

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

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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

District 07 JOHN Q PUBLIC

H M 13 I

Nominated By: YOUNG

CSO LETTER MAILED 08/01/15

1. Nominating District

2. Communications
with members

3. Nominating
Councilmember

4. Date Nomination
Received

5. Status

Cleared Background Checks
Attorney Manager Secretary History

Y Y P N

Nominated 08/01/2015

6. Legend

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

CITY OF DALLAS
OFFICE OF THE CITY SECRETARY



1

Provided/Updated
Friday's

Nominees-All
8/05/2017

BOARDS & COMMISSIONS MATRIX

		Position No./District														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
INDIVIDUAL BOARDS																
ANIMAL ADVISORY COMMISSION (15)	ASC	H	H	H	N	H	H	H	H	H	H	V	H	H	H	H
BOARD OF ADJUSTMENT (15)	BOA	H	H	V	H	V	H	H	H	H	H	H	H	H	H	H
CITY PLAN AND ZONING COMMISSION (15)	CPC	H	H	H	V	H	H	H	H	H	H	H	H	H	H	H
COMMUNITY DEVELOPMENT COMMISSION (15)	CDC	H	H	V	H	H	H	N	V	H	H	H	H	H	H	H
CULTURAL AFFAIRS COMMISSION (15)	CAC	H	H	H	H	V	H	H	V	H	V	V	H	H	H	H
JUDICIAL NOMINATING COMMISSION (15)	JNC	V	V	H	H	H	H	H	H	H	V	H	H	H	H	H
PARK AND RECREATION BOARD (15)	PAR	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H
SENIOR AFFAIRS COMMISSION (15)	SAC	H	H	H	H	H	H	H	V	H	NPM	H	H	H	H	H
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)	NOC	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						

1. B/C Group

2. Name and # of members

3. Acronym

7. Position & nominating district

8. Status

4. Special Board Terms

5. Departments

6. Position/Member Status Note

9. Member totals

Provided/Updated Friday's



CHAIR & VICE-CHAIR MATRIX

1. BIC 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	CH/VC 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	CH/VC 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	CH/VC 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%			

9. Legend

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



**Provided/Updated
Friday's**

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?

