



**ADMINISTRATIVE AD HOC COMMITTEE
MEETING MINUTES
NOVEMBER 14, 2016
3:30 P.M. – 4:30 P.M.**

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

Member(s) Absent:

Others Present: Phillip Kingston, Council Member
Rosa A. Rios, City Secretary
Biliera Johnson, Assistant City Secretary
Tammy Palomino, Chief of General Counsel
Chhunny Chhean, Senior Assistant City Attorney
Theresa Pham, Assistant City Attorney
Aye Powers, Senior Assistant City Attorney
Laura Morrison, Senior Assistant City Attorney
Craig Kinton, City Auditor
Molly Carroll, Director of Human Resources
Dawna Brown, Coordinator, City Secretary's Office
Damesha Turner, Human Resources
Vanessa Gray, Human Resources
Jeanne Chipperfield, City Manager's Office
Scott Goldstein, Office of the Mayor
Linda Camin, EAC Commission Member
John Rogers, EAC Commission Member
Elsa Cantu, Mayor/City Council Office
Dallas Morning News

Call to Order

Meeting called to order at 3:35 p.m. by Councilmember Greyson.

Overview

Committee chair provided some history regarding today's meeting. After 1 year of review, starting back in November 2014 and input from the Mayor, Councilmembers, city departments/staff, and 20 other big cities best practices the ethics commission met monthly to come up with some recommendations and amendments to the Code of Ethics. The meeting today is to go over the recommendations/amendments to the Code of Ethics made by the Ethics Advisory Commission.

Briefing Item – Update to Ethics Code

John Rogers, Commission Chair provided a thorough and detailed presentation over the recommendations/amendments to the Code of Ethics. Recommendations/Amendments are listed below. (See attached briefing and draft ordinance)

Recommendations/Amendments:

1. Making breach of fiduciary duty and ethics violations
2. Creating standards of civility
3. Amending the gifts provision
4. Creating a gift policy for employees
5. Creating a donation policy
6. Requiring confidentiality for executive sessions
7. Prohibit city officials from endorsing candidates for public office
8. Prohibiting disclosure of draft documents
9. Requiring lawyers who represent clients to register as lobbyist
10. Requiring employee associations to register as lobbyist
11. Prohibiting city councilmembers from meeting with lobbyist regarding pending contracts
12. Prohibiting campaign managers from acting as lobbyist
13. Requiring the Chief Financial Officer and supervisors of department directors to file financial disclosure reports and travel reports
14. Expanding the jurisdiction of the Ethics Advisory Commission
15. Allowing ethics complaints filed on the fraud, waste and abuse hotline to be forwarded to the Ethics Advisory Commission
16. Providing additional sanctions for violations of the code of ethics
17. Cleaning up ambiguous or confusing language
18. Adopting best ethics provisions from other cities
19. Creating rules for city council office holders accounts

The Committee raised the following questions:

- Where are we on the next steps?
- Will this go Budget Finance or full Council briefing for full motion?
- Will this be briefed to full council without an action item?
- Schedule briefing then council approval?

- Ordinance regarding gifts over \$500 vs \$50? (Financial disclosure)
- Will this briefing go to council and then an agenda item?
- Are appointees of an appointee a city official? (Committee reps)

City Secretary Rios suggested to brief full council to start the process of putting the item on the upcoming agenda December 7, 2016, next council day.

Mayor Pro Tem Alonzo moved to send recommendations to full city council. Motion seconded by Councilmember Greyson and unanimously adopted.

Adjournment

The meeting adjourned at 4:42 p.m.

Chair



**ADMINISTRATIVE AD HOC COMMITTEE
MEETING MINUTES
FEBRUARY 15, 2017
4:30 P.M. – 5:30 P.M.**

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

Member(s) Absent:

Others Present: Molly Carroll, Director of Human Resources
Damesha Turner, Human Resources
Elsa Cantu, Mayor/City Council Office

1. Call to Order

Meeting called to order at 4:32 p.m. by Councilmember Greyson.

- Overview

Committee chair provided some history regarding today's meeting.

2. Annual performance evaluation process for city council direct reports

Molly Carroll briefed the committee about the current process for the annual performance evaluation for direct reports and options for new future processes.

Direct Reports
City Manager
City Attorney
City Auditor
City Secretary

Direct Reports were pleased with the process and feedback from Management Partners

Committee discussed pros and cons of past process and new processes

Committee discussed when the reviews should happen (quarterly or one a year)

Committee discussed steps to acquire a consultant to provide guidelines/template to administer performance evaluation for direct report.

Molly will follow-up with the committee at a later date regarding consultant options

3. Executive Session

A closed session held

Adjournment

The meeting adjourned at 5:30 p.m.

Chair



**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.

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



**ADMINISTRATIVE AD HOC COMMITTEE
MEETING MINUTES
MAY 24, 2017
4:30 P.M. – 5:30 P.M.**

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

Member(s) Absent:

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

1. Call to Order

Meeting called to order at 4:33 p.m. by Councilmember Greyson.

2. City Attorney's Office – Designated Zoning Cases and Designated Public Subsidy Cases

Tammy Palomino briefed on designated zoning cases and designated public subsidies cases.

Rosa will draft a memo of recommendation for the Council for June 14, 2017. Recommendations to apply to all zoning cases. (15A, 12A and Council Rules)

3. City Secretary's Office

- Proposed Changes to Chapter 8 (Boards & Commissions)
- Public Meeting/Speaker Guidelines
- 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

Rosa Rios gave brief recap of changes for the proposed changes to Chapter 8 (Boards & Commissions)

City Secretary Rosa Rios also briefed on the public meeting/speaker guidelines, Boards & Commissions background check process, Boards & Commissions application program, modifications to the City Secretary's office record retention period for campaign finance reports and other record series.

Question & Answer

Adjournment

The meeting adjourned at 5:45 p.m.

Chair



**ADMINISTRATIVE AD HOC COMMITTEE
MEETING MINUTES
JUNE 13, 2017
2:00 P.M. – 3:30 P.M.**

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

Member(s) Absent:

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 Chheann, Assistant City Attorney
Teresa Pham, Assistant City Attorney

1. Call to Order

Meeting called to order at 3:05 p.m. by Councilmember Greyson.

2. City Secretary's Office

- Boards & Commissions Background Check Process
- Boards & Commissions Application Program

City Secretary Rosa Rios briefed the committee on the Boards & Commissions background check process, Boards & Commissions application program.

Mayor Pro Tem Alonzo moved to move forward with the application program. Motion seconded by Councilmember Gates and unanimously adopted. (Wilson absent when vote taken)

- 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 modifications to the City Secretary's office record retention period for campaign finance reports and other record series.

Deputy Mayor Pro Tem Wilson moved to send recommendations to full city council. Motion seconded by Mayor Pro Tem Alonzo and unanimously adopted.

Adjournment

The meeting adjourned at 3:05 p.m.

Chair



**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
Erik Wilson
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