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**CITY SECRETARY
DALLAS, TEXAS**



CITY OF DALLAS

Memorandum

DATE January 17, 2025
TO Kimberly Bizer Tolbert, City Manager (I)
SUBJECT **Request for Placement of Agenda Item**

Dear Ms. Tolbert:

Pursuant to Section 6.1 of the Dallas City Council Rules of Procedure, please post the following item on the Wednesday, January 22, 2025, City Council Agenda.

Mayor and City Council Office

Item ____ Consider: (1) adopting a resolution appointing _____ to the position of city manager; (2) approving the terms of the Agreement of Employment; and (3) authorizing the execution of an Agreement of Employment for the city manager.

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