

MINUTES OF THE CITY COUNCIL COMMITTEE
MONDAY, NOVEMBER 10, 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 (**11:32 a.m.), Cadena, Stewart

ABSENT: [1] Mendelsohn

The meeting was called to order at 11:17 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 12:35 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.

****Note: Indicates arrival time after meeting called to order/reconvened**

MINUTES OF THE CITY COUNCIL COMMITTEE
MONDAY, NOVEMBER 10, 2025

EXHIBIT A

RECEIVED

City of Dallas

2025 NOV -4 PM 4:05
CITY SECRETARY
DALLAS, TEXAS

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

Public Notice

250970

POSTED CITY SECRETARY
DALLAS, TX



Ad Hoc Committee on Administrative Affairs

November 10, 2025

11:15 AM

2025 CITY COUNCIL COMMITTEE APPOINTMENTS

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

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.

The public may also listen to the meeting as an attendee at the following video conference link: <https://dallascityhall.webex.com/dallascityhall/j.phpMTID=mc768947c9bcc66983b583163525211fb>

Call to Order **MINUTES**

1. [25-3266A](#) Approval of the minutes of the October 14, 2025 meeting of the Ad Hoc Committee on Administrative Affairs.

Attachments: [Minutes](#)

BRIEFING ITEMS

- A. [25-3267A](#) City of Dallas General Elections From May Odd-Numbered Years To November Odd-Numbered Years [Bilierae Johnson, City Secretary, City Secretary's Office]

Attachments: [Presentation](#)

BRIEFING MEMOS

- B. [25-3270A](#) Final Dallas County Election Costs (May 3, 2025 General and June 7, 2025 Runoff Elections) and Upcoming Agenda Item for Council Consideration [Bilierae Johnson, City Secretary, City Secretary Office's]

Attachments: [Memorandum](#)

DISCUSSION ITEMS

- C. [25-3273A](#) Update on the Inspector General search and recommendations for next 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
MONDAY, NOVEMBER 10, 2025

EXHIBIT B

OFFICIAL ACTION OF THE CITY COUNCIL COMMITTEE

NOVEMBER 10, 2025

Item 1: Approval of the minutes of the October 14, 2025 meeting of the Ad Hoc Committee on Administrative Affairs.

Councilmember Stewart moved to adopt the minutes as presented.

Motion seconded by Councilmember Cadena and unanimously adopted. (Johnson absent when vote taken; Mendelsohn absent)

OFFICIAL ACTION OF THE CITY COUNCIL COMMITTEE

NOVEMBER 10, 2025

BRIEFING ITEMS

Item A: City of Dallas General Elections From May Odd-Numbered Years To November
Odd-Numbered Years

The following individuals briefed the committee on the item:

- Bilierae Johnson, City Secretary, City Secretary's Office;
- Bertram Vandenberg, Chief of General Counsel; City Attorney's Office; and
- Brylon Franklin, Partnership Liaison, City Secretary's Office

OFFICIAL ACTION OF THE CITY COUNCIL COMMITTEE

NOVEMBER 10, 2025

BRIEFING MEMOS

Item B: Final Dallas County Election Costs (May 3, 2025 General and June 7, 2025 Runoff Elections) and Upcoming Agenda Item for Council Consideration

The committee discussed the item.

OFFICIAL ACTION OF THE CITY COUNCIL COMMITTEE

NOVEMBER 10, 2025

DISCUSSION ITEMS

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

The committee discussed the item.

MINUTES OF THE CITY COUNCIL COMMITTEE
MONDAY, NOVEMBER 10, 2025

EXHIBIT C



City of Dallas

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

Agenda Information Sheet

File #: 25-3267A

Item #: A.

City of Dallas General Elections From May Odd-Numbered Years To November Odd-Numbered Years [Bilierae Johnson, City Secretary, City Secretary's Office]

City of Dallas General Elections

From May Odd-Numbered Years To November Odd-Numbered Years



City of Dallas

Ad Hoc Committee on Administrative Affairs

November 6, 2025

Biliera Johnson, City Secretary
City Secretary's Office
City of Dallas

Presentation Overview



- November 5, 2024, Charter Amendment
- Texas Legislative Change Enabling Shift
- Policy / Operational Compliance
- Tradeoffs and Considerations
- Next Step
- Questions





PROPOSITION D

Removing Election Date from the Charter

Shall Chapter IV, Section 3 of the Dallas City Charter be amended by deleting the requirement that elections for members of the city council be held in May and instead be held according to state law and as designated by city resolution or ordinance?

CHAPTER IV. ELECTIONS AND REFERENDUMS

SEC. 3. GENERAL ELECTION.

No primary election shall be held for the selection of nominees to the city council unless specifically required by state law. General elections for the purpose of electing members of the city council shall be held according to state law [~~on the first authorized election date after March 1 of each odd-numbered year~~]. If state law does not restrict election dates, the city council shall by resolution or ordinance establish an election date on a uniform election date in [~~May of~~] odd-numbered years. The members elected shall compose the city council of the City of Dallas and shall serve for the terms provided in Chapter III of this Charter, or until their respective successors shall have been elected, qualified, and taken office.

NOTE: Proposition D was approved by Dallas voters. There were 233,048 votes in favor (65.29%) and 123,915 against (34.71%).



Texas Legislative Change Enabling Shift



- 89th Texas Legislature passed **SB 1494** in 2025, giving political subdivisions the option to move their general municipal elections to the November uniform date in odd-numbered years.
- The bill was approved by both chambers of the 89th Texas Legislature and was signed into law by Governor Abbott on June 20, 2025.
- Under SB 1494, a city must adopt a resolution by December 31, 2025, to make the switch.





Policy Task(s):

- Deciding *whether* to change election dates in compliance with SB 1494 requires **City Council action** (resolution).
- This is a **policy decision** because it impacts the structure and timing of elections, which is a fundamental democratic process.

Operational Task(s):

- If the City Council approves a resolution moving the election date (policy), the **City Secretary's Office Elections Division** (working with Dallas County Elections) will handle the **implementation** (i.e., preparing ballots, contracting with the County, notifying the public, adjusting filing deadlines, etc.).
- Those tasks are **operational/administrative** in nature.



Tradeoffs and Considerations



- **New term (take office/inauguration) date:** In accordance with City Charter, Chapter III, Section 1, the new term will begin the 3rd Monday in December. **(December 20, 2027)**
- **Term adjustments / holdover terms:** Current councilmembers will continue to serve in holdover status and be bound by attendance rules while in holdover status.
- **Council Officer term adjustments / holdover terms:** Before officer terms end in June 2027, council will need to decide whether to extend the officer terms or appoint new officers for the holdover period.
 - *Per the City Council Rules of Procedure, the city council shall elect a Mayor Pro Tem and a Deputy Mayor Pro Tem to serve one-year terms that expire on the first Monday following the first voting agenda meeting in June.*



Tradeoffs and Considerations (Cont'd)



- **City boards and commissions appointments:** Board members will have been appointed for new terms starting in the August before the November election.
 - *Per Charter XXIV, Sec. 13(a) “During August of each odd-numbered year, the city council shall begin the nomination process for all members of the commissions and boards...”*
- **Transition logistics:** Candidate filing deadlines, election calendars, coordination with other jurisdictions. (*estimated candidate filing deadline: August 16, 2027*)
- **General election day change:** general elections will be **held on Tuesdays** instead of Saturdays.
- **Runoff election date:** runoff elections will be held in December on a Saturday designated by the Secretary of State (Texas Election Code, Section 2.025)
- **Jurisdiction (entity) shifting:** polling locations, election judges, etc. will be determined by Dallas County. The City will no longer be able to select polling locations or judges.



Next Step



- An agenda item has been placed on the November 12, 2025 city council agenda for consideration
 - A 'simple majority' vote is required for adoption



Questions...



City of Dallas General Elections

From May Odd-Numbered Years To November Odd-Numbered Years



City of Dallas

Ad Hoc Committee on Administrative Affairs

November 6, 2025

Biliera Johnson, City Secretary
City Secretary's Office
City of Dallas



City of Dallas

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

Agenda Information Sheet

File #: 25-3270A

Item #: B.

Final Dallas County Election Costs (May 3, 2025 General and June 7, 2025 Runoff Elections) and Upcoming Agenda Item for Council Consideration [Bilierae Johnson, City Secretary, City Secretary Office's]

Memorandum



CITY OF DALLAS

Date November 6, 2025
To Honorable Mayor and Members of the City Council
Subject Final Dallas County Election Costs (May 3, 2025 General and June 7, 2025 Runoff Elections) and Upcoming Agenda Item for Council Consideration

Earlier this year, you were made aware that in prior elections, the City of Dallas experienced several election-related issues, including software malfunctions that resulted in some Dallas voters receiving incorrect ballots, polling places losing operational hours, and staffing shortages. These challenges emphasized the importance of ensuring that future election contracts include provisions that incentivize Dallas County to prevent such issues from recurring.

To address these concerns, the Dallas County election services contract was strengthened with language that allowed the City to respond to and remedy issues that may arise during an election. In addition, our office developed an internal methodology to calculate an amount for intangible losses—such as voter disenfranchisement—specific to Dallas County, in accordance with Chapter 31 of the Texas Election Code.

During the final review of the May 3, 2025 General Election and the June 7, 2025 Runoff Election, it was determined that none of the previously encountered issues occurred.

Accordingly, on your November 12, 2025 city council agenda*, you will consider approval of a resolution authorizing an increase in the Joint Election Agreement and Election Services Contract between the City of Dallas and Dallas County for the May 3, 2025 General Election, in an amount not to exceed \$109,366.44, increasing the total from \$1,033,010.75 to \$1,142,377.19.

