

MINUTES OF THE CITY COUNCIL COMMITTEE
THURSDAY, JUNE 2, 2022

22-0017

AD HOC COMMITTEE ON ADMINISTRATIVE AFFAIRS
CITY COUNCIL CHAMBER, CITY HALL/VIDEO CONFERENCE
COUNCILMEMBER GAY WILLIS, PRESIDING

PRESENT: [5] Willis, *McGough, *Moreno (**10:16 a.m.) Schultz, *West (**10:03 a.m.)

ABSENT: [0]

The meeting was called to order at 10:02 a.m. with a quorum of the committee present.

The meeting agenda, posted in accordance with Chapter 551, "OPEN MEETINGS," of the Texas Government Code, was presented.

After all business properly brought before the committee had been considered, the meeting adjourned at 11:56 a.m.

Chair

ATTEST:

City Secretary Staff

Date Approved

The agenda is attached to the minutes of this meeting as EXHIBIT A.

The actions taken on each matter considered by the committee are attached to the minutes of this meeting as EXHIBIT B.

The briefing materials are attached to the minutes of this meeting as EXHIBIT C.

***Note: Members of the Committee participated in this meeting by video conference.**

**** Note: Indicates arrival time after meeting called to order/reconvened.**

MINUTES OF THE CITY COUNCIL COMMITTEE
THURSDAY, JUNE 2, 2022

EXHIBIT A

RECEIVED

2022 MAY 27 PM 5:30

CITY SECRETARY
DALLAS, TEXAS

City of Dallas

1500 Marilla Street
City Council Briefing Room, 6ES
Dallas, Texas 75201

Public Notice

220564

POSTED CITY SECRETARY
DALLAS, TX



AD HOC COMMITTEE ON ADMINISTRATIVE AFFAIRS

June 2, 2022

10:00 AM

(For General Information and Rules of Courtesy, Please See Opposite Side.)
(La Información General Y Reglas De Cortesía Que Deben Observarse
Durante Las Asambleas Del Consejo Municipal Aparecen En El Lado Opuesto, Favor De Leerlas.)

General Information

The Dallas City Council regularly meets on Wednesdays beginning at 9:00 a.m. in the Council Chambers, 6th floor, City Hall, 1500 Marilla. Council agenda meetings are broadcast live on WRR-FM radio (101.1 FM) and on Time Warner City Cable Channel 16. Briefing meetings are held the first and third Wednesdays of each month. Council agenda (voting) meetings are held on the second and fourth Wednesdays. Anyone wishing to speak at a meeting should sign up with the City Secretary's Office by calling (214) 670-3738 by 5:00 p.m. of the last regular business day preceding the meeting. Citizens can find out the name of their representative and their voting district by calling the City Secretary's Office.

Sign interpreters are available upon request with a 48-hour advance notice by calling (214) 670-5208 V/TDD. The City of Dallas is committed to compliance with the Americans with Disabilities Act. **The Council agenda is available in alternative formats upon request.**

If you have any questions about this agenda or comments or complaints about city services, call 311.

Rules of Courtesy

City Council meetings bring together citizens of many varied interests and ideas. To insure fairness and orderly meetings, the Council has adopted rules of courtesy which apply to all members of the Council, administrative staff, news media, citizens and visitors. These procedures provide:

- That no one shall delay or interrupt the proceedings, or refuse to obey the orders of the presiding officer.
- All persons should refrain from private conversation, eating, drinking and smoking while in the Council Chamber.
- Posters or placards must remain outside the Council Chamber.
- No cellular phones or audible beepers allowed in Council Chamber while City Council is in session.

"Citizens and other visitors attending City Council meetings shall observe the same rules of propriety, decorum and good conduct applicable to members of the City Council. Any person making personal, impertinent, profane or slanderous remarks or who becomes boisterous while addressing the City Council or while

Información General

El Ayuntamiento de la Ciudad de Dallas se reúne regularmente los miércoles en la Cámara del Ayuntamiento en el sexto piso de la Alcaldía, 1500 Marilla, a las 9 de la mañana. Las reuniones informativas se llevan a cabo el primer y tercer miércoles del mes. Estas audiencias se transmiten en vivo por la estación de radio WRR-FM 101.1 y por cablevisión en la estación *Time Warner City Cable* Canal 16. El Ayuntamiento Municipal se reúne en el segundo y cuarto miércoles del mes para tratar asuntos presentados de manera oficial en la agenda para su aprobación. Toda persona que desee hablar durante la asamblea del Ayuntamiento, debe inscribirse llamando a la Secretaría Municipal al teléfono (214) 670-3738, antes de las 5:00 pm del último día hábil anterior a la reunión. Para enterarse del nombre de su representante en el Ayuntamiento Municipal y el distrito donde usted puede votar, favor de llamar a la Secretaría Municipal.

