


**AUGUST 7, 2013 CITY COUNCIL BRIEFING AGENDA
CERTIFICATION**

This certification is given pursuant to Chapter XI, Section 9 of the City Charter for the City Council Briefing Agenda dated August 7, 2013. We hereby certify, as to those contracts, agreements, or other obligations on this Agenda authorized by the City Council for which expenditures of money by the City are required, that all of the money required for those contracts, agreements, and other obligations is in the City treasury to the credit of the fund or funds from which the money is to be drawn, as required and permitted by the City Charter, and that the money is not appropriated for any other purpose.



A.C. Gonzalez
Interim City Manager

8/2/13
Date



Edward Scott
City Controller

8/2/13
Date

RECEIVED

2013 AUG -2 PM 6:12

CITY SECRETARY
DALLAS, TEXAS



COUNCIL BRIEFING AGENDA

August, 7, 2013

Date

(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 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.

Informacion 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 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 retrasará o interrumpirá los procedimientos, o se negará 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 asambleas del Ayuntamiento Municipal deben 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 esté 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 precisará al oficial que esté presidiendo la sesión a tomar acción." Según la sección 3.3(c) de las reglas de procedimientos del Ayuntamiento.

AGENDA
CITY COUNCIL BRIEFING MEETING
WEDNESDAY, AUGUST 7, 2013
CITY HALL
1500 MARILLA
DALLAS, TEXAS 75201
9:00 A.M.

9:00 am Invocation and Pledge of Allegiance 6ES

 Special Presentations

 Open Microphone Speakers

VOTING AGENDA 6ES

1. Approval of Minutes of the June 19, 2013 City Council Meeting
2. Consideration of appointments to boards and commissions and the evaluation and duties of board and commission members (List of nominees is available in the City Secretary's Office)

Briefings 6ES

- A. City of Dallas Proposed Annual Budget for Fiscal Year 2013-14
- B. Boards and Commissions Nominee Screening and Appointment Process

Lunch

Closed Session 6ES

Attorney Briefings (Sec. 551.071 T.O.M.A.)

- City of Dallas v. Rhadames Solano, et al., Cause No. CC-13-00464-C
- Thomas D. Carroll & Krystal Dawn Nichols v. City of Dallas, Cause No. DC-11-03825-E
- Vickie Cook, et al. v. City of Dallas, et al., Civil Action No. 3:12-CV-03788-P
- Legal issues regarding gas drilling and production

Personnel (Sec. 551.074 T.O.M.A.)

- Personnel issues involving City Attorney.

AGENDA
CITY COUNCIL BRIEFING MEETING
WEDNESDAY, AUGUST 7, 2013

Open Microphone Speakers

6ES

The above schedule 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.

A closed executive session may be held if the discussion of any of the above agenda items concerns one of the following:

1. Contemplated or pending litigation, or matters where legal advice is requested of the City Attorney. Section 551.071 of the Texas Open Meetings Act.
2. The purchase, exchange, lease or value of real property, if the deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third person. Section 551.072 of the Texas Open Meetings Act.
3. A contract for a prospective gift or donation to the City, if the deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third person. Section 551.073 of the Texas Open Meetings Act.
4. Personnel matters involving the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear a complaint against an officer or employee. Section 551.074 of the Texas Open Meetings Act.
5. The deployment, or specific occasions for implementation of security personnel or devices. Section 551.076 of the Texas Open Meetings Act.
6. Deliberations regarding economic development negotiations. Section 551.087 of the Texas Open Meetings Act.

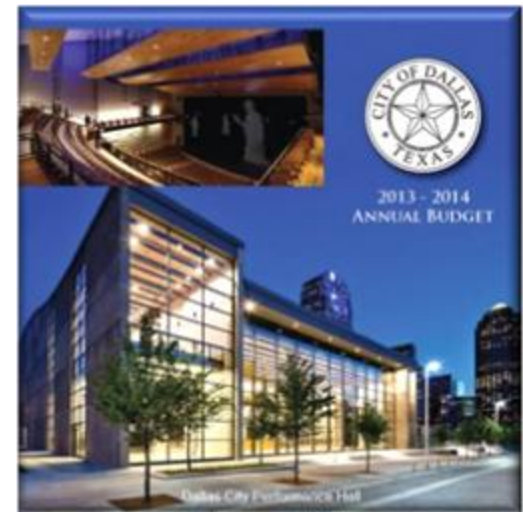


City of Dallas
Proposed Annual Budget for Fiscal Year 2013-14

Recommended by A.C. Gonzalez
Interim City Manager
Wednesday, August 7, 2013

Agenda

- Summary of City Manager's Proposed Budget for FY 2013-14
- Economic indicators
- Financial summaries
- Key Focus Area highlights
- Other funds overview
- State taxation law requirements
- Financial forecast beyond FY 2013-14
- Schedule for August/September 2013
- City Auditor's opinion and revenue review



FY 2013-14 Budget Summary

- **Proposed budget is fiscally responsible and strategically invests in improving the quality of life in Dallas**
- FY 2013-14 budget is balanced and totals \$2.81 billion
- Continued improvement seen in local economy demonstrated by 4.27% growth in property values and sales tax collections remain strong
- No property tax rate increase
 - Rate to support general fund and debt service remains at \$0.7970 per \$100 of valuation
 - Tax rate required to pay debt service reduced to less than 30%



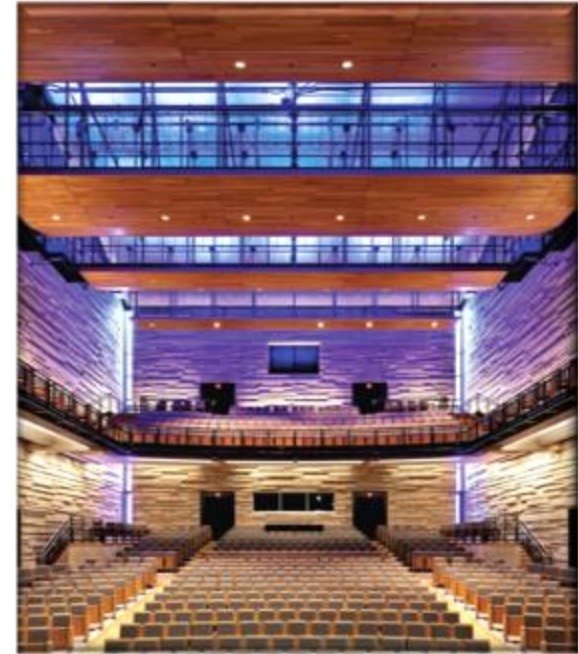
FY 2013-14 Budget Summary

- Budget continues to restore and add to most critical services reduced during economic downturn:
 - 20 additional police officers above attrition
 - Fund one step pay increase to retain newer officers
 - Paramedic training for firefighters
 - 10 additional 911 call-takers & training
 - Additional funds for street maintenance
 - Library materials and computers
 - Improve maintenance of park land
 - Investment in Fair Park programming and marketing



