BOARDS AND COMMISSIONS NOMINEE SCREENING AND APPOINTMENT PROCESS 2017/2019 TERM

Rosa A. Rios City Secretary City Secretary's Office



City of Dallas

#### **Presentation Overview**

- Purpose Apprise City Council of Boards/Commissions Process as outlined in Dallas City Code and Charter as well as City Secretary's Office (CSO) procedures
- Boards/Commissions Current Status
  - 1. Statistics
  - 2. Term Limits & Board Types
  - 3. Eligibility & Vetting
  - 4. Officer Appointments
- Reporting
- Reference Material



#### 1. STATISTICS

- 50 B/C boards/commissions appointed by city council
  - 18 "Individual" = 270 members
  - 32 "Full Council" = 199 members
- 03 membership nominated by the city manager = 36 members

(Building Inspection Advisory, Examining & Appeals Board, Fire Code Advisory & Appeals Board, North Texas Education Finance Corporation)

- 02 boards appointed by the Mayor = 11 members
   (Dallas Housing Authority & Dallas Area Partnership to End and Prevent Homelessness LGC)
- 55 Total B/C = 516 members



#### **STATISTICS (CONTINUED)**

- 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

- 2017
  - 516 board and commission members (6.8% increase since 2015 due to addition of boards)
  - 2 FTE's dedicated to processing nominees between August and December
  - 45-day average processing time



## 2. TERMS, LIMITS, VACANCIES

- Limits
  - 4 consecutive terms
  - 2 years in length
     (Terms identical to Council: any period of service in excess of one year... Chapter III, Section 3A(c)/City Charter)
- Begin October 1/odd-numbered years (for most boards)
- End September 30/odd-numbered years (for most boards)
- Vacant and holdover positions may be filled at any time to complete the remainder of the term
- Members may only be removed for "cause" and after a public hearing



#### **HOLDOVER PERIOD**

#### **Advisory**

- Up to 9 months
  - July 1 of even-numbered years
  - If not reappointed, automatically removed at term-end

#### Quasi-judicial, Instrumentality and Other

Indefinitely, until replacement appointed or member resigns



#### **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., Dallas Area Partnership to End & Prevent Homelessness LGC)
- Miscellaneous Municipal Management Districts (e.g. Trinity River West, North Oak Cliff and Cypress Waters)

Note: 29 boards require certain members to have special qualifications (e.g. architect [Landmark Commission], city/county official [Animal Advisory Commission].



#### 3. SERVICE ELIGIBILITY

Chapter 8 of the Dallas City Code:

- Resident of Dallas for 6 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
  - City Council is informed on official record when nominees have previous attendance issues
- Members must maintain all qualifications required for appointment to the board during the entire period of service

Note: Upcoming proposed changes to Chapter 8 do not affect qualifications



#### **VETTING**

- Current board application via NEOGOV required for all nominees (currently reviewing different program)
- Nominating memo with application submitted to the City Secretary's Office indicating:
  - board
  - position, if a full city council board
  - special qualification, if required for the b/c
- Conflict/Background checks conducted:
  - City Secretary's Office ethics/elections/attendance
  - City Attorney's Office conflicts of interest
  - City Manager's Office indebtedness
  - QuickSearch criminal background check (Previously Dallas Police Department)



#### **VETTING (CONTINUED)**

- Application received via NeoGov
  - Referred to City Council within 1 day
- Nomination received by City Secretary
  - City Secretary background commences within 2 days
  - Referred to City Departments for background within 2 days
    - Have consulted with City Manager and City Attorney to provide additional staff to assist during increased nomination periods



#### **VETTING (CONTINUED)**

#### **Special Considerations**

- Know nominee in advance to prevent delays
  - Councilmembers speak with nominee in advance to determine if any criminal record
    - City Code Chapter 8, Section 8-1.4(3), states, "have no criminal record that is considered by the City Council to be so serious that it serves as a disqualification"
    - City Code Chapter 8, Section 8-1.4(8), states, "not have been finally convicted of two or more felony offenses"
  - Notify nominees in advance to expect a follow-up email regarding criminal background check & complete ASAP
  - Closed session, if applicable



#### **VETTING (CONTINUED)**

- Delays and returns to nominating office may be caused by
  - incomplete/unanswered questions on application (birthdate, ss#, position not described on employment)
  - incomplete/mistakes on nominating memo
     (special qualification not identified, position not given, nominating memo shows different board from application)
  - required qualifications unverified before nomination submission
    - (voter registration issues, spouse/no spouse not reported, "N/A" answers on application)
  - departmental background findings
     (delays from nominee responding to identified issues)
- Cleared on all issues
  - scheduled for next available meeting



#### CRIMINAL BACKGROUND CHECKS

#### **Current Process**

- Use of Dallas Police Department, limited resource (1 staff)
  - Full support of process change
  - Results provided only within State of Texas

