

# Memorandum



CITY OF DALLAS

DATE June 18, 2021

TO Honorable Mayor and Members of the City Council

SUBJECT **Preparing for FY 2021-22 Budget Town Hall Meetings**

As we begin planning the FY 2021-22 budget town hall meetings, we are mindful of the ongoing public health emergency and the potential risks of in-person meetings to residents, staff, and members of the City Council, particularly those who are still unvaccinated or in a high-risk category. As noted on the City calendar, budget town hall meetings should take place from Thursday, August 12, through Thursday, August 26.

## Virtual Meetings

Two options are available for virtual meetings: Cisco Webex and Tele-Town Hall Meetings (TTHM). We have used the Webex tool to conduct City business since we began working remotely in March 2020. Your staff have been trained on the system, and many of you have used this platform to conduct community meetings. We have also used the TTHM tool successfully for several years. In this scenario, the vendor calls district residents a few days prior to the scheduled meeting and allows residents to “opt in” to the call on the evening of the event, or residents can register online. Due to the cost of TTHMs, funding is available for one TTHM for the Mayor and one for each district. If you choose to have more than one TTHM, your office account will be charged approximately \$8,000 for each additional meeting.

The available dates and capabilities of both formats are outlined below.

Format	Availability	# of Participants	Other Features
Cisco Webex	Any day/time from 8/12 through 8/26	Up to 3,000 per event	<ul style="list-style-type: none"><li>• Email invitations</li><li>• Meeting reminders</li><li>• Post-event surveys</li></ul>
Tele-Town Hall Meeting	Two 60- to 90-minute meetings per day from 8/12 through 8/26	Limited to residents within the selected district(s)	<ul style="list-style-type: none"><li>• Simulcast in Spanish</li><li>• Accessible online</li><li>• Polling questions</li><li>• Vendor serves as moderator</li></ul>

With either virtual format, you may choose to broadcast from your City Hall office, your home, the City Council Briefing Room, or City Council Chambers. City staff will also be available remotely to answer questions or provide information, as needed.

## In-Person Opportunities

You may choose to host in-person meetings. As in prior years, your staff should schedule the meeting location, date, and time. It is important to be mindful of and enforce any

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occupant limitations the facility has in place due to COVID-19. Due to potential health risks, employees reporting to the City Manager will not attend these meetings. Please note this means we cannot offer hybrid meetings—in-person meetings with a virtual component—this year; we also do not have the mobile technical equipment to support this format. Your staff should collect feedback from residents and share it with Budget and Management Services (BMS) as appropriate. BMS will provide a budget video and PowerPoint presentation and will assist the Mayor and Council Office in obtaining the necessary audio-visual equipment to use at your meetings.

### **Meeting Selection**

With all this in mind, please submit your preferred dates, times, and formats to Carrie Prysock by close of business Wednesday, June 30. We will do our best to accommodate Webex selections depending on the number of requests for specific time slots, or we will work with your office to identify an alternative. We will honor TTHM selections based on seniority.

If you have language access needs for any of your meetings, please email [translations@dallascityhall.com](mailto:translations@dallascityhall.com). Communications, Outreach, and Marketing (COM) will also provide graphics templates in English and Spanish. Please let me know if you have any questions.



**M. Elizabeth Reich**  
Chief Financial Officer

c: T.C. Broadnax, City Manager  
Chris Caso, City Attorney  
Mark Swann, City Auditor  
Billierae Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Kimberly Bizzor Tolbert, Chief of Staff to the City Manager

Majed A. Al-Ghafry, Assistant City Manager  
Jon Fortune, Assistant City Manager  
Joey Zapata, Assistant City Manager  
Dr. Eric A. Johnson, Chief of Economic Development and Neighborhood Services  
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion  
Directors and Assistant Directors