

MINUTES OF THE CITY COUNCIL COMMITTEE
TUESDAY, SEPTEMBER 10, 2024

24-0017

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

PRESENT: [5] Atkins, Moreno (**11:01 a.m.), Stewart, Mendelsohn, *Ridley

ABSENT: [0]

The meeting was called to order at 10:08 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 11:45 a.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: Members of the Committee participated in this meeting by video conference.**

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

MINUTES OF THE CITY COUNCIL COMMITTEE
TUESDAY, SEPTEMBER 10, 2024

EXHIBIT A

RECEIVED

2024 SEP -6 PM 4: 41

**CITY SECRETARY
DALLAS, TEXAS**

City of Dallas

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

Public Notice

2 4 0 8 3 6

POSTED CITY SECRETARY
DALLAS, TX



Ad Hoc Committee on Administrative Affairs

September 10, 2024

10:00 AM

2023 CITY COUNCIL APPOINTMENTS

COUNCIL COMMITTEE	
ECONOMIC DEVELOPMENT Atkins (C), Narvaez (VC), Arnold, Bazaldua, Ridley, Stewart, West	GOVERNMENT PERFORMANCE AND FINANCIAL MANAGEMENT West (C), Blackmon (VC), Mendelsohn, Moreno, Resendez
HOUSING AND HOMELESSNESS SOLUTIONS Moreno (C), Mendelsohn (VC), Gracey, West, Willis	PARKS, TRAILS, AND THE ENVIRONMENT Stewart (C), Moreno (VC), Arnold, Bazaldua, Blackmon, Narvaez, West
PUBLIC SAFETY Mendelsohn (C), Stewart (VC), Atkins, Moreno, Willis	QUALITY OF LIFE, ARTS, AND CULTURE *Ridley (C), Resendez (VC), Bazaldua, Blackmon, Gracey, Schultz, Willis
TRANSPORTATION AND INFRASTRUCTURE Narvaez (C), Gracey (VC), Atkins, Mendelsohn, Resendez, Schultz, Stewart	WORKFORCE, EDUCATION, AND EQUITY *Arnold (C), *Schultz (VC), Bazaldua, Blackmon, Resendez, Ridley, Willis
AD HOC COMMITTEE ON ADMINISTRATIVE AFFAIRS Atkins (C), Mendelsohn, Moreno, Ridley, Stewart	AD HOC COMMITTEE ON GENERAL INVESTIGATING AND ETHICS Mendelsohn (C), Gracey, Johnson, Schultz, Stewart
AD HOC COMMITTEE ON JUDICIAL NOMINATIONS Ridley (C), Resendez, West	AD HOC COMMITTEE ON LEGISLATIVE AFFAIRS Mendelsohn (C), Atkins, Gracey, Narvaez, Stewart
AD HOC COMMITTEE ON PENSIONS Atkins (C), Blackmon, Mendelsohn, Moreno, Resendez, Stewart, West, Willis	AD HOC COMMITTEE ON PROFESSIONAL SPORTS RECRUITMENT AND RETENTION Gracey (C), Blackmon, Johnson, Moreno, Narvaez, Resendez, Schultz

(C) – Chair, (VC) – Vice Chair

* Updated:6/28/24

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.php?MTID=m122c28758da583c80c540f631d416bf7>

Call to Order

MINUTES

1. [24-2885](#) Approval of the minutes of the September 3, 2024, meeting of the Ad Hoc Committee on Administrative A

Attachments: [Minutes](#)

DISCUSSION ITEMS

- A. [24-2887](#) Discuss the finalizing of the Dallas City Manager Brochure prepared by Baker Tilley.
- B. [24-2889](#) A resolution amending the city's policy governing the use of legislature travel funds in order to more efficiently allow for councilmembers to travel to Austin and Washington D.C to speak on legislatives matter.

