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**CITY SECRETARY
DALLAS, TEXAS**

City of Dallas

*1500 Marilla Street,
Dallas City Hall, Council
Chambers
Dallas, Texas 75201*

Public Notice

260417

POSTED CITY SECRETARY
DALLAS, TX



Ad Hoc Committee on Administrative Affairs

May 5, 2026

3:00 PM

2025 CITY COUNCIL COMMITTEE APPOINTMENTS

AD HOC COUNCIL COMMITTEES	COUNCIL COMMITTEES
AD HOC COMMITTEE ON ADMINISTRATIVE AFFAIRS Moreno (C), Cadena, M. Johnson, Mendelsohn, Stewart <p style="text-align: right;">**Assigned: 08/29/25</p>	ECONOMIC DEVELOPMENT Moreno (C), Ridley (VC), Blair, Cadena, Gracey, Roth, West <p style="text-align: right;">**Assigned: 08/29/25</p>
AD HOC COMMITTEE ON GENERAL INVESTIGATING AND ETHICS Willis (C), Blair, Cadena, Mendelsohn, Stewart <p style="text-align: right;">**Assigned: 08/29/25</p>	PARKS, TRAILS, AND THE ENVIRONMENT Stewart, (C), West (VC), Bazaldua, Blackmon, Blair, M. Johnson, Ridley <p style="text-align: right;">**Assigned: 08/29/25</p>
AD HOC COMMITTEE ON JUDICIAL NOMINATIONS Ridley (C), Resendez, Roth, Stewart, West <p style="text-align: right;">**Assigned: 08/29/25</p>	FINANCE West (C), Stewart (VC), Gracey, M. Johnson, Moreno, Resendez, Willis <p style="text-align: right;">**Assigned: 08/29/25</p>
AD HOC COMMITTEE ON LEGISLATIVE AFFAIRS Mendelsohn (C), M. Johnson, Moreno, Ridley, Stewart <p style="text-align: right;">* Assigned: 07/17/25</p>	HOUSING AND HOMELESSNESS SOLUTIONS Mendelsohn (C), Blair (VC), Bazaldua, Gracey, Moreno, Resendez, Willis <p style="text-align: right;">**Assigned: 08/29/25</p>
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(C) – Chair, (VC) – Vice Chair

* Assigned: 07/17/25

**Assigned: 08/29/25

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Handgun Prohibition Notice for Meetings of Governmental Entities

"Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun."

"De acuerdo con la sección 30.06 del código penal (ingreso sin autorización de un titular de una licencia con una pistola oculta), una persona con licencia según el subcapítulo h, capítulo 411, código del gobierno (ley sobre licencias para portar pistolas), no puede ingresar a esta propiedad con una pistola oculta."

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"Pursuant to Section 46.03, Penal Code (places weapons prohibited), a person may not carry a firearm or other weapon into any open meeting on this property."

"De conformidad con la Sección 46.03, Código Penal (coloca armas prohibidas), una persona no puede llevar un arma de fuego u otra arma a ninguna reunión abierta en esta propiedad."

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<https://dallascityhall.webex.com/dallascityhall/j.php?MTID=medde70f83233a04570492c998b9619a4>

Call to Order

MINUTES

1. [26-1523A](#) Approval of the minutes of April 21, 2026 meeting of the Ad Hoc Committee on Administrative Affairs.

Attachments: [Minutes](#)

BRIEFING ITEMS

- A. [26-1524A](#) Discuss search firms for the city attorney position.

Attachments: [Memorandum](#)

- B. [26-1525A](#) Update on the Inspector General search timeline from Strategic Government Resources.

Attachments: [Memorandum](#)

The Committee may vote to make recommendations to City Council regarding any of the following items on this agenda.

ACTION ITEMS/ DISCUSSION ITEMS

- C. [26-1528A](#) Consideration of a resolution amending Section 7.11, "Deferral of Agenda Items," of the City Council Rules of Procedure to update the timeline to defer or delete an agenda item to comply with HB 1522, 89th Legislature.