FY 2013-14 Budget Summary

- FY 2013-14 budget is balanced but reflects cautious optimism in the economy
- Budget reflects Council's guiding principles focusing investment in Key Focus Areas:
 - Public Safety
 - Economic Vibrancy
 - Clean Healthy Environment
 - Culture, Arts, & Recreation
 - Educational Enhancements
 - Efficient, Effective, & Economical Government (E³)





City of Dallas FY 2013-14 Proposed Budget

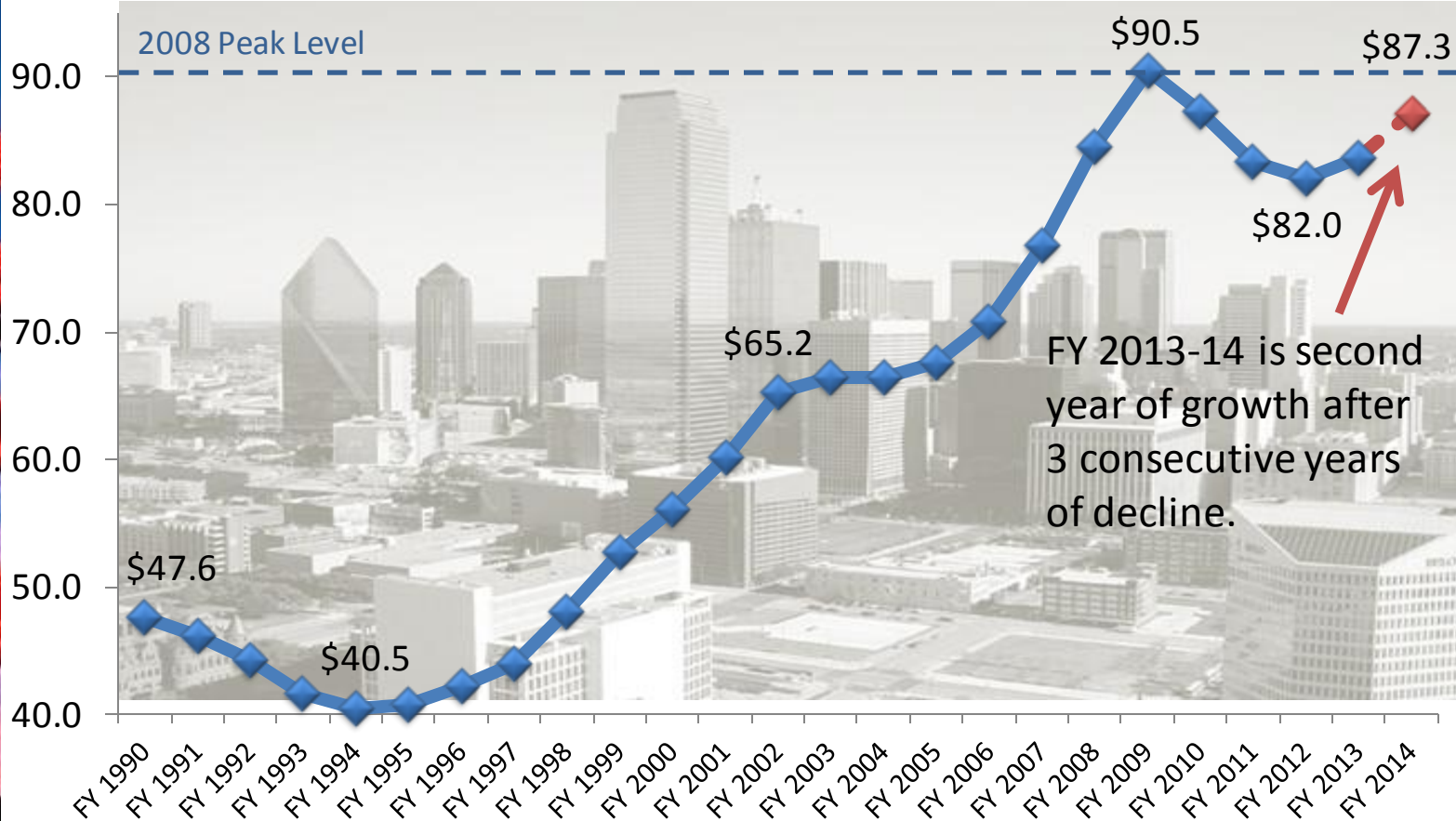
ECONOMIC INDICATORS

FY 2013-14 Economic Indicators

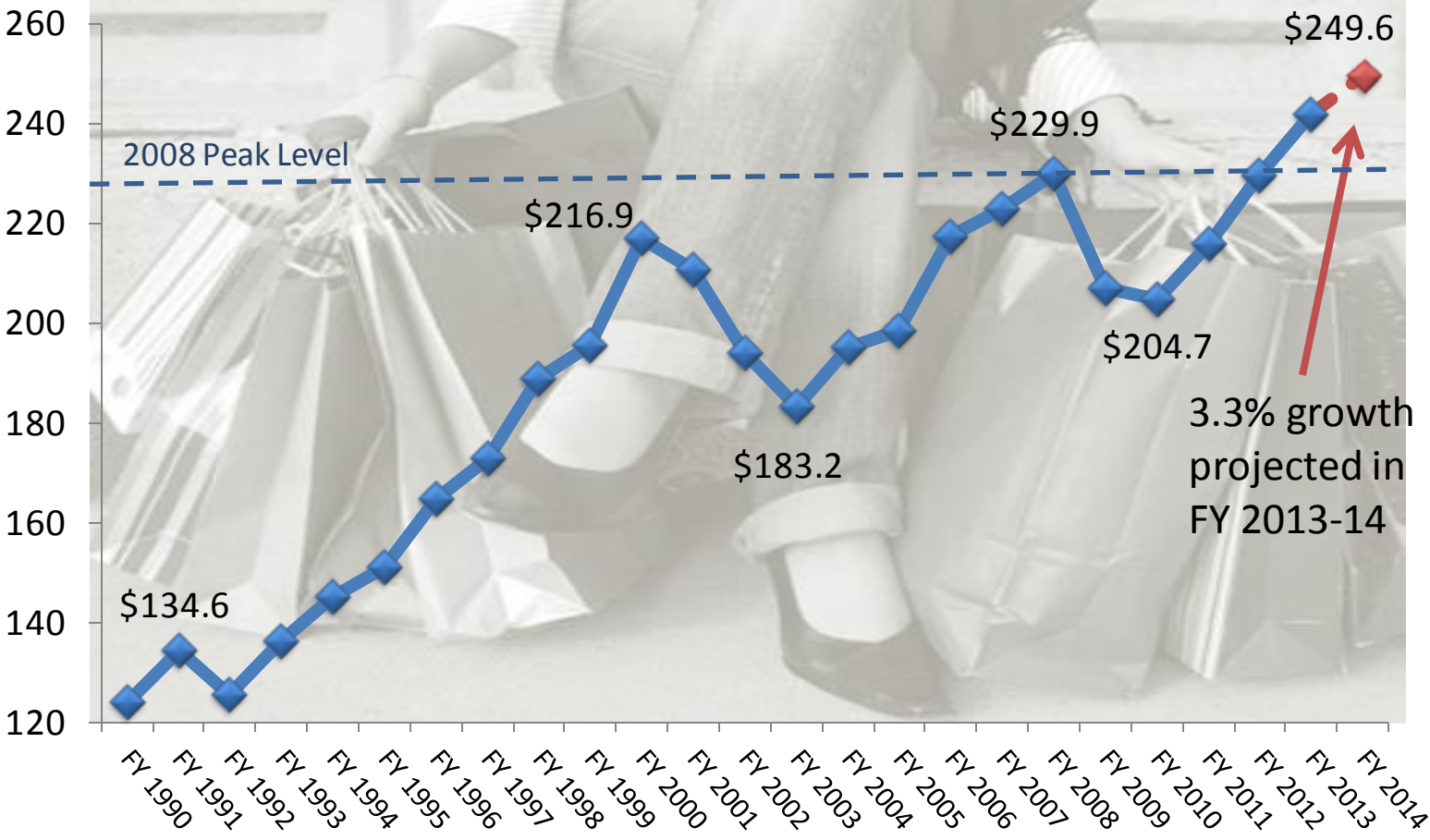
- Dallas continues its post-recession stabilization and is experiencing areas of measured economic growth
- Although this period of growth is expected to continue, the City maintains a cautionary approach anticipating further growth in property values but moderating growth in sales tax