Attachments: [Memorandum](#)
[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]

MINUTES OF THE CITY COUNCIL COMMITTEE
TUESDAY, SEPTEMBER 10, 2024

EXHIBIT B

OFFICIAL ACTION OF THE CITY COUNCIL COMMITTEE

SEPTEMBER 10, 2024

Item 1: Approval of the minutes of the September 3, 2024, 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. (Moreno absent when vote taken)

OFFICIAL ACTION OF THE CITY COUNCIL COMMITTEE

SEPTEMBER 10, 2024

DISCUSSION ITEMS

Item A: Discuss the finalizing of the Dallas City Manager Brochure prepared by Baker Tilly.

Item B: A resolution amending the city's policy governing the use of legislature travel funds in order to more efficiently allow for councilmembers to travel to Austin and Washington D.C to speak on legislatives matters.

The committee discussed the items.

Councilmember Mendelsohn moved to forward Item B to city council without the recommendation of the Ad Hoc Committee on Administrative Affairs.

Motion seconded by Councilmember Moreno and unanimously adopted.

MINUTES OF THE CITY COUNCIL COMMITTEE
TUESDAY, SEPTEMBER 10, 2024

EXHIBIT C



City of Dallas

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

Agenda Information Sheet

File #: 24-2887

Item #: A.

Discuss the finalizing of the Dallas City Manager Brochure prepared by Baker Tilly.



City of Dallas

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

Agenda Information Sheet

File #: 24-2889

Item #: B.

A resolution amending the city's policy governing the use of legislature travel funds in order to more efficiently allow for councilmembers to travel to Austin and Washington D.C to speak on legislative matters.

Memorandum



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

Memorandum



City of Dallas

DATE June 20, 2024
TO The Honorable Eric Johnson
FROM Councilmember Adam Bazaldua
SUBJECT **Request for Placement of Agenda Item – Councilmember(s)**

ITEM/ISSUE PROPOSED FOR COUNCIL CONSIDERATION:

Pursuant to Section 6.2 of the City Council Rules of Procedure, please refer the following item to a city council committee and schedule this item for a regular city council voting agenda within 30 calendar days after receipt of this request:

A resolution amending the city's policy governing the use of legislature travel funds in order to more efficiently allow for councilmembers to travel to Austin and Washington D.C to speak on legislatives matters.

BRIEF BACKGROUND:

City council approves a list of legislative priorities which serve a public purpose.

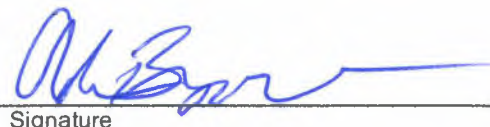
Each fiscal year funds are set aside for councilmember legislative travel.

The city adopted a policy for use of legislative travel funds on September 13, 2006 by Resolution No. 06-2446. In order to use legislative travel funds, Resolution No. 06-2446 requires a councilmember to: (1) receive approval from the chair of the Legislative Ad Hoc Committee, the mayor, or the city manager; (2) pursue items on the council approved list of legislative priorities; and (3) not use legislative travel funds to travel to the annual Texas Municipal League meeting or national meetings of the U.S. Conference of Mayors and the National League of Cities.

This policy has never been updated since it was approved in 2006. There is a need to amend this policy to more efficiently and effectively allow councilmembers to participate in the city's state and federal legislative priorities by traveling to Austin and Washington, D.C. to speak on behalf of, or testify at committees about the City of Dallas' Legislative Program. The proposed resolution helps to streamline the process for requesting legislative travel funds while ensuring that councilmembers using the funds are advancing the city's legislative priorities.

Submitted for consideration by:

Adam Bazaldua, District 7
Printed Name, District #


Signature

Supporting Councilmember Signatures (4 Signatures Only):

<u>Jayne Schultz D11</u> Printed Name, District #	<u>[Signature]</u> Signature
<u>Zarin D. Gracy D3</u> Printed Name, District #	<u>[Signature]</u> Signature
<u>Paula C. Blackman D9</u> Printed Name, District #	<u>Paula C Blackman</u> Signature
<u>Omar Narvaez</u> Printed Name, District #	<u>[Signature]</u> Signature

Attachment: Draft Resolution

- c: Honorable Councilmembers
- Kimberly Bizer Tolbert, City Manager (I)
- Tammy L. Palomino, City Attorney
- Mark S. Swann, City Auditor
- Biliera Johnson, City Secretary