Intérpretes para personas con impedimentos auditivos están disponibles si lo solicita con 48 horas de anticipación llamando al (214) 670-5208 (aparato auditivo V/TDD). La Ciudad de Dallas se esfuerza por cumplir con el decreto que protege a las personas con impedimentos, *Americans with Disabilities Act*.

La agenda del Ayuntamiento está disponible en formatos alternos si lo solicita.

Si tiene preguntas sobre esta agenda, o si desea hacer comentarios o presentar quejas con respecto a servicios de la Ciudad, llame al 311.

Reglas de Cortesía

Las asambleas del Ayuntamiento Municipal reúnen a ciudadanos de diversos intereses e ideologías. Para asegurar la imparcialidad y el orden durante las asambleas, el Ayuntamiento ha adoptado ciertas reglas de cortesía que aplican a todos los miembros del Ayuntamiento, al personal administrativo, personal de los medios de comunicación, a los ciudadanos, y a visitantes. Estos reglamentos establecen lo siguiente:

- Ninguna persona retrasara o interrumpirá los procedimientos, o se negara a obedecer las órdenes del oficial que preside la asamblea.
- Todas las personas deben abstenerse de entablar conversaciones, comer, beber y fumar dentro de la cámara del Ayuntamiento.
- Anuncios y pancartas deben permanecer fuera de la cámara del Ayuntamiento.
- No se permite usar teléfonos celulares o enlaces electrónicos (*paggers*) audibles en la cámara del Ayuntamiento durante audiencias del Ayuntamiento Municipal

"Los ciudadanos y visitantes presentes durante las

attending the City Council meeting shall be removed from the room if the sergeant-at-arms is so directed by the presiding officer, and the person shall be barred from further audience before the City Council during that session of the City Council. If the presiding officer fails to act, any member of the City Council may move to require enforcement of the rules, and the affirmative vote of a majority of the City Council shall require the presiding officer to act." Section 3.3(c) of the City Council Rules of Procedure.

asambleas del Ayuntamiento Municipal deben de obedecer las mismas reglas de comportamiento, decoro y buena conducta que se aplican a los miembros del Ayuntamiento Municipal. Cualquier persona que haga comentarios impertinentes, utilice vocabulario obsceno o difamatorio, o que al dirigirse al Ayuntamiento lo haga en forma escandalosa, o si causa disturbio durante la asamblea del Ayuntamiento Municipal, será expulsada de la cámara si el oficial que este presidiendo la asamblea así lo ordena. Además, se le prohibirá continuar participando en la audiencia ante el Ayuntamiento Municipal. Si el oficial que preside la asamblea no toma acción, cualquier otro miembro del Ayuntamiento Municipal puede tomar medidas para hacer cumplir las reglas establecidas, y el voto afirmativo de la mayoría del Ayuntamiento Municipal precisara al oficial que este presidiendo la sesión a tomar acción." Según la sección 3.3 (c) de las reglas de procedimientos del Ayuntamiento.

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."

"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."

"Pursuant to Section 46.03, Penal Code (places weapons prohibited), a person may not carry a firearm or other weapon into any open meeting on this property."

"De conformidad con la Sección 46.03, Código Penal (coloca armas prohibidas), una persona no puede llevar un arma de fuego u otra arma a ninguna reunión abierta en esta propiedad."

The City Council Ad Hoc Committee on Administrative Affairs meeting will be held by videoconference and in the City Council Briefing Room, 6ES, City Hall.

The public is encouraged to attend the meeting virtually; however, City Hall is available for those wishing to attend the meeting in person following all current pandemic-related public health protocols.

