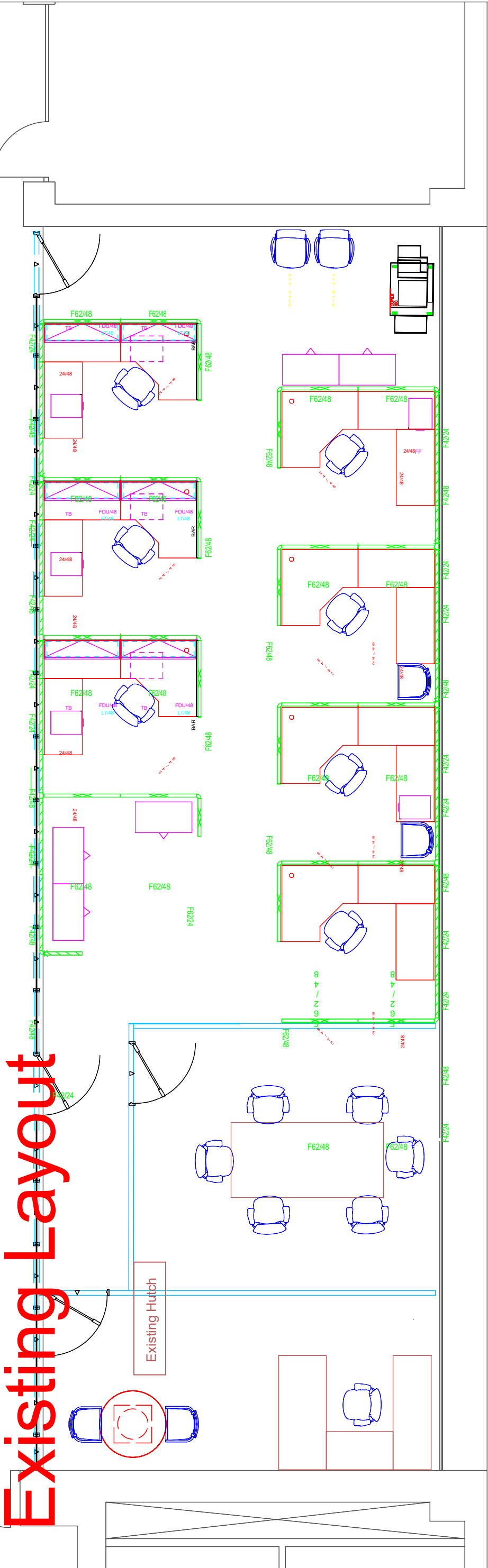
Attachment B-Council support staff- 1 in common areas 5FN &FS



Option 1



Existing Layout



Option D - 5EN Mayor's Suite

