



# CITY OF MCKINNEY, TEXAS

## Agenda City Council Work Session

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Monday, October 17, 2016

5:30 PM

Council Chambers  
222 N. Tennessee Street  
McKinney, Texas 75069

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### AMENDED

#### CALL TO ORDER

#### EXECUTIVE SESSION

In Accordance with the Texas Government Code:

A. Section 551.071 (2). Consultation with City Attorney on any Work Session, Special or Regular Session agenda item requiring confidential, attorney/client advice necessitated by the deliberation or discussion of said items (as needed) and legal consultation on the following item(s), if any:

- Annexation Process

B. Section 551.071 (A) Pending or contemplated litigation

- Arch Resorts, LLC v. the City of McKinney, Texas, and Rick Herzberger, Chief Building Official of the City Of McKinney, Texas, No. 219-01855-2015, 219th District Court of Collin County, Texas

C. Section 551.072. Deliberations about Real Property

- Municipal Facilities

D. Section 551.087 – Discuss Economic Development Matters

- Project A146 – Project Frost
- Project A159 – Project Cuisine

#### DISCUSS REGULAR MEETING AGENDA ITEMS

#### WORK SESSION ITEMS

**16-1033**      [North Texas Municipal Water District Update](#)

**Attachments:**    [Presentation](#)

**16-1034**      [Consider/Discuss Amending the Policy on Board and Commission Member Appointment and Eligibility](#)

**Attachments:** [Resolution](#)  
[Board Member Requirements](#)  
[Revised Board and Commission Policy](#)  
[Revised Board and Commission Policy - Redline](#)

**16-1035**      [Update on Consolidated Grant Application Process](#)

**COUNCIL LIAISON UPDATES**

**ACTION ON EXECUTIVE SESSION**

**ADJOURN**

Posted in accordance with the Texas Government Code, Chapter 551, on the 14th day of October, 2016 at or before 5:00 p.m.

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Sandy Hart, TRMC, MMC  
City Secretary

Accommodations and modifications for people with disabilities are available upon request. Requests should be made as far in advance as possible, but no less than 48 hours prior to the meeting. Call 972-547-2694 or email [contact-adacompliance@mckinneytexas.org](mailto:contact-adacompliance@mckinneytexas.org) with questions or for accommodations.



16-1033

**TITLE:** North Texas Municipal Water District Update

**COUNCIL GOAL:** Operational Excellence

**MEETING DATE:** October 17, 2016

**DEPARTMENT:** City Manager's Office

**CONTACT:** Chandler Merritt, Director of Strategic Services

**RECOMMENDED CITY COUNCIL ACTION:** Receive presentation and update.

**ITEM SUMMARY:**

- This is a regular update provided to the City Council from the North Texas Municipal Water District.
- The presentation will include: overview of NTMWD's mission and services, key water projects and programs, key wastewater projects and programs, wastewater and water system rate projections, and personnel additions.

**BACKGROUND INFORMATION:**

- North Texas Municipal Water District (NTMWD) provides water for 13 cities of which McKinney is a member.
- Joe Joplin and Charles McKissick serve as the two representatives for the City of McKinney on the NTMWD Board of Directors.

**FINANCIAL SUMMARY:** N/A

**BOARD OR COMMISSION RECOMMENDATION:** N/A

**SUPPORTING MATERIALS:**

[Presentation](#)

# NORTH TEXAS MUNICIPAL WATER DISTRICT

## NTMWD's Vision

Regional Service  
Through Unity...

Meeting Our Region's  
Needs Today and  
Tomorrow

## NTMWD's Mission

Meet the Various Needs  
of Member Cities and  
Customers

## Top 5 Priorities:

- Provide superior water, wastewater, and solid waste services today.
- Secure the future for water, wastewater, and solid waste supplies and services.
- Maintain strong relationships with Member Cities, Customers, and partners.
- Maintain our infrastructure to provide reliable service today and tomorrow – through emphasis on preventive/predictive maintenance.
- Take care of our people – develop our leaders and work force, hire and retain the right people, build our bench, and be safe.



# North Texas Municipal Water District

*“Regional Service Through Unity ...  
Meeting Our Region’s Needs Today and Tomorrow”*

## McKinney City Council

## October 17, 2016

*Tom Kula, NTMWD Executive Director*



# Agenda

- **Overview of Our Mission & Services**
- **Key Water Projects and Programs**
- **Key Wastewater Projects and Programs**
- **Wastewater & Water System Rate Projections**
- **Questions**



# NTMWD Systems

*Serve 1.6 million in North Texas area nearly twice the size of Rhode Island*

## Water

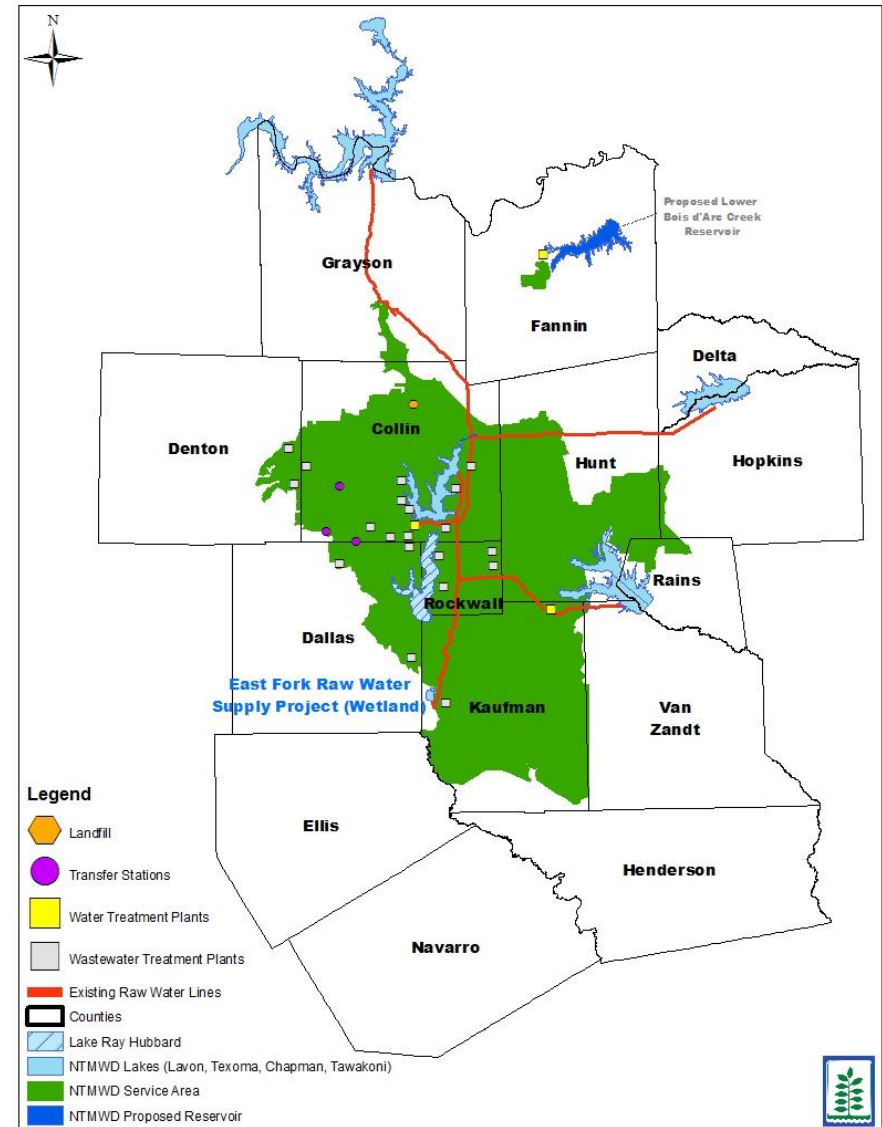
- 370 MGD average raw water supply
- 6 water treatment plants – 806+ MGD capacity
- 566 miles of transmission pipelines
- 9 raw water pump stations
- 8 treated water pump stations
- 77 City delivery points

## Wastewater

- Operate 14 wastewater treatment plants
- 151+ MGD treatment capacity
- 8 interceptor systems with 250+ miles of large-diameter pipelines and 23 lift stations

## Solid Waste

- 3 transfer stations, 3,295 combined permitted tons/day
- 800,000+ tons/year accepted at landfill





# Focused on Serving Growing Region

## NTMWD Largest Member Cities Population Growth

City	1950	1960	1970	1980	1990	2000	2010	2015
Frisco	736	1,184	1,845	3,420	6,138	33,714	116,989	145,510
Garland	10,291	38,501	81,437	138,857	180,635	215,768	226,876	232,960
McKinney	10,560	13,763	15,193	16,249	21,283	54,369	131,117	154,840
Mesquite	1,684	27,526	55,131	67,053	101,484	124,523	139,824	142,230
Plano	2,115	3,695	17,872	72,331	127,885	222,030	259,841	271,140
Richardson	1,289	16,810	48,405	72,496	74,840	91,802	99,223	102,430

*Note: Collin County recently updated growth projections to include 1.3 million more residents than previous estimates.*

## NTMWD Total Population: Historical and Projected

Year	1956	1961	1974	1994	2015	2040	2070
Population Served	32,000	60,000	200,000	800,000	1,600,000	2,500,000	3,700,000





# Water Essential for Economic Growth

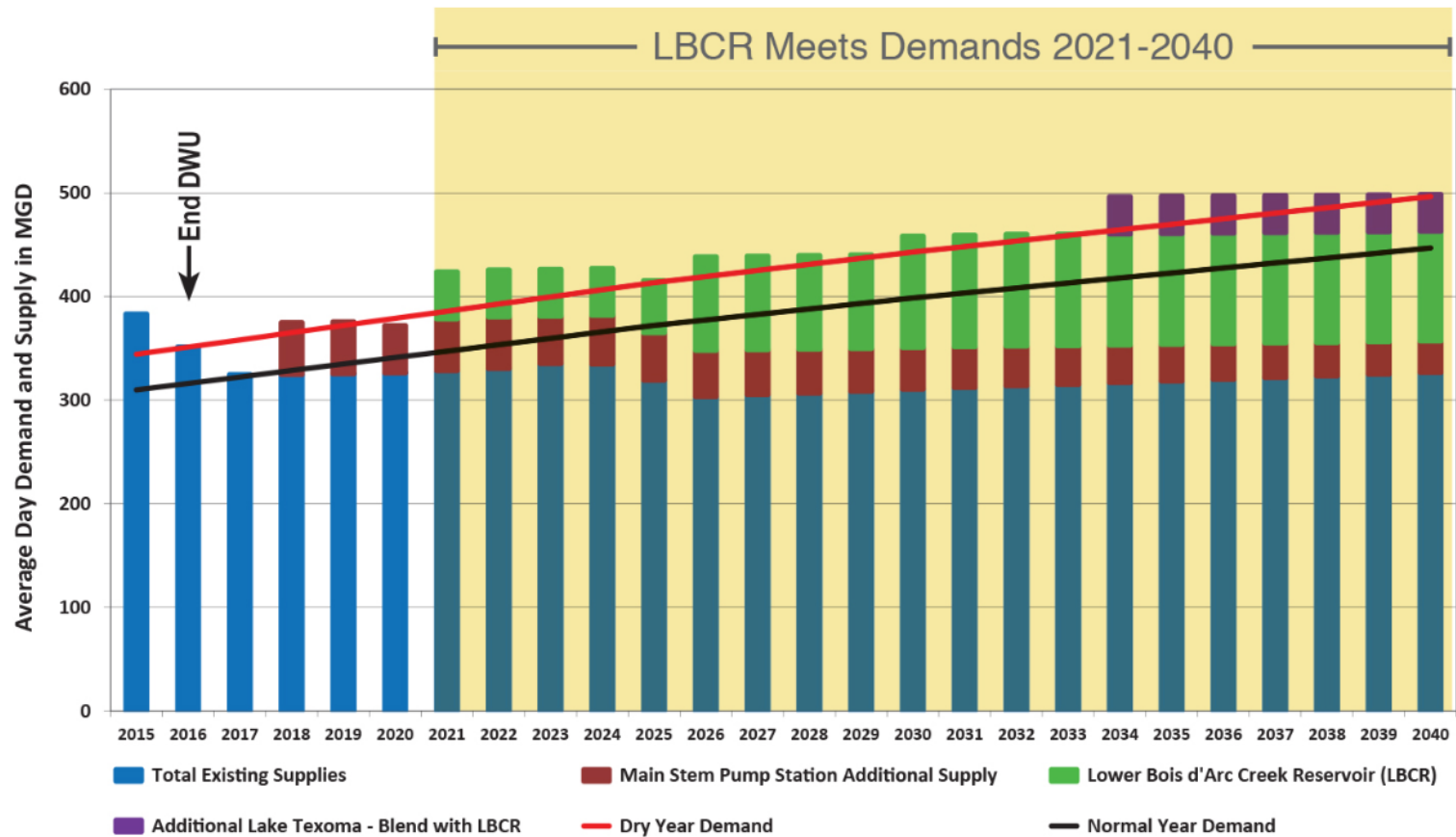
*Water supply infrastructure is the driving force of community and business vitality*