The following videoconference link is available to the public to listen to the meeting and Public Affairs and Outreach will also stream the City Council Briefing on Spectrum Cable Channel 95 and bit.ly/cityofdallastv:

<https://dallascityhall.webex.com/dallascityhall/j.php?MTID=mcc10fe43bc0247cfe60a36bf5aeb5049>

Call to Order

PURPOSE OF COMMITTEE (Chair Willis)

BRIEFINGS

A. [22-1352](#) City Council Open Microphone Speaker Rules

Attachments: N/A

B. [22-1353](#) Mayor Pro Tem and Deputy Mayor Pro Tem Term of Office and Election Process

Attachments: N/A

C. [22-1354](#) Rules Regarding Process for Conducting Annual Reviews of Appointed City Officials; 2022 Timing of Appointed City Officials' Annual Reviews [Jan Perkins, Management Partners]

Attachments: N/A

D. [22-1355](#) Historical Review of City Council Planning Sessions

Attachments: N/A

Adjournment

The agenda represents an estimate of the order for the indicated briefings and is subject to change at any time. Current agenda information may be obtained by calling (214) 670-3100 during working hours.

Note: An expression of preference or a preliminary vote may be taken by the Council on any of the briefing items.

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]

MINUTES OF THE CITY COUNCIL COMMITTEE
THURSDAY, JUNE 2, 2022

EXHIBIT B

OFFICIAL ACTION OF THE CITY COUNCIL COMMITTEE

JUNE 2, 2022

BRIEFINGS

Item A: City Council Open Microphone Speaker Rules

The following individuals briefed the committee on the item:

- Bertram Vandenberg, Assistant City Attorney, City Attorney's Office; and
- Tammy Palomino, Assistant City Attorney, City Attorney's Office

OFFICIAL ACTION OF THE CITY COUNCIL COMMITTEE

JUNE 2, 2022

BRIEFINGS

Item B: Mayor Pro Tem and Deputy Mayor Pro Tem Term of Office and Election Process

The following individuals briefed the committee on the item:

- Tammy Palomino, Assistant City Attorney, City Attorney's Office;
- Carrie Rogers, Director of Legislative Affairs, City Manager's Office; and
- Bilierae Johnson, City Secretary, City Secretary's Office

OFFICIAL ACTION OF THE CITY COUNCIL COMMITTEE

JUNE 2, 2022

BRIEFINGS

Item C: Rules Regarding Process for Conducting Annual Reviews of Appointed City Officials; 2022 Timing of Appointed City Officials' Annual Reviews

The following individuals briefed the committee on the item:

- Jan Perkins, Management Partners; and
- Tammy Palomino, Assistant City Attorney, City Attorney's Office

OFFICIAL ACTION OF THE CITY COUNCIL COMMITTEE

JUNE 2, 2022

BRIEFINGS

Item D: Historical Review of City Council Planning Sessions

The following individual briefed the committee on the item:

- Carrie Rogers, Director, Office of Government Affairs

MINUTES OF THE CITY COUNCIL COMMITTEE
THURSDAY, JUNE 2, 2022

EXHIBIT C

Open Microphone Speaker Rules

June 2, 2022

Bert Vandenberg, Assistant Chief
General Counsel Division



City of Dallas

City Council Rules of Procedure - Current Speaker Rules



Dallas City Council Rules of Procedure § 6.3 (and Texas Government Code § 551.007)

The city allows two types of speakers during city council meetings:

- (1) **Open microphone speakers.**
- (2) **Speakers on agenda action items,** including public hearing items.

Open microphone speakers are allowed before any agenda items are taken up and after all agenda items are taken up. Persons who wish to speak on an agenda item are permitted to speak either during the morning open microphone session or before consideration of an agenda item.



Current Speaker Rules (cont.)

Dallas City Council Rules of Procedure § 6.3

All speakers are required to register by 5:00 p.m. the day before a city council meeting and must provide certain information, including their name and topic or item they will address.

Other provisions that govern general speaker procedures include:

- (1) only one speaker is allowed at the microphone at a time;
- (2) speakers may not be substituted or pooled;
- (3) speakers must address the presiding officer and may not refer to councilmembers by name; and
- (4) a person who addresses the city council during a public hearing or on a voting item must limit their remarks to the subject matter being considered.



Current Speaker Rules (cont.)

Dallas City Council Rules of Procedure § 6.3

For **open microphone speakers**, additional procedural rules apply.

Only five persons may speak at the open microphone period at the beginning of the meeting. Generally, these five speakers will be called in the order they registered to speak. But the City Council Rules of Procedure also provide that the mayor may determine the order of the speakers.

