

# Memorandum



CITY OF DALLAS

DATE August 2, 2024

TO Honorable Mayor and Members of the City Council

SUBJECT **Organizational Realignment: Mayor and City Council Office**

While we continue to implement opportunities to evolve into a more efficient and effective organization. As I communicated with you in the last two weeks, I am pleased to share with you a new structure for the Mayor and City Council Office.

The City Manager's proposed budget for FY 2024-25, incorporates the proposed structure, that if approved will be effective October 1. Each City Council member officeholder account will receive a set allocation of funds to support your staffing and district specific needs. This restructure is anticipated to provide greater operational efficiency and autonomy for officeholders in the management of personnel and budgets.

The Director of the Office of Government Affairs will serve as a liaison to the Mayor and City Council Office and provide executive guidance via a budget, HR, and CMO liaisons to assist with the new structure. This will not replace my one-on-one regular meetings with you or your direct executive leadership liaison team assignments.

The realignment of these funding resources will further elevate and focus your policy and programming needs. The amount allocation takes into consideration the current total budget and actual, historical expenses of the Mayor and City Council Office and is consistent across all districts. Your budgets will cover salary and related benefits of both the officeholder and the staff reporting to each district (including an average 3% merit pay for employees), which were previously combined in a central office administrative budget. If there are changes to the City Charter allocating a budget enhancement, the amount will then be adjusted to reflect them.

Office supplies, cell phones, mileage, officeholder travel, district events, ceremonial items, all expenses associated with community district offices, and other expenses typical of officeholder purchases will be included in Council District Budgets. If appointed as an officer of the City Council, City Councilmembers will receive an additional one-time stipend of \$5,000 at the time of initial appointment. As a reminder, all expenses must meet the requirements of [Dallas City Code, Chapter 15A](#). Any expenses above the approved the officeholder budget are the responsibility of the individual officeholder.

Each City Council officeholder will have the latitude to select from positions that are benchmarked with policy-office, industry comparable titles and market-based salary ranges. City Councilmembers will also have the authority to move current employees

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within these positions and salary ranges, oversight of their respective personnel actions, and the ability to manage positions based on the Council district's individual needs.

### **Path Forward**

Today, I had an opportunity to meet with the Mayor and City Council Office team to give them insight on the anticipated changes. Although budget elements would be effective October 1, next week, we will immediately begin planning for the transition. Carrie Rogers, Director of the Office of Government Affairs, will reach out to you schedule a time to discuss the structural changes and further details about the budget allocation. The attached questions are for your ease of reference as we move through this transition.

Please do not hesitate to reach out to me directly if you have additional questions.

Service First, Now!



Kimberly Bizer Tolbert  
City Manager (I)

C: Tammy Palomino, City Attorney  
Mark Swann, City Auditor  
Biliera Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Dominique Artis, Chief of Public Safety (I)  
Dev Rastogi, Assistant City Manager  
M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager

Alina Ciocan, Assistant City Manager  
Donzell Gipson, Assistant City Manager (I)  
Robin Bentley, Assistant City Manager (I)  
Jack Ireland, Chief Financial Officer  
Elizabeth Saab, Chief of Strategy, Engagement, and Alignment (I)  
Carrie Rogers, Director, Office of Government Affairs



**When does this go into effect?**

While the budget elements would be effective October 1, staff will begin moving towards the transition immediately. *This is not a merger of the Mayor and City Council Office and the Office of Government Affairs. The Director of Government Affairs will serve as your executive liaison on behalf of the City Manager to provide assistance to the City Councilmembers, if needed.*

**What will the Council District staff be responsible for?**

Council District staff will be responsible for managing the day-to-day operations of the Council District, including managing the Council District budget and expenses, and personnel. MCC will retain a budget manager to support central administration budget needs. All other responsibilities will belong to the Council District staff.

**Who will approve timesheets in WorkDay for City Councilmembers and district staff?**

Additional information will be provided.

**What will the district office budget expenses cover?**

Council District budgets will cover salary and related benefits of both the officeholder and the staff reporting to each district (including an average 3% merit pay for employees), which were previously combined in a central office administrative budget. The Council District budgets will continue to include office supplies, cell phones, mileage, officeholder travel, district events, ceremonial items, all expenses associated with community district offices, and other expenses typical of officeholder purchases. If appointed as an officer of the City Council, City Councilmembers will receive an additional one-time stipend of \$5,000 at the time of initial appointment. As a reminder, all expenses must meet the requirements of [Dallas City Code, Chapter 15A](#). Any expenses above the approved officeholder budget are the responsibility of the individual officeholder.

**Will you be arranging for the district staff to learn and gain access to AMS?**

MCC will retain a budget manager to respond and support any expense-related questions. As district staff, you should have access to the City's expense system, [AMS](#), today using **cityscan** as both the username and login. Your designated budget liaison can show appropriate staff how to check your balance and expenses. We will also schedule a dedicated time to talk to you about 15A reports, prorated budgets during an election year and learn other ways we can support your budget questions.

**Who will conduct performance reviews?**

The City Councilmember will complete performance reviews for Council District staff. Your designated human resources liaison will support this process.

**What training opportunities will be available?**

We will hold a "How to Be a MCC Rockstar" training on Friday, August 16. From there – and prior to then – we expect to hear where there may be interests in training on certain topics.

**How will department-wide events, such as inauguration, City Council lunches and City Council work sessions, be funded and managed?**

Department-wide initiatives will be funded and managed from the central MCC administration budget unless otherwise noted. The Office of Government Affairs is not responsible for and will not manage City Council weekly lunches. A liaison from the City Manager's Office will support the City Council lunch process and delivery.