A summary of both elections is provided below:

Election	Estimate	Final (Audit)	Variance
*May 3, 2025 General Election	\$1,033,010.75	\$1,142,377.19	\$109,366.44
June 7, 2025 Runoff Election	\$412,935.50	\$353,639.41	(\$59,296.09)
Total	\$1,445,946.25	\$1,496,016.60	\$50,070.35

Respectfully,

Bilierae Johnson
City Secretary

STRATEGIC PRIORITY: Fiscally Sound
AGENDA DATE: November 12, 2025
COUNCIL DISTRICT(S): N/A
DEPARTMENT: City Secretary's Office
EXECUTIVE: Bilierae Johnson

SUBJECT

Authorize **(1)** an increase in the joint election agreement and election services contract between the City of Dallas and Dallas County for the May 3, 2025, general election in an amount not to exceed \$109,366.44, from a total amount of \$1,033,010.75 to \$1,142,377.19, and **(2)** an increase in appropriations in an amount not to exceed \$109,367 - Financing: General Fund

BACKGROUND

Chapter 31, Subchapter D of the Texas Election Code provides the City may contract with the county elections administrator for certain election services. The Elections Administrator must provide a final cost of the election. September 30, 2025, the Dallas County Elections Administrator provided the final cost as follows:

	Estimate	Final (Audit)	Variance
May 3, 2025 General Election	\$1,033,010.75	\$1,142,377.19	\$109,366.44
Total	\$1,445,946.25	\$1,496,016.60	\$50,070.35

An increase for the City Secretary's Elections budget is necessary to cover the actual (after audit) cost for Dallas County.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On February 26, 2025, the City Council authorized a joint election agreement and election services contract between the City of Dallas and Dallas County, for the conduct of a joint election to be held Saturday, May 3, 2025, by Resolution No. 25-0388.

FISCAL INFORMATION

Fund	FY 2026	FY 2027	Future Years
General Fund	\$109,366.44	\$0.00	\$0.00

November 12, 2025

WHEREAS, the City Council ordered a general election to be held on Saturday, May 3, 2025 (the "Order"); and

WHEREAS, the purpose of the Order was for a general election to be held in the City of Dallas on Saturday, May 3, 2025, for the purpose of electing 14 members to the City Council of the City of Dallas to represent Places 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, and 14 for the term beginning June 16, 2025; and

WHEREAS, Dallas County and other jurisdictions also ordered elections to be held on Saturday, May 3, 2025; and

WHEREAS, on February 26, 2025, the City Council authorized a joint election agreement and election services contract between the City of Dallas and Dallas County, for the conduct of a joint election on May 3, 2025 by Resolution No. 25-0388; and

WHEREAS, on September 30, 2025, the City and the Dallas County Elections Administrator agreed on a final net cost for the election, to be paid by the city, was \$109,366.44.

Now, Therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:

SECTION 1. That the City Manager is hereby authorized to increase the joint election agreement and election services contract between the City of Dallas and Dallas County, in an amount not to exceed \$109,366.44, from a total amount of \$1,033,010.75 to \$1,142,377.19.

SECTION 2. That the City Manager is hereby authorized to increase appropriations in an amount not to exceed \$109,367.00 in the General Fund, Fund 0001, Department SEC, Unit 1190, Object 3070.

SECTION 3. That the Chief Financial Officer is hereby authorized to disburse a total amount not to exceed \$109,366.44 to Dallas County from General Fund, Fund 0001, Department SEC, Unit 1190, Object 3070, Fiscal Year 2025-26, Encumbrance/Contract No. SEC-2025-00026994, Vendor 014003 for deposit in the election services contract fund as the City's estimated share of the net costs of the general and runoff elections.

SECTION 4. That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.



Dallas County Elections Department

1520 Round Table Drive
Dallas, Texas 75247

May 3, 2025 Joint & Special Election

FINAL COST INVOICE

Invoice Date: September 30, 2025

Invoice #: 91492-02

ATTACHMENT - A

- 35 Entities
- 61 EV Locations
- 422 ED Vote Centers

Registered Voter Split	Total
Total Number of Units per Entity	2,323,109
Cost Per Unit (w/o GSF)	\$1.71
Total Cost	\$3,975,628.39
% of Units	100%

City of Dallas
606,849
\$1.71
\$1,038,524.72
26.12%

	Total
Election Total	\$3,975,628.39
Special Request Fee	
General Supervisory Fee (GSF)	\$397,562.84
Total Cost	\$4,373,191.23
Cost Per Unit (w. GSF)	\$1.88
Amount of Deposit	\$ 3,892,686.17
(Overpaid)/Underpaid	\$480,505.06

City of Dallas
\$1,038,524.72
\$103,852.47
\$1,142,377.19
\$1.88
\$1,033,010.75
\$109,366.44

