

Town Council Work Session Board and Commission Interviews #1



September 17, 2024
Town Hall
2121 Cross Timbers Road
Flower Mound, TX 75028

6:00 p.m.

Comments regarding any agenda item can be sent to the Town Council by emailing towncouncil@flowermound.gov or by calling 972.874.6005 and leaving a message.

AGENDA

A. CALL TO ORDER

B. PUBLIC COMMENT

The purpose of this item is to allow the public an opportunity to address the Town Council regarding any item on this agenda that is not a "Public Hearing." Issues regarding daily operational or administrative matters should first be dealt with by calling Town Hall at 972.874.6000 during business hours.

In accordance with the Texas Open Meetings Act, the Town Council is restricted from discussing or acting on items not listed on the agenda.

To speak to Council during public comment, please fill out a [comment form \(PDF\)](#).

- Speakers are limited to 3 minutes, a tone will sound at 30 seconds left and when time has expired, and times may be adjusted by the mayor
- Speakers must address their comments to the Town Council
- Please state your name and address when speaking

C. BOARDS/COMMISSIONS

1. Conduct interviews for the following boards or commissions:

1. Animal Services Board
2. Board of Adjustment/Oil & Gas Board of Appeals (Places 1, 2, 3, 4, 5, 6, 7, 8)
3. Community Development Corporation
4. Cultural Arts Commission (CAC)
5. DCTA Board of Directors (Town appointed representative)
6. Environmental Conservation Commission (ECC)
7. Historical Commission
8. Parks Board
9. Planning & Zoning Commission/Capital Improvements Advisory Committee (Places 1, 2, 3, 4, 5, 6, 7, 8, 9)

10. School Liaison Committee
11. SMARTGrowth Commission
12. Tax Increment Reinvestment Zone Number One (TIRZ #1)
13. Transportation Commission
14. Veterans Liaison Board

2. Discuss and consider resignations, appointments, evaluations, reassignments, discipline, dismissals, duties and responsibilities, structure, effectiveness, or procedures regarding the above-referenced boards, commissions, or committees, including revisions to the Board, Commission, and Committee Manual.

D. CLOSED MEETING

1. Discuss and consider resignations, appointments, evaluations, reassignments, discipline, or dismissals for the Board of Adjustment/Oil & Gas Board of Appeals and Planning and Zoning Commission, including revisions to the Board, Commission, and Committee Manual.

E. RECONVENE

F. ADJOURN

I do hereby certify that the Notice of Meeting was posted on the bulletin board at the Town Hall for the Town of Flower Mound, Texas, in a place convenient and readily accessible to the general public at all times and said Notice was also posted on the Town's website in accordance with GC Section 551.056 on the following date and time: September 9, 2024, at 4:10 p.m., at least 72 hours prior to the scheduled time of said meeting.

Theresa Scott, Town Secretary

The Flower Mound Town Hall and Jody Smith Hall are wheelchair accessible. Requests for accommodation or interpretive services must be made 48 hours prior to this meeting by contacting Town Hall at 972.874.6000. Additional time limits will be provided for members of the public that need to address the Town Council through a translator.



TOWN COUNCIL AGENDA C.2. BOARDS/COMMISSIONS

DATE: September 17, 2024
FROM: Theresa Scott, Town Secretary
ITEM: **Discuss and consider resignations, appointments, evaluations, reassignments, discipline, dismissals, duties and responsibilities, structure, effectiveness, or procedures regarding the above-referenced boards, commissions, or committees, including revisions to the Board, Commission, and Committee Manual.**

BACKGROUND: The Town's Board, Commission, and Committee Manual was adopted by Council on 9/19/22. Since then, a new board, the Historical Commission, has been added. This revised manual includes:

1. New language related to the structure of the Historical Commission
2. Proposed language regarding the purpose and functionality of subcommittees. This language was based on current practices and what other cities do. Currently, the Environmental Conservation Commission and Historical Commission utilize subcommittees. This language will serve as a resource for other boards that may need to formulate subcommittees and will ensure consistency among Town boards in this area.
3. New language regarding the timeliness of resignations
4. Other administrative changes, such as flower-mound.com to flowermound.gov for email addresses

This item aims to gather feedback from the Council regarding the proposed changes. There would be a future agenda item for Council action to be taken to adopt the revised manual.

BOARD REVIEW/CITIZEN FEEDBACK:

ALTERNATIVES:

FISCAL IMPACT: \$

Proposed Expenditure/(Revenue)
\$

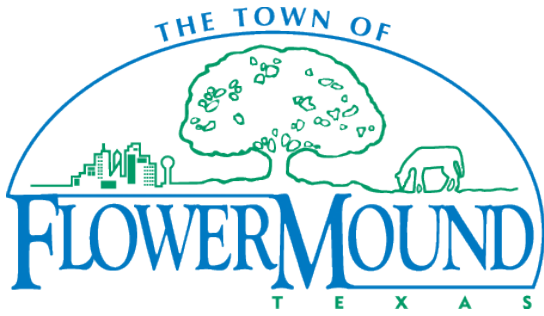
Account Number(s):
100-XXX-XXXXX-XXXX

LEGAL REVIEW: N/A

ATTACHMENTS:

1. Board and Commission Manual_9.19.22

DRAFT MOTION: Discuss and provide staff with direction.



REVISED DRAFT

**(yellow
highlighted text is
new)**

Board, Commission, & Committee Manual



*Town of Flower Mound
2121 Cross Timbers Road
Flower Mound, Texas 75028
972.874.6000*

*Adopted
September 19, 2022
Resolution No. 16-22*

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INTRODUCTION

Welcome!

The Town of Flower Mound has over ninety individuals that serve on fifteen boards, commissions, and committees who advise and assist in carrying out the functions of local government.

Throughout this manual, reference to “board(s)” should be interpreted to mean “commission(s)” and “committee(s)”.

As a board member you perform a public service to the Town and have both the obligation and an opportunity to provide input. This requires a thorough understanding of your role, as well as a willingness to engage constructively with the public, elected officials, and Town staff.

While no one document could adequately cover all aspects of serving on a Town board, this manual covers basic knowledge regarding the operations of most boards. It consolidates various topics and regulations into one place for quick reference. It is not intended to answer every question or address every matter that you may face as a board member. Based on your experience as a board member, you may have suggestions to improve this manual for future editions. We welcome your input.

Most boards are created by Town resolution or ordinance and members serve in an advisory role to the Town Council. They provide information, analysis, and recommendations to assist the Town Council in making important decisions. Some boards have specific authority to make binding decisions in certain areas, such as the Board of Adjustment; the Planning and Zoning Commission; and the Community Development Corporation. These boards generally derive their decision making authority from state laws.

This manual has been adopted by resolution of the Town Council and will be updated from time to time. If any provision of this manual conflicts with any Town Ordinance or the Town Charter, then the Ordinance or Charter shall prevail.

