

## **MEMORANDUM**

**DATE:** February 22, 2010

**TO:** Honorable Mayor and City Council  
City Manager Muehlenbeck  
City Secretary, Di Zucco

**FROM:** Alice Snyder, Assistant City Secretary

**RE:** Board and Commission Review Committee

On Monday, February 15, 2010, Mayor Pro Tem LaRosiliere and Council Member Callison (members of the Board and Commission Review Committee), City Secretary Zucco and Assistant City Secretary Snyder met with Staff liaisons and chairpersons/members of the following committees. The meeting continued on Friday, February 19, 2010.

### **MULTICULTURAL OUTREACH ROUNDTABLE (MCOR)**

Deputy City Manager Glasscock spoke to formation of the Roundtable in 2002 and stated there are five members consisting of a chairperson and four co-chairs; others are participants. He spoke to the success of the group, well attended meetings, advised that there is typically a core of participants working on projects, and stated concern should it be sunset. Mr. Glasscock advised that staff is waiting for direction on the current openings and spoke to minimal Staff time and monies for support with many expenses underwritten by other groups. He advised the Roundtable takes care of all aspects of outside activities and that the National Prayer Day will be held in the evening this year. Mayor Pro Tem LaRosiliere spoke to the general meeting (reception) held once a year and Mr. Glasscock spoke to work on an immigration class and further advised that the International Festival has spun off to a 501(3)(c). Mr. Glasscock spoke to the group being beneficial to all citizens, advised that quarterly attendance by a Council liaison would be beneficial, and stated that the co-chairs are reaching out to find replacements for the two open positions. He stated the program is still successful and they are receiving inquiries from many cities. Mayor Pro Tem LaRosiliere spoke to Council encouraging participation, but not acting as drivers of the program and Council Member Callison spoke of MCOR as being an energetic group.

### **PARKS AND RECREATION PLANNING BOARD**

Chair Neukranz spoke to the Parks and Recreation Planning Board spending time focused on being efficient with the Staff and to four guidelines for items placed on the agenda: 1) strategic long-range planning, where staff can gain benefit from board members on their comments and viewpoints (i.e. CIP); 2) subjects that facilitate board member advocacy (i.e. members getting out in the public and meeting at different locations); 3) administrative matters that are required by ordinance (i.e. Chapter 26 hearings); and 4) any subject that Staff feels would be of benefit to get comment back from the board members (i.e. membership fees, proposal for college program).

Mr. Neukranz stated that emphasizing what is on the agenda has done the most good in keeping the board productive while lessening meetings. He spoke to expectations of the board members: advocacy of parks/recreation facilities/programs, providing perspective based on their diversity, coming to the meetings prepared in advance, commitment to the long term and conducting oneself consistent with ethics and expectations. He spoke to how the board spotlights a particular subject on each agenda and takes time to learn about how it pertains to parks and recreation (i.e. aging population of Plano).

Mr. Neukranz spoke to receiving briefings on land acquisitions, the timeline for Chapter 26 items, and to linear park requests meeting specific parameters moving directly to the Council without review by the Board. He stated that Staff will try three-month memberships after experiencing success with a "college" program and advised that a meeting at the Douglass Community Center may be held in the future. Mr. Neukranz stated meetings are going well with good Staff support and diverse/active members and that the support shown by Council liaisons is appreciated. He responded regarding the current budget situation, stating that he sees Staff operating on a new level, embracing board advocacy and, bringing forward more briefing information. He spoke to a new paradigm developing over the next five years with opportunity for an upcoming All-America City competition and to providing constant communication with recreation customers. Council Member Callison thanked Mr. Neukranz for his understanding and positive attitude.

### **LIBRARY ADVISORY BOARD**

Library Director Ziegler stated the goals of the Library Advisory Board and Chair Benton spoke to looking for ways to assist the libraries. She cited staffing levels and spoke to advising citizens that they may experience a change in life style if there were further reductions. Ms. Benton responded to Council Member Callison, stating that two additional members would help ensure a quorum at quarterly meetings. Ms. Ziegler spoke of many Staff members multi-tasking, cross training, and splitting time between libraries for coverage; stated that "inter-library loan" service must be provided for accreditation; and spoke to the impact of retirements on staffing. She stated that the new RFID will help by providing more self-service check in and checkout of items and spoke regarding the removal of remote book drops, limits placed on holds and check outs and issues related to volunteer turnover. Ms. Benton spoke to the labor intensive nature of "holds," donations from Friends of the Plano Public Library, advised that book donations have been halted for now as the process is very labor intensive and spoke to City promotion of *Shop Plano First* to raise the sales tax level and maintain services.

Ms. Benton stated that she would like to see a Council liaison at a future board meeting and spoke to the generosity of the library during budget cuts. Council Member Callison thanked the board for their efforts and Mayor Pro Tem LaRosiliere spoke to the perception of the citizens/patrons potentially outweighing the cost savings of closing libraries once per week. Ms. Benton spoke to the morale of the Staff, the average age of librarians nearing retirement, and the need to be a library that appeals to new librarians.