If a person fails to speak when the person's name is called, they will be deemed to have spoken at the meeting.

An open microphone period is also provided after the city council has concluded its agenda, at which time all speakers not heard earlier or deemed to have already spoken in the meeting may speak.



General Rules

Texas Government Code, Case Law, and the Constitution

Cities can impose reasonable restrictions on speakers to maintain order and promote efficiency.

Cities can implement reasonable time limits, require speakers to keep their remarks related to a topic on the council agenda, and take measures to prevent speakers from being disruptive.

However, to impose stronger restrictions on speakers than we currently have, the city will need to change the nature of the forum it provides to public speakers.



Other Cities

Other Texas cities provide different **open microphone speaker** models.

These models include:

- (1) setting aside time during the middle of the meeting for open comment on council days;
- (2) limiting the number of speakers, requiring pre-registration, and limiting the frequency of speakers (as Dallas does);
- (3) requiring groups of speakers on a single topic to be represented by a single speaker; and
- (4) holding separate meetings solely for public speakers.



Other Cities

(1) Austin and El Paso both set aside time at 12:00 p.m. for open comment on council days.

(A) Austin allows a maximum of 12 people to speak. Members of the public wishing to speak in Austin may register between 9:00 a.m. 21 days before the council meeting and 4:30 p.m. 14 days before the meeting. In Austin, a speaker may not speak during the public comment period more than once every three council meetings.

(B) El Paso requires members of the public wishing to speak to register in advance between 4:00 p.m. the Thursday before the council meeting until 9:00 a.m. the day of the council meeting. El Paso limits each public speaker to three minutes and any group of five or more persons must appoint one person to speak for them, and that person is limited to three minutes of speaking time.



Other Cities

(2) Fort Worth, Houston, and San Antonio each hold open public comment meetings that are separate from their city council meetings.

(A) Fort Worth requires speakers to register no later than two hours before a **public comment meeting**. Speakers are limited to three minutes each, but groups of 10 or more individuals must appoint a designated speaker who is limited to six minutes of speaking time. Speakers wishing to make a presentation must submit their presentation materials to the city secretary no later than 5:00 p.m. the day before the meeting. Presentation materials may not include any statements, graphics, or pictures that are offensive or reflect personal attacks on other individuals, city council, or city staff.

(B) Houston holds a **separate comment meeting** at 2:00 p.m. the day before its council meeting. Speakers are required to register in advance to be recognized. Individuals who speak out of turn will be muted, and if their interruption continues, they will be removed from the meeting. If speakers are late or do not respond when their names are called, they will not be able to speak during the meeting.



Other Cities

(C) San Antonio holds a **Wednesday public comment session**. Public comments speakers are requested to sign up online to submit written comments or register to speak and must register at least 30 minutes before the posted meeting time. Speakers are given three minutes each, and speakers who plan to make a presentation must submit their content at least 24 hours before the meeting.



Options

Dallas could follow the approach of Austin and El Paso and have an open mic speaker period over the lunch hour on council action days, or follow the approach of Fort Worth, Houston, and San Antonio and hold open mic speaker sessions on days other than council days.

Other options the city can consider include limiting the time for open mic speakers, restricting open mic speakers to briefing days, or limiting the number of speakers during the morning session on a council action day and moving the rest of the speakers to the afternoon.



Appendix A

Dallas City Council Rules of Procedure § 6.3

(a) **Speakers to Register.** A person wishing to address the city council must first register with the city secretary and provide the following information: Name, residence address, daytime telephone number, the subject matter to be presented, and whether the subject is on the current city council meeting agenda. A person may register in person, by electronic mail, or by telephone. The earliest a person may register for an upcoming city council meeting is 8:15 a.m. of the next regular business day following the previous city council meeting. The deadline for registering to address the council at a city council meeting is 5:00 p.m. of the last regular business day preceding the meeting.

(b) **Manager May Contact Speaker.** On the Tuesday before the Wednesday city council meeting, the city secretary will provide the city manager with the registration information of persons who have registered up to that time. The city manager may direct a member of the city staff to contact the person to try to resolve a problem. Contact by a member of the city staff should in no way suggest that the person should not appear and address the city council.



Appendix A cont.