Thank you for your interest in serving the Town of Flower Mound!

Town Secretary's Office

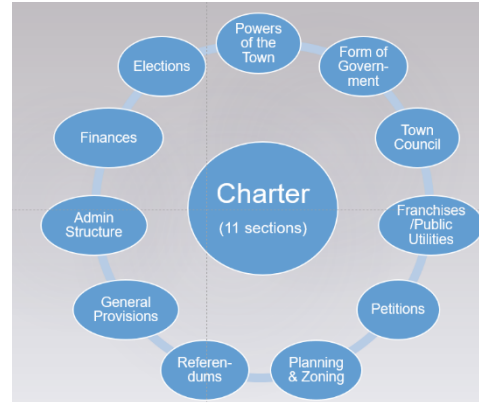
972.874.6076

Townsecretary@flowermound.gov

ARTICLE I FLOWER MOUND MUNICIPAL GOVERNMENT

1.01 Town Charter

The Flower Mound [Town Charter](#) was adopted in 1981 and is the basic governing authority of the Town. The Charter determines the form of municipal government, the composition, and powers of the Town Council, and establishes the legal framework necessary for the Town to function. The Charter provides for the operation of municipal functions under the council-manager form of government. Under this system, the Town Council serves as community leaders and policy makers and a professional manager oversee the daily operations of the Town.



1.02 Town Council

The [Town Council](#) consists of a mayor and five council members that serve as the legislative body of the Town; all of which are elected from the Town at large and serve three-year terms.

The mayor is a non-voting member of the council (except in the case of a tie vote) that serves as the ceremonial head and policy leader. The mayor presides at Town Council meetings, serves as spokesperson to the community, and facilitates communication and understanding between elected officials.

The council members are the policy makers elected to represent the entire community and concentrate on policy issues responsive to citizens' needs and wishes. As a legislative body, the council members are the community decision makers. They approve the budget and determine the tax rate. The council focuses on community goals, major projects, and long-term considerations such as community growth, land use development, capital improvement plans, and strategic planning.

The Town Council appoints the Town Manager, Town Secretary, Town Attorney, and municipal judge, all of which report directly to the council. All other employees of the Town report to the Town Manager.

1.03 Town Manager

The [Town Manager](#) is appointed by the council to serve the community through the professional administration of local government projects and programs. The Town Manager prepares the Town's annual budget for the council's consideration and approval; recruits, hires, and supervises the Town staff; and serves as the council's chief adviser by bringing forth objective information regarding policy matters. The Town Manager makes policy recommendations to the council, which the council may adopt, modify, or reject.

1.04 Town Secretary

The [Town Secretary](#) is appointed by the council. The Town Secretary administers the Town's board program, and is responsible for conducting Town elections, preparing and posting Town Council meeting agendas and minutes, serving as coordinator for the Flower Mound Citizen's Academy, and maintaining the official records of the Town. The Town Secretary serves as the staff liaison for the Charter Review Commission and Outstanding Citizenship Award Committee (when active), and the staff contact for the School Liaison Committee.

1.05 Town Attorney

The Town Attorney is appointed by the Town Council. The Town Attorney serves as the legal advisor, representing the Town's legal interests and rights. The Town Attorney attends the meetings of the Planning and Zoning Commission, and Board of Adjustment/Oil and Gas Board of Appeals given their quasi-judicial structure and decision making authority. Questions regarding legal matters should first be directed to the board liaison to determine if a consultation with the Town Attorney is needed.

1.06 Staff Liaison or Staff Contact

The Town Manager assigns a staff member to work with most boards.

Staff liaison role:

- 1) Prepare and provide meeting calendars, agendas, staff reports, and supporting information to the board members prior to meetings.
- 2) Ensure compliance with the Texas Open Meetings Act.
- 3) Respond to board member or public requests for information related to the business of the board.
- 4) Take meeting minutes, as applicable.

Board members do not have authority over the work program of Town staff. Rather, the liaison acts as an information resource and provides technical assistance to the board. Board members may not direct Town staff in the performance of their board-related activities, nor can they assign projects or direct the work of staff. A board may request staff's assistance on various projects; however, the Town Manager must approve all requests which create a substantial demand for a work product.

Staff contact role:

A staff contact serves mainly as a resource for the board to answer questions or provide general assistance to the board and may or may not attend meetings of the board. In this structure, typically one of the board members serves as secretary and takes minutes.

ARTICLE II PROCEDURAL INFORMATION

The following information contains general procedures applicable to most boards.

2.01 Qualifications



Most boards require members to be residents, regardless of length of residency, and registered voters at the time of their appointment. There are some exceptions, where members can be county residents or Flower Mound business owners. Some boards have specific job titles (e.g., real estate representative or developer, veterinarian).

2.02 Appointments

The Town Council is responsible for making appointments for board positions. Applicants are considered on a Town-wide basis with a review of qualifications, willingness to serve, and other factors, without regard to age, race, color, national origin, religion, gender, or disability.

2.03 Sub-Committees

Sub-committees are sometimes needed to manage specific board or commission tasks or initiatives. Sub-committees can be temporary or permanent. Temporary sub-committees serve a limited and single purpose that is not perpetual and dissolve once its specific task is completed. Permanent sub-committees have ongoing work. Sub-committees serve in an advisory capacity to the board or commission and ultimately to the Town Council.

The Town's practice for the structure of sub-committees is as follows:

- The board or commission creates sub-committee(s) and appoints its members by a majority vote, including the selection of a chair. Before voting or selecting members, the subcommittee's name and duties shall be defined. If possible, whether the sub-committee is classified as a standing (permanent) or temporary (ad hoc) group should be noted.
 1. The purpose of this sub-committee is to _____, with a focus on _____
Examples of defined duties:
 2. The _____ sub-committee discusses or conducts research on topics related to _____, _____, _____, and works with the following advisory boards or commissions:
 - _____
 - _____
 - Example of discussion topics may include:
 - _____
 - _____
- All work must be relevant to the board or commission scope as outlined by the Town Council.

- Open Meeting Act (OMA) rules apply for most Town boards; therefore, subcommittee members must have less than a quorum and adhere to the rules associated with the OMA. For this reason, subcommittees should be limited in size. Additionally, members should generally not serve on more than two committees to be effective and to avoid burnout.
- When selecting members to serve on a sub-committee, all members should be allowed to participate based on their interest level or subject matter expertise.
- Sub-committee chairs must report to the board or commission at each regular meeting as warranted.
- Periodically, the board or commission will evaluate the subcommittee(s) for effectiveness, including but not limited to the number and types of subcommittees and their membership makeup. Subcommittees may be automatically dissolved once their work is done without formal board action; however, the dissolution should be noted in the board or commission minutes.
- Staff liaisons do not support subcommittees; however, liaisons may participate in some meetings or activities as warranted or if their schedule allows.
- Minute taking is optional; however, is advisable.

The above language is a draft only

Service Term and Resignations

Members are usually appointed to a two-year term and with no term limits. All board members serve at the pleasure of the Town Council and may be removed before their term of office expires.

Exception: Board of Adjustment members may only be removed when their term has expired or for cause on a written charge after a public hearing ([LGC 211.008](#)).

A member's appointment to a board can be terminated by written resignation from the member to the Town Secretary or board liaison. This should be done as soon as possible, and no later than two weeks, to ensure that the members' departure doesn't create a hardship for the board to conduct business and the Town Council has adequate time to appoint a replacement.

The above language is a draft only.

2.04 Election of Officers

Procedures for electing a chair and vice chair (officers) ensure meetings are conducted orderly. Except as otherwise provided by state or federal law, Town Charter, or Town ordinance or resolution, the election of officers for Town Council appointed boards will be as follows:

- a) The chair and vice-chair will be elected by voting board members for most boards.
- b) The Town Council has the sole authority to appoint the chair for some boards (e.g., Tax Increment Reinvestment Zone, and Charter Review Commission).
- c) Election of officers shall be held annually as soon as practicable after the annual appointment process. If, for any reason, the chair or vice-chair vacates their seat, a special election should be held by the voting members to fill the unexpired term. A temporary chair may be selected by the board. Depending on the board structure, the chair may or may not vote on matters coming before the board, and as follows:

Chair Votes (only if a tie)	Chair Votes	Not Applicable
Animal Services Board		Capital Improvements Advisory Committee
Cultural Arts Commission	Board of Adjustment	Community Development Corporation
Environmental Conservation Commission	Oil & Gas Board of Appeals	School Liaison Committee
Historical Commission	Tax Increment Reinvestment Zone	SMARTGrowth Commission
Parks Board		Veterans Liaison Board
Planning & Zoning Commission		
Transportation Commission		

2.05 Oath of Office and Anti Bribery Statement

Public “officers” are required to take the [oath of office](#) and sign the [anti-bribery statement](#) as required by the Texas Constitution. This includes all members of the Planning and Zoning Commission, Board of Adjustment/Oil and Gas Board of Appeals, and Community Development Corporation. For all other boards, only board chairs and vice chairs must take an oath of office and complete additional paperwork. Consult the Town Secretary’s office to make sure you have taken and signed such oath within a timely manner.



2.06 Role of an Alternate

Alternates serve as voting members in the absence of a regular member. In determining which alternate members shall serve in the absence of a regular member, the alternate member with the longest tenure shall serve for most boards. If, for any reason, the alternate member with the longest tenure cannot serve, the second alternate member shall serve, and so forth.

Alternates are encouraged to attend all meetings to remain apprised of the board work product and to participate actively in all discussions.

2.07 Attendance

Because the Town Council values your viewpoint, they take your appointment, attendance, and involvement on a board very seriously and ask that you do the same.

The Town Council knows that board members have careers and other responsibilities that demand their time. However, because of the importance of citizen boards, the Town Council asks that each board member, including both regular and alternate members, make every effort to attend all board meetings and notify the staff liaison in advance if they will be unable to attend a meeting.

Consideration shall be given to absences such as personal or family illness, death of a family member, jury duty, service in the armed forces, or attending a seminar involving municipal matters of importance to the member's duties, absence necessary for the member's business or employment, and any related emergencies or other matters determined by the Town Council to be excusable.

Should a board member fail to notify the board liaison after three consecutive regular board meetings or if the reason for their absence is not as described in the above-referenced paragraph, the board liaison will inform the Town Secretary, who will then let the Town Council know of the absences for any action deemed necessary.

The staff liaison or board secretary shall record all members' attendance and provide it to the Town Secretary annually upon request.

2.08 Vacancies

Vacancies generally occur when a member resigns or moves out of Town. Board members should notify their staff liaison or staff contact immediately once that vacancy is confirmed. The staff person will inform the Town Secretary's office, who will in turn notify the council of the vacancy. Council action in the way of a replacement will be timely if the vacancy creates a hardship in the board's ability to conduct business, or if the vacancy is early in the fiscal year. Otherwise, a replacement may be delayed until the Town's annual board process takes place in the fall.

A vacancy can also be created if council action is taken to remove a member, and regardless of service term.

2.09 Orientation and Training

Town Sponsored Training ([Ord. 12-21](#))

Members of any Town board shall complete the Town sponsored new member orientation training within 90 days of their appointment. Such training may be completed either by attending a live training session offered by the Town (preferred), or by watching a video provided by the Town. This training is in addition to the state Open Government training.



Open Meetings Act and Public Information Act Training

The [Open Meetings Act](#) and the [Public Information Act](#) impose mandatory open government educational requirements on elected and appointed officials. Each board member is required to take this training within 90 days after their appointment. Training videos are available online at www.oag.state.tx.us.

External Training

Other training opportunities may be made available through area governmental organizations such as North Central Texas Council of Governments, Texas Municipal Clerks Association, or Texas Municipal League. The Town Secretary's office or staff liaison will make the outreach to board members based on relevance and availability of funds.

2.10 Rules of Procedure



Most boards establish their own rules and procedures that govern its operation. Those rules will be discussed in detail with your staff liaison or staff contact.

The rules of procedure must accommodate the public on agenda items and public hearings prior or during the item(s) to be heard. The Town Council adopted the following rules regarding the public's right to address the governmental body, which includes the Town Council and all boards ([Res 26-19](#)):

1. Every open meeting will include a public comment section on the agenda that will be placed immediately after the invocation and pledge, as applicable.

Each printed or online public comment form will include the following instructions:

- a. Turn in this form to the Town Secretary or board liaison prior to the time the meeting is scheduled to begin and up to when the public comment portion of the meeting has concluded.
- b. State your name and address when you begin your remarks.
- c. Speakers are limited to 3 minutes. Time limits may be adjusted by the Mayor or Chairperson.
- d. If you wish to speak about an item that is a Public Hearing, you will be called after the Mayor or Chairperson opens the Public Hearing for that item.
- e. Remarks that are prohibited by law will not be tolerated.
- f. Any person wishing to make a presentation that includes any form of electronic media must provide that digital file to the Town Secretary's Office, or other appropriate department, by 12:00 p.m. on the day of the meeting for review by the staff. The file must be compatible with the

Town's technology equipment. Presentations shall not contain information that is prohibited by law.

The Texas Open Meetings Act restricts members of the governing body, or board from discussing items not posted on the agenda. If the topic is not a posted agenda, action or responses to a speaker's remarks by members of the governing body, or board, is limited to either a statement of fact, recitation of existing policy, or a proposal to place the subject on the agenda for a future meeting.

The Town Council has adopted Robert's Rules of Order to serve as a guide on all questions of procedure not addressed by provisions of the Town Charter or contained within the Code of Ordinances. In the event of a conflict between the Charter or Code of Ordinances and Robert's Rules of Order, the Charter and/or Code of Ordinances shall prevail.

