

Memorandum



DATE May 15, 2015

TO A.C. Gonzalez
City Manager

SUBJECT **Agenda Item August 5, 2015 – Board and Commission Appointment Process**

Please schedule the following agenda item for the August 5, 2015 briefing agenda:

Briefings

- Overview of boards and commissions and the appointment process for the 2015-2017 term

Please contact me if you have questions.



Rosa A. Rios
City Secretary

C: Warren M.S. Ernst, City Attorney
Mark McDaniel, Assistant City Manger
Biliera Johnson, Assistant City Secretary
Barbara Martinez, Assistant City Attorney
Jesus J. Salazar, Boards and Commissions Manager, CSO
Cheryl Nichols, Agenda Coordinator
Marla Avelar, Coordinator – Agenda Office

**BOARDS AND COMMISSIONS
NOMINEE SCREENING AND
APPOINTMENT PROCESS
2015/2017 TERM**



**City Secretary's Office
August 5, 2015**

STATISTICS

- 49 – B/C with members appointed by city council (16 “Individual” and 33 “Full Council”)
- 03 – B/C whose membership is appointed or nominated by city manager
- 01 - board appointed by the Mayor (Dallas Housing Authority)
- 53 - Total

CLASSIFICATIONS

- **Quasi-Judicial** – Has the power to exercise 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** – Provide advice or recommendations to the city council on issues or policies (e.g. *Senior Affairs Commission, Animal Advisory 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)

Note: Some boards require certain members to have special qualifications (e.g. architect [Landmark Commission], city/county official [Animal Advisory Commission], etc.).

TERMS

- Two (2) years in length (any period of service in excess of one year... Chapter III, Section 3A(c) of the Dallas City Charter)
- End September 30/odd-numbered years (for most boards)
- Begin October 1/odd-numbered years (for most boards)
- Vacant and holdover positions may be filled at any time to complete the remainder of the term

Holdover Period

Advisory

- Up to 9 months

Quasi-judicial and Instrumentality

- Indefinitely, until replacement appointed or member resigns

SERVICE ELIGIBILITY

- Chapter 8 of the Dallas City Code:
 - Resident of Dallas for six months
 - Qualified voter at time of appointment
 - Have no criminal record considered by the City 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
 - Credible record of attendance and performance in any previous board service

OFFICER APPOINTMENTS

- **Mayor**
 - nominates most chairs
 - nominates Board of Adjustment vice-chairs
- **Individual Councilmembers**
 - nominate most vice-chairs
- **City Council**
 - Confirms chair and vice-chair nominations

VETTING PROCESS

- Online board application via NEOGOV required for all nominees
- Nominating memo with application sent to the City Secretary's Office indicating:
 - board
 - position
 - special qualifications met, if required
- Conflict/Background checks conducted:
 - 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

- 2013
 - 467 board and commission members (3% decrease since 2011 due to sunseting of some boards)
 - 2 FTE's dedicated to processing nominees between August and December (loss of ½ position since 2012)
 - 42-day average processing time
- 2015
 - 483 board and commission members (3% increase since 2013 due to addition of boards)
 - 2 FTE's dedicated to processing nominees between August and December
 - 45-day average processing time

