

MINUTES OF THE CITY COUNCIL COMMITTEE  
TUESDAY, OCTOBER 14, 2025

25-0017

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

PRESENT: [4] Moreno, Johnson, Stewart, Mendelsohn

ABSENT: [1] Cadena

The meeting was called to order at 4:05 p.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 4:28 p.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.

MINUTES OF THE CITY COUNCIL COMMITTEE  
TUESDAY, OCTOBER 14, 2025

EXHIBIT A

**RECEIVED**

2025 OCT -7 PM 4:41

**CITY SECRETARY  
DALLAS, TEXAS**

**City of Dallas**

1500 Marilla Street, Room 6ES  
Dallas, Texas 75201

*Public Notice*

250887

POSTED CITY SECRETARY  
DALLAS, TX



**Ad Hoc Committee on Administrative Affairs**

**October 14, 2025**

**4:00 PM**

## 2025 CITY COUNCIL COMMITTEE APPOINTMENTS

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

(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

The Dallas Council Committees regularly meet on Mondays beginning at 9:00 a.m. and 1:00 p.m. in the Council Chambers, 6th floor, City Hall, 1500 Marilla. Council Committee agenda meetings are broadcast live on [bit.ly/cityofdallastv](http://bit.ly/cityofdallastv) and on Time Warner City Cable Channel 16.

Sign interpreters are available upon request with a 48-hour advance notice by calling (214) 670-5208 V/TDD. The City of Dallas is committed to compliance with the Americans with Disabilities Act. **The Council agenda is available in alternative formats upon request.**

If you have any questions about this agenda or comments or complaints about city services, call 311.

## Rules of Courtesy

City Council meetings bring together citizens of many varied interests and ideas. To insure fairness and orderly meetings, the Council has adopted rules of courtesy which apply to all members of the Council, administrative staff, news media, citizens and visitors. These procedures provide:

- That no one shall delay or interrupt the proceedings, or refuse to obey the orders of the presiding officer.
- All persons should refrain from private conversation, eating, drinking and smoking while in the Council Chamber.
- Posters or placards must remain outside the Council Chamber.
- No cellular phones or audible beepers allowed in Council Chamber while City Council is in session.

"Citizens and other visitors attending City Council meetings shall observe the same rules of propriety, decorum and good conduct applicable to members of the City Council. Any person making personal, impertinent, profane or slanderous remarks or who becomes boisterous while addressing the City Council or while attending the City Council meeting shall be removed from the room if the sergeant-at-arms is so directed by the presiding officer, and the person shall be barred from further audience before the City Council during that session of the City Council. If the presiding officer fails to act, any member of the City Council may move to require enforcement of the rules, and the affirmative vote of a majority of the City Council shall require the presiding officer to act." Section 3.3(c) of the City Council Rules of Procedure.

## Información General

Los Comités del Concejo de la Ciudad de Dallas se reúnen regularmente los lunes en la Cámara del consejo en el sexto piso del Ayuntamiento, 1500 Marilla, a partir de las 9:00 a.m. y la 1:00 p.m. Las reuniones de la agenda del Comité del Consejo se transmiten en vivo por la estación de [bit.ly/cityofdallastv](http://bit.ly/cityofdallastv) y por cablevisión en la estación *Time Warner City Cable Canal 16*.

Intérpretes para personas con impedimentos auditivos están disponibles si lo solicita con 48 horas de anticipación llamando al (214) 670-5208 (aparato auditivo V/TDD). La Ciudad de Dallas se esfuerza por cumplir con el decreto que protege a las personas con impedimentos, *Americans with Disabilities Act*. **La agenda del Ayuntamiento está disponible en formatos alternos si lo solicita.**

Si tiene preguntas sobre esta agenda, o si desea hacer comentarios o presentar quejas con respecto a servicios de la Ciudad, llame al 311.

## Reglas de Cortesía

Las asambleas del Ayuntamiento Municipal reúnen a ciudadanos de diversos intereses e ideologías. Para asegurar la imparcialidad y el orden durante las asambleas, el Ayuntamiento ha adoptado ciertas reglas de cortesía que aplican a todos los miembros del Ayuntamiento, al personal administrativo, personal de los medios de comunicación, a los ciudadanos, y a visitantes. Estos reglamentos establecen lo siguiente:

- Ninguna persona retrasará o interrumpirá los procedimientos, o se negará a obedecer las órdenes del oficial que preside la asamblea.
- Todas las personas deben abstenerse de entablar conversaciones, comer, beber y fumar dentro de la cámara del Ayuntamiento.
- Anuncios y pancartas deben permanecer fuera de la cámara del Ayuntamiento.
- No se permite usar teléfonos celulares o enlaces electrónicos (*paggers*) audibles en la cámara del Ayuntamiento durante audiencias del Ayuntamiento Municipal

