

Date: March 24, 2016

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 2016. 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 27.

Reappointments – June 28, 2016 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 29 – Post vacancies on the City's Web Site.

JULY

Notification Process

- **Late June** – In City newsletter and social media posts encouraging participation and directing residents to the City's website/City Secretary's Office for information.
- **Early July** - A general e-blast will be sent to 36,000+ 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 7** - Publish board vacancies in the Plano Star Courier.
- **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.

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AUGUST

Meet the applicants –

- One reception to be held on Thursday, August 25 from 6:00 – 7:30 p.m. at a location to be determined. (PISD classes resume on August 22) Job fair format with tables for those boards with openings.

Deadline for applications – Friday, August 26

Information to Council – Tuesday, August 30 - Staff will update Council via email when newly reviewed applications are entered.

Appointments – September 26, 2016 Council Meeting

OCTOBER/NOVEMBER – New members sworn in on October 10 and take their seats on November 1
Certificates to outgoing members presented on October 24.

Thank you for your consideration and direction.

Attachments: Draft Schedule
Board/Commission Overview

May 2016

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------------------------|---------------------------------------|---------|-----------|---|---|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 <i>Mother's Day</i> | 9 <i>City Council Meeting</i> | 10 | 11 | 12 | 13 | 14 <i>Plano Fire-Rescue Appreciation Picnic</i> |
| 15 | 16 | 17 | 18 | 19 <i>Plano Police Memorial Service Town Hall</i> | 20 | 21 |
| 22 | 23 <i>City Council Meeting</i> | 24 | 25 | 26 | 27 <i>Council provided Reappointment information</i> | 28 |
| 29 | 30 <i>Memorial Day Holiday</i> | 31 | | | | |
| | | | | | | |

June 2016

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---------------------------------|---------------------------------|--|---|----------------------|--|---------------------------------|
| | | | 1 | 2 | 3 Neighborhood Leadership Council Breakfast | 4 |
| 5 | 6 | 7 | 8 | 9 TCMA Conference | 10 TCMA Conference | 11 TCMA Conference |
| 12 TCMA Conference | 13 City Council Meeting | 14 | 15 | 16 | 17 | 18 |
| 19 <i>Father's Day</i> | 20 | 21 | 22 | 23 | 24 USCM Annual Conference | 25 USCM Annual Conference |
| 26 USCM Annual Conference | 27 USCM Annual Conference | 28 City Council Meeting Council determines Reappointments | 29 Vacancies posted on City's website | 30 | | |
| | | | | | | |

July 2016

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|-----------|-----------------------------------|--|---|----------|
| | | | | | 1 This Month: E-Blast Website notice Utility Bill Insert | 2 |
| 3 | 4 Independence Day Holiday | 5 | 6 | 7 Vacancies published in Newspaper | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 City Council Meeting | 26 | 27 City Council Meeting | 28 | 29 | 30 |
| 31 | | | | | | |

August 2016

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|---|---|--|-------------------------------|---|
| | 1 | 2 | 3 City Council Grant Work Session | 4 | 5 | 6 |
| 7 | 8 City Council Meeting | 9 | 10 | 11 | 12 | 13 City Council Budget Work Session |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 First Day of School City Council Meeting | 23 | 24 | 25 Possible Reception 6:00-7:30 pm | 26 Application Deadline | 27 |
| 28 | 29 | 30 Applications provided to Council | 31 Public Hearing on Tax Rate | | | |
| | | | | | | |

September 2016

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|-------------------------------------|--|-----------|---------------------------------------|---------------------------------------|
| | | | | 1 | 2 | 3 |
| 4 | 5 <i>Labor Day Holiday</i> | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 <i>City Council Meeting</i> | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 <i>Plano Balloonfest</i> | 24 <i>Plano Balloonfest</i> |
| 25 <i>Plano Balloonfest</i> <i>ICMA Conference</i> | 26 <i>ICMA Conference</i> <i>City Council Meeting</i> <i>Appointments</i> | 27 <i>ICMA Conference</i> | 28 <i>ICMA Conference</i> | 29 | 30 | |
| | | | <p>New Members sworn-in on October 10, receive orientation and take their seats on November 1.</p> <p>Outgoing Members recognized on October 24.</p> | | | |

BOARDS & COMMISSIONS

OVERVIEW

2016



Mayor Harry LaRosiliere

MAYOR'S MESSAGE

In talking with citizens in the community, a question often asked is:

“How and where can I get involved to help the community?”

Community engagement is increasing and ongoing in Plano. One of the popular ways our citizens get involved is through our City Boards and Commissions where you can serve your passion and serve the City. There are a number of opportunities available which help advance key City initiatives. If you are interested in contributing to the community, we eagerly await submission of your application to join our team. Get engaged in Plano!

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

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 2-year terms 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 Director, 1 rep from an animal welfare organization, and the remainder Plano residents.

BOARD OF ADJUSTMENT

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

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

BUILDING STANDARDS COMMISSION

8 members 2-year terms Meetings: 4 p.m., 3rd Tuesday
Plano Municipal Center, 1520 K Ave.

Reviews and recommends adoption of the building and fire codes with proposed amendments. Reviews building code requests for alternate materials or methods of construction. Hears appeals concerning decisions made by the Building Official or Fire Chief. May also review staff recommendations concerning code enforcement cases for property maintenance, repairs and abatement of dangerous buildings.

CIVIL SERVICE COMMISSION

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

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.

COLLIN CENTRAL APPRAISAL DISTRICT

Meetings: 7 a.m., 4th Thursday 2-year terms
250 Eldorado Pkwy., McKinney

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

COMMUNITY RELATIONS COMMISSION

8 members 2-year terms Meetings: 5:30 p.m., As called (typically weekly in April & May)
Plano Municipal Center, 1520 K Ave.

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



CULTURAL AFFAIRS COMMISSION

7 members 2-year terms 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.
No application is required.





JOIN PLANO'S QUEST FOR EXCELLENCE!

Apply to the City of Plano
Boards & Commissions

AS EASY AS 1-2-3!

1. Log on to:
plano.gov/boardsandcommissions
2. Check available positions online
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.

Join us at the following reception:
Thursday, August TBD, 2016
6-7:30 p.m.
Location TBD

PARKS AND RECREATION PLANNING BOARD

7 members 2-year terms Meetings: 6:30 p.m., 1st Tuesday (Jan., April, May, Sept., Oct.)
Meetings held at various parks and recreation facilities

The Parks and Recreation Planning Board reviews and make recommendations to staff regarding the purchase and use of land, park plans, ordinances, and user fees.

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 and work sessions
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. Work sessions may start as early as 5:30 p.m. as dictated by work program needs.

PLANO HOUSING AUTHORITY (PHA)

5 members 2-year terms Meetings: 6:30 p.m., 4th Tuesday
PHA Office, 1740 G Ave.

Board governance and oversight of Plano Housing Authority operations.

RETIREMENT SECURITY PLAN COMMITTEE (RSP)

5 members 2-year terms Meetings: 4 times per year (Jan., Apr., July & Oct.)
Plano Municipal Center, 1520 K Ave.

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

SENIOR CITIZENS ADVISORY BOARD

9 members 2-year terms Meetings: 5 p.m., 1st Thursday (Jan., Mar., May, July, Sept., Nov.)
Senior Recreation Center, 401 W. 16th St.

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

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