

RECEIVED

ADMINISTRATIVE AD HOC COMMITTEE
DALLAS CITY COUNCIL COMMITTEE AGENDA

2018 JUN 14 AM 11: 27

WEDNESDAY, JUNE 20, 2018

DALLAS CITY HALL

CITY SECRETARY
DALLAS, TEXAS

1500 MARILLA ST, L1EN CONFERENCE ROOM D
DALLAS, TEXAS 75201


Immediately following the Dallas City Council Briefing Meeting
But no earlier than 3 p.m.

Chair, Councilmember Sandy Greyson
Vice Chair, Councilmember Jennifer S. Gates
Councilmember B. Adam McGough
Councilmember Casey Thomas, II

Call to Order

1. Approval of Minutes:
 - a. April 24, 2017
 - b. August 15, 2017
2. Review of City Secretary Bilierae Johnson's First Year Action Plan
3. City Council Rules of Procedure
 - a. Possible Limitations on Number of Zoning Case Deferrals
 - b. Documentation of Absence When Votes Taken
4. City Secretary Tracking and Notifications of City Councilmember Absences
5. Chapter 12A-10(a): City Councilmember Endorsements

Adjourn



Sandy Greyson, Chair
Administrative Ad Hoc Committee

A quorum of the Dallas City Council may be present and attending the Ad Hoc Administrative
Committee Meeting

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."

Administrative Ad Hoc Committee
June 20, 2018

Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly."

"De acuerdo con la sección 30.07 del código penal (ingreso sin autorización de un titular de una licencia con una pistola a la vista), 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 a la vista."

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]

“CORRECTED”



City of Dallas

**ADMINISTRATIVE AD HOC COMMITTEE
MEETING MINUTES
APRIL 24, 2017
3:30 P.M. – 4:30 P.M.**

Members Present: Sandy Greyson, Chair
Monica R. Alonzo
Erik Wilson
Jennifer Gates

Member(s) Absent: N/A

Others Present: Molly Carroll, Director of Human Resources
Damesha Turner, Human Resources
Rosa A. Rios, City Secretary's Office
Jesus Salazar, City Secretary's Office
Tammy Palomino, Chief of General Counsel
Chhunny Chhean, Assistant City Attorney
Teresa Pham, Assistant City Attorney
Elsa Cantu, Mayor/City Council Office

1. Call to Order

Meeting called to order at 3:30 p.m. by Councilmember Greyson.

2. City Council Onboarding Process

Molly Carroll briefed the committee about the City Council Member off boarding process. The briefing addressed the internal audit of the under payment of council members by 3.2 hours. The council members received a prorated pay check for the difference. The difference of hours has been changed to address the hour difference. (2912 vs. 2080 hours)

Jennifer Gates made motion to approve pay change and motion was seconded by Casey Thomas **Erik Wilson**.

3. City Secretary's Office

- Proposed Changes to Chapter 8 (Boards & Commissions)
- Boards & Commissions Background Check Process
- Boards & Commissions Application Program
- Modifications to City Secretary's Office Record Retention Periods for Campaign Finance Reports and Other Records Series

City Secretary Rosa Rios briefed the committee on the Stage 1 changes to the proposed changes to Chapter 8 (Boards & Commissions) (Briefing attached)

Discussion

Question & Answer

Adjournment

The meeting adjourned at 4:45 p.m.

Chair

“CORRECTED”



City of Dallas

**ADMINISTRATIVE AD HOC COMMITTEE
MEETING MINUTES
AUGUST 15, 2017
1:00 P.M. – 2:00 P.M.**

Members Present: Sandy Greyson, Chair
Monica R. Alonzo Adam McGough
Erik Wilson Casey Thomas
Jennifer Gates

Member(s) Absent:

Others Present:

1. Call to Order

Meeting called to order at 1:02 p.m. by Councilmember Greyson.

