

# Memorandum



CITY OF DALLAS

DATE October 31, 2008

TO Members of the Economic Development Committee:  
Ron Natinsky (Chair), Tennell Atkins (Vice Chair), Dwaine Caraway, Jerry R. Allen, Sheffie Kadane, Mitchell Rasansky, Linda Koop, and Steve Salazar

SUBJECT Revisions to the Landmark Commission's Rules of Procedure

Included on the agenda for November 3, 2008 is a briefing on the proposed changes to the Landmark Commission's Rules of Procedure, which require Council Approval. These changes represent the results of a periodic review of the rules, resulting in a cleaning up/clarification of language and minor procedural revisions. A copy of the proposed changes is attached.

If you need further information please call Theresa O'Donnell at 214-671-9293

  
A.C. Gonzalez  
Assistant City Manager

C: The Honorable Mayor and Members of the City Council  
Mary K. Suhm, City Manager  
Thomas Perkins, City Attorney  
Deborah Watkins, City Secretary  
Craig Kinton, City Auditor  
Judge C. Victor Lander, Judiciary  
Ryan S. Evans, First Assistant City Manager  
Forest Turner, Interim Assistant City Manager  
Jill A. Jordan, P.E., Assistant City Manager  
Ramon F. Miguez, P.E., Assistant City Manager  
Dave Cook, Chief Financial Officer  
Theresa O'Donnell, Director of Development Services  
Jeanne Chipperfield, Director, Office of Budget Services  
Helena Stevens-Thompson, Assistant to the City Manager  
Karl Zavitkovsky, Director, Office of Economic Development  
Hammond Perot, Assistant Director, Office of Economic Development

# **CITY OF DALLAS HISTORIC LANDMARK COMMISSION RULES OF PROCEDURE**

**November 3, 2008**

**ECONOMIC DEVELOPMENT  
COMMITTEE**



# Purpose

- **Brief Committee on revisions to the Landmark Commission Rules of Procedure**

# Background

- **The Landmark Commission appointed a committee to perform a periodic review and update to its Rules of Procedure**
- **City Ordinance requires the Council to approve all revisions to the Landmark Commission Rules of Procedure**
- **The following is a summary of changes to the Rules approved by the Landmark Commission and recommended to the Council for adoption**

# Rules of Procedure Changes

- **Section 7 (A) (4): Conduct of Members:** Commissioners are required to preserve order and decorum and to give utmost courtesy to each other, city employees and members of the public
- **Section 8 (C); Conduct of Citizens and Other Visitors:** provides that any member of the Commission may move to require the chair to act to enforce the Rules of Conduct
- **Section 9; Executive Sessions:** revisions primarily to bring this section into accord with state law
- **Section 14 (F) (b) & (c); Task Forces:** Changes to address composition of task forces related to professional and stakeholders representation on the Fair Park and Cemeteries Task Forces

# Rules of Procedure Changes

- **Section 14 (H); Terms:** Provides that a Task Force Member may serve until reappointed or replaced, rather than being required to sit out a term after serving a specified number of previous terms
- **Section 14 (O); Unfair Advancement of Private Interests:** Prohibits Task Force Members from using their position to advance private interests
- **Section 16; Designation Committee:** New section to establish the purpose and processes of the Designation Committee
- All other minor changes center around wording and clarification of the intent of sections



# Questions