# Water Demand and Supply Projections from 2015 to 2040

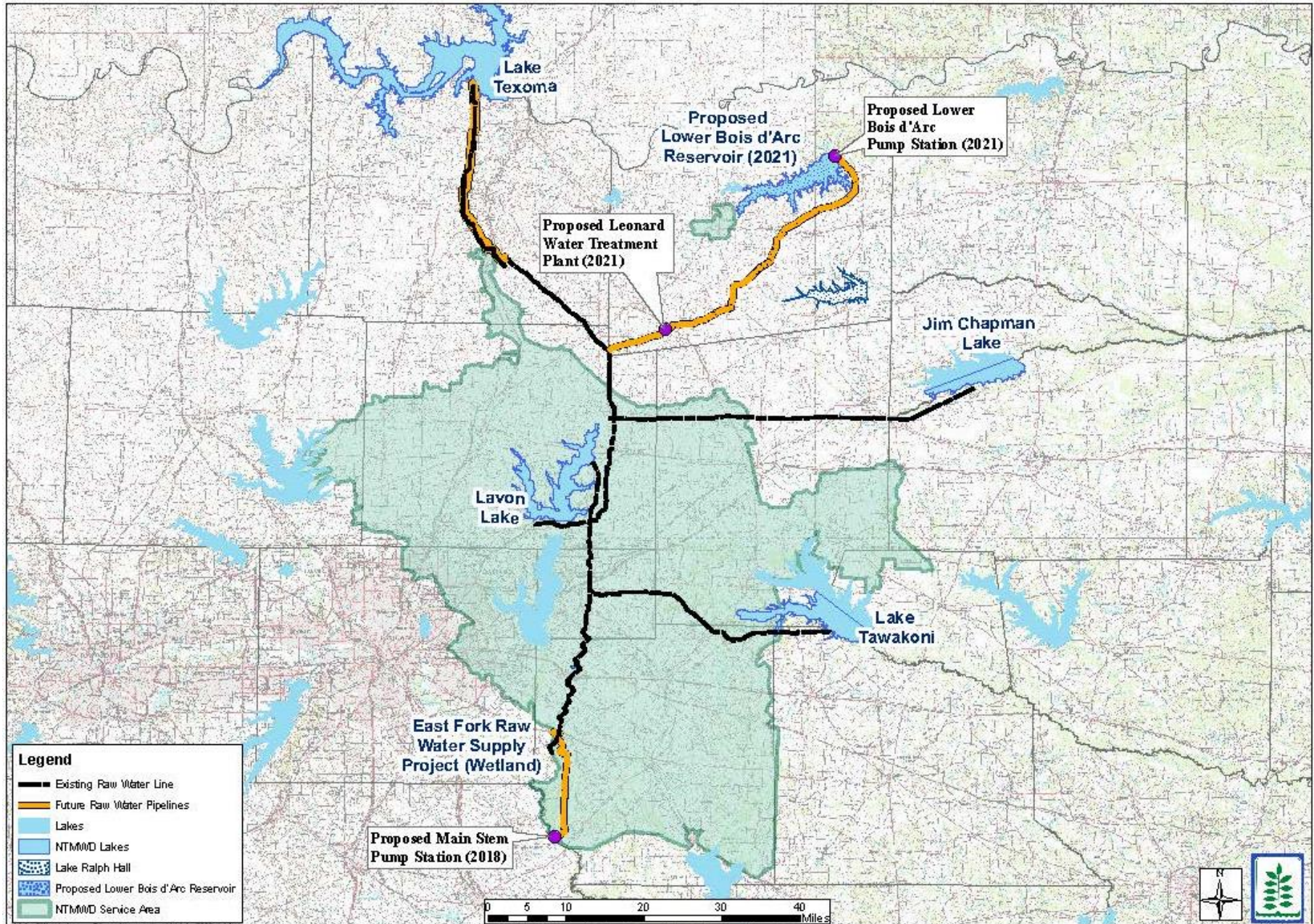


Dry Year - Below average rainfall without drought response restrictions

Normal Year - Average year rainfall that results in normal year demand



# NTMWD Existing and Planned Raw Water Supplies



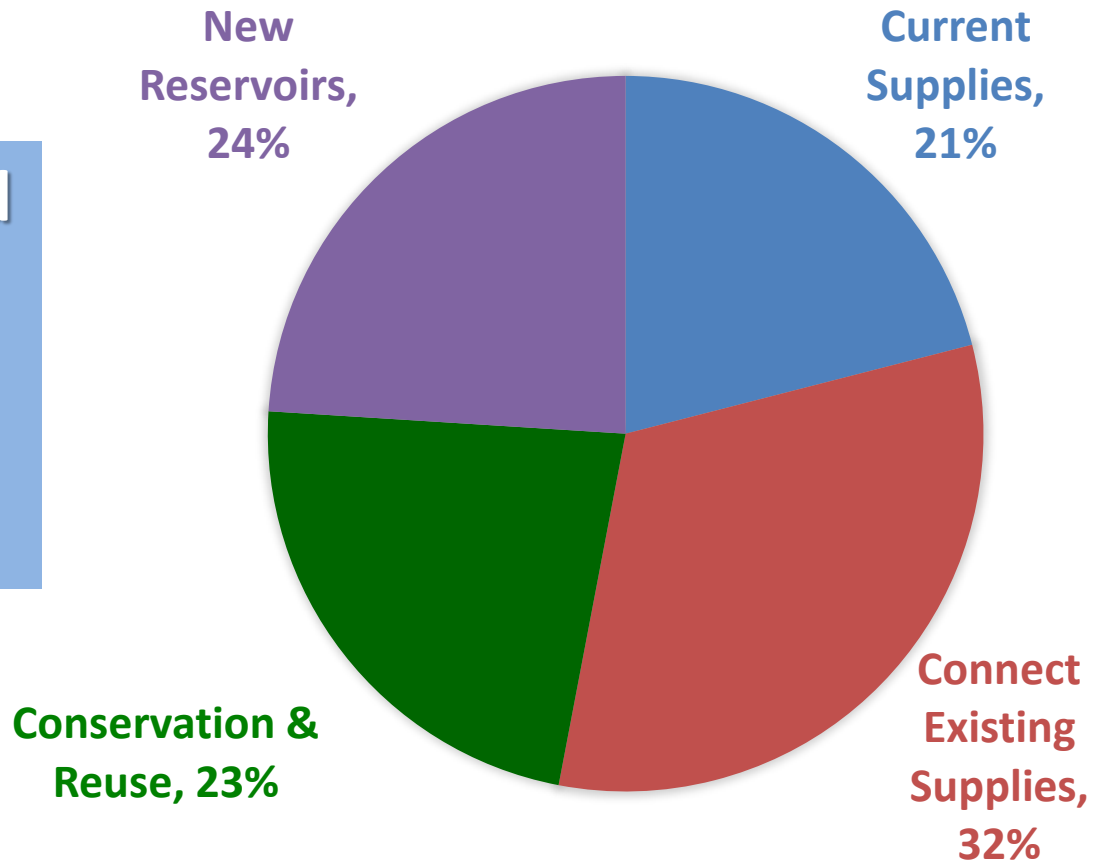




# Water Supply Planning: Future Sources

Conservation and  
Reuse = 23%

New Sources,  
Reservoirs = 24%





# Lower Bois d'Arc Creek Reservoir

*First major reservoir to be constructed in Texas in the last 30 years*

**Location:** Fannin County, TX

**Area:** 16,526 acres

**Supply:** up to 108 MGD

**Average/ Max Depth:** 22/70 ft

**Lake Elevation:** 534 ft msl

**Owner & operator:** NTMWD

**Cost Estimate:** ~\$1.2B

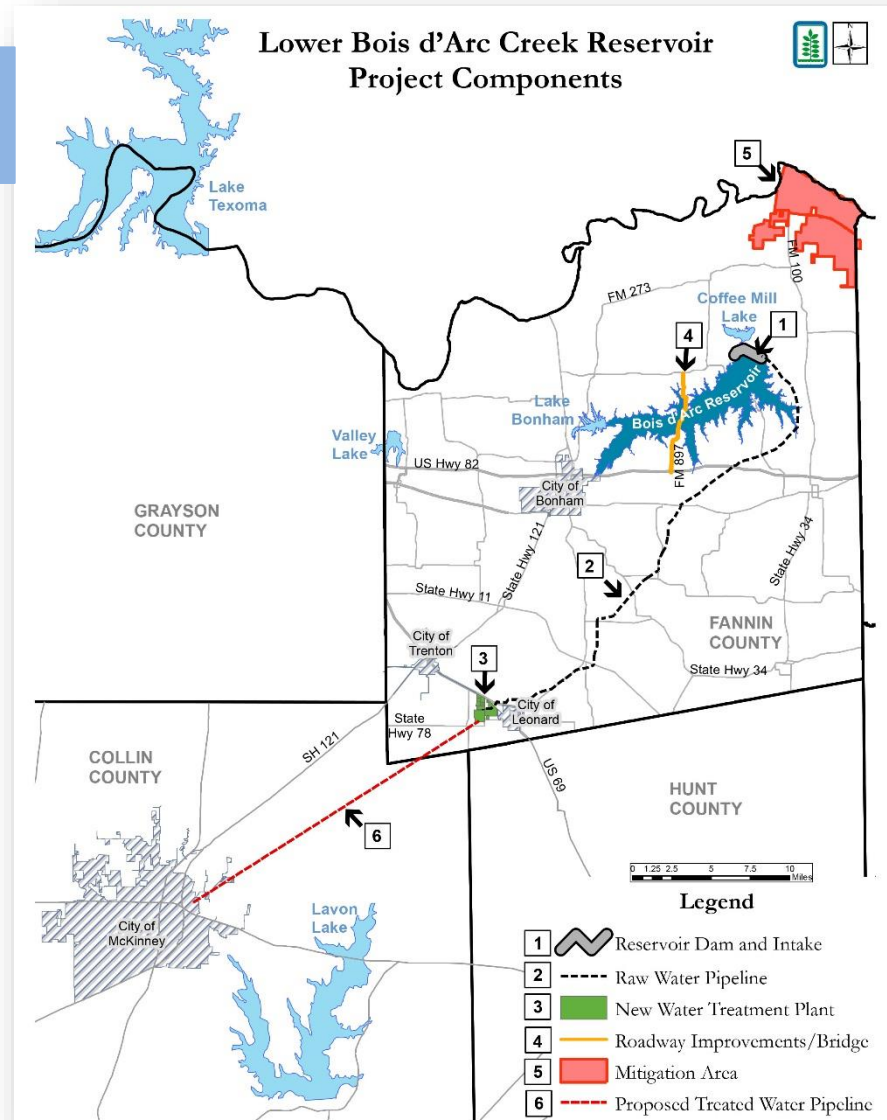
**Permitting Required:**

- Water Rights – received June 2015
- USACE Section 404 – under review

**Anticipate federal permit in 2018**

**with water delivery in 2022\***

*\*Final schedule dependent on permitting*





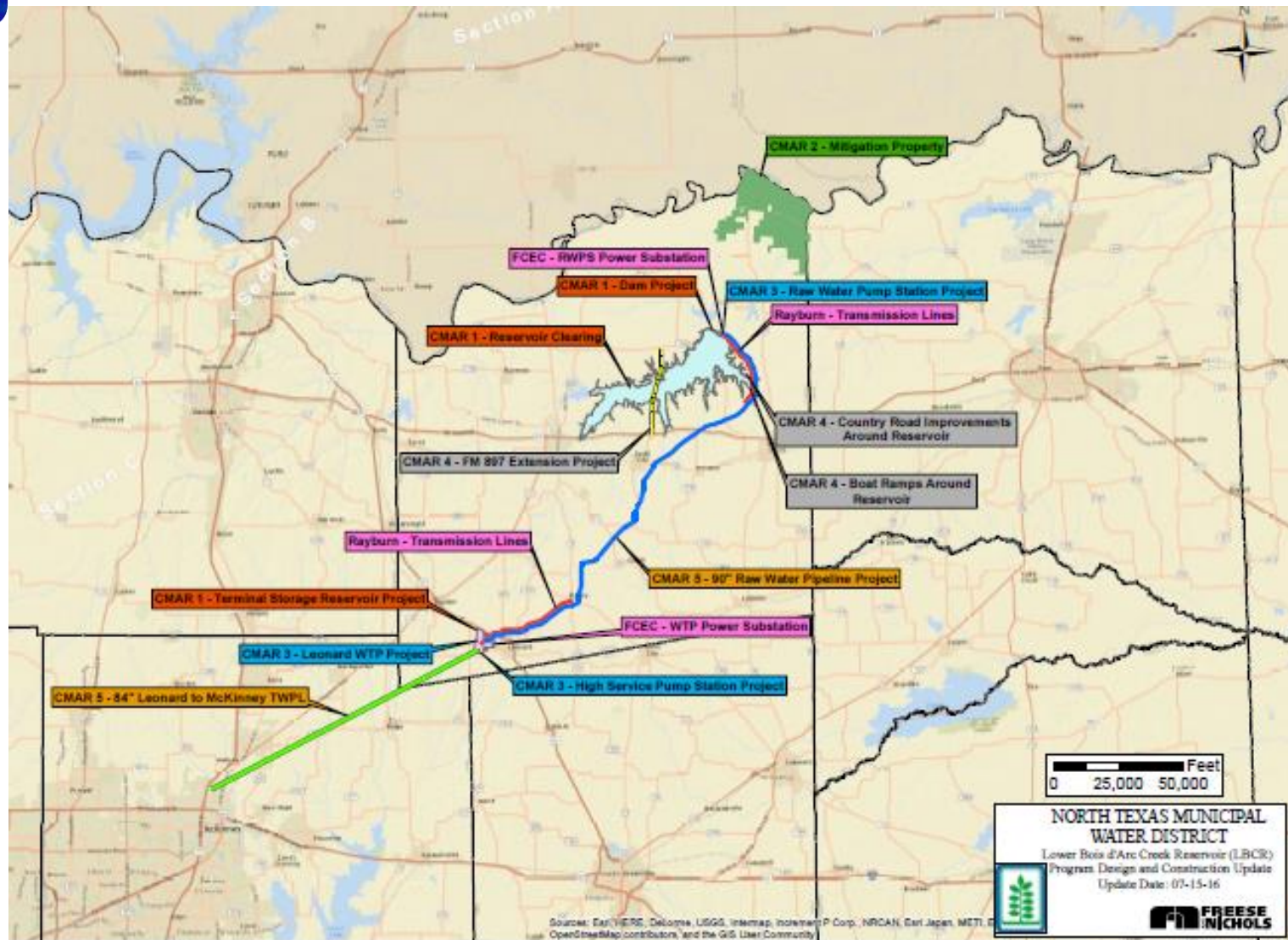


## **Lower Bois d'Arc Creek Reservoir**

- **Proposed Lower Bois d'Arc Creek Reservoir included in Region C Water Plan as a strategy for NTMWD since 2001**
- **Reservoir expected to provide up to 108,000 af/yr for NTMWD service area including Fannin County**
- **Project includes a reservoir, dam, water treatment plant, and transmission facilities (delivers raw water to the treatment plant and District customers)**
- **State Water Right Permit obtained in 2015**
- **CWA Section 404 permit pending**
  - **USACE currently projects 404 issuance in 1<sup>st</sup> quarter of 2018**



# Lower Bois d'Arc Creek Reservoir Projects





# Lower Bois d'Arc Creek Reservoir

## District Actions to Minimize Delays:

- Water Resources Development Act Amendment #5 included is current House of Representatives version
- Requires USACE and EPA permit decision by September 30, 2017
- Continued close coordination with permitting agencies



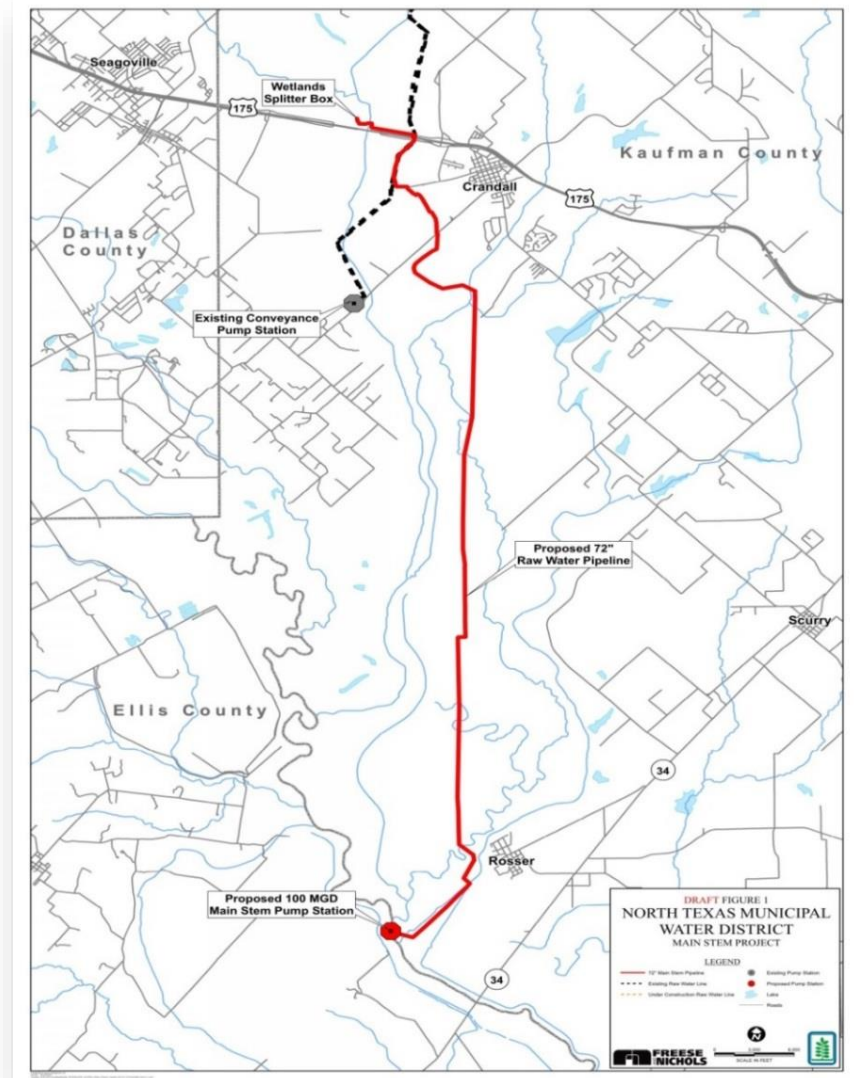
***WRDA Amendment #5 Introduced  
by Rep. Sam Johnson  
Co-Sponsors:  
Rep. Pete Sessions  
Rep. John Ratcliffe  
Rep. Eddie Bernice Johnson***





# Future Supplies: Reuse

- **New project: Trinity River Main Stem Pump Station**
  - Up to 100 MGD
  - 17 miles, 72-inch-diameter pipeline
  - Add one pump at Conveyance Pump Station
  - Cost approx. \$99 million
  - Completion by late-2018



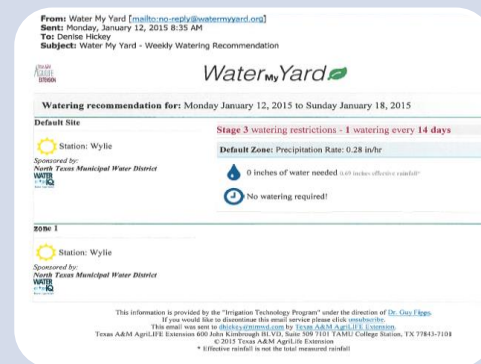
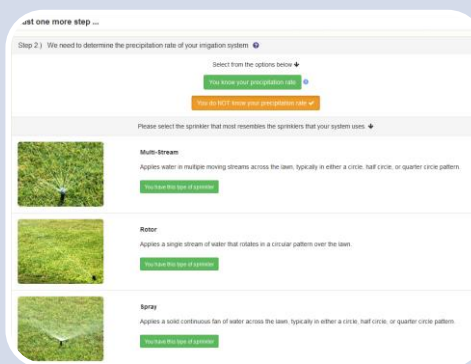
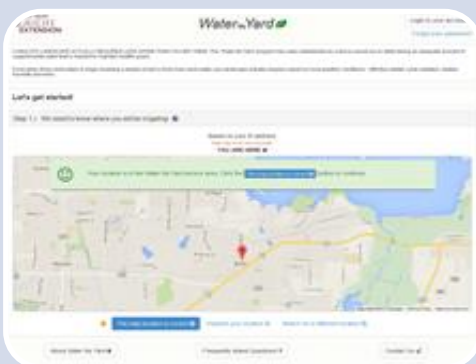




# Future Supplies: Conservation

[www.WaterMyYard.org](http://www.WaterMyYard.org)