For more information:

- [Parliamentary procedures at a glance](#)
- [Public hearing format and procedure](#)

2.11 Minutes

The staff liaison will take meeting minutes in a form consistent with Town Council meeting minutes. Minutes of the meeting will be presented for approval by the members present at the next meeting, and revisions, corrections, or amendments will be made at that time. For retention purposes, approved minutes shall be stored following the Town's Records Retention Program.

For some boards, a secretary, selected by the members, will take the minutes, as applicable. Minutes are not required for the School Liaison Committee or the Veterans Liaison Board.

2.12 Communication with Town Council

Staff liaisons will seek board input on work topics and priorities for the council to discuss and consider during their annual strategic planning session.

Boards and commissions may occasionally participate in a joint work session with council when more immediate feedback or input on a topic is needed.

Some boards must provide annual reports to the Town Council, and others may be periodically asked to report on their activities, accomplishments, projects, and initiatives.

Board and commission members are encouraged to first contact their staff liaison regarding policy matters that fall within the board's scope and purpose. The mayor or any member of council may also be contacted [individually](#) or collectively at Towncouncil@flowermound.gov.

2.13 Communication with Media and Social Media

Should you choose to post information on social media sites or communicate with the media, please refrain from using your title so it doesn't give the impression you are making a statement or opinion that is representative of the entire board you serve on. This also applies when speaking to others. Make it clear that you are speaking in your personal capacity.



Board member may incur personal liability for statements made publicly outside of a posted meeting.

2.14 Communication with the Public

A group email exists for each board to provide the public a way to offer input regarding agenda items coming before the board (e.g. PZ@flowermound.gov, ParksBoard@flowermound.gov, etc.). Due to open meeting and public information regulations, this is a one-way communication from the public to board members. Staff will respond to any questions asked and will summarize any echoing issues or concerns as part of their presentation for that item.

The staff liaison or contact manages the group email distribution list.

2.15 Being an Effective Board Member

The role of a board member is to bring their experience and insight to the board and deliberate with other members to reach decisions that fulfill the purpose of the board in the best interest of the citizens it serves, and with consideration to applicable laws. Several strategies may be used to be an effective board member:

- a) **Be prepared.** Reading your agenda packet before the board meeting is essential. Thorough preparation will enhance the ability to actively participate in the meeting.
- b) **Ask questions.** Board members are not expected to know everything. When policy is discussed or decisions are deliberated, these are key moments to ask questions to facilitate learning. Seek clarification from those presenting during the meeting.
- c) **Know the law.** New regulations are continually revised and updated. Stay apprised to changes that impact the board you serve on.
- d) **Maintain focus.** Being a board member requires being attentive and open to learning new things. Remain engaged in the meeting and avoid distractions that can steal your attention, such as smartphones and other devices.
- e) **Be courteous.** Every member's contribution is significant. All members should be treated equally and with the utmost respect and courtesy when

sharing thoughts, ideas, and suggestions. Those viewpoints are crucial to the decision-making process.

- f) **Be punctual.** Make every attempt to arrive on time for meetings and let your board liaison know if you will be absent. Unexpected absences can cause a meeting to be canceled if not enough members are present to establish a quorum. If a quorum is lacking, the board cannot conduct business. Please provide advance notice of any absences as a courtesy to your fellow board members and the public.
- g) **Active participation.** Passivity breeds inactivity. Rather than reacting to what occurs, be proactive in thinking. Asking appropriate questions, requesting important information, and participating in discussions will benefit you as a board member.
- h) **Watch.** You may wish to review materials or videos from prior meetings to familiarize yourself with topics that come before the board you serve on, as applicable. Most board meetings are streamed live via [FMTV](#), recorded, and archived.

2.16 Security

There are security measures in place in Jody Smith Hall should the need ever arise. Your staff liaison will provide an overview of those measures and the evacuation plan.

ARTICLE III ETHICS AND CONFLICTS OF INTEREST

3.01 Ethics

The Town Council has adopted an ethics policy that applies to all council members and appointed Town officials, including board members. [Click here](#) for detailed information about the Town's Code of Ethics. The Town's Code of Ethics is substantially stricter than Texas state law. Please familiarize yourself with these regulations.

3.02 Conflict of Interest

The State's conflict of interest law, [Chapter 171 of the Texas Local Government Code](#), although only applicable to officers of the Town, has been made applicable to all board members by practice. However, penal provisions of Chapter 171 are not applicable to advisory board members.

Chapter 171 requires a board member with substantial interest in a business entity or real property to file an affidavit with the staff liaison and abstain prior to a vote or decision on any matter involving the business entity or real property if the action on the matter will have a special economic effect on the business entity distinguishable from the effect on the public, or if it is foreseeable that the action on the matter will have a special economic effect on the value of the real property, distinguishable from its effect on the public. For example, the Attorney General (AG) has opined that a special economic effect on the value of real property distinguishable from the effect on the public exists when a Planning and Zoning board member has an interest in real property located within 200 feet of property

being rezoned. However, the AG made it clear that these evaluations are highly fact intensive. Ask yourself the question, will this action before my board affect the value of my real property in a manner that is different from the public at large?

You have a substantial interest in a business entity if:

1. You own 10 percent or more of the voting shares of the business entity or own either 10 percent or more or \$15,000 or more of its fair market value;
2. You received funds from the business entity exceeding 10 percent of your gross income for the previous year.

You have a substantial interest in real property if the interest is an equitable or legal ownership with a fair market value of \$2,500 or more.

You have a substantial interest if your close relative within the first degree of consanguinity and affinity has a substantial interest.

A violation of chapter 171 is a Class A misdemeanor.

If you think you have a Chapter 171 conflict, contact the staff liaison prior to the meeting to sign the required affidavit. The affidavit must be signed prior to the item being considered. You, or the presiding officer, should also announce that you have a conflict at the meeting and excuse yourself from the room while the item is being considered. You should not participate on the matter, including contacting members of the board or staff concerning the matter.

[Click here](#) for the memo written by the Town Attorney on this topic.

3.02.1 Appearance of Conflict

There are times you will have a perceived conflict of interest even though it is not a conflict that is prohibited by law. In those cases, you should make a judgment call as to whether you should abstain from the matter. If you think the perceived conflict affects your ability of independent judgment or there is a strong appearance that you lack the ability to remove yourself from the perceived conflict in making a decision, you should carefully consider whether abstention is appropriate. Often, these are difficult judgment calls for which there are no absolute right answers. In making your decision, you should weigh the harm of participating against your general duty to serve on the board. You have a duty to participate and vote on all matters that come before the board, unless you have a conflict, or you lack information to decide the issue. Do not hesitate to consult with the Town Attorney's office for guidance.