Dallas City Council Rules of Procedure § 6.3

(c) **Speaker Rules.** In order that the city council may properly consider each matter brought to it by the public, speakers are asked to observe the following rules:

- (1) Only one person may approach the microphone at any one time, and only the person at the microphone will be allowed to speak.
- (2) There will be no substitutions or pooling of speakers.
- (3) Speakers must address their comments to the presiding officer rather than individual city councilmembers or staff. Speakers may not refer to a city councilmember by name.
- (4) Speakers may file copies of their remarks or supporting information with the city secretary. The city secretary will make the information available to the city council and city manager if requested.
- (5) A person who addresses the city council during a public hearing or on a voting item must limit remarks to the specific subject matter being considered by the city council in that public hearing.
- (6) Dallas residents will be allowed to speak before nonresidents.
- (7) Whenever it is necessary for a speaker to use an interpreter to translate their comments to the city council, the time required for the translation will not be counted against the designated time allotted for the speaker to address the city council.



Appendix A Cont.

Dallas City Council Rules of Procedure § 6.3

(f) **Open Microphone.** The city council will provide an opportunity for the public to present concerns or address issues that are not matters for consideration listed on a posted meeting agenda during an "open microphone" period at city council meetings, subject to the following rules:

(1) Five persons may speak on any matter, including an agenda item, during an open microphone period at the beginning of each city council meeting. These first five speakers will be called in the order in which they registered to speak with the city secretary. Whenever a person fails to speak when the person's name is called, the name of the next speaker registered for the initial open microphone period will be called, until either five persons have spoken, or all of the names have been called. An open microphone period will also be provided after the city council has concluded its agenda, at which time all speakers not heard earlier in the meeting may speak. For purposes of enforcing all provisions of Subsection 6.3 governing public speakers, a person who signs up to speak during the open microphone period at the beginning of a city council meeting, but who fails to speak when called upon, will be deemed to have spoken at the meeting.

(2) Each speaker may speak only once, and the length of time a person will be allowed to speak during the open microphone period is three minutes. If a large number of speakers register for the open microphone period, however, the mayor may, with the concurrence of a majority of the city council, impose more restrictive time limits in order to allow the maximum number of persons to speak.

(3) The order in which speakers will be called will be determined by the mayor.

(4) No person may register to speak during an open microphone period more than once within any 30-day period.



Appendix B

Links to other cities

City of Austin, *Public Participation at Council Meetings*, at <https://www.austintexas.gov/department/public-participation-council-meetings#:~:text=To%20speak%20in%20person%20at,the%20day%20before%20the%20meeting.>

City of El Paso, *Procedures for Addressing City Council*, at <https://www.elpasotexas.gov/city-clerk/meetings/city-council-meetings/>.

City of Fort Worth, *How to Appear or Speak Before City Council*, at <https://www.fortworthtexas.gov/departments/citysecretary/appear-at-council>.

City of Houston, *City Council*, at <https://www.houstontx.gov/council/meetingsinfo.html>.

City of San Antonio, *Public Comments*, at <https://www.sanantonio.gov/Clerk/PublicComment>.



**Mayor Pro Tem and Deputy Mayor
Pro Tem Term Nominations, Terms
and Election Process**

June 2, 2022

**Tammy L. Palomino, First
Assistant City Attorney**



City of Dallas

Purpose

To provide background information and options relating to nominations, terms, and elections for Mayor Pro Tem and Deputy Mayor Pro Tem elections



Background

Dallas City Charter, Ch. III, Section 6:

On the day the members of the city council take office, they shall meet at the building designated as the official city hall.

Dallas City Charter, Chapter III, Section 11 states:

- The city council shall elect one of its members as *mayor pro tem*, who shall perform a specific duty of the mayor if the mayor is unable to discharge that specific duty, and who shall, during that time, be vested with all the powers belonging to the mayor to perform that specific duty.



Background

Dallas City Charter, Chapter III, Section 11:

- The council shall also elect one of its members as *deputy mayor pro tem* to act if both the mayor and the mayor pro tem are unable to discharge a specific duty and to exercise the powers of the mayor to perform that specific duty.
- Also, in accordance with the Charter, City Council Rules of Procedure (CCROP), and city council custom, the agenda on the day city council members take office (day of inauguration) generally includes:
 - Nominations/elections of mayor pro tem and deputy mayor pro tem;
 - City Council Chamber seating assignments/arrangements; and
 - Choosing city council offices.



