

# Memorandum



City of Dallas

DATE June 20, 2024  
TO The Honorable Eric Johnson  
FROM Councilmember Adam Bazaldua  
SUBJECT **Request for Placement of Agenda Item – Councilmember(s)**

## ITEM/ISSUE PROPOSED FOR COUNCIL CONSIDERATION:

Pursuant to Section 6.2 of the City Council Rules of Procedure, please refer the following item to a city council committee and schedule this item for a regular city council voting agenda within 30 calendar days after receipt of this request:

A resolution amending the city's policy governing the use of legislature travel funds in order to more efficiently allow for councilmembers to travel to Austin and Washington D.C to speak on legislatives matters.

## BRIEF BACKGROUND:

City council approves a list of legislative priorities which serve a public purpose.

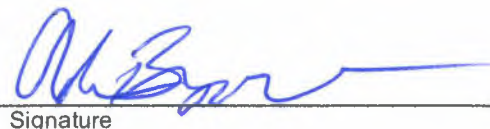
Each fiscal year funds are set aside for councilmember legislative travel.

The city adopted a policy for use of legislative travel funds on September 13, 2006 by Resolution No. 06-2446. In order to use legislative travel funds, Resolution No. 06-2446 requires a councilmember to: (1) receive approval from the chair of the Legislative Ad Hoc Committee, the mayor, or the city manager; (2) pursue items on the council approved list of legislative priorities; and (3) not use legislative travel funds to travel to the annual Texas Municipal League meeting or national meetings of the U.S. Conference of Mayors and the National League of Cities.

This policy has never been updated since it was approved in 2006. There is a need to amend this policy to more efficiently and effectively allow councilmembers to participate in the city's state and federal legislative priorities by traveling to Austin and Washington, D.C. to speak on behalf of, or testify at committees about the City of Dallas' Legislative Program. The proposed resolution helps to streamline the process for requesting legislative travel funds while ensuring that councilmembers using the funds are advancing the city's legislative priorities.

Submitted for consideration by:

Adam Bazaldua, District 7  
Printed Name, District #

  
Signature

Supporting Councilmember Signatures (4 Signatures Only):

|   |                                      |
|---|--------------------------------------|
| <u>Jayne Schultz D11</u><br>Printed Name, District #    | <u>[Signature]</u><br>Signature      |
| <u>Zarin D. Gracy D3</u><br>Printed Name, District #    | <u>[Signature]</u><br>Signature      |
| <u>Paula C. Blackman D9</u><br>Printed Name, District # | <u>Paula C Blackman</u><br>Signature |
| <u>Omar Narvaez</u><br>Printed Name, District #         | <u>[Signature]</u><br>Signature      |

Attachment: Draft Resolution

- c: Honorable Councilmembers
- Kimberly Bizer Tolbert, City Manager (I)
- Tammy L. Palomino, City Attorney
- Mark S. Swann, City Auditor
- Biliera Johnson, City Secretary

Date

**WHEREAS**, city council approves a list of legislative priorities, which serve a public purpose; and

**WHEREAS**, each fiscal year funds are set aside for councilmember legislative travel; and

**WHEREAS**, the city adopted a policy for use of legislative travel funds on September 13, 2006, by Resolution No. 06-2446; and

**WHEREAS**, to use the legislative travel funds, Resolution No. 06-2446 requires a councilmember to: (1) receive approval from the chair of the Legislative Ad Hoc Committee, the mayor, or the city manager; (2) pursue items on the council approved list of legislative priorities; and (3) not use legislative travel funds to travel to the annual Texas Municipal League meeting or national meetings of the U.S. Conference of Mayors and the National League of Cities; and

**WHEREAS**, this policy has not been updated since it was approved in 2006; and

**WHEREAS**, the city council desires to amend this policy to more efficiently and effectively allow councilmembers to participate in the city's state and federal legislative priorities by traveling to Austin and Washington, D.C. to speak on behalf of, or testify at committees about the City of Dallas' Legislative Program.

**NOW, THEREFORE,**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:**

**SECTION 1.** That Resolution No. 06-2446 is amended to read as follows:

“SECTION 1. That this policy is adopted for the public purpose use of travel funds set aside for the city's adopted state and federal legislative programs (Legislative Program).

**SECTION 2.** That a councilmember may use legislative travel funds and resources upon a showing that all of the following requirements are met:

(1) the legislative priority for which the use of travel funds is requested is included in the Legislative Program;

(2) the councilmember has a city related-legislative purpose (for purposes of this paragraph, a councilmember has a city-related legislative purpose if the councilmember (a) is a chair or member of the committee under which the legislative priority is categorized, or (b) has registered the councilmember's interest in the specific legislative priority on the list maintained by the legislative director or their designee approved by resolution of the city council);

(3) if the councilmember is making public comments, testifying before a committee, or meeting with a state or federal official, the public comments, testimony, or talking points must be supportive of the legislative priority listed on the Legislative Program, and are approved by the legislative director or their designee, and may not be revised after approval;

(4) the councilmember has notified the chair of the Ad Hoc Legislative Committee in writing via email at least 12 hours before traveling to either Austin or Washington D.C. for a city-related legislative purpose;

(5) the travel funds alleviate the cost of traveling to represent the city for a city-related legislative purpose; and

(6) the travel costs must be reasonable [funds must be used to pursue items on the Dallas City Council approved federal or state legislative programs or a matter set forth in a written request from the City Attorney or City Manager to the Chair of the Legislative Ad Hoc Committee or the Mayor].

**SECTION 3.** That if the requirements in Section 3 are met, city staff located in Austin or Washington D.C. may provide support to the councilmember traveling to that city for a city-related legislative purpose. [That prior approval will be obtained for the use of travel funds by the Legislative Ad Hoc Committee, if time permits, or by one of the following three individuals: the Chair of the Legislative Ad Hoc Committee; the Mayor; the City Manager.]

**SECTION 4.** To use legislative travel funds, a councilmember must file the required documents, invoices, or statements on a form provided by the city with the legislative director or their designee either before traveling to or within one week after returning from Austin or Washington D.C. [That these funds shall not be used for travel to the annual Texas Municipal League meeting or national meetings of the U.S. Conference of Mayors and the National League of Cities.]

**SECTION 5.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas and it is accordingly so resolved.”

**Each councilmember signing the five-person request to place an item on the agenda must review and confirm that they have read and agree with the draft resolution by dating, initialing, and placing their district number below.**

|                    |                    |                    |                    |                    |
|--------------------|--------------------|--------------------|--------------------|--------------------|
| <u>6/26/24</u>     | <u>8/28/24</u>     | <u>6/28/2024</u>   | <u>8/28/24</u>     | <u>6/28/2024</u>   |
| DATE               | DATE               | DATE               | DATE               | DATE               |
| <u>[Signature]</u> | <u>[Signature]</u> | <u>[Signature]</u> | <u>[Signature]</u> | <u>[Signature]</u> |
| CM INITIAL         | CM INITIAL         | CM INITIAL         | CM INITIAL         | CM INITIAL         |
| <u>D11</u>         | <u>3</u>           | <u>9</u>           | <u>7</u>           | <u>D6</u>          |
| DIST. NO.          | DIST. NO.          | DIST. NO.          | DIST. NO.          | DIST. NO.          |