3.02.2 Chapter 176 Conflicts Disclosure

[Chapter 176](#) of the Texas Local Government Code requires you to file a Conflict Disclosure Statement with the Town Secretary if you or your family member:

- a) Has an employment or business relationship with a Town contractor or vendor that results in taxable income.
- b) Received or accepted one or more gifts from a Town contractor or vendor (excluding gifts of food, lodging, transportation, or entertainment accepted

as a guest) with an aggregate value of \$250 in the preceding 12 months. You are required to file the form within seven days after you become aware of the relationship with the Town. The Conflict Disclosure Statement is signed under penalty of perjury, and it is a Class C misdemeanor to fail to timely file the form. However, it is a defense to prosecution if you file the Conflict Disclosure Statement not later than the seventh day after you receive notice of violation. Therefore, you have two chances to comply.

3.02.3 Incompatibility of Office

The common law doctrine of [incompatibility of office](#) prohibits you from holding two conflicting public offices. You cannot hold another public office that conflicts with your duties with the board. Because this is very fact sensitive, you should consult with the Town Attorney's office if you hold another public office. You should do this prior to serving as a governmental board member, as your acceptance of the governmental board appointment may result in the automatic forfeiture of your other public office.

ARTICLE IV TEXAS OPEN MEETINGS ACT



Most Town boards must comply with the Texas Open Meetings Act (the "Act")([Government Code Chapter 551](#)). There are exceptions for some recommending boards or committees based on their duties or how they are structured.

The act generally provides that meetings of a governmental body shall be public. Written notice must be given of dates, times, and locations of all meetings. Minutes of each meeting must be taken, and a record of votes and decisions kept as public record. The board liaison will ensure the agenda is properly posted and minutes are taken, as applicable. There are criminal penalties for holding an unauthorized closed meeting for boards with decision-making authority.

When a quorum is anticipated in any given place where Town business is being discussed, the meeting should be posted as a precautionary measure to avoid the accusation of attempting to conduct Town business in private. Board discussion during meetings should be limited to only those items listed on the posted agenda. Conversation or action on items not posted on the agenda would be considered a violation of the act. The Open Meetings Act does not apply to purely social gatherings, conventions, or workshops. Any specific questions or issues should be referred to the Town Attorney's office through the staff liaison.

All board members must take the Texas Open Meetings training within 90 days of their appointment.

For more detailed information about the Act, such as what constitutes a meeting, notice requirements, open/closed session rules, and penalties and remedies for violations of the act, see click on the following link for the [Texas Open Meetings Act Handbook](#) produced by the Texas Attorney General.

ARTICLE V PUBLIC INFORMATION ACT

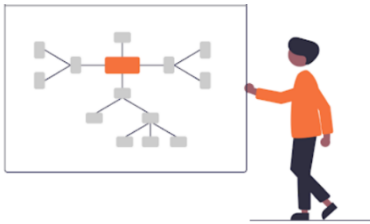
The [Texas Public Information Act](#) (the “Act”), provides all public records must be open to inspection and copying unless otherwise made confidential by law. All board members are subject to the Act. For this reason, it is a good approach to always presume that the public has access to the contents of board files and records, including email, text messages, and social media as it relates to Town business. Treat the contents of all communication in a professional manner.

Rule of Thumb: Ask yourself, would I want to see what I wrote in the local paper, posted in social media, or recited during a public meeting?

As part of your orientation as a new board member, and in accordance with [Government Code 552.024](#) you will be asked to complete a form that indicates your preference as to what information you would allow the public access to as it relates to home address, home telephone number, emergency contact information, or that reveals whether the person has family members. This form should be completed and signed no later than the 14th day after appointment.

The Town seeks emergency contact information from all board members in the event a medical emergency should arise during your time of service.

ARTICLE VI BOARDS, COMMISSIONS, AND COMMITTEES



The Town has fifteen (15) active [boards](#) that serve the citizens of Flower Mound. Some carry decision making authority and others provide recommendations to Council for final approval. The board recommendation is made known at the end of an agenda caption in the Town Council agenda (i.e. *(name of board) recommended approval by a vote of X to X at its (date), meeting.)* or

included in the staff report for that item.

Ad hoc boards may be temporarily created and terminate upon completion of a specific task or special purpose for which it was created, or when abolished by a majority vote of the Town Council.

The Town Council appoints members to some external boards, such as the Denton County Transportation Authority, in that Flower Mound is allocated one member to serve on the board due to population.

Each Town board is listed below, and includes:

- a) Overview
- b) Powers and duties
- c) Member makeup
- d) Meeting frequency
- e) Board URL or additional information
- f) Board liaison or staff contact

Some items require action from multiple boards for a recommendation, as illustrated below:

K. REGULAR ITEMS

3. College Parkway Extension (MPA15-0006)

Public Hearing

Public Hearing to consider a request for a Master Plan Amendment (MPA15-0006 – College Parkway Extension) to amend Section 3, Specific Plans, and Section 7.0, Thoroughfare Plan, to change the designation and design of the College Parkway Extension west of Long Prairie Road, and to amend corresponding sections and development controls outlined within Specific Plan Area 5 (SPA 5) that apply to the College Parkway Extension, and to consider adopting an ordinance providing for said amendment. The property is generally located west of Long Prairie Road and north and east of Rippy Road. *(The Transportation Commission recommended approval of the Thoroughfare Plan amendment by a vote of 4 to 0 at its April 14, 2015, meeting.) (The Planning and Zoning Commission recommended approval by a vote of 6 to 0 at its April 27, 2015, meeting.)*

6.01 Animal Services Board

Overview: Serves in an advisory capacity to the Town Council in matters pertaining to the animal shelter complying with the laws set forth in the Texas Rabies Control Act. The board shall assist the animal shelter in complying with the requirements of Chapter 823 of the Health and Safety Code.

Powers & Duties:

- a) The board will serve in an advisory capacity to the Town Council in matters pertaining to the animal shelter and/or animal control issues. The board may provide recommendations to the Town Council regarding its compliance with the Texas Rabies Control Act of 1981, as amended, and may recommend improvements to the efficiency and cost effectiveness of the Town's animal control program.
- b) The board shall assist the animal shelter in complying with the requirements of Health and Safety Code, Ch. 823, as amended.
- c) The board shall perform such other duties as prescribed by the Town Council by ordinance or resolution.

Members: Seven members and two alternates, including:

- a) One licensed veterinarian.
- b) One county or municipal official.
- c) One person whose duties include the daily operation of the animal shelter.
- d) One representative from an animal welfare organization.

Members and alternates shall be resident citizens, Town employees or business owners in the Town.

Meetings: Must meet a minimum of three times per year, and typically with a 6:30 p.m. start time.

Board URL: [Animal Services Board](#)

Board email: ASB@flowermound.gov

Staff Liaison: Animal Services Manager, 972.874.6389,
Christine.Hastings@flowermound.gov

6.02 Board of Adjustment

Overview: A quasi-judicial board which hears and decides on matters related to property rights for appeals, variances, and special exceptions.