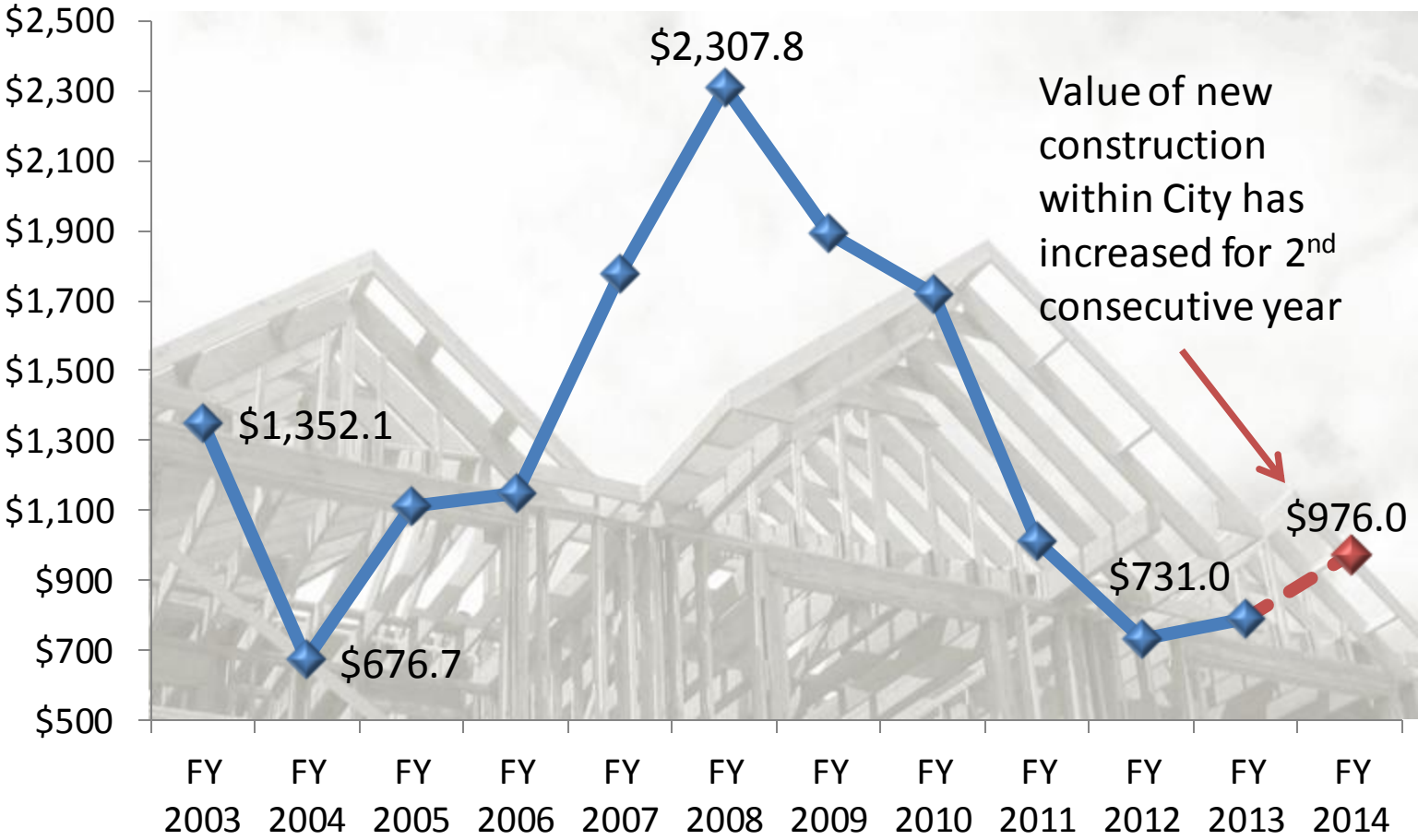
Property Tax Base Values (\$ in Billions)



Sales Tax Revenue (\$ in Millions)



New Construction Appraised Values (\$ in Millions)