Exp. Code	Early Voting	Units	Unit Cost	Estimated	ACTUAL	City of Dallas
POSTAGE						
62175	Mail Ballot Kits	2,762	\$2.62	\$39,300.00	\$7,236.44	\$1,890.32
62175	Undeliverable / Resent Mail Kits	40	\$3.20	\$2,400.00	\$128.00	\$33.44
62170	Postage for Ballots Mailed	2,762	\$0.63	\$9,450.00	\$1,740.06	\$454.54
62170	Postage for Undeliverable / Resent Mails	40	\$0.63	\$472.50	\$25.20	\$6.58
EQUIPMENT RENTAL						
62024	EV Furniture Rental (Table)	143	\$8.50	\$1,215.50	\$1,215.50	\$317.52
62024	EV Furniture Rental (Chair)	129	\$1.25	\$161.25	\$161.25	\$42.12
62025	EV Model DS200 (Tabulator/Scanner)	61	\$464.10	\$28,310.10	\$28,310.10	\$7,395.24
62025	EV ExpressVote Ballot Marking Device (BMD)	507	\$295.00	\$149,565.00	\$149,565.00	\$39,069.79
62025	EV Printer	256	\$62.00	\$15,872.00	\$15,872.00	\$4,146.13
62025	EV Election Supply Cart	126	\$295.00	\$35,990.00	\$37,170.00	\$9,709.65
62021	EV Mini-Van Rental	10	\$1,500.00	\$10,710.00	\$9,150.72	\$2,390.38
62021	EV Truck Rental	14	\$1,900.00	\$4,680.00	\$9,393.09	\$2,453.69
RENTAL BUILDINGS						
62023	EV Location Rental	Various Locations		\$110,000.00	\$88,820.42	\$23,201.92
PERSONNEL						
61050	EV Election Department (OT)	43	Various	\$43,680.00	\$52,171.86	\$13,628.48
61050	EV Clerks (OT)	553	\$27.36	\$75,021.12	\$70,286.44	\$18,360.42
61050	EV Judges (OT)	64	\$30.33	\$11,100.78	\$22,899.17	\$5,981.78
61050	EV Inspectors (OT)	9	\$30.33	\$1,273.86	\$10,310.73	\$2,693.40
61050	EV Training Trainers (OT)	3	\$30.33	\$1,819.80	\$2,381.47	\$622.09
61050	EV Sheriff Deputies (OT)	0	\$75.00	\$30,000.00	\$0.00	\$0.00
61050	EV Ballot Board Committee (OT)	25	\$36.33	\$3,378.69	\$0.00	\$0.00
61050	EV Ballot Board Judge (OT)	1	\$36.33	\$108.99	\$192.55	\$50.30
61060	EV Clerks (ST)	553	\$18.24	\$666,854.40	\$592,387.74	\$154,745.17
61060	EV Judges (ST)	64	\$20.22	\$98,673.60	\$113,839.68	\$29,737.52
61060	EV Judges Delivery (Can Money)	52	\$25.00	\$0.00	\$1,188.54	\$310.47
61060	EV Phone Bank (ST)	6	\$25.00	\$0.00	\$80.93	\$21.14
61060	EV Inspectors (ST)	9	\$20.22	\$11,323.20	\$14,401.60	\$3,762.03
61060	EV Training Trainers (ST)	3	\$20.22	\$16,176.00	\$6,547.89	\$1,710.46
61060	EV Ballot Board Committee (ST)	25	\$24.22	\$33,786.90	\$23,486.14	\$6,135.11
61060	EV Ballot Board Judge (ST)	1	\$24.22	\$1,089.90	\$2,906.40	\$759.22
61111	EV FICA	6.2%		\$2,708.16	\$3,786.85	\$989.21
61112	EV Medicare	1.45%		\$14,417.16	\$14,435.87	\$3,770.98
61113	EV PARS	1.3%		\$12,357.89	\$843.28	\$220.28
61150	EV Retirement Chargeback	13.05%		\$5,778.86	\$5,480.20	\$1,431.55
62225	EV Temp. Employees	91	\$26.60	\$143,640.00	\$299,373.06	\$78,203.06
SUPPLY EXPENSE						
62175	EV Official ExpressVote Ballots	68,701	\$0.14	\$9,100.00	\$9,618.14	\$2,512.48
62175	EV Judges Kits	61	\$80.00	\$4,880.00	\$4,880.00	\$1,274.77
SERVICE EXPENSE						
62013	Legal Notice			\$4,794.50	\$19,357.92	\$5,056.73
62225	EV GTS IT Services	6	\$35.00	\$33,600.00	55,738.53	\$14,560.17
62225	EV ES&S Project Management		\$1,975.00	\$3,950.00	\$0.00	\$0.00
62225	EV ES&S BOD Election Setup			\$2,000.00	\$1,836.00	\$479.61
62212	EV Cellular Phones			\$0.00	\$6,880.41	\$1,797.32
PREPARATION AND TRANSPORTATION OF VOTING EQUIPMENT						
62910	EV Atlantic Delivery and Pick-up	122	\$109.01	\$12,200.00	\$13,298.76	\$3,473.94
62910	EV Warehouse Delivery and Pick-up (Special)	3	\$45.00	\$270.00	\$135.00	\$35.27
MILEAGE / FUEL						
62285	EV Fuel	Vans and Trucks		\$1,200.00	\$1,862.99	\$486.66
EARLY VOTING TOTAL				\$1,653,310.17	\$1,699,395.92	\$443,920.93

