

CITY OF FRISCO, TEXAS

RESOLUTION NO. 10-08-118R

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FRISCO, TEXAS, HEREBY ADOPTING THE AMENDED OFFICIAL ADMINISTRATIVE POLICIES AND PROCEDURES FOR APPOINTMENTS TO CITY BOARDS AND COMMISSIONS.**

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FRISCO, TEXAS:

SECTION 1: The City Council of the City of Frisco, Texas, has investigated and determined the need to amend the Official Administrative Policies and Procedures for Appointments to City Boards and Commissions and adopt the same. The Official Administrative Policies and Procedures for Appointments to City Boards and Commissions, as amended, is adopted and a copy is attached hereto as Exhibit "A" and incorporated herein for all purposes.

SECTION 2: This Resolution shall take effect immediately upon its passage.

RESOLVED THIS THE 4<sup>th</sup> day of August, 2010.



  
\_\_\_\_\_  
Maher Maso, Mayor

ATTEST TO:

  
\_\_\_\_\_  
Jenny Page, City Secretary

Exhibit "A"  
(Administrative Policies and Procedures for Appointments to  
City Boards and Commissions)



**PROGRESS IN MOTION**

**CITY OF FRISCO, TEXAS**

**ADMINISTRATIVE POLICIES AND PROCEDURES FOR  
APPOINTMENTS TO CITY BOARDS AND COMMISSIONS**

**CITY OF FRISCO, TEXAS  
ADMINISTRATIVE POLICES AND PROCEDURES FOR  
APPOINTMENTS TO CITY BOARDS/COMMISSIONS**

***Mission.*** *The Frisco City Council desires to have Boards and Commissions that assist the Council in implementing the policies and procedures of the City.*

**PURPOSE**

This directive sets forth the comprehensive process for items pertaining to appointments to the City's boards and commissions including advertising for candidates, data sheet forms, processing information to the City Council, interviewing of candidates, appointment timetable, attendance records, and oaths of offices.

**POLICY**

The City Council of the City of Frisco has the right to appoint citizens to various boards and commissions. It is the stated desire and intent of the City Council to provide for an orderly appointment process to be followed by City staff and to encourage participation by interested citizens. All appointments and removals are made at the discretion of the City Council.

**PROCEDURES**

Current ordinances, resolutions, and by-laws governing appointments to boards and commissions of the City of Frisco shall be amended in such a manner so that the appointments shall be effective on one uniform date each year, October 1, excluding the one (1) annual board member appointment to the North Texas Municipal Water District. The terms of the current sitting board and commission members, whose terms are due to expire on July 1, 2004 shall be extended until October 1, 2004. Thereafter, all board terms will expire October 1 of each year and will continue to be staggered, excluding the one (1) appointment to the North Texas Municipal Water District.

**APPLICATIONS**

The City Secretary shall advertise that board applications are being accepted, at the appropriate times.

Any citizen interested in being appointed or reappointed to a board or commission must submit a completed application and meet the following requirements: a) reside within the City of Frisco for one year prior to applying and b) be a qualified voter. The completed application and supplementary materials must consist of: Application Form (Attachment 1) selecting their first board choice and an alternate board choice, an updated personal resume, a completed Affidavit of

Residence (Attachment 2), The Consent for Felony Background History (Attachment 3) and Acknowledgment of Reading and Understanding the Code of Ethics (Attachment 4).

Applications for the North Texas Municipal Water District board shall be **accepted the first Friday in April through the second Friday in April**. The City Council shall interview the applicants for the NTMWD. Council shall make appointments at the second Regular City Council Meeting in May of each year. The name of the appointee and supporting information will be forwarded to the NTMWD, where the individual will begin their tenure on the NTMWD Board on June 1.

Applications for the Planning & Zoning Commission shall be submitted in the same manner as all remaining boards, as provided below, and appointments shall be made according to the procedures provided herein. Applicants shall be scheduled for interviews to meet with the Council at a Special Called Council Meeting

For the remaining boards to be appointed on October 1, applications **may be submitted commencing on the first Monday in July of each year and the last date to submit an application packet shall be the third Monday in July of each year at 5:00 p.m.** However, solely for the purposes of the 2010-2011 Boards and Commissions application process, the deadline for submitting applications shall be extended to August 6<sup>th</sup> at 5:00pm.

