

## General Information

The Parker City Council is seeking committed individuals, dedicated to the present and future well-being of Parker to serve on the City's standing Boards, Commissions and Committees.

All appointees to City Boards, Commissions and Committees must:

- Be residents of the City for at least 12-consecutive months prior to appointment to a board or commission;
- Have a current and valid voter registration;
- Adhere to a Code of Conduct;

Applicants for final decision-making boards cannot have financial interest in a contract with the City;

- Have no indebtedness to the City; and
- *Attend at least 75% of regular meetings in a 6-month period.*

In general, it is City Council's policy to appoint persons to a maximum of two terms; however, all appointments are made at the discretion of the Council. Please contact the City Secretary's Office for additional information.



City of Parker, Texas

5700 E. Parker Road  
Parker, Texas 75002

[www.parkertexas.us](http://www.parkertexas.us)

Phone: 972-442-6811

Fax: 972-442-2894

E-mail:

[csmith@parkertexas.us](mailto:csmith@parkertexas.us)

## Boards & Commissions Overview



"The City of Parker is a unique, high quality community in a country setting dedicated to ensuring the quality of life by delivering cost-effective, highly responsive services with Integrity and friendliness while protecting the health, safety, and welfare of our citizens and employees."

The following dates and times are regularly scheduled meetings and do not include additional called meetings. For additional meeting and eligibility information call the City Secretary's Office at 972-442-6811. Basic responsibilities of each Board, Commission and Committee include, but are not limited to:

## Planning and Zoning Commission

5 members                      2-year terms

3 alternate members    1-year terms

Meetings: 7:30 p.m., the 2nd and/or 4th Thursday as needed.



City Hall  
5700 E. Parker Road

**City Code of  
Ordinance  
§ 150.02**

The Commission is strictly a recommending body. Makes recommendations to Council on updates to the City's Comprehensive Zoning Ordinance. Reviews site plans and plats for new development projects and on zoning and rezoning petitions.

## Zoning Board of Adjustments

5 members                      2-year terms

2 alternate members    1-year terms

Meetings: Meetings of the Board shall be held at the call of the chairperson and at other times as the Board may determine.

City Hall  
5700 E. Parker Road

Appointed by the City Council whose primary responsibility is to hear and review requests for

variances and appeals on matters related to the City Zoning Ordinance. It is not a legislative body and does not have authority to amend ordinances or create new laws.



**City Code of  
Ordinance § 156.67**

## Parks and Recreation Commission

7 members                      2-year terms

3 alternate members    1-year terms

A number of sub-committees

Meetings: 7:30 p.m., at least bi-monthly on the 4th Wednesday of the month.

City Hall  
5700 E. Parker Road

The Commission is strictly a recommending body. The primary duty will be to advise and assist the City Council in the development of a Master Plan for the open space area known as the "Preserve," adjacent to City Hall.

**City Code of Ordinance  
§ 97**





## BOARD OR COMMISSION APPLICATION

---

All applications are date stamped at the time submitted. Applications received prior to May 31 of each year will be considered first for board/commission vacancies at that time. Should there be additional vacancies, applications received after May 31 will be considered. Applications will be kept on file with the City Secretary for a period of 12 months.

Please read Resolution 2011-348 beginning on page 4 of this application carefully regarding the appointment process.

All questions are to be directed to City Secretary Carrie Smith at 972-442-6811 or by email at [csmith@parkertexas.us](mailto:csmith@parkertexas.us).

Please complete thoroughly. Print legibly in ink or type.

Please write a "1" and "2" by your top two preferred Boards:

<input type="checkbox"/>	<b>Planning and Zoning Commission</b>	<input type="checkbox"/>	<b>Zoning Board of Adjustments</b>	<input type="checkbox"/>	<b>Parks and Recreation Commission</b>
--------------------------	---	--------------------------	--	--------------------------	--

Please answer the following questions:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ Spouse's Name (Optional): \_\_\_\_\_

Email Address: \_\_\_\_\_ Best Method to Contact You: \_\_\_\_\_

Resident of Parker for \_\_\_\_\_ Years Are you a registered voter?: \_\_\_\_\_

Are you related to any City employee and/or City Councilmember? O YES O NO  
If yes please provide name and position: \_\_\_\_\_

Occupation: \_\_\_\_\_

Education: \_\_\_\_\_

Work Experience Applicable to the City Boards or Commissions to which you are applying:

---

---

---

Special Knowledge or Experience Applicable to the City Boards/Commissions to which you are applying:

---

---

---

Previous Volunteer Experience (Religious, Civic, Youth, etc.):

---

---

---

Have you attended any meetings of the board/commission for which you have applied? \_\_\_\_\_

Please tell us briefly why you wish to serve as a volunteer and how your past business and/or work experience qualifies you:

---

---

---

---

---

---

---

---

---

---

---

---

**A resume may be attached if you wish to provide more information.**

In the event that I am placed as a volunteer with the City of Parker, I understand that I will be required to comply with all the City's rules, policies and regulations. I fully understand that if my services are no longer needed, or my performance is not acceptable, for any reason, the City of Parker has the right to terminate my appointment at any time, with or without notice.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return to City of Parker, City Secretary, 5700 E. Parker Road, Parker, Texas 75002, Fax 972-442-2894 or Email [csmith@parkertexas.us](mailto:csmith@parkertexas.us).

**NOTE: Information on this application is subject to the Texas Public Information Act. Certain information may be withheld if requested in writing (see page 3 of this application).**

*Individuals appointed to serve on a board/commission/committee will be required to complete one hour of training relative to the Texas Open Meetings Act and Public Information Act.*

## INFORMATION DISCLOSURE

### NOTICE TO ALL ELECTED AND APPOINTED OFFICIALS

The Public Information Act (LGC §552.117), was amended to allow an elected official and/or appointed board member of a governmental body to choose whether to allow public access to the information in the custody of the City that relates to the home address, home phone number, or that reveals whether the official has family members.

Written notice is necessary to restrict public access to your information. To satisfy the requirement for written notification, complete and return this notice to be retained by the City Secretary's Office. Once notification has been received to close public access to this information further written notice is required before this information can be made public.

Please complete the following and return to the City Secretary's Office.

As an official/board member of the City of Parker, I choose to:

Release	Withhold	
<input type="checkbox"/>	<input type="checkbox"/>	Home Address
<input type="checkbox"/>	<input type="checkbox"/>	Home Phone Number
<input type="checkbox"/>	<input type="checkbox"/>	Whether I have Family Members

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cell Phone (Exempt from PIA)

\_\_\_\_\_  
Email Address (Exempt from PIA)

\_\_\_\_\_  
Business Phone (Exempt from PIA)

**What is the best method to contact you and what time of the day?** \_\_\_\_\_

**LGC § 552.117. Exception: Certain Addresses, Telephone Numbers, Social Security Numbers, and Personal Family Information**(a) Information is excepted from the requirements of Section 552.021 if it is information that relates to the home address, home telephone number, or social security number of the following person or that reveals whether the person has family members: (1) a current or former official or employee of a governmental body, except as otherwise provided by Section 552.024; (2) a peace officer as defined by Article 2.12, Code of Criminal Procedure, or a security officer commissioned under Section 51.212, Education Code, regardless of whether the officer complies with Section 552.024 or 552.1175, as applicable; (3) a current or former employee of the Texas Department of Criminal Justice or of the predecessor in function of the department or any division of the department, regardless of whether the current or former employee complies with Section 552.1175; (4) a peace officer as defined by Article 2.12, Code of Criminal Procedure, or other law, a reserve law enforcement officer, a commissioned deputy game warden, or a corrections officer in a municipal, county, or state penal institution in this state who was killed in the line of duty, regardless of whether the deceased complied with Section 552.024 or 552.1175; or (5) a commissioned security officer as defined by Section 1702.002, Occupations Code, regardless of whether the officer complies with Section 552.024 or 552.1175, as applicable. b) All documents filed with a county clerk and all documents filed with a district clerk are exempt from this section.

**RESOLUTION NO. 2011-348**  
*(Boards and Commissions Membership)*  
*(Amending Res. 2010-315)*

**A RESOLUTION DEFINING MEMBERSHIP ON BOARDS AND COMMISSIONS OF THE CITY OF PARKER, COLLIN COUNTY, TEXAS.**

**WHEREAS**, the City Council of the City of Parker, Collin County, Texas desires to expand the involvement of residents of the City of Parker on the boards and commissions appointed by the City Council.

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

**SECTION 1.** Candidate Pool. The Parker City Council will seek to appoint the best qualified candidate to each of the boards and commissions of the City. Candidates may be sought, in order, from:

- Existing Board and Commission Alternates who are interested in becoming full board or commission members on which they serve as an alternate, and who are in good standing in their current assignment
- Members of other boards or commissions who are interested in transferring to the open board or commission
- Recent board or commission applicants
- Citizens of Parker who are not yet on a board or commission, or who have not submitted an application within the past 12 months.

**SECTION 2.** Simultaneous Membership Prohibition. In order to promote diverse membership among the boards and commissions, no individual resident shall serve on more than one board or commission simultaneously, unless no other qualified candidates are available. If no qualified candidates are immediately available, the City will seek new applicants, through website notifications, announcements at Council meetings, discussions with Board and Commission chairpersons, and through requests of citizens. If, after 30 days of searching, no qualified candidates are available, then an individual who is already serving on one Board or Commission may be appointed to another Board or Commission, with the preferred appointment as an alternate member. However, no one individual shall serve simultaneously as a member on both Planning and Zoning Commission and Zoning Board of Adjustments.

**SECTION 3.** Interview Process. Each Board will interview, select, and present final recommendations to Council, when Board positions are vacant. The following steps will be taken:

- 1) City Staff will screen candidates for basic qualifications (residency, other Board membership in Parker, etc.), and will present qualified candidates to each Board.
- 2) Current Board members conduct initial set of interviews, using standard questions, plus any additional they feel are appropriate for each individual.
- 3) Current Board members will provide their recommendation to Council.

- 4) Recommended appointee will meet with Council and answer questions from Council about their candidacy.

**SECTION 4.** Interview Questions. The following questions will be the standard questions for all candidates for Board or Commission positions. These questions are required, but are not exclusive:

- Please provide a brief summary of your background, including professions, volunteer and community roles you've held. (If you'd like to submit a resume, please do so, but also please give details about municipal experiences you've had).
- Why did you move to Parker?
- What is your vision for the future of Parker?
- How would you describe the role of (Planning and Zoning Commission, Parks and Recreation Commission, Zoning Board of Adjustments) member?
- Please describe your personal style when working on volunteer committees.
- How do you manage conflict or difference of opinion in committee/small group settings?
- Why are you interested in serving on (Planning and Zoning Commission, Parks and Recreation Commission, Zoning Board of Adjustments)? What changes do you think are needed in Parker?
- Specific to Planning and Zoning Commission: What is your philosophy for future development and land use within Parker?
- How do you feel about retail developments within Parker?
- Specific to Parks and Recreation Commission: What is your philosophy on parks and open spaces within a city?
- Specific to Zoning Board of Adjustments: What thought process will you use to rule on issues brought to Zoning Board of Adjustments?

**SECTION 5.** Officer Appointment Process. Board members will recommend Board Officers, according to the pre-defined Officer appointment schedule. The following steps will be taken:

- 1) Board members will review and communicate qualifications and responsibilities of each Officer position.
- 2) The current Board Chair will solicit candidates for all open Officer positions, other than the Chair, and will lead discussions with the Board about the qualifications of each candidate. The Board will vote on a recommendation to fill each open Officer position and will communicate the recommendation to City Staff and Council.
- 3) The Board Vice Chair will solicit candidates for the Board Chair position, and will lead discussions with the Board about the qualifications of each candidate. The Board will vote on a recommendation to fill each open Board Chair position and will communicate the recommendation to City Staff and Council.

**SECTION 6.** The Council may consider the recommendations from Board for Board and Officer appointments. The Council may approve, disapprove, or amend the

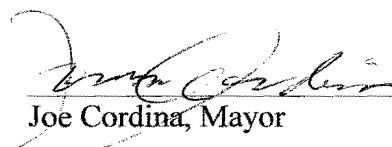
recommendations. An example of amendment of the recommendation would be appointing the recommended applicant to a full, rather than an alternate, position.

**SECTION 7.** This resolution is effective upon its passage. Resolution 2010-315 is repealed and replaced by this resolution.

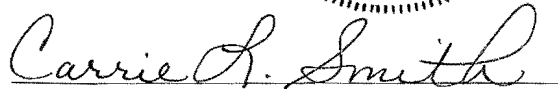
APPROVED AND ADOPTED this 29th day of August, 2011.

APPROVED:



  
Joe Cordina, Mayor

ATTESTED:

  
Carrie L. Smith, City Secretary

APPROVED AS TO FORM:

  
James E. Shepherd, City Attorney