Attachments: [Memorandum](#)

- D. [26-1603A](#) Discussion on the pulled items process for City Council agendas.

Attachments: [Memorandum](#)

- E. [26-1526A](#) Discuss and recommend direction on potential revisions to work from home/telework policy and procedures.

Attachments: [Memorandum](#)

- F. [26-1527A](#) Discuss campaign contribution amounts for city elections.

Attachments: [Memorandum](#)

ADJOURNMENT

EXECUTIVE SESSION NOTICE

A closed executive session may be held if the discussion of any of the above agenda items concerns one of the following:

1. seeking the advice of its attorney about pending or contemplated litigation, settlement offers, or any matter in which the duty of the attorney to the City Council under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act. [Tex. Govt. Code § 551.071]
2. deliberating the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the city in negotiations with a third person. [Tex. Govt. Code § 551.072]
3. deliberating a negotiated contract for a prospective gift or donation to the city if deliberation in an open meeting would have a detrimental effect on the position of the city in negotiations with a third person. [Tex. Govt. Code § 551.073]
4. deliberating the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee unless the officer or employee who is the subject of the deliberation or hearing requests a public hearing. [Tex. Govt. Code § 551.074]
5. deliberating the deployment, or specific occasions for implementation, of security personnel or devices. [Tex. Govt. Code § 551.076]
6. discussing or deliberating commercial or financial information that the city has received from a business prospect that the city seeks to have locate, stay or expand in or near the city and with which the city is conducting economic development negotiations; or deliberating the offer of a financial or other incentive to a business prospect. [Tex Govt. Code § 551.087]
7. deliberating security assessments or deployments relating to information resources technology, network security information, or the deployment or specific occasions for implementations of security personnel, critical infrastructure, or security devices. [Tex Govt. Code § 551.089]
8. deliberating cybersecurity measures, policies, or contracts solely intended to protect a critical infrastructure facility. [Tex. Gov't Code § 551.0761]



City of Dallas

1500 Marilla Street
Council Chambers, 6th Floor
Dallas, Texas 75201

Agenda Information Sheet

File #: 26-1523A

Item #: 1.

Approval of the minutes of April 21, 2026 meeting of the Ad Hoc Committee on Administrative Affairs.

MINUTES OF THE CITY COUNCIL COMMITTEE
TUESDAY, APRIL 21, 2026

26-0017

AD HOC COMMITTEE ON ADMINISTRATIVE AFFAIRS
CITY COUNCIL CHAMBER, CITY HALL/VIDEO CONFERENCE
MAYOR PRO TEM JESSE MORENO, PRESIDING

PRESENT: [5] Moreno, Johnson, Cadena, Stewart, Mendelsohn (**3:03 p.m.)

ABSENT: [0]

The meeting was called to order at 11:41 a.m. with a quorum of the committee present.

The meeting agenda, posted in accordance with Chapter 551, "OPEN MEETINGS," of the Texas Government Code, was presented.

The meeting recessed to closed session at 11:41 a.m. and reconvened to open session at 3:03 p.m.

After all business properly brought before the committee had been considered, the meeting adjourned at 3:04 p.m.

Chair

ATTEST:

City Secretary Staff

Date Approved

The agenda is attached to the minutes of this meeting as EXHIBIT A.

The actions taken on each matter considered by the committee are attached to the minutes of this meeting as EXHIBIT B.

The briefing materials for this meeting are filed with the City Secretary's Office as EXHIBIT C.

**** Note: Indicates arrival time after meeting called to order/reconvened.**

MINUTES OF THE CITY COUNCIL COMMITTEE
TUESDAY, APRIL 21, 2026

EXHIBIT A

RECEIVED

2026 APR 15 PM 9:31

**CITY SECRETARY
DALLAS, TEXAS**

City of Dallas

1500 Marilla Street, Room 6ES
Dallas, Texas 75201

Public Notice

260379

POSTED CITY SECRETARY
DALLAS, TX



Ad Hoc Committee on Administrative Affairs

April 21, 2026

11:00 AM

2025 CITY COUNCIL COMMITTEE APPOINTMENTS

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Call to Order

MINUTES

1. [26-1422A](#) Approval of the minutes of April 8, 2026 meeting of the Ad Hoc Committee on Administrative Affairs.

