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CITY SECRETARY  
DALLAS, TEXAS



CITY OF DALLAS

## Memorandum

DATE January 10, 2025  
TO Kimberly Bizer Tolbert, City Manager (I)  
SUBJECT **Request for Placement of Briefing Item**

Dear Ms. Tolbert:

On Thursday, January 9, 2025, I received the attached formal request from Mayor Pro Tem Tennell Atkins, Chair of the Ad Hoc on Administrative Affairs Committee, to place an item on the upcoming briefing agenda.

Therefore, pursuant to Section 6.1 of the Dallas City Council Rules of Procedure, please post the following item on the Wednesday, January 15, 2025, City Council Briefing Agenda.

### **CLOSED SESSION**

Personnel (Sec. 551.074 T.O.M.A.)

Interview the following candidates, as recommended by the Ad Hoc Committee on Administrative Affairs, and deliberate the appointment of the city manager:

- William Johnson
- Mario Lara
- Kimberly Bizer Tolbert

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: Bilierae Johnson, City Secretary  
Tammy Palomino, City Attorney  
Mark Swann, City Auditor