

Memorandum

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**CITY SECRETARY
DALLAS, TEXAS**



CITY OF DALLAS

DATE September 6, 2024

TO Tennell Atkins, Chair, Ad Hoc Committee on Administrative Affairs

SUBJECT **Five-Signature Memorandum Referral**

Dear Chairman Atkins:

On Thursday, August 29, 2024, I received the attached memorandum titled "Request for Placement of Agenda Item – Council Member(s)." Pursuant to Section 6.2 of the City Council Rules of Procedure, I hereby refer this request to the Ad Hoc Committee on Administrative Affairs.

Should you have any questions, please contact my office.

Sincerely,

A handwritten signature in black ink, appearing to read 'E. Johnson'.

Eric L. Johnson
Mayor

c: Cara Mendelsohn, District 12 Councilmember
Jesse Moreno, District 2 Councilmember
Paul Ridley, District 14 Councilmember
Kathy Stewart, District 10 Councilmember

Kim Tolbert, Interim City Manager
Biliera Johnson, City Secretary
Tammy Palomino, City Attorney
Mark Swann, City Auditor