Exp. Code	Election Day	Units	Unit Cost	Estimated	ACTUAL	City of Dallas
EQUIPMENT RENTAL						
62024	ED Furniture Rental (Table)	1,112	\$8.50	\$9,418.00	\$9,452.00	\$2,469.08
62024	ED Furniture Rental (Chair)	1,020	\$1.25	\$1,270.00	\$1,275.00	\$333.06
62025	ED Model DS200 (Tabulator/Scanner)	422	\$464.10	\$196,778.40	\$195,850.20	\$51,160.53
62025	ED ExpressVote Ballot Marking Device (BMD)	1,500	\$295.00	\$481,735.00	\$442,500.00	\$115,591.08
62025	ED Printer	1,340	\$62.00	\$83,452.00	\$83,080.00	\$21,702.39
62025	ED Election Supply Carts	487	\$295.00	\$125,080.00	\$143,665.00	\$37,528.57
62021	ED Mini-Van Rental	10	\$1,500.00	\$10,710.00	\$9,150.72	\$2,390.38
62021	ED Truck Rental	14	\$1,900.00	\$4,680.00	\$9,393.09	\$2,453.69
RENTAL BUILDINGS						
62023	ED Location Rental	Various Locations		\$112,000.00	\$173,422.34	\$45,301.87
PERSONNEL						
61020	ED Clerks (ST)	1,541	\$18.24	\$395,899.20	\$460,149.30	\$120,201.48
61020	ED Judges (ST)	426	\$24.22	\$154,039.20	\$245,013.61	\$64,003.14
61020	ED Judges Delivery (Can Money)	839	\$12.50	\$10,600.00	\$10,487.50	\$2,739.57
61020	ED County Employees (ST)	39	\$25.00	\$0.00	\$3,226.84	\$842.92
61020	ED Phone Bank (ST)	34	\$25.00	\$13,125.00	\$33,708.50	\$8,805.43
61020	ED Regional Site Support (ST)	79	\$20.00	\$5,300.00	\$20,804.00	\$5,434.48
61020	ED Inspectors (ST)	46	\$25.00	\$16,875.00	\$20,982.50	\$5,481.11
61020	ED Techs (ST)	24	\$25.00	\$9,375.00	\$11,470.00	\$2,996.23
61020	ED Regional Site Security (ST)	23	\$50.00	\$21,375.00	\$13,683.00	\$3,574.31
61020	ED Sheriff Deputies (ST)	28	\$50.00	\$0.00	\$3,401.74	\$888.61
61050	ED Sheriff Deputies (OT)	28	\$75.00	\$40,500.00	\$26,424.48	\$6,902.68
61050	ED Election Department (OT)	40	Various	\$21,216.00	\$23,478.96	\$6,133.24
61111	ED FICA	6.2%		\$3,826.39	\$3,329.75	\$869.81
61112	ED Medicare	1.45%		\$307.63	\$819.28	\$214.01
61113	ED PARS	1.3%		\$275.81	\$38.10	\$9.95
61150	ED Retirement Chargeback	13.05%		\$8,165.03	\$6,532.10	\$1,706.33
62225	ED Temp. Employees	99	\$26.60	\$143,640.00	\$149,788.25	\$39,128.10
SUPPLY EXPENSE						
62175	ED Official ExpressVote Ballots	47,387	\$0.140	\$6,300.00	\$6,634.18	\$1,733.00
62175	ED Judge Kit	422	\$80.00	\$33,920.00	\$33,760.00	\$8,818.88
SERVICE EXPENSE						
62212	ED Cellular Phones			\$0.00	\$1,536.10	\$401.26
62225	ED ES&S Site Support	1	\$4,975.00	\$4,975.00	\$4,975.00	\$1,299.58
62225	ED GTS IT Services	6	\$35.00	\$16,275.00	26,605.43	\$6,949.94
PREPARATION & TRANSPORTATION OF VOTING EQUIPMENT						
62910	ED Atlantic Delivery and Pick-up	844	\$109.01	\$84,800.00	\$92,001.24	\$24,032.82
62910	ED Warehouse Delivery and Pick-up (Special)	125	\$45.00	\$1,890.00	\$5,625.00	\$1,469.38
MILEAGE / FUEL						
61080	Mileage for Deputies	5,162	\$0.700	\$1,637.50	\$3,613.40	\$943.90
62285	ED Fuel	Vans and Trucks		\$1,000.00	\$355.86	\$92.96
ELECTION DAY TOTAL				\$2,020,440.16	\$2,276,232.47	\$594,603.78



City of Dallas

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

Agenda Information Sheet

File #: 25-3273A

Item #: C.

Update on the Inspector General search and recommendations for next steps.

Memorandum



CITY OF DALLAS

DATE November 6, 2025

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

SUBJECT **Inspector General Recruitment – Vendor Procurement Options**

Staff from the Department of Human Resources (HR) previously outlined potential approaches for the Inspector General (IG) recruitment, including a standard executive recruitment timeline. Based on feedback from members of the Ad Hoc Administrative Affairs Committee, this memorandum presents two vendor procurement options, a posting strategy, and a high-level timeline or schedule.

Option A – Informal Request For Proposal (IRFP) via Administrative Action (AA). If the Committee prefers a competitive process, staff can finalize specifications (scope, deliverables, candidate profile, evaluation criteria) and route an Administrative Action for approval. Upon approval, the process typically spans 6–8 weeks: (1) 1–2 weeks to issue and receive responses; (2) 1–2 weeks to evaluate and shortlist; (3) 1 week for vendor selection/AA approval; and (4) 1–2 weeks for contract kickoff.