REFERENCE MATERIAL

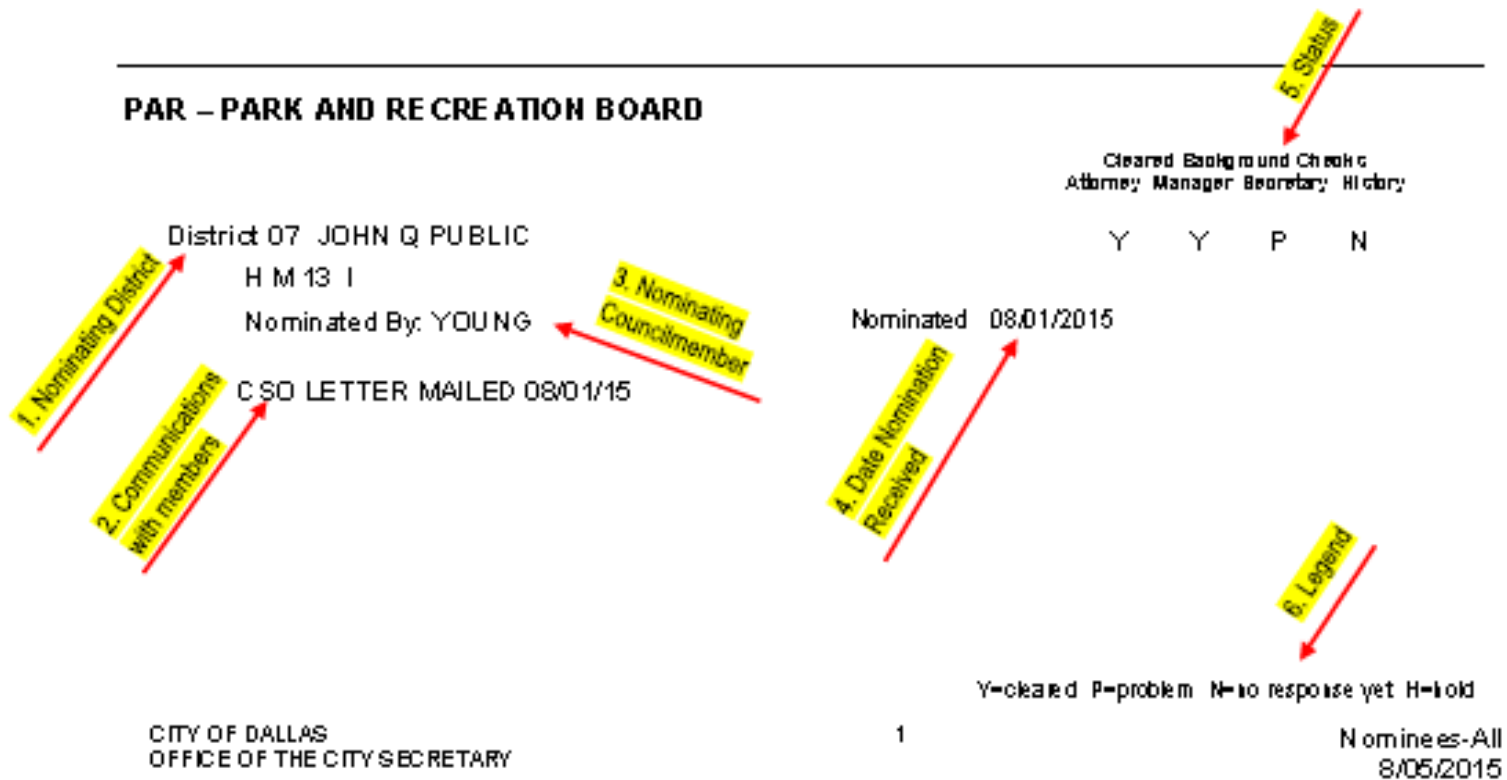
- The B/C notebook contains the following information:
 - Appointment highlights (Tab 1)
 - Membership statistics (Tab 2)
 - Current “individual” and “full council” appointees (Tab 3)
 - Special qualification boards and commissions (Tab 4)
 - Chair and vice-chair report (Tab 5)
 - Member term data (Tab 6)
 - Demographic information (Tab 7)
 - B/C descriptions and details (Tab 8)
 - Dallas City Code and Charter Provisions (Tab 9)
(Excerpts)