Powers & Duties: Shall have the power to impose reasonable conditions to ensure compliance and protect adjacent property:

- a) To hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by an administrative official of the Town in the enforcement of subpart B of the code, pursuant to section 78-84, appeals.
- b) To permit variances or modifications of the height, yard, area, coverage, and parking regulations, pursuant to section 78-85, variances.
- c) To hear and decide special exceptions to the terms of subpart B of the code, pursuant to section 78-86, special exceptions.

Members: Five regular members and three alternates.

Meetings: Second Wednesday of the month as needed, and typically with a 6:30 p.m. start time.

Board URL: [Board Of Adjustment](#)

Board email: BOA@flowermound.gov

Staff Liaison(s): Administrative Assistant, 972.874.6356,
buildinginspections@flowermound.gov

6.03 Capital Improvements Advisory Committee

Overview: Committee required to fulfill the duties required by state law ([Local Government Code 395](#)) pertaining to the assessment and collection of impact fees.

Powers & Duties: The committee reviews projects, collects impact fees, and streets, water, and wastewater plans.

Members: The Planning and Zoning Commission serves as the members of this board (two year terms), including one real estate representative and one development community representative (three year terms).

Meetings: Bi-annually as needed and typically in conjunction with a scheduled Planning and Zoning meeting, and typically at 6:00 p.m.

Board URL: [Capital Improvement Advisory Committee](#)

Board email: PZ@flowermound.gov

Staff Liaison(s): Planning Services, 972.874.6350, planning@flowermound.gov

6.04 Community Development Corporation

Overview: Accomplish public purpose of, and to act on behalf of, the Town of Flower Mound, and the specific purposes for which the corporation is organized and as further defined below.

Powers & Duties: With Town Council approval, may issue bonds on behalf of the Town and expend the proceeds of any sales and use tax levied for projects authorized by Section 4B of Article 5190.6 of the Texas Revised Civil Statutes, as amended, for land, building, equipment, facilities, and improvements required or suitable for use for public park purposes and events, including parks and park facilities, and the maintenance and operation expenses for any of the above described projects.

Members: Seven directors. Not more than four directors shall be persons who are employees, officers, or members of the governing body.

Meetings: As needed.

Board URL and Additional Information: [Community Development Commission](#)
[CDC Articles of Incorporation](#)

Board email: CDC@flowermound.gov

Staff Liaison: Parks and Recreation Services, 972.874.6342, parks@flowermound.gov

6.05 Cultural Arts Commission

Overview: Serves in an advisory capacity to the Town Council and Town staff on policies, services, and programs related to cultural arts programs, art in public places, and library services.

Powers & Duties:

- Meetings will be held as needed to accomplish the goals of the commission.
- Will advise the Town Council and Town staff regarding policies, services and programs, including but not limited to, cultural arts programs, art in public places, library programs, and library collection development and fines.

- c) Will review and make a final determination of any request for reconsideration for the removal of library materials.
- d) Will guide the vision for public art in the Town of Flower Mound, maintain a roster of artists, solicit and recommend to the Town Council art for both permanent and temporary displays in the Town.
- e) Will be responsible for identifying and securing funding for the purchase of art work or for the installation of donated art work.
- f) Will have those other responsibilities as outlined in the Public Arts Policy or as assigned by the Town Council.
- g) The recording of minutes of all commission meetings shall be the responsibility of the Town staff.

Members: Six regular members and two alternates.

Meetings: Meets the fourth Thursday of January, March, May, July, September, and October at 6:30 p.m.

Board URL: [Cultural Arts Commission](#)

Board email: ArtsCommission@flowermound.gov

Staff Liaison: Library Services, 972.874.6200, fmpl@flowermound.gov

6.06 Environmental Conservation Commission

Overview: Serves in an advisory capacity on matters pertaining to the conservation of natural resources and building an environmentally sustainable community.

- Powers & Duties:**
- a) Open space. Promote the Town's open space plan and its components and facilitate relations between landowners and land trusts. Develop and implement appropriate land protection techniques and tools for preserving open, productive agricultural, natural and scenic lands, while creating compatible recreational resources where appropriate.
 - b) Conservation projects. Review, evaluate and/or propose conservation projects in relation to objectives expressed in the open space plan and advise Town Council on appropriateness of conservation incentives.
 - c) Water quality and conservation. Advise the Town Council relative to water conservation and the future character and health of the Town's bodies of water, stormwater, ground water, and surface water to include reviewing water quality and conservation program activities, prioritizing actions and plans, and public education.
 - d) Tree preservation. Oversee and advise the Town Council and staff in policy matters relative to tree preservation. Promote

tree care, planting, and the proper management of urban forests.

- e) Special matters. Consider, investigate, report and/or recommend upon any special matter or question coming before the commission within the scope of its duties and responsibilities or referred to it by the Town Council or Town Manager.
- f) Outdoor learning area. Assist in the enhancement, promotion, and preservation of the Town's tree farm and outdoor learning area.
- g) Recruitment and funding. Assist and advise the Town Council and staff in recruitment of volunteers, facilitating grant applications, and seeking contributions to support environmental initiatives.
- h) Public engagement. Promote public awareness and community outreach programs related to environmental initiatives.
- i) Advisory resources. The commission may form subcommittees, recruit unpaid advisors, hold public hearings, encourage the interest of other organizations in its objectives, and engage in similar activities which in its judgment may assist it in making recommendations and promoting environmental conservation.
- j) Regulations. The commission may propose adoption, amendment, or repealment of regulations to Town Council as deemed necessary or desirable in order to carry out its powers and duties.
- k) Reporting. The commission shall submit to the Town Council, not less than every 12 months, a report of its progress and recommendations.
- l) Sustainability. The commission shall develop, oversee, and promote the Town's sustainability plan and its components.

Members: Seven regular and three alternates.

Meetings: First Tuesday of the month at 6:30 p.m.

Board URL: [Environmental Conservation Commission](#)

Board email: ECC@flowermound.gov

Staff Liaison: Environmental Services, 972.874.6340,
EnvironmentalServices@flowermound.gov

6.07 Historical Commission

Overview: The purpose of the Historical Commission is to identify, collect, and preserve information and artifacts relevant to the Town's history.

emphasizing the authenticity of all historical data and items received.