Attachments: [Minutes](#)

The Committee may vote to make recommendations to City Council regarding any of the following items on this agenda.

BRIEFING/ ACTION ITEMS

- A. [26-1423A](#) Recommend interim city attorney candidate(s) to City Council.
- B. [26-1424A](#) Discuss and recommend search firms to City Council for the city attorney position.

CLOSED SESSION:

Personnel Matters (Sec. 551.074 T.O.M.A)
- Deliberate the appointment of an interim city attorney.

ADJOURNMENT

EXECUTIVE SESSION NOTICE

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1. seeking the advice of its attorney about pending or contemplated litigation, settlement offers, or any matter in which the duty of the attorney to the City Council under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act. [Tex. Govt. Code § 551.071]
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3. deliberating a negotiated contract for a prospective gift or donation to the city if deliberation in an open meeting would have a detrimental effect on the position of the city in negotiations with a third person. [Tex. Govt. Code § 551.073]
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MINUTES OF THE CITY COUNCIL COMMITTEE
TUESDAY, APRIL 21, 2026

EXHIBIT B

OFFICIAL ACTION OF THE CITY COUNCIL COMMITTEE

APRIL 8, 2026

Item 1: Approval of the minutes of April 8, 2026 meeting of the Ad Hoc Committee on Administrative Affairs.

Councilmember Stewart moved to adopt the minutes as presented.

Motion seconded by Councilmember Johnson and unanimously adopted. (Mendelsohn absent when vote taken)

OFFICIAL ACTION OF THE CITY COUNCIL COMMITTEE

APRIL 8, 2026

BRIEFING/ACTION ITEMS

Item A: Recommend interim city attorney candidate(s) to City Council.

The item was discussed in executive session.

OFFICIAL ACTION OF THE CITY COUNCIL COMMITTEE

APRIL 8, 2026

BRIEFING/ACTION ITEMS

Item B: Discuss and recommend search firms to City Council for the city attorney position.

The committee discussed the item.

OFFICIAL ACTION OF THE CITY COUNCIL COMMITTEE

April 21, 2026

EXECUTIVE SESSION

- Personnel Matters (Sec. 551.074 T.O.M.A) Deliberate the appointment of an interim city attorney.

At 11:41 a.m., Chair Moreno announced the executive session of the committee authorized by Chapter 551, “OPEN MEETINGS,” of the (Texas Open Meetings Act) to discuss the following matter:

- Personnel Matters (Sec. 551.074 T.O.M.A) Deliberate the appointment of an interim city attorney.

The closed session ended and reconvened to open session at 3:03 p.m. No other matters were discussed during the closed session.

MINUTES OF THE CITY COUNCIL COMMITTEE
TUESDAY, APRIL 21, 2026

EXHIBIT C



City of Dallas

1500 Marilla Street
Council Chambers, 6th Floor
Dallas, Texas 75201

Agenda Information Sheet

File #: 26-1524A

Item #: A.

Discuss search firms for the city attorney position.

Memorandum



CITY OF DALLAS

DATE May 5, 2026

TO Honorable Members of the Ad Hoc on Administrative Affairs Committee:
Jesse Moreno (Chair), Laura Cadena (Vice Chair), Maxie Johnson, Cara Mendelsohn, Kathy Stewart

SUBJECT **City Attorney Recruitment – Executive Search Firms for Consideration**

Purpose

This memorandum presents a curated list of executive search firms proposed to support the recruitment process for the City of Dallas City Attorney. The firms identified have been evaluated based on their expertise in legal executive recruitment, public sector experience, and documented track record conducting city attorney and municipal legal searches. The list is intended to support leadership in selecting the most appropriate search partner for this critical appointment.