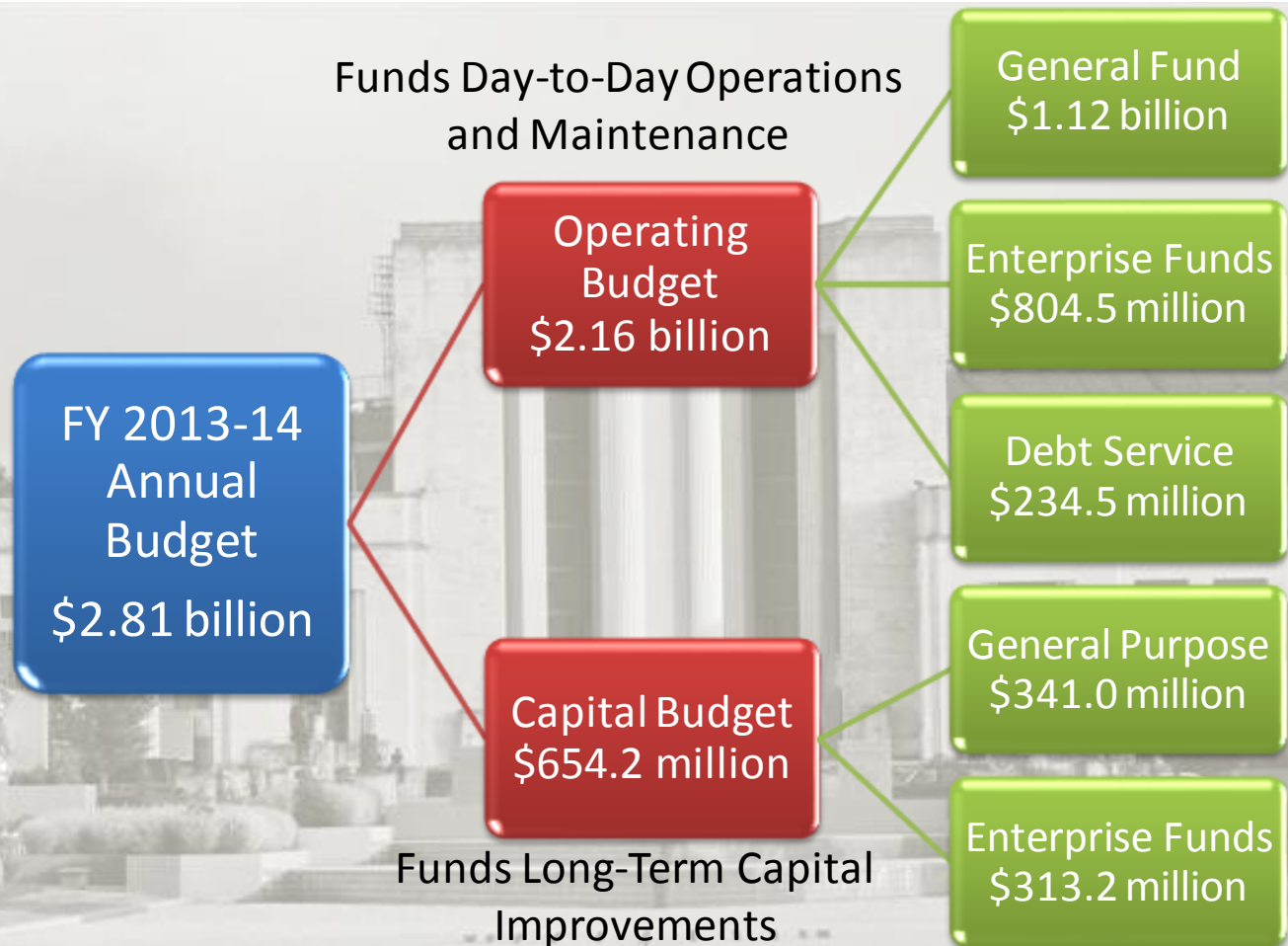


City of Dallas FY 2013-14 Proposed Budget

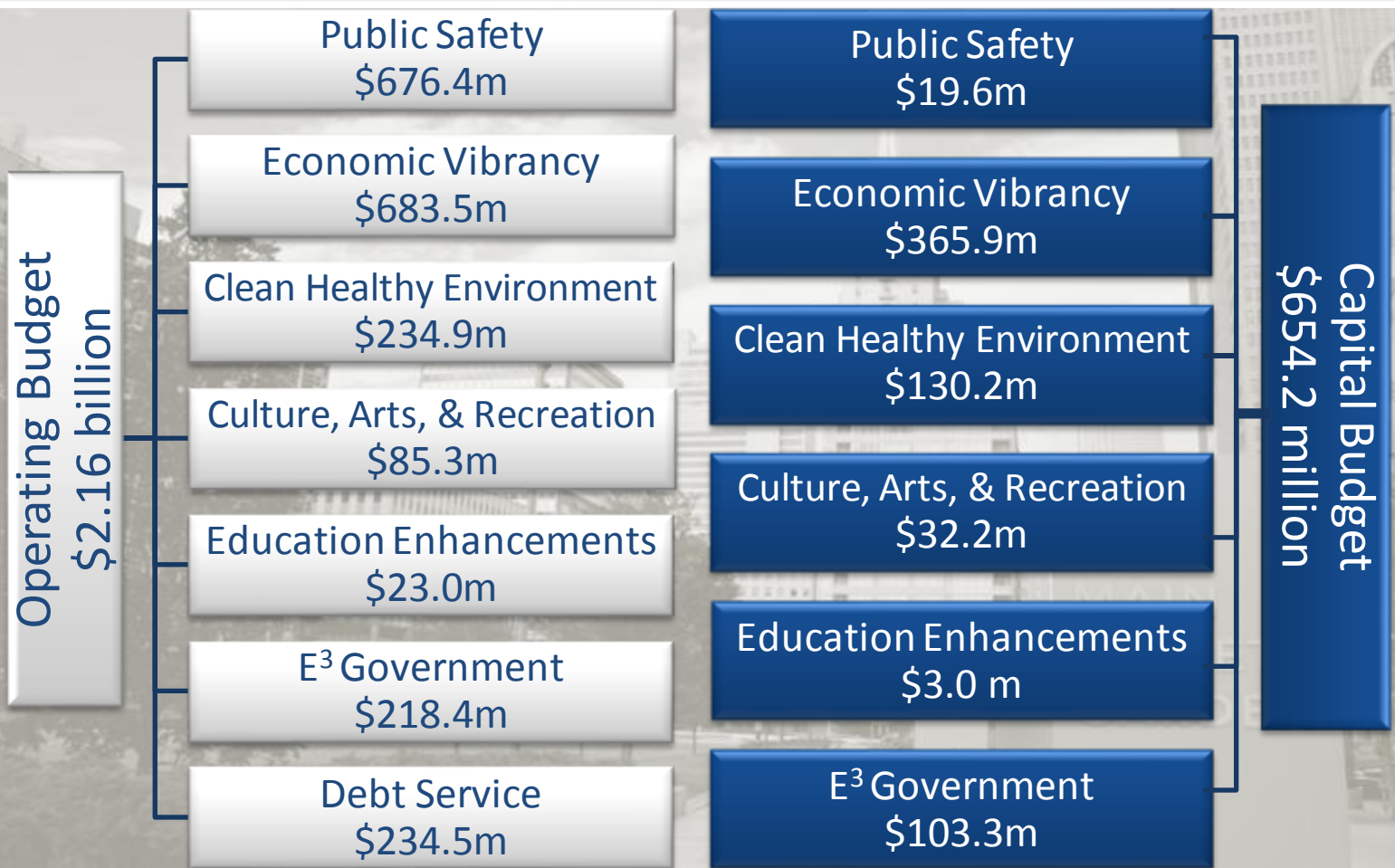
FINANCIAL SUMMARIES

FY 2013-14 Proposed Budget

All Funds



FY 2013-14 Proposed Budget Expenses by Key Focus Area



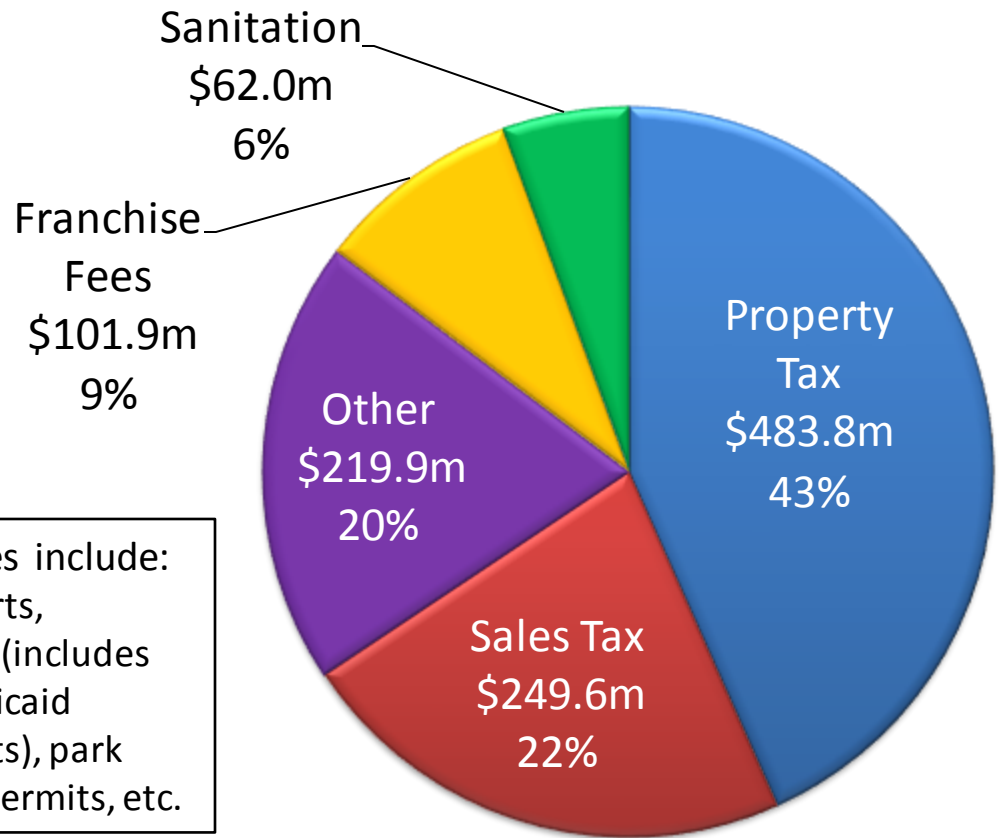
Total FY 2013-14 All Funds Budget: \$2.81 billion

FY 2013-14 General Fund Revenues

FY 2013-14 revenues total \$1.12 billion

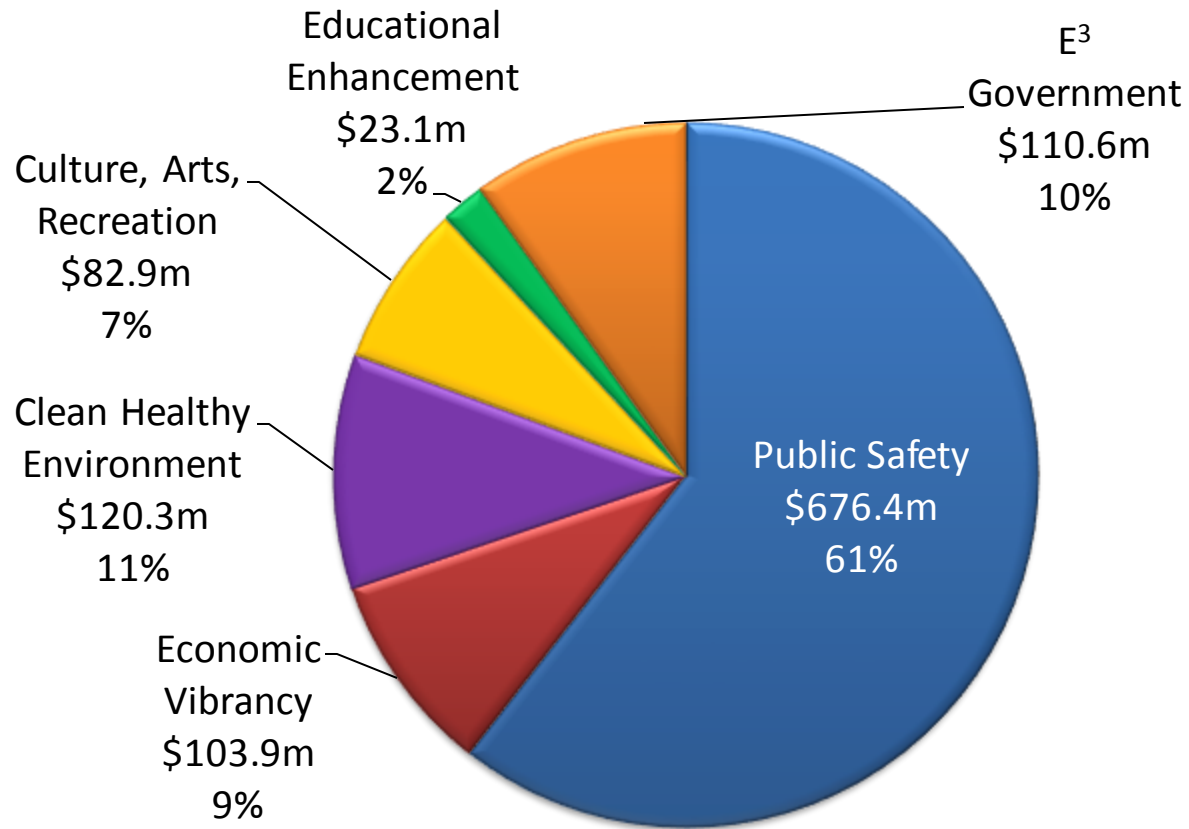
Franchise Fees include:
-Electric, gas, phone, and cable franchises

Other Revenues include:
-Municipal courts, fines, EMS fees (includes Medicare/Medicaid reimbursements), park fees, licenses/permits, etc.



FY 2013-14 General Fund Expenditures by KFA

FY 2013-14 expenditures total \$1.12 billion





City of Dallas FY 2013-14 Proposed Budget

KEY FOCUS AREA HIGHLIGHTS

Key Focus Area: Public Safety-Overview

- Goal: Enhance public safety to ensure people feel safe & secure where they live, work, and play
- Public safety services include:
 - Fire and rescue emergency response
 - Emergency medical services
 - Police field patrol
 - Lew Sterrett jail contract and City detention center
 - Narcotics, criminal investigations, vice, police intelligence, etc.
 - Police Special Operations such as mounted, helicopter, tactical, traffic, and Love Field
 - Municipal court services
 - Security services for City facilities



Key Focus Area: Public Safety-Highlights

- Hire 20 additional police officers above attrition to begin addressing population growth
- Fund one step pay increase and full-year education pay for uniform police and fire personnel
- Fund 10 additional call-takers and training in 911 center
- Replace 183 police squad cars
- Increase number of firefighters receiving paramedic training and begin community paramedic pilot program



Key Focus Area: Economic Vibrancy-Overview

- Goal: To foster a growing economy sustained by a healthy mix of local and international business opportunities
- Services for Economic Vibrancy include:
 - Traffic safety and congestion management
 - Street Service maintenance areas including street repairs, slurry seal/micro-surfacing, etc.
 - Street maintenance - asphalt and concrete
 - Economic development initiatives such as area redevelopment, international business, small business, etc.
 - Operation and maintenance of Fair Park
 - Street lighting



Key Focus Area: Economic Vibrancy-Highlights

- Add \$3m for preventative street maintenance
 - Additional 105 lane miles addressed (from 489 miles in FY 2012-13 to 594 in FY 2013-14)
- \$2m investment in and around Fair Park
 - Funds programming and marketing to increase foot-traffic and utilization
- Continue to fund bike lane striping at \$500k
- Funds initial work to upgrade City's traffic signal system leveraging Federal grants





