

Memorandum



CITY OF DALLAS

DATE March 1, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT **Feb. 13 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 first offsite City Council meeting was held on Wednesday, February 13, at the Park in the Woods Recreation Center. Enclosed is information regarding expenses incurred for the Feb. 13 offsite meeting.

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

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

T. C. Broadnax
City Manager

c: Chris Caso, City Attorney (Interim)
Carol A. Smith, City Auditor (Interim)
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizer 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
M. Elizabeth Reich, Chief Financial Officer
Laila Alequresh, Chief Innovation Officer
Directors and Assistant Directors

February 13, 2019 Offsite City Council Meeting Expenses
(Expense Report)

Expense	Description	Amount	Notes
Council staff overtime		\$219.99	
Dinner for Council & staff		\$0.00	<i>\$850. This cost would occur regardless of location.</i>
Refreshments		\$88.36	
Building Services Department Labor hours	Set-up & electrical	\$1,020.00	
Materials (electrical)	electrical	\$1,295.75	
Linen	Table set up	\$166.32	
Security overtime		\$2,951.87	
Public Affairs Office staff overtime		\$889.49	
Public Affairs Office Streaming Equipment		\$6,638.75	<i>\$26,555 total cost. Divided by four meetings in 2019.</i>
Park & Recreation materials and set-up	Floor Cover, chair set up, transport	\$550.00	
City Secretary Office	Note from BRJ: Staff time was adjusted by late arrival that day	\$0.00	No Cost incurred
City Attorney Office		\$0.00	No Cost incurred
Dallas Police Department staff overtime	overtime (1 FT)	\$210.36	
	Total	\$14,030.89	