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Memorandum

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**CITY SECRETARY
DALLAS, TEXAS**



CITY OF DALLAS

DATE **January 16, 2025**

TO **The Honorable Mayor, and Members of the City Council**
From **Tennell Atkins, Mayor Pro Tem, Chair of the Ad Hoc Administrative Affairs Committee**

SUBJECT **AD HOC MEETING**

Good morning, Honorable Mayor, and Members of the City Council,

As chair of the Ad hoc Administrative Affairs Committee, there will be a Special called Meeting on Tuesday January 21st 11:00am. I am asking if you are available that Council Members would please be in attendance. If you have any questions or concerns, please feel free to contact my office at 214-670-4066.

A handwritten signature in blue ink, appearing to read 'Tennell Atkins'.

**Tennell Atkins
Mayor Pro Tem**

- c:
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| Tammy Palomino, City Attorney | Alina Ciocan, Assistant City Manager |
| Mark Swann, City Auditor | Donzell Gipson, Assistant City Manager (I) |
| Biliera Johnson, City Secretary | Robin Bentley, Assistant City Manager (I) |
| Preston Robinson, Administrative Judge | Jack Ireland, Chief Financial Officer |
| Dominique Artis, Chief of Public Safety (I) | Elizabeth Saab, Chief of Strategy, Engagement, and Alignment (I) |
| Dev Rastogi, Assistant City Manager | Directors and Assistant Directors |
| M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager | |