

# Boards and Commissions Application

## PUBLIC INFORMATION NOTICE

Certain information submitted on the Boards and Commission Application is subject to the Texas Public Information Act and may be disclosed to anyone requesting this information. The act allows a board member of a governmental body to choose whether to allow public access to the information in the custody of the city that relates to the home address, home phone number, social security number, or that reveals whether the board member has family members. This designation can be made on the application.

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_ OTHER PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ DOB: \_\_\_\_\_

SPOUSE'S NAME: \_\_\_\_\_ CHILDREN/AGES: \_\_\_\_\_

RESIDENT OF CITY: \_\_\_ YRS. STATE: \_\_\_ YRS. REGISTERED VOTER: \_\_\_ YES \_\_\_ NO

OTHER CITIES/STATES LIVED IN: \_\_\_\_\_

### I ELECT TO WITHHOLD THE FOLLOWING INFORMATION FROM PUBLIC ACCESS:

(Check all that apply)

HOME ADDRESS  HOME PHONE #  SOCIAL SECURITY #  WHETHER OR NOT I HAVE FAMILY MEMBERS

EDUCATION (Degrees/Area of Study): \_\_\_\_\_

JOB TITLE/OCCUPATION: \_\_\_\_\_ EMPLOYER: \_\_\_\_\_

EMPLOYER ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

#### PROFESSIONAL ORGANIZATIONS

(Present/Past Memberships and Offices Held)

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#### COMMUNITY SERVICE

(Present/Past Memberships and Offices Held)

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#### SELECTION OF BOARDS

Please choose three boards in order of preference (1, 2, and 3). Before making your selection, carefully review the meeting schedule of the boards you are considering. The City Council encourages board members to maintain a 75% or greater meeting attendance rate.

\_\_\_ Animal Shelter Advisory Commission

\_\_\_ City Plan Commission

\_\_\_ Civil Service Board

\_\_\_ Cultural Arts Commission

\_\_\_ Environmental Advisory Commission

\_\_\_ Library Board

\_\_\_ North Texas Municipal Water District Board

\_\_\_ Parks & Recreation Commission

\_\_\_ Sign Control Board

\_\_\_ TIF Board

\_\_\_ Zoning Board of Adjustments/Building & Standards  
Commission

#### COMMENTS:

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Applications are kept on file for two years and as vacancies occur, applications will be reviewed by City Council. Applications can be submitted in person, by mail, or electronically via email to [aimee.nemer@cor.gov](mailto:aimee.nemer@cor.gov) or [www.cor.net](http://www.cor.net) Government/City Secretary/Serving on a Board or Commission. For more information, contact Aimee Nemer at 972-744-4290.

**Mail to:** Aimee Nemer, City Secretary, P.O. Box 830309, Richardson, TX 75083

**In Person:** Richardson Civic Center/City Hall, 411 W. Arapaho, City Secretary's Office, Suite 202, Richardson, TX 75080.

**ANIMAL SHELTER ADVISORY COMMISSION:** The commission assists the Animal Services Division in complying with requirements of Chapter 823, Health & Safety Code and other applicable state and local laws by submitting recommendations to the Animal Services Division. Seven members include a licensed veterinarian, a municipal official, the City of Richardson Animal Services Manager, a representative from an animal welfare organization and three residents of the City. Required to meet at least three times a year.

**CITY PLAN COMMISSION:** The Commission makes recommendations regarding land use, public improvements, planning and zoning, and thoroughfare improvements. It also reviews subdivision plats, development plans, site plans, and certain variance requests. 7 regular members, 2 alternates; meets the first and third Tuesdays of each month at 7 p.m.

**CIVIL SERVICE BOARD:** Oversees the Municipal Civil Service system (covers all departments), and approves Civil Service Rule changes. Reviews employee disciplinary actions (dismissals, suspensions, and demotions). When necessary, conducts appeals board hearings to hear appeals of disciplinary actions. Also reviews semi-annual efficiency report scores of City employees. 5 members; meets the first Tuesday of each month at 6:30 p.m.

**CULTURAL ARTS COMMISSION:** Acts as an advisory board recommending funds to support and promote cultural/arts organizations. After the requests are reviewed by the Commission, they are sent to the City Council for final consideration. Funding for the various arts organizations is through the hotel/motel tax fund. 7 members; meets the second Thursday of each month at 7 p.m.

