

Memorandum



CITY OF DALLAS

DATE August 23, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT **Offsite City Council Meeting Expenses**

Pursuant to City Council Resolution 18-0849, adopted June 13, 2018, four of the second Wednesday Council Agenda meetings of each month will begin at 2:00 p.m. and will be held at community locations throughout the City.

The third offsite City Council meeting was held on Wednesday, August 14, at the Lake Highlands North Recreation Center. Enclosed is information regarding expenses incurred for the August 14 offsite meeting, as well as all offsite City Council meetings to-date. Total costs for all three offsite City Council meetings is \$40,761.86.

Should you have any questions or concerns, please contact Carrie Rogers, Director of the Mayor and City Council Office, at 214-670-5682.

A handwritten signature in blue ink that reads "Carrie Rogers".

Kimberly Tolbert
Chief of Staff of the City Manager

c: T.C. Broadnax, City Manager
Chris Caso, City Attorney (Interim)
Mark Swann, City Auditor
Billierae Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizar 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 Alequresh, Chief Innovation Officer
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion
Directors and Assistant Directors

August 14, 2019 Offsite City Council Meeting Expenses
(Expense Report)

Expense	Description	Amount	Notes
Council staff overtime	1 hourly Council employee	\$192.50	
Building Services Department Labor hours	Delivery of tables/chairs, electrical set up, linen	\$2,091.00	
Security overtime		\$1,472.47	
Public Affairs Office staff overtime	3 employees - Fully loaded costs with overtime rates	\$647.12	
Public Affairs Office Streaming Equipment	REMO portable live broadcast system	\$6,638.75	<i>\$26,555 total cost. Divided by four meetings in 2019.</i>
Park & Recreation materials and set-up	Park Maintenance - Down Tree removal, Forestry Equipment, Sanitation Charge Recreation Services - Staff Overtime and Supplies	\$1,197.71	Park Maintenance - Staff Labor, Parts, Dump Fees Recreation Services - Overtime for 6 employees
	Total	\$12,239.55	