



**Charter Review Commission
Meeting Minutes
Dallas City Hall, Room 6ES
Tuesday, February 18, 2014**

Commission Members Present:

Representative Rafael Anchia, Chair
Jan Hart Black
Liz Cedillo- Pereira
Levi Davis
Eva Elvove
Lois Finkelman
Michael Northrup
Tom Perkins
Jeanne Phillips
Diane Ragsdale
Paul Rich
Bob Stimson
Mary Suhm
Alan Walne

Staff Members Present:

Jeanne Chipperfield
Lois Dillard
Warren Ernst
Anna Holmes
Tricia Horatio
Biliera Johnson
Craig Kinton
Parris Long
Barbara McAninch
Rosa Rios
John Rogers
John Slate
Elizabeth Zornes

Commission Members Absent: Robert Chereck

Council Members Present:

5:35 p.m. Meeting called to order by Chair, Rafael Anchia. A quorum was present.

Chair's Welcome

Presenter(s): Rafael Anchia

Discussion Item: Chairman Anchia welcomed the Charter Review Commission and gave an overview of the meeting agenda.

Approval of Minutes of February 4, 2014 Meeting

Presenter(s): Rafael Anchia

Action Taken/Item for Consideration: Commissioner Wells moved approval of minutes from the February 4, meeting. Motion Seconded by Commissioner Finkelman.

Motion passed unanimously

Q&A regarding Suggested Charter Amendments with City Secretary, City Attorney, Chief Financial Officer, and City Auditor

Presenter(s): Warren Ernst, Rosa Rios, Craig Kinton, Jeanne Chipperfield

Discussion: Commission queried the City Attorney, City Secretary, City Auditor and the Chief Financial officer over suggested Charter Amendments that directly impact each office.

Suggestions from the City Attorney



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- The City Attorney expressed an interest in amending Chapter XXII Sec. 11 relating to citizen volunteers on boards and commissions to possibly be consistent to State thresholds.

Suggestions from the City Secretary

- Change Chapter III Sec. 3 in relation to council qualifications by removing the qualification that the candidate for city council not to be in arrears in the payment of any taxes or other liabilities due the city.
- Amend Chapter III Sec. 11 concerning duties of the Mayor Pro Tem with greater clarification as to what circumstances the Mayor Pro Tem would perform the duties of mayor.
- Amend Chapter IIIA Sec. 1 concerning the appointment, removal, and compensation of the Office of City Secretary to be in alignment with other council appointed offices.
- Amend Chapter IIIA Sec. 3 in regards to granting the City Secretary the powers to prepare and submit its own budget to city council, hire all employees in department, and oversee the process of staffing all boards and commissions.
- Amend Chapter IV Sec. 7 regarding nominations by petitions to include language addressing instituting a filing fee in accordance with Texas Election Code, Section 143.005 (e).
- Amend Chapter V Sec. 1(3) concerning the petition for recall of city council members and Chapter XVIII Sec. 12 concerning verifying signatures on all petitions to allow the city secretary 60 days rather than 30 days for review.
- Amend Chapter XXIV Sec. 13 concerning appointment and tenure of commissions and boards to reflect that city council begins the nomination process in August rather than appointing in September.
- Correct a typographical error in Chapter XI. Sec. 6 by replacing "City Secretary" with "City Treasurer".

Suggestions from the City Auditor

- Amend Chapter IX Sec. 1 by changing the language to reflect the creation, appointment, removal and compensation of the Office of City Auditor.
- Amend Chapter IX Sec. 3 relating to the duties of the City Auditor with various changes including language concerning independence, objectivity and revising language of duties to be consistent with current government auditing standards as well as requiring a statement on mandatory risk based auditing plans and moving 'special audits' to this section (3) from section 4.
- Amend Chapter IX Sec. 4 concerning giving the city auditor authority for unrestricted access to city records necessary to perform duties.

Suggestions from the Chief Financial Officer



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- Amend Chapter III Sec. 20 concerning the requirements of deposits be made promptly rather than the stated 24 hours.
- Amend Chapter XXII Sec. 1 concerning rules for purchase orders by deleting “for supplies and equipment” thus allowing purchase orders rather than administrative actions for small dollar amount purchases.

7:09 PM Five minute recess called by Chair, Rafael Anchia.

7:15 PM Meeting reconvened by Chair, Rafael Anchia

History of Autonomous Departments at the City of Dallas

Presenter(s): John Slate, Lois Dillard

Discussion Item: Staff presented a power point outlining the historical autonomy of the City Attorney, City Auditor, City Secretary, Chief Financial Officer, Civil Service Board and the Park Board. Commission discussed the history, structure, and transparency of the Park Board.

General Discussion

Presenter(s): Rafael Anchia, Commission

Discussion: The remaining items on the agenda to be addressed at the next commission meeting on March 4, 2014, including comparable cities, city council salaries and terms, autonomous departments at comparable cities and further discussion on suggested amendments. The Commission discussed the schedule, substance and format of future commission meetings. Chair Anchia raised the possibility of converting one or more of the planned work session meetings to an additional community meeting to be held at Dallas City Hall in council chambers. The commission discussed a tentative schedule to narrow down the suggested amendments to a manageable list, including a vote on suggested technical charter amendments.

Action Taken/Item for Consideration: Chairman Anchia made a motion to end receiving staff suggestions for charter amendments by February 21, 2014. Commissioner Davis seconded.

Motion passed unanimously

Action Taken/Item for Consideration: Commissioner Walne made a motion to end receiving written City Council suggestions by March 1, 2014. Commissioner Northrup seconded motion.

Commissioner Walne withdrew motion prior to vote.

Meeting adjourned at 8:41 p.m.



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Chair

Commission Administrator