Key Focus Area: Clean Healthy Environment-Overview

- Goal: Develop a sustainable community with a clean, healthy environment
- Clean Healthy Environment services include:
 - Sanitation services
 - Environmental initiatives
 - Neighborhood code and nuisance abatement
 - Animal services



Key Focus Area: Clean Healthy Environment-Highlights

- Address neighborhood cleanliness by expanding demolition, mow clean, and Mow-mentum programs
- Add new positions for food sanitarians and mosquito control
- Provide additional support to The Bridge
- Enhance senior transportation program
- Add new positions to continue environmental protection work including environmental assessments of City properties



Key Focus Area: Culture, Arts, & Recreation-Overview

- Goal: Promote a community where citizens and visitors enjoy a vibrant and diverse system of cultural, arts, and recreation opportunities
- Culture, Arts, & Recreation services include:
 - Cultural service contracts
 - City cultural centers and facilities
 - Recreation centers
 - Maintenance of park land
 - Dallas Zoo Management stipend
 - Aquatic services
 - Golf and tennis centers



Key Focus Area: Culture, Arts, & Recreation-Highlights

- Improve maintenance of park land by mowing an average of every 10 days instead of 12 days
- Provide additional funds for cultural programming
- Fund programming and maintenance for Continental Bridge
- Fund contractual adjustments with Dallas Zoo Management and Dallas Black Dance Theater



Key Focus Area: Educational Enhancements-Overview

- Goal: Supports learning opportunities through partnerships throughout the community
- Educational Enhancement services include:
 - Central library and 27 neighborhood libraries including 2 libraries operating jointly with DISD
 - Big Thought for Thriving Minds initiative



Key Focus Area: Educational Enhancements-Highlights

- Restore library materials funding to peak level in FY 2007-08
- Replace 600 aging obsolete public-use computers in library system to accommodate more effective use of electronic media and online research materials
- Maintain current library service hours



Key Focus Area: E³ Government-Overview

- Goal: Responsible for customer-focused government working to enhance the quality of life in Dallas
- E³ services include:
 - Legal services, financial management and reporting, independent audit, procurement, human resources, and public information
 - City-wide costs such as appraisal districts, tax collection, liability claims fund, and TIF payments



Key Focus Area: E³ Government-Highlights

- Provide additional funding for Earned Income Tax Credit program
- Add a position to monitor ethics program
- Add three positions and training in City Auditor's Office
- Continue implementation of total compensation study and fund an average 3% civilian merit increase (effective April 2014)
- Invest in technology infrastructure that enhances citizen interaction and network security
- Fund replacement of aging vehicles in the City fleet





City of Dallas FY 2013-14 Proposed Budget

OTHER FUNDS OVERVIEW

Dallas Water Utilities

- Proposed budget includes:
 - Operating budget of \$595.3m
 - Capital Budget of \$297.1m
- Total retail revenues projected to increase by 4.5%
 - Typical residential monthly bill would increase by 3.6%; from \$59.27 to \$61.37
- Wholesale revenues estimated to increase by 2.8%
- Continue commitment to provide high quality and sufficient water and wastewater service to meet customer needs
- Continue Water Conservation Five-Year Strategic Plan to reduce per capita water consumption by 1.5% a year
- Future outlook on retail rates:
 - FY 2014-15: 3.7% increase (previously briefed 5.6%)
 - FY 2015-16: 4.2% increase (previously briefed 5.4%)

Dallas Water Utilities

Customer Usage in Range	Average Bill at Current Rates	Proposed Rate Average	Proposed Increase	% Increase	Number of Customers Impacted	% of Customers in Range
0 to 4,000 Gal	\$22.59	\$23.32	\$0.73 ^a	3.2%	72,563	30.9%
4,001 to 10,000 Gal	\$53.23	\$54.96	\$1.73 ^b	3.3%	94,848	40.4%
10,001 to 15,000 Gal	\$76.17	\$79.27	\$3.10 ^c	4.1%	28,601	12.2%
Above 15,000 Gal	\$194.69	\$205.16	\$10.48 ^d	5.4%	38,572	16.5%
Total					234,584	100.0%

Data based on January 2012 through December 2012 usage:

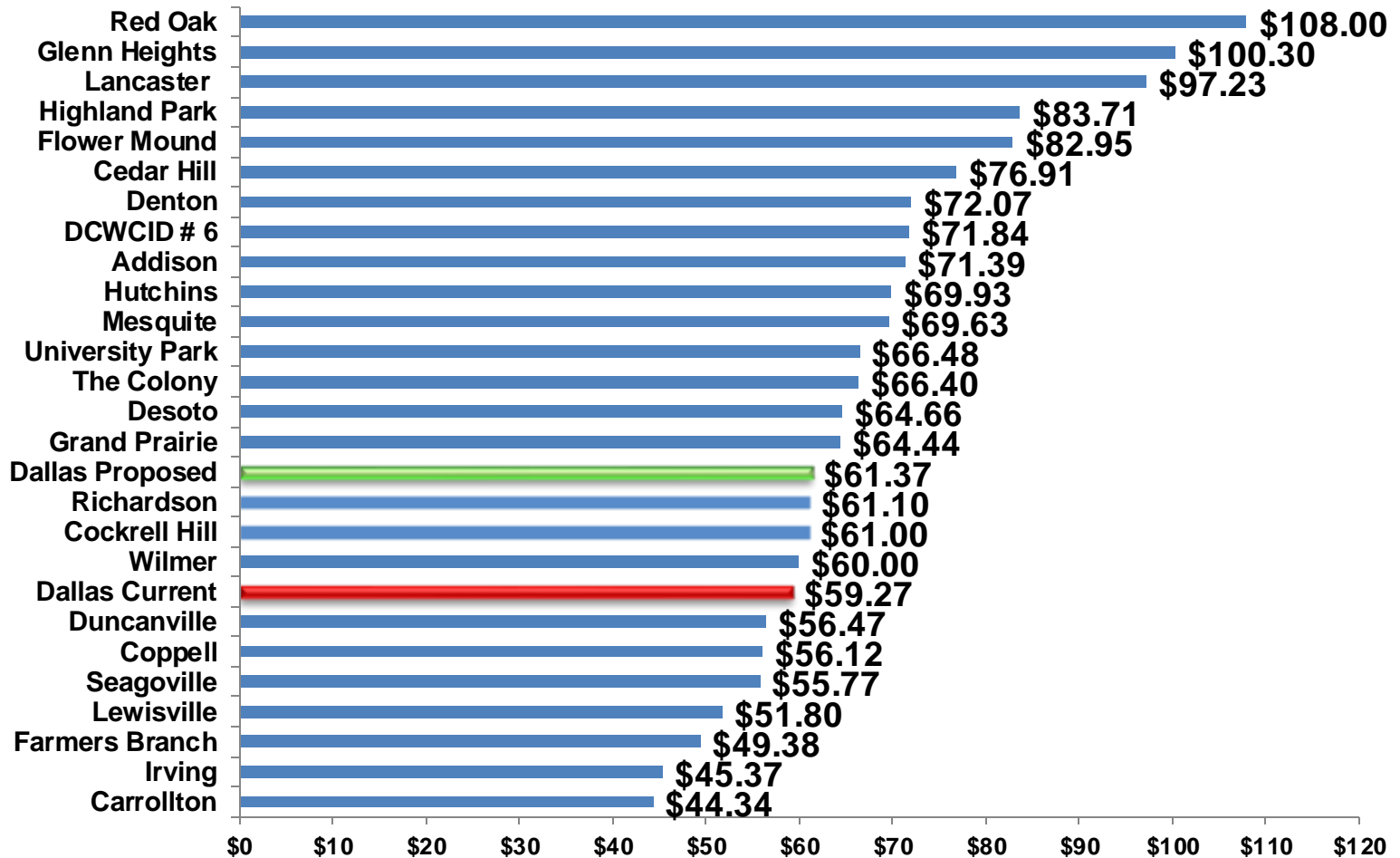
^a Average water and sewer use: 2,132 gallons

