

# Memorandum



CITY OF DALLAS

DATE April 16, 2021

TO The Honorable Mayor and City Councilmembers

SUBJECT **Return to Work Phase III Implementation Update**

The original date of the Return to Work Phase III of May 3, 2021, will be delayed. The Ad Hoc Committee on COVID-19 Recovery and Assistance has moved the April meeting to May 6, 2021, therefore, to incorporate feedback from the Committee, the new tentative date for Phase III will be **Monday, May 10, 2021**.

As relayed in my weekly message to employees, many of our employees continue to work from home but are starting to come into the office on hybrid and flexible schedules. We are working with each department director to ensure that our rate of vaccinations for city employees is layered into the Return to Work strategy for Phases III and IV.

We have received some inquiries from councilmembers regarding the timeframe for hosting City Council meetings in person at City Hall in the City Council Chambers. Prior to May 6th, we will reach out to your offices directly to discuss and receive input on our proposed go forward strategy. This will allow us to incorporate your feedback and include it in the briefing to the Ad Hoc Committee on COVID-19 Recovery and Assistance.

In the meantime, it's important that you know we are continuing to be strategic, cautious, and using data to determine how and when it is best for everyone to fully return to in person, office working environments. We will continue with our current Phase II activities, which includes virtual meetings and move forward with the May 10 Phase III opening. Facial coverings will continue to be required for all city employees and guests in city facilities. We will provide an update on the Phase III protocols during the May 6<sup>th</sup> briefing.

We appreciate your ongoing support and cooperation as we work to safely reopen City Hall and other city facilities in the next few months. Please do not hesitate to reach out to me or Kimberly Bizzor Tolbert, Chief of Staff, who is leading the City's Return to Work planning efforts.

A handwritten signature in black ink, appearing to read 'T.C. Broadnax', written over a white background.

T.C. Broadnax  
City of Dallas

c: Chris Caso, City Attorney  
Mark Swann, City Auditor  
Billieae 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 & Neighborhood Services  
M. Elizabeth Reich, Chief Financial Officer  
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion  
Directors and Assistant Directors