Background

The City Attorney serves as the chief legal officer for the City of Dallas, providing legal counsel to the City Council, the City Manager, and all City departments. The successful candidate must bring exceptional credentials in municipal law, including litigation, administrative law, and government operations. Given the seniority and visibility of this role, engaging a qualified executive search firm with relevant experience will be essential to identifying and attracting top-tier candidates.

Proposed Firms – Overview

Eleven firms have been identified and organized into two categories based on their core area of expertise:

Group 1 — Top-Tier Legal Executive Search (Government-Capable): These firms specialize primarily in legal executive recruitment at the highest levels — general counsel, chief legal officers, and senior in-house attorneys. While their primary client base is corporate, all four have documented capacity to serve governmental and public sector organizations. They are best suited for high-profile appointments where national prestige, broad legal candidate networks, and deep attorney-to-attorney relationships are a priority.

Group 2 — Government & City Attorney Specialists: These firms specialize exclusively or predominantly in public sector executive recruitment. Several have directly conducted city attorney searches for municipalities across the United States. They bring deep knowledge of municipal governance, public sector compensation structures, and the specific legal competencies required for a city attorney role. They are best suited when the priority is proven municipal experience, local government network depth, and demonstrated city attorney search outcomes.

Proposed Firms — Summary

Firm	Primary Expertise
Group 1 — Top-Tier Legal Executive Search (Government-Capable)	
Major, Lindsey & Africa [GOVT + LEGAL]	Legal executive search leader (40+ yrs); serves corporate, nonprofit, and government agencies; 98% of recruiters are former attorneys; 27 offices globally.
Spencer Stuart [GOVT + LEGAL]	Global executive search firm; dedicated Legal, Compliance & Government Affairs practice; team includes former lawyers and public policy experts.
Heidrick & Struggles [LEGAL]	Legal, risk, and compliance practice; AI-powered leadership assessment tools; strong government affairs recruiting at enterprise/regulatory level.
Egon Zehnder [LEGAL]	Senior in-house legal and GC succession planning; serves public sector at enterprise and state agency level; 600+ consultants, 71 offices worldwide.
Group 2 — Government & City Attorney Specialists	
S. Renée Narloch & Associates [GOVT + LEGAL]	Minority-owned; 25+ yrs experience; documented city attorney searches for Port St. Lucie, Cape Coral, and North Port, FL; active in Texas municipalities.
Mosaic Public Partners [GOVERNMENT]	Led Austin, TX City Manager search (T.C. Broadnax, 2024); 310+ placements in 130+ agencies; founded by former public sector executives.
Municipal Solutions [GOVERNMENT]	City/County Attorney is a listed specialty; 400+ public sector clients across cities, counties, boroughs, and utility districts nationwide.
Ralph Andersen & Associates [GOVERNMENT]	Established 1972; one of the oldest public sector search firms in the U.S.; conducts city manager, city attorney, and department head searches.
Affion Public [GOVERNMENT]	Specializes in executive-level public sector placements; strong DEI focus; documented Texas municipal searches; nationwide reach.
CPS HR Consulting [GOVERNMENT]	Dedicated public agency search practice; conducts city attorney, city manager, and department head searches for cities, counties, and special districts.
Colin Baenziger & Associates [GOVERNMENT]	Exclusively local government; operates in 35 states; 200+ searches completed; 90%+ placement retention rate; documented state-level attorney client.

DATE May 5, 2026
SUBJECT **City Attorney Recruitment – Executive Search Firms for Consideration**
PAGE **3 of 3**

Recommended Next Steps

It is recommended that leadership review this list and consider the following path forward:

- Determine whether the search priority is legal prestige and broad attorney network (Group 1) or proven municipal and city attorney search experience (Group 2), or a combination of both.
- Issue a Request for Qualifications (RFQ) or Request for Proposals (RFP) to selected firms from both groups to evaluate cost, methodology, timeline, and relevant placements.
- Schedule brief introductory calls with the top candidates to assess fit, capacity, and familiarity with Texas municipal law requirements.
- The full contact directory for all firms — including key contacts, phone numbers, email addresses, and documented city attorney search history — is attached as a reference.