#### New Process: Beginning August 2018

- QuickSearch (\$28.50/per w/estimate @ \$14,250/2 yrs.)
- Eliminates use of Police Department (Exception: DFW/DART)
- Utilized by Aviation, Housing, Human Resources, Office of Cultural Affairs (report satisfaction with service)
- No time-related issues with amount of searches requested in a set period



#### 4. OFFICER APPOINTMENTS

- Mayor
  - nominates most chairs
  - nominates Board of Adjustment vice-chairs
- Individual City Council Members
  - nominate most vice-chairs
  - vice-chair nominations are not scheduled for City Council approval until 50% of the board is filled
- City Council
  - confirms chair and vice-chair nominations



# NOMINEE AND STATUS REPORTS



#### **NOMINEE REPORTS**

# CITY OF DALLAS BOARDS AND COMMISSIONS ALL NOMINEES

#### PAR - PARK AND RECREATION BOARD



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Cleared Background Checks Attorney Manager Secretary History

District 07 JOHN Q PUBLIC

H M 13 I

Nominated By: YOUNG

CSO LETTER MAILED 08/01/15

Nominated 08/01/2015





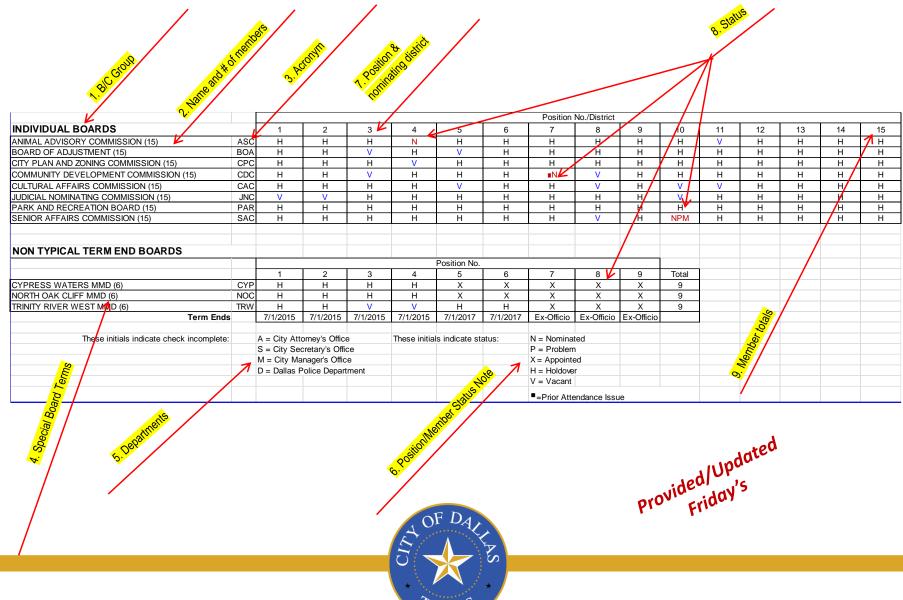
Y=cleared P=problem N=no response yet H=hold

CITY OF DALLAS
OFFICE OF THE CITY SECRETARY

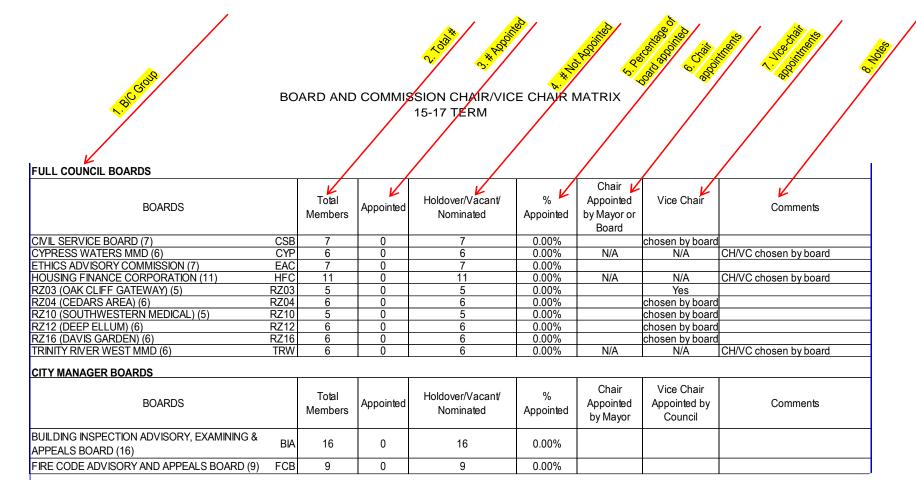


Nominees-All 8/05/2017

### **BOARDS & COMMISSIONS MATRIX**



#### CHAIR & VICE-CHAIR MATRIX



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





#### 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)
  - Board descriptive (Tab 8)
  - Governing Statues City Code/Charter (Tab 9)



# Questions?