Water<sub>My</sub>Yard



Sign-up for a FREE  
ACCOUNT :  
[www.WaterMyYard.org](http://www.WaterMyYard.org)

Set up your profile:

- \* Where you live
- \* What type of system components you have
- \* Your email address

Receive a weekly  
email:

- \* Pulls data from closest weather station
- \* Returns a weekly email to the subscriber based on a 7- day weather on how much watering is needed to supplement natural rainfall
- \* Many weeks, no watering is recommended



# **Key Wastewater Projects and Programs**



# EPA National Enforcement Initiative: Wastewater Systems Overflows





# EPA Focused Inspections on Regional Wastewater Systems Members

NTMWD Regional WW Members	NTMWD Regional WW Customers	NTMWD Sewer System Participants
Allen	Anna	Farmersville
Forney	Fairview	Fate
Frisco	Lucas	Frisco
Heath	Melissa	Lavon
McKinney	Parker	Murphy
Mesquite		Rockwall
Plano		Royse City
Princeton		Seis Lagos UD
Prosper		Wylie
Richardson		
Rockwall		
Seagoville		





# Potential EPA Compliance Approaches

## Letter

- Self controlled plan, implementation, and schedule
- EPA expects alignment with their expectations

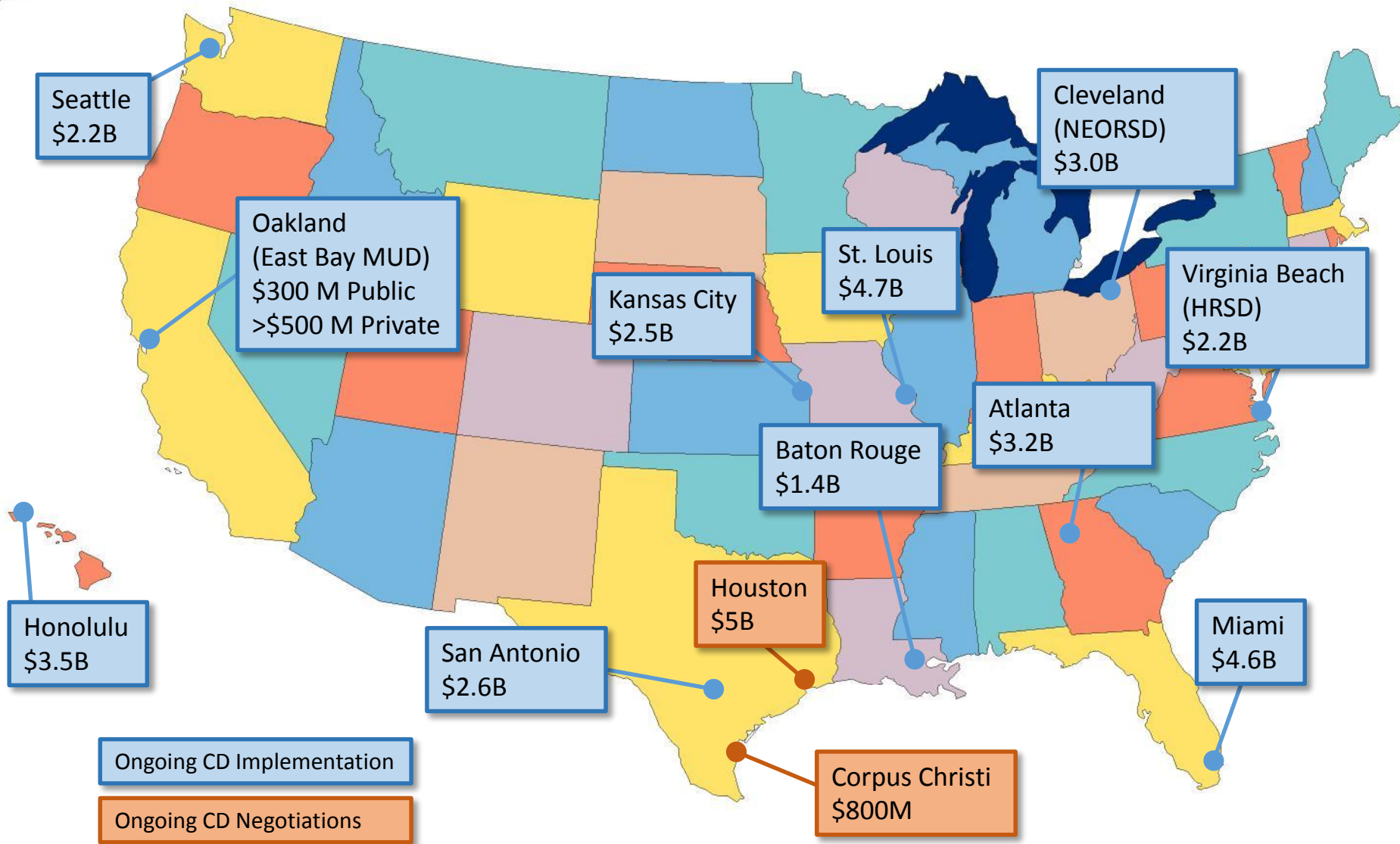
## Administrative Order

- Enforcement administered by EPA Region 6
- Required scope and schedule in alignment with EPA expectations

## Consent Decree

- Enforcement negotiated with EPA and DOJ in DC
- Long, detailed, starts with DOJ requirements list
- **Expensive** to implement, little flexibility

# We Desired a Regional Developed Solution Rather Than a Consent Decree Solution

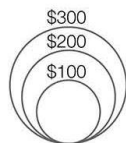
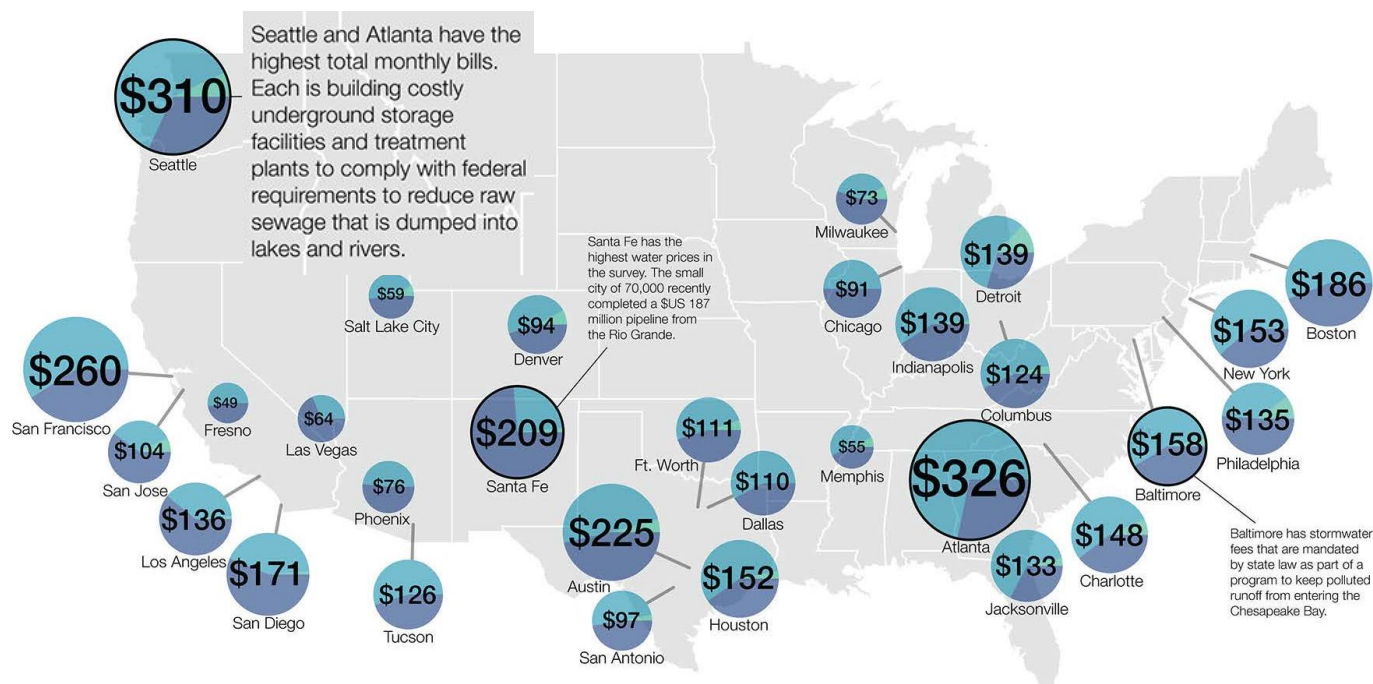




# Average Monthly Costs Water, Wastewater

## THE PRICE OF WATER: 2015

Combined water, sewer and stormwater prices for households in 30 major U.S. cities.



**Water** prices pay for treating, pumping, and delivering water, while sewer prices cover the cost of cleansing the water that goes down the drain.

**Sewer** prices are often higher than water prices because more energy and chemicals are required for treatment. Following the Clean Water Act, the federal government gave grants for new treatment plants during the 1970s and 1980s. Over the past three decades, however, new spending has been cut for local sewer infrastructure.

**Stormwater** fees are not included in every city's monthly bill. Some cities use general tax revenues to pay for projects to reduce polluted runoff from streets and parking lots. However, these projects must then compete for funds with other departments like police and schools.



# Established Regional Collaboration To Respond to EPA Concerns



Establish  
regional  
collaboration  
mechanism

Develop  
corrective  
action plans  
for each of  
our systems

Regular  
meetings  
with EPA to  
provide  
updates and  
listen

Formalizing  
commitment  
to regional  
solution with  
MOU





# MOU Executed By All Demonstrated Commitment Of Parties To Each Other and EPA

- Work together to develop a model Regional CMOM program
- Focuses on regional wastewater system members
- Provides a forum to work regionally to establish desired outcomes of enforcement action
- Model program establishes consistency with understanding all parties' unique implementation





# Regional Collaboration Avoided Consent Decrees

Letter

- Continued participation in regional approach
- CMOM plan development and implementation **expected** to align with EPA expectations.

Administrative  
Order

- Enforcement administered by EPA Region 6
- Continued participation in regional approach expected
- CMOM plan developed **required** for individual cities in 12-month period. Implementation expected to align with EPA expectations.

Consent  
Decree

- Consent Decree Avoided



# CMOM Plans Are Used To Address These Elements



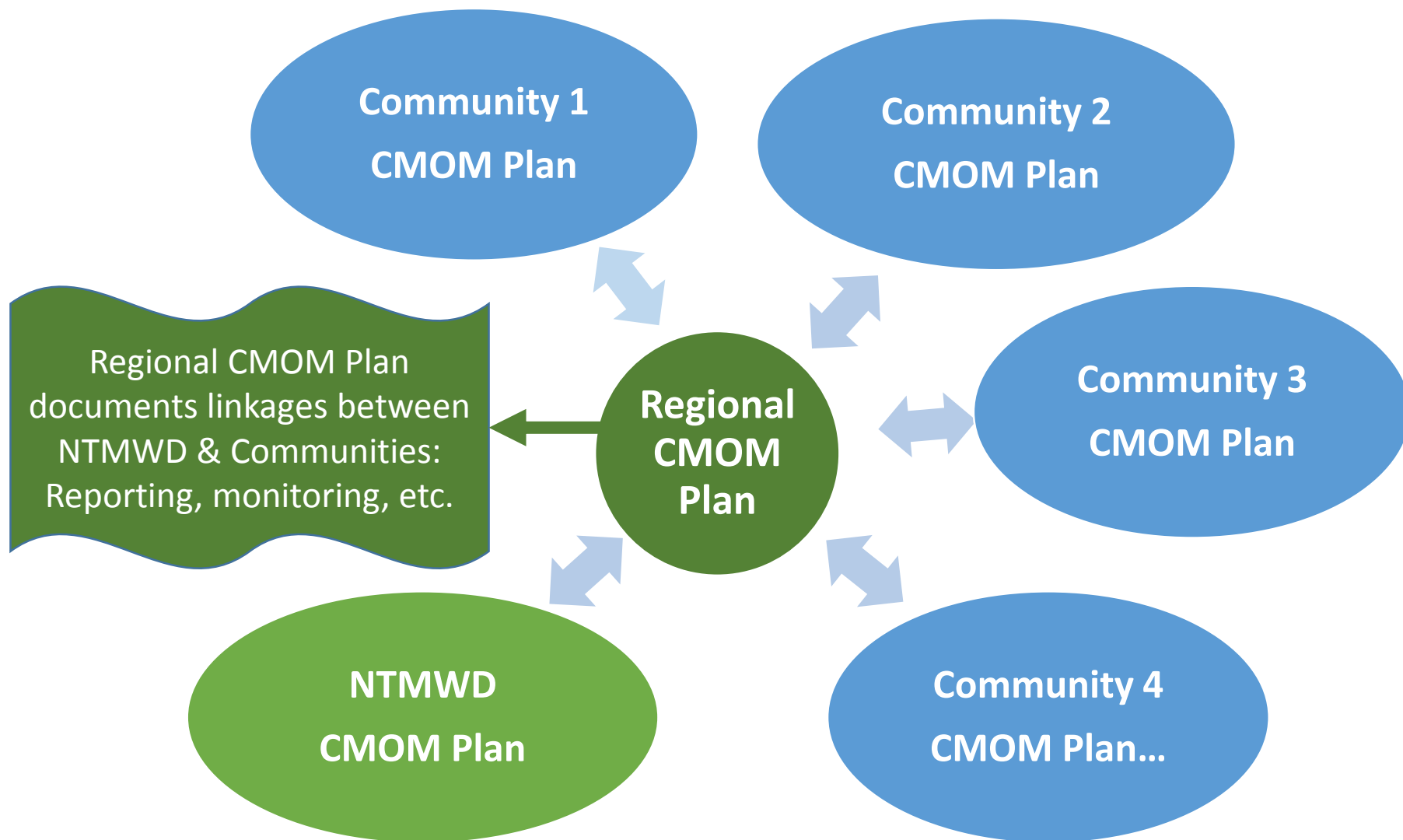
## Examples

- Capacity
  - Monitoring
  - Modeling
- Management
  - Training
  - Fats, Oils, & Grease Plan
- Operations
  - Flow metering
  - Overflow emergency response
- Maintenance
  - Maintenance management system
  - Condition assessment
  - Sewer cleaning



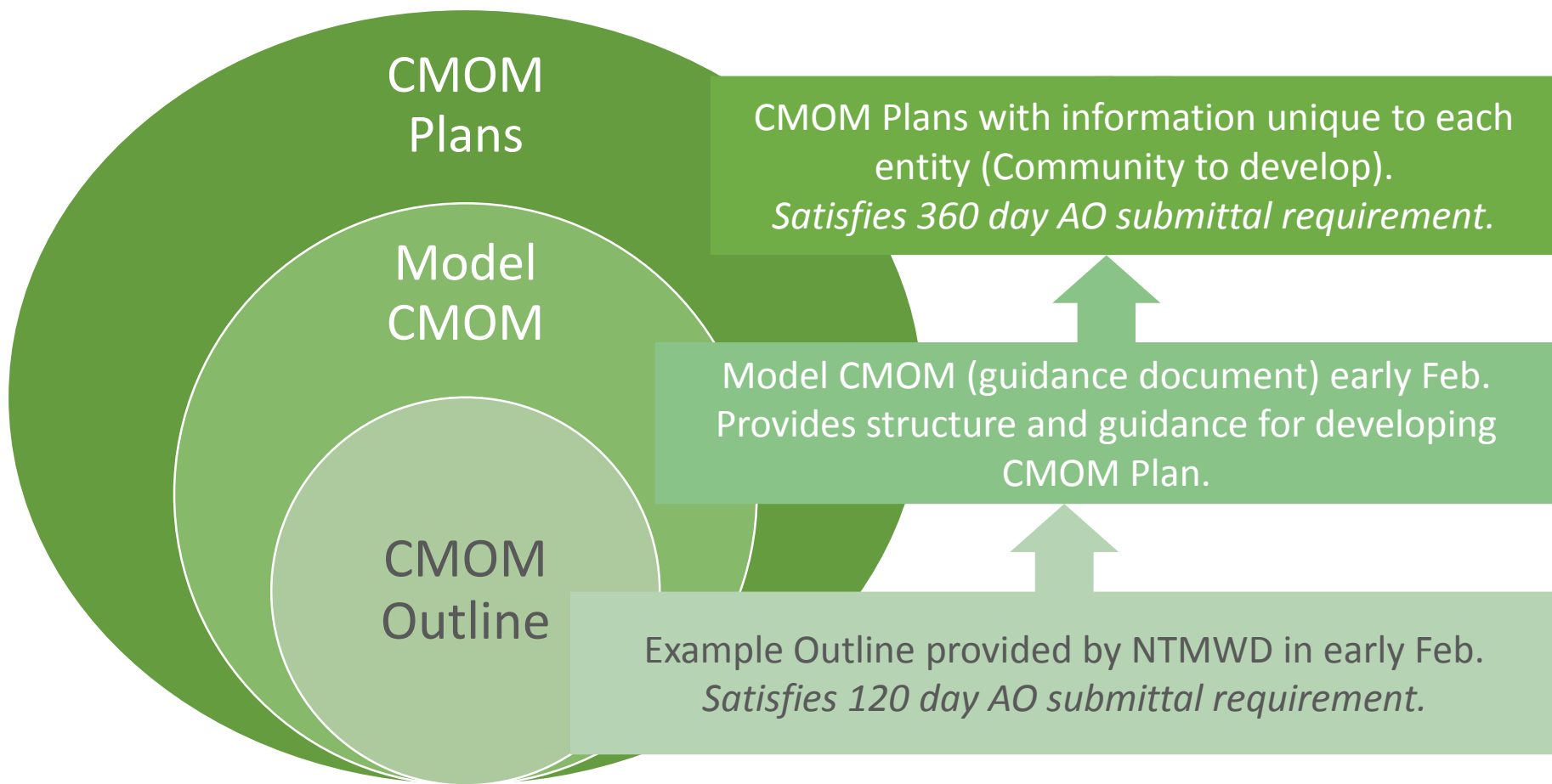


# How the CMOM Plans are Related





# Helpful Guidance to Develop CMOM Plan





## Collaborative Regional Approach Has Yielded Positive Results



- Demonstrated to EPA that right steps are being taken
- Framework to avoid future enforcement by implementing sustainable practices
- Allows local utilities to determine necessary investments to provide safe, affordable, and reliable services





