

At-Large Seats (Full Council) Appointments and Nomination Deadlines

**Administrative Ad Hoc Committee Briefing
February 7, 2018**

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Interim City Secretary
City Secretary's Office**



Presentation Overview

- Purpose
- Background/History
- Current Process
- Proposed Process
- Next Steps

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Purpose

To provide the Committee an overview and recommendation for At-Large Seats (Full Council):

- Identify/differentiate category of boards
- Discuss nomination/appointment issues
- Nomination Deadlines



Background/History

- **Identify/differentiate category of boards**
 - At-Large (Full Council) Boards – Boards with less than 15 Dallas appointed members, where council can make one or all nominations to the available seats
 - There are 34 At-Large (Full Council) Boards
 - Composed of 208 seats
 - Category of Boards
 - **Typical** – Boards with term end dates of September 30.
 - **Non-Typical** – Boards with term end dates different than September 30.



Background/History (continued)

Board of Adjustment Alternate Members (BOX)	Reinvestment Zone Six Board (Farmers Market) (RZ06)
Civil Service Board (CSB)	Reinvestment Zone Seven Board (Sports Arena) (RZ07)
Cultural Affairs Commission Alternates (CAX)	Reinvestment Zone Eight Board (Design District) (RZ08)
Cypress Waters Municipal Management District (CYP)	Reinvestment Zone Nine Board (Vickery Meadow) (RZ09)
Dallas Area Rapid Transit Board (DAR)	Reinvestment Zone Ten Board (Southwest Medical) (RZ10)
Dallas Central Appraisal District Board (DCA)	Reinvestment Zone Eleven Board (Downtown) (RZ11)
Dallas/Fort Worth International Airport Board (DFW)	Reinvestment Zone Twelve Board (Deep Ellum) (RZ12)
Ethics Advisory Commission (EAC)	Reinvestment Zone Thirteen Board (Grand Park) (RZ13)
Employees Retirement Fund Board (ERF)	Reinvestment Zone Fourteen Board (Skillman Corridor) (RZ14)
Housing Finance Corporation Board (HFC)	Reinvestment Zone Fifteen Board (Fort Worth Avenue) (RZ15)
Landmark Commission Alternate Members (LMX)	Reinvestment Zone Sixteen Board (Twelve Hills) (RZ16)
North Oak Cliff Municipal Management District (NOC)	Reinvestment Zone Seventeen Board (TOD) (RZ17)
Dallas Police and Fire Pension Board of Trustees (DPF)	Reinvestment Zone Eighteen Board (Maple/Mockingbird) (RZ18)
Reinvestment Zone Three Board (Oak Cliff Gateway) (RZ03)	Reinvestment Zone Nineteen Board (Cypress Waters) (RZ19)
Reinvestment Zone Four Board (Cedars Area) (RZ04)	Reinvestment Zone Twenty Board (Mall Area Redevelopment) (RZ20)
Reinvestment Zone Five Board (City Center) (RZ05)	Trinity River West Municipal Management District (TRW)
	Trinity River Corridor Local Government Corporation (TRL)



Current Process

- Primary nominee is submitted for a full council position, background checks begin.
- Second or third nomination(s) for same position is submitted before the original nominee's appointment. Background checks will begin on subsequent nominee(s).
- All nominees are held until all have cleared B&C background checks.
- All nominees will go to council by ballot vote.

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Current Process (continued)

- **Discuss nomination/appointment issues**
 - Holding nominations until all have cleared
 - Delays in background clearances
 - Ballot votes
 - Appointment by merit



Proposed Process

- Primary nominee is submitted for a full council position, background check begins.
- Second or third nomination(s) for same position is submitted no later than two (2) weeks after the primary nomination. Background check will begin for subsequent nominee(s).
- If original nominee is appointed, secondary nomination(s) will be returned.
- City Council will be informed of nominees status on the Friday B&C Reports.

