

Memorandum



CITY OF DALLAS

DATE July 22, 2013

TO Honorable Members of the City Council

SUBJECT **Briefing Item – Board and Commission Nominee Screening and Appointment Process**

Attached is the August 7, 2013 briefing material for the Board and Commission Nominee Screening and Appointment Process briefing item.

Please contact me if you have questions.

Rosa A. Rios
City Secretary

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BOARDS AND COMMISSIONS NOMINEE SCREENING AND APPOINTMENT PROCESS



Rosa A. Rios
City Secretary
August 7, 2013

PURPOSE

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

NUMBER OF BOARDS AND COMMISSIONS

- 49 - boards and commissions with members appointed by city council
- 02 - boards and commissions whose membership is appointed or nominated by city manager
- 01 - board appointed by the Mayor (Dallas Housing Authority)
- 52 - 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

Note: Quasi-Judicial and Instrumentality members can “holdover” indefinitely

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 16 “individual appointment” boards
- Any Councilmember may nominate individuals to serve on any of the 33 “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 – ethics/elections/attendance
 - City Attorney's Office – conflicts of interest
 - City Manager's Office – indebtedness
 - Dallas Police Department – criminal background check

NOMINEE PROCESSING

- 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
- 2013
 - 467 board and commission members (3% decrease in board membership since 2011 due to sunseting of some boards)
 - 2 FTE's dedicated to processing nominees between August and December (included in 2011-2012 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)
 - 2011-2013 “individual” and “full council” appointments (Tab 3)
 - Special qualifications for certain boards (Tab 4)
 - 2011-2013 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)

2013-2015 TERM NOMINEE AND STATUS REPORTS

NOMINEE STATUS REPORT

CITY OF DALLAS BOARDS AND COMMISSIONS ALL NOMINEES

PAR - PARK AND RECREATION BOARD

District 05 JOHN Q PUBLIC

W M 04 | Nominated by: CALLAHAN

DPD CONTACTED 07/11/13
CSO LETTER MAILED 07/1/13

Nominated 06/26/2013

Cleared Background Checks
Attorney Manager Secretary History

Y Y P N

CITY OF DALLAS
OFFICE OF THE CITY SECRETARY

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Y=cleared P=problem N=no response yet H=hold
Nominees-All
7/15/2013

BOARD AND COMMISSION MATRIX

CITY COUNCIL BOARD STATUS 13-15 TERM

INDIVIDUAL BOARDS	Position No./District															Total
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
ANIMAL SHELTER COMMISSION (15)	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	15
AUTOMATED RED LIGHT ENFORCEMENT COMM (15)	H	H	V	V	V	H	V	H	H	V	H	H	H	V	H	15
BOARD OF ADJUSTMENT (15)	H	H	H	H	H	H	H	V	H	H	H	H	H	H	H	15
CULTURAL AFFAIRS COMMISSION (15)	V	V	V	H	H	H	H	H	H	H	H	H	H	H	V	15
COMMUNITY DEVELOPMENT COMMISSION (15)	V	H	H	H	H	H	H	H	H	H	H	H	H	H	H	15
CITY PLAN AND ZONING COMMISSION (15)	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	15
CITIZENS POLICE REVIEW BOARD (15)	H	H	H	H	H	H	H	H	H	H	H	V	H	H	V	15
CIVIL SERVICE BOARD ADJUNCT MEMBERS (15)	H	H	V	V	H	H	V	H	V	H	H	H	H	V	H	15
JUDICIAL NOMINATING COMMISSION (16)	H	H	H	H	H	H	V	V	H	H	H	H	H	H	H	15
LANDMARK COMMISSION (15)	H	H	H	H	V	H	H	H	H	H	H	H	H	H	H	15
MUNICIPAL LIBRARY BOARD (15)	H	H	V	V	H	H	H	H	H	H	H	H	H	H	H	15
MLK JR COMMUNITY CENTER BOARD (15)	H	H	H	V	H	H	H	H	V	V	H	V	V	H	H	15
PARK AND RECREATION BOARD (15)	H	H	H	V	H	H	H	H	H	H	H	H	H	H	H	15
PERMIT AND LICENSE APPEAL BOARD (15)	H	H	V	H	H	V	V	V	H	H	V	H	H	H	H	15
SENIOR AFFAIRS COMMISSION	H	H	H	H	H	H	H	H	V	H	H	V	H	V	H	15
SOUTH DALLAS/FAIR PARK TRUST FUND BOARD (15)	V	H	H	H	V	H	H	H	H	H	V	V	H	V	V	15