## Collaborative Regional Approach Must Continue

- Draft Regional CMOM Coordination Plan recently reviewed by communities, being finalized
- Unique CMOM Plans nearing completion, in alignment with Administrative Order requirements
- To demonstrate continued regional commitment, plan to deliver 13 CMOM plans and Regional CMOM in person to EPA in December

***“Regional Service Through Unity ...  
Meeting our Region’s Needs Today and Tomorrow”***

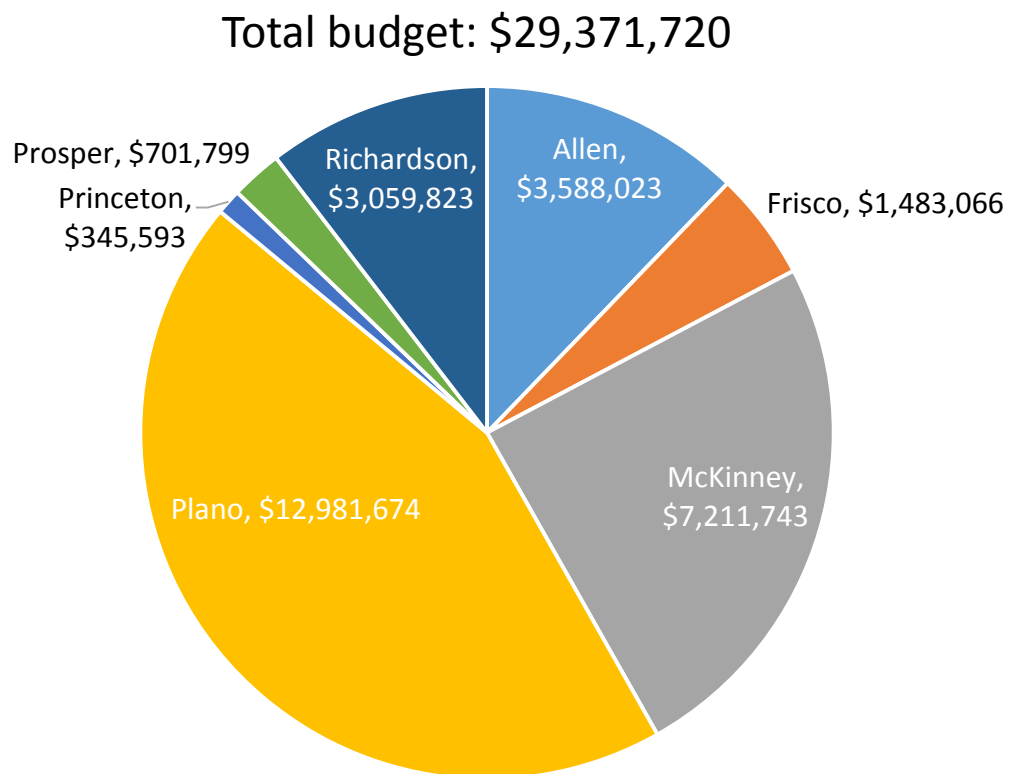
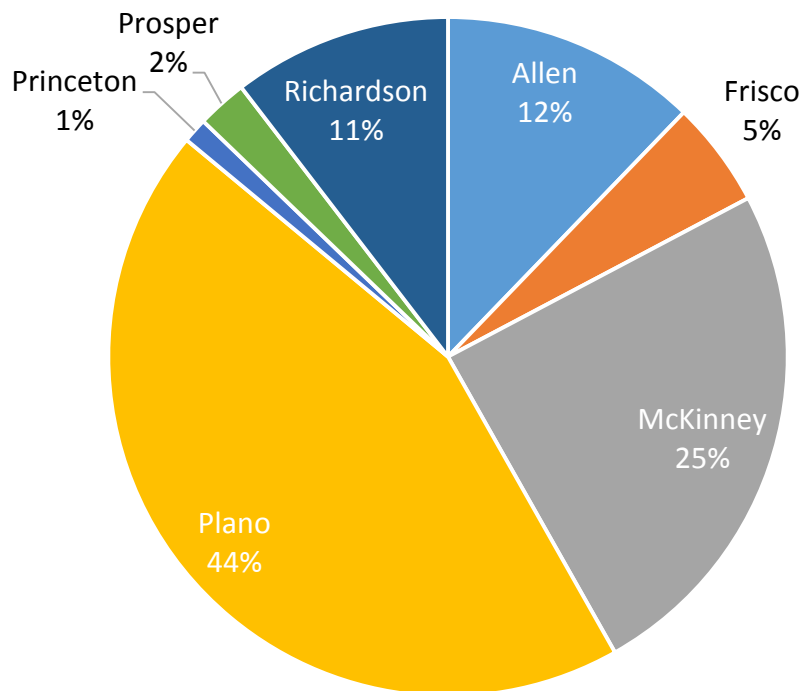


# Wastewater System Cost Projections

- **Wastewater System Rate Structure**
- **Drivers for FY 17 Wastewater CIP**
- **Upper East Fork Interceptor System**
  - Capital Program
  - Total Costs
- **Regional Wastewater System**
  - Capital Program
  - Total Costs



