

Date: March 12, 2015

To: Honorable Mayor and City Council
City Manager Glasscock

Thru: Lisa Henderson, City Secretary

From: Alice Snyder, Assistant City Secretary

Subject: Board and Commission Appointment Process

I am requesting Council consideration of the annual appointment process and calendar for 2015. The full flyer and application are available at: <http://www.plano.gov/154/Boards-Commissions>

MARCH-MAY Council may wish to schedule Board and Commission Review Committee sessions. (The last session was held in April 2014)

MAY City Secretary Staff determines board members' availability, desire for reappointment and attendance, and provides information to Council on Friday, May 29.

Reappointments – June 22, 2015 Council Meeting

Following this meeting, notices posted on the internet will indicate board openings and contact information for appropriate Staff to field questions from potential applicants when considering submission of an application.

June 23 – Post vacancies on the City's Web Site.

JUNE-JULY Notification Process

- **Late June** – Article in the City newsletter in the Community Impact Newspaper and in CityNews encouraging participation and directing residents to the City's website/City Secretary's Office for information (Community Impact is mailed to all residents and CityNews is emailed to 1,911 individuals).
- **Early July** - A general e-blast will be sent to 40,000+ individuals including some of those who pay utility bills online.
- **On the City's website** under the "News" section of the site, it will contain a picture/verbiage directing citizens to the online information.
- **July 9** - Publish board vacancies in the Plano Star Courier (\$165.35 last year).
- **A separate insert inside the utility bills** sent out in July/early August at a cost of approximately \$1,400.

These efforts reflect our continued dedication to paperless and electronic access to information.

Honorable Mayor and City Council
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AUGUST

Meet the applicants –

- One reception to be held on Thursday, August 20 from 6:00 – 7:30 p.m. in the Municipal Center. (PISD classes resume on August 24) Job fair format with tables for those boards with openings.

Deadline for applications – Friday, August 21

Information to Council – Tuesday, August 25 - Staff will update Council via email when newly reviewed applications are entered.

Appointments – September 28, 2015 Council Meeting

OCTOBER/NOVEMBER – New members sworn in on October 12 and take their seats on November 1
Certificates to outgoing members presented on October 26.

Thank you for your consideration and direction.

Attachments: Draft Schedule
Board/Commission Overview

May 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9 Election Day
10	11 City Council Meeting	12	13	14 Plano Police Memorial Service	15	16 Plano Fire-Rescue Appreciation Picnic
17	18	19	20 Canvass Election Results	21	22	23
24	25 Memorial Day Holiday	26 City Council Meeting	27	28	29 Council provided Reappointment information	30
31						

June 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8 City Council Meeting	9	10	11 TCMA Conference	12 TCMA Conference HOA's President's Breakfast	13 TCMA Conference
14 TCMA Conference	15	16	17	18	19	20
21	22 City Council Meeting Council determines Reappointments	23 Vacancies posted on City's website	24	25	26	27
28	29	30				

July 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 This Month: E-Blast Website notice Utility Bill Insert	2	3 <i>Independence Day Holiday Observed</i>	4 <i>Independence Day</i>
5	6	7	8	9 Vacancies published in Newspaper	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 City Council Meeting	28	29 City Council Meeting	30	31	

August 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 City Council Grant Work Session	6	7	8
9	10 City Council Meeting	11	12	13	14	15 City Council Budget Work Session
16	17	18	19	20 Possible Reception 6:00—7:30 pm	21 Application Deadline	22
23	24 City Council Meeting First Day of School	25 Applications provided to Council	26	27	28	29
30	31					

September 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 Public Hearing on Tax Rate	3	4	5
6	7 Labor Day Holiday	8	9	10	11	12
13	14 City Council Meeting	15	16	17 Council Meet and Greet—6:00 pm	18 Plano Balloonfest	19 Plano Balloonfest
20 Plano Balloonfest	21	22 TML Conference	23 TML Conference	24 TML Conference	25 TML Conference	26 Love Where You Live
27 ICMA Conference	28 City Council Meeting Appointments ICMA Conference	29 ICMA Conference	30 ICMA Conference	New Members sworn-in on October 12, receive orientation and take their seats on November 1. Outgoing members recognized October 26.		

2014 Boards & Commissions Overview



Mayor's Message

When I'm in the community talking with citizens, the question I am asked most often is: "How and where can I get involved and help the community?" Through the City Boards and Commissions program you can serve within your area of passion with your time and expertise to help us meet our shared goal - helping Plano remain the City of Excellence.



Mayor Harry LaRosiliere

Council and I have identified community engagement as one of our key initiatives. If you are interested in contributing to your community, submitting an application for boards and commissions is an excellent start.

General Information

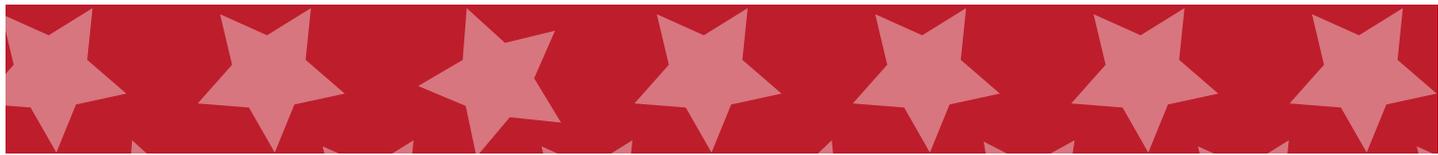
The Plano City Council is seeking committed individuals, dedicated to the present and future well-being of Plano, to serve on the City's standing Boards, Commissions and Committees.

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 (i.e., unpaid taxes, library fines, etc.); and
- Attend at least 75% of regular meetings.

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 or any Council Member for additional information regarding term limitations.

Information and application for Boards & Commissions are available at www.plano.gov/boardsandcommissions.



Board Descriptions

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) 941-7120. Basic responsibilities of each Board, Commission and Committee include, but are not limited to:

Animal Shelter Advisory Committee

7 members
Meetings: 4 times per year (Jan., April, July & Oct.)
Plano Animal Shelter, 4028 W. Plano Parkway

Promotes awareness of services, procedures and compliance with state regulations. Recommends programs, services and improvements. Members consist of 1 licensed veterinarian, 1 municipal official, 1 person officiating daily at an animal shelter/serving as the City of Plano Animal Services Manager, 1 rep from an animal welfare organization, and the remainder Plano residents.

Appointed by the City Manager and confirmed by City Council. Hears appeals related to promotional and disciplinary actions; approves local civil service rules and regulations; approves eligibility and testing parameters for firefighters and police officers covered under Chapter 143 of the Texas Local Government Code. Must be a resident of Plano for 3 years, must be over 25 years of age and must not have held a public office within the preceding 3 years.

Board of Adjustment

8 members, 2 alternates
Meetings: 3 p.m., 2nd & 4th Tuesdays
Plano Municipal Center, 1520 K Ave.

Reviews building and site plans whereby variances may be granted to regulations for height, yard, area exterior structure, coverage and parking regulations. May also review plans to grant variances to the regulations concerning sign appeals.

Collin Central Appraisal District

Meetings: 7 a.m., 4th Thursday
250 Eldorado Pkwy., McKinney

Determines Appraisal District's goals. Operates as the decision-making body on appraisal district operations.

Building Standards Commission

8 members
Meetings: 4 p.m., 3rd Tuesday
Plano Municipal Center, 1520 K Ave.

Reviews and recommends proposed amendments to the building and fire codes. Hears appeals from decisions of the Building Official or Fire Chief. Reviews building code requests for alternate materials or methods of construction and code enforcement cases for property maintenance, repairs and abatement of dangerous buildings.

Community Relations Commission

8 members
Meetings: 5:30 p.m., As called (typically meets weekly during April & May)
Plano Municipal Center, 1520 K Ave.

Serves as a hearing board to address significant issues as directed by Council. Oversees the Community Development Block Grant and the Community Service Grants. Reviews and makes recommendations regarding significant community problems impacting the quality of life.

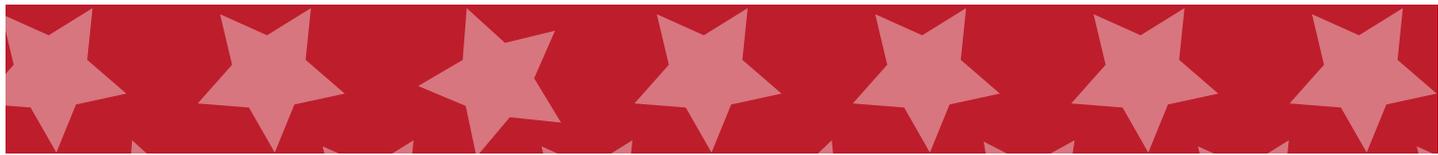
Civil Service Commission

3 members
Meetings: At least every January & as needed
Plano Municipal Center, 1520 K Ave.

Cultural Affairs Commission

7 members
Meetings: 6 p.m., 1st Thursday
Plano Municipal Center, 1520 K Ave.

Receives annual applications for grants for arts and event activities within Plano. These include Major Arts Grants, Small Arts Grants, Special Event Sponsorship Grants and Urban-Town Center Grants. Recommends to City Council the disposition of funds.



DART Board

Meetings: 6:30 p.m., 2nd & 4th Tuesdays 2-year terms
1401 Pacific Ave., Dallas

City Council appoints 1 member, and jointly appoints 1 shared member with other Metroplex cities to the DART Board, which is the governing board over the regional transportation system.

Denton Central Appraisal District

Meetings: 3 p.m., 4th Thursday 2-year terms
3911 Morse Street, Denton

Determines Appraisal District's goals. Operates as the decision-making body on appraisal district operations.

Heritage Commission

7 members 2-year terms
Meetings: 6 p.m., 4th Tuesday
Plano Municipal Center, 1520 K Ave.