2. Closed Session / Personnel (Sec. 551.074 T.O.M.A.)

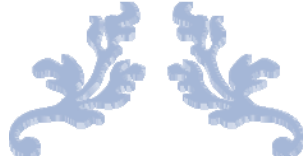
- Discuss and evaluate performance of appointed officials City Manager T.C. Broadnax, City Attorney Larry Casto, City Auditor Craig D. Kinton, and City Secretary Rosa A. Rios

The closed session was held.

Adjournment

The meeting adjourned at 1:55 p.m.

Chair



1-YEAR ACTION PLAN

Effective April 11, 2018



Revised: May 1, 2018

CITY SECRETARY'S OFFICE

City Secretary's Office

The following goals and objectives represent my 1-year action plan for the Department:

Objective 1: Provide an Open Records Request web portal.

This web portal will allow all previous requests and released responsive documents to be viewable online. The objective is to assist individuals with finding information they are looking for without having to submit a request. Over the next year, the Department will move toward accomplishing this objective by focusing on the following goal(s):

- Reducing the number of open records requests.
- Allowing individuals to be more engaged and empowered.

Objective 2: Identify and align Boards & Commissions practices with current City Attorney's Office interpretations/opinions; providing the City Council with clear and concise understanding of the nomination/appointment process.

Chapter 8 of the Dallas City Code governs boards and commissions. The City Secretary's Office will conduct a review of the chapter to find any outdated and/or vague requirements and practices. The review will not be limited to Chapter 8, but any other sections of the Dallas City Code that may impact a board or commission. Those identified requirements and/or practices will be carefully reviewed and discussed with the City Attorney's Office before any recommendations are submitted to council. Over the next year, the Department will move towards accomplishing this objective by focusing on the following goal(s):

- Eliminating city council confusion in regards to the City Secretary's Office practices and processes when processing board & commission nominees.
- Ensuring the city council and public that the City Secretary's Office practices and processes are fair when vetting board & commission nominees.

Objective 3: Implement an Electronic Boards and Commissions Management System.

Implementation of a new electronic management system to enhance the current SIRE application. The new system will include a public portal, a Member Application form (profile), and workflow that will send approved profiles of applicants automatically to designated staff. The current system does not provide these types of services as the process is manual. Over the next year, the Department will move toward accomplishing this objective by focusing on the following goal(s):

- Providing a user-friendly system that also allows for easy to manage customized application forms for all boards and commissions.

Objective 4: Enhance City Secretary's Office website

Enhance the City's website and content to engage citizens and to allow more efficient access to public services and information. Over the next year, the Department will move toward accomplishing this objective by focusing on the following goal(s):

- Listing the Frequently Requested Information on the main webpage
- Providing information on important ("hot") topics
- Being a user-friendly system to the public (3-Click goal)

City Secretary's Office

Objective 5: Implement an On-Line Speaker Registration System

In an effort to welcome comments from the public on matters related to City policies, programs or services before the city council, our office will be implementing online speaker registration in addition to the current manual speaker registration process. Over the next year, the Department will move toward accomplishing this objective by focusing on the following goal(s):

- Responding more accurately to speaker requests by automating the process.
- Reducing the number of errors on citizens' topics(s) and/or misspelling of names, addresses, etc.

Objective 6: Enhance the Council Attendance Tracking System (Collaboratively work with the Chief Financial Officer)

In accordance with the Dallas City Charter and City Council Rules of Procedure, The City Secretary's Office, in conjunction with the Chief Financial Officer, will develop a tracking system that will provide a quicker, more accurate accounting of a council member's meeting attendance. Over the next year, the Department will move toward accomplishing this objective by focusing on the following goal(s):

- Providing a mechanism that allows council members to be aware (keep track) of their attendance
- Reducing the amount of staff time required to track council attendance

Objective 7: Develop a website and an electronic display honoring the achievements of 14-1

The City Secretary's Office, Municipal Archives, will develop a permanent website and an electronic display that will honor the community activists who contributed to establishing the 14-1 form of government we currently have today. Over the next year, the Department will move toward accomplishing this objective by focusing on the following goal(s):

- Ensuring that the achievements of the 14-1 form of government are permanently documented and easily accessible.

