CITY OF ALLEN

Volunteers Needed to Serve on City Boards, Commissions and Committees

Overview. Boards and commissions are an established feature of municipal government which offers citizens an extraordinary opportunity to participate in a city's governmental affairs. Their activities have helped to shape or influence public policy in many areas. Thus, the City of Allen has boards, commissions, and committees that endeavor to reflect the varied interests of Allen's citizenry.

Several of the City's boards and commissions are required and established by state law, while others result from provisions of the City Charter or from local ordinances. They address such subjects as planning, zoning, transportation, parks, libraries, building, and arts. Although many boards and commissions are advisory, their influence and value can be significant. They make recommendations on a wide range of topics that come before the City Council. Several boards and commissions are quasi-judicial, which means the Council has delegated some portion of its legislative authority to a citizen board.

Code of Conduct. Members of the City's boards and commissions are considered to be "officers" of the City and, as such, are governed by several ordinances including the Code of Conduct Ordinance and financial disclosure provisions. Moreover, members of City boards and commissions are expected to conduct themselves in a manner to avoid both actual and potential conflicts between their private self-interest and the public trust.

How to Apply. For those citizens who are interested in serving on a board or commission, it is recommended that they attend at least one meeting of the board or commission they are interested in serving as a member. It is important to note that board or commission members who miss 3 consecutive meetings or 1/3 of the regularly scheduled meetings in a 12-month period of time will have their memberships automatically terminated. Most appointments are made for two years or to fill an unexpired term, unless otherwise indicated.

Application forms and a list of required qualifications for all boards, commissions, and committees can be viewed from the City's website at www.cityofallen.org. Click on City Council on the Departments & Services tab, then click on Boards & Commissions. Information may also be obtained from the City Secretary's Office, City Hall, 305 Century Parkway.

Additional information. City Secretary Shelley George is available to answer any questions that you may have or provide any assistance that you may need in processing your application to the Allen City Council. Ms. George can be reached at 214-509-4105 or sgeorge@cityofallen.org.

Applications should be received by

August 14, 2013

(Interviews are typically held in late August and early September. Appointments are made in September and are effective October 1.)

31 positions will be considered by the City Council for appointment including the following known vacancies:

1 – Central Business District Design Review Committee
1 – Community Development Corporation
1 – Economic Development Corporation
2 – Library Board

All applications received, including those from incumbents, will be reviewed and considered for interview.

A mandatory orientation will be held for all appointees on Tuesday, October 29, 2013.

Following are boards, commissions and committees for which residents can apply, as well as a brief description of their duties.

- **Animal Shelter Advisory Committee (Advisory)**
  Purpose: To assist the City and its animal control unit in compliance with state regulations concerning the operation of animal shelters.
  Term: 2 year staggered terms
  Meets: As needed, but at least three times per year, at the Allen Police Department Headquarters, 201 W. McDermott Drive
- **Board of Adjustment/Building & Standards Commission/Sign Control (Quasi-Judicial/Advisory)**
  Purpose: Makes decisions on appeals, special exceptions, and requests for variances to City ordinances. Reviews and approves required signs and makes decisions on requests for variances to the City sign regulations of the Allen Land Development Code.
  Term: 2 year staggered terms
  Meets: 7:00 p.m., as needed, in the Council Chambers, City Hall, 305 Century Parkway
- **Central Business District (CBD) Design Review Committee (Advisory)**
  Purpose: Reviews and approves design plans and Historic Structure designation requests for properties located inside the Central Business District.
  Term: 2 year staggered terms
  Meets: As needed in the Engineering Conference Room, City Hall, 305 Century Parkway
- **Community Development (Corporation)**
  Purpose: 4b sales tax entity formed to oversee the spending of sales tax revenue for the City infrastructure and equipment.
  Term: 2 year staggered terms
  Meets: 7 p.m., 3rd Monday of each month in the Council Conference Room, City Hall, 305 Century Parkway
- **Economic Development (Corporation)**
  Purpose: 4a sales tax entity formed to facilitate expansions and relocations of new and existing businesses to bring additional tax revenue, local spending and job opportunities to the community.
  Term: 3 year staggered terms
  Meets: 6 p.m., 1st Wednesday of each month at AEDC Office, One Allen Center, 700 Central Expressway South, Suite 210
- **Keep Allen Beautiful (Advisory)**
  Purpose: To develop and foster programs which will contribute toward making Allen a cleaner, healthier and more attractive city in which to live and work.
  Term: 2 year staggered terms
  Meets: 6:30 p.m., 3rd Tuesday of each month in the Council Conference Room, 305 Century Parkway
- **Library Board (Advisory)**
  Purpose: Advises the City Council and Library Director on matters related to library services.
  Term: 2 year staggered terms
  Meets: 6:30 p.m., 1st Tuesday of February, May, August, and November in the Library Board Room, Allen Public Library, 300 N. Allen Drive
- **Parks and Recreation Board (Advisory)**
  Purpose: Advises the City Council and Parks and Recreation Director on matters related to parks and recreation programs.
  Term: 2 year staggered terms
  Meets: 7:00 p.m., 2nd Monday of February, May, August and November in the Community Meeting Room at the Allen Municipal Court / Parks and Recreation Facility
- **Planning & Zoning Commission(Quasi-Judicial)**
  Purpose: Hears, recommends and determines matters related to zoning, platting or subdivision control as specified or required under City ordinance, charter or state law.
  Term: 2 year staggered terms
  Meets: 7:00 p.m., 1st and 3rd Tuesday of each month in the Council Chambers, 305 Century Parkway
- **Public Art Committee (Advisory)**
  Purpose: Assists in making recommendations related to implementation of a public art program in Allen, articulates the values and vision of the community by enhancing the aesthetics of the City's civic infrastructure, commissioning site-specific artwork, and creating hands-on encounters with art for the public.
  Term: 2 year staggered terms
  Meets: 6:00 p.m., 3rd Tuesday of each month in the Parks Conference Room, 301 Century Parkway

Eligibility Criteria:
One Year Residency Requirement for All Boards (Additional requirements apply to CDC and EDC)
Please refer to the City's website (www.cityofallen.org) for additional membership qualifications.