Option B – Cooperative Purchasing (Co-op/Interlocal). At the request of the Ad Hoc Administrative Affairs committee, HR contacted four cooperative programs—TIPS, NCTCOG, BuyBoard, and HGACBuy—to confirm the availability of firms and typical fee structures for an IG-level executive search.

1. MGT of America Consulting (CoOp: NCTCOG, BuyBoard)
2. Strategic Government Resources, Inc. (CoOp: NCTCOG)
3. Genius Road, LLC (CoOp: TIPS, BuyBoard, and HGACBuy)
4. Outland Recruiting (CoOp: TIPS)
5. Kelly Educational Staffing (CoOp: TIPS)
6. HJ Staffing (CoOp: HGAC, BuyBoard, TIPS)
7. Crossley Staffing LLC (CoOp: TIPS)
8. TEEMA (CoOp: TIPS)
9. Verity Services, LLC (CoOp: TIPS)
10. Pedigo Staffing Services, LLC (CoOp: TIPS)
11. My HR Management (CoOp: TIPS)
12. EAB Global, Inc. (CoOp: TIPS)
13. Greenwood Asher & Associates (CoOp: TIPS)
14. The Midtown Group (CoOp: TIPS)
15. Peak Performers (CoOp: TIPS)

The attached document includes the contact information for each vendor identified above, their CoOp affiliation, level of interest, and estimated rate. Please note that many companies participate in more than one CoOp. Additionally, the rates provided are for the

DATE November 6, 2025
SUBJECT **Inspector General Recruitment – Vendor Procurement Options**
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execution of the search only, excluding fees for community meetings and logistics related to interviewing. The timeline for engagement is also attached.

Where provided, fee estimates cover search execution only; community meetings, stakeholder facilitation, candidate travel, and interview logistics are typically billed separately.

Posting Strategy. Regardless of the procurement path, the IG position will be posted on LinkedIn, the American Bar Association (ABA), the International Municipal Lawyers Association (IMLA), the Texas Municipal League (TML), the Association of Inspectors General (AIG), and the State Bar of Texas. Following the Committee's direction, staff will proceed with the preferred procurement process. For any questions or to request additional information, please get in touch with me or Nina Arias at nina.arias@dallas.gov or (214) 470-2727.

Service First, Now!



Tomy Mollas
Human Resources Assistant Director

c: Kimberly Bizzor Tolbert, City Manager
Tammy Palomino, City Attorney
Mark Swann, City Auditor
Billieae Johnson, City Secretary
Preston Robinson, Administrative Judge
Baron Eliason, Inspector General (I)
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
Jack Ireland, Chief Financial Officer
Ahmad Goree, Chief of Staff to the City Manager
Directors and Assistant Directors

Vendor Contact Information, CoOp Affiliation, Level of Interest, and Estimated Rate

1. **MGT of America Consulting** (CoOp: NCTCOG, BuyBoard)
Website <https://www.mgt.us/advisory/performance/human-capital/recruiting/>
Synopsis: *Executive Search and Recruitment Services* - To identify, assess, and recruit top-level executives and senior management professionals.
Primary Contact: Patrick J. Dyer (916) 502-5243, pdyer@mgtconsulting.com
 - Interested in working with the City of Dallas? **Yes**
 - Estimated Cost per search: Rate Determined Based Upon Search

2. **Strategic Government Resources, Inc.** (CoOp: NCTCOG)
Website: [Home - Strategic Government Resources](#)
Synopsis: *Executive Search and Recruitment Services - Executive Search and Recruitment Services* - To identify, assess, and recruit top-level executives and senior management professionals
Primary Contact: Jennifer Fadden, (817) 337-8581
 - Interested in working with the City of Dallas? **Yes**
 - Estimated Cost per search: Rate Determined Based Upon Search

3. **Genius Road, LLC** (CoOp: TIPS, BuyBoard, and HGACBuy)
Address: 14800 Quorum Drive, Suite 285, Dallas, TX 75254
Website: www.geniusroad.com
Synopsis: Technical, telecom, and executive recruiting firm matching qualified candidates to company culture, providing short-term and permanent staffing solutions across the U.S. and Canada. Certified WBE, WOSB, and HUB.
Primary Contact: Cheryl Miller, Director of National Accounts, (713) 854-0548, cmiller@geniusroad.com
Secondary Contact: Kimberly Zanatta, President, (214) 725-9050, kzanatta@geniusroad.com
 - Interested in working with the City of Dallas: **Yes**
 - Estimated Cost per search: 20% of base salary

4. **Outland Recruiting** (CoOp: TIPS)
Address: 316 Untermaier Street, New Braunfels, TX 78130
Website: www.outlandrecruiting.com
Synopsis: Service-Disabled Veteran-Owned Small Business providing modular recruiting services with a 365-day guarantee of candidate success.
Primary Contact: Justin Horton, Owner, (210) 409-2444, justin@outlandrecruiting.com
Secondary Contact: Chris Stimmel, Principal Recruiter, (254) 978-5596, chris@outlandrecruiting.com CoOp: TIPS
 - Interested in working with the City of Dallas: **Yes**

