

Memorandum



CITY OF DALLAS

DATE October 4, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT **City of Dallas Agenda Changes**

In August 2018, the City completed Phase 1 of its transition to a new Council Agenda Preparation System (CAPS) called Legistar. Phase 1 focused on the internal process specific to the development of agenda items and the creation of the agenda as posted for public use. Following Phase 1, staff embarked on the implementation and completion of Phase 2 which includes launching the external facing components of CAPS through the platforms, InSite and iLegislate.

InSite Legistar Application

InSite is the legislative portal through which agendas for City Council Voting Agendas, Briefing Agendas, and Committees are now published. The link to the new portal is:

cityofdallas.legistar.com

If you would like a quick tutorial on how to utilize the new Legistar portal, please contact Carrie Rogers, Director of the Mayor and City Council Office. Provided below are the links to access the respective agenda pages with prior City Council items and agendas:

City Council Voting Agendas

Agendas between 2007 and 2018 are available on the previous City Council Agenda page <https://dallascityhall.com/government/Pages/Council-Agenda.aspx>

City Council Briefing Agendas

Agendas between 2007 and 2018 are available on the previous City Council Briefings page: <https://dallascityhall.com/government/Pages/CouncilBriefings.aspx>

City Council Committees

Agendas between 2005 and 2019 and beyond are available on the City Council Committees page: <https://dallascityhall.com/government/Pages/Committee-Meetings.aspx>

The City's website has also been updated with links redirecting visitors to the new portal. The official meeting minutes will continue to be hosted and managed by the City Secretary's Office and a tab for the minutes is available on InSite for users to be redirected.

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iLegislate

iLegislate is an application that enables City Council and staff to view agendas, attachments, and bookmark agenda items posted to InSite. By now, you should have the application loaded to your electronic device of choice (i.e. iPad, laptop, Surface, etc.). Training was provided to Council Office Staff on August 30 along with a desk guide on using iLegislate. Additional training was provided on October 4.

Name	Meeting Date	Meeting Time	Meeting Location	Meeting Details	Agenda
City Council	10/23/2019	9:00 AM	Council Chambers, City Hall	Meeting details	Not available
Briefing	10/16/2019	9:00 AM	City Hall	Meeting details	Not available
City Council	10/8/2019	9:00 AM	Council Chambers, City Hall	Meeting details	Not available
Briefing	10/2/2019	9:00 AM	City Hall	Meeting details	Agenda

In addition to the components detailed above, the posted agenda have a slightly modified look. File ID numbers and attachments to agenda items are hyperlinked and redirect users to InSite or they can download the attachment to their computer. **The combined PDF of all attachments for agendas and briefings are accessible via iLegislate and can be navigated through the bookmark tab on the left side of the screen.** Below is an example of the revised look:

Department of Public Works

7. [19-429](#) Authorize a professional services contract with Burgess & Niple, Inc. for the engineering design of Street Reconstruction Group 17-4008 (list attached to the Agenda Information Sheet) - Not to exceed \$336,900.26 - Financing: Street and Transportation (A) Fund (2017 Bond Funds) (\$288,970.26) and Water Utilities Capital Improvement Funds (\$47,930.00)

Attachments: [List](#)
[Maps](#)
[Resolution](#)

8. [19-618](#) Authorize a professional services contract with Freese and Nichols, Inc. for the engineering design of Complete Street Reconstruction Project - Casa View Street Improvements - Not to exceed \$617,147.57 - Financing: Street and Transportation (A) Fund (2017 Bond Funds) (\$590,274.57) and Water Utilities Capital Improvement Funds (\$26,873.00)

Attachments: [Map](#)
[Resolution](#)

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Thank you for your patience as we move the City towards a more streamlined process and user-friendly council agenda system. As always, we welcome any feedback you may have regarding the new processes and systems.

Should you have any questions or concerns, please contact Carrie Rogers, Director of the Mayor and City Council Office, at 670.5682.

In the spirit of excellence!!



T.C. Broadnax
City Manager

c: Chris Caso, City Attorney (Interim)
Mark Swann, City Auditor
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizer 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
Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer
Michael Mendoza, Chief of Economic Development and Neighborhood Services
M. Elizabeth Reich, Chief Financial Officer
Laila Aleqresh, Chief Innovation Officer
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion
Directors and Assistant Directors