Please reach out to Nina Arias, Director of Human Resources as nina.arias@dallas.gov with any questions or if you would like to discuss the recommended approach.



Jack Ireland,
Chief Financial Officer

c: Kimberly Bizer Tolbert, City Manager
Bertram Vandenberg, City Attorney (I)
Mamatha Sparks, City Auditor (I)
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Baron Eliason, Inspector General (I)
Dominique Artis, Chief of Public Safety
Dev Rastogi, Assistant City Manager

M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager
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Ahmad Goree, Chief of Staff to the City Manager
John Johnson, Chief of Real Estate
Directors and Assistant Directors



City of Dallas

1500 Marilla Street
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Agenda Information Sheet

File #: 26-1525A

Item #: B.

Update on the Inspector General search timeline from Strategic Government Resources.

Memorandum



CITY OF DALLAS

DATE May 5, 2026

Honorable Members of the Ad Hoc on Administrative Affairs Committee: Jesse Moreno (Chair), Laura Cadena (Vice Chair), Maxie Johnson, Cara Mendelsohn, Kathy Stewart

SUBJECT **Inspector General Search Timeline**

Purpose

This memorandum provides an update on the recruitment progress for the Inspector General position. The purpose is to inform leadership of the current status of the posting, the distribution channels engaged to date, and the outreach strategy in place to attract a qualified and diverse candidate pool.

Position Overview

The Inspector General is a senior-level appointed position responsible for conducting independent audits, investigations, and inspections of City of Dallas programs, operations, and contracts to promote accountability, transparency, and integrity in city government. Per Proposition L, the position requires the successful candidate to hold a Juris Doctor (J.D.) degree and be a licensed attorney.

Recruitment Vendor: SGR (Strategic Government Resources)

Position Status: Open — Actively Recruiting

Posting & Distribution Status

The position has been posted internally through the City of Dallas official jobs portal and externally through SGR's network across 12 targeted platforms. The distribution strategy prioritizes legal professional associations, government-specific job boards, diversity-focused networks, and inspector general practitioner communities to ensure maximum visibility among qualified candidates.

City of Dallas Jobs Portal (Internal/Official) • SGR Job Board • League of Women in Government • National Center for State Courts • Minority Corporate Counsel Association (MCCA) • American Bar Association (ABA) • ELGL • ICMA • GovernmentJobs.com (NEOGOV) • Texas Municipal League (TML) • Dallas Bar Association • State Bar of Texas • Inspector General Community (IGNET/AIGA)

Platform / Site	Channel	Status
City of Dallas — Direct Posting		
City of Dallas Jobs Portal	<i>Internal / Official</i>	✓ Posted
Platform / Site	Channel	Status
SGR Network — Vendor-Managed Distribution		
SGR Job Board	<i>Vendor platform</i>	✓ Posted
League of Women in Government	<i>Diversity / Professional assoc.</i>	✓ Posted
National Center for State Courts	<i>Legal / Judicial network</i>	✓ Posted
Minority Corporate Counsel Association (MCCA)	<i>Diversity / Legal assoc.</i>	✓ Posted
American Bar Association (ABA)	<i>Legal professional assoc.</i>	✓ Posted
ELGL (Emerging Local Government Leaders)	<i>Government network</i>	✓ Posted
ICMA (Int'l City/County Mgmt. Association)	<i>Government network</i>	✓ Posted
GovernmentJobs.com (NEOGOV)	<i>Government job board</i>	✓ Posted
TML (Texas Municipal League)	<i>Texas municipal network</i>	✓ Posted
Dallas Bar Association	<i>Local legal assoc.</i>	✓ Posted
State Bar of Texas	<i>State legal assoc.</i>	✓ Posted
Inspector General Community (IGNET/AIGA)	<i>IG practitioner network</i>	✓ Posted

Next Steps

- Monitor application volume and pipeline quality with SGR following the initial posting period.
- Schedule a pipeline review briefing with leadership once the posting period closes.
- A subsequent update memo will be issued once SGR provides an initial candidate summary.