**Powers &
Duties:**

1. Collection of historical items and information.

- a. The Commission shall act as a clearinghouse for items and information of important historical significance to the Town.
- b. The Commission shall develop a policy for the acceptance, deaccession, loan, and maintenance of items and information of historical significance, including criteria and procedures, as adopted by Town Council.
- c. The Commission shall acquire items and information that have a historical significance to the Town using established acceptance criteria and predetermined procedures as outlined in the policy document. Once accepted, these same items would be considered Town property.
- d. Written property owner consent is required to enter private property to review or secure items of historical significance

2. Historical projects.

- a. Develop procedures and guidelines for conducting oral history interviews, including coordination with staff.
- b. Coordinate with staff to create a web presence for significant historical locations in Flower Mound.
- c. Advise staff regarding any issues or updates to the recorded history of Flower Mound in the book *Sweet Flower Mound Land*.
- d. Submit articles of historical significance to staff for possible use in various Town publications.
- e. Identify historical landmarks located in Flower Mound and provide recommendations for their care and maintenance to the proper authority.
- f. Coordinate with Town departments for various special projects that align with the Commission's purpose.
- g. Suggest sources of funds for preservation initiatives, including but not limited to state and federal grant opportunities.

3. Public engagement.

- a. Increase public awareness of the importance of preserving the Town's history by developing and participating in public education programs.

- b. Serve as a resource for the Gibson Grant Log House by assisting in programs, tours, exhibits, or events, and train or serve as docents.
- c. Coordinate with Town departments for opportunities to showcase the Town's history at current or future events.
- d. Listen to citizen input relative to preserving the Town's history.

4. Advisory resources.

- a. Make recommendations to the Town Council, the Cultural Arts Commission, and Town staff on the use of historic icons throughout the community.
- b. Establish working relationships with individuals or organizations interested in preserving the Town's history, including but not limited to The Flower Mound Foundation.
- c. The Commission may use the services of volunteers through the Town's volunteer application process to help carry out the duties and responsibilities of the Commission.
- d. Collaborate with the Parks Board for the naming and renaming of parks, trails, greenbelts, and facilities specific to historical figures.
- e. Utilize the OHC as a resource and as outlined in the Memorandum of Understanding between the Town and Denton County.

5. Reporting.

- a. Staff liaisons will seek input from the Commission for work topics and priorities for council discussion and consideration during their annual strategic planning session.
- b. The Commission will provide a report to Town Council on current or future projects during the annual board and commission reporting process.

6. Other.

- a. The Commission may perform such other duties as prescribed by the Town Council by ordinance or resolution.
- b. As the Commission serves in an advisory capacity only, the Commission and its individual members may not legally or financially bind the Town in any respect.

Members:	Seven regular members and one representative from the Denton County Office of History and Culture shall serve as an ex-officio non-voting member.
Meetings:	Second Thursday of each month at 6:30 p.m.
Board URL:	https://www.flowermound.gov/2287/Historical-Commission
Board email:	historicalcommission@flowermound.gov
Staff Liaison:	Sarah Luxton, 972.874.6087 or sarah.luxton@flowermound.gov

6.08 Oil and Gas Board of Appeals

Overview: Hear and decide appeals of orders, decisions, or determinations made by the oil and gas inspector relative to the application and interpretation of Code of Ordinance.

Powers & Duties: The Oil and Gas Board of Appeals performs the following duties:

- a) Hears and decides appeals of orders, decisions, or determinations made by the oil and gas inspector.
- b) Hears and decides variance requests to Chapter 34 Oil and Natural Gas Drilling Ordinance.
- c) Hears and determines appeals where it is alleged there is error or abuse of discretion regarding the issuance of an oil, gas, or combined well permit or the revocation or suspension of any permit issued.
- d) Decisions by the board may be presented by the applicant to a court of record for an alternate decision.

Members: Comprised of the Board of Adjustment members.

Meetings: Third Wednesday of the month, as needed, 6:30 p.m.

Board URL: [Oil & Gas Board of Appeals](#)

Board email: BOA@flowermound.gov

Staff Liaison(s): Environmental Services, 972.874.6340
EnvironmentalServices@flowermound.gov

6.09 Parks Board

Overview: The Parks Board serves in an advisory capacity to the Town Council and staff in policy matters regarding parks and recreation.

- Powers & Duties:**
- a) Advise the Town Council and staff in policy matters regarding parks and recreation, including goals, objectives, and programs.
 - b) Assist the Town Council and staff in the planning process for parks and recreation programs.
 - c) Promote parks and recreation participation.
 - d) Assist the Town Council and staff in the recruitment of volunteers.
 - e) Advise the Town Council and staff regarding policies, services and programs provided or sponsored by the community services department. This includes but is not limited to: parks and recreation programming, senior citizen activities, and fees for community services programs and activities.
 - f) Advise the Town Council and staff regarding revenues and expenditures from dedicated funding sources including the special activities fund, park development funds and any similar fund created to support the community services department.
 - g) Promote the benefits of community services facilities, programs, and activities, and when necessary, solicit public volunteer assistance.
 - h) Oversee and advise the Town Council and staff regarding any issues or updates to the recorded history of Flower Mound in the book *Sweet Flower Mound Land*.
 - i) Consider, investigate, make findings, report and recommend upon any special matter or question coming before the board within the scope of its duties and responsibilities or referred to it by the Town Council or Town Manager.

Members: Seven regular members and three alternates.

Meetings: First Thursday of each month.

Board URL: [Parks Board](#)

Board email: ParksBoard@flowermound.gov

Staff Liaison(s): Parks Department, 972.874.6425, parks@flowermound.gov

6.10 Planning and Zoning Commission

Overview: The Planning & Zoning Commission is part advisory to the Town Council and part quasi-judicial. The Commission exercises the duties and powers as may be now or hereafter conferred by the

Town's Comprehensive Zoning Ordinance or applicable laws of the State of Texas.

- Powers & Duties:**
- a) Hears, recommends, or determines any matter relating to zoning, planning, or subdivision control as they may be specified or required under the Town's Comprehensive Zoning Ordinance or applicable laws of the State of Texas
 - b) Recommends the boundaries of the various zoning districts and appropriate regulations to be enforced therein under the Town's Comprehensive Zoning Ordinance or the laws of the State of Texas to the Town Council and to recommend approval or denial of zoning changes and regulations under the Town's Comprehensive Zoning Ordinance
 - c) To recommend to the Town Council the boundaries of the various zoning districts and appropriate regulations to be enforced therein under subpart B of the code or the laws of the state and to recommend approval or denial of zoning changes and regulations under this subpart B.
 - d) To hear, recommend or determine any matter relating to zoning, planning or subdivision control as they may be specified or required under subpart B of the code or applicable laws of the state.
 - e) To exercise the duties and powers as may be now or hereafter conferred by subpart B of the code or applicable laws of the state.

Members: Seven regular members and two alternates. Planning and Zoning members also serve on the Town's SMARTGrowth Commission and Capital Improvement Advisory Committee.

Meetings: Second and fourth Mondays of the month.

Board URL: [Planning and Zoning Commission](#)

Board email: PZ@flowermound.gov

Staff Liaison(s): Planning Services, 972.874.6350, planning@flowermound.gov

6.11 School Liaison Committee

Overview: This committee was created to enhance the Town's current relationships with local educational institutions that serve the students and residents of Flower Mound. The purpose of this committee is to have representatives serve in an advisory and participant role on matters involving education that impact the citizens of Flower Mound.