- Estimated Cost per search: 20% of the candidate's base salary
5. **Kelly Educational Staffing (Kelly Services Inc.)** (CoOp: TIPS)
Address: 999 West Big Beaver Road, Troy, MI 48084
Website: www.kellyservices.com
Synopsis: Global workforce solutions firm offering specialty staffing in Science, Engineering, Education, Office, Contact Center, and Light Industrial, plus outsourcing, consulting, recruitment, talent advisory, and payroll solutions.
Primary Contact: Jennifer Carosielli, Regional Vice President, Strategic Sales, (763) 258-9017, carosjl@kellyservices.com
Secondary Contact: Bobby Schorr, Regional Vice President, Strategic Sales, (478) 733-9263, BOBS997@kellyservices.com
 - Interested in working with the City of Dallas: **Yes**
 - Estimated Cost per search: TBD
 6. **HJ Staffing (Harris-Jones Staffing & Recruiting)** (CoOp: HGAC, BuyBoard, TIPS)
Address: 16310 Tomball Parkway, Unit 1504, Houston, TX 77064
Website: www.hjstaffing.com
Synopsis: Certified Women-Owned Minority Business Enterprise providing HR support, staffing, and recruiting solutions with a focus on diversity, inclusivity, and client success.
Primary Contact: Constance Jones, President, (281) 937-4885, cjones@hjstaffing.com
Secondary Contact: Cristina Martinez, HR Admin, (832) 800-3921, cmartinez@hjstaffing.com
 - Interested in working with the City of Dallas: **Yes**
 - Estimated Cost per search: 18%-20% of the base
 7. **Crossley Staffing LLC** (CoOp: TIPS)
Address: 260 Sherbrook Ct. NW, Marietta, GA 30064
Website: www.crossleystaffing.com
Synopsis: Minority and woman-owned staffing firm delivering professional recruitment solutions across various industries.
Primary Contact: Joy Crossley, Managing Partner, (404) 759-5512, joy@crossleystaffing.com
Secondary Contact: Jacob Crossley, Managing Partner, (404) 944-8830, jacob@crossleystaffing.com
 - Interested in working with the City of Dallas: **Yes**
 - Estimated Cost per search: 18%-20% of base salary
 8. **TEEMA** (CoOp: TIPS)
Address: 114 N. Old Litchfield Rd., Suite D, Litchfield Park, AZ 85430
Website: www.teemagroup.com
Synopsis: Staffing partner serving government, educational, healthcare, nonprofit,

and commercial clients with 250+ subject matter expert recruiters, delivering efficient and cost-effective talent acquisition solutions across the U.S. and Canada.

Primary Contact: Michelle Boyd, Client Relationship Manager, (903) 486-2442, mboyd@teemagroup.com

Secondary Contact: Aubrianna Mihay, Client Relationship Manager, (903) 340-6340, amihay@teemagroup.com Tina Justus 602.291.3178 T.justus@teemagroup.com .

- Interested in working with the City of Dallas: **Yes**
- Estimated Cost per search: 20% of Base

9. Verity Services, LLC (CoOp: TIPS)

Address: 1095 Evergreen Circle, Suite 200, The Woodlands, TX 77380

Website: www.goverity.com

Synopsis: Texas-based, HUB-certified, woman-owned IT staffing and consulting firm founded in 2007. Provides staffing solutions with a focus on strong client relationships.

Primary Contact: Catalina de Varona-Ball, Dir Business Development, (800) 526-9819, cathy@goverity.com

Secondary Contact: Kemp Fuller, Dir Consulting Services, (800) 526-9819, kemp@goverity.com

- Interested in working with the City of Dallas: No response has been received from the vendor as of this memorandum
- Estimated Cost per search: Rate Determined Based Upon Search

10. Pedigo Staffing Services, LLC (CoOp: TIPS)

Address: 503 S. Austin Street, Seguin, TX 78155

Website: www.pedigostaffing.com

Synopsis: Privately owned firm with 20+ years of staffing experience and 50+ years in IT, specializing in Texas Public Sector staffing, respected by public sector firms and subcontracting partners.

Primary Contact: Debbie Pedigo, CEO / Staffing Consultant, (830) 433-4604, debbiep@pedigostaffing.com

Secondary Contact: Debbie Pedigo, CEO, (830) 433-4604, debbiep@pedigostaffing.com

- Interested in working with the City of Dallas: No response has been received from the vendor as of this memorandum
- Estimated Cost per search: Rate Determined Based Upon Search

11. My HR Management (CoOp: TIPS)

Address: 1234 Beaver Ruin Rd, Suite 305, Norcross, GA 30093

Website: www.myhrmgmt.com

Synopsis: Award-winning Asian American certified woman-owned minority-owned HR staffing firm established in 2011, offering full HR services including staffing, RPO, compliance, training, payroll, and workforce planning.

Primary Contact: Fahad Ellahi, Director of Customer Success, (203) 788-8693, fellahi@buraqhr.com

Secondary Contact: Uzair Mutaqi, Business Development Manager, (203) 274-8595, umutaqi@myhrmgmt.com

- Interested in working with the City of Dallas: No response has been received from the vendor as of this memorandum
- Estimated Cost per search: Rate Determined Based Upon Search

12. EAB Global, Inc. (CoOp: TIPS)

Address: 2445 M Street NW, Washington, DC 20037

Website: www.eab.com

Synopsis: Education-focused research and consulting firm supporting 2,500+ institutions with data-driven insights, research studies, and student success solutions, including Navigate360 CRM.

