

# City Council Member Attendance Tracking

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

**Bilierae 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

Grand Total 1:15

*** Recess	
Start	11:44
Reconvene	11:47
Total 1	0:03

Executive Session	
Start	11:47
End	11:50
Total 2	0:03

Recess	
Start	11:50
Reconvene	13:02
Total 3	1:12

# Current Process (cont'd)

## Council Attendance Reporting Procedures (cont'd)

**COUNCILMEMBER EXAMPLE  
SUMMARY OF CITY COUNCILMEMBER ACTIVITIES  
JANUARY 2018 – MARCH 2018  
2<sup>nd</sup> 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; <b>does not apply to compensation</b>

- **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; 1<sup>st</sup> Term Ends: 6/18/2018 – 2<sup>nd</sup> 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 Meeting Date Status ▼

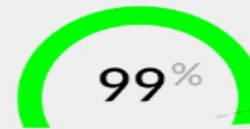
Council Member  
**Sandy Greyson**  
District 12



**Meetings Held**  
192\* Total Projected Meetings



**Attendance To-Date**  
173 Meetings Required to be in Good Standing



**Projected Attendance**  
If in Good Standing for 187 remaining meetings

✓	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 <a href="#">Exception Memo</a> <a href="#">Disclosure of Conflict</a>					
✓	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