- Powers & Duties:**
- a) Create and maintain an education information resource on the Town's website.

- b) Work with various boards, Town Staff, the public and other organizations, to serve in both advisory and participative roles as it relates to coordinating activities and announcements.
- c) Help to foster a working relationship between the Town and schools.
- d) The School Liaison Committee may have other responsibilities as authorized or assigned by the Town Council.

Members: Three members with one representative of a local public school district, one representative of local private and Charter K-12 institutions, and one representative for institutions of higher education.

Meetings: At least quarterly.

Board URL: [School Liaison Committee](#)

Board email: SLC@flowermound.gov

Staff Contact: Town Secretary, 972.874.6076,
Townsecretary@flowermound.gov

6.12 SMARTGrowth Commission

Overview: SMARTGrowth analysis, as required, shall apply to, and occur in conjunction with all applications for master plan amendments, zoning amendments, development plans, record plats and/or site plans, where applicable.

Powers & Duties: Performs duties below and all other powers as may be conferred by the Town Council:

- a) Conducts a review of the effectiveness of the SMARTGrowth Program in achieving its stated objectives.
- b) Conducts public hearings and meetings as necessary to obtain the requisite public comment and input to perform the powers and duties.
- c) Determines whether compliance with the SMARTGrowth Criteria has been maintained by all development applications and projects previously approved.
- d) Determines whether compliance with the SMARTGrowth Criteria is likely to be maintained in the future, based on short-range (one-to-two years) and mid-range (three-to-five years) forecasts.
- e) Performs the duties and responsibilities of the capital improvements advisory committee required by Chapter 395 of the Texas Local Government Code pertaining to the assessment and collection of impact fees.

Members: Planning and Zoning members and one representative from the real estate industry, and one representative from the development industry. The Town Manager and Town Attorney, directors of planning and environmental services shall serve as ex-officio members.

Meetings: As needed .

Board URL: [SMARTGrowth Commission](#)

Board email: PZ@flowermound.gov

Staff Liaison: Planning Services, 972.874.6350, planning@flowermound.gov

6.13 Tax Increment Reinvestment Zone No. 1

Overview: The Tax Increment Reinvestment Zone No. 1 (TIRZ) district was created in 2005. TIRZs are used as forms of tax increment financing, which is an economic development tool to incentivize both development and redevelopment. A TIRZ is not an additional tax. Instead, it establishes a “base tax value” for a designated geographic area. Once that base tax value is established, a TIRZ reallocates some or all of the additional ad valorem property taxes in the zone.

Powers & Duties: This board carries out tasks designated by the Town Council along with the following duties:

- a) Ensures compliance of Chapter 311 in the Texas Tax Code for the operation of the TIRZ district.
- b) Reviews the annual report to be distributed to the chief executive officer of each taxing unit that levies property taxes on the real property in the reinvestment zone.
- c) Reviews the finance plan and the project plan making recommendations to Town Council for approval.

Members: Three members appointed by the Town Council; two members appointed by the commissioner’s court of Denton County. The Flower Mound Mayor and Town Manager shall serve as ex officio non-voting members.

Meetings: At least once per year, on an as-needed basis.

Board URL & Additional Information: [Tax Increment Reinvestment Zone](#)
[TIRZ FAQ’s](#)

Board email: NA

Staff Economic Development, 972.874.6044
Liaison:

6.14 Transportation Commission

- Overview:**
- a) Advise Town Council staff regarding changes to regulatory traffic control, prioritization of transportation improvements, changes to the thoroughfare plan, and implementation of reduced neighborhood speed limit policy.
 - b) Advise Town Council and staff regarding the implementation of the neighborhood traffic management policy.
 - c) Provide recommendations to the Town Council and staff regarding the short-term and long-term transportation needs of the Town.
 - d) Listen to unique citizen concerns relative to transportation.
 - e) Perform such other duties as the Town Council may prescribe by ordinance or resolution.
- Powers & Duties:**
- a) Provide recommendations to the Town Council and staff regarding the short-term and long-term transportation needs of the Town.
 - b) Advise the Town Council and staff regarding the implementation of the neighborhood traffic management policy.
 - c) Advise the Town Council and staff regarding changes to regulatory traffic control, prioritization of transportation improvements, changes to the thoroughfare plan, and implementation of the reduced neighborhood speed limit policy.
 - d) Listen to unique citizen concerns relative to transportation.
 - e) Perform such other duties as the Town Council may prescribe by ordinance or resolution.
- Members:** Seven regular members, two alternates.
- Meetings:** Second Tuesday of the month (subject to change; however, at least four times per year).
- Board URL:** [Transportation Commission](#)
- Board email:** TRC@flowermound.gov
- Staff Liaison:** Transportation Services, 972.874.6303, transportation@flowermound.gov

6.15 Veterans Liaison Board

Overview: The Veterans Liaison Board was created to enhance the Town's current programs and services that honor our community's men

and women who served, or are currently serving, in the U.S. Armed Forces. The purpose of the board is to have representatives from the Veteran community serve in an advisory and participative role on matters pertaining to Veteran's affairs.

- Powers & Duties:**
- a) Serve as an information resource on the Town's [Veterans portal website](#).
 - b) Work with various boards, Town staff, the public and other organizations, to serve in both an advisory and participative role in coordinating Veterans events, activities, and announcements.
 - c) Help to maintain a positive relationship between the Town and Denton County Veterans and other area Veteran support organizations.
 - d) The Veterans Liaison Board may have other responsibilities as authorized or assigned by the Town Council.

Members: Six members total, with five of the six required to be currently serving in the military or hold a Veteran status.

Meetings: Meets quarterly or as-needed.

Board URL: [Veterans Liaison Board](#)

Board email: VLB@flowermound.gov

Staff Contact: Parks and Recreation, 972.874.6300, parks@flowermound.gov

ARTICLE VII CONTACTS AND RESOURCES



The following organizations or contacts are provided to assist you in gaining local government knowledge that may be helpful and applicable in your role as a board member:

American Planning Association (APA)	National League of Cities
National Recreation and Park Association	North Central Texas Council of Governments (NCTCOG)
North Texas Commission	Regional Transportation Council
Taylor Olson Adkins Sralla Elam LLP Town Attorney 6000 Western Place, Ste 200 Fort Worth, Texas 76107	Texas Municipal League 1821 Rutherford Lane, Suite 400 Austin, Texas 78754 512.231.7400

817.332.2580 Contact staff liaison prior to the Town Attorney's office if possible.	
Texas Attorney General's Office Open Government Hotline: 877.673.6839	Town of Flower Mound 2121 Cross Timbers Rd Flower Mound, Texas 972.874.6000 (main number) 972.874.6076 (Town Secretary) Townsecretary@flowermound.gov

This manual was originally adopted by the Town Council on September 19, 2022, by Resolution 16-22. Administrative updates will be made as warranted.