# Wastewater Rate Structure Shares Costs Proportionally to Flow Contribution

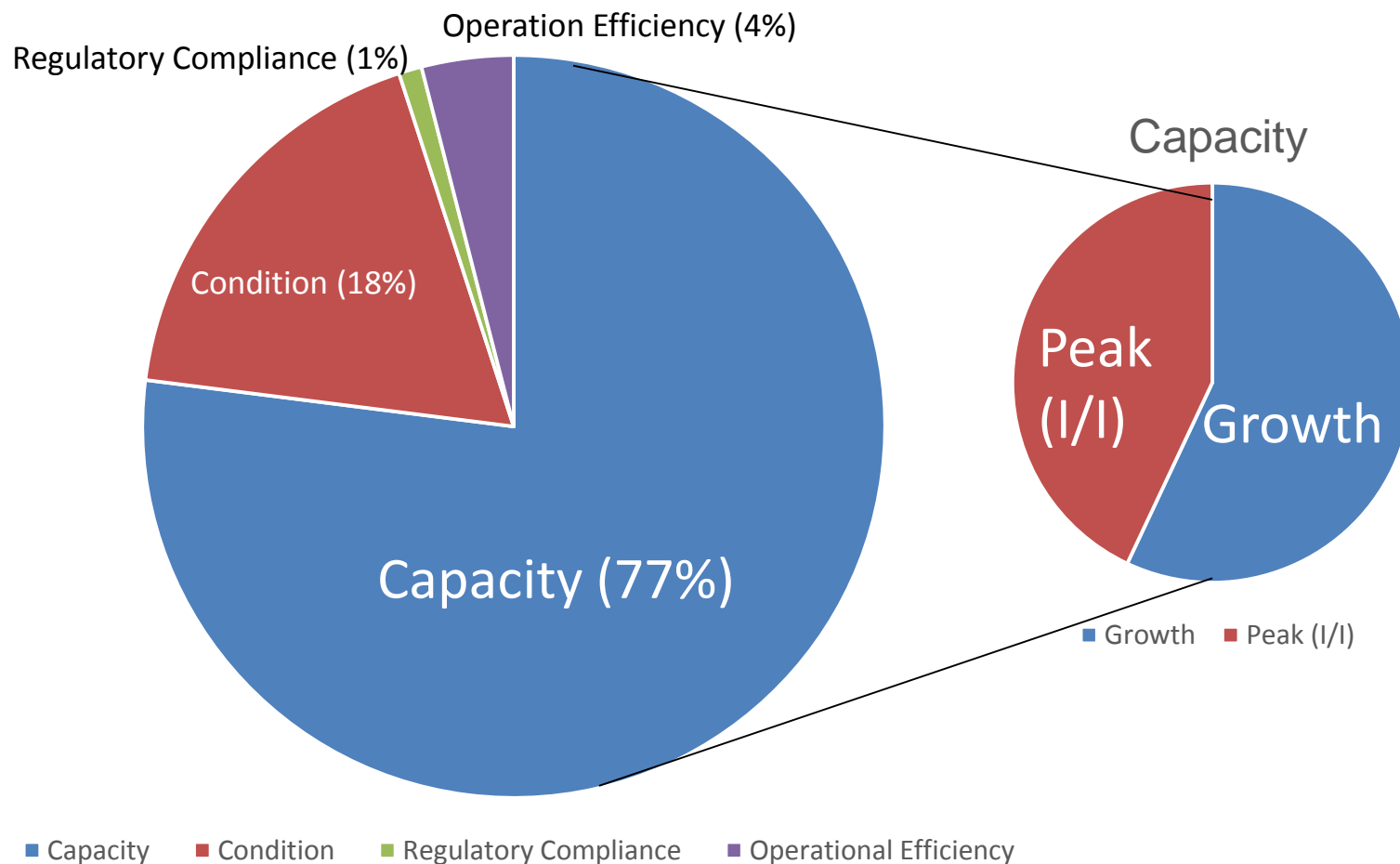


Upper East Fork Interceptor System FY 17 Budget





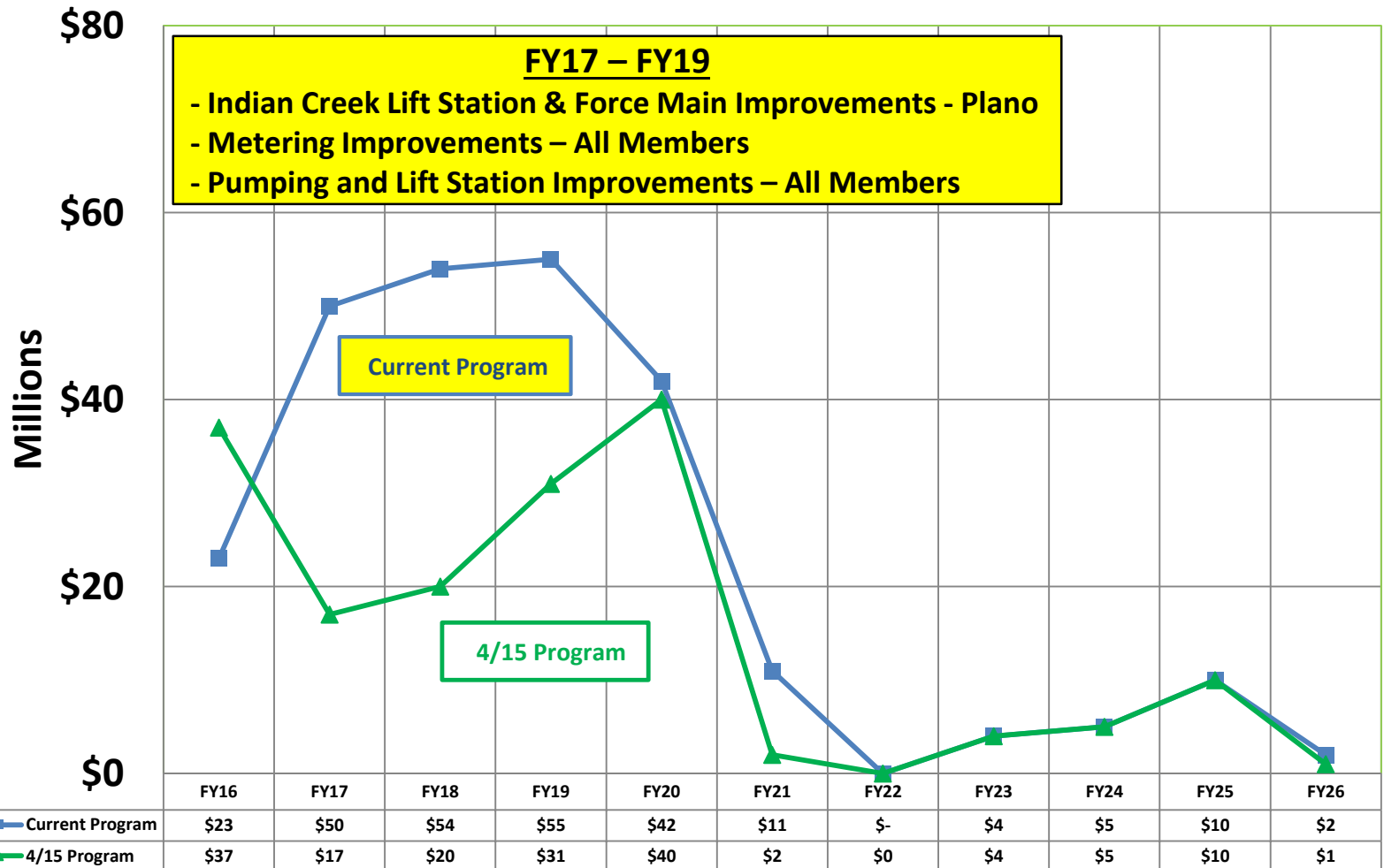
# Drivers for FY 17 Wastewater CIP





# UEFIS Capital Program

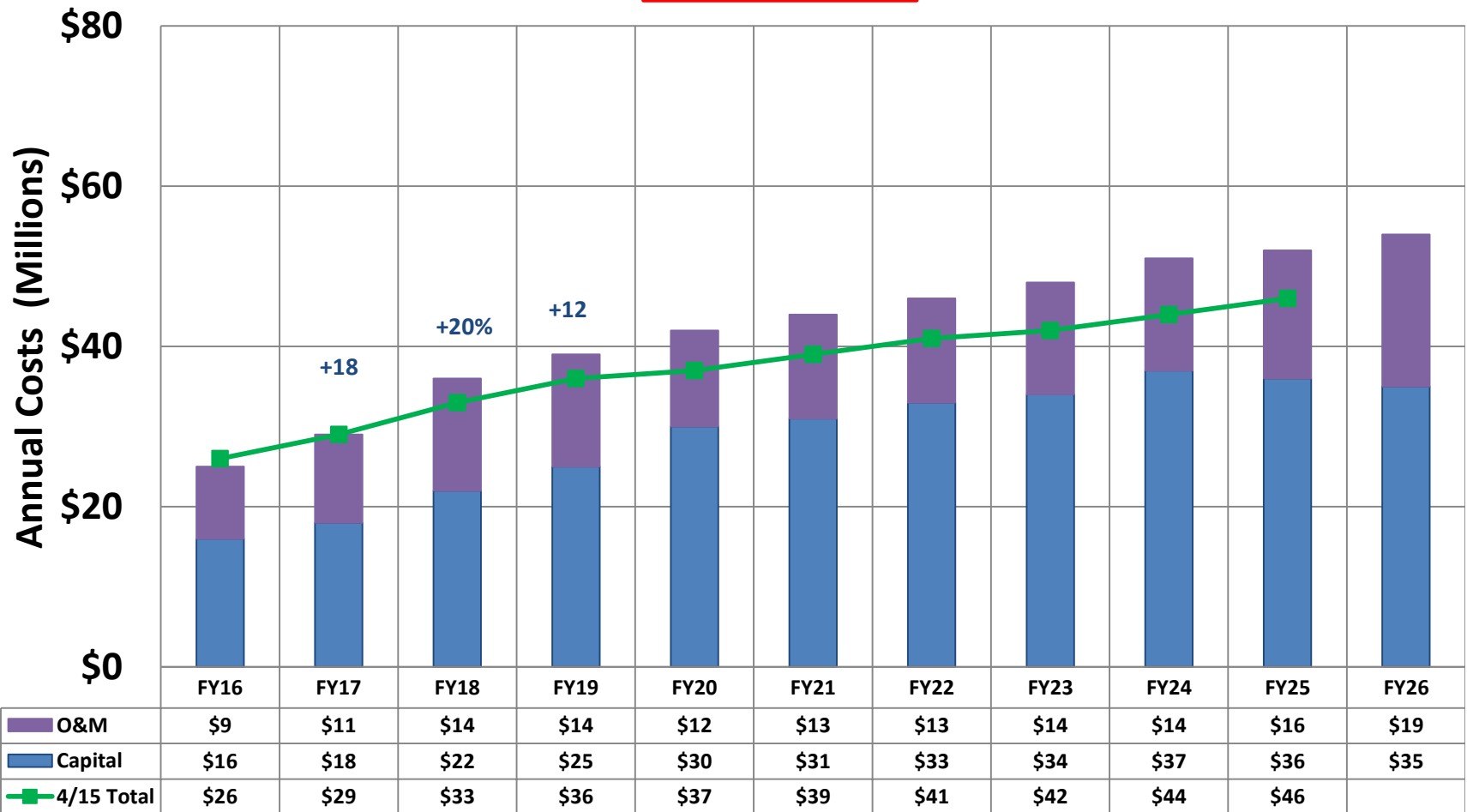
**PRELIMINARY**





# UEFIS Total Costs

PRELIMINARY

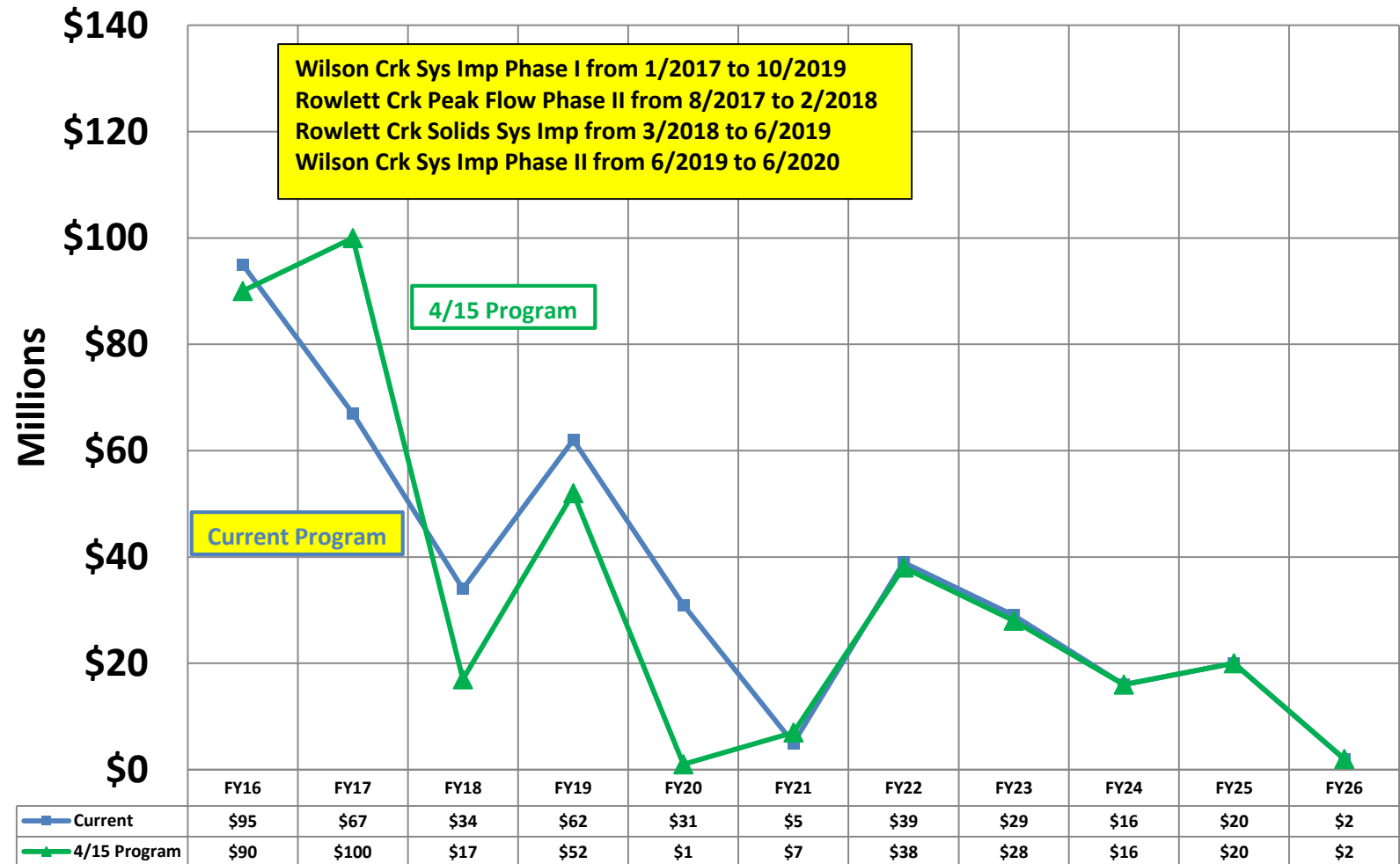






# Regional WW Capital Program

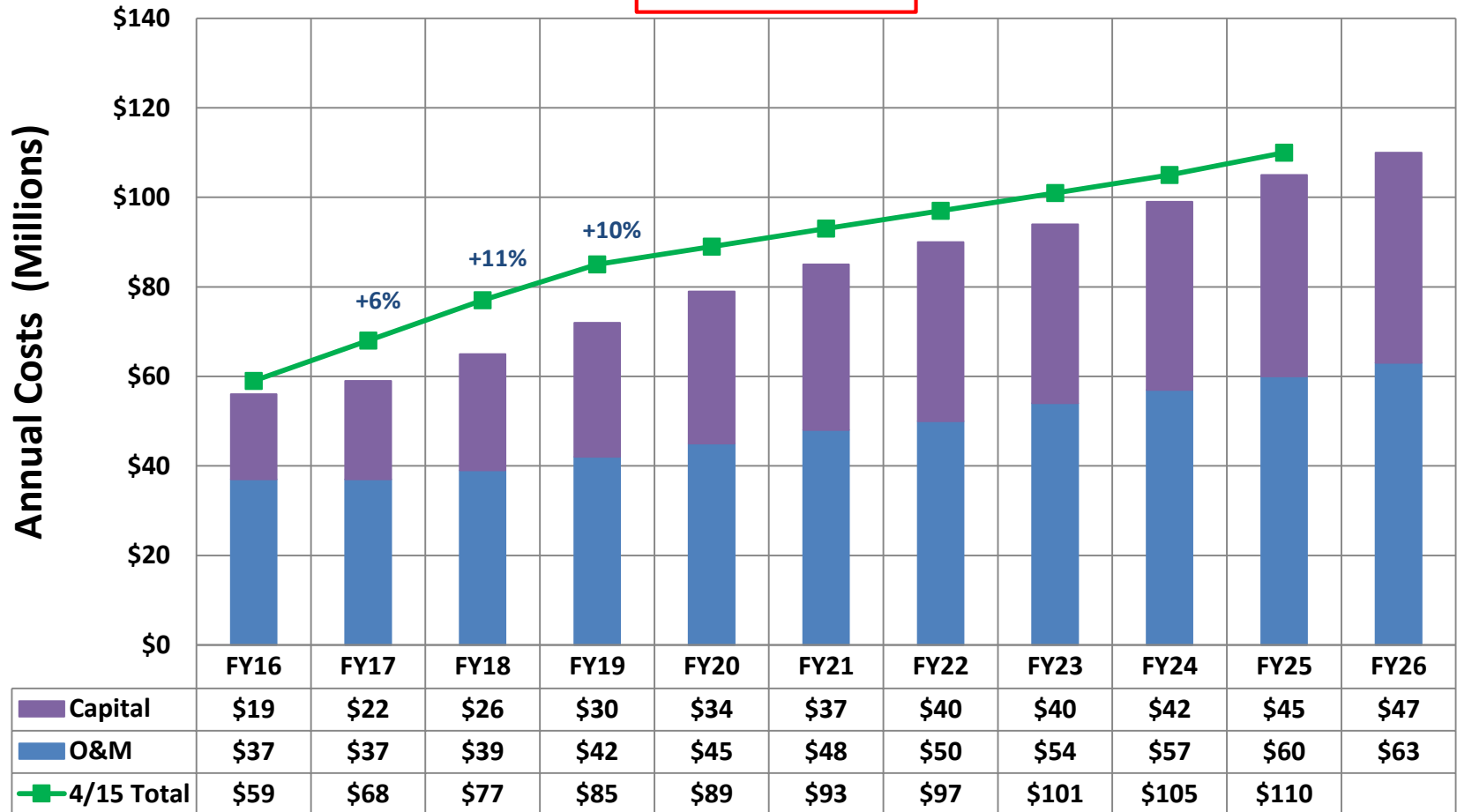
**PRELIMINARY**





# Regional WW TOTAL COSTS

**PRELIMINARY**



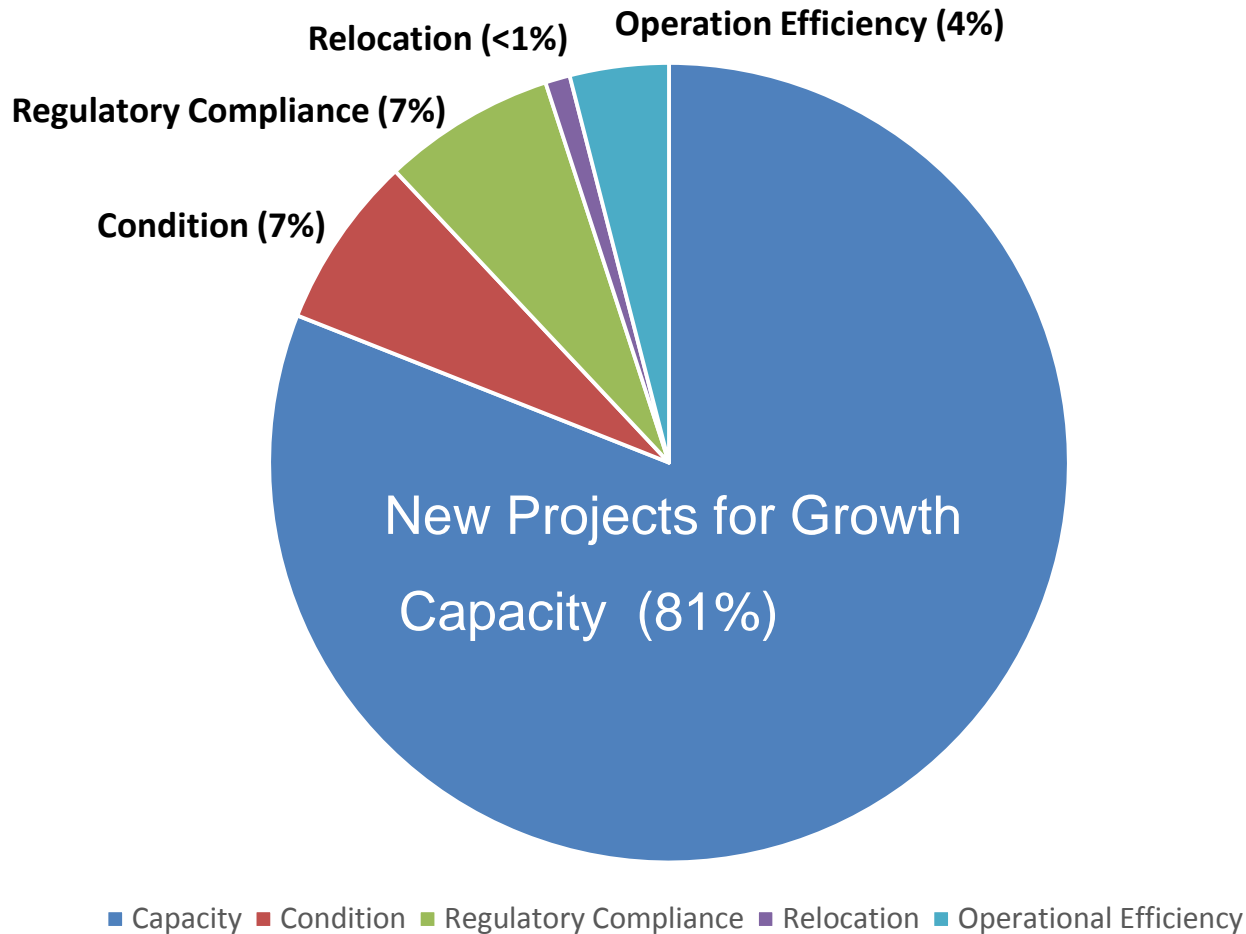


# RATES

## REGIONAL WATER SYSTEM



# Drivers for FY17 Water CIP

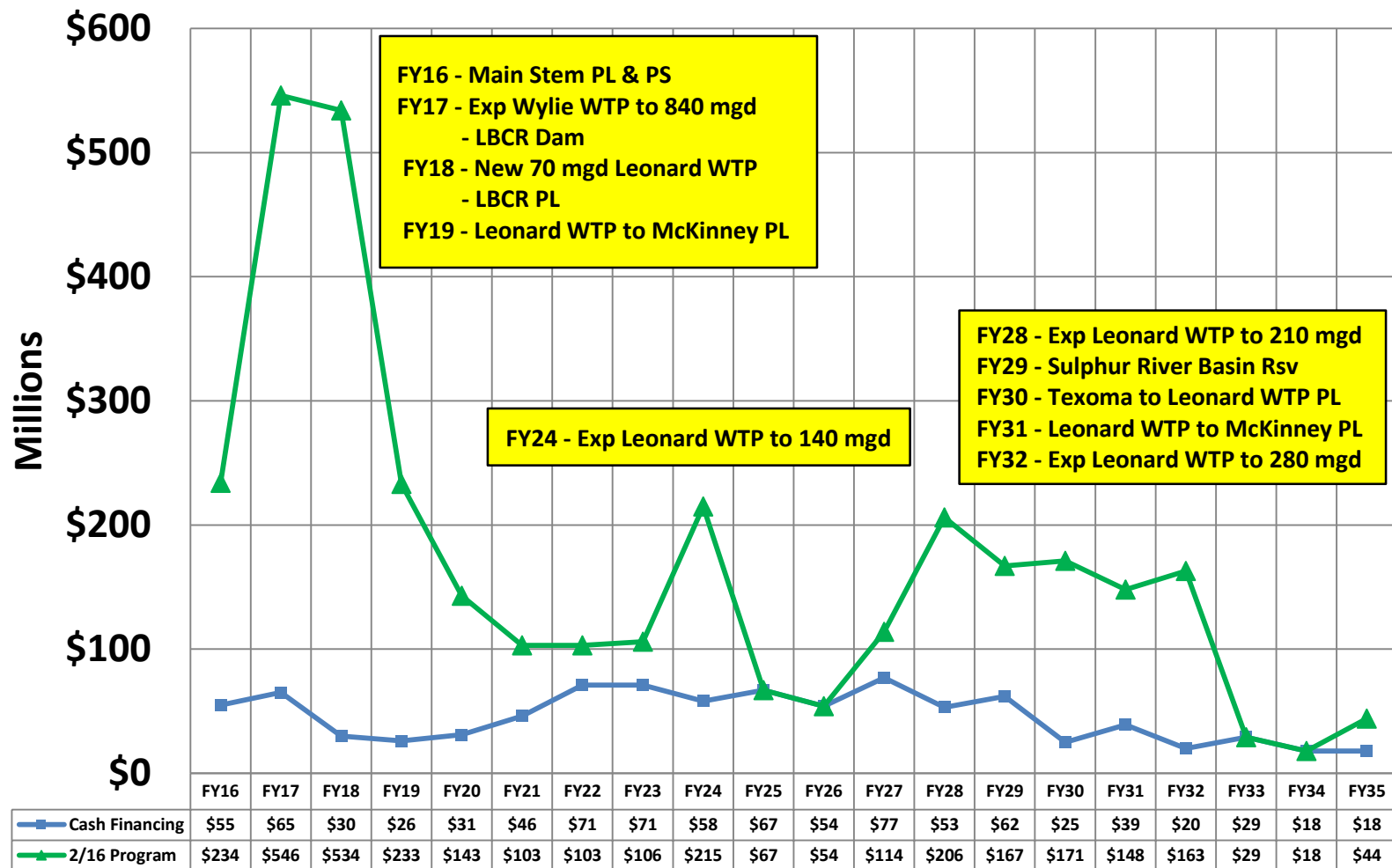


**Percentages of dollars**



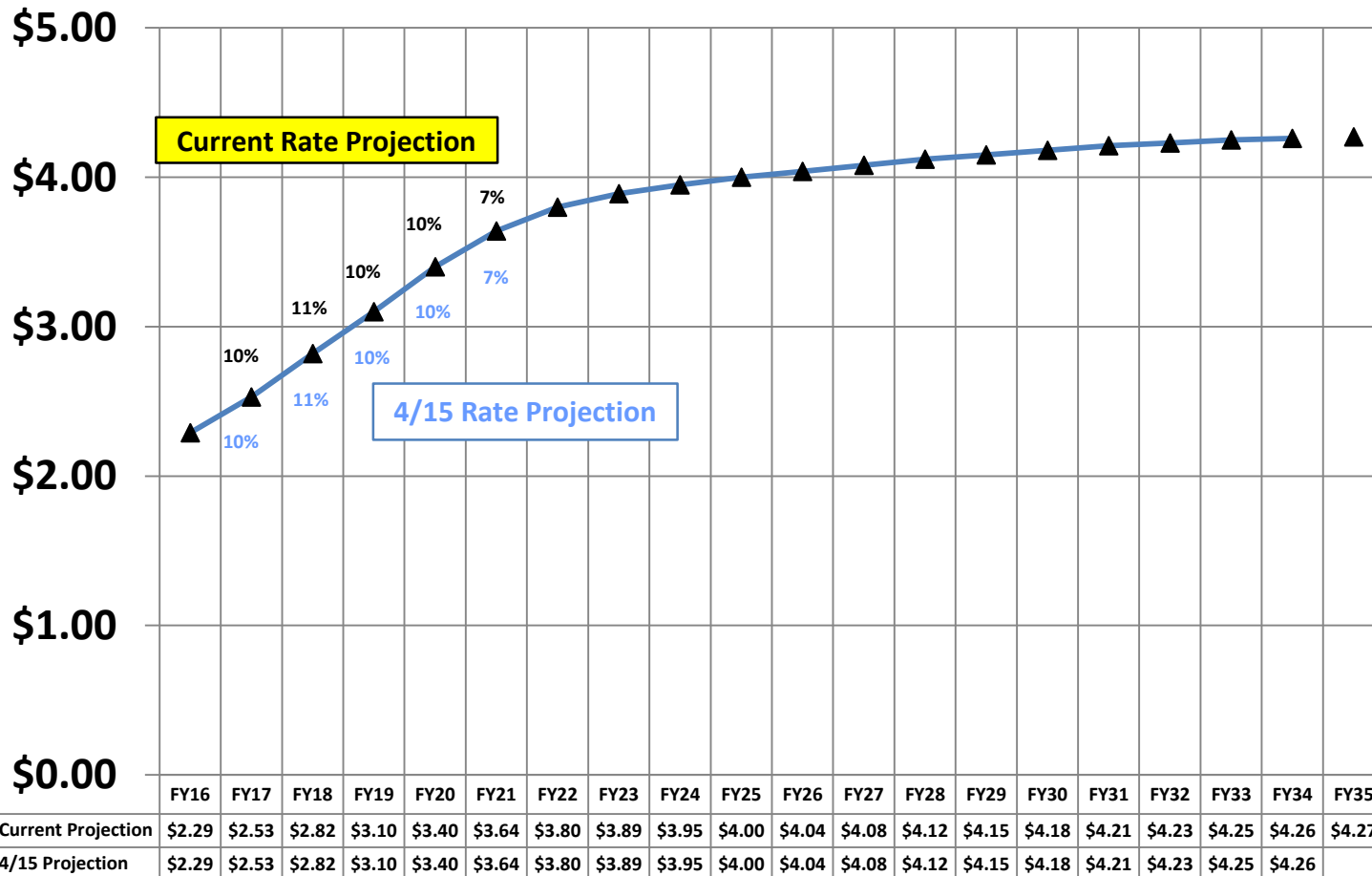


# Water Service Capital Program



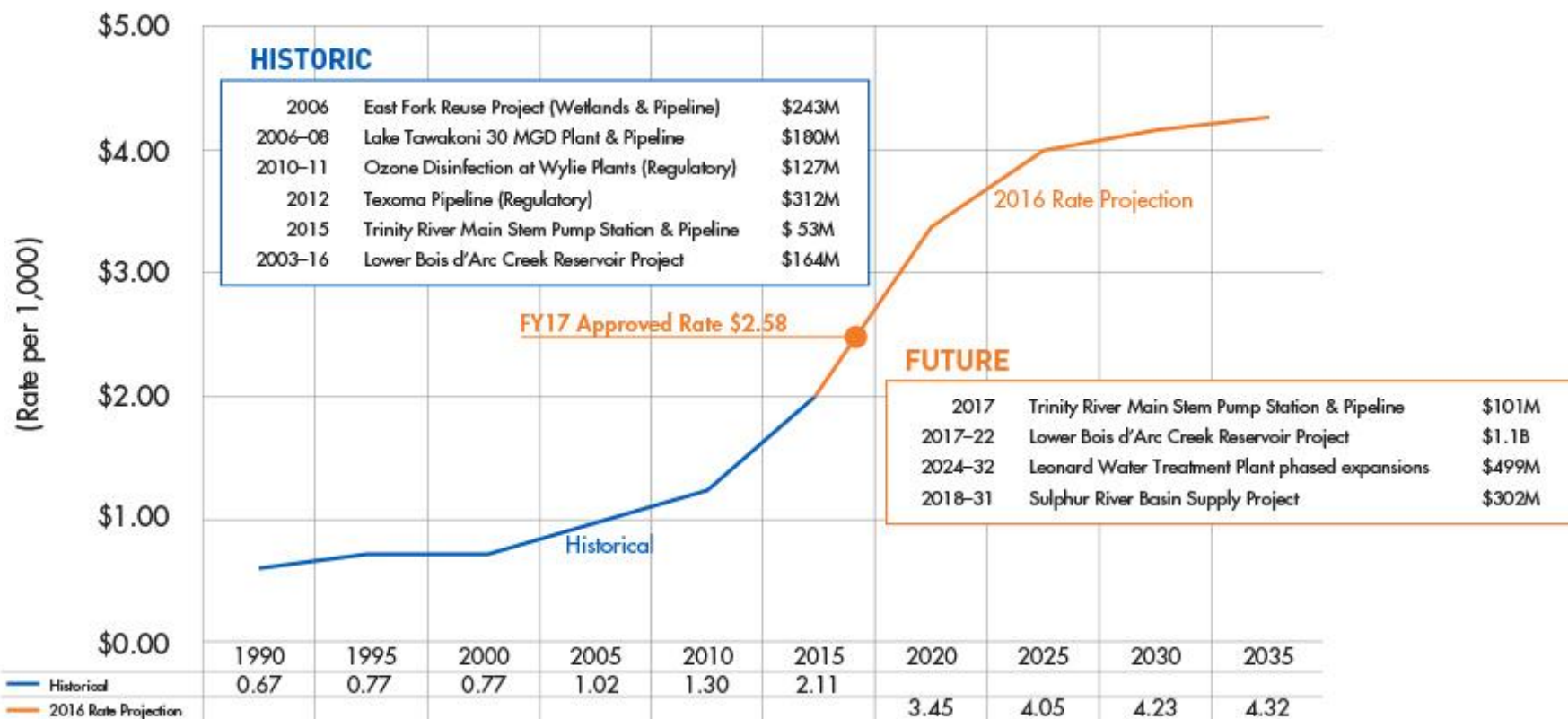


# Water System Member Rate



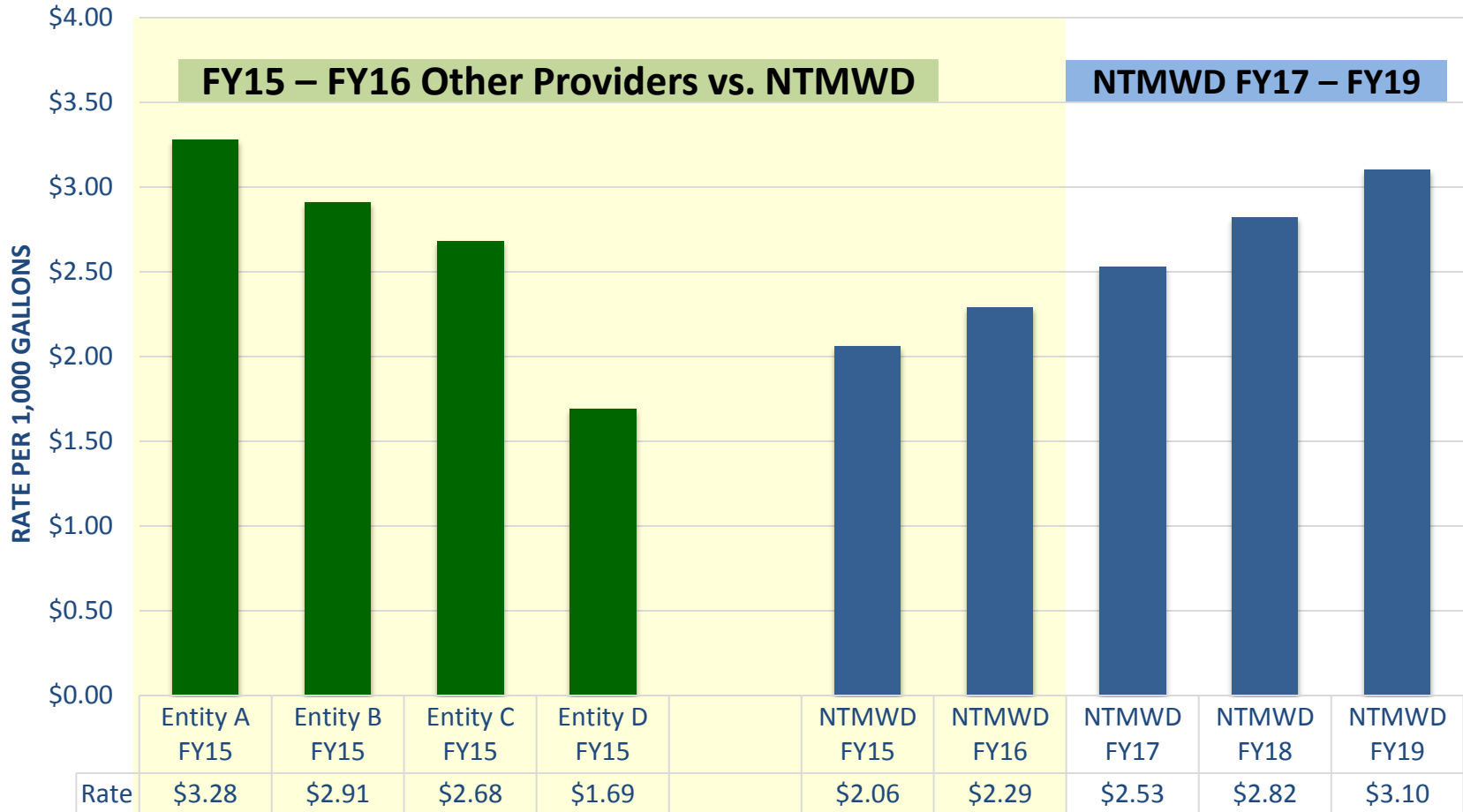


# Wholesale Water Rates – Customers





# Wholesale Water Rate Comparisons



*Note: Assumes a 2.21 Peaking Factor*





# Current Member City Wholesale Rate

- **Current rate = \$2.53/1000 gallons**
  - **\$2.12 covers system fixed costs (ex. infrastructure, debt)**
  - **\$0.41 covers variable costs (ex. chemicals, energy)**
  - **Cities receive annual rebate based on actual consumption unless a new annual minimum established**
  - **Approx. 84% funds fixed system costs**
  - **Still 1/4 penny per gallon of treated water delivered**



# Water Historically Undervalued

- Providers need to lead in new ways
- Need help educating consumers on true cost and value of water
- Paying for water SERVICE, not just commodity



$\frac{1}{4}$  penny = cost  
of ONE gallon of  
water from  
NTMWD

*Best to work together to inform consumers about costs & challenges we face*



# Personnel History

	New Requests	Positions
FY13	21	612
FY14	25	637
FY15	36	673
FY16	78*	751
FY17	22	773

\*one time additional increase in personnel above yearly norms based on District's understaffing in operations, maintenance, and engineering



# Questions and Discussion

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16-1034

**TITLE:** Consider/Discuss Amending the Policy on Board and Commission Member Appointment and Eligibility

**COUNCIL GOAL:** Operational Excellence

**MEETING DATE:** October 17, 2016

**DEPARTMENT:** Mayor  
City Secretary

**CONTACT:** Honorable Brian Loughmiller  
Sandy Hart, TRMC, MMC

**REMMENDED CITY COUNCIL ACTION:** Discuss Amendments to the Policy

**ITEM SUMMARY:**

- On September 20, 2016, the City Council requested a future discussion item regarding amendments to the policy on Board and Commission Appointment and Eligibility relating to the interview process and specific criteria for Board members.
- Interview process suggested changes:
  - Form an interview committee comprised of all or part of the City Council.
  - Conduct group interviews rather than by Board over a 3-4 week period of time.
  - Schedule the interviews on different days and times to allow a greater opportunity for applicants to attend.
  - Send reminder emails each week to notify applicants of the remaining interviews and the importance of attending one of the scheduled interviews.
  - or
  - Eliminate the interviews and utilize applications and resumes for the basis of selection.
- Staff liaisons from various boards and commissions are providing the

following recommendations for specific criteria for members of their board:

- All Boards and Commissions:
  - Knowledgeable and willingness to support the City Council's Goals and Objectives
- MEDC
  - Business experience - (entrepreneurial experience in running a business, meeting payroll, finance, customer development, etc.)
  - Relevant experience in a larger firm with specialization in such areas as finance, sales, marketing, IT, HR, customer service, research, statistics, etc.
  - Real estate development experience (particularly office or retail)
  - Workforce development experience (one of the biggest drivers in location decision making)
  - Well versed in modern communication habits/trends and would bring some fresh perspective/insights on using social media in marketing efforts
- MCDC
  - Vital interest in the community and supporting the strategic goals and objectives of MCDC and the City of McKinney
