City Council Meeting Presentations

October 20, 2025

1. FIRE DEPARTMENT STRATEGIC MASTER PLAN

2. REVIEW 2026 WILDFLOWER! ARTS & MUSIC FESTIVAL

3. REVIEW COUNCIL RULES OF ORDER AND PROCEDURE

4. BOARDS AND COMMISSIONS PROCESS FOLLOW UP

RICHARDSON FIRE DEPARTMENT STRATEGIC MASTER PLAN

RICHARDSON TEXAS

Strategic Initiatives Currently Underway

- Creation of a Health/Safety Committee
- Succession planning
- ✓ Change management
- EMS staff rotation
- ✓ Elevate EMS Battalion Chief to a higher-level Chief Officer
- ✓ Monitor Administrative Support staffing needs
- ✓ Facilities Maintenance Program
- ✓ Sustain Fire/EMS operational fleet
- ✓ Maintain ISO 1 requirements
- ✓ Evaluate need for a Mobile Integrated Health Program
- ✓ Continually Evaluate Automatic Aid Agreements
- ✓ Enhance Dispatch Systems to decrease response times
- Adopt a 300 second “Travel Time” benchmark

REVISED PLAN

PROJECT	ORIGINAL PLAN	REVISED PLAN
Truck 3	In service FY30	Same timeline, Truck model changed from tiller to mid-mount tower
Additional Ambulance-A37	In service as peek demand in FY27	Inservice FY27, Transition to fulltime when needed. Anticipated in FY29
Fire Station 7	2031 Bond Election, in service in 2035	2026 Bond Election, in service FY33
Station 7 Personnel	21 Firefighters in FY32	6 Firefighters in FY29 for A37,15 Firefighters in FY32 for Engine 7 and staffing coverage
Apparatus Storage Building	2026 Bond Election	No Change
Station 6 Remodel	2026 Bond Election	No Change
EMS Captains/Incident Safety Officers	In service FY27	No Change
Battalion Chiefs-Battalion 2	In service FY28	In service FY30 with Truck 3

City of Richardson Fire Master Plan

Program		FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	COST
Truck 3	Order vehicle	LATE 2025			$2.7M					$2.7M
Station 7	Procure land for Fire Station 7	UP TO $3M								UP TO $3M
Reserve Apparatus Building	Request in 2026 Bond Election	$5.5M								$5.5M
Sation 6 Renovation	Request in 2026 Bond Election	$1.9M								$1.9M
7th Ambulance (Peak Demand) •This Ambulance will transition to full time when needed. Anticipated FY2029	Order Ambulance and Equipment	$550K								$550K
Applications Manager	Hire		$109K							$109K
EMS Captains	Hire and place in service		$300K							$300K
7th Ambulance (Peak Demand) Overtime to operate	Increase Overtime to staff Peak Ambulance and put into service		$430K							$430K
Community Risk Reduction (1 Outreach person)	Hire community outreach person		$111K							$111K
Battalion 2	Order vehicle				$135K					$135K
Battalion 2	Hire personnel and place in service					$511K				$511K
Community Risk Reduction (1 Fire Inspector)	Hire 1 full-time Fire Inspector			$152K						$152K
Truck 3	Hire 15 Firefighters for Truck 3			$2.4M						$2.4M
Truck 3	Truck 3 Promotions and place in service					$91K				$91K
Station 7	Request in 2026 Bond Election. Sell construction debt in year 6						$31M			$31M
Station 7	Order Engine								$2.3M	$2.3M
Station 7	Hire and conduct academies (6 Firefighters in FY29, 15 in FY32)				$1M			$2.17M		$3.17M
Station 7	Promotions								$100K	$100K
Additional Ambulance (Peak Demand)	Order Ambulance							$860K		$860K
Additional Ambulance (Peak Demand)	Increase Overtime to staff Peak Ambulance								$500K	$500K
Operations Cost			$950K	$2.552M		$602K		$3.03M	$600K	$7.734M
Capital Costs		$10.95M			$3.835M		$31M		$2.3M	$48.085M
Total per year		$10.95M	$950K	$2.552M	$3.835M	$602K	$31M	$3.03M	$2.9M	$55.819M

Wildflower Art and Music Festival 2026

October 20, 2025

RICHARDSON® TEXAS

PURPOSE

To provide an overview of the 2026 Wildflower! Arts and Music Festival and present key updates related to the final stages of event planning and preparation.

OVERVIEW

- Festival Details
- Planning & Partnerships
- Wildflower! Programs
  - Wildflower on Wheels
  - Singer Songwriter Workshop and Contest
  - Battle of the Bands & Budding Talent
  - Additional Event Programming
- Sponsors
- Ticket Strategies
- 2026 Recommendations
- Next Steps for 2027


Wildflower!
Arts &
Music Festival

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FESTIVAL DETAILS

- 3rd weekend of May
- Hours
  - Friday, 6:00 p.m. – 11:30 p.m.
  - Saturday, 12:00 p.m. – 11:30 p.m.
  - Sunday, 12:00 pm. – 6:00 p.m.
- Galatyn Park Urban Center
- 2026 – 34th Anniversary
- 110+ performers on 6 stages
- 100+ staff members
- 817 volunteers
- 2026 Total Budget = $2,000,036

PLANNING AND PARTNERSHIPS

- 18-month planning process
- Every department participates in planning and implementation
- 8+ property partners for the festival site and parking
- Two weeks to set up festival site
- Three days to break down festival site
- Return property to pre-festival condition

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W.O.W
WILDFLOWER ON WHEELS

- Held at H.E.R.O.E.S., Boys and Girls Club and Retirement Homes

BATTLE OF THE BANDS

- Battle of the Bands – Must be 21 and under
- Qualifying Rounds held prior to WFF
- Top three bands perform live Sunday

AL JOHNSON PERFORMING SONGWRITER CONTEST & WORKSHOP

- Contest finals are Saturday at 12:30 p.m. on the Singer Songwriter Stage
- Workshop is held on Friday at 9:00 a.m. at partner hotel

BUDDING TALENT VOCAL COMPETITION

- Budding Talent Vocal Competition – Kinder through 12th Grade
- Auditions held prior to WFF
- Sunday at 12:30 p.m. inside the Eisemann Center

PATTERSON & ASSOCIATES PERFORMANCE ROW

- Focus on variety of entertainment and diversity

WF! KIDS

- Hands-on arts and crafts in partnership with the Richardson Public Library
- Rockstar Hair Do’s partnership with RISD
- Face Painting
- Daily Performances

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PROSPERITY BANK MARKETPLACE

- 72 vendors accepted out of 151 applicants

ART GUITAR AUCTION

- Art auction of transformed creative art made from acoustic or electric guitar
- Auction closes Sunday at 3:00 p.m.

CORNHOLE TOURNAMENT

- Saturday, 2:00 p.m. – 4:00 p.m.
- 20 Teams

THE BEAT GOES ON COMMUNITY CPR TRAINING

- FREE hands-on Community CPR Training inside the Hill Hall in the Eisemann Center
- Saturday at 1:00 p.m.

WFF! UNIQUE ANNUAL FEATURES

- Varies based on budget, staffing, and creativity
- Attempts to bring a new element/experience each year
- Example: Wonderwall Community Mural Project

WFF! EATS & DRINKS

- Chloe Wine Garden
- Craft Beer Garden
- Daiquiri Tents (wine based)
- Ovation at Galatyn Park Food Court featuring a variety of tastes!

VOLUNTEERS

- 817 individual volunteers
- 1,700 positions
- 6,038 hours

EXECUTIVE STEERING COMMITEE

- Responsibilities Include:
  - Ambassadors Program
  - Art Guitar Auction
  - Budding Talent Vocal Competition
  - Battle of the Bands
  - Community Outreach
  - W.O.W Program
  - Pre-Festival Support

Headliner

Methodist RICHARDSON MEDICAL CENTER

TEXANS CREDIT UNION

Signature

Cupcake VINEYARDS

CHLOE WINE COLLECTION

the DREAMING TREE

RENAISSANCE® DALLAS RICHARDSON HOTEL

Platinum

DART let's go.

TOYOTA of RICHARDSON The Toyota Superstore

KARBACH BREWING COMPANY

THE ZOO thezoorocks.com

Gold

Hilton RICHARDSON DALLAS

COURTYARD BY MARRIOTT

Coleman Worldwide Moving

ALLIED The Careful Movers

OVATION AT GALATYN PARK

Silver

BlueCross BlueShield of Texas

Bronze

CITY LINE

CREDIT UNION OF TEXAS

PATTERSON & ASSOCIATES INSURANCE

PROSPERITY BANK

SHERWIN WILLIAMS.

CLASSROOM APPAREL UNIFORMS THAT FIT YOUR SCHOOL

golfTOURNAMENT Custom Tee Gifts · Hole In One · Signs Awards · Fundraising · Consulting

Logo-tology Branding that Builds Business

ROCKSTARS OF TOMORROW

REVEL Patio Grill

Media Partners

COMMUNITY IMPACT NEWSPAPER

culturemap

Observer

D Magazine 214

ALT 103.7 DFW'S NEW ALTERNATIVE

JACK fm playing what we want

MIX 96.1 TEXOMA'S BEST MUSIC MIX

Contributing Sponsors

SOAPGIRL Dallas, Texas

EMERGENCY ICE

SUNLAND SOUND

SCHEELS

TICKET STRATEGIES

Pricing strategy implemented two years ago to encourage early ticket sales and an emergency to purchase

2025 Sales Schedule	FRI	SAT	SUN	3-Day	3-Day VIP	Fri - VIP	Sat- VIP	Sun VIP	Residential Online
Feb 11 - March 16	$25	$25	$10	$50	$400	$100	$125	$50	$15 No additional ticket fee Limited to 6 tickets per person Must live in Richardson (75080, 75081, 75082,
March 17 - April 30	$30	$30	$15	$65					
May 1 - Festival	$35	$35	$20	$75					
At the Festival Gateway	$45	$45	$25	N/A					

NEW

- Single Day VIP Passes (1 ticket per day)
- Discounted residential tickets available online only

2026 Recommendations

WFF! KIDS

- Rebrand to Family Focused vs Kid focused
- Increases reach to older youth age group – crosses into the teen age bracket while still maintaining elementary age activities
- Offer Family focused activities while still maintaining some of our favorites
  - Keep but expand the Rockstar makeovers
  - Continue art & craft activities - Friendship bracelet station and other hands-on activities
  - Continue Karaoke, but expand to Family Friendly
  - Bring the Community Mural back
  - Add Silent Disco
  - Retro Arcade

ENTERTAINMENT MODIFICATIONS

- Increase the time between headliners on the two main stages
  - Adjust from 30 mins to 45 mins
  - Allows for audience enjoyment of segments from both stages
- No Hill Hall performance on Friday
- Move Singer Songwriter Song Swap to Saturday
- Incorporate a new genre of music to Sunday Methodist stage
- Move Battle of the Bands Finals to Texans Stage
  - Bring back fan voting to increase attendance

TICKETING CHANGES

- Revise the 3-day VIP Festival Package from a two-person bundle to an individual per person pack
- Offer free General Admission on Sunday to encourage increased attendance
- Update pricing for the 3-day general admission package to reflect Sunday as a complimentary day

MARKETING ENHANCEMENTS

- Implement cost-neutral strategies by leveraging internal staff-led initiatives, ensuring no increase in actual expenses

- Expand outreach to regional markets in Texas and Oklahoma to drive ticket sales and increase visibility
  - Comparing to previous ticket sale zip code reach

WFF! NEXT STEPS

- Administer a comprehensive survey to capture feedback
- Present survey findings to City Council, including actionable recommendations based on the results
- Share operational insights from neighboring and comparable festivals
- Collaborate with City Council to define the future vision for the Wildflower Arts and Music Festival
- Utilize gathered information to develop a strategic plan for enhancing the festival experience and operational expenses

WFF! NEXT STEPS TIMELINE

January	• Wildflower! Comprehensive Survey
March	• Council Briefing with Data Overview and Visioning
May	• Wildflower! Art & Music Festival
June	• Council Briefing with Event Recommendations

Thank You

CITY COUNCIL RULES OF ORDER AND PROCEDURE REVIEW

October 20, 2025

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CITY COUNCIL STRATEGIC GOAL

To have clear, effective, efficient, continuously improved, and consistently applied processes and policies that make it easy for residents, employees, and all stakeholders to interact with the City

CITY COUNCIL TACTIC

Document and continuously improve business processes

2025-2027 STATEMENT OF GOALS

ROLE OF COUNCIL

- The role of the Council is to be responsible, ethical, transparent, and resourceful advocates of the City. We communicate with, seek input from, and provide a voice for residents and all stakeholders. We set policies and develop strategies that will ensure transparency and enable us to achieve our vision.
- The Council supports City staff by providing the resources, direction, and guidance that enables the City Manager to implement the operational and tactical aspects of our vision, goals, and strategies.

RULES OF ENGAGEMENT

The Council will work to achieve a result that is in the best interest of our residents and all stakeholders. We will strive to keep our discussions relevant and productive and will be supportive of all Council decisions. While executing our duties, the Council will interact with each other, staff, and stakeholders:

- Respectfully
  We are willing to listen to and recognize the potential value of differing ideas and opinions in a non-partisan manner.
- Professionally
  We are punctual, focused, present, and prepared. We are fair, impartial, and unbiased when voting on actions.
- Efficiently
  We value city resources and the time of others, and we will work to limit interruptions and distractions.

We agree to use these rules to hold each other accountable.

PRESENTATION OVERVIEW

- Rules of Order & Procedure Background
- Contents/Sections – Staff Recommendations & Council Feedback
  - Authority
  - Council Meetings
  - Rules of Conduct
  - Public Hearings
  - Public Comments, Visitors Forum, Right to Speak
  - Procedures Administration
- Council Discussion

BACKGROUND

- Developed under 2023-2025 City Council Goal:

  Document and Continuously Improve Business Processes

- City Council Strategy:

  Explore Codification of Processes in Relation to Council Appointments

- Several other elements in the document address topics raised by City Council during the 2023-2025 goal-setting process
- Development Considerations
  - City Council input from goal-setting
  - City Charter
  - State Law
  - City of Richardson Practice/Council Policy
  - Local/Common Practice
- February 12, 2024 – Proposed Rules Presented
- February 26, 2024 – Rules of Order and Procedure Adopted
- Biennial Review in coordination with the Code of Ethics

STAFF RECOMMENDATIONS

1. AUTHORITY

SECTION	AUTHORITY
1.1 Charter	City Charter
1.2 Mayor to Act as Council Ceremonial Representative	City Charter
1.3 Council Member Participation in Community Activities	COR Practice
1.4 Council Committees, Council Member Appointments, and Assignments	COR Practice
1.5 Requests for Research or Information	Local/Common Practice

Staff Recommendations:

Section 1.3 City Council ~~Member~~ Participation in Community Activities
From time to time, City Council ~~members~~ may choose to participate in political or partisan activities, community activities, committees, events, and task forces. When a member of the Council ~~member~~ participates in these types of activities, the Mayor or Council member is representing themselves as a Council member rather than acting on behalf of the City Council. Acting or participating on behalf of the City Council is limited to those instances when the Mayor has formally designated the Council member as the City Council representative for the matter.

1.4b Advisory Board and Commission Liaisons
Remove the effective date for CIEC liaison

2. COUNCIL MEETINGS

SECTION	AUTHORITY
2.1 Mayor is Presiding Officer	City Charter
2.2 Establishing the City Council Meeting Agenda	Local/Common Practice
2.3 Regular Meetings	City Charter
2.4 Special Meetings	City Charter
2.5 Emergency Meetings	State Law
2.6 Executive Sessions	State Law
2.7 Videoconference Call Meetings	Council Policy/State Law
2.8 Internet and Television/Cable Broadcast of Meetings	State Law

Staff Recommendation:

Section 2.2 Establishing the City Council Meeting Agenda
Agenda items that previously resulted in a split vote will be placed on future agendas as individual action items rather than on the Consent Agenda.

3. RULES OF CONDUCT

SECTION	AUTHORITY
3.1 General Procedure/City Charter	City Charter
3.2 Authority of Presiding Officer	City Charter
3.3 Mayor to Facilitate Council Meetings	COR Practice
3.4 Obtaining the Floor, Order of Speakers, and Council Comments	COR Practice
3.5 Motions	COR Practice
3.6 Voting	City Charter/State Law
3.7 Non-Observance of Rules	Council Policy

No staff recommendations

4. PUBLIC HEARINGS

SECTION	AUTHORITY
4.1 General Procedure	COR Practice
4.2 Public Input at Hearings	COR Practice
4.3 Continuance of Hearings	COR Practice

No staff recommendations or Council feedback

5. PUBLIC COMMENTS, VISITORS FORUM, AND RIGHT TO SPEAK

SECTION	AUTHORITY
5.1 Right to Speak	State Law
5.2 Public Comments on Agenda Items	Local/Common Practice
5.3 Visitors Forum	Local/Common Practice
5.4 Public Comment Cards	COR Practice
5.5 Time Limits	Local/Common Practice
5.6 Repetitious Comments/Designation of Spokesperson	COR Practice
5.7 Display and Distribution of Materials at Council Meetings	COR Practice
5.8 No City Council Deliberation	State Law
5.9 Waiver of Rules	Council Policy
5.10 Non-Exclusive Rules	Council Policy

5. PUBLIC COMMENTS, VISITORS FORUM, AND RIGHT TO SPEAK

Staff Recommendation:

Section 5.4 Public Comment Cards

a. All speakers shall complete a Public Comment Card and submit it to the City Secretary prior to speaking. Public Comment Cards may be submitted online by ~~5:00 p.m.~~ 4:00 p.m. on the date of the meeting, or in person before the meeting begins.

Section 5.5 Time Limits

d. ~~A maximum time of 30 minutes at the beginning of the meeting will apply for all public speakers, whether during Public Comments on the Agenda or the Visitors Forum. If there are registered speakers for the Visitors Forum remaining at the 30-minute time limit, those speakers may be heard at the conclusion of the posted agenda.~~

A maximum of thirty (30) minutes shall be allocated at the beginning of each meeting for public comments. This time limit may be extended as necessary to accommodate comments related to items listed on the meeting agenda. Comments regarding matters not included on the agenda may be heard at the beginning of the meeting if time permits within the allotted thirty (30) minutes. Otherwise, such comments shall be heard at the conclusion of the meeting under the Visitors Forum.

5. PUBLIC COMMENTS, VISITORS FORUM, AND RIGHT TO SPEAK

Staff Recommendation:

Section 5.8 No City Council Deliberation
Comments should be directed to the Mayor and City Council. The Texas Open Meetings Act prohibits the City Council from discussing or taking action on items that are not posted on the agenda. The City Council will not affirm or oppose any speaker comments or questions. The Mayor or City Manager may provide specific factual information, recite an existing policy, refer the matter or speaker to a City staff person, or schedule the item for discussion on a future agenda in response to the public comments.

Section 5.10 Non-Exclusive Rules
~~i.~~ a. Decorum
All City Council meeting attendees shall maintain appropriate decorum and may be subject to removal from the meeting for disruptions or any security concerns. The audience is asked to refrain from applauding or other expressions of support or opposition.

~~ii.~~ b. Maximum Occupancy

6. PROCEDURES ADMINISTRATION

SECTION	AUTHORITY
6.1 Biennial Review of City Council Rules of Order and Procedure	Council Policy
6.2 Adherence to Procedures	COR Practice
6.3 City Attorney as Procedure Advisor	Council Policy

No staff recommendations or Council feedback

COUNCIL FEEDBACK ITEMS

1. AUTHORITY

SECTION	AUTHORITY
1.1 Charter	City Charter
1.2 Mayor to Act as Council Ceremonial Representative	City Charter
1.3 Council Member Participation in Community Activities	COR Practice
1.4 Council Committees, Council Member Appointments, and Assignments	COR Practice
1.5 Requests for Research or Information	Local/Common Practice

1.2 MAYOR TO ACT AS COUNCIL CEREMONIAL REPRESENTATIVE

Pursuant to Charter Section 3.02, the Mayor shall represent the City on all ceremonial occasions and shall be known as the official head of government. In the Mayor's absence, the Mayor Pro Tem assumes this responsibility. In the absence of the Mayor and Mayor Pro Tem, the Mayor will select another Council member to assume the responsibility.

1. AUTHORITY

SECTION	AUTHORITY
1.1 Charter	City Charter
1.2 Mayor to Act as Council Ceremonial Representative	City Charter
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1.5 Requests for Research or Information	Local/Common Practice

1.3 COUNCIL MEMBER PARTICIPATION IN COMMUNITY ACTIVITIES

From time to time, Council members may choose to participate in community activities, committees, events, and task forces. When a Council member participates in these types of activities, the Council member is representing themselves as a Council member rather than acting on behalf of the City Council. Acting or participating on behalf of the City Council is limited to those instances when the Mayor has formally designated the Council member as the City Council representative for the matter.

1. AUTHORITY

SECTION	AUTHORITY
1.1 Charter	City Charter
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1.5 Requests for Research or Information	Local/Common Practice

1.4 COUNCIL COMMITTEES, COUNCIL MEMBER APPOINTMENTS, AND ASSIGNMENTS

d. Ad Hoc Committees

Ad hoc committees are formed on an as-needed basis with a clearly defined purpose and term and reporting requirements. Ad hoc committees are formed at the discretion of the City Council.

1. AUTHORITY

SECTION	AUTHORITY
1.1 Charter	City Charter
1.2 Mayor to Act as Council Ceremonial Representative	City Charter
1.3 Council Member Participation in Community Activities	COR Practice
1.4 Council Committees, Council Member Appointments, and Assignments	COR Practice
1.5 Requests for Research or Information	Local/Common Practice

1.5 REQUESTS FOR RESEARCH OR INFORMATION

Council members may request information or research from staff on a given topic through the City Manager. Requests for policy direction will be brought to the full City Council at a regular meeting for consideration. All written products will be copied to the full City Council. The City Manager will determine if extensive staff time and resources are required to accomplish the request. If so, the City Manager may present that request to the full City Council prior to proceeding. Council members may similarly request information from the City Attorney, City Secretary, and Municipal Judge. If significant resources are required, the City Attorney, City Secretary or Municipal Judge will ask the City Manager to place the request on a City Council agenda for approval prior to any action.

2. COUNCIL MEETINGS

SECTION	AUTHORITY
2.1 Mayor is Presiding Officer	City Charter
2.2 Establishing the City Council Meeting Agenda	Local/Common Practice

2.1 MAYOR IS PRESIDING OFFICER

Consistent with Charter Section 3.02, the Mayor shall be the presiding officer. The Mayor shall vote on all matters coming before the Council unless there is a Conflict of Interest pursuant to Chapter 171 of the Local Government Code requiring recusal. The Mayor shall have no power of veto.

The Mayor shall have the authority to preserve order at all City Council meetings, enforce the rules of the City Council, and determine the order of business under the rules of the Council.

2. COUNCIL MEETINGS

SECTION	AUTHORITY
2.1 Mayor is Presiding Officer	City Charter
2.2 Establishing the City Council Meeting Agenda	Local/Common Practice

2.2 ESTABLISHING THE CITY COUNCIL MEETING AGENDA

The City Manager shall establish City Council meeting agendas based on the policy direction of the Mayor and City Council and specific items of business that require action by the City Council. If a Council member requests the City Manager to place an item on the City Council meeting agenda that does not fall within the scope of the current City Council goals or policy direction, the Council member may submit a written agenda request to the Mayor accompanied by written support of at least two other Council members for the placement of that item on an agenda.

When such request is received by the Mayor, the Mayor shall inform the City Manager and the City Manager shall acknowledge the request at the next scheduled City Council meeting prior to scheduling the item for an agenda.

3. RULES OF CONDUCT

SECTION	AUTHORITY
3.1 General Procedure/City Charter	City Charter
3.2 Authority of Presiding Officer	City Charter
3.3 Mayor to Facilitate Council Meetings	COR Practice
3.4 Obtaining the Floor, Order of Speakers, and Council Comments	COR Practice
3.5 Motions	COR Practice
3.6 Voting	City Charter/State Law
3.7 Non-Observance of Rules	Council Policy

3.4 OBTAINING THE FLOOR, ORDER OF SPEAKERS, AND COUNCIL COMMENTS

e. Council members will govern themselves as to the length of their comments or presentation and shall be mindful of other Council members' right to speak. Council members should avoid repetitive comments and be concise.

5. PUBLIC COMMENTS, VISITORS FORUM, AND RIGHT TO SPEAK

SECTION	AUTHORITY
5.3 Visitors Forum	Local/Common Practice
5.5 Time Limits	Local/Common Practice

5.3 VISITORS FORUM

This portion of the City Council meeting is set aside for members of the public to address the City Council on any topic in which the subject matter is within the jurisdiction of the City. The Visitors Forum will follow the Public Comments on Agenda Items section. Sections 5.4 – 5.9 below shall apply to such speakers.

5. PUBLIC COMMENTS, VISITORS FORUM, AND RIGHT TO SPEAK

SECTION	AUTHORITY
5.3 Visitors Forum	Local/Common Practice
5.5 Time Limits	Local/Common Practice

5.5 Time Limits

a. All speakers are limited to a maximum of five minutes each. This applies to speakers during the Public Comments on Agenda Items portion of the meeting, and the Visitors Forum portion of the meeting.

NEXT STEPS

- Receive Council Input
- Prepare Resolution for adoption on a future agenda

Follow-Up
Boards & Commissions Process

October 20, 2025

RICHARDSON® TEXAS

CITY COUNCIL GOAL

- To effectively, efficiently, and transparently manage city resources while maintaining and enhancing city services
- To have clear, effective, efficient, continuously improved, and consistently applied processes and policies that make it easy for residents, employees, and all stakeholders to interact with the City.

CITY COUNCIL STRATEGY

- Document and continuously improve business processes

Overview

- Review Follow-Up Items Requested by Council
  - Board Duties/Descriptions
    - Enhance Boards & Commissions webpage
  - Interview and Appointment Process
    - Develop more in-depth application questions
    - Develop applicant scoring system

BOARD DUTIES & DESCRIPTIONS

Enhanced Online Board Descriptions

Each board page includes:

- Role of the board/commission
- Membership and terms
- Eligibility
- Meeting information and expectations

ROLE OF THE COMMISSION:

- Adopts, updates and enforces rules that govern how Civil Service employees are hired and employed.
- Establishes procedures for workforce reductions, including the order in which employees may be dismissed and reinstated.
- Ensures that the Civil Services sections of the City Charter, along with the adopted rules, are properly followed and enforced.

COMMISSION MEMBERSHIP:

- Commission appointed by City Council.
- Nine resident members.
- Two-year terms with a limit of four consecutive terms.