Primary Contact: Jenna Hock, Managing Director, Partner Development, (202) 266-6488, JHock@eab.com

Secondary Contact: Lauren Isaacs, Senior Director Proposals, (202) 266-6774, LIsaacs@eab.com

- Interested in working with the City of Dallas: No response has been received from the vendor as of this memorandum
- Estimated Cost per search: Rate Determined Based Upon Search

13. Greenwood Asher & Associates (GA&A) (CoOp: TIPS)

Address: 42 Business Centre Drive, Suite 206, Miramar Beach, FL 32550

Website: www.greenwoodsearch.com

Synopsis: Retained executive search firm founded in 2004 by former higher education leaders, completing 2,000+ searches, specializing in higher education executive placements.

Primary Contact: Lauren McGriffin, Vice President & Managing Director, (850) 650-2277, sgriffin@greenwoodsearch.com

Secondary Contact: Courtney Kerrigan, Business Development Manager, (850) 650-2277, courtneykerrigan@greenwoodsearch.com

- Interested in working with the City of Dallas: No response has been received from the vendor as of this memorandum
- Estimated Cost per search: Rate Determined Based Upon Search

14. The Midtown Group (Midtown Personnel Inc.) (CoOp: TIPS)

Address: 1130 Connecticut Ave NW, Suite 450, Washington, DC 20036

Website: www.themidtowngroup.com

Synopsis: Woman-owned business providing flexible staffing nationwide for Administrative, Call Center, IT, Legal, Financial, and Professional Services, recognized as a 17-time Best Place to Work.

Primary Contact: David Stefan, Managing Partner, (202) 887-4747, david@themidtowngroup.com

Secondary Contact: Molly O'Reilly-Pol, Director of Municipalities, (202) 887-4747, molly@themidtowngroup.com

- Interested in working with the City of Dallas: No response has been received from the vendor as of this memorandum
- Estimated Cost per search: Rate Determined Based Upon Search

15. Peak Performers (CoOp: TIPS)

Address: 4902 Grover Ave, Austin, TX 78756

Website: www.peakperformers.org

Synopsis: Nonprofit staffing agency providing office and professional placements for government agencies, helping people with disabilities find professional careers.

Primary Contact: Myles Wallace, Disability Inclusion Partner, (512) 453-8833, myles@peakperformers.org

Secondary Contact: Glenn Neal, VP of Public Sector, (512) 216-9061, glenn.neal@peakperformers.org

- Interested in working with the City of Dallas: No response has been received from the vendor as of this memorandum
- Estimated Cost per search: Rate Determined Based Upon Search

Note: All vendors were contacted regarding working with the City of Dallas on this search on October 30, October 31, and November 3, 2025; staff are awaiting responses from the remaining vendors.

High-Level Executive Recruitment Timeline – Inspector General

Weeks	Phase	Key Activities
1–2	Role Definition & Launch Planning	<ul style="list-style-type: none"> • Develop and approve the position profile and recruitment brochure (scope, duties, qualifications, independence requirements). • Develop a communications and outreach plan (City website, LinkedIn, professional associations, oversight/ethics networks). • Secure Council approval of the position profile, process, and outreach strategy.
3–4	Active Recruitment & Outreach	<ul style="list-style-type: none"> • Post the position across relevant platforms (e.g., Association of Inspectors General, LinkedIn, government/oversight networks). • Conduct targeted outreach and direct sourcing through professional networks and referrals. • Launch public communications to support transparency and broaden the candidate pool. • Engage oversight and government organizations to identify qualified candidates.

DATE November 6, 2025

SUBJECT **Inspector General Recruitment – Vendor Procurement Options**

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5–6	Screening & Preliminary Assessments	<ul style="list-style-type: none">• Review applications for minimum qualifications, suitability, and independence.• Conduct structured preliminary interviews with qualified candidates.• Initiate integrity, leadership, and conflict-of-interest assessments, as appropriate.• Engage third-party background screening (professional, financial, criminal, and conflict-of-interest checks).
7–8	Shortlist Development & Council Engagement	<ul style="list-style-type: none">• Present a recommended shortlist with candidate dossiers (résumés, references, background summaries).• Facilitate structured interviews with the City Council or designated Council Selection Committee.• Incorporate stakeholder and/or community input, as appropriate, to support transparency and trust.
9–10	Final Evaluation & Selection	<ul style="list-style-type: none">• Support Council deliberation and identification of the preferred finalist.• Conduct final reference checks and confirm integrity and independence criteria.• Negotiate employment terms (compensation, relocation, contract provisions, independence, and reporting guarantees).• Prepare public communication regarding the finalist and selection rationale.
11–12	Appointment & Onboarding	<ul style="list-style-type: none">• Facilitate formal Council vote and appointment.• Execute the employment agreement and finalize logistical arrangements.• Implement an onboarding plan focused on independence, reporting protocols, access to information, and initial 90-day priorities.