^b Average water use 6,608 gallons and sewer use: 5,900 gallons

^c Average water use 12,214 gallons and sewer use: 5,900 gallons

^d Average water use 30,705 gallons and sewer use: 5,900 gallons

Neighboring Cities Comparison of Average Monthly Water & Sewer Residential Bills



Other Funds Overview

- Sanitation Services

- Operate on a full cost recovery model; expenses must be covered by service revenues
- Increase to expenses for fleet maintenance and sanitation worker compensation/contract will require additional revenue
- Proposed residential fee rate adjustment: \$0.39/month (from \$20.25 to \$20.64/month)
- No change to McCommas Landfill rate: \$21.50/ton



- Storm Water Drainage Management

- No rate change proposed in FY 2013-14



City of Dallas FY 2013-14 Proposed Budget

STATE TAXATION LAW REQUIREMENTS

State Taxation Law Requirements

- State Law requires public notice of tax rate calculations
- Permits taxpayers to roll back or limit tax increase in certain cases

City of Dallas Ad Valorem Tax Rates		
FY 2012-13 current rate = \$0.7970		
FY 2013-14 proposed rate = \$0.7970		
<p>FY 2013-14 Effective Rate = \$0.7768</p> <p>-Generates the same amount of revenue in new fiscal year as previous fiscal year on property taxed in both years</p> <p>-Adopting Effective Rate would decrease property tax revenue by \$17.2m from proposed budget</p>	<p>FY 2013-14 Rollback Rate = \$0.8014</p> <p>-Allows general fund portion plus 8%</p> <p>-Allows debt service portion necessary to cover debt service expense</p> <p>-If rate <u>above</u> rollback rate is adopted, voters may petition for an election to reduce rate to rollback rate</p> <p>-Adopting Roll Back Rate would increase property tax revenue by \$3.7m from proposed budget</p>	<p>FY 2013-14 Notice and Hearing Rate = \$0.7768</p> <p>-Lower of <u>either</u> the Effective Rate or Rollback Rate</p>



State Taxation Law Requirements

- Requirements if Notice and Hearing Rate is exceeded and if Council desires to reserve option to adopt a tax rate higher than \$0.7768
 - Have a record vote to consider a specific tax rate higher than Notice and Hearing Rate (Wednesday, Aug 21)
 - Publish date/time for two public hearings (Friday, Aug 23)
 - Hold two tax rate public hearings (Wednesday, Sept 4 and Wednesday, Sept 11)
 - Publish date/time of meeting to adopt tax rate (Wednesday, Sept 11)
 - Adopt tax rate (Wednesday, Sept 18)



City of Dallas FY 2013-14 Proposed Budget

THREE-YEAR FINANCIAL FORECAST

Three-Year Financial Forecast- Modeling

- A long-range forecast model has been developed to provide a 3-year projection of cost for general fund and debt service
- Forecast model is a financial planning tool based on assumptions, it does not reflect what budget will actually be in future fiscal years
- Enables early look at potential “gaps” in future years
- Forecast will be updated annually as additional information becomes available



Three-Year Financial Forecast- Assumptions

- Forecast assumes maintaining all services at their FY 2013-14 service levels
- Included within forecast model are assumptions for:
 - Range of conservative to moderate growth scenarios for property tax base and sales tax
 - Includes projected tax rate shift of \$0.0153 to debt service in FY 2015-16
 - Projected inflation increase for items such as utilities, fuel, building material expenses (asphalt/concrete), etc.
 - Increase in healthcare expenses
 - Projected costs to provide internal City services (EBS/CIS)
 - Increased cost associated with completed bond projects
 - Hiring 20 police officers above attrition each year

Three-Year Financial Forecast- Assumptions

- Additional budget considerations arising beyond FY 2013-14 that are not included in forecast model:
 - Continued restoration of services cut during recession including library hours, recreation center hours, cultural contracts, etc.
 - Deferred maintenance of infrastructure, facilities, and technology
 - Next Meet & Confer agreement for Police and Fire uniform employees
 - Civilian employee compensation adjustments
 - Future bond program for investment in City's infrastructure
 - Unforeseen changes in inflation, unfunded state/federal mandates, adverse judgments
 - Desired investments in new initiatives, projects/programs such as development in Southern Dallas and community partnerships

General Fund Forecast (\$ in Millions)

CONSERVATIVE GROWTH	FY 2014 Proposed	FY 2015 Forecast	FY 2016 Forecast	FY 2017 Forecast
Revenues	\$1,117	\$1,128	\$1,148	\$1,178
Expenses	\$1,117	\$1,137	\$1,148	\$1,159
Current "Gap"	\$0	(\$9)	(\$0.5)	\$19
MODERATE GROWTH	FY 2014 Proposed	FY 2015 Forecast	FY 2016 Forecast	FY 2017 Forecast
Revenues	\$1,117	\$1,140	\$1,161	\$1,193
Expenses	\$1,117	\$1,137	\$1,148	\$1,159
Current "Gap"	\$0	\$3	\$13	\$34