Please let me know if you would like any additional information or if any adjustments to the distribution strategy are need.

Proposed Search Timeline

Milestone	Date	Notes
Contract Executed & Welcome Email from SGR	February 16, 2026	Projected Date
Onsite Position Profile Interviews	March 5–12, 2026	Search Committee, Supervisors, Direct Reports & Stakeholders
Position Profile Brochure Finalized / Job Launched	April 14, 2026	Following City Approval
Job Posted / Ads Placed	April 15, 2026	Internal steps with SGR
Application Deadline / SGR Identifies Semifinalists	May 17, 2026	~30 days after posting; rolling basis
Media & Background Checks Due	May 26, 2026	Internal steps with SGR
Semifinalist Briefing Materials Delivered to City	May 26, 2026	Includes cover letters, resumes, questionnaires & media reports
SGR Meets with City — Semifinalist Review / Finalist Selection	June 2, 2026	~90-min virtual meeting with Search Committee (Jun 2 or 3)
Reference Checks on Finalists / DiSC Assessments	June 3–5, 2026	Internal steps with SGR; DiSC if desired
Finalist Briefing Materials Delivered to City	June 5, 2026	Includes resumes, questionnaires, interview schedule & DiSC
Finalist Interview Start Date	June 9, 2026	Option 1: Jun 9–11 Option 2: Jun 17–18 (Jun 19 — Juneteenth)

DATE May 5, 2026
SUBJECT **Inspector General Search Timeline**
PAGE **4 of 4**

Observations & Notes

- The distribution mix is strategically broad — covering legal professional networks, government practitioner communities, diversity-focused associations, and inspector general-specific channels, which aligns well with the J.D./attorney requirement mandated by Proposition L.
- Postings on the Dallas Bar Association and State Bar of Texas channels are particularly relevant given the licensed attorney requirement and the local/state legal market.
- SGR is managing all external postings.

Next Steps

- Monitor application volume and pipeline quality with SGR following the initial posting period.
- Share candidate screening criteria with SGR to ensure alignment with Proposition L requirements and the City's qualifications framework.
- Schedule a pipeline review briefing with leadership once the posting period closes.
- A subsequent update memo will be issued once SGR provides an initial candidate summary.

Please contact Nina Arias, Director of Human Resources at nina.arias@dallas.gov if you would like any additional information or if any adjustments to the distribution strategy are needed at this stage.



Jack Ireland,
Chief Financial Officer

c: Kimberly Bizzor Tolbert, City Manager
Bertram Vandenberg, City Attorney (I)
Mamatha Sparks, City Auditor (I)
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City of Dallas

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Agenda Information Sheet

File #: 26-1528A

Item #: C.

Consideration of a resolution amending Section 7.11, "Deferral of Agenda Items," of the City Council Rules of Procedure to update the timeline to defer or delete an agenda item to comply with HB 1522, 89th Legislature.

This information is not available at this time. Please check back for updates.



City of Dallas

1500 Marilla Street
Council Chambers, 6th Floor
Dallas, Texas 75201

Agenda Information Sheet

File #: 26-1603A

Item #: D.

Discussion on the pulled items process for City Council agendas.

Memorandum



CITY OF DALLAS

DATE May 5, 2026
 Honorable Members of the Ad Hoc on Administrative Affairs Committee:
 TO Jesse Moreno (Chair), Laura Cadena (Vice Chair), Maxie Johnson, Cara Mendelsohn, Kathy Stewart
 SUBJECT **Best Practices Related to Pulled Agenda Items from City Council Agendas**

This memorandum provides an overview of best practices related to items pulled from City Council agendas.

Background: The Office of Government Affairs (OGA) was tasked with reviewing how other cities conduct City Council meetings. While the general concept of pulling agenda items is common across local governments, procedures vary in structure, formality, and thresholds. In researching this issue, OGA benchmarked the City of Dallas against other large Texas municipalities that operate under a council-manager form of government.