Background

- CCROP state that the most recent edition of Roberts Rules of Order (RONR) shall govern the proceedings of the city council in all cases, unless they conflict with the CCROP.
- **The Charter and the CCROP are silent on the process of nominations, terms of office, and the election of the mayor pro tem and deputy mayor pro tem.**
- Historically, city council has:
 - made nominations for these positions from the floor;
 - elected mayor pro tem and deputy mayor pro tem for a two-year term; and
 - voted on the nominees in the order of nomination.



Methods of Nomination

- **From the floor** – chair calls for nominations at the time set for elections; no second is required.
- **By ballot** – every member's name is on the ballot, every member nominates when they cast a vote, every member receiving a vote is nominated for that office (MPT or DMPT); if nominate by ballot, cannot nominate from the floor.
- **By petition** – bylaws may provide that a member shall be a nominee upon the petition of a specified number of members (for example, five members could be specified in the CCROP to avoid quorum issues).



Options – Terms of Office

- The length of the terms of office for MPT and DMPT should be prescribed in the society's bylaws/CCROP.
- Length of the terms of office cannot exceed two years (city council term).
- Survey of other cities regarding MPT and DMPT length of terms range from three months to the full period of their city council term.



Methods of Elections

Ballot –

- Nominations for MPT and then DMPT are completed before any balloting takes place.
- Ballots and voting is collected for one office at a time.
- Where a nominee has a majority vote, the chair declares the nominee elected.
- If no majority vote, new ballots are distributed, and balloting is repeated for the office as many times as necessary to obtain a majority vote for a single nominee.

Roll call – (unusual method) is a ballot vote as noted above, but in a roll call election, the chair calls upon each member and the member declares their vote.



Options - Elections

Viva-Voce (oral rather than written) –

- When there is more than one nominee for a given office in a *viva-voce* election (or an election by show of hands or by rising vote), nominees are voted on in the order in which they were nominated.
- As soon as one of the nominees receives a majority vote, the chair declares that nominee elected and voting ends.
- If only one member is nominated, the chair simply declares the nominee elected.



QUESTIONS



CITY OF DALLAS

AD HOC COMMITTEE ON
ADMINISTRATIVE AFFAIRS

*City Council Appointee
Executive Evaluations
2022 Process*

June 2, 2022
10:00 am



Consultants

Jan Perkins, Vice President
Linda Barton, Special Advisor



City Council Appointee Executive Evaluations 2022

June 3 – 14: Consultants conduct interviews with Mayor and Council Members to gather evaluation feedback

June 3 – 20: Council Appointees prepare accomplishments and goals reports (status of June 2021 goals and proposed goals for the coming year) and submit to Council

June 15 – 22: Consultant prepares for executive session

June 23 (TBD): Executive session regarding performance evaluations

Discussion



Value of establishing a regular timeframe for the evaluations



Questions and comments



City of Dallas

Thank You

Management
Partners



Jan Perkins | jperkins@managementpartners.com
Linda Barton | lbarton@managementpartners.com

Historical Review of City Council Planning Sessions



City of Dallas

**Ad Hoc Administrative Affairs
Committee
June 2, 2022**

Carrie Rogers
Director
Office of Government Affairs

Overview



- Background
- Historical Review of City Council Planning Sessions
- Peer Cities
- Next Steps



Background



- City Council has held strategic planning sessions, or retreats, for the past several years in or around February of each year
 - Date is adopted through annual City Council calendar
- Participants include City Council, City Manager's Executive Leadership Team, and Council appointees
- External speakers invited



Background



- Agenda developed via input from City Manager's Office, Councilmembers and in coordination with Mayor
- Location identified via input from City Manager's Office, additional staff, Councilmembers and in coordination with Mayor
- Similar process in other cities



Background



- Agenda routinely included review and selection of strategic priorities, update on city manager goals, and a City Council team building activity
- Tactics were brought forward through prior solicitation to City Council and executive staff; priorities were then categorized by strategic priority
- No City Council retreat was held in February 2021; removed as part of adoption of the City Council calendar in October 2020



Summer Planning Sessions



- In 2019, a summer planning session was called by the Mayor shortly after inauguration
 - Held at the Dallas Public Library
 - Staff participated
- In 2020 and 2021, an overnight summer planning session was hosted by the Mayor with City Councilmembers.
 - Focus was team-building
 - Staff did not participate



