

Memorandum



CITY OF DALLAS

DATE December 3, 2021

TO Honorable Mayor and Members of the City Council

SUBJECT **Upcoming Agenda Item #40, December 8, 2021 City Council Agenda – Resolution Authorizing Department of Transportation Director to Sign Oncor Work Request Contract Amendments**

Currently any City-initiated request to modify Oncor Electric Delivery's street light system results in a work request (WR) document. The Oncor WR includes a description of the work involved (such as addition or removal of a street light), the specific pole locations, and the cost as determined by Oncor engineers.

While WR's are routine in nature, they are still considered contract amendments and thus may only be approved by the City Manager's Office. This is true even for zero-dollar WR's. In a typical year, approximately 200 WR's are executed.

Although the WR form, developed by Oncor, describes the WR's as contract amendments, they are actually in the nature of work orders, which would normally be executed by City staff. The City Attorney's Office suggested streamlining the WR signature process by having City Council authorize the Department of Transportation Director (or designee) to sign Oncor WR's. Such a move will eliminate multiple steps among the Transportation Department, City Attorney's Office, and City Manager's Office and allow Oncor to expedite the processing of the City's requests.

If you have questions or need additional information, please contact Ghassan 'Gus' Khankarli, P.E., Director of the Department of Transportation, at Ghassan.khankarli@dallascityhall.com.

A handwritten signature in blue ink, appearing to read 'Majed Al-Ghafry'.

Majed Al-Ghafry, P.E.
Assistant City Manager

c: T.C. Broadnax, City Manager
Chris Caso, City Attorney
Mark Swann, City Auditor
Billierae Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizzor Tolbert, Chief of Staff to the City Manager
Jon Fortune, Assistant City Manager
Joey Zapata, Assistant City Manager
Dr. Eric A. Johnson, Chief of Economic Development and Neighborhood Services
M. Elizabeth Reich, Chief Financial Officer
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion
Directors and Assistant Directors