  - Individuals who are invested in the community, committed to responsible stewardship of tax payer dollars, and compliance with state, local and organizational requirements and policies
  - Individuals who are willing to invest personal time to represent MCDC at public events, share information about MCDC, and receive input on quality of life issues and potential projects in McKinney
- Planning and Zoning Commission
  - Development experience (to avoid conflict of interest - preferably not in McKinney)
  - Municipal planning experience (to avoid conflict of interest - preferably not in McKinney)
- Parks, Recreation, and Open Space Advisory Board
  - Visionary in how the parks system supports the City of McKinney's Goals and Strategies
  - Knowledge of the McKinney Parks, Recreation, and Open Space Park System
  - Knowledgeable in the Park Master Plan
- Community Grants Advisory Commission
  - Someone with a nonprofit management background (to avoid conflict of interest - preferably not in McKinney)

- McKinney Housing Finance Corporation
  - Real estate or housing development background (to avoid conflict of interest - preferably not in McKinney)
- McKinney Arts Commission
  - Artist or an Arts patron and a fundraiser (to avoid conflict of interest - preferably not in McKinney)
- The following Boards have established recommended criteria for board members:
  - Animal Service Facility Advisory Committee
  - Building and Standards Commission
  - Historic Preservation Advisory Board
  - McKinney Convention and Visitors Bureau
  - McKinney Main Street
  - McKinney Armed Services Memorial Board
  - Reinvestment Zone Number One
  - Reinvestment Zone Number Two

#### **BACKGROUND INFORMATION:**

- The City Council adopted and amended the policy on Board and Commission Member Appointment and Eligibility on July 21, 2009, August 17, 2009, May 24, 2010, June 15, 2010, October 4, 2011, June 4, 2013, September 17, 2013, September 14, 2014, June 8, 2015, July 21, 2015, August 3, 2015, December 1, 2015, and September 20, 2016.

**FINANCIAL SUMMARY:** None

**BOARD OR COMMISSION RECOMMENDATION:** None

#### **SUPPORTING MATERIALS:**

[Resolution](#)  
[Board Member Requirements](#)  
[Revised Board and Commission Policy](#)  
[Revised Board and Commission Policy - Redline](#)

**RESOLUTION NO. 2015-12-\_\_\_\_ (R)**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MCKINNEY,  
TEXAS, AMENDING ITS POLICY FOR BOARD AND COMMISSION  
MEMBER APPOINTMENTS AND SERVICE; AND PROVIDING FOR AN  
EFFECTIVE DATE**

**WHEREAS,** the City Council of the City of McKinney, Texas, appoints citizens to the various boards and commissions each year; and

**WHEREAS,** on August 3, 2015, the City Council by Resolution amended its formal policy relative to the appointment process and service on boards and commissions, resignation for certain candidates, the application process, and annual consideration of appointed members; and

**WHEREAS,** on September 16, 2014, the City Council by Resolution amended its formal policy on the process for making appointments and the conditions for service on boards and commissions; and

**WHEREAS,** on June 8, 2015, the City Council by motion amended its policy regarding resignation by board and commission members who have filed as a candidate for elective office; and

**WHEREAS,** on July 21, 2015, the City Council by motion directed an amendment to its formal policies regarding the board and commission application process and a provision regarding an annual consideration of all board members irrespective of term length; and

**WHEREAS,** the City Council of the City of McKinney, Texas, desires to make amendments to the formal policy relative to the appointment process and service on boards and commissions, and desires to incorporate amendments regarding resignation for certain candidates, the application process, annual consideration of appointed members, and further finds and determines that it is in the best interest of the City to amend its policy relative thereto.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MCKINNEY, TEXAS, AS FOLLOWS:**

Section 1. That the foregoing recitals are hereby found to be true and correct legislative findings of the City of McKinney, Texas, and are fully incorporated into the body of this resolution.