NON TYPICAL TERM END BOARDS	Position No.									Total
	1	2	3	4	5	6	7	8	9	
CYPRESS WATERS MMD (6)	X	X	X	X	H	H	X	X	X	9
NORTH OAK CLIFF MMD (6)	X	X	X	X	H	H	X	X	X	9
TRINITY RIVER WEST MMD (6)	X	X	V	V	H	H	X	X	X	9
Term Ends	7/1/2015	7/1/2015	7/1/2015	7/1/2015	7/1/2013	7/1/2013	Ex-Officio	Ex-Officio	Ex-Officio	

- A = City Attorney's Office
- S = City Secretary's Office
- M = City Manager's Office
- D = Dallas Police Department
- N = Nominated
- P = Problem
- X = Appointed
- H = Holdover

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July 26, 2013

CHAIR AND VICE CHAIR MATRIX

CITY COUNCIL BOARD AND COMMISSION CHAIR/VICE CHAIR STATUS REPORT 13-15 TERM

FULL COUNCIL BOARDS

BOARDS	Total Members	Appointed	Holdover/Vacant/ Nominated	% Appointed	Chair Appointed by Mayor	Vice Chair Appointed by Board	Comments
CIVIL SERVICE BOARD (7)	7		7	0.00%			
ETHICS ADVISORY COMMISSION (7)	7		7	0.00%			
RZ03 (OAK CLIFF GATEWAY) (5)	5		5	0.00%			VC chosen by board
RZ04 (CEDARS AREA) (5)	5		5	0.00%			VC chosen by board
RZ05 (CITY CENTER) (6)	6		6	0.00%			VC chosen by board
RZ06 (FARMERS MARKET) (7)	7		7	0.00%			VC chosen by board
RZ07 (SPORTS ARENA) (6)	6		6	0.00%		YES	VC chosen by board/VC from other Jurisdiction
RZ08 (DESIGN DISTRICT) (6)	6		6	0.00%			VC chosen by board
RZ09 (VICKERY MEADOW) (6)	6		6	0.00%			VC chosen by board
RZ10 (SOUTHWESTERN MEDICAL) (5)	5		5	0.00%			VC chosen by board
RZ11 (DOWNTOWN CONNECTION) (6)	6		6	0.00%		YES	VC chosen by board/VC from other Jurisdiction
RZ13 (GRAND PARK SOUTH) (6)	6		6	0.00%			VC chosen by board
RZ14 (SKILLMAN CORRIDOR) (7)	7		7	0.00%			VC chosen by board
RZ15 (FORT WORTH AVENUE) (8)	8		8	0.00%			VC chosen by board
RZ16 (DAVIS GARDENS) (6)	6		6	0.00%			VC chosen by board
RZ17 (TRANSIT-ORIENTED DEVELOPMENT) (8)	8		8	0.00%			VC chosen by board
RZ18 (MAPLE/MOCKINGBIRD) (6)	6		6	0.00%			VC chosen by board
RZ19 (CYPRESS WATERS) (6)	6		6	0.00%			VC chosen by board

LEGEND: Shaded boards indicate chair-vice chair appointed
Boards in red indicate percentage ready for chair or vice nominations/appointments
 Reports list only those Boards and Commissions still pending appointments. All other Boards and Commissions not listed have had full membership, chair, and vice chair appointments.

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JUNE 26, 2013

HAVE QUESTIONS?

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bilierae.johnson@dallascityhall.com
- Jesus J. Salazar, B&C Manager
(214) 670-3067 or e-mail jesus.salazar@dallascityhall.com
- City Secretary's Office Website:
<http://www.ci.dallas.tx.us/cso/index.html>