**The applicant's information regarding drivers license and social security number will remain confidential.**

All application packets submitted to the City Secretary shall be date stamped received and shall be retained by the City Secretary for a period of one (1) year and shall be considered during that one (1) year in making mid-term appointments as vacancies occur.

No member shall serve on the same board or commission for more than three (3) completed consecutive terms, exclusive of any unexpired term to which the member may have been appointed to fill due to a vacancy. The City Secretary shall send a letter and/or email to each board or commission member with an expiring term or office to determine if the member wants to be considered for reappointment. If they desire reappointment, the board/commissioner member must update the information on file by filing a new application.

## **APPOINTMENT PROCESS**

Citizens will be asked to select one board and one alternate board on which they desire to serve. This will make the interview/reception process easier by reducing the number of boards for which an applicant will be considered.

At the second Regular City Council Meeting in August of each year, the City Secretary will provide the City Council back-up materials listing the places on the City boards and commissions with expiring terms of office, the new applicants, the incumbents, date of original appointment, last reappointment date, including the application and data sheets, and most current attendance reports.

There will be a *Meet and Greet Reception* for applicants to the Parks and Recreation Board, the Board of Adjustment/Construction Board of Appeals, the Urban Forestry Board, the Frisco Convention and Visitors' Bureau Board and the Frisco Arts Board and any other boards and commissions as may be appointed by the City Council.

Interviews with the City Council shall be conducted for those applicants applying for the Frisco Economic Development Corporation, the Frisco Community Development Corporation, the North Texas Municipal Water District Board, the Planning and Zoning Commission, the Housing Trust Fund Board and the Collin County Arts Board and any other boards and commissions as may be appointed by the City Council.

The applicants have the opportunity to interview directly with the City Council and express his or her ideas, concerns and desires to serve directly to the Council. Applicants should be prepared for questions, arrive 10 minutes before their scheduled interview time. The City Secretary will notify applicants of the dates and times of interviews.

Unless otherwise provided herein, appointments shall be made to boards and commissions at the second Regular City Council Meeting in September. During this meeting the Mayor shall open the floor for nominations, the Council may nominate as many applicants as they like until a motion is made, seconded and carried that nominations cease. The first applicant to receive the majority of the votes shall become the new appointee to the respective board or commission. The boards or commission for appointment shall be listed on the Regular City Council Agenda in the following order, if applicable:

1. Consider and act upon appointments of individuals to the Frisco Convention and Visitors' Bureau Board.
2. Consider and act upon appointment of individuals to the Frisco Economic Development Corporation.
3. Consider and act upon appointment of individuals to the Frisco Community Development Corporation.
4. Consider and act upon appointment of individuals to Frisco Planning and Zoning Commission.
5. Consider and act upon appointment of individuals to the Frisco Parks and Recreation Board.

6. Consider and act upon appointment of individuals to the Urban Forestry Board.
7. Consider and act upon appointment of individuals to the Board of Adjustment/Construction Board of Appeals Board.
8. Consider and act upon appointment of individuals to the Housing Trust Fund Board.
9. Consider and act upon appointment of individuals to the Collin County Arts Board.
10. Consider and act upon appointment of individuals to the Frisco Public Arts Board.

Officers of each of the City's boards and commissions will be elected in accordance with the ordinances, resolution, by-laws and home rule charter. All newly elected officers shall be reported to the City Secretary for inclusion in the boards and commissions database and for public record.

The boards and commissions database will be maintained and updated by the City Secretary's Office. City staff support to the boards and commissions will be responsible for providing updated information to the City Secretary's office.

### **MID-TERM APPOINTMENTS**

Occasionally, a board or commission member may be unable to finish his or her term or will be removed by the City Council prior to the term ending. In such cases, the vacant position must be filled by a "mid-term appointment" that will serve out the remainder of the term of the individual they are replacing.