Objective 8: Streamlining all city elections to provide better customer service to the city council and citizens of Dallas.

The City Secretary's Office will conduct a review of the entire election and consult with city council and Dallas citizens to find the weaknesses and strengths in our process. Over the next year, the Department will move toward accomplishing this objective by focusing on the following goal(s):

- Working closely with all 3 counties to ensure city elections are being conducted effectively, efficiently and economically.
- Reducing city council and citizen confusion in regards to the election process

Objective 9: Effectively work as a team with other appointed city officials

The City Secretary's office is an independent department but working with city council and the other appointed officials to achieve successful public service is necessary. Over the next year, the Department will move toward accomplishing this objective by focusing on the following goal(s):

- Understanding and respecting each other's roles (city council, city manager, city attorney, city auditor, administrative judge, and city secretary) and sharing in the obligation to maintain a balance.

City Secretary's Office

Objective 10: Explore revenue generator(s) for the Department

The City Secretary's office will look for ways the department can generate revenue. Over the next year, the Department will move toward accomplishing this objective by focusing on the following goal(s):

- Identifying frequently requested documents that involve costs, that would serve as a convenience to citizens and city staff.

Summary Department

	FY 2018 BUDGET	FY 2018 *AMEND	FY 2019 Request	FY 2018-2019 CHANGE
Positions	18.00	20.00	24.00	4.00
Personnel Expense	\$ 1,472,546	\$ 1,737,912	\$ 1,972,912	\$ 235,000
Non-Personnel Expense	\$ 793,781	\$ 894,781	\$ 951,281	\$ 56,500
TOTAL	\$ 2,266,327	\$ 2,632,693	\$ 2,924,193	\$ 291,500

**Amended to include the transfer of Open Records, October 11, 2017*

Department Staffing

	FY 2018 AMEND	FY 2019 Request	FY2018- 2019 CHANGE
GENERAL FUND			
Council Support	6.00	7.00	1.00
Elections	1.00	1.00	0.00
Open Records	2.00	5.00	3.00
Boards & Commissions	3.00	3.00	0.00
Records Management	4.00	4.00	0.00
Municipal Archives	2.00	2.00	0.00
Customer Service	2.00	2.00	0.00
Total	20.00	24.00	4.00

City Secretary's Office

Significant Budget Adjustments

GENERAL FUND

	Positions	Cost	Revenue
Salary and Benefit Adjustments	4.00 \$	235,000 \$	0
Adjustments to reflect changes to salaries, retirement contributions, retiree health contributions, and FICA.			
Equipment/Support for Information Technology	0.00	\$ 56,500	0
Funding needed for the Electronic Data Management System	0.00	\$ 20,000	
Additional funding needed for the QuickSearch	0.00	\$ 16,500	
Add'l funding needed for the Electronic B&C Management System	0.00	\$ 20,000	