2017 City Council Retreat



- Date: March 29-30
- Location: Dallas Zoo
- Appointed Officials Update
 - City Manager and City Attorney
- External Presenter
 - Municipal Capital Markets, Infrastructure Investment, and Economic Opportunity – Dr. Daniel Bergstresser
 - Headwinds: Changes as a Process, not an Event
 - Tailwinds: The City's Evolving Role as a Community Builder
 - Our Proverbial Differentiation
- City Council Exercise
 - Strategic Plan
 - Prioritizing Process: Resource/Impact Matrix



2018 City Council Retreat



- Location: Fair Park Briscoe Center
- Appointed Officials Update
 - City Manager and City Attorney
- External Presenter
 - Urban Revival – Dr. Richard Florida
- City Council Exercise
 - Citywide Visioning: Goals for Dallas 2030
 - 2017-18 & 2018-19 Big Rocks – Key Initiatives and Actionable Items



2019 City Council Retreat



- Date: February 2019
- Location: Brain Health Institute
- Appointed Officials Update: City Manager
- External Presenter
 - Grandest Challenge: Brain Health Tactics to Optimize Brain Performance – Dr. Sandra Chapman and Jennifer Zientz, Brain Health Institute
 - The Future of Dallas Through an Equity Lens – Leon Andrews, REAL National League of Cities
 - Effective Leadership in a Diverse Environment, Angeles Valenciano, National Diversity Council



2019 City Council Retreats



- Date: June 2019
- Location: Dallas Public Library
- City Council Exercise: 2019-2020 Mid-Year Council Strategic Priorities Check-In and Recalibration



- Date: August 2019 (Friday and Saturday)
- Location: DFW Airport Grand Hyatt
- City Council Exercise: 2019-2020 Individual Council District and Citywide Priorities



2020 City Council Retreat



- Location: Dallas Holocaust and Human Rights Museum
- Appointed Officials: City Manager
- External Presenters
 - Elliott Stephenson- Icebreaker activity
 - Equity Real Talk – Tim Wise
 - Sharing the Dallas Story – Merrie Spaeth
- City Council Exercise
 - 2020-22 Actionable Initiatives
 - Finalize 2020-21 Strategic Priorities and Actionable Initiatives



2022 City Council Retreat



- Date: February 16
- Location: Trinity Audubon Center
- Appointed Officials
 - City Manager, City Attorney, City Secretary, Administrative Judge
- External Presenter
 - City Council Appointees Performance Review Process
- City Council Exercise
 - Strategic Plan – Vision, SWOT, and Prioritization Discussion



Peer Cities



City	Frequency	Location	Program Development	Common Topics	Speakers
Dallas	at least once a year (pre-pandemic); 1-2 days	Offsite locally	City Council and City Manager collaboration with Mayor guidance, finalize agenda with Mayor	Budget, strategic priorities, city manager goals, team-building	Internal and/or external speakers
Plano	at least once a year (pre-pandemic); one day	Offsite locally	City Council and City Manager collaboration with Mayor guidance, finalize agenda with Mayor	Budget, strategic priorities, team-building	Internal and/or external speakers
Fort Worth	at least once a year (pre-pandemic); one day	Onsite/offsite locally	City Council and City Manager collaboration with Mayor guidance, finalize agenda with Mayor	Budget, strategic priorities, team-building, growth trends, financial outlook	Internal and/or external speakers
San Antonio	at least once a year (pre-pandemic); one day	Onsite/offsite locally	City Council and City Manager collaboration with Mayor guidance, finalize agenda with Mayor	Largely budget-focused	Internal speakers
Phoenix	at least once a year (pre-pandemic); one day	Onsite/offsite locally	City Council and City Manager collaboration with Mayor guidance, finalize agenda with Mayor	Policy session	Internal speakers
Kansas City	at least once a year (pre-pandemic); one day	Onsite/offsite locally	City Council and City Manager collaboration with Mayor guidance, finalize agenda with Mayor	Budget, strategic priorities, team-building	Internal and/or external speakers



Next Steps



- Feedback from City Council
- 2023 City Council calendar adoption expected in October 2022



Historical Review of City Council Planning Sessions



City of Dallas

**Ad Hoc Administrative Affairs
Committee
June 2, 2022**

Carrie Rogers
Director
Office of Government Affairs