



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](#)