***NOTE: 2,500,000 will be requested for the 2019 General/Runoff Elections (funding TBD)**



OFFICE OF THE CITY SECRETARY

ORGANIZATIONAL CHART

EFFECTIVE APRIL 2018

BILIERAE JOHNSON
CITY SECRETARY

David Allen
Program Analyst

Miroslava Martinez
Assistant City Secretary

Jesus (Jesse) Salazar
Assistant City Secretary

CUSTOMER SERVICE

Ashley De La Rosa
Customer Service Rep II

VACANT
Customer Service Rep II

COUNCIL SUPPORT

Business Manager
VACANT

Lidia Ortega
Lobbyist Coordinator

Adelia Gonzalez
Coordinator III

Anna Gonzalez
Administrative Assistant

ELECTIONS

Elections Manager
VACANT

OPEN RECORDS

Jeri Carter Lawson
Open Rec. Coordinator

Priscylla Bento
Open Rec. Coordinator

Parris Long
Open Rec. Coordinator

Camilla Taylor
Open Rec. Support

Michelle Young
Administrative Assistant

BOARDS & COMMISSION

Boards & Commission Manager
VACANT

Sandra Du Bose
Coordinator III

Dawna Brown
Coordinator III

RECORDS MANAGEMENT

Records Manager
VACANT

Jose Gonzalez
Coordinator III

Lance Johnson
Coordinator III

Ra'Heem Rogers
Customer Service Rep

ARCHIVES

Archives
John Slate
City Archivist

Kristi Nedderman
Assistant City Archivist

Requested Positions

City Council Member Attendance Tracking

**Administrative Ad Hoc Committee Briefing
June 20, 2018**

**Biliera Johnson, City Secretary
City Secretary's Office**



Presentation Overview

- Purpose
- Current Process
- Proposed Process
- Questions



Purpose

To provide an overview of City Council Attendance Tracking System:

- Current Process
- Proposed Process



Current Process

City Charter

*Chapter 3, Sec. 4(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....*

❖ What meetings are considered “Regular Meetings”

Chapter III, Sec. 6(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.

Current Process (cont'd)

City Council Rules of Procedure

4.11. Absence Because of Official City Business.

(a) If a city council member is absent from an entire regular city council meeting, or an entire regular meeting of a city council committee to which he or she is assigned, because he or she is on official city business at the direction of the city council, the member shall request that the city secretary record in the minutes for that meeting that the member was absent because of official city business. The city secretary shall maintain a record of these absences on official city business so that such absences will not count against the city council member in determining his or her annual compensation under Dallas City Charter Chapter III §4.

(b) An absence for any of the following reasons will automatically be deemed to be for official city business at the direction of the city council and will not be counted against a city council member for purposes of determining the council member's annual compensation under Dallas City Charter Chapter III §4:

(1) Attending a meeting or conference of a professional organization of or association of municipalities or municipal officers.

(2) Testifying at a legislative hearing at the request of the mayor, the city council, the chair of the city council's legislative affairs committee, or the city manager.

(3) Attending a meeting of a board, commission, or committee to which the city council member has been appointed by the mayor or the city council.

(c) In addition to absences automatically considered to be on official city business at the direction of the city council under Paragraph (b) of this subsection, the city council may by resolution designate whenever a council member's absence is for official city business and not counted as a missed meeting for purposes of Dallas City Charter Chapter III §4.

4.12. Absence from More than 50 Percent of a Meeting.

(a) If a city council member is absent from more than 50 percent of a regular city council meeting, or more than 50 percent of a regular meeting of a city council committee to which he or she is assigned, and he or she is not on official city business at the direction of the city council as approved under Subsection 4.11 of these rules, the member will be deemed to be absent from the meeting, and the absence will be counted against the member for purposes of determining the member's annual compensation under Dallas City Charter Chapter III §4.



Current Process (cont'd)

Council Attendance Time-Keeping Procedures

- Tracking of time begins when the presiding officer calls the meeting to order and states the start time.
- Only those council members in the meeting room at the time the meeting is called to order are considered present.
- Time is recorded up to the minute the presiding officer states the ending time of the meeting.
- If a council member leaves the room during a meeting, staff records the time the council member left and returned to the room.
- The total number of minutes a council member is out of the room is subtracted from the total time of the meeting.
- If a council member was absent more than 50% percent of a (scheduled) meeting, the applicable council member's office is notified and can submit a memo for absence excusal.
- A quarterly report of the council member's attendance is distributed to the individual, Chief Financial Officer and to the CMO Manager responsible for managing the city council office.
- Adjustments in attendance time are deducted for the following:
 - Council recess, abstention
 - Temporary departures from the meeting (up to 20 minutes/per occurrence)

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Current Process (cont'd)

Council Attendance Time-Keeping Procedures (cont'd)

