

Memorandum



DATE July 28, 2011

TO Honorable Mayor and
Members of the City Council

SUBJECT Boards and Commissions Briefing – August 3, 2011

On Wednesday, August 3, 2011, you will be briefed on boards and commissions. The briefing material is attached for your review.

Please contact me if you have questions.



Rosa A. Rios
Acting City Secretary

C: Mary K. Suhm, City Manager
Thomas P. Perkins, City Attorney
Craig D. Kinton, City Auditor
C. Victor Lander, Administrative Judge
A. C. Gonzalez, First Assistant City Manager
Ryan Evans, Assistant City Manager
Jill Jordan, Assistant City Manager
Forest Turner, Assistant City Manager
Joey Zapata, Interim Assistant City Manager
Jeanne Chipperfield, Chief Financial Officer
Frank Libro, Public Information Officer
John Johnson, Assistant to the City Manager
Helena Stevens-Thompson, Assistant to the City Manager/MCC

BOARDS AND COMMISSIONS NOMINEE SCREENING AND APPOINTMENT PROCESS



Rosa A. Rios
Acting City Secretary
August 3, 2011

PURPOSE

The purpose of this briefing is to provide an overview of the boards and commissions appointment process

NUMBER OF BOARDS AND COMMISSIONS

- 51 - boards and commissions with members appointed by city council
- 03 - boards and commissions whose membership is appointed or nominated by city manager
- 01 - board appointed by the Mayor (Dallas Housing Authority)
- 55 - total boards and commissions

BOARD AND COMMISSION TYPES

- Boards and commissions fall into one of the following categories:
 - Quasi-Judicial – board or commission that has the power to exercise the sovereign functions of government, such as determining the rights of one or more parties under state law, city ordinances, regulations or general laws, largely independent of the control of others (e.g. *Park Board, Permit and License Appeal Board*)
 - Advisory – board or commission established by the City Council for the purpose of obtaining advice or recommendations on issues of policies (e.g. *Senior Affairs Commission, Animal Shelter Commission*)
 - Instrumentality – a subsidiary of local government created for a special purpose (e.g. *Dallas Housing Finance Corp., Southern Dallas Development Corp.*)
 - Miscellaneous – Municipal Management Districts (e.g. Trinity River West, North Oak Cliff and Cypress Waters)

BOARD AND COMMISSION TERMS

- Terms are 2 years in length (“any period of service...in excess of one year” Section 3A(c) of the Dallas City Charter)
- Terms end on September 30 of odd-numbered years (for most boards)
- Terms begin on October 1 of odd-numbered years (for most boards)
- Advisory board members may “holdover” for up to 9 months and quasi-judicial and instrumentality board members “holdover” until a replacement is appointed
- Vacancies can be filled at any time

SERVICE ELIGIBILITY

- Chapter 8 of the Dallas City Code specifies that nominees must:
 - Have been a resident of Dallas for six months
 - Be a qualified voter at the time of appointment
 - Have no criminal record that is considered by the council to be so serious that it should be a disqualification
 - Generally, not be an adversary party to pending litigation against the city
 - Not be in arrears on any city taxes, water service charges or other obligations owed the city
 - Have a credible record of attendance and performance in any previous board service
- Board and commission members must also be in compliance with the City Charter and Chapter 12A of the Dallas City Code at initial appointment and throughout their service

AVAILABLE APPOINTMENTS

- Each Councilmember nominates 1 person to 17 “individual appointment” boards
- Any Councilmember may nominate individuals to serve on any of the 34 “full council” boards
- Some boards require some members to have special qualifications (e.g. architect [Landmark Commission], county official [Animal Shelter Commission], etc.)
- Mayor appoints most board and commission chairs and Council confirms; Mayor also appoints Board of Adjustment vice-chairs
- Councilmembers nominate and confirm most other board and commission vice-chairs

CLEARANCE PROCESS

- The online board application via NEOGOV must be completed by all nominees
- Applications are submitted to the City Secretary's Office from Councilmembers with a memorandum indicating board, position and special qualifications met, if any
- Conflict and background checks are conducted by:
 - City Secretary's Office – voting/elections
 - City Attorney's Office – conflicts of interest
 - City Manager's Office - indebtedness
 - Dallas Police Department – criminal background check

NOMINEE PROCESSING

- 2009
 - 569 board and commission members (14% increase in board membership since 2007)
 - 3 FTE's dedicated to processing nominees between August and December (included in 2009-2010 Budget)
 - 42-day anticipated average nominee processing time
- 2011
 - 483 board and commission members (15% decrease in board membership since 2009 due to sunseting of some boards)
 - 2 FTE's dedicated to processing nominees between August and December (included in 2010-2011 Budget)
 - 42-day anticipated average nominee processing time

BOARDS AND COMMISSIONS NOTEBOOK

- A notebook is being provided with the following information:
 - List of all boards and commissions (Tab 1)
 - Appointment procedures (Tab 2)
 - 2009-2011 “individual” and “full council” appointments (Tab 3)
 - Special qualifications for certain boards (Tab 4)
 - 2009-2011 chairs and vice-chairs (Tab 5)
 - Service history of current appointees (Tab 6)
 - Demographic information (Tab 7)
 - Overview of each board and commission (Tab 8)
 - Chapters 8 and 12A of the Dallas City Code (Tab 9)

HAVE QUESTIONS?

- Rosa A. Rios, Acting City Secretary
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- Daniel Soliz, B&C Manager
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- City Secretary's Office Website:
<http://www.ci.dallas.tx.us/cso/index.html>