MEMBERSHIP ELIGIBILITY:

- Must be a qualified voter.
- Must have been a resident of Texas for at least one year.
- Must be a Richardson resident for at least six months immediately prior to the date of appointment.
- Must hold no elected public office.
- Must **not** be in arrears in taxes or other liability due the City of Richardson.

MEETING FREQUENCY:

- The committee is expected to meet monthly.
- Members are expected to attend at least 75% of scheduled meetings.
- The Commission approves a meeting calendar each year, but a meeting may be called, canceled, or changed at any time in accordance with the City Charter and the Texas Open Meetings Act.

INTERVIEW AND APPOINTMENT PROCESS

Suggested Application Questions to Select From

Submitted by Council

1. Why do you want to serve on a board/commission?
2. How do you handle conflict and difficult decisions if and when they arise?
3. Please tell us about yourself.
4. How will you apply your skills and background experience to your board/commission selections?
5. Provide two references who have witnessed your activities relating to the board/commission you have selected.

Suggested by Staff

1. What are you hoping to gain or learn through your service on a board/commission?
2. What makes a board/commission team effective in your experience?
3. What skills or expertise do you bring that could benefit the board/commission and the City of Richardson?
4. In what ways are you interested in contributing beyond the board/commission meetings?
5. What does servant leadership mean to you? Provide an example of how you have demonstrated servant leadership.

Evaluation Form – Option 1

Evaluation Categories When allocating points, Council should consider the level and duration of experience.			
Category	Description	Scoring Guidelines	Points
Leadership Program Participation	Participation in City or regional leadership programs that develop awareness of community issues and civic engagement.	1 point per program completed (max 4 pts)	____ / 4
Community Leadership & Involvement	Service on nonprofit boards, neighborhood associations, or community organizations demonstrating commitment to servant leadership.	1 point per organization (max 4 pts)	____ / 4
Professional Experience Relevant to the Board	Applicant's work experience aligns with the focus of the board or commission, enhancing their potential contribution.	2 points for relevant professional experience, plus 1 additional point per related industry or professional board (max 4 pts)	____ / 4
Application Quality & Motivation	Applicant's responses show thoughtfulness, understanding of board purpose, and a compelling reason for interest in serving.	Subjective rating: 1 (limited) – 4 (exceptional)	____ / 4
Discretionary Points	Reflects Council's judgment of additional value or unique contribution an applicant may bring to the board. May include specialized skills, unique perspectives, or exceptional community service.	Up to 4 additional points at evaluator's discretion	____ / 4
Total Score			
Total Points: _____ / 20 (Base score 16 points + up to 4 discretionary points)			

Evaluation Form – Option 2

Evaluation Categories When allocating points, Council should consider the level and duration of experience.			
Category	Description	Scoring Guidelines	Points
Leadership Program Participation	Participation in City or regional leadership programs that develop awareness of community issues and civic engagement.	Assign points based on the value you assign to each experience(max 4 pts)	____ / 1-4
Community Leadership & Involvement	Service on nonprofit boards, neighborhood associations, or community organizations demonstrating commitment to servant leadership.	Assign points based on the value you assign to each experience(max 4 pts)	____ /1- 4
Professional Experience Relevant to the Board	Applicant's work experience aligns with the focus of the board or commission, enhancing their potential contribution.	Assign points based on the value you assign to each experience(max 4 pts)	____ /1- 4
Application Quality & Motivation	Applicant's responses show thoughtfulness, understanding of board purpose, and a compelling reason for interest in serving.	Assign points based on the value you assign the applicant's responses (max 4 pts)	____ /1- 4
Discretionary Points	Reflects Council's judgment of additional value or unique contribution an applicant may bring to the board. May include specialized skills, unique perspectives, or exceptional community service.	Up to 4 additional points at evaluator's discretion	____ /1- 4
Total Score			
Total Points: _____			

RICHARDSON TEXAS

Council Feedback on these follow-up items or any other Board & Commission procedures?

Next Steps

- Add questions to application
- Request applicants on file to complete amended application
- Nov-Board & Commission Appointments Review