

Memorandum



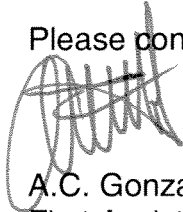
DATE: August 10, 2012

TO: Honorable Mayor and Members of the City Council

SUBJECT: City Hall Security Tabletop Exercise

On **Wednesday, August 15, 2012**, Equipment & Building Services and the Dallas Police Department will present a security tabletop exercise to Council which will include scenarios. The exercise will cover standard operating procedures for emergency situations during Council hearings. Appropriate attire should be considered.

Please contact my office at (214) 670-3314 if you have further questions.



A.C. Gonzalez
First Assistant City Manager

cc: Mary K. Suhm, City Manager
Rosa Rios, City Secretary
Thomas P. Perkins, City Attorney
Craig D. Kinton, City Auditor
C. Victor Lander, Administrative Judge
Forest Turner, Assistant City Manager
Jill A. Jordan, P.E., Assistant City Manager
Ryan S. Evans, Assistant City Manager
Joey Zapata, Assistant City Manager
Jeanne Chipperfield, Chief Financial Officer
Stephanie Cooper, Assistant to the City Manager