2015-2017 TERM NOMINEE AND STATUS REPORTS

NOMINEE STATUS REPORT

CITY OF DALLAS BOARDS AND COMMISSIONS ALL NOMINEES

PAR – PARK AND RECREATION BOARD



BOARD AND COMMISSION MATRIX

INDIVIDUAL BOARDS	Acronym	Position No./District															Total
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
ANIMAL ADVISORY COMMISSION (15)	ASC	H	H	H	N	H	H	H	H	H	H	V	H	H	H	H	15
BOARD OF ADJUSTMENT (15)	BOA	H	H	V	H	V	H	H	H	H	H	H	H	H	H	H	15
CITY PLAN AND ZONING COMMISSION (15)	CPC	H	H	H	V	H	H	H	H	H	H	H	H	H	H	H	15
COMMUNITY DEVELOPMENT COMMISSION (15)	CDC	H	H	V	H	H	H	N	V	H	H	H	H	H	H	H	15
CULTURAL AFFAIRS COMMISSION (15)	CAC	H	H	H	H	V	H	H	H	H	V	V	H	H	H	H	15
JUDICIAL NOMINATING COMMISSION (15)	JNC	V	V	H	H	H	H	H	H	H	V	H	H	H	H	H	15
PARK AND RECREATION BOARD (15)	PAR	H	H	H	H	H	H	H	H	H	N	H	H	H	H	H	15
SENIOR AFFAIRS COMMISSION (15)	SAC	H	H	H	H	H	H	H	V	H	NPM	H	H	H	H	H	15
NON TYPICAL TERM END BOARDS																	
		Position No.									Total						
		1	2	3	4	5	6	7	8	9							
CYPRESS WATERS MMD (6)	CYP	H	H	H	H	X	X	X	X	X	9						
NORTH OAK CLIFF MMD (6)	NOG	H	H	H	H	X	X	X	X	X	9						
TRINITY RIVER WEST MMD (6)	TRW	H	H	V	V	H	H	X	X	X	9						
Term Ends		7/1/2015	7/1/2015	7/1/2015	7/1/2015	7/1/2017	7/1/2017	Ex-Officio	Ex-Officio	Ex-Officio							
These initials indicate check incomplete:	A = City Attorney's Office S = City Secretary's Office M = City Manager's Office D = Dallas Police Department	These initials indicate status:							N = Nominated P = Problem X = Appointed H = Holdover V = Vacant § = Prior Attendance Issue								

CHAIR AND VICE CHAIR MATRIX

1. B/C Group

2. Total #

3. # Appointed

4. # Not Appointed

5. Percentage of board appointed

6. Chair appointments

7. Vice-chair appointments

8. Notes

BOARD AND COMMISSION CHAIR/VICE CHAIR MATRIX 15-17 TERM

FULL COUNCIL BOARDS

BOARDS	Total Members	Appointed	Holdover/Vacant/ Nominated	% Appointed	Chair Appointed by Mayor or Board	Vice Chair	Comments	
CIVIL SERVICE BOARD (7)	CSB	7	0	7	0.00%		chosen by board	
CYPRESS WATERS MMD (6)	CYP	6	0	6	0.00%	N/A	N/A	CHWC chosen by board
ETHICS ADVISORY COMMISSION (7)	EAC	7	0	7	0.00%			
HOUSING FINANCE CORPORATION (11)	HFC	11	0	11	0.00%	N/A	N/A	CHWC chosen by board
RZ03 (OAK CLIFF GATEWAY) (5)	RZ03	5	0	5	0.00%		Yes	
RZ04 (CEDARS AREA) (6)	RZ04	6	0	6	0.00%		chosen by board	
RZ10 (SOUTHWESTERN MEDICAL) (5)	RZ10	5	0	5	0.00%		chosen by board	
RZ12 (DEEP ELLUM) (6)	RZ12	6	0	6	0.00%		chosen by board	
RZ16 (DAVIS GARDEN) (6)	RZ16	6	0	6	0.00%		chosen by board	
TRINITY RIVER WEST MMD (6)	TRW	6	0	6	0.00%	N/A	N/A	CHWC chosen by board

CITY MANAGER BOARDS

BOARDS	Total Members	Appointed	Holdover/Vacant/ Nominated	% Appointed	Chair Appointed by Mayor	Vice Chair Appointed by Council	Comments
BUILDING INSPECTION ADVISORY, EXAMINING & APPEALS BOARD (16)	BIA	16	0	16	0.00%		
FIRE CODE ADVISORY AND APPEALS BOARD (9)	FCB	9	0	9	0.00%		

LEGEND:

Boards in red indicate percentage ready for chair or vice nominations & appointments.
Report lists only those Boards and Commissions still pending chair or vice

9. Legend

QUESTIONS?