MAYOR & CITY COUNCIL
April 11, 2018 Budget Briefing Meeting

Start Time: 9:07 a.m.	End Time: 14:37 p.m.														Taken by: A. Gonzalez
District 1 Griggs	District 2 Medrano	District 3 Thomas	District 4 Caraway	District 5 Callahan	District 6 Narvaez	District 7 Felder	District 8 Atkins	District 9 Clayton	District 10 McGough	District 11 Kleinman	District 12 Greyson	District 13 Gates	District 14 Kingston	District 15 Rawlings	
Meeting Start Time	9:07	9:07	9:07	9:07	9:07	9:07	9:07	9:07	9:07	9:07	9:07	9:07	9:07	9:07	
Time of Arrival	9:07	9:07	9:07	9:07	9:07	9:07	9:07	9:07	9:07	9:07	9:07	9:07	9:07	9:07	
Subtotal Time Missed	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	
Time Out			14:04	14:22			11:20	9:08	11:20	10:23	13:02		10:38	9:39	
Time of Return			14:06	14:23			11:22	9:11	11:21	10:31	13:05		10:40	9:42	
Subtotal Time Missed	0:00	0:00	0:02	0:01	0:00	0:00	0:02	0:03	0:01	0:08	0:03	0:00	0:02	0:03	
Time Out				14:35			14:07	10:59	13:02		14:11				
Time of Return				LEFT			14:13	11:01	13:13		14:17				
Subtotal Time Missed	0:00	0:00	0:00	0:02	0:00	0:00	0:06	0:02	0:11	0:00	0:06	0:00	0:00	0:00	
Time Out								13:02	14:01						
Time of Return								13:04	14:09						
Subtotal Time Missed	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:02	0:08	0:00	0:00	0:00	0:00	0:00	
Time Out								13:13							
Time of Return								13:14							
Subtotal Time Missed	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:01	0:00	0:00	0:00	0:00	0:00	0:00	
Time Out								13:22							
Time of Return								13:48							
Subtotal Time Missed	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:26	0:00	0:00	0:00	0:00	0:00	0:00	
Time Out															
Time of Return															
Subtotal Time Missed	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	
Time Out															
Time of Return															
Subtotal Time Missed	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	
Meeting Start Time:	9:07	9:07	9:07	9:07	9:07	9:07	9:07	9:07	9:07	9:07	9:07	9:07	9:07	9:07	
Meeting End Time:	14:37	14:37	14:37	14:37	14:37	14:37	14:37	14:37	14:37	14:37	14:37	14:37	14:37	14:37	
***Unapplicable Time	1:15	1:15	1:15	1:15	1:15	1:15	1:15	1:15	1:15	1:15	1:15	1:15	1:15	1:15	
Total Meeting Time:	4:15	4:15	4:15	4:15	4:15	4:15	4:15	4:15	4:15	4:15	4:15	4:15	4:15	4:15	
Total Time Missed	0:00	0:00	0:02	0:03	0:00	0:00	0:08	0:34	0:26	0:08	0:09	0:01	0:02	0:18	
EXCUSED Time Missed (Total)	0:00	0:00	0:02	0:01	0:00	0:00	0:08	0:08	0:20	0:08	0:09	0:00	0:02	0:03	
Attendance Time:	4:15	4:15	4:15	4:13	4:15	4:15	4:15	3:49	4:09	4:15	4:15	4:14	4:15	4:00	
Percentage %:	100.00%	100.00%	100.00%	99.22%	100.00%	100.00%	100.00%	89.80%	97.65%	100.00%	100.00%	99.61%	100.00%	94.12%	
	District 1 Griggs	District 2 Medrano	District 3 Thomas	District 4 Caraway	District 5 Callahan	District 6 Narvaez	District 7 Felder	District 8 Atkins	District 9 Clayton	District 10 McGough	District 11 Kleinman	District 12 Greyson	District 13 Gates	District 14 Kingston	District 15 Rawlings

NOTE: Excused time has been allotted to provide for general time out as done with city employees during the course of a work day.