Best Practices: The Fort Worth City Council adopted **Resolution 22-2443**, during its September 13, 2022, meeting. The resolution amended the *Rules of Procedure for the Fort Worth City Council*, granting the mayor sole authority to remove items from both consent and non-consent agendas for separate consideration. Under the resolution, registered speaker is still allowed three minutes to speak on that item.

Included is a historical overview of the number of consent agenda items withdrawn from previous City Council meetings and other peer cities.

City of Fort Worth - Pulled Agenda Item History	
COUNCIL DATE	ITEMS TO BE WITHDRAWN FROM THE CONSENT AGENDA
10.28.25	0
11.11.25	1
11.18.25	1
12.9.25	2
1.13.26	0
1.27.26	2
2.10.26	0
2.24.26	2
3.10.26	0
3.31.26	0
4.28.26	0

DATE May 5, 2026

SUBJECT **Best Practices Related to Pulled Agenda Items from City Council Agendas**

PAGE 2 of 3

Comparison Among Peer Cities:

City	Govt. Form / Meeting Cadence	Consent Agenda Practice	Individual Consideration
Austin	Every Thursday, no committee meetings. The Mayor serves as parliamentarian, sends out a message on a public message board about the agenda and which items will be taken up.	A public council message board exists on which a Councilmember must note they want an item pulled and questions they want answered on the record. Items may be pulled at any time. An item may not be adopted on the consent agenda if there are two or more registered speakers on the item.	An item cannot stay on consent if it is a public hearing, time-certain, has two or more registered speakers, or a councilmember requests removal.
San Antonio	City Council meets weekly for A Session (voting) and B Session (briefing) meetings. No meetings are held in July, to allow staff time to produce the City's annual budget.	Consent items include routine items such as the purchase of equipment and supplies, capital improvements, or other similar items. Consent agenda is taken up after items for individual consideration.	Items for individual consideration are designated for the beginning of the agenda and often include a detailed staff presentation. Council members may "pull" consent items for individual discussion, staff presentation and an individual vote.
El Paso	City Council work sessions occur on Mondays, Council voting agendas on Tuesdays of the same week; meetings occur bi-weekly, with no meetings occurring every other week.	Items removed from the consent agenda by the Mayor Pro Tempore or at the request of other Council members- will be considered at the time when items for the related department are being considered or as otherwise requested by the Mayor Pro Tempore.	
Fort Worth	City Council work sessions and meetings are on Tuesdays; agendas are posted on Thursday before the meeting and include both day and evening meetings as applicable.	The Mayor is the only member of the Council who can move an item from consent or non-consent agendas to be separated out and to allow a speaker three minutes to speak on that item.	
Plano	2nd and 4th Mondays of each month, with a preliminary open meeting (briefing) held at 5 PM and a voting agenda at 7 PM.	Routine business items (minutes, bids, contract amendments, etc.)	A councilmember, the city manager, or any citizen may remove consent items for individual discussion, with limits on citizen pulls.
Irving	2nd and 4th Thursdays of each month, with a work session (briefing) held at 1 PM and a voting agenda at 7 PM.	Prior to taking up the Consent Agenda, the Mayor shall determine if there are any items thereon which should be removed from the Consent Agenda for discussion. Any Councilmember may, upon request, remove any item from the Consent Agenda for discussion/separate action.	Any Councilmember may, upon request, remove any item from the Consent Agenda for discussion and separate action.

Additional Information: The Office of Government Affairs reviewed best practices and guidance from the Texas Municipal Clerks Association (TMCA) and the North Texas Municipal Clerks Association (NTMCA).

DATE May 5, 2026
SUBJECT **Best Practices Related to Pulled Agenda Items from City Council Agendas**
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For any questions or additional information, please do not hesitate to contact Eric Dominguez, Director, Office of Government Affairs via email at eric.dominguez@dallas.gov or 214-670-4050.

Service First, Now!



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Chief of Staff to the City Manager

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Mamatha Sparks, City Auditor (I)
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City of Dallas

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Agenda Information Sheet

File #: 26-1526A

Item #: E.

Discuss and recommend direction on potential revisions to work from home/telework policy and procedures.