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Proposed Process (continued)

- Any issues identified during the typical B&C background checks must be resolved within two weeks of email notification or nomination will be returned (Nominating City Councilmember will be contacted)
 - City Secretary's Office - ethics/elections/attendance
 - City Manger's Office - indebtedness
 - City Attorney's Office - conflicts of interest
 - Quick Search - criminal background



Nomination Deadlines

- Category of Boards
 - **Typical** Boards – Deadlines do not apply
 - **Non-Typical Boards** – Does apply
 - DFW*
 - DART
 - CADs (Dallas, Collin, Denton, Rockwall)

*The City Council approved Resolution No. 11-3106 on November 16, 2011. The resolution outlined the appointment process/schedule for use in selecting candidates to appoint to the DFW Board. Also, the resolution allows the “Transportation” committee to establish the timeline for nomination and appointment of DFW nominees.

The CSO follows the same process for nomination and appointment of DART and CAD nominees.

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Nomination Deadlines (continued)

COUNCIL CHAMBERS

11-3106

November 16, 2011

WHEREAS, the Cities of Dallas and Fort Worth by Contract and Agreement dated April 15, 1968 (the "Contract"), provided for the construction and operation of Dallas-Fort Worth Regional Airport, subsequently renamed the Dallas-Fort Worth International Airport (the "Airport"), and continued, confirmed and established the Airport Board as its operating Board of Directors (the "Board"); and

WHEREAS, pursuant to City Council Resolution No. 76-1888, the duly elected Mayor of the City of Dallas is automatically appointed to fill Place 10; and

WHEREAS, the Dallas City Council is authorized to appoint six members to the Board (Place Nos. 1, 4, 5, 6, 9 and 11), with the terms for Places 1, 5 and 11 expiring on January 31st of odd-numbered years; and the terms for Places 4, 6 and 9 expire on January 31st of even-numbered years; and

WHEREAS, the City Council has determined that it is desirable to delineate the nomination, selection and appointment process for those members; **NOW, THEREFORE**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:

SECTION 1. That, for each set of Board members to be appointed for terms to commence on February 1 of a particular year, by 5 pm on the third Friday in the preceding November each Councilmember and the Mayor may submit to the City Secretary's Office a memo with the names, supplemented by the 5 pm deadline with the biographical information or resume, of up to three individuals to be nominated for appointment or re-appointment to the D/FW International Airport Board; if a biography or resume is not received for a particular nominee by the 5 pm deadline on the third Friday in the preceding November, the nomination will be considered incomplete and the nominee will not be considered for review.

SECTION 2. That the Transportation and Environment Council Committee (TEC) shall select from the complete nominations submitted by Councilmembers and the Mayor six individuals to interview and by December 1 shall direct the City Secretary's Office to conduct background checks on the six selected individuals.

SECTION 3. That prior to the first Council agenda meeting in January the TEC shall interview the six individuals (to the extent they have been cleared by the City Secretary's Office) and shall select three of those individuals to recommend to the City Council for appointment to the Board.

11-3106

SECTION 4. That upon selection of individuals to serve on the Board, the City Secretary's Office shall assign to each of those individuals one of the then-open Board places.

SECTION 5. That this resolution shall take effect immediately from and after its passage in accordance with the Charter of the City of Dallas, and it is accordingly so resolved.

APPROVED BY
CITY COUNCIL

NOV 16 2011

Scott O. Davis
Acting City Secretary

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Nomination Deadlines (continued)

- DFW Board Terms and Appointment
 - Terms expire January 31
 - 7 City of Dallas positions
 - 3 Expire in odd-numbered years
 - 3 expire in even-numbered years
 - 1 position is the Mayor
- Deadline to receive nominations - set by Resolution 11-3106
- Nomination Timeline Deadline(s) - set by the Chair of the Transportation Committee

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Nomination Deadlines (continued)

- DART Board Terms and Appointment
 - Terms expire June 30th
 - 8 City of Dallas positions
 - 6 Expire in odd-numbered years
 - 2 expire in even-numbered years
- Deadline to receive nominations - set by the Chair of the Transportation Committee
- Nomination Timeline Deadline(s) - set by the Chair of the Transportation Committee

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Nomination Deadlines (continued)

- CADs Board Term and Appointment
 - Terms expire December 31st
 - 1 City of Dallas position
 - Denton, Collin, Rockwall positions
- Mayor grants authority to applicable council member(s) to handle the appointment process/timeline
- Deadline to receive nominations - set by the applicable council member(s)
- Nomination Timeline Deadline(s) - set by the applicable council member(s)

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Next Steps

- Receive Committee feedback on nominations (including deadlines) and appointments to At-Large Seats (Full Council)