In these cases, upon receipt of letter of resignation, the City Secretary shall notify the City Council. There shall be placed on the next Regular City Council Agenda two items:

- 1) Consider and act upon acceptance of letter of resignation of individual resigning; and,
- 2) Consider and act upon preferred procedure to fill vacancy. The use of the current pool of applicants, who have selected the vacated board as their first or alternate choice, shall be considered first. If a majority of the City Council votes to reopen the application process, a new solicitation campaign will take place in the same manner as the typical appointment process.

The appointment nomination and voting shall be the same as per the normal process.

### **EMERGENCY APPOINTMENTS**

For the health, safety and welfare of the citizens of Frisco, an emergency process may be deemed necessary by the City Council should a majority of any board or commission become vacant. Temporary appointments will be made by the City Council to serve until the regular and/or mid-term appointments may be made. Emergency (temporary) appointments shall not exceed ninety (90) days.

### **ATTENDANCE RECORDS**

All City staff providing support to the various City boards and commissions shall maintain attendance records that shall be provided to the City Secretary on a quarterly basis. The City

Secretary or designee shall make the records available to the City Council. Potential board members and commissioners will be made aware of the attendance policy as outlined in the Home Rule Charter.

### **ABSENCES**

Any member of a board or commission who is absent from three (3) consecutive regular meetings, or twenty-five percent (25%) of regularly scheduled meetings during the twelve-month (12-month) period immediately preceding and including the absence in question, without explanation acceptable to a majority of the other members, shall forfeit his or her position on the board, commission, or committee.<sup>1</sup>

### **COMMITTEES**

The City Secretary shall be apprised of any and all committees that are created by various departments and or boards/commissions and the representatives on these committees, the dates and times of meetings, and copies of agendas. The agendas will be forwarded to the City Council for their information.

### **STANDING COMMITTEES AND AD HOC COMMITTEES**

Occasionally the need may arise for the appointment of an ad hoc committee, defined as a committee that will meet for a particular purpose, for a limited time or a standing committee defined as a committee which usually functions throughout the year and meets on a regularly scheduled basis. In this instances, the Mayor shall have exclusive right, with input from other council members, to appoint this committees.

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<sup>1</sup> City of Frisco Home Rule Charter, Article 8.01 (5)

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ATTACHMENT 1

CITY OF FRISCO, TEXAS
BOARD AND COMMISSION APPLICATION

Please print or type answers to all questions. Write N/A if not applicable.

Public service opportunities are offered by the City of Frisco without regard to race, color, national origin, religion, sex or disability. To be eligible for appointment to a Board or Commission, a candidate must be a qualified voter in Frisco and a resident of Frisco for one year prior to filing.

Please select one Board or Commission and one Alternate Board or Commission

Board or Commission \_\_\_\_\_

Alternate Board or Commission \_\_\_\_\_

1. Applicant Name: \_\_\_\_\_
First M.I. Last

2. Home Address: \_\_\_\_\_
Street City State Zip

Mailing Address: \_\_\_\_\_
(if different from home) Street City State Zip

3. Telephone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

4. Email Address: \_\_\_\_\_

5. Do you currently reside in Frisco? \_\_\_ Yes \_\_\_ No

6. How long have you been a resident of Frisco? \_\_\_\_\_ (minimum of one (1) year residency required prior to filing)

7. Are you eligible to vote in Frisco? \_\_\_ Yes \_\_\_ No

- In this application the definition of an eligible voter means a person who:
1. Is 18 years of age or older;
2. Is a United States citizen;
3. has not been determined mentally incompetent by a final judgment of a court;
4. has not been fully convicted of a felony, or if so convicted, has:
a) fully discharged the person's sentence, including any term of incarceration, parole or supervision, of completed a period of probation ordered by any court; or
b) been pardoned or otherwise released from the resulting disability to vote;
5. is a resident of this state.