### **COMMUNITY RELATIONS COMMISSION**

Community Services Manager Day spoke to the Commission having been very busy last year in regards to the grant process and the five-year plan. Chair Grady spoke to the *2010-2014 Plan* as a good addition to the previous one and looking into the City's needs. He spoke to its necessity for HUD and including valuable information to be isolated and reviewed further.

Mr. Grady spoke to increased demands on agencies and doing the most good by affecting the most people. Ms. Day advised that applications were rewritten in 2005 and are working well by isolating funding per agency with receipt of either City or federal money following the same set of rules. She spoke to the Human Resources Department producing the diversity study and Mr. Grady advised that the number of members is a good balance with smart minds, a lot of energy and members coming prepared for the meetings. Mr. Grady stated that feedback from Council liaisons is a good way to keep informed and spoke to additional members of the public in attendance at a recent meeting on the *2010-14 Plan* who commented on the study, information provided, how special needs were interlaced throughout the document and how the Commission followed through. He spoke to public hearings as great public relations pieces for the City.

Ms. Day advised that she has spoken to other cities regarding contributions and stated that the City of Allen is "at will" of the Council (last year less than \$1 per capita) and McKinney/Frisco are at \$1 per capita with Plano still the most generous and spoke to receipt of CDBG monies by McKinney/Frisco. Mayor Pro Tem LaRosiliere spoke to the origins of the funding in the late 90's and he and Council Member Callison commended the Commission on their work. Mr. Grady spoke to data contained in the *Plan*, the strain on non-profits and small businesses and to creating ways to sustain small business.

### **HERITAGE COMMISSION**

Vice Chair Quaintance-Howard spoke to the process for site inspections and Heritage Preservation Officer Casso-Hersch spoke to the tax exemption program, advising that there are over 70 participating properties this year. She advised that in 2009, the Heritage Commission approved 14 Certificates of Appropriateness (a decline from the previous year) and spoke to the upcoming grant cycle. Ms. Casso-Hersch advised that the survey of tax exemptions has been complete and will come before Council for review, stated that seven members is a good number and spoke to the Commission's diverse backgrounds and interest in preservation. Development Review Manager Firgens spoke regarding the Heritage Preservation Plan update to be complete by June which will assist Council in interpreting data collected. She spoke to Staff processing of some items that do not come forward to the Commission.

Ms. Quaintance-Howard spoke to the benefits of the Heritage Preservation Community Workshop with 25 in attendance including homeowners, business owners, property owners and tenants. She spoke to the appropriateness of meeting times and stated that the Preservation Plan is a joint effort between the Staff and the Commission. She spoke to planning in the future looking at the neighborhoods, not only in age, but in the context of the neighborhood when considering post-WWII and mid-century housing. Council Member Callison commended the Commission on researching neighborhoods and advised that Council liaisons are available for any assistance.

### **SELF SUFFICIENCY COMMITTEE**

Brenda McDonald, Plano Housing Authority Director of Resident & Real Estate Services, introduced Kewondra "Kay" Teague, Homeownership & Family Self Sufficiency Program Coordinator, advising that Ms. Teague works hand-in-hand with the participants and the Committee. Ms. McDonald spoke to the over 70 program participants for the holiday festival and committee plans for an orientation retreat for participants on February 27 with a March meeting reviewing the Open Meetings Act.

Ms. McDonald spoke to the challenge of keeping people and money in Plano since housing is not as affordable as in other area cities. She spoke to partnerships with churches and businesses to help the participants. Ms. Teague spoke to the process for participants including interviews and a final selection by the Committee, advising that advocacy and helping with resources is its primary role. She stated that participants are moving into nursing and medical billing training positions. Ms. McDonald spoke to the participants having difficulty finding affordable housing in Plano, additional issues such as car repairs or transportation and application for CDBG grants. Ms. McDonald spoke to their open door policy, Staff commitment and expectations that there will be more participant graduations this year. She advised that they will bring forward a participant for Council consideration to fill a vacancy and spoke to the outstanding relationship between themselves and the Council Liaison. Council Member Callison commended the outstanding job done by the committee and Mayor Pro Tem LaRosiliere stated his appreciation.

### **BUILDING STANDARDS COMMISSION**

Chair Richard Prusha spoke to how the Building Standards Commission enforces health and safety ordinances and Chief Building Official Mata spoke to the heavy case load and work with Property Standards. Mr. Prusha reviewed their duties including addressing occupancy, demolition, required repairs; consideration of penalties and alternate materials, review of proposed building/fire code amendments and acting as advisory to the Fire Chief and Building Official. Mr. Mata spoke to last year's amendment to residential green building standards, advised that 2009 codes are up for review and that contractor's licenses are now addressed in a more administrative manner rather than by the board. He spoke to meetings held only if cases are scheduled and to an increase in items related to substandard homes.

