

Memorandum



CITY OF DALLAS

DATE February 22, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT **Austin Legislative Reception**

The City of Dallas and Dallas Regional Chamber joint legislative reception will be held next Tuesday, February 26th from 5:30pm to 7:30pm at the Driskill hotel in downtown Austin. The trip itinerary is as follows:

Time	Location	Description
1:00 pm	Dallas City Hall, L1FN	Council van to pick up Councilmembers
1:30 pm	Dallas Love Field Airport	Arrive at Dallas Love Field Airport
2:30 pm	Dallas Love Field Airport	Departure flight to Austin, TX
3:30 pm	Austin Bergstrom International Airport	Arrival at Austin Bergstrom International Airport
4:00 pm	Austin Bergstrom International Airport	Shuttle to downtown Austin
5:30 PM	Driskill Hotel, 2 nd Floor	Reception begins
6:40 PM	Driskill Hotel, Driskill Ballroom (2 nd Floor)	Remarks
7:30 pm	Driskill Hotel, Driskill Ballroom (2 nd Floor)	Shuttle to Austin Bergstrom International Airport
9:00 pm	Austin Bergstrom International Airport	Return flight to Dallas, TX
10:00 pm	Dallas Love Field Airport	Arrive at Dallas Love Field Airport
10:15 pm	Dallas City Hall	Arrive at Dallas City Hall

If you have any questions, please contact Brett Wilkinson, Managing Director, Office of Strategic Partnerships and Government Affairs by email at brett.wilkinson@dallascityhall.com or by phone at (214) 670-5797.

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If you require any additional information, please let me know.



Kimberly Bizer Tolbert
Chief of Staff to the City Manager

c: T.C. Broadnax, City Manager
Chris Caso, City Attorney (Interim)
Carol A. Smith, City Auditor (Interim)
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Majed A. Al-Ghafry, Assistant City Manager

Jon Fortune, Assistant City Manager
Joey Zapata, Assistant City Manager
Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer
M. Elizabeth Reich, Chief Financial Officer
Laila Aleqresh, Chief Innovation Officer
Directors and Assistant Directors