

# Memorandum



CITY OF DALLAS

DATE June 17, 2022

TO Honorable members of the Ad Hoc Committee on Administrative Affairs

SUBJECT **Follow-Up Responses from June 2, 2022 Committee Meeting**

On June 2, 2022, the Ad Hoc Committee on Administrative Affairs (Committee) was briefed on Item B. Mayor Pro Tem and Deputy Mayor Pro Tem Term of Office and Election Process. During the discussion, Staff was asked to provide the cost of office relocations in the event of a change. Below is a cost breakdown:

### Cost breakdown:

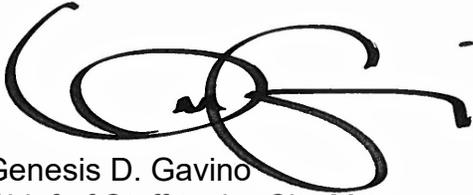
Change in Officers and Suite	
Activity	Cost
Printing (business cards, envelopes, letterhead) <i>(if applicable)</i>	\$2,500
Door etching/signage	\$500
Name plates, frames for corridor	\$250
Building Services overtime, furniture reconfiguration	\$500
IT/electrical reconfiguration	\$500
TOTAL COST (per move)	\$4,250

### Estimate cost based on possible scenarios:

Scenario	Description	Cost
A	One (1) Officer removed, One (1) Council Member (CM) promoted to Officer position; direct exchange - Two (2) CMs require printing charges	\$8,500
B	MPT is removed, DMPT is promoted, CM promoted to DPMT, CM and MPT direct exchange - Three (3) CMs require printing charges	\$12,750
C	Both MPT and DMPT removed, Two (2) CMs promoted; direct exchange - Four (4) CMs require printing charges	\$17,000
D	Scenario A, but removed Officer chooses new 5FN office from less senior CM creating a waterfall effect of up to 5 additional exchanges	\$16,000
E	Scenario B, but removed Officer selects lower seniority CM office creating a waterfall effect of up to 5 additional exchanges	\$20,250
F	Scenario C, but one or both removed officers select offices from less senior CMs creating a waterfall effect of up to 5 exchanges	\$24,500

DATE June 17, 2022  
SUBJECT Question from the June 2, 2022 Committee Meeting

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

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| T.C. Broadnax, City Manager                 | Majed A. Al-Ghafry, Assistant City Manager                 |
| Chris Caso, City Attorney                   | M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager |
| Mark Swann, City Auditor                    | Robert Perez, Assistant City Manager                       |
| Biliera Johnson, City Secretary             | Carl Simpson, Assistant City Manager                       |
| Preston Robinson, Administrative Judge      | M. Elizabeth Reich, Chief Financial Officer                |
| Kimberly Bizer Tolbert, Deputy City Manager | Directors and Assistant Directors                          |
| Jon Fortune, Deputy City Manager            |  |