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CITY SECRETARY
DALLAS, TEXAS



CITY OF DALLAS

Memorandum

DATE June 13, 2024

TO Mayor Pro Tem Tennell Atkins

SUBJECT **Executive Session Audio Recordings**

I respectfully request the Ad Hoc Committee on Administrative Affairs discuss an agenda item to initiate audio recordings for executive session meetings. During my tenure, I have occasionally wished to review facts shared by staff from previous executive sessions and there are currently no records of these meetings.

For instance, the purchase of the 7800 Stemmons building was briefed entirely in closed session. My recollection of certain facts differs from current staff statements, but I have no way to verify what was shared. My understanding is there was a prior practice to record executive sessions years ago and include a limited record retention. Of course, the audio recordings would only be available to city councilmembers and could also allow councilmembers not in attendance to be brought up to speed on sensitive issues.

The Open Meetings Act Handbook 2024, published by the Office of the Attorney General of Texas, Section X, item C - Certified Agenda or Recording of a Closed Meeting, provides guidance and procedures for this lawful action.

Please let me know if you have any questions. Thank you.

A handwritten signature in cursive script, appearing to read 'Cara Mendelsohn'.

Cara Mendelsohn
Council Member – District 12

c: Kimberly Bizer Tolbert, City Manager (I)
Tammy Palomino, City Attorney
Mark Swann, City Auditor
Billierae Johnson, City Secretary
Preston Robinson, Administrative Judge
Jon Fortune, Deputy City Manager
Majed A. Al-Ghafry, Assistant City Manager
M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager

Alina Ciocan, Assistant City Manager
Donzell Gipson, Assistant City Manager (I)
Robin Bentley, Assistant City Manager (I)
Jack Ireland, Chief Financial Officer
Elizabeth Saab, Chief of Strategy, Engagement and Alignment (I)
Directors and Assistant Directors