8. Are you currently serving on a City of Frisco board or commission?  Yes  No  
If yes, which one? \_\_\_\_\_ Term Expires: \_\_\_\_\_

9. Have you ever served on a City of Frisco board or commission?  Yes  No  
If yes, list the name of the board or commission and dates:

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10. Do you have any relatives or members of your household serving as an elected or appointed official of the City of Frisco?  Yes  No

If yes, please provide the name and position

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11. Are any relatives of your household employed by the City of Frisco?  Yes  No

12. Please read the City's Code of Ethics of Ethics before answering the following questions:

A. Do you understand and agree to adhere to the Code of Ethics?  Yes  No

B. Do you understand the term length for the position you have applied for and the attendance policy for members?  Yes  No

C. Do you understand that it is very important that you attend all regular meetings of the board or commission you have applied for and the importance of completion of your term?  Yes  No

*Any member of a board, commission, or committee who is absent from three (3) consecutive regular meetings, or twenty-five (25%) of regularly scheduled meetings during the twelve-month (12-month) period immediately preceding and including the absence in question, without explanation acceptable to a majority of the other members, shall forfeit his or position on the board, commission, or committee.<sup>1</sup>*

13. Do you have any physical or mental constraints which may limit you ability to perform the duties of a board member or commissioner?  Yes  No

If yes, what can be done to accommodate these

constraints? \_\_\_\_\_

*Pursuant to the Americans with Disabilities Act, the City of Frisco will make reasonable efforts to accommodate persons with qualified disabilities during the Boards and commissions interview process. If you require special*

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*accommodation, please contact the Office of the City secretary at (972) 335-5551 x 124 at least five days in advance of any scheduled interview.*

14. List any relative education, training or experience

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15. List your current or last employer:

Employed by \_\_\_\_\_

Address \_\_\_\_\_

Date of Employment \_\_\_\_\_ Phone No. \_\_\_\_\_ Email \_\_\_\_\_

Job Title \_\_\_\_\_

Job Duties

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I certify that all statements that I have made on this application and other supplementary materials are true and correct. I hereby authorize the City of Frisco to investigate the accuracy of this information from any person or organization, and I release the City of Frisco and all persons and organizations from all claims and liabilities arising from such investigation or the supplying of information for such investigation. I acknowledge that any false statement or misrepresentation on this application or supplementary materials will be cause for refusal of appointment or immediate dismissal at any time during the period of my appointment.

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Your application is not complete until both this application and supplemental materials are signed and returned.



SUBSCRIBED AND SWORN TO BEFORE ME by the said

\_\_\_\_\_ on this the \_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
Notary Public in and for the State of Texas  
My Commission Expires:  
\_\_\_\_\_

Attach to Affidavit of Residence – City of Frisco, Texas

ATTACHMENT 3



**City of Frisco**  
**Consent for Felony Background History**  
**Authorization/Waiver/Indemnity Form**

Each employee, employee applicant, contractor, volunteer or volunteer applicant who is to be screened must sign an authorization/waiver/indemnity form, giving approval for the City of Frisco to perform a felony background search.

I hereby give my permission for the City of Frisco to obtain information related to my felony background record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudication. I understand that this information will be used in part to determine my eligibility for a volunteer position with the City of Frisco. I also understand that as long as I remain a volunteer with the City of Frisco, the felony background check may be repeated at anytime. I understand that I will have an opportunity to review the background and a procedure is available for clarification, if I dispute the record received.

*I, the undersigned, do, for myself, my heirs, my executors and administrators, hereby remise, release and forever discharge and agree to indemnify the City of Frisco and each of their officers, directors, employees and agents harmless from and against any and all causes of actions, suits, liabilities, costs debts and sums of money, claims and demands whatsoever, and any and all related attorney's fees, court costs and other expenses resulting from the investigation of my background in connection with my application to become a volunteer.*

Date of Birth	Sex	Race
Driver's License Number	State of Issue	Social Security #
Signature	Date	



ATTACHMENT 4

**ACKNOWLEDGEMENT**

I, \_\_\_\_\_ hereby acknowledge that I have read the City of Frisco, Texas Ordinance No. 00-01-01 also known as the City of Frisco's Code of Ethics and that I understand the code.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date