Memorandum



CITY OF DALLAS

DATE January 16, 2026

TO Honorable Members of the Ad Hoc Administrative Affairs Committee: Jesse Moreno (Chair); Laura Cadena; Maxie Johnson; Cara Mendelsohn; Kathy Stewart

SUBJECT **City of Dallas Telework Administrative Directive (Administrative Directive 3-80) – Policy Overview and Implementation Summary**

This memorandum provides an overview of Administrative Directive (AD) 3-80, Telework, as issued and administered by the Office of Human Resources. The directive went into effect on May 10, 2021, and was most recently reviewed on November 4, 2025. It establishes the City's framework for teleworking arrangements to enhance operational efficiency, workforce flexibility, and service continuity, while maintaining accountability and information security.

Telework is a management tool, implemented at departmental discretion based on operational needs, and employees are not entitled to a telework assignment.

Key AD Milestones

- Initial issuance: May 10, 2021
- Interim update: November 2, 2021
- Final revision: April 18, 2022
- FAQ update: April 18, 2023
- Departmental review: November 4, 2025

AD Overview

Administrative Directive 3-80 was developed to ensure consistent telework practices across departments. It provides a structured process for authorizing and managing telework arrangements and sets clear expectations for performance, conduct, and service delivery.

Key objectives include:

- Supporting departmental flexibility where telework assignments align with operational needs;
- Ensuring accountability, productivity, and compliance with City policies; and
- Establishing clear guidelines for equipment use, data security, and confidentiality.

Note: Telework under AD 3-80 is distinct from reasonable accommodation or temporary emergency remote work arrangements.

Eligibility and Oversight

Telework eligibility is determined by position requirements, operational feasibility, and employee performance. A position may qualify for a telework assignment if duties can be effectively performed remotely with measurable results and limited in-person dependency.

Departments may deny, modify, or revoke telework assignments based on performance, operational priorities, disciplinary status, or other business-related reasons.

Oversight responsibilities are shared as follows:

- Employees: Maintain performance, follow all City policies and procedures, and protect City-issued equipment.
- Supervisors/Managers: Evaluate eligibility, define expectations, and monitor outcomes.
- Human Resources/ITS: Maintain agreement records, ensure compliance, and support technology and security standards.

Administrative Process

All telework arrangements require formal approval and are documented through the Telework Assignment Request Form. Approved agreements are retained by Human Resources for accountability and periodic review.

Departments may authorize a telework assignment for a 30-day trial period and/or authorize hybrid or partial telework arrangements subject to annual review.

Equipment and Security Standards

- City-issued equipment remains City property and must be safeguarded in accordance with Information and Technology Services security standards.
- Personal home office costs (e.g., internet, utilities, furniture) are generally not reimbursed.
- City business must be conducted on City-approved systems using secure connections.
- Confidential information must be protected in compliance with all City data protection requirements.

Revocation and Adjustments

Telework arrangements may be modified or discontinued at any time to meet business needs, address performance issues, or mitigate security risks. Departments generally

DATE January 16, 2026
SUBJECT **City of Dallas Telework Policy (Administrative Directive 3-80) – Policy Overview and Implementation Summary**
PAGE **Page 3 of 3**

provide 15 days' notice unless immediate termination is required. Telework status automatically ends with transfers, promotions, or other job status changes.

Telework decisions are management determinations and may not be grieved under the directive.

Additional Information

Frequently asked questions, approval forms, and supplemental guidance are available on the City's HR Telework webpage. For questions regarding interpretation or implementation of the AD, departments may contact the Human Resources Department.

For any questions or additional information, please contact me at nina.arias@dallas.gov or (214) 470-2727.

Nina Arias
Human Resources Director

c: Kimberly Bizer Tolbert, City Manager
Tammy Palomino, City Attorney
Mark Swann, City Auditor
Billerae Johnson, City Secretary
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Agenda Information Sheet

File #: 26-1527A

Item #: F.

Discuss campaign contribution amounts for city elections.

This information is not available at this time. Please check back for updates.