Date

WHEREAS, city council approves a list of legislative priorities, which serve a public purpose; and

WHEREAS, each fiscal year funds are set aside for councilmember legislative travel; and

WHEREAS, the city adopted a policy for use of legislative travel funds on September 13, 2006, by Resolution No. 06-2446; and

WHEREAS, to use the legislative travel funds, Resolution No. 06-2446 requires a councilmember to: (1) receive approval from the chair of the Legislative Ad Hoc Committee, the mayor, or the city manager; (2) pursue items on the council approved list of legislative priorities; and (3) not use legislative travel funds to travel to the annual Texas Municipal League meeting or national meetings of the U.S. Conference of Mayors and the National League of Cities; and

WHEREAS, this policy has not been updated since it was approved in 2006; and

WHEREAS, the city council desires to amend this policy to more efficiently and effectively allow councilmembers to participate in the city's state and federal legislative priorities by traveling to Austin and Washington, D.C. to speak on behalf of, or testify at committees about the City of Dallas' Legislative Program.

NOW, THEREFORE,

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

SECTION 1. That Resolution No. 06-2446 is amended to read as follows:

“SECTION 1. That this policy is adopted for the public purpose use of travel funds set aside for the city's adopted state and federal legislative programs (Legislative Program).

SECTION 2. That a councilmember may use legislative travel funds and resources upon a showing that all of the following requirements are met:

(1) the legislative priority for which the use of travel funds is requested is included in the Legislative Program;

(2) the councilmember has a city related-legislative purpose (for purposes of this paragraph, a councilmember has a city-related legislative purpose if the councilmember (a) is a chair or member of the committee under which the legislative priority is categorized, or (b) has registered the councilmember's interest in the specific legislative priority on the list maintained by the legislative director or their designee approved by resolution of the city council);

(3) if the councilmember is making public comments, testifying before a committee, or meeting with a state or federal official, the public comments, testimony, or talking points must be supportive of the legislative priority listed on the Legislative Program, and are approved by the legislative director or their designee, and may not be revised after approval;

(4) the councilmember has notified the chair of the Ad Hoc Legislative Committee in writing via email at least 12 hours before traveling to either Austin or Washington D.C. for a city-related legislative purpose;

(5) the travel funds alleviate the cost of traveling to represent the city for a city-related legislative purpose; and

(6) the travel costs must be reasonable [funds must be used to pursue items on the Dallas City Council approved federal or state legislative programs or a matter set forth in a written request from the City Attorney or City Manager to the Chair of the Legislative Ad Hoc Committee or the Mayor].

SECTION 3. That if the requirements in Section 3 are met, city staff located in Austin or Washington D.C. may provide support to the councilmember traveling to that city for a city-related legislative purpose. [That prior approval will be obtained for the use of travel funds by the Legislative Ad Hoc Committee, if time permits, or by one of the following three individuals: the Chair of the Legislative Ad Hoc Committee; the Mayor; the City Manager.]

SECTION 4. To use legislative travel funds, a councilmember must file the required documents, invoices, or statements on a form provided by the city with the legislative director or their designee either before traveling to or within one week after returning from Austin or Washington D.C. [That these funds shall not be used for travel to the annual Texas Municipal League meeting or national meetings of the U.S. Conference of Mayors and the National League of Cities.]

SECTION 5. 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.”

Each councilmember signing the five-person request to place an item on the agenda must review and confirm that they have read and agree with the draft resolution by dating, initialing, and placing their district number below.

<u>6/26/24</u>	<u>8/28/24</u>	<u>6/28/2024</u>	<u>8/28/24</u>	<u>6/28/2024</u>
DATE	DATE	DATE	DATE	DATE
<u>[Signature]</u>	<u>[Signature]</u>	<u>RB</u>	<u>AS</u>	<u>[Signature]</u>
CM INITIAL	CM INITIAL	CM INITIAL	CM INITIAL	CM INITIAL
<u>D11</u>	<u>3</u>	<u>9</u>	<u>7</u>	<u>D6</u>
DIST. NO.	DIST. NO.	DIST. NO.	DIST. NO.	DIST. NO.