

Memorandum



CITY OF DALLAS

DATE May 24, 2024

TO Honorable Mayor and Members of the City Council

SUBJECT **Follow Up to the Ad Hoc Committee on Investigating and Ethics regarding Employee Emails for the 7800 N. Stemmons Building**

Background

The Ad Hoc Committee on General Investigating and Ethics (Committee) met on May 2, 2024, to learn more about the purchase and renovation of the 7800 N. Stemmons Freeway Building (Stemmons Building). The Committee requested that emails received by city staff regarding the working conditions at the Stemmons Building be made available for Committee review. This memorandum describes the process by which those emails have been identified.

Process Used to Identify Emails

The Department of Information and Technology Services (ITS) utilized a data filter to identify all emails received from city email addresses, and external email addresses, to the Department of Development Services (DEV) executive staff, assistant director position or higher, Assistant City Manager Majed Al-Ghafry, City Manager T.C. Broadnax, City Council Members, or City Council Member Assistants, within the timeframe of December 18, 2023 to April 9, 2024, that included the phrase “7800” AND “Stemmons.” These dates cover the time period that staff occupied the Stemmons Building until they were asked to return to the Oak Cliff Municipal Center (OCMC).

The data filter identified 5,610 emails. That list was filtered a second time by ITS for emails containing the words “Fire” or “Plumbing” or “Safety.” The additional filter reduced the results to 2,422 emails.

The emails were then run through “keyword search” by the Office of Bond and Construction Management (BCM). The “keyword search” was applied to all 5,610 emails. The following keywords were used as part of that search:

Key words	
Unsafe	Fire and sprinkler
Hazard	"Working Conditions"
"Fire" AND "Safety"	DEV Employee - 1
"Life safety"	DEV Employee - 2
Welfare	COD Employee - 3
Plumbing	Hostile
"Unsafe building conditions"	Migraine

"Unsafe working conditions"	Headache or "Head-ache"
Complaint	WFH or "Work from Home"
Disregard	Alternate Work Schedule

As a result of the search using the keyword filters described above, five (5) emails were found that referenced concern about the working conditions at the Stemmons Building:

No. of Emails	Relevancy
2	DEV employees expressing concern about working conditions
1	As part of the punch list on floors 2-5, a tripping hazard was identified (Note: this has since been remediated)
1	Parking garage status, open or enclosed structure and how that would impact the inspections
1	Email from the United Steel Workers Union, regarding working conditions at Stemmons

Based on the described methodology, city staff are aware of only the five (5) emails listed above that reference working conditions at the Stemmons Building. If it is suggested that other keywords or known emails should be researched, please forward that information to BCM and staff will undertake additional research activities on the subject. The emails have been provided to the Ad Hoc Committee on Investigating and Ethics and are available upon request.

City Council is not subject to open records request (ORR) filtering and may have access to all 5,610 emails. Upon request, ITS will provide the computer file along with directions on how to access the content. Note, there are emails included in the over 5,000 emails that include communication with the City Attorney’s Office and with the Department of Human Resources. Should an ORR be submitted by the media or the public, legal constraints may prevent the release of that content.

Should you have additional questions please contact Jenny Nicewander, Director of the Office of Bond and Construction Management at Jennifer.nicewander@dallas.gov.

Majed Al-Ghafry
 Assistant City Manager

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c: Kimberly Bizer Tolbert, City Manager (I)
Tammy Palomino, City Attorney
Mark Swann, City Auditor
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Jon Fortune, Deputy City Manager

M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager
Dr. Robert Perez, Assistant City Manager
Donzell Gipson, Assistant City Manager (I)
Robin Bentley, Assistant City Manager (I)
Jack Ireland, Chief Financial Officer
Genesis D. Gavino, Chief of Staff to the City Manager
Directors and Assistant Directors