

Memorandum



DATE May 7, 2021

CITY OF DALLAS

TO Honorable Mayor and City Councilmembers

SUBJECT **2021 Dallas City Council Inauguration and Orientation**

Provided below is information you will need prior to being formally sworn to the 2021-2023 Dallas City Council on **Monday, June 14, at the Meyerson Symphony Center, 2301 Flora Street, Dallas, 75201.**

2021 Mayor and City Council Inauguration

The virtual 2021 Dallas City Council Inauguration will take place on Monday, June 14, at the Meyerson Symphony Center, 2301 Flora Street, Dallas, 75201. Below is the timeline of events in preparation for the day. Due to current emergency regulations, guests are limited at this time to only your immediate household members. COVID-19 testing for City Councilmembers will be required one week in advance on Monday, June 7, as well as the morning of the event, Monday, June 14.

Councilmembers will travel to the event location with City Council colleagues. Guests of the elected member must travel separately. Please send the names of household members or your closest relatives who will attend to carrie.prysock@dallascityhall.com by Tuesday, June 8.

The [Centers for Disease Control \(CDC\)](#) has guidelines in place for public-convening events. We are fortunate that the Meyerson has [been operating under these guidelines](#) since September 2020, including throughout its 2020-21 Dallas Symphony Orchestra season.

You will be escorted backstage where you will remain until you line up off stage prior to the ceremony. For safety reasons, no one will be allowed backstage except for you and your City Council colleagues.

Valet parking for your guests will be available on Flora Street. Additional parking will be available at the Hall Arts Parking Garage (Entrance at the corner of Crocket and Flora, or Northbound Pearl and Flora, under the Cathedral Shrine of the Virgin of Guadalupe); Lexus Red Garage (Entrance on Jack Evans between Flora and Woodall Rogers, under the Winspear Opera House); and Lexus Silver Garage (Entrance on Jack Evans between Flora and Ross Ave, under the Moody Performance Hall).

Inside the Meyerson, assigned staff will be present to assist your guests to their assigned, seating. All social distancing guidelines will be in effect. Immediately following the ceremony,

City Councilmembers will travel back to City Hall for a Special Called Meeting scheduled at 11:30 a.m. for the election of officers and selection of offices. *It is not determined at this time if the meeting will be virtual or in person.*

Following the Special Called meeting, a group photo of the 2021-2023 City Council will take place on the City Hall Plaza, weather permitting. Solid colored clothing is recommended for the photo. There will also be an opportunity to have a headshot photo taken for online materials.

Draft Itinerary

Monday, June 7

- 8:00 a.m. COVID-19 rapid tests for City Councilmembers and Executive Staff – City Hall, L1, Rooms A-C

- 9:00 a.m. Inauguration Rehearsal – Meyerson Symphony Center, 2301 Flora Street, Dallas, 75201. The District City Council Liaison will represent you in the rehearsal and be prepared to assist you leading up to and on the day of the inauguration.

Monday, June 14

- 8:00 a.m. Breakfast – Individually boxed meals provided by H-E-B/Central Market
COVID-19 rapid tests for City Councilmembers and Executive Staff – City Hall; only those testing negative will be permitted to attend

- 8:15 a.m. Ad Hoc Canvassing Committee for Committee Members Only
L1 Room A-C – City Hall

- 8:20 a.m. Special Called Council Meeting for elected members of 2021-23 City Council
Oath of Office – City Hall

- 9:00 a.m. City Councilmembers and Councilmembers-Elect will be transported to the Meyerson; family guests must arrive at the Meyerson separately

- 10:00 a.m. Inauguration Ceremony – Meyerson Symphony Center

- 11:30 a.m. Special Called Meeting for the Election of Mayor Pro Tem and Deputy Mayor Pro Tem and Seating/Office Selection – City Hall (*TBD virtual or in person*)

- 1:00 p.m. 2021-2023 City Council Group Photo – City Hall Plaza, weather permitting
Solid colored clothing is recommended for the photo.

Schedule subject to change

After Inauguration

Following is information related to events *after* inauguration. Your City Council Liaison will ensure you are prepared and have the information you need.

Your City Council office will be ready for move-in on Monday evening following the Special Called Meeting that afternoon.

Tuesday June 15

9:00 a.m. New Councilmember Orientation (open to all City Councilmembers) – Virtual
During this session, you will meet with the City Manager and additional senior staff to receive important information related to your term as a Councilmember. You will also meet with the City Secretary. Please let the District City Council Liaison know of any questions or specific topics you would like to ensure we cover in this initial briefing.

Wednesday, June 16

9:00 a.m. Budget Workshop – Materials will be provided to you by assigned City Council Office staff

Thursday, June 17

9:00 a.m. New Councilmember Orientation (open to all City Councilmembers) – Virtual
During this session, you will meet with the City Attorney and City Auditor additional senior staff to receive important information related to your term as a Councilmember. Please let the District City Council Liaison know of any questions or specific topics you would like to ensure we cover in this initial briefing.

Councilmember Healthcare Benefits Walk-In Sessions – Virtual/5FN
The Council Office Director and representatives from Human Resources will be available to meet with you to answer questions and sign you up for City benefits.

Should you have any questions regarding inauguration and related activities, please contact me at 214.670.5682 or carrie.prysock@dallascityhall.com. Questions regarding the election and City Council meeting rules and procedures, please contact Bilierae Johnson, City Secretary, at 214.670.5654.

With kindness,



Carrie Rogers
Director
Mayor and City Council Office

- c: T.C. Broadnax, City Manager
- Chris Caso, City Attorney
- Mark Swann, City Auditor
- Bilierae Johnson, City Secretary
- Preston Robinson, Administrative Judge
- Kimberly Tolbert, Chief of Staff to the City Manager
- Jon Fortune, Assistant City Manager
- Joey Zapata, Assistant City Manager
- Dr. Eric A. Johnson, Chief of Economic Development & Neighborhood Services
- M. Elizabeth Reich, Chief Financial Officer
- M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion
- Directors and Assistant Directors