"Los ciudadanos y visitantes presentes durante las asambleas del Ayuntamiento Municipal deben de obedecer las mismas reglas de comportamiento, decoro y buena conducta que se aplican a los miembros del Ayuntamiento Municipal. Cualquier persona que haga comentarios impertinentes, utilice vocabulario obsceno o difamatorio, o que al dirigirse al Ayuntamiento lo haga en forma escandalosa, o si causa disturbio durante la asamblea del Ayuntamiento Municipal, será expulsada de la cámara si el oficial que este presidiendo la asamblea así lo ordena. Además, se le prohibirá continuar participando en la audiencia ante el Ayuntamiento Municipal. Si el oficial que preside la asamblea no toma acción, cualquier otro miembro del Ayuntamiento Municipal puede tomar medidas para hacer cumplir las reglas establecidas, y el voto afirmativo de la mayoría del Ayuntamiento Municipal precisará al oficial que este presidiendo la sesión a tomar acción." Según la sección 3.3 (c) de las reglas de procedimientos del Ayuntamiento.

## **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 pistola 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 propiedad."*

This Ad Hoc Committee on Administrative Affairs meeting will be held by video conference and in Council Briefing Room, 6th Floor at City Hall.

The Public may attend the meeting virtually; however, City Hall is available for those wishing to attend the meeting in person. The meeting will be broadcast live on Spectrum Cable Channel 16 and online at [bit.ly/cityofdallastv](https://bit.ly/cityofdallastv).

The public may also listen to the meeting as an attendee at the following video conference link: <https://dallascityhall.webex.com/dallascityhall/j.php?MTID=mfcba7387c6905cc76a6e14c68244d314>

## 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**

A closed executive session may be held if the discussion of any of the above agenda items concerns one of the following:

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]

MINUTES OF THE CITY COUNCIL COMMITTEE  
TUESDAY, OCTOBER 14, 2025

EXHIBIT B

OFFICIAL ACTION OF THE CITY COUNCIL COMMITTEE

OCTOBER 14, 2025

Item 1: Approval of the minutes of the January 21, 2025 meeting of the Ad Hoc Committee on Administrative Affairs.

Councilmember Mendelsohn moved to adopt the minutes as presented.

Motion seconded by Councilmember Stewart and unanimously adopted. (Cadena absent)

OFFICIAL ACTION OF THE CITY COUNCIL COMMITTEE

OCTOBER 14, 2025

DISCUSSION ITEMS

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

The following individuals briefed the committee on the item:

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

MINUTES OF THE CITY COUNCIL COMMITTEE  
TUESDAY, OCTOBER 14, 2025

EXHIBIT C



# City of Dallas

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

## Agenda Information Sheet

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**File #:** 25-2945A

**Item #:** A.

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

# 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.

DATE October 14, 2025  
SUBJECT **Options for Conducting the Inspector General Recruitment**  
PAGE **3 of 3**

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](mailto: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 Bizer Tolbert, City Manager  
Tammy Palomino, City Attorney  
Mark Swann, City Auditor  
Biliera 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	<ul style="list-style-type: none"> <li>• Develop position profile highlighting key duties</li> <li>• Draft communications and recruitment plan (public posting, City website, LinkedIn, professional associations)</li> <li>• Secure Council approval on position profile, brochure, process, and outreach strategy</li> </ul>
3–4	Deploy Recruitment Strategy	<ul style="list-style-type: none"> <li>• Post job across oversight/ethics networks and job search platforms (Association of Inspectors General, LinkedIn)</li> <li>• Engage direct sourcing through professional networks and referrals</li> <li>• Initiate public communication campaign for transparency and robust candidate pool</li> <li>• Begin outreach to oversight/government organizations</li> </ul>
5–6	Candidate Screening & Assessments	<ul style="list-style-type: none"> <li>• Conduct prescreening of applications (minimum qualifications, independence criteria)</li> <li>• Schedule structured interviews with qualified candidates</li> <li>• Administer integrity, leadership, and conflict-of-interest assessments, as appropriate</li> <li>• Engage third-party background screening (financial, professional, criminal, conflict of interest)</li> </ul>
7–8	Shortlist & Council Engagement	<ul style="list-style-type: none"> <li>• Compile and present shortlist of candidates with detailed dossiers (resumes, references, background summaries)</li> <li>• Conduct structured interviews with City Council Members or designated Council Selection Committee</li> <li>• Incorporate stakeholder/community input session for transparency</li> </ul>
9–10	Final Selection	<ul style="list-style-type: none"> <li>• Facilitate Council deliberations and final candidate selection</li> <li>• Negotiate employment terms (salary, relocation, contract, independence guarantees)</li> <li>• Publicly announce finalist with rationale for selection</li> </ul>
11–12	Appointment & Onboarding	<ul style="list-style-type: none"> <li>• Formal Council vote and appointment of Inspector General</li> <li>• Execute contract and finalize employment arrangements</li> <li>• Deploy onboarding plan focused on independence, reporting protocols, and immediate priority-setting</li> </ul>