Section 2. The City Council of the City of McKinney, Texas does hereby amend the City of McKinney Policy on Board and Commission Member Appointment



and Eligibility, a copy of which amended Policy is attached hereto as Exhibit A.

Section 3. This Resolution shall become effective from and after its passage.

**DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MCKINNEY, TEXAS, ON THIS 1<sup>st</sup> DAY OF DECEMBER, 2015.**

CITY OF MCKINNEY, TEXAS

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BRIAN LOUGHMILLER  
Mayor

ATTEST:

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SANDY HART, TRMC, MMC  
City Secretary  
DENISE VICE, TRMC  
Assistant City Secretary

Approved as to Form:

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MARK S. HOUSER  
City Attorney

EXHIBIT A  
**CITY OF MCKINNEY**  
**POLICY ON BOARD AND COMMISSION MEMBER**  
**APPOINTMENT AND ELIGIBILITY**  
(Amended December 1, 2015)

**I. Overview.**

The City Council is very interested in citizens serving as members of City of McKinney boards or commissions. Citizens can provide an invaluable service to the City of McKinney through board membership and participation. Board and commission members volunteer many hours annually, sharing their time and expertise, and learning more about the City through their membership. Boards and commissions are established to offer citizens an extraordinary opportunity to participate in the City's governmental affairs and influence public policy in many areas. The City has several boards, commissions and committees that endeavor to reflect the varied interests of our City's citizenry.

Some of the City's boards and commissions are required and established by state statute, while others result from provisions of the City of McKinney Home-Rule Charter or from local ordinances. Where discrepancies exist between individual board and commission bylaws and this policy, this policy shall apply, subject however to any superseding state law. A number of the bodies exercise legal authority in some aspect of City government. Although many boards and commissions are advisory only, their influence and value can be significant. They make recommendations on a wide range of topics that eventually come before the City Council.

**II. Appointment Process.**

City Council members shall actively recruit candidates for service on City boards and commissions. Recognizing the City has four City Council districts, the City Council will strive to have adequate representation from all geographic areas of the city in the overall appointment process. The City Council shall endeavor to appoint Board and Commission membership reflective of the City of McKinney's diversity of residents.

On or before June 30<sup>th</sup> of each year, the Mayor shall designate interview committees comprised of two (2) City Council members that will thereafter interview candidates for designated Boards or Commissions. The City Council shall set interview dates and times upon such designation. All Board and Commission interviews shall be held in an open public meeting with a posted agenda. Meeting agendas shall contain information stating that there may be a potential quorum of the City Council in attendance at each particular interview session, and any City Council member may attend; however such City Council members shall not participate as an interview committee member.

Council member interview committees are encouraged to confer upon and prepare a list of recommended nominees from the applicants/interviewees of their committees' respective Boards or Commissions. When there are sufficient numbers of qualified applicants, it is recommended that each interview committee propose to the entire City Council a nomination list of twice the number of openings on each particular board. After the interview process is complete for any or all Boards or Commissions, the entire City Council will consider the recommendations and nomination lists of the interview committees, as well as any other council member nominations for Eligible Applicants, during a posted public meeting in open session; however, the City Council may consider and confer upon any recommendation in a closed session under the Texas Open Meetings Act. The City Council shall make appointments through an "open preference procedure" wherein each City Council member's preferences are openly registered prior to the presiding officer's acceptance of any motion for approval of an appointee(s) for an unfilled position(s). Council discussion regarding applicants during the preferencing process is limited to information contained on the applicant's application or resume. Orientation sessions for new board or commission members shall be held annually for new appointees.

The Mayor shall establish liaison assignments consisting of two (2) City Council members for each the following Boards or Commissions: MEDC, MCDC, MCVB, Main Street, McKinney Housing Authority, and Planning and Zoning. City Council liaison assignments shall be of varying length, as the Mayor shall determine, rotating in accordance with a matrix or other method determined by the Mayor.

The role of the liaisons is to attend meetings and report to the City Council any information related to action taken by the Board or Commission at said meeting. In the event the Board or Commission requests input from the City Council, the liaisons shall advise the Board or Commission that the City Council will be briefed on the issue and the position of the City Council will thereafter be relayed to the Board or Commission, by the liaisons or the entire City Council, as the case dictates. The liaisons shall use best efforts to not initiate communications during a Board or Commission meeting regarding a) his or her personal opinions regarding any issue before the Board or Commission; b) suggested actions to be taken by the Board or Commission; or c) opinions pertaining to actions previously or subsequently taken by the Board or Commission. The liaisons shall be responsible for communicating to the Board or Commission the position of the City Council only upon the City Council providing information or direction to the liaisons after the City Council has been fully-apprised of the issue. The liaisons shall also communicate to the Board or Commission any requests for information from the City Council and shall report back to the City Council the response to said requests based on the position of the entire Board or Commission and not of any single Board or Commission member.

Each Board or Commission having liaisons shall report in its respective minutes submitted for approval by the City Council any and all comments made by both Board or Commission members and City Council liaisons during any Board or Commission meeting.

All Board or Commission meetings shall be posted with a notice that a potential quorum of the Council may be attendance pursuant to Texas Open Meetings Act.

The provisions herein for communications between the Board or Commission members and the liaisons shall apply to all Council members attending a Board or Commission meeting.

### **III. Eligibility and Membership Criteria.**

- (a) Written Application/Eligible Applicant. A signed, current application is required for appointment for service on any board or commission. The City Council shall consider any person an “Eligible Applicant” who has satisfied the foregoing and the residency requirements of (b) below prior to being sworn-in to an appointive position on a board or commission. Applications are valid for one (1) year from receipt by the City Secretary’s office. An Eligible Applicant may be appointed to any board or commission regardless of the applicant’s stated preference; however, the City Council endeavors to duly consider the preferences of all applicants.
- (b) Residency. Unless the authorizing ordinance or law creating a Board or Commission specifically allows otherwise, all applicants and appointees must continuously reside within and be qualified voters of the City of McKinney, Texas. All applicants shall be responsible for establishing proof of residency to the City Secretary under this subsection, and the City Secretary shall make all determinations of residency hereunder. All applicants shall provide their voter registration number on the application, and all applicants and appointees shall be registered to vote in the City. The City Secretary may request a current voter registration card as circumstances warrant. The residence address contained on an applicant’s or appointee’s voter registration or on a current voter registration card provided by an applicant to the City Secretary shall be determinative of residency. If a question of residency is presented to the City Secretary in writing, the affected board or commission member shall submit to the City Secretary any utility account statement in the name of the board or commission member for a residence address within the corporate limits along with a sworn statement (notary not required) that such residence address is the applicant’s residence. The receipt of the foregoing by the City Secretary shall be conclusive proof of residency under this subsection. Board and commission members shall notify the City Secretary of any change in residency status at least two (2) weeks prior to such change. For board and commission positions which may be filled by non-residents, such applicants shall be qualified voters, registered to vote in the precinct in which they reside.



- (c) Term. All terms shall be two (2) years unless otherwise modified by the City Council, provided by State law, or ordinance. Notwithstanding the foregoing and subject to the provisions for immediate removal in (l) below, the City Council shall annually review the performance of all board and commission members during the Appointment Process. Subject to the provisions for immediate removal in (l) below, appropriate appointments and removals shall be considered in conjunction with such annual review.
- (d) Appointments. Appointments shall be made once a year, and are effective on October 1 unless the appointment is made for filling a vacancy in which case the appointment shall be for the remainder of the term filled.
- (e) Attendance. Subject to the provisions for immediate removal in (l) below, attendance shall be reviewed annually during the board appointment process. A board or commission member shall attend seventy-five percent (75%) of the board meetings to be considered for continuation of any current term and for reappointment to any subsequent term. Subject to the provisions for immediate removal in (l) below, failure to attend 75% of the meetings shall result in the board member not being reappointed by the City Council unless the City Council finds good cause for such reappointment based on special circumstances presented by the board member.
- (f) Alternate Member for Planning and Zoning Commission. The City Council shall appoint one (1) alternate member (the "Alternate") for the Planning and Zoning Commission. The Alternate shall serve in the place of a seated member only in the physical absence (i.e. not due to conflict or abstention) of a seated member. The Alternate is encouraged to attend all meetings; however, the Alternate shall not participate as a member in the deliberations (open session) or discussions (closed session) of the Planning and Zoning Commission unless he or she is sitting for an absent, seated member. The Alternate may participate during those portions of meetings when the public at large may participate. The Alternate shall serve for the same term length as seated members. Service of Alternate shall not count against any term limits under (g) below. Any Alternate appointed to any board or commission prior to August 3, 2015 shall continue to serve until September 30, 2016.
- (g) Term Limits. Effective for new members appointed in 2013 and in subsequent years, the limit for consecutive service on a board or commission is three (3) consecutive, full two-year terms. Members reappointed in 2013 or appointed prior to 2013, shall be limited to two (2) consecutive, full terms, regardless of term length.
- (h) Multiple Service. Board and commission members shall not serve concurrently on more than one board or commission.

- (j) Spousal Service and Nomination/Voting Procedures. Spouses may serve concurrently on separate boards or commissions; however no concurrent spousal service shall be permitted on any combination of the following boards and commissions: McKinney Economic Development Corporation, McKinney Community Development Corporation, Main Street Board, McKinney Housing Finance Corporation, and McKinney Convention and Visitors Bureau. Spouses may serve concurrently on any separate board or commission not listed herein. City Council members shall not knowingly participate in voting for or appointing any relative within the second degree of consanguinity or affinity to any board or commission<sup>1</sup>. In the event a relative of a City Council member is recommended for a board or commission position at the time of preferencing, the City Council member who is related shall step down from the vote for such board appointments. City Council members shall not knowingly nominate, appoint or vote to nominate or appoint any person who is a member or employee, whether compensated or non-compensated, of a business entity of which the City Council member is also a member or employee. "Business Entity" shall mean a sole proprietorship, partnership, limited partnership, firm, corporation, limited liability company, holding company, joint-stock company, receivership, trust, unincorporated association, or any other business entity recognized by law. Applicants shall disclose on the application any membership or employee status in a business entity involving the applicant and a City Council member.
- (k) Commitment. Board and commission members shall support the annual goals of the City of McKinney.
- (l) Removal. Notwithstanding any provision of Section III (a)-(m), the City Council may remove any board or commission member at any time, with or without cause, including but not limited to the failure to attend seventy-five percent (75%) of board meetings. Failure to adhere to any of the policies contained this Section III or in Section IV below may subject the member to immediate removal by the City Council.
- (m) Resignation Upon Filing for Elective Office. Any appointed member of any board or commission who files for any City Council, Independent School Board (located within the city limits) or Collin County elective office other than that which he or she is holding at the time of filing for elective office, shall resign from his or her appointive position concurrently with the filing for such elective office. If the board or commission member fails to resign,

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<sup>1</sup> Second Degree of Consanguinity and Affinity relatives: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, spouse's grandson.

the appointive position shall be automatically vacated by the member as of the date of filing for elective office.

#### **IV. Practices**

- a) Disclosure of Vendor Relationships. All members of any board or commission shall complete the required annual disclosures under Texas Local Government Code Chapter 176 whenever they contract with or are otherwise doing business with the City under applicable sections of this state law.
- b) Disclosure of interests. A City Council member or a board or commission appointee shall not participate or vote on a matter involving any entity on whose board the City Council member or appointee serves in any capacity or for which he/she is employed.
- c) Appointed board or commission members appearing before any board or commission. Board or commission members may not appear on behalf of a business, client, or other private or public interest before any City board or commission, save and except for an appearance concerning a business or property owned in whole or in part by such member, where approval by said board or commission is required for action by the business, client, private or public interest during their term on such board or commission.
- d) Appointed board or commission members doing business with the City. A board or commission member is prohibited from contracting or otherwise doing business with any board or commission during the member's term on any board or commission.
- e) Appointed board or commission member using board position status in public forum. Except while acting in a meeting on his/her appointed board or commission, a board or commission member shall not use his/her board title or position in communicating opinions or issues in a public forum, either written or oral. The purpose of this provision is to avoid confusion regarding the attribution of the member's statements, whether intended or not, to the member's board or to the City of McKinney. Upon receipt of notice of any member's communication contrary to this subsection, the City Manager shall place an item on the next available City Council agenda for consideration of removal of such member.

#### **V. Official Notification.**

- (a) A letter of appointment shall be sent to each member appointed to a board or commission.
- (b) A letter of gratitude shall be sent to each retiring member.

## **BOARD AND COMMISSION MEMBER REQUIREMENTS**

Board and Commission members shall be residents of the City of McKinney unless the authorizing ordinance or law creating a board or commission specifically states otherwise.

### **Animal Service Facility Advisory Committee**

The Committee shall consist of at least four (4) members appointed to two-year staggered terms and shall include at least one (1) licensed veterinarian, at least one (1) municipal official, at least one (1) person whose duties include the daily operation of the animal service facility, and at least one (1) representative from an animal welfare organization. The same person shall not be appointed to fulfill more than one (1) of these requirements. The Committee evaluates the animal shelter located within the city limits for compliance with state statutes.

### **Board of Adjustment**

The Board shall consist of five (5) members appointed to staggered terms of two years. In addition, two (2) alternate members shall be appointed to serve in the absence of any regularly appointed member. All hearings are to be heard by at least five members of the Board. This Board serves as an appeal body for individuals seeking variances to the zoning ordinance or to a decision made by an administrative official enforcing the ordinance.

### **Building and Standards Commission**

The Commission shall consist of five (5) members appointed to two-year staggered terms. Members shall ideally include one (1) architect, one (1) general contractor or engineer, and one (1) member with experience in the area of fire protection and fire safety. The Commission considers approval or denial of appeals of the Chief Building Official for repairs, vacations or demolitions of any building or structure or portion thereof as well as enforcement of city ordinances relating to the same. The Commission also considers approval, denial, and/or appeals of the Chief Building Official and Fire Chief's interpretations of the Model Building Codes. The Commission will review and make recommendations on new Model Building Code updates, as required.

### **Collin Central Appraisal District (CCAD) Board of Directors**

The CCAD Board of Directors governs the Collin Central Appraisal District. The taxing entities that vote on the appraisal district's budget (county, city, school and special districts) select the members of the board of directors. Nominations are submitted in odd numbered years.

### **Community Grants Advisory Commission**

The Commission shall consist of seven (7) members appointed to two-year staggered terms and shall be made up of members that are demographically balanced with representatives from all parts of the City. No commissioner shall be a member, board member, employee or officer of any organization which has an application pending before the Community Grants Advisory Commission or

which is a current recipient of CDBG funding (in the current budget year). The Commission considers funding requests for the Community Development Block Grant (CDBG) and the city's community support grant programs. They review CDBG performance and advise City Council on CDBG and support grant activities.

#### **Historic Preservation Advisory Board**

The Board shall consist of seven (7) members appointed to two-year staggered terms and may be comprised of the following: an architect, city planner or a design professional; historian; licensed real estate broker; attorney; property owner of a landmark or a building in the historic district; or other citizens interested in historic preservation. The Board assists in the preservation of historic McKinney through programs and projects that increase public awareness of the value of historic, cultural, and architectural preservation.

#### **Library Advisory Board**

The Library Board shall consist of seven (7) members appointed to two-year staggered terms. The Board advises City Council on matters relating to library services. They also review library performance and advise library staff on development of library policy.

#### **McKinney Armed Services Memorial Board**

The Board shall consist of seven (7) members appointed to staggered terms of two years. Members shall consist of representatives who either live or work in Collin County, are a Veteran of the United States Armed Forces, or the spouse of a Veteran of the United States Armed Forces. This Board conducts the city's annual Veterans Day ceremony; raises funds for maintenance and improvements at Veterans Memorial Park in McKinney; and qualifies veterans' names nominated for inclusion on the memorial's wall of honor.

#### **McKinney Arts Commission**

The Commission shall consist of seven (7) members appointed to staggered terms of two years. No commissioner shall be a member, board member, employee or officer of any organization which is eligible or may be eligible to seek a recommendation for arts funding by the City. The Commission serves as an advisory board to City Council to make recommendations concerning the resources and needs of the community on the subject of the arts, including strategies to encourage community involvement in the arts.

#### **McKinney Community Development Corporation**

The Community Development Corporation (MCDC) shall consist of seven (7) members appointed to two-year staggered terms. The MCDC identifies and funds community facilities and related projects to maintain and enhance the quality of life in McKinney.



### **McKinney Convention and Visitors Bureau**

The McKinney Convention and Visitors Bureau (MCVB) shall consist of seven (7) members appointed to two-year staggered terms and may include members from the following business sectors: hotel/motel/lodging; sales; travel; marketing; restaurant; technology; event planning; and sports professions. A majority of the members (at least 4) shall be residents of the City of McKinney. Non-resident members shall have their primary business or place of employment within the City of McKinney. They are responsible for establishing the operating policies and evaluating the progress of the MCVB in the attainment of goals.