Mayor Pro Tem LaRosiliere responded to Mr. Prusha, stating that Council liaisons review skills, meet applicants at receptions and confer in determining appointments. Mr. Prusha stated that those with an engineering, architectural or law background are more responsive in regards to understanding the terms used by the Commission. Mayor Pro Tem LaRosiliere stated his appreciation for the input and stated that this is one of the most technical boards.

### **CULTURAL AFFAIRS COMMISSION**

Chair Andrea Stroh stated the Commission has a full plate this year and Public Information Officer Conklin advised that parade funding will now go through the special event grant process with the urban town center grants coming to the Commission. Ms. Stroh spoke to receiving all grants at the same time and to the review process, stated that seven members is a good number and indicated some attendance concerns. She advised regarding scoring/funding for the Texas Performing Chinese Arts Association and stated she did not have an update on The Plano Children's Theater. Ms. Stroh spoke to implementation of a paperless process and Ms. Conklin spoke to receiving a funding figure from the Council to assist in allocations. She and reviewed the process and calendar and spoke to the leverage of funds and efforts to determine the level of influx by attendees. Ms. Callison spoke to the intense/important work of the Commission.

### **SENIOR CITIZENS ADVISORY BOARD**

Chair Gibson spoke to new members on the board and their desire to become involved. He stated the Board feels constrained by the quarterly meetings and requested the ability to hold “called meetings” as needed. Mr. Gibson stated that the seniors in Plano are growing in numbers, have important needs and spoke to past accomplishments of the board (2005 survey, Plano Senior Rides, taxi vouchers). He stated the board is focusing on updating Plano senior concerns and needs and spoke to work on designing a new survey (with donated printing costs). Mayor Pro Tem LaRosiliere and Council Member Callison spoke to the high costs of providing transportation. Mr. Mergen stated CCART is somewhat active in transporting seniors to the recreation centers. Mr. Gibson stated that the City has a lot of good programs in place for seniors but that information is not getting out. Mr. Mergen spoke to the high activity level at the Senior Center and the Geriatric Wellness Center. Mayor Pro Tem LaRosiliere spoke to receipt of survey results and how it might assist in addressing budgeting and strategic planning.

### **PUBLIC ARTS COMMITTEE**

Chair Robert Drotman spoke to possible sunseting of the Committee as it has lost funding. Council Member Callison spoke to the recommendation to have one representative from the Public Arts Committee on the Parks and Recreation Planning Board. Mr. Drotman stated a preference to keep the board and committee separate and Public Information Officer Conklin stated the purpose of moving a member from the Committee to the Parks and Recreation Planning Board is to keep the interest and if the opportunity came up, that person and the Board could establish a committee to address public art. Mr. Drotman spoke to the benefits of creating a separate group if funding is reestablished and to the long term plan for maintaining and archiving current pieces. He advised that pieces for the Oak Point Visitor Center and the Fire Department are complete and stated that the committee had planned to do a piece for the Police Department. Council Member Callison expressed her disappointment in the dissolving of the committee and Mr. Drotman offered to assist should the Committee be restarted.



## Memorandum

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**Date:** March 3, 2010

**To:** Thomas H. Muehlenbeck, City Manager

**From:** Amy Fortenberry, Director of Parks and Recreation  
Dana Conklin, Director of Public Information

**Subject:** **Public Art Master Plan and Funding Ordinance**

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The Public Art Committee was established by a City Council resolution in September 1999 and makes recommendations to the Council and appropriate boards regarding the City of Plano Public Art Program. The Public Art Master Plan was adopted by resolution in 2003. Within the Plan is language that reserves the right for Council to cancel or suspend the funding for Public Art. A subsequent funding ordinance was adopted in 2005.

The City Council has not appropriated or sold any funds for public art projects since 2006 and that funding has been fully allocated. There is no indication that any funding will be made available in the near future. With a lack of projects on which to focus, the Public Art Committee has not met since July 2009. This, combined with continued concerns for the city budgets, leads to a recommendation that this committee be considered for sunset.

To sunset the Committee, the 2005 funding ordinance should be repealed. Of specific mention in the ordinance is the maintenance of the existing public art inventory. The costs and responsibility, according to the ordinance, is that of each department having jurisdiction over the facility or location where the art resides. A specific maintenance plan is being developed by the former Public Art Coordinator to provide recommendations on maintaining the pieces.

The Public Art Master Plan continues to serve as a guiding document and should be retained and/or revised should the Committee functions be needed in the future. The plan suggests funding amounts for Community Investment Projects with “not to exceed” amounts specified. However, expenditures for Public Art are not compulsory.

In order to maintain an active public art voice, an alternative has been suggested through the designation of a single seat on the Parks and Recreation Planning Board. Should a future need arise to commission a public art piece or program this Board would then spearhead the effort. The Parks and Recreation Ordinance would need to be revised to reflect assignment of this duty if this option is selected.