

# Memorandum



CITY OF DALLAS

DATE February 22, 2024

TO Honorable Members of the Dallas City Council

SUBJECT **Ad Hoc Committee on Administrative Affairs**

Dear Colleagues:

Following the city manager's resignation announcement on Wednesday, it is important for us to work together to create a successful transition and determine a path forward that is worthy of the residents we serve. The next city manager will be responsible for supervising operations and crucial services in the ninth-largest — and greatest — city in the United States, and we must be thoughtful about how we proceed.

While I expect we will have interest from internal and local candidates to consider, our residents expect us to conduct a thorough national search to find the best possible city manager for our city's future.

Therefore, I am hereby charging the Ad Hoc Committee on Administrative Affairs with the following responsibilities:

- Recommending to the City Council a proper timeline for naming an interim city manager based on the timeline provided by the city manager;
- Recommending a candidate or candidates to the City Council for consideration of an appointment to the position of interim city manager;
- Assessing and recommending a national search process, including creating a public input process and deciding whether to support the hiring of any consultants or firms to assist with the search; and
- Determining minimum qualifications for any candidates to be considered.

In addition, to help carry out these charges, I am adding two additional members to the Ad Hoc Committee on Administrative Affairs:

- Paul Ridley
- Kathy Stewart

I encourage this Committee to meet as soon as possible to begin these discussions. Our city has been moving in the right direction, and with the right team in place at Dallas City Hall, we have the opportunity to continue and grow our momentum in the years to come.

Furthermore, I will not be attending the special called meeting, organized by three City Councilmembers, on Tuesday, February 27. There is simply no need or reason to rush this process, and any decisions about how to move forward should be made in a manner that inspires public confidence. As you know, the city manager's resignation is not effective until June 3, and we can very easily add these items to an upcoming regularly scheduled agenda meeting to allow for meaningful discussion and full participation from all 15 duly elected members of the City Council on these vital matters.

Thank you. If you have any questions, please feel free to reach out.

Sincerely,

A handwritten signature in black ink, appearing to read 'E. Johnson', with a long horizontal line extending to the right.

Eric L. Johnson  
Mayor

c: T.C. Broadnax, City Manager  
Billerae Johnson, City Secretary  
Tammy Palomino, City Attorney  
Mark Swann, City Auditor  
Genesis D. Gavino, Chief of Staff to the City Manager