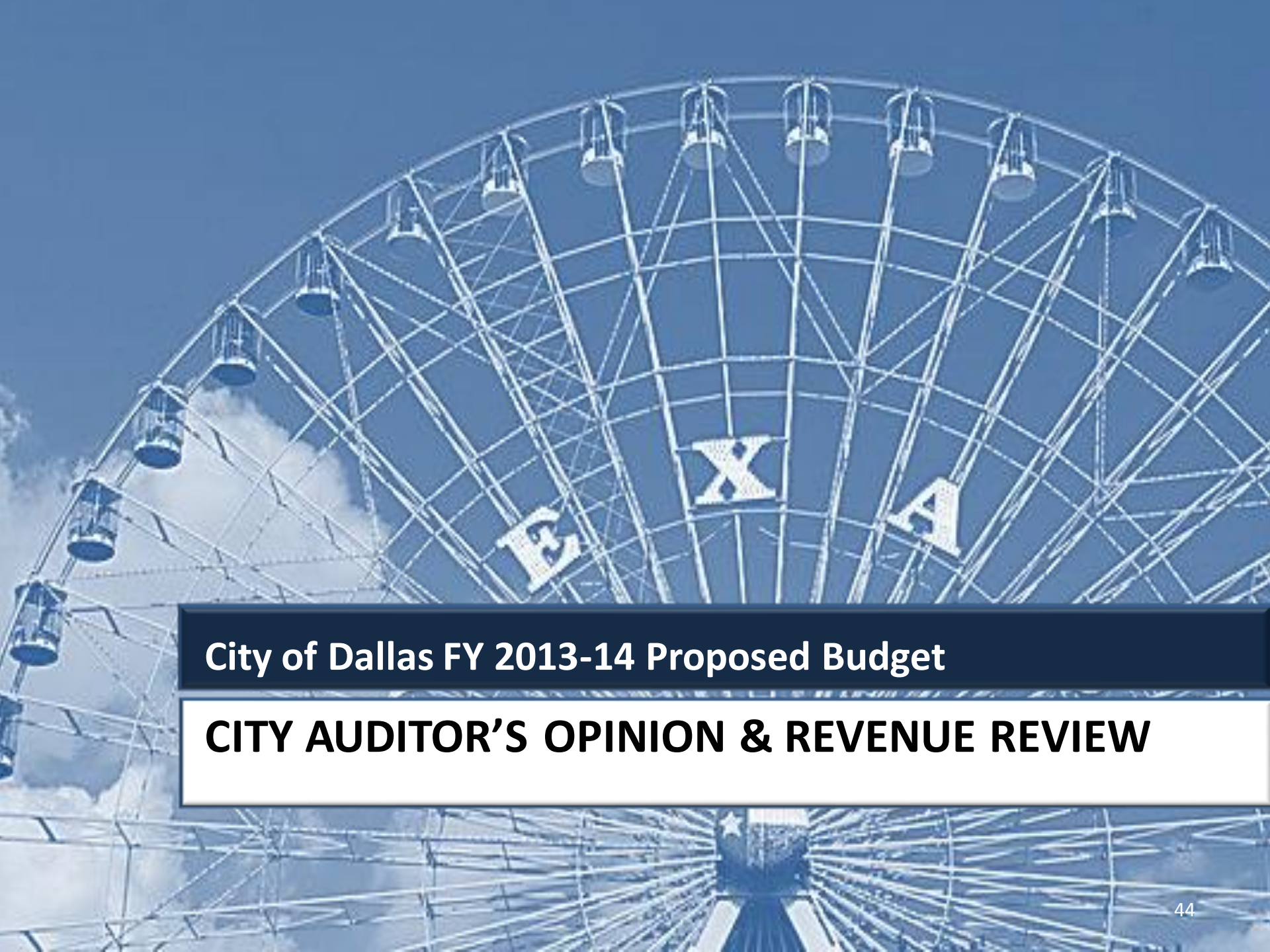


City of Dallas FY 2013-14 Proposed Budget

SCHEDULE FOR AUGUST/SEPTEMBER 2013

August and September 2013

Aug 6	Publish notice of calculated effective and roll back rate
Aug 7	Budget Workshop – City Council briefed on proposed budget
Aug 8	Town Hall meetings begin – 42 scheduled
Aug 21	Budget Workshop #5 – Briefing on tax rate requirements and other topics TBD
Aug 23	Publish notice of public hearings on tax rate
Aug 27	Budget Workshop #6 – City Council briefed on topics TBD
Aug 28	Budget public hearing
Aug 30	End Town Hall meetings
Sep 4	Adopt budget at First Reading; 1 st tax rate public hearing
Sep 6	Publish annual budget ordinance following First Reading
Sep 10	Budget Workshop #7 – Council amendments
Sep 11	2 nd tax rate public hearing; Publish notice regarding tax revenue
Sep 18	Adopt budget at Second Reading



City of Dallas FY 2013-14 Proposed Budget

CITY AUDITOR'S OPINION & REVENUE REVIEW

Potential Service Additions

- Per Council request, the following service priorities recommended if additional \$1m becomes available before budget is adopted:
 - \$320k-Restore additional 5 hours/week at 14 recreation centers
 - \$182k-Additional mow/clean crew
 - \$300k-Additional bike lanes
 - \$100k-Additional cultural programming
 - \$100K-Additional spay/neuter funding
- Or reduce tax rate by \$0.0012 (\$1m revenue reduction)

Budget Briefing Direction

Councilmember: _____

Please rank by priority the areas you wish discussed in upcoming budget workshops:

1. _____

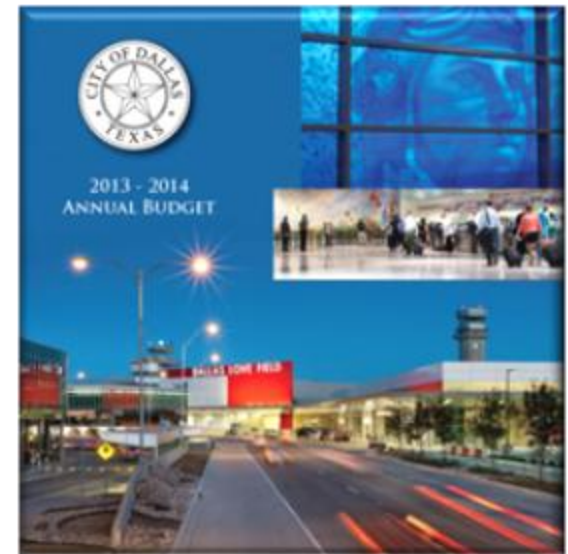
2. _____

3. _____

Please return to A.C. Gonzalez by Friday August, 9th

For More Information...

- Please visit www.dallascityhall.com for more information including:
 - FY 2013-14 proposed budget document
 - Copy of this presentation
 - Town hall meeting schedule



Questions?



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.

A handwritten signature in blue ink, appearing to read 'Rosa A. Rios'.

Rosa A. Rios
City Secretary

C: A.C. Gonzalez, Interim City Manager
Thomas P. Perkins, City Attorney
Craig Kinton, City Auditor
Ryan Evans, Interim First Assistant City Manager
Forest Turner, Assistant City Manager
Jill A. Jordan, P.E., Assistant City Manager
Joey Zapata, Assistant City Manager
Chief Charles Cato, Interim Assistant City Manager
Theresa O'Donnell, Interim Assistant City Manager
Jeanne Chipperfield, Chief Financial
Biliera Johnson, Assistant City Secretary
Lisa Christopherson, Assistant City Attorney
Lindsay Kramer, Assistant to the City Manager
Harim Logan, Assistant to the City Manager
Cheryl Nichols, Agenda Coordinator
Marla Avelar, Coordinator – Agenda Office

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

1

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

S:\data\B & C\Tracking\MAYORS B&C STATUS REPORT.xls

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.

S:\data\B & C\Tracking\MAYORS B&C STATUS REPORT.xls

JUNE 26, 2013

HAVE QUESTIONS?

- Rosa A. Rios, City Secretary
(214) 670-5654 or e-mail rosa.rios2@dallascityhall.com
- Bilierae Johnson, Assistant City Secretary
(214) 670-5653 or e-mail
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>