### **McKinney Economic Development Corporation**

The Economic Development Corporation (MEDC) shall consist of seven (7) members appointed to staggered two year terms. The MEDC leads, directs and coordinates the broad-based expansion of the city's business tax base and promotes sustainable job growth, thereby continuously enhancing the quality of life for the citizens of McKinney.

### **McKinney Housing Authority**

In appointing members under Section 392.031, a municipality with a municipal housing authority composed of five (5) members appointed to two-year staggered terms, shall appoint at least one (1) member who is a tenant of the public housing project over which the authority has jurisdiction. The McKinney Housing Authority provides housing assistance to people with low-to-moderate income.

### **McKinney Housing Finance Corporation**

The McKinney Housing Finance Corporation shall consist of seven (7) members appointed to two-year staggered terms. The Corporation finances the cost of residential ownership and development on behalf of the city to provide decent, safe and sanitary housing for city residents at affordable prices.

### **McKinney Main Street Board**

The Board shall consist of nine (9) members appointed to staggered two year terms. Members may include downtown business owners, downtown property owners, professional and service businesses, Chamber of Commerce, financial institutions, marketing, special events and fundraising. The Board's vision is to see the continued growth of McKinney's vibrant downtown area through economic development, increased promotion, enhanced tourism, historical preservation efforts, infrastructure redevelopment and an increased awareness of McKinney's history. The Board ensures that downtown McKinney continues to be the vibrant, inviting, safe and growing area that it is today.

### **North Texas Municipal Water District (NTMWD) Board**

Membership consists of 25 members from 13 member cities (Allen, Farmersville, Forney, Frisco, Garland, McKinney, Mesquite, Plano, Princeton, Richardson, Rockwall, Royse City and Wylie). McKinney appoints two (2) members to two-

year staggered terms (one each year in May). The Board oversees policies and projects of the water district.

**Parks, Recreation, and Open Space Advisory Board**

The Board shall consist of seven (7) members appointed to two-year staggered terms. The Board advises City Council on park-related matters.

**Planning and Zoning Commission**

The Commission shall consist of seven (7) members and one (1) alternate, appointed to two-year staggered terms. The Commission reviews and considers submitted site plans and plats, makes recommendations to City Council on zoning ordinance amendments, comprehensive plan amendments, specific use permits and rezoning requests.

**Tax Increment Reinvestment Zone Number One (TIRZ #1) Board (Town Center)**

The Board of Directors for TIRZ #1 shall consist of nine (9) members. Members shall include City Council, one (1) member from the Planning and Zoning Commission, appointed to serve concurrent with the member's Planning and Zoning Commission term and one (1) member appointed by Collin County, consistent with Section 311.009 of the Texas Tax Code, as amended. The Board of Directors shall be appointed by resolution or ordinance of the City or applicable taxing jurisdiction. All members of the Board of Directors shall meet eligibility requirements as set forth in Chapter 311 of the Texas Tax Code. The Board makes recommendations to the City Council concerning the administration of TIRZ #1.

**Tax Increment Reinvestment Zone Number Two (TIRZ #2) Board (Airport)**

The Board of Directors for TIRZ #2 shall consist of nine (9) members. Members shall include City Council, one (1) member with interest in the aviation industry and one (1) member appointed by Collin County, consistent with Section 311.009 of the Texas Tax Code, as amended. The Board of Directors shall be appointed by resolution or ordinance of the City or applicable taxing jurisdiction. All members of the Board of Directors shall meet eligibility requirements as set forth in Chapter 311 of the Texas Tax Code. The Board makes recommendations to the City Council concerning the administration of TIRZ #2.

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- (l) Removal. Notwithstanding any provision of Section III (a)-(m), the City Council may remove any board or commission member at any time, with or without cause, including but not limited to the failure to attend seventy-five percent (75%) of board meetings. Failure to adhere to any of the policies contained this Section III or in Section IV below may subject the member to immediate removal by the City Council.
- (m) Resignation Upon Filing for Elective Office. Any appointed member of any board or commission who files for any City Council, Independent School Board (located within the city limits) or Collin County elective office other than that which he or she is holding at the time of filing for elective office, shall resign from his or her appointive position concurrently with the filing for such elective office. If the board or commission member fails to resign, the appointive position shall be automatically vacated by the member as of the date of filing for elective office.

#### **IV. Practices**

- a) Disclosure of Vendor Relationships. All members of any board or commission shall complete the required annual disclosures under Texas Local Government Code Chapter 176 whenever they contract with or are otherwise doing business with the City under applicable sections of this state law.
- b) Disclosure of interests. A City Council member or a board or commission appointee shall not participate or vote on a matter involving any entity on whose board the City Council member or appointee serves in any capacity or for which he/she is employed.
- c) Appointed board or commission members appearing before any board or commission. Board or commission members may not appear on behalf of

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a business, client, or other private or public interest before any City board or commission, save and except for an appearance concerning a business or property owned in whole or in part by such member, where approval by said board or commission is required for action by the business, client, private or public interest during their term on such board or commission.

- d) Appointed board or commission members doing business with the City. A board or commission member is prohibited from contracting or otherwise doing business with any board or commission during the member's term on any board or commission.
- e) Appointed board or commission member using board position status in public forum. Except while acting in a meeting on his/her appointed board or commission, a board or commission member shall not use his/her board title or position in communicating opinions or issues in a public forum, either written or oral. The purpose of this provision is to avoid confusion regarding the attribution of the member's statements, whether intended or not, to the member's board or to the City of McKinney. Upon receipt of notice of any member's communication contrary to this subsection, the City Manager shall place an item on the next available City Council agenda for consideration of removal of such member.

**V. Official Notification.**

- (a) A letter of appointment shall be sent to each member appointed to a board or commission.
- (b) A letter of gratitude shall be sent to each retiring member.

**CITY OF MCKINNEY  
POLICY ON BOARD AND COMMISSION MEMBER  
APPOINTMENT AND ELIGIBILITY**

(Amended ~~August 3, 2015~~ December 1, 2015)

**I. Overview.**

The City Council is very interested in citizens serving as members of City of McKinney boards or commissions. Citizens can provide an invaluable service to the City of McKinney through board membership and participation. Board and commission members volunteer many hours annually, sharing their time and expertise, and learning more about the City through their membership. Boards and commissions are established to offer citizens an extraordinary opportunity to participate in the City's governmental affairs and influence public policy in many areas. The City has several boards, commissions and committees that endeavor to reflect the varied interests of our City's citizenry.

Some of the City's boards and commissions are required and established by state statute, while others result from provisions of the City of McKinney Home-Rule Charter or from local ordinances. Where discrepancies exist between individual board and commission bylaws and this policy, this policy shall apply, subject however to any superseding state law. A number of the bodies exercise legal authority in some aspect of City government. Although many boards and commissions are advisory only, their influence and value can be significant. They make recommendations on a wide range of topics that eventually come before the City Council.

**II. Appointment Process.**

City Council members shall actively recruit candidates for service on City boards and commissions. Recognizing the City has four City Council districts, the City Council will strive to have adequate representation from all geographic areas of the city in the overall appointment process. The City Council shall endeavor to appoint Board and Commission membership reflective of the City of McKinney's diversity of residents.

On or before June 30<sup>th</sup> of each year, the Mayor shall designate interview committees comprised of two (2) City Council members that will thereafter interview candidates for designated Boards or Commissions. The City Council shall set interview dates and times upon such designation. All Board and Commission interviews shall be held in an open public meeting with a posted agenda. Meeting agendas shall contain information stating that there may be a potential quorum of the City Council in attendance at each particular interview session, and any City Council member may attend; however such City Council members shall not participate as an interview committee member.

Council member interview committees are encouraged to confer upon and prepare a list of recommended nominees from the applicants/interviewees of their committees' respective Boards or Commissions. When there are sufficient numbers of qualified applicants, it is recommended that each interview committee propose to the entire City Council a nomination list of twice the number of openings on each particular board. After the interview process is complete for any or all Boards or Commissions, the entire City Council will consider the recommendations and nomination lists of the interview committees, as well as any other council member nominations for Eligible Applicants, during a posted public meeting in open session; however, the City Council may consider and confer upon any recommendation in a closed session under the Texas Open Meetings Act. The City Council shall make appointments through an "open preference procedure" wherein each City Council member's preferences are openly registered prior to the presiding officer's acceptance of any motion for approval of an appointee(s) for an unfilled position(s). Council discussion regarding applicants during the preferencing process is limited to information contained on the applicant's application or resume. Orientation sessions for new board or commission members shall be held annually for new appointees.

The Mayor shall establish liaison assignments consisting of two (2) City Council members for each the following Boards or Commissions: MEDC, MCDC, MCVB, Main Street, McKinney Housing Authority, and Planning and Zoning. City Council liaison assignments shall be of varying length, as the Mayor shall determine, rotating in accordance with a matrix or other method determined by the Mayor.

The role of the liaisons is to attend meetings and report to the City Council any information related to action taken by the Board or Commission at said meeting. In the event the Board or Commission requests input from the City Council, the liaisons shall advise the Board or Commission that the City Council will be briefed on the issue and the position of the City Council will thereafter be relayed to the Board or Commission, by the liaisons or the entire City Council, as the case dictates. The liaisons shall use best efforts not to communicate during a Board or Commission meeting a) his or her personal opinions regarding any issue before the Board or Commission; b) suggested actions to be taken by the Board or Commission; or c) opinions pertaining to actions previously or subsequently taken by the Board or Commission. The liaisons shall be responsible for communicating to the Board or Commission the position of the City Council only upon the City Council providing information or direction to the liaisons after the City Council has been fully-apprised of the issue. The liaisons shall also communicate to the Board or Commission any requests for information from the City Council and shall report back to the City Council the response to said requests based on the position of the entire Board or Commission and not of any single Board or Commission member.

Each Board or Commission having liaisons shall report in its respective minutes submitted for approval by the City Council any and all comments made by both Board or Commission members and City Council liaisons during any Board or Commission meeting.

All Board or Commission meetings shall be posted with a notice that a potential quorum of the Council may be attendance pursuant to Texas Open Meetings Act.

The provisions herein for communications between the Board or Commission members and the liaisons shall apply to all Council members attending a Board or Commission meeting.

### **III. Eligibility and Membership Criteria.**

- (a) Written Application/Eligible Applicant. A signed, current application is required for appointment for service on any board or commission. The City Council shall consider any person an "Eligible Applicant" who has satisfied the foregoing and the residency requirements of (b) below prior to being sworn-in to an appointive position on a board or commission. Applications are valid for one (1) year from receipt by the City Secretary's office. An Eligible Applicant may be appointed to any board or commission regardless of the applicant's stated preference; however, the City Council endeavors to duly consider the preferences of all applicants.
- (b) Residency. Unless the authorizing ordinance or law creating a Board or Commission specifically allows otherwise, all applicants and appointees must continuously reside within and be qualified voters of the City of McKinney, Texas. All applicants shall be responsible for establishing proof of residency to the City Secretary under this subsection, and the City Secretary shall make all determinations of residency hereunder. All applicants shall provide their voter registration number on the application, and all applicants and appointees shall be registered to vote in the City. The City Secretary may request a current voter registration card as circumstances warrant. The residence address contained on an applicant's or appointee's voter registration or on a current voter registration card provided by an applicant to the City Secretary shall be determinative of residency. If a question of residency is presented to the

City Secretary in writing, the affected board or commission member shall submit to the City Secretary any utility account statement in the name of the board or commission member for a residence address within the corporate limits along with a sworn statement (notary not required) that such residence address is the applicant's residence. The receipt of the foregoing by the City Secretary shall be conclusive proof of residency under this subsection. Board and commission members shall notify the City Secretary of any change in residency status at least two (2) weeks prior to such change. For board and commission positions which may be filled by non-residents, such applicants shall be qualified voters, registered to vote in the precinct in which they reside.

- (c) Term. All terms shall be two (2) years unless otherwise modified by the City Council, provided by State law, or ordinance. Notwithstanding the foregoing, and subject to the provisions for immediate removal in (m) below, the City Council shall annually review the performance of all board and commission members during the Appointment Process. Subject to the provisions for immediate removal in (m) below, appropriate ~~Appropriate~~ appointments and removals shall be considered in conjunction with such annual review.
- (d) Appointments. Appointments shall be made once a year, and are effective on October 1 unless the appointment is made for filling a vacancy in which case the appointment shall be for the remainder of the term filled.
- (e) Attendance. Subject to the provisions for immediate removal in (m) below, attendance ~~Attendance~~ shall be reviewed annually during the board appointment process. A board or commission member shall attend seventy-five percent (75%) of the board meetings to be considered for continuation of any current term and for reappointment to any subsequent term. Subject to the provisions for immediate removal in (m) below, failure ~~Failure~~ to attend 75% of the meetings shall result in the board member not being reappointed by the City Council unless the City Council finds good cause for such reappointment based on special circumstances presented by the board member.
- (f) Alternate Member for Planning and Zoning Commission. The City Council shall appoint one (1) alternate member (the "Alternate") for the Planning and Zoning Commission. The Alternate shall serve in the place of a seated member only in the physical absence (i.e. not due to conflict or abstention) of a seated member. The Alternate is encouraged to attend all meetings; however, the Alternate shall not participate as a member in the deliberations (open session) or discussions (closed session) of the Planning and Zoning Commission unless he or she is sitting for an absent, seated member. The Alternate may participate during those portions of meetings when the public at large may participate. The Alternate shall serve for the same term length as seated members. Service of Alternate shall not count against any term limits under (g) below. Any Alternate appointed to any board or commission prior to August 3, 2015 shall continue to serve until September 30, 2016.
- (g) Term Limits. Effective for new members appointed in 2013 and in subsequent years, the limit for consecutive service on a board or commission is three (3) consecutive, full two-year terms. Members reappointed in 2013 or appointed prior to 2013, shall be limited to two (2) consecutive, full terms, regardless of term length.
- (h) Multiple Service. Board and commission members shall not serve concurrently on more than one board or commission.
- (j) Spousal Service and Nomination/Voting Procedures. Spouses may serve concurrently on separate boards or commissions; however no concurrent



spousal service shall be permitted on any combination of the following boards and commissions: McKinney Economic Development Corporation, McKinney Community Development Corporation, Main Street Board, McKinney Housing Finance Corporation, and McKinney Convention and Visitors Bureau. Spouses may serve concurrently on any separate board or commission not listed herein. City Council members shall not knowingly participate in voting for or appointing any relative within the second degree of consanguinity or affinity to any board or commission<sup>1</sup>. In the event a relative of a City Council member is recommended for a board or commission position at the time of preferencing, the City Council member who is related shall step down from the vote for such board appointments. City Council members shall not knowingly nominate, appoint or vote to nominate or appoint any person who is a member or employee, whether compensated or non-compensated, of a business entity of which the City Council member is also a member or employee. "Business Entity" shall mean a sole proprietorship, partnership, limited partnership, firm, corporation, limited liability company, holding company, joint-stock company, receivership, trust, unincorporated association, or any other business entity recognized by law. Applicants shall disclose on the application any membership or employee status in a business entity involving the applicant and a City Council member.

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- (l) Removal. ~~The~~Notwithstanding any provision of Section III (a)-(m), the City Council may remove any board or commission member at any time, with or without cause, including but not limited to the failure to attend seventy-five percent (75%) of board meetings. Failure to adhere to any of the policies contained this Section III or in Section IV below may subject the member to immediate removal by the City Council.
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a business, client, or other private or public interest before any City board or commission, save and except for an appearance concerning a business or property owned in whole or in part by such member, where approval by said board or commission is required for action by the business, client, private or public interest during their term on such board or commission.

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16-1035

**TITLE:** Update on Consolidated Grant Application Process

**COUNCIL GOAL:** Financially Sound Government

**MEETING DATE:** October 17, 2016

**DEPARTMENT:** Budget

**CONTACT:** Trevor Minyard, Senior Financial Analyst

**RECOMMENDED CITY COUNCIL ACTION:** Receive update

**ITEM SUMMARY:**

- Staff has been working on creating a central point for all grant requests to be tracked.

**BACKGROUND INFORMATION:**

- On August 15, 2016, Staff presented grant requests that are funded through:
  - Grants to the Community that include: McKinney Arts Commission, Community Support Grants, and Volunteer McKinney.
  - Community Development Block Grant (CDBG) is Federal funding received from the Department of Housing and Urban Development. Up to 15% of the City's annual CDBG allocation provides funds for nonprofits that provide programs for low to moderate income individuals or areas.
  - McKinney Community Development Corporation
- Council has expressed a concern that all City resources going to individual organizations be captured, whether it is federal funds (CDBG), General Funds (McKinney Arts Commission, Community Support Grant), or sales tax revenue (MCDC).

**FINANCIAL SUMMARY:** None

## **SUPPORTING MATERIALS:**