***Unapplicable Time Detail

*** Recess	Executive Session	Recess
Start 11:44	Start 11:47	Start 11:50
Reconvene 11:47	End 11:50	Reconvene 13:02
Total 1 0:03	Total 2 0:03	Total 3 1:12
Grand Total 1:15		

Current Process (cont'd)

Council Attendance Reporting Procedures (cont'd)

**COUNCILMEMBER EXAMPLE
SUMMARY OF CITY COUNCILMEMBER ACTIVITIES
JANUARY 2018 – MARCH 2018
2nd QUARTER**

- **Disclosure of Conflict**

Date Filed	Meeting Type	Agenda Item	Meeting Date
2/27/2018	City Council Meeting	Agenda Item 60	2/14/2018

- **Absence(s)**

Meeting Date	Meeting Type	Reason
2/5/2018	Economic Development and Housing Committee	Absent - memo provided 2/5/2018; personal business
2/5/2018	Government Performance and Financial Management Committee	Absent more than 50% - memo provided 2/5/2018; attended a Commission workshop; pending city council approval as "Official City Business"
2/14/2018	City Council Meeting	Absent - memo provided 2/5/2018; personal business
2/21/2018	City Council Planning Session (Retreat)	Absent - memo provided 2/20/2018; personal business; does not apply to compensation

- **Travel Reporting Disclosure**

Travel Date	Purpose
None Reported	

*Chapter III, Section 4(e) of the Dallas City Charter provides in part, "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...for that year will be reduced proportionately by the number of meetings missed... Meetings missed by a city council member while he or she is on official business of the city and at the direction of the city council will not be counted towards the percentage of meetings missed for which compensation reduction is required... but will be counted as though the member had attended the meetings that are missed while so engaged in city business."

**Section 4.11(b) of the City Council Rules of Procedure provides that an absence by a council member for (1) attending a meeting or conference of a professional organization or association of municipalities or municipal officers, (2) testifying at a legislative hearing at the request of the mayor, the city council, the chair of the council's legislative affairs committee or the city manager, or (3) attending a meeting of a board, commission, or committee to which the council member has been appointed by the mayor, or the city council, will automatically be deemed to be for "official city business at the direction of the city council" and will not be counted against a city council member for purposes of determining the council member's annual compensation.

Proposed Process

Council Attendance Procedures

- ❖ Staff will continue with current time-keeping procedures
- ❖ Staff recommends changing reporting procedures to:
 - Eliminate council quarterly reports
 - Provide summary status reports on a weekly basis
 - Provide status on council attendance % on a weekly basis

NOTE:

- Council Attendance “term” is 2 one-year periods beginning on inauguration day
 - Last Inauguration: 6/19/2017; 1st Term Ends: 6/18/2018 – 2nd Term Begins 6/19/2018 through 2019 Inauguration Day
- Total number of scheduled meetings will not be the same for all council members.
(Varies based on council committees assigned)

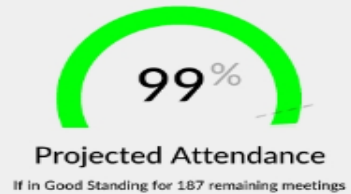
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Proposed Process (cont'd)

City Council Attendance

Council Memeber Meeting Type Meeting Date Status

Council Member
Sandy Greyson
District 12



✓	5/23/2018	CM: Greyson	Council Agenda	98% Attended	∨
✓	5/21/2018	CM: Greyson	Committee: GPFM	46% Attended	∧
Meeting Length: 425 min Attended: 197 mins Missed: 3 mins Excused: 225 mins					
Exception Memo Disclosure of Conflict					
✓	5/16/2018	CM: Greyson	Council Breifing	52% Attended	∨
✗	5/14/2018	CM: Greyson	Committee: QoL	26% Attended	∨
✓	5/14/2018	CM: Greyson	Committee: MSIS	92% Attended	∨

Council Memebers must be present for at least 50% of a meeting to be considered present.
Council Memebers must attend at least 90% of meetings each Council Year to be in good standing.

* Total Projected Meetings based on Council Member assignments



Questions

