

# Memorandum



CITY OF DALLAS

Date December 20, 2021

To Honorable Mayor & Members of the City Council

Subject Dallas Area Rapid Transit Board (DART) Appointment - **Vacant Position 02 (Partial Term; Term Expires 6/30/22)**

On Thursday December 16, 2021, our office was made aware that Dominique Torres-Williams, DART Board Appointee (Position 02), had submitted her resignation. As a result of this resignation, the need exists to appoint a replacement. The individual will be appointed for a partial term beginning the date of the appointment and ending June 30, 2022.

- Monday, December 20, 2021, council members can begin nominating individuals to vacant Position No. 02 for the remainder of the term (date of appointment through June 30, 2022).
  - A council member may submit their nominee(s).
    - The nomination memo must be accompanied by a NeoGov application.
  - The deadline to submit the nominating memo to the City Secretary's Office is Tuesday, January 4, 2022, no later than 5:00 p.m.
    - If no NeoGov application is submitted by this due date, the nomination will be considered incomplete and the individual will be disqualified from consideration.
- Electronic Notebooks containing information on DART Board nominee(s) will be sent to the full City Council Wednesday, January 5, 2022 via email.
- Transportation & Infrastructure Committee (TRNI) will interview the nominee(s) at a special called meeting Thursday, January 6, 2022, and select the top finalist to recommend for appointment by city council.
  - City Council invited to attend/participate.
  - City Secretary informs the city council of TRNI's top recommended finalist.
  - The recommended finalist is not guaranteed appointment as the city council may consider other nominees (if applicable).
- City Council will appoint at the Wednesday, January 12, 2022 city council meeting.

Mayor City Council

December 20, 2021

Page 2

- Only nominees interviewed by TRNI may be considered for appointment.

Please contact me if you have questions. You may also contact City Secretary, Bilierae Johnson directly.



Omar Narvaez  
City Councilmember, District 06  
Chair, Transportation and Infrastructure Committee

#### Attachments

- c: Bilierae Johnson, City Secretary
- T.C. Broadnax, City Manager
- Christopher J. Caso, City Attorney
- Majed Al-Ghafry, Assistant City Manager
- Miroslava Martinez, Assistant City Secretary
- Adelia Gonzalez, Manager, CSO
- Parris Long, Manager, CSO

# Dallas Area Rapid Transit Board (DART) - Vacant Position

## 2022 APPOINTMENT TIMELINE

### 1 Dallas Member

Position 02 (**PARTIAL TERM**; Term Expires 06/30/2022)

<p><b>December 20, 2021 (Monday)</b></p>	<ul style="list-style-type: none"> <li>• Chair of the Transportation and Infrastructure Committee (TRNI) sends memo to City Council requesting nominee(s) via submission of a nominating memo, resume, biography and NeoGov Application               <ul style="list-style-type: none"> <li>○ <b>Position to be filled: 02 [Partial term, expires 6/30/2022]</b></li> <li>○ <b>Deadline for nominations to be submitted to City Secretary's Office is Tuesday, January 4, 2022, no later than 5:00 p.m.</b></li> </ul> </li> </ul>
<p><b>December 23, 2021 (Thursday) December 30, 2021 (Thursday) January 3, 2022 (Monday) [If necessary]</b></p>	<ul style="list-style-type: none"> <li>• City Secretary sends reminders to City Council of <b>Tuesday, January 4, 2022, 5:00 p.m.</b> deadline to submit nominations to the City Secretary's Office</li> </ul>
<p><b>January 4, 2022 (Tuesday) 5:00 p.m.</b></p>	<ul style="list-style-type: none"> <li>• Deadline for City Council nominations to be submitted no later than 5:00 p.m.               <ul style="list-style-type: none"> <li>▪ If NeoGov Application for a particular nominee is not received by the deadline date/time, the nomination will be considered incomplete and the nominee will not be considered for review</li> <li>▪ Background checks begin immediately</li> </ul> </li> </ul>
<p><b>January 5, 2022 (Wednesday)</b></p>	<ul style="list-style-type: none"> <li>• Nominee information (e-notebooks) will be forwarded to City Council</li> <li>• <b>*HARDCOPIES UPON REQUEST</b></li> </ul>
<p><b>January 6, 2022 (Thursday)</b></p>	<ul style="list-style-type: none"> <li>• TRNI meets to interview candidates               <ul style="list-style-type: none"> <li>○ City Council invited to attend/participate</li> </ul> </li> <li>• TRNI recommends one (1) candidate for appointment to City Council               <ul style="list-style-type: none"> <li>○ City Secretary informs City Council of the TRNI recommendation                   <ul style="list-style-type: none"> <li>▪ The 1 recommended individual is not guaranteed appointment as the City Council may consider other nominees, but only if they were interviewed by TRNI</li> </ul> </li> </ul> </li> </ul>
<p><b>January 12, 2022 (Wednesday)</b></p>	<ul style="list-style-type: none"> <li>• City Council to consider appointment of one (1) member               <ul style="list-style-type: none"> <li>○ Only nominees interviewed by TRNI will be considered for appointment</li> </ul> </li> </ul>