**ENVIRONMENTAL ADVISORY COMMISSION:** The Commission acts in an advisory capacity to the City Council in matters relating to the enhancement and protection of the natural environment of the City. 9 members; meets on an as-needed basis but not less than four times annually.

**LIBRARY BOARD:** The Board acts in an advisory capacity by recommending policies to the City Council on library services, facilities, and development. 7 members; meets the second Wednesday at 7 p.m. during the months of January, March, May, July, September, and November.

**NORTH TEXAS MUNICIPAL WATER DISTRICT:** The City Council appoints two citizens to represent the City in governing the activities of this special district of the State of Texas. The District exists to conserve (acquire), treat, and distribute potable water, and collect, treat, and dispose of waste, both liquid and solid, in order to reduce pollution and conserve and develop the natural resources of Texas. The 18-member board meets on the fourth Thursday of each month at 4 p.m.

**PARKS & RECREATION COMMISSION:** The Commission acts in an advisory capacity to the City Council by recommending priorities or projects to be considered for development of park and recreation areas. 9 members; meets the second Tuesday of each month at 7 p.m.

**SIGN CONTROL BOARD:** This board hears requests for variances to the sign ordinance. 5 members, 2 alternates; meets the first Wednesday after the first Monday of each month at 7 p.m.

**TIF BOARD:** The Tax Increment Financing Zone Board makes recommendations to the City Council concerning the TIF District, which was created to stimulate new development in an 816-acre area along the Central Expressway corridor and the southwestern border of the City. 7 members; meets on an as-needed basis.

**ZONING BOARD OF ADJUSTMENT/BUILDING & STANDARDS COMMISSION:** This board hears requests for variances to the zoning ordinance, makes determinations regarding structural nuisances, dangerous buildings and orders remedies as needed. 5 members, 2 alternates; meets the third Wednesday of each month at 6:30 p.m.

#### **BOARD DUTIES**

The City of Richardson's Boards and Commissions are comprised of concerned citizens who volunteer their time, knowledge, and expertise to make a difference in their community. Duties of the boards may include serving in an advisory capacity, examining in-depth issues such as park development and planning and zoning, making recommendations to City Council, and making decisions on variance requests from citizens. The work these citizens do assists the Council and contributes directly to the quality of life enjoyed by both residential and corporate citizens.

#### **BOARD QUALIFICATIONS**

Applicants should be able to commit the required volunteer time for board service as well as show an interest in the specific workings of the Board or Commission; and in some cases, more specific qualifications regarding knowledge or licensing in a specific field.

The City of Richardson does not discriminate against applicants for board or commission positions on the basis of race, color, national origin, sex, disability, age, or religion.

**Code of Ethics** (*Complete [Code of Ethics](#) is available on the City website*)

Additionally, all board members must comply with the City's Code of Ethics which requires in part, that board members be independent, impartial, have no financial interest direct or indirect, in any contract with the City including the sale of any land, rights or interest in any land, materials, supplies, or service, in which the financial benefit shall include an ownership interest of more than ten (10) percent, compensation directly affected by the contract with the City, or participate in a vote or decision on any matter in which the officer has substantial interest.

**City Charter** (*Complete [City Charter](#) is available on the City website*)

The City Charter prescribes the following qualifications for all board members:

- Must be a qualified voter of the City of Richardson
- A resident of the State of Texas for at least one (1) year
- A resident of the City of Richardson for at least six (6) months
- Hold no elected public office
- Not be in arrears in taxes or other liabilities due to the City

The City Charter, *Section 21.01. Personal Financial Interest*, also prescribes the following requirements for the **City Plan Commission**, **Civil Service Board**, and the **Zoning Board of Adjustment/Building & Standards Commission**:

No officer or employee of the City shall have a financial interest, direct or indirect, in any contract with the City, or be financially interested, directly or indirectly, in the sale to the City of any land, materials, supplies or services, except on behalf of the City and any officer or employee guilty thereof shall there by forfeit such person's office or position. Any violation of this section, with the knowledge, expressed or implied, of the person or corporation contracting with the City Council shall render the contract involved voidable by the City Manager or the City Council.

#### **BOARD APPOINTMENT PROCESS**

The City has eleven (11) Boards and Commissions which have been established by City Charter, City Council, or State Law. Board members are selected by the City Council. Applications are accepted in the City Secretary's office year-round and are kept on file for two years. As vacancies occur on the various boards, applications on file are reviewed by the City Council and an interview may be scheduled. Appointments are made at the Council Meetings and applicants will be notified by City Staff.