Identifies and designates historic buildings, as well as areas of historical, architectural, or cultural importance. Reviews Certificate of Appropriateness applications for exterior modifications proposed on heritage-designated properties. Makes recommendations to City Council regarding preservation grants and heritage tax exemptions. Preferably, appointees should have demonstrated interest, competence and knowledge in historic preservation or other related disciplines such as history, art or architecture.

Library Advisory Board

9 members 2-year terms
Meetings: 7 p.m., 1st Tuesday (Feb., May, Aug., Nov.)
W.O. Haggard, Jr. Library, 2501 Coit Rd.

Advises Council on matters relating to the operations of the Library Department. Reviews various library policies and recommends programs, services and improvements.

Multicultural Outreach Roundtable (MCOR)

Membership varies in size
Meetings: 7 p.m., 2nd Tuesday
Plano Municipal Center, 1520 K Ave.

Partners with the City Council and the diverse citizens of Plano encouraging understanding and participation in the government process and fulfilling

the needs and desires of its diverse citizens. **No application is required.**

North Texas Municipal Water District

2 members 2-year terms
Meetings: 4 p.m., 4th Thursday
NTMWD, 505 E. Brown, Wylie

Governing board overseeing regional water, wastewater and solid waste systems.

Parks and Recreation Planning Board

7 members 2-year terms
Meetings: 6:30 p.m., 1st Tuesday (Jan., April, May, Aug., Oct.)
Various Parks and Recreation facilities

Makes recommendations regarding park land acquisitions and park master plan, Parks and Recreation Capital Improvement Program, bond referenda, park facility-user fees; and analyzes long range Parks and Recreation facility needs. Reviews and approves master plans for development or improvement of parks and recreation facilities.

Photographic Traffic Signal Advisory Committee

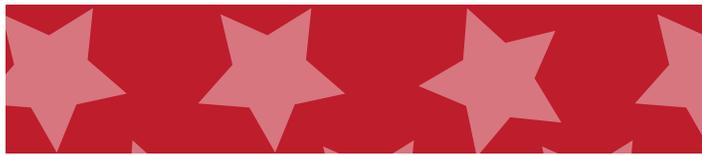
8 members 2-year terms
Meetings: As needed
Plano Municipal Center, 1520 K Ave.

Each City Council member appoints 1 member. Serves as an advisory committee to the City Council on the installation and operation of Plano's photographic (Red Light Camera) traffic signal enforcement system at newly selected intersection approaches pursuant to Chapter 707 of the Texas Transportation Code.

Planning and Zoning Commission

8 members 2-year terms
Meetings: 7 p.m., 1st & 3rd Mondays & worksessions
Plano Municipal Center, 1520 K Ave.

Makes recommendations to Council on updates to the City's Comprehensive Plan, and on zoning and rezoning petitions, including amendments to zoning regulations. Hears and takes action on site plans and plats for new development and redevelopment projects.



Plano Housing Authority (PHA)

5 members
Meetings: 6:30 p.m., 4th Tuesday
PHA Office, 1740 G Ave.

2-year terms

Board governance and oversight of Plano Housing Authority operations.

Retirement Security Plan Committee (RSP)

5 members
Meetings: 4 times per year (Jan., Apr., July & Oct.)
Plano Municipal Center, 1520 K Ave.

2-year terms

City Manager appoints 3 City employees and 2 non-employees who administer/hold fiduciary responsibility for the RSP Trust.

Self Sufficiency Committee

8 members
+1 appointed from Plano Housing Authority
Meetings: 6:30 p.m., 1st Monday
PHA Office, 1740 G Ave.

2-year terms

Works with the Plano Housing Authority to provide oversight for a self sufficiency program for residents of housing administered by the Housing Authority.

Senior Citizens Advisory Board

9 members
Meetings: 5 p.m., 1st Thursday (Jan., April, July, Oct.)
Senior Recreation Center, 401 W. 16th St.

2-year terms

Recommends and advises City Council on issues that are important to seniors living in Plano.

Tax Increment Financing Reinvestment Zone No. 2 Board (East TIF)

5 to 15 members
Meetings: As called by members
Plano Municipal Center, 1520 K Ave.

2-year terms

Makes recommendations to the City Council concerning the administration of the TIF in the zone.

Join Plano's Quest for Excellence!

*Apply to the City of Plano
Boards & Commissions*

As Easy as 1-2-3!

1. Log on to: www.plano.gov/boardsandcommissions
2. Check available positions online after June 24
3. Complete the online application and submit, or mail to:
City Secretary's Office
City of Plano
P.O. Box 860358
Plano, TX 75086-0358

If you would like an application mailed to you or have any questions, please contact the City Secretary's Office at (972) 941-7120 or citysecretary@plano.gov.

Please join us at the reception:

**Thursday, August 21, 2014
6-7:30 p.m.
Building Inspections Training Room
Plano Municipal Center
1520 K Avenue**



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