

Memorandum



CITY OF DALLAS

DATE February 13, 2015

TO Members of the Budget, Finance & Audit Committee: Jerry R. Allen (Chair),
Jennifer S. Gates (Vice Chair), Tennell Atkins, Sheffie Kadane, Philip T. Kingston

SUBJECT City Calendar Amendments and City Council Attendance Requirements

On February 17, 2015, the Budget, Finance and Audit Committee will be briefed on the City Calendar Amendments and City Council Attendance Requirements. The briefing is attached for your review.

Please let me know if you need additional information.

A handwritten signature in blue ink that reads "Jeanne Chipperfield".

Jeanne Chipperfield
Chief Financial Officer

c: Honorable Mayor and Members of City Council
A.C. Gonzalez, City Manager
Warren M.S. Ernst, City Attorney
Craig D. Kinton, City Auditor
Rosa A. Rios, City Secretary
Daniel F. Solis, Administrative Judge
Ryan S. Evans, First Assistant City Manager

Jill A. Jordan, P.E., Assistant City Manager
Joey Zapata, Assistant City Manager
Mark McDaniel, Assistant City Manager
Eric D. Campbell, Assistant City Manager
Forest E. Turner, Chief Wellness Officer
Sana Syed, Public Information Officer
Elsa Cantu, Assistant to the City Manager

City Calendar Amendments and City Council Attendance Requirements

Budget, Finance & Audit Committee

Tuesday, February 17, 2015



Purpose

- Review effects of revised definition of regular meeting of the City Council
- Review recommended calendar amendments
- Discuss potential amendment to City Council Rules of Procedure for the cancellation of City Council meetings
- Discuss future posting of budget workshops

Amended Charter Language

November 2014 City Charter election amended the definition of a regular meeting of the City Council

Chapter III. City Council

SEC. 6. REGULAR MEETINGS.

(a) On the day the members of the city council take office, they shall meet at the building designated as the official city hall, and thereafter all regular meetings of the city council must be held in the city hall building in such locations and at such times as may be prescribed by ordinance, resolution, or lawfully-posted notice. ~~[At least one regular meeting of the city council must be held each week unless postponed or canceled for valid reasons as determined by the city council.]~~

(b) For purposes of this Charter, a regular meeting of the city council means a ~~[weekly]~~ meeting of the full city council at which city council members vote or are briefed on matters of interest to the city.

Council Staff Planning Sessions - Jan 15th - 16th

- Council-Staff Planning Sessions (Retreat) on Jan 15-16 were not intended to be regular meetings when calendar was adopted
 - Recommended action – approval of a City Calendar amendment to clarify that these meetings were special meetings of the City Council

Cancellation of January 21st Meeting

- Charter amendment permits cancellation of City Council meetings without a vote of the City Council
 - Recommended action – approval of a City Calendar amendment to reflect cancellation of the January 21st meeting
 - Discuss amending the City Council Rules of Procedure to establish a cancellation policy for City Council meetings

Posting of Budget Workshop Agendas

- Prior to Charter amendments, City Council Budget Workshops held on days other than Wednesday were not considered regular meetings of the City Council and therefore not subject to attendance calculation
- Revised definition would include these meetings in attendance calculation unless posted as a special meeting of the City Council
- Guidance from committee sought on posting of future Budget Workshops (other than Wednesday meeting)
 - Budget Workshop currently on 2015 calendar for Tuesday, August 11th - Presentation of the City Manager's Proposed FY2015-16 Budget

Summary

- Recommend City Calendar amendments to
 - Clarify that the January 15th-16th Council-Staff Planning Sessions were special meetings of the City Council
 - Reflect the cancellation of the January 21st meeting
- Hear discussion/feedback on
 - Posting of future Budget Workshops
 - Amending the City Council Rules of Procedure to provide a cancellation policy for City Council meetings

Appendix
Charter's Council Attendance
Requirements
Ch. III, §4 (e)

Ch. III, §4 (e)

(e) If any city council member, including the mayor, misses more than 10 percent of the total number of regular meetings held by the city council during any compensation year, then the city council member's compensation provided for under Subsection (a) for that year will be reduced proportionately by the percentage of meetings missed. For purposes of this subsection, regular meetings include both those held by the full city council and those held by the standing city council committees on which a member serves. Meetings missed by a city council member while he or she is on the official business of the city council and at the direction of the city council will not be counted towards the percentage of missed meetings for which compensation reduction is required under this subsection, but will be counted as though the member had attended the meetings that are missed while so engaged in city business.