

Memorandum



Date February 13, 2014
To The Honorable Chair and Members of the Charter Review Commission
Subject Report on Autonomy of Specific Offices

The report on Autonomy of Specific Offices briefing is attached for your review and will be presented at your February 18, 2014 meeting. The reference materials of the Municipal Archives collection and City Council actions were researched to compile a history of the creation of and changes to the following offices since the original 1856 Charter:

- City Auditor
- City Attorney
- City Secretary
- Chief Financial Officer
- Civil Service
- Park Board

Please let me know if I can provide additional information prior to the meeting.



Rosa A. Rios
City Secretary

Attachment

C: A.C. Gonzalez, City Manager
Warren M.S. Ernst, City Attorney
Craig Kinton, City Auditor
Biliera Johnson, Assistant City Secretary
John Rogers, Assistant City Attorney
Anna Holmes, CRC Liaison, City Manager's Office
Pat Marsolais, Director, Civil Service
Willis Winters, Director, Park and Recreation

City Secretary's Office



2014 Charter Review Commission

Report on Autonomy of Specific Offices

Researched by

John Slate, CA and Lois A. Dillard, CRM

City Attorney



- First mention of an appointed City Attorney - 1871
- Was made an elective position - 1872
- Deputy City Attorneys were approved – 1877
- Became an appointed position again – 1879
- Two-year term; removal after public hearing by 2/3 vote of Council - 1930
- Residency requirement; majority vote of Council to discharge - 2005

City Auditor



- Appointed position created as a bookkeeper - 1889
- Placed under the City Manager; selected by citizen nominating board of bank presidents and confirmed by Council; two-year term - 1930
- **City Auditor** position duties redefined and accounting responsibilities moved to newly created City Controller position - 1976
- Selection process by nominating committee established by ordinance; confirmation by Council - 1989
- Residency requirement; added assistants and employees; additional duties – 2005

City Secretary



- City Secretary first mentioned as an appointed position, but later became an elected position - 1871
- Became an appointed position – 1879
- Council could approve assistants to City Secretary – 1930
- Appointment for two-year term; requires 2/3 vote to discharge – 1973
- City-wide records management program added to City Secretary responsibilities – 1993
- Residency requirement; majority vote of Council to discharge: removes Council approval prior to discharge of assistant - 2005

Chief Financial Officer (Treasurer)



- Elective position of Treasurer - 1856
- Became appointive position reporting to Council - 1896
- Position was opened for bid contract with two-year term - 1899
- Position still filled by open bid, but reported to Department of Finance – 1930
- **Chief Financial Officer** appointed by the City Manager, is the Treasurer – 2005

Civil Service



- Civil Service Board of 3 members created - 1930
 - One board member to serve as Chief Examiner and Secretary
 - Board appoints subordinates as appropriated by Council
- Board expanded to 5 members, which appoints a non-member as secretary - 1968
- Created adjunct non-voting members to serve on trial board – 1983
- Administrative Law Judge process created – 1989
- Board Secretary to also be Director of Civil Service Department; two-year term; 2/3 vote of Board to discharge - 1997
 - Director appoints subordinates as appropriated by Council
- Expanded to 7 members - 2005

Park Board



- Created to manage City of Dallas parks; original structure: Mayor as chair/president and 5 members, appointed by mayor - 1905
- Tax revenue assigned to Park Fund; board approves expenditures – 1916
- Expanded to 6 members - 1928
- Board reduced to 5 members, removed Mayor; president selected from among board – 1930
- Expanded to 7 members - 1968
- Clarification of land acquisition policy and contract approval - 